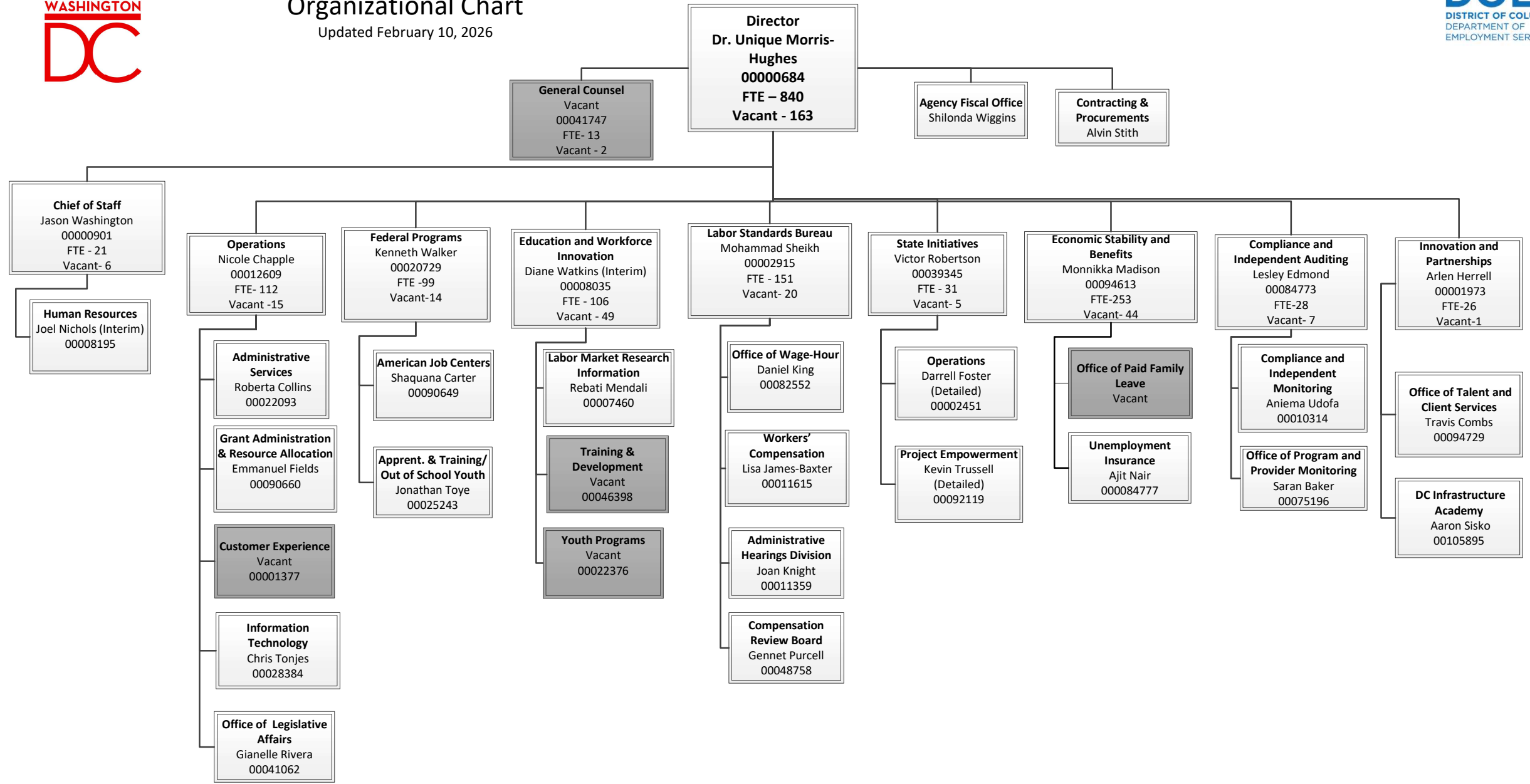
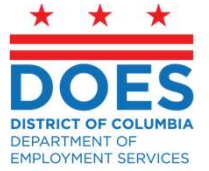




# Department of Employment Services Organizational Chart

Updated February 10, 2026



Position Number	Title	Name	Salary	Fringe	Residency	Hire Date	Reg/Temp/Term	Vacant Status
00105895	Program Manager	Aaron Sisko	\$ 136,884.00	\$ 32,578.39	MD	12/10/2018	Reg	F
00100218	Paid Family Leave Claims Exami	Abigail Blomquist	\$ 98,412.00	\$ 23,422.06	DC	10/13/2020	Term	F
00092009	Workforce Development Spec.	Adrian Jefferies	\$ 112,802.00	\$ 26,846.88	DC	3/9/1992	Reg	F
00023607	Staff Assistant	Adrianna Audain	\$ 68,116.00	\$ 16,211.61	DC	8/11/2025	Term	F
00006356	Program Manager	Ahmad Thomas	\$ 115,000.00	\$ 27,370.00	MD	7/31/2023	Reg	F
00004666	Unemployment Tax Examiner	Aisha Abdul-Hakim	\$ 72,088.00	\$ 17,156.94	DC	3/15/2021	Term	F
00108938	Unemployment Call Center Repre	Aissatou Drame	\$ 62,842.00	\$ 14,956.40	DC	8/21/2017	Reg	F
00084777	Assoc. Director Unempl. Comp.	Ajit Nair	\$ 138,187.00	\$ 32,888.51	VA	1/9/2017	Reg	F
00001562	Program Analyst	Albert Hardeman	\$ 103,333.00	\$ 24,593.25	MD	4/30/1985	Reg	F
00041013	Workforce Development Spec.	ALEC VINCENT Jr.	\$ 104,168.00	\$ 24,791.98	MD	10/3/2005	Reg	F
00084812	Manpower Development Spec	Alex Underwood	\$ 112,802.00	\$ 26,846.88	DC	1/29/2015	Reg	F
00024638	Unemployment Call Center Repre	Alexander Jackson	\$ 64,144.00	\$ 15,266.27	MD	5/19/2025	Term	F
00100398	Paid Family Leave Claims Exami	Alexia Hogan	\$ 98,412.00	\$ 23,422.06	MD	10/25/2021	Term	F
00041296	Program Analyst	Alexis Foo	\$ 88,300.00	\$ 21,015.40	DC	7/18/2022	Term	F
00027229	UNEMPLOYMENT COMPENSATION CLAI	Alexis Morgan	\$ 68,116.00	\$ 16,211.61	DC	11/7/2022	Term	F
00025659	Supvy Workers Comp Claims Exam	Alice Goldring	\$ 138,498.35	\$ 32,962.61	DC	7/23/1984	Reg	F
00111970	Wage & Hour Compliance Spec	Alicia Williams	\$ 68,116.00	\$ 16,211.61	DC	8/29/2022	Term	F
00021910	PROGRAM ANALYST	Alisa Fryar	\$ 118,558.00	\$ 28,216.80	DC	6/15/1987	Reg	F
00010411	Supervisory Unemployment Compe	ALISHIA CURTIS	\$ 133,619.00	\$ 31,801.32	MD	6/30/2025	Reg	F
00011918	PGM ANALYST	Alison Arrington	\$ 120,569.00	\$ 28,695.42	DC	4/24/2023	Reg	F
00106934	Program Manager	Aliyah Glenn	\$ 117,750.60	\$ 28,024.64	DC	4/4/2016	Reg	F
00007145	APPRENTICESHIP TRAINING REP	Alletta Sampson	\$ 127,295.00	\$ 30,296.21	DC	5/12/1997	Reg	F
00016329	Program Manager	Allison Contee	\$ 98,689.97	\$ 23,488.21	MD	3/1/2021	Reg	F
00000363	Workforce Dev. Special (DVOP)	Alpha Lewis	\$ 74,893.00	\$ 17,824.53	DC	4/21/2025	Term	F
00042965	Special Assistant	Alva Labeach	\$ 119,916.00	\$ 28,540.01	DC	10/3/1983	Reg	F
00040005	Workforce Development Spec.	Amy Powell	\$ 74,893.00	\$ 17,824.53	MD	9/17/2018	Term	F
00095345	Operations Manager	Ana Argueta	\$ 114,441.00	\$ 27,236.96	MD	6/17/2024	Reg	F
00086184	Unemployment Tax Examiner	Ana Coronado	\$ 77,299.00	\$ 18,397.16	DC	4/11/2022	Term	F

00014610	Staff Assistant	Andrea Nichols	\$ 68,116.00	\$ 16,211.61	DC	4/21/2025	Term	F
00016696	Program Manager	Andrew Downton	\$ 114,441.00	\$ 27,236.96	DC	12/19/2022	Reg	F
00024963	INSURANCE EXAM WORKERS COMP	Angela Britt	\$ 82,111.00	\$ 19,542.42	MD	5/24/1999	Reg	F
00008710	Program Support Assistant	Angela Foster	\$ 72,721.00	\$ 17,307.60	DC	3/30/2009	Reg	F
00100221	Paid Family Leave Claims Exami	Angela Martin	\$ 82,111.00	\$ 19,542.42	MD	5/1/2017	Term	F
00083541	Unemployment Tax Examiner	Angela Thompson	\$ 66,130.00	\$ 15,738.94	MD	3/1/2021	Term	F
00010314	Associate Director (Ofc. of Pr	Aniema Udofa	\$ 158,105.48	\$ 37,629.10	MD	1/13/2014	Reg	F
00006397	Unemployment Tax Examiner	Anika Johnson	\$ 82,111.00	\$ 19,542.42	MD	4/20/2020	Term	F
00008285	PARALEGAL SPECIALIST	Anita Hart	\$ 103,333.00	\$ 24,593.25	DC	6/1/2015	Reg	F
00021210	INFORMATION TECHNOLOGY SPECIAL	ANJANI JUJAVARAPU	\$ 162,565.00	\$ 38,690.47	VA	3/6/2006	Reg	F
00084771	Program Manager	Annette Phoenix	\$ 103,756.00	\$ 24,693.93	DC	4/17/2018	Reg	F
00042681	UNEMPLOYMENT COMPENSATION CLAI	Anthony Cabbell	\$ 68,116.00	\$ 16,211.61	MD	6/13/2016	Term	F
00008699	Workforce Dev Spec. (1st Sourc	Anthony Fizer	\$ 66,130.00	\$ 15,738.94	MD	7/31/2023	Term	F
00021390	Support Services Specialist	Anthony White	\$ 109,924.00	\$ 26,161.91	MD	9/19/1994	Reg	F
00022595	UNEMPLOYMENT COMPENSATION CLAI	Antoinette Carter	\$ 91,735.00	\$ 21,832.93	MD	11/24/1997	Reg	F
00016663	Workers' Compensation Claims E	Antoinette Green	\$ 115,680.00	\$ 27,531.84	DC	10/25/1989	Reg	F
00021484	Investigator (Unemp Comp Clms)	Anurag Masson	\$ 90,805.00	\$ 21,611.59	MD	1/17/2023	Term	F
00034039	Unemployment Compensation Busi	April Mace	\$ 85,794.00	\$ 20,418.97	DC	7/14/2025	Term	F
00100402	Paid Family Leave Claims Exami	Arndas Shaw	\$ 95,534.00	\$ 22,737.09	DC	1/3/2023	Term	F
00042433	Deputy General Counsel	Arif Sheikh	\$ 151,120.00	\$ 35,966.56	VA	9/8/2014	Reg	F
00001973	Senior Deputy Director	Arlen Herrell	\$ 168,325.00	\$ 40,061.35	DC	12/14/2015	Reg	F
00097364	INFORMATION TECHNOLOGY SPEC.	Arman Birmagambetov	\$ 119,916.00	\$ 28,540.01	VA	11/6/2023	Term	F
00044897	Workforce Dev. Spec. (Bil.)	Aronny Noguera	\$ 96,547.00	\$ 22,978.19	VA	6/22/2009	Reg	F
00087374	Workforce Development Speciali	Ashley Green	\$ 86,923.00	\$ 20,687.67	DC	11/7/2022	Reg	F
00018808	Workers' Compensation Claims E	Ashley Johnson- Green	\$ 92,656.00	\$ 22,052.13	MD	9/21/2015	Term	F
00077784	Wage & Hour Compliance Spec	Ashley Mcmillan	\$ 68,116.00	\$ 16,211.61	DC	8/15/2022	Term	F
00092173	Wage & Hour Compliance Spec	Asia Ford	\$ 74,074.00	\$ 17,629.61	DC	11/9/2020	Reg	F
00073470	Human Resources Specialist	Asia Williams	\$ 131,138.00	\$ 31,210.84	DC	8/11/2025	Term	F
00016655	Program Analyst	Atefeh Hadjiesmaeili	\$ 93,069.00	\$ 22,150.42	DC	10/6/2025	Term	F

00046523	Staff Assistant	Aubyn Roche	\$ 62,158.00	\$ 14,793.60	MD	8/11/2025	Term	F
00038412	Workforce Development Spec.	Azaria Johnson	\$ 74,893.00	\$ 17,824.53	NY	8/25/2025	Term	F
00101884	Adjudication Specialist	Belinda Walker	\$ 71,579.00	\$ 17,035.80	MD	9/14/2020	Term	F
00041063	Program Manager	Benjamin Gray	\$ 105,077.88	\$ 25,008.54	MD	6/6/2022	Reg	F
00102669	Program Support Specialist	Benjamin Sampson	\$ 59,378.00	\$ 14,131.96	DC	10/23/2023	Term	F
00043470	Paralegal Specialist	Benjamyn Johnson	\$ 84,517.00	\$ 20,115.05	VA	2/16/2021	Term	F
00075070	Program Support Assistant (OA)	Beverly Gillis	\$ 54,206.00	\$ 12,901.03	DC	1/9/2017	Reg	F
00051475	Investigator (Unemp Comp Clms)	Beverly Liggins	\$ 90,805.00	\$ 21,611.59	MD	6/8/2020	Reg	F
00095347	Program Analyst	Beza Dagnachew	\$ 98,412.00	\$ 23,422.06	MD	8/11/2025	Term	F
00086175	Unemployment Tax Examiner	Beza Fekadu	\$ 82,111.00	\$ 19,542.42	MD	3/25/2024	Term	F
00016328	INSURANCE EXAMINER	Bianca Bradley	\$ 79,705.00	\$ 18,969.79	DC	4/24/2023	Reg	F
00102918	Program Analyst	Bianca Briscoe	\$ 90,805.00	\$ 21,611.59	MD	12/30/2024	Term	F
00028379	Workers' Compensation Claims E	Bijan Black	\$ 104,168.00	\$ 24,791.98	MD	1/7/2019	Reg	F
00097389	Customer Service Representativ	Biky Morales Aguilera	\$ 71,579.00	\$ 17,035.80	VA	9/26/2022	Term	F
00106011	Program Analyst	Billie Johnson	\$ 107,046.00	\$ 25,476.95	DC	3/6/2017	Reg	F
00097771	Chief of Benefits	Blanca Bejarano	\$ 131,607.15	\$ 31,322.50	MD	9/6/2016	Reg	F
00013139	Workers' Compensation Claims E	Bobbi Strang	\$ 101,290.00	\$ 24,107.02	DC	9/24/2012	Reg	F
00087372	Workforce Development Speciali	Brandon Fields	\$ 91,735.00	\$ 21,832.93	VA	3/11/2013	Reg	F
00086197	Program Analyst	Brandon Walker	\$ 92,656.00	\$ 22,052.13	MD	3/6/2017	Term	F
00100409	Paid Family Leave Claims Exami	Brenda Barnes	\$ 95,534.00	\$ 22,737.09	MD	7/29/2024	Term	F
00019089	Workers' Compensation Claims E	BRIAN WADE	\$ 78,046.00	\$ 18,574.95	MD	1/8/2007	Reg	F
00008835	Program Support Assistant (OA)	Brianna Williams	\$ 60,396.00	\$ 14,374.25	DC	10/1/2018	Term	F
00114958	Program Analyst	Brittany Battle	\$ 65,285.00	\$ 15,537.83	VA	2/24/2025	Term	F
00011358	Program Analyst	Brittany Switzer	\$ 110,185.00	\$ 26,224.03	MD	3/25/2024	Term	F
00092170	Wage & Hour Compliance Spec	Bryon Gillum	\$ 66,130.00	\$ 15,738.94	MD	4/24/2023	Reg	F
00097688	Paid Family Leave Tax Examiner	Calvin Nelson	\$ 86,923.00	\$ 20,687.67	MD	5/28/2019	Term	F
00024898	Program Manager	CALVIN VAUGHN	\$ 100,000.00	\$ 23,800.00	DC	4/8/2024	Reg	F
00028403	Staff Assistant	Candice Mason	\$ 62,158.00	\$ 14,793.60	DC	10/6/2025	Term	F
00100334	Unemployment Tax Auditor	Candis Chaney	\$ 90,805.00	\$ 21,611.59	MD	7/20/2020	Term	F

00028381	Supervisory IT Specialist	Caribe Skinner	\$ 113,597.68	\$ 27,036.25	DC	6/26/2017	Reg	F
00086189	Unemployment Call Center Repre	Carla Smith	\$ 66,130.00	\$ 15,738.94	DC	2/27/2023	Term	F
00015752	Workforce Development Spec.	Carlos Washington	\$ 67,548.00	\$ 16,076.42	DC	7/19/2010	Reg	F
00017343	Program Analyst (Accnt. Exec.)	Carlton Morrison	\$ 137,561.00	\$ 32,739.52	DC	11/19/1983	Reg	F
00102353	Program Analyst	Carman Wilkins	\$ 98,412.00	\$ 23,422.06	DC	9/11/2023	Reg	F
00038417	Workforce Development Spec.	Carolyn Berry	\$ 96,547.00	\$ 22,978.19	MD	9/2/2008	Reg	F
00043472	Program Support Assistant	CAROLYN HARRIS	\$ 67,548.00	\$ 16,076.42	DC	7/25/2005	Reg	F
00086190	Program Support Specialist	Carolyn Rivers-Baines	\$ 70,102.00	\$ 16,684.28	DC	8/10/2015	Term	F
00067587	Unemployment Call Center Repre	Casie Lindsey	\$ 64,144.00	\$ 15,266.27	MD	9/23/2024	Term	F
00021887	INSURANCE EXAMINER	Cathy Caudle	\$ 79,705.00	\$ 18,969.79	MD	12/21/2020	Reg	F
00025417	Workers' Compensation Claims E	Cathy Scruggs	\$ 118,558.00	\$ 28,216.80	MD	10/25/1982	Reg	F
00018985	Program Support Assistant (OA)	Cecelia Perry	\$ 72,721.00	\$ 17,307.60	MD	6/28/2019	Reg	F
00100187	Contact Representative	Cedric Brumley	\$ 61,110.00	\$ 14,544.18	MD	3/16/2020	Term	F
00008412	Data Scientist	Chalachew Jemberie	\$ 116,933.00	\$ 27,830.05	MD	5/6/2024	Reg	F
00097734	Paid Family Leave Tax Examiner	Chanee Crawford	\$ 89,329.00	\$ 21,260.30	MD	8/19/2019	Term	F
00067588	Staff Assistant	Charde Jones	\$ 55,915.00	\$ 13,307.77	DC	11/18/2024	Term	F
00010807	Program Analyst	Charlene Dorsey	\$ 150,436.00	\$ 35,803.77	DC	7/13/1992	Reg	F
00023035	UNEMPLOYMENT COMPENSATION CLAI	Charles Johnson Jr.	\$ 86,923.00	\$ 20,687.67	MD	2/2/2009	Term	F
00070848	Workforce Development Spec.	Charles Smith Jr.	\$ 104,168.00	\$ 24,791.98	DC	4/21/2014	Reg	F
00008625	Workforce Development Spec.	Charmaine Harris	\$ 89,329.00	\$ 21,260.30	DC	9/22/2014	Reg	F
00018831	Staff Assistant	Charnika Slye	\$ 68,116.00	\$ 16,211.61	DC	3/28/2022	Reg	F
00007752	Wage & Hour Comp Spec (Biling)	Chavara Bartley	\$ 118,558.00	\$ 28,216.80	MD	2/22/1993	Reg	F
00097724	Paid Family Leave Tax Examiner	Cheryl Curtis	\$ 70,102.00	\$ 16,684.28	VA	12/7/2020	Term	F
00084810	Wage & Hour Comp Spec	Cheryl Hampton	\$ 79,705.00	\$ 18,969.79	DC	8/17/2020	Reg	F
00034047	Program Analyst	CHIOMA AMAH	\$ 104,168.00	\$ 24,791.98	MD	7/6/2021	Reg	F
00022773	Program Manager	Christina Moore	\$ 127,030.00	\$ 30,233.14	MD	10/16/2017	Reg	F
00109199	Program Manager	Christopher Mason	\$ 99,513.00	\$ 23,684.09	MD	4/24/2023	Reg	F
00092123	Program Analyst	Christopher Ricks	\$ 80,784.00	\$ 19,226.59	DC	8/25/2025	Term	F
00028384	Chief Information Officer	Christopher Tonjes	\$ 197,337.00	\$ 46,966.21	DC	8/22/2016	Reg	F

00018665	Program Manager	Ciara Boderick	\$ 117,500.00	\$ 27,965.00	DC	3/10/2014	Reg	F
00097390	Contact Representative	Ciara Williams	\$ 55,915.00	\$ 13,307.77	DC	10/23/2023	Term	F
00095354	Public Affairs Specialist	Clarence Miller III	\$ 90,805.00	\$ 21,611.59	MD	8/12/2024	Term	F
00013138	PROGRAM ANALYST BILINGUAL	Claudia Serrano	\$ 119,916.00	\$ 28,540.01	VA	9/15/1986	Reg	F
00017322	Clerical Assistant (OA)	Clifton Padgett	\$ 67,548.00	\$ 16,076.42	DC	11/13/1984	Reg	F
00019780	Workers' Compensation Claims E	Clyde Carrington	\$ 112,802.00	\$ 26,846.88	DC	4/19/1993	Reg	F
00015811	Staff Assistant	Corey Rush	\$ 82,069.00	\$ 19,532.42	MD	1/15/2002	Reg	F
00067594	Unemploy Comp Claims Exam	Cornelia Meadows	\$ 58,608.00	\$ 13,948.70	DC	3/16/2020	Term	F
00016575	Information Technology Special	Cornelius Anderson	\$ 93,069.00	\$ 22,150.42	DC	7/14/2025	Term	F
00022320	Public Affairs Specialist	Corryn St. Thomas	\$ 75,775.00	\$ 18,034.45	MD	8/1/2022	Reg	F
00009451	UNEMPLOYMENT COMPENSATION CLAI	Crystal Watts	\$ 68,116.00	\$ 16,211.61	DC	8/17/2020	Term	F
00007655	UNEMPLOYMENT COMPENSATION CLAI	Cymone Fabian	\$ 84,517.00	\$ 20,115.05	DC	3/1/2021	Term	F
00015330	UNEMPLOYMENT COMPENSATION CLAI	Dameka Moore	\$ 66,130.00	\$ 15,738.94	DC	5/10/2021	Term	F
00104623	Assoc. Director Unempl. Comp.	Dana Rodriguez	\$ 138,473.00	\$ 32,956.57	DC	8/3/2020	Temp	F
00084815	Workforce Development Spec.	DaNesha McDowell	\$ 77,299.00	\$ 18,397.16	DC	2/12/2024	Term	F
00095172	Workforce Development Speciali	D'Angelo Dunlap	\$ 68,116.00	\$ 16,211.61	MD	12/5/2022	Term	F
00086177	Unemployment Tax Examiner	Daniel Hailesilassie	\$ 79,705.00	\$ 18,969.79	VA	3/24/2025	Term	F
00082552	Associate Dir for Wage & Hour	Daniel King	\$ 152,320.13	\$ 36,252.19	MD	6/2/2014	Temp	F
00010604	Program Analyst	Daniel Raudonis	\$ 102,018.00	\$ 24,280.28	DC	4/7/2025	Term	F
00095356	Program Analyst	Daniella Mensah Abrampah	\$ 119,916.00	\$ 28,540.01	DC	5/5/2025	Term	F
00028371	Apprenticeship & Training Rep	Danielle Thompson	\$ 112,802.00	\$ 26,846.88	DC	4/8/2024	Term	F
00100395	Paid Family Leave Claims Exami	Danielle Wiseman	\$ 98,412.00	\$ 23,422.06	MD	10/5/2015	Term	F
00105747	Program Analyst	Dante Dunlap	\$ 68,116.00	\$ 16,211.61	DC	4/25/2022	Term	F
00014612	Workforce Development Spec.	Dany Mendez	\$ 94,141.00	\$ 22,405.56	DC	11/1/1993	Reg	F
00106927	Human Resources Specialist	Darien Pierce	\$ 105,001.00	\$ 24,990.24	DC	5/30/2017	Reg	F
00007823	Program Support Assistant (OA)	Darnella Hayes	\$ 56,820.00	\$ 13,523.16	DC	7/5/2022	Term	F
00044138	UNEMPLOYMENT TAX EXAMINER	DARREL CORRADINI	\$ 96,547.00	\$ 22,978.19	MD	7/25/2005	Reg	F
00002451	Supervisory Program Manager	Darrell Foster	\$ 127,030.00	\$ 30,233.14	MD	12/18/2023	Reg	F
00020603	Wage & Hour Comp Spec	Darwin Spotser	\$ 79,705.00	\$ 18,969.79	DC	3/29/2021	Reg	F

00043930	INFORMATION TECHNOLOGY SPECIAL	Daryl McNeil	\$ 101,290.00	\$ 24,107.02	DC	11/13/2018	Reg	F
00017634	Human Resources Specialist	DaShae Minor	\$ 102,018.00	\$ 24,280.28	DC	4/15/2019	Reg	F
00092127	Staff Assistant	Dashana Thomas	\$ 77,299.00	\$ 18,397.16	MD	12/6/2021	Term	F
00087371	Workforce Development Speciali	Dashara Brown	\$ 86,923.00	\$ 20,687.67	DC	1/13/2014	Reg	F
00100691	Paid Family Leave Claims Exami	Dashawn James	\$ 79,705.00	\$ 18,969.79	MD	3/16/2020	Term	F
00004348	Workforce Development Spec.	David Gill	\$ 107,046.00	\$ 25,476.95	DC	12/19/2022	Term	F
00021010	SUPV WORKERS COMP CLAIMS EXAM	David Potter	\$ 129,472.81	\$ 30,814.53	MD	1/22/2008	Reg	F
00090659	Workforce Development Spec.	Davona Johnson	\$ 68,116.00	\$ 16,211.61	DC	12/19/2022	Term	F
00087370	Workforce Development Speciali	Dawan Davenport	\$ 86,923.00	\$ 20,687.67	DC	2/6/2017	Reg	F
00021659	Program Manager	Dawn Lowery	\$ 86,533.00	\$ 20,594.85	DC	10/7/2024	Reg	F
00086195	Unemployment Tax Examiner	Debbie Jackson	\$ 84,517.00	\$ 20,115.05	DC	9/29/2014	Term	F
00100079	Supervisory Validation Examine	Deborah Adams	\$ 106,479.00	\$ 25,342.00	DC	10/28/2019	Reg	F
00092011	Program Analyst	Deborah Ali	\$ 134,661.00	\$ 32,049.32	MD	8/30/2009	Reg	F
00046586	Program Analyst	Decarlo Washington	\$ 123,873.00	\$ 29,481.77	DC	3/12/2001	Reg	F
00097727	Paid Family Leave Tax Examiner	DeLawren Campbell	\$ 64,144.00	\$ 15,266.27	MD	4/8/2024	Term	F
00011962	Workforce Development Speciali	Delonte Johnson	\$ 70,102.00	\$ 16,684.28	DC	9/16/2019	Term	F
00009518	PROGRAM ANALYST	Demetries Saunders	\$ 119,916.00	\$ 28,540.01	MD	2/25/2002	Reg	F
00102921	Unemployment Compensation Busi	Demica Person	\$ 85,794.00	\$ 20,418.97	MD	7/28/2025	Term	F
00094620	Staff Assistant	Denise Drew	\$ 77,873.00	\$ 18,533.77	MD	7/14/2014	Reg	F
00097676	Paid Family Leave Tax Examiner	Denita Nelson	\$ 82,111.00	\$ 19,542.42	MD	9/25/2023	Term	F
00101873	Program Support Assistant (OA)	Dennine Scott	\$ 49,533.00	\$ 11,788.85	MD	10/13/2020	Term	F
00010598	Supervisory Hearing and Appeal	Derrick Bullock	\$ 114,441.00	\$ 27,236.96	DC	4/13/2020	Reg	F
00102636	Program Analyst	DeSean Lawson	\$ 90,805.00	\$ 21,611.59	MD	5/23/2022	Term	F
00013215	Program Analyst	Desta Daggett	\$ 119,916.00	\$ 28,540.01	DC	11/14/2005	Reg	F
00099904	Staff Assistant	Destinee Whittington	\$ 54,183.00	\$ 12,895.55	DC	7/14/2025	Term	F
00105750	Workforce Development Spec.	Destiny Dunston	\$ 82,111.00	\$ 19,542.42	MD	1/3/2023	Term	F
00023664	Support Services Specialist	Destyni Lewis	\$ 64,144.00	\$ 15,266.27	DC	3/4/2019	Reg	F
00109201	Staff Assistant	Devin Barrett	\$ 67,383.00	\$ 16,037.15	DC	6/21/2021	Term	F
00016039	Workforce Development Spec.	Diamonique Parks	\$ 74,893.00	\$ 17,824.53	DC	10/20/2025	Term	F

00086181	Unemployment Tax Examiner	Diana Cohen	\$ 82,111.00	\$ 19,542.42	DC	10/24/2022	Term	F
00024711	Workforce Development Spec.	Diane Harris	\$ 84,517.00	\$ 20,115.05	DC	10/3/1988	Reg	F
00022639	Supervisory Public Affairs Spc	Diane Watkins	\$ 117,873.70	\$ 28,053.94	DC	4/20/2015	Reg	F
00086090	Staff Assistant	Dianna Waters	\$ 95,816.00	\$ 22,804.21	DC	7/5/2016	Term	F
00002203	Senior Policy Advisor	Dionne Jackson Mansch	\$ 141,707.00	\$ 33,726.27	MD	3/10/2025	Term	F
00016814	Workforce Development Spec.	Dominique Fitzgerald	\$ 74,893.00	\$ 17,824.53	VA	1/30/2023	Term	F
00086086	Workforce Development Spec.	Donald Johnson	\$ 70,102.00	\$ 16,684.28	DC	8/1/2022	Term	F
00095358	Tax Chief Paid Family Leave	Donaver Cameron	\$ 124,391.00	\$ 29,605.06	MD	7/22/2019	Reg	F
00102506	Program Analyst	Donna Brown	\$ 107,984.00	\$ 25,700.19	DC	9/21/2015	Reg	F
00043148	Compliance Specialist	Donne Hawkins	\$ 80,784.00	\$ 19,226.59	DC	4/7/2025	Term	F
00094617	Program Analyst	Donovon Collins	\$ 90,805.00	\$ 21,611.59	MD	4/22/2024	Term	F
00009600	Manpower Develop Program Spec	Donti Mcfield	\$ 137,561.00	\$ 32,739.52	DC	5/20/2002	Reg	F
00097388	Contact Representative	Douglas McCray Jr.	\$ 62,842.00	\$ 14,956.40	DC	8/3/2020	Term	F
00028408	Clerical Assistant (Office Aut	Dwahza Moore	\$ 67,548.00	\$ 16,076.42	MD	6/21/1984	Reg	F
00010909	Adjudication Specialist	Dwayne Washington	\$ 84,167.00	\$ 20,031.75	MD	4/21/2025	Term	F
00005514	Supvy. Workforce Dev. Special.	Dwight Marable	\$ 104,704.00	\$ 24,919.55	DC	2/2/2009	Reg	F
00001047	UNEMPLOYMENT COMPENSATION CLAI	EDDIE CURRY	\$ 96,547.00	\$ 22,978.19	DC	2/4/2009	Reg	F
00067593	UNEMPLOYMENT COMPENSATION CLAI	Eddie Hamilton	\$ 76,060.00	\$ 18,102.28	DC	4/27/2009	Reg	F
00025116	Investigator (Unemp Comp Clms)	Eileen Proctor	\$ 112,802.00	\$ 26,846.88	MD	10/22/2012	Reg	F
00101820	Supvy Unemp Comp Claims Exam.	Elizabeth Ignacio-Fabian	\$ 86,533.06	\$ 20,594.87	MD	12/12/2016	Reg	F
00101826	Hearings and Appeals Examiner	Emily Villalta	\$ 105,001.00	\$ 24,990.24	MD	5/28/2019	Term	F
00090660	Administrative Officer	Emmanuel Fields	\$ 150,000.00	\$ 35,700.00	MD	2/16/2021	Reg	F
00102647	Unemployment Compensation Busi	Emmanuel Pressley	\$ 85,794.00	\$ 20,418.97	MD	12/15/2025	Term	F
00001482	Workforce Dev. Special (DVOP)	Eric Bell	\$ 82,111.00	\$ 19,542.42	MD	1/12/2026	Term	F
00106933	Information Technology Special	Eric McSween	\$ 105,001.00	\$ 24,990.24	MD	2/21/2017	Reg	F
00105892	Program Analyst	Eric Midder	\$ 104,168.00	\$ 24,791.98	VA	8/1/2022	Term	F
00051484	UNEMPLOYMENT COMPENSATION CLAI	Eric Murphy Sr.	\$ 74,074.00	\$ 17,629.61	MD	3/30/2009	Term	F
00016406	UNEMPLOY COMP CLAIMS EXAMINER	Erica Flood	\$ 89,329.00	\$ 21,260.30	MD	9/8/2014	Term	F
00111971	Program Analyst	Erica Taylor	\$ 83,289.00	\$ 19,822.78	DC	3/25/2024	Term	F



00043155	Staff Assistant	Erica Winslow	\$ 72,088.00	\$ 17,156.94	DC	12/9/2019	Reg	F
00086180	Unemployment Tax Examiner	Erick Melendez	\$ 74,893.00	\$ 17,824.53	MD	6/15/2020	Term	F
00100400	Paid Family Leave Claims Exami	Ericka Romero	\$ 101,290.00	\$ 24,107.02	MD	10/28/2019	Term	F
00047305	Adjudication Specialist	Erik Rutherford	\$ 95,816.00	\$ 22,804.21	MD	5/11/2020	Term	F
00021056	Program Manager	Erna Vance	\$ 86,533.06	\$ 20,594.87	DC	2/28/2011	Reg	F
00090647	Workforce Dev Spec. (1st Sourc	Ernest Kashif, II	\$ 70,102.00	\$ 16,684.28	DC	10/16/2017	Reg	F
00100336	Program Analyst	Essete Gebru	\$ 88,300.00	\$ 21,015.40	MD	3/24/2025	Term	F
00015787	Labor Economist	Ever Labrada	\$ 101,290.00	\$ 24,107.02	MD	5/15/2017	Reg	F
00102631	UNEMPLOYMENT COMPENSATION CLAI	Evette Washington	\$ 62,158.00	\$ 14,793.60	DC	8/11/2024	Temp	F
00102354	Program Manager	Fareeda Leblanc	\$ 105,347.60	\$ 25,072.73	MD	8/20/2018	Reg	F
00086171	Unemployment Tax Examiner	Fendi Nixon	\$ 91,735.00	\$ 21,832.93	MD	4/7/2025	Term	F
00028387	INDUSTRIAL HYGIENIST	FIDELIS NGOCHIA	\$ 86,923.00	\$ 20,687.67	MD	6/6/2022	Reg	F
00041802	Staff Assistant	Flora Findley	\$ 77,873.00	\$ 18,533.77	DC	12/12/1983	Reg	F
00010057	Program Analyst	Frances Berry	\$ 138,184.00	\$ 32,887.79	DC	4/8/2013	Reg	F
00022302	Program Support Specialist	Frank Crawford	\$ 70,102.00	\$ 16,684.28	DC	1/12/2015	Reg	F
00048759	ADMIN LAW JUDGE	Fred Carney Jr.	\$ 141,707.00	\$ 33,726.27	DC	2/22/1993	Reg	F
00023080	CLERICAL ASSISTANT	Freda Brooks	\$ 60,999.00	\$ 14,517.76	DC	6/26/1990	Reg	F
00014403	CLERK	Frederick Lockett Jr.	\$ 60,999.00	\$ 14,517.76	DC	10/1/1990	Reg	F
00105346	Workforce Development Spec.	Gary Mercer	\$ 72,088.00	\$ 17,156.94	DC	5/9/2022	Reg	F
00023585	Unemployment Compensation Busi	GAYATRI BONDILI	\$ 93,311.00	\$ 22,208.02	DC	9/23/2024	Term	F
00051461	UNEMPLOYMENT COMPENSATION CLAI	Genesha Williams	\$ 68,116.00	\$ 16,211.61	MD	1/26/2026	Term	F
00021451	Unemployment Call Center Repre	Geneva Wynn	\$ 61,110.00	\$ 14,544.18	MD	6/17/2024	Term	F
00048758	Chief Administrative Law Judge	Gennet Purcell	\$ 160,000.00	\$ 38,080.00	DC	4/20/2015	Reg	F
00097684	Paid Family Leave Tax Examiner	George Anning-Gyan	\$ 89,329.00	\$ 21,260.30	DC	5/28/2019	Term	F
00028398	Program Support Assistant (OA)	George Young III	\$ 65,760.00	\$ 15,650.88	DC	12/16/2013	Reg	F
00020405	SUPV WORKERS COMP EXAM	GERALD ROBERSON	\$ 155,877.70	\$ 37,098.89	DC	4/30/2007	Reg	F
00041062	Chief of External Affairs	Gianelle Rivera	\$ 177,839.00	\$ 42,325.68	DC	3/24/2025	Reg	F
00094161	Trial Attorney	Glen Capers	\$ 131,045.00	\$ 31,188.71	VA	5/9/2022	Reg	F
00100396	Claims Examiner (Paid Family L	Glenda Ferrufino	\$ 92,656.00	\$ 22,052.13	DC	1/30/2023	Term	F

00086092	Program Manager	Glorie Chiza	\$ 137,330.00	\$ 32,684.54	DC	5/23/2022	Temp	F
00102924	IT Spec. (Customer Support)	Grace Dajo	\$ 80,784.00	\$ 19,226.59	DC	4/21/2025	Term	F
00108935	Unemployment Call Center Repre	Gregory Gamble	\$ 62,842.00	\$ 14,956.40	DC	11/17/2014	Reg	F
00036298	Workforce Development Spec.	Gregory Hoey	\$ 62,158.00	\$ 14,793.60	DC	12/15/2025	Term	F
00044892	Admin. Law/Appeals Judge	Gregory Lambert	\$ 141,707.00	\$ 33,726.27	MD	6/16/2014	Reg	F
00097814	Workforce Development Spec.	Gregory Lawrence	\$ 82,111.00	\$ 19,542.42	MD	1/30/2023	Term	F
00084776	UNEMPLOYMENT COMPENSATION CLAI	Gwendolyn Jones	\$ 70,102.00	\$ 16,684.28	MD	2/11/2013	Term	F
00063262	Unemployment Tax Examiner	Gwendolyn Toney	\$ 76,060.00	\$ 18,102.28	DC	9/8/2015	Term	F
00097728	Staff Assistant	Hailey Lacewell	\$ 59,378.00	\$ 14,131.96	DC	2/24/2025	Term	F
00020435	Management Analyst	Hamallah Sidibe	\$ 117,029.00	\$ 27,852.90	MD	7/14/2025	Term	F
00102504	Program Analyst	Hannah Olinger	\$ 92,656.00	\$ 22,052.13	DC	1/12/2026	Term	F
00044140	Program Manager	Hawi Alemu	\$ 107,307.00	\$ 25,539.07	MD	9/16/2019	Reg	F
00086191	Unemployment Call Center Repre	Heather Minor	\$ 59,378.00	\$ 14,131.96	DC	5/24/2021	Term	F
00097813	Workforce Development Spec.	HEAVENLY TAYLOR	\$ 62,158.00	\$ 14,793.60	DC	7/28/2025	Term	F
00015654	Supervisory Unemployment Compe	Helen Foster	\$ 112,356.34	\$ 26,740.81	DC	1/27/2003	Reg	F
00095148	Information Technology Special	Henok Tadele	\$ 141,707.00	\$ 33,726.27	MD	7/14/2025	Term	F
00092007	Workforce Development Spec.	Hope Mclane Coleman	\$ 104,168.00	\$ 24,791.98	DC	4/30/1990	Reg	F
00008449	Program Analyst	Ian Davis	\$ 101,290.00	\$ 24,107.02	DC	11/3/2025	Term	F
00001551	Staff Assistant	Ida Mukendi	\$ 77,873.00	\$ 18,533.77	DC	12/9/2019	Term	F
00047366	Unemployment Tax Examiner	Ikea Hicks	\$ 64,144.00	\$ 15,266.27	MD	8/30/2021	Term	F
00102676	Tax Examiner (Paid Family Leav	Ikia Walker	\$ 92,656.00	\$ 22,052.13	DC	1/17/2023	Term	F
00020463	Unemployment Tax Auditor	Ikisha Little	\$ 85,794.00	\$ 20,418.97	DC	1/3/2023	Term	F
00101872	Program Support Assistant (OA)	India Adams	\$ 51,091.00	\$ 12,159.66	DC	8/1/2014	Term	F
00100708	Workforce Development Spec.	India Bookhart	\$ 74,893.00	\$ 17,824.53	DC	1/12/2026	Term	F
00021311	Program Analyst	India Cole	\$ 120,569.00	\$ 28,695.42	MD	3/25/2013	Reg	F
00037251	Program Manager	Ingrid Gutierrez	\$ 86,533.00	\$ 20,594.85	DC	1/12/2009	Reg	F
00097682	Paid Family Leave Tax Examiner	Ingrid Lemus	\$ 79,705.00	\$ 18,969.79	DC	4/7/2025	Term	F
00097678	Paid Family Leave Tax Examiner	Iris Rodriguez	\$ 79,705.00	\$ 18,969.79	MD	5/22/2023	Term	F
00106799	Program Analyst	Isha Foster-Lee	\$ 104,168.00	\$ 24,791.98	DC	3/9/2015	Term	F

00043928	Program Analyst	Ivan Cruz	\$ 71,579.00	\$ 17,035.80	DC	9/19/2016	Term	F
00041299	UNEMPLOYMENT COMPENSATION CLAI	Ivan Tavares	\$ 94,141.00	\$ 22,405.56	MD	10/1/1994	Reg	F
00025357	Workforce Development Spec.	Ivana Onojafe	\$ 74,893.00	\$ 17,824.53	MD	10/11/2022	Term	F
00084814	Program Analyst	Ivy Landro	\$ 118,558.00	\$ 28,216.80	MD	3/24/2025	Term	F
00028407	Workforce Development Spec.	Jacobi Green	\$ 79,705.00	\$ 18,969.79	DC	5/29/2018	Reg	F
00040462	Executive Assistant	Jacquelyn Henry	\$ 132,000.00	\$ 31,416.00	MD	2/13/2023	Reg	F
00014432	Program Support Specialist	Jacyn Gilbert	\$ 62,158.00	\$ 14,793.60	DC	5/5/2025	Term	F
00005911	UNEMPLOYMENT COMPENSATION CLAI	Jahlani Jackson	\$ 62,158.00	\$ 14,793.60	MD	7/1/2024	Temp	F
00086187	Unemployment Tax Examiner	Jainaba Sesay- Percival	\$ 76,060.00	\$ 18,102.28	DC	9/22/2014	Reg	F
00015171	Clerical Assistant (OA)	Jaleel Smith	\$ 51,456.00	\$ 12,246.53	DC	9/22/2025	Term	F
00095146	Information Technology Special	Jalen Duncan	\$ 67,383.00	\$ 16,037.15	DC	11/4/2024	Term	F
00102614	UNEMPLOYMENT COMPENSATION CLAI	Jamal Singleton	\$ 68,116.00	\$ 16,211.61	DC	8/17/2020	Term	F
00087375	Workforce Development Spec.	Jameah Peters	\$ 74,893.00	\$ 17,824.53	DC	8/1/2022	Term	F
00083537	UNEMPLOYMENT COMPENSATION CLAI	Jameeka Washington	\$ 64,144.00	\$ 15,266.27	DC	8/29/2022	Term	F
00038998	Program Manager	James Clopton	\$ 109,874.00	\$ 26,150.01	VA	5/23/2011	Reg	F
00012319	Safety & Occup. Health Spec.	James Herring Jr.	\$ 86,923.00	\$ 20,687.67	VA	8/29/2022	Term	F
00017008	Information Technology Special	James Martin IV	\$ 71,579.00	\$ 17,035.80	DC	7/1/2024	Reg	F
00046524	Unemployment Tax Examiner	James Penn	\$ 91,735.00	\$ 21,832.93	DC	5/26/2009	Reg	F
00038418	Workforce Development Spec.	JAMES SMITH	\$ 115,680.00	\$ 27,531.84	DC	1/8/2007	Reg	F
00014437	Workforce Dev Spec. (1st Sourc	Jamesse Wyche	\$ 68,116.00	\$ 16,211.61	DC	12/19/2022	Reg	F
00100407	Paid Family Leave Claims Exami	Janae Holt	\$ 98,412.00	\$ 23,422.06	DC	6/5/2017	Term	F
00005491	Supervisory Unemployment Compe	Janae Seon	\$ 99,513.95	\$ 23,684.32	DC	1/11/2016	Reg	F
00075194	Program Analysis Officer	Jane Johnson	\$ 130,000.00	\$ 30,940.00	MD	4/20/2015	Reg	F
00097065	Supervisory Tax Examiner(Paid	JANIRA RAMIREZ	\$ 99,513.83	\$ 23,684.29	DC	8/10/2015	Reg	F
00047373	UNEMPLOYMENT COMPENSATION CLAI	JanTerror McLendon	\$ 68,116.00	\$ 16,211.61	DC	4/11/2022	Term	F
00100690	Supervisory Benefits Payment E	Jared Bruce	\$ 110,909.00	\$ 26,396.34	MD	1/4/2021	Reg	F
00097387	IT Specialist (Security)	Jarone Robinson	\$ 110,967.00	\$ 26,410.15	MD	11/18/2013	Term	F
00086249	Information Technology Special	Jashim Uddin	\$ 99,035.00	\$ 23,570.33	MD	11/20/2023	Reg	F
00022147	Unemployment Call Center Repre	Jasmie Jordan	\$ 59,378.00	\$ 14,131.96	DC	10/11/2022	Term	F

00025945	Program Analyst	Jasmine Lilly	\$ 113,607.00	\$ 27,038.47	DC	9/4/2018	Reg	F
00009326	Adjudication Specialist	Jasmine Lyle	\$ 82,069.00	\$ 19,532.42	MD	5/24/2021	Term	F
00097725	Tax Examiner (Paid Family Leav	Jasmine McCoy	\$ 62,158.00	\$ 14,793.60	DC	8/26/2024	Term	F
00016371	Supervisory IT Specialist	Jason Bough	\$ 105,967.42	\$ 25,220.25	DC	8/27/2012	Reg	F
00044886	Program Analyst	Jason Entzminger	\$ 85,794.00	\$ 20,418.97	DC	12/4/2023	Term	F
00000901	Chief of Staff	JASON WASHINGTON	\$ 180,820.70	\$ 43,035.33	DC	1/2/2015	Reg	F
00044876	Staff Assistant	JaVon Price	\$ 76,060.00	\$ 18,102.28	DC	8/11/2025	Term	F
00099312	Workforce Development Spec.	Jayne Nkemateh	\$ 84,517.00	\$ 20,115.05	DC	11/15/2021	Term	F
00075193	Investigator (Unemp Comp Clms)	Jazmine Penny	\$ 88,300.00	\$ 21,015.40	MD	4/27/2020	Reg	F
00070846	Staff Assistant	Jean Marshall	\$ 72,088.00	\$ 17,156.94	MD	5/29/2018	Term	F
00097068	Program Manager	Jeanette Dingle	\$ 119,416.00	\$ 28,421.01	MD	12/29/2025	Reg	F
00090657	Workforce Development Spec.	Jeffrey Rascoe	\$ 74,893.00	\$ 17,824.53	MD	8/11/2025	Term	F
00028395	ADMIN LAW JUDGE	Jeffrey Reddig	\$ 134,661.00	\$ 32,049.32	MD	9/17/2018	Reg	F
00094731	Workforce Development Spec.	Jennifer Rivas	\$ 71,579.00	\$ 17,035.80	MD	4/21/2025	Term	F
00097733	Paid Family Leave Tax Examiner	Jeronn Agee	\$ 86,923.00	\$ 20,687.67	DC	10/17/2016	Term	F
00024595	Business Analyst	Jery Jimenez	\$ 113,950.00	\$ 27,120.10	MD	4/19/2004	Reg	F
00099864	Program Manager	Jesse Sneed	\$ 116,500.00	\$ 27,727.00	DC	10/2/2017	Reg	F
00023523	Support Services Specialist	Jharron Armstrong	\$ 77,299.00	\$ 18,397.16	MD	11/3/2014	Reg	F
00009537	Program Support Specialist	Jihadah Williams	\$ 68,038.00	\$ 16,193.04	MD	9/8/2014	Reg	F
00038872	Wage & Hour Comp Spec (Biling)	JIM ALVARENGA	\$ 112,802.00	\$ 26,846.88	DC	4/30/2007	Reg	F
00011359	CHIEF ADMIN LAW JUDGE	JOAN KNIGHT	\$ 159,602.00	\$ 37,985.28	MD	2/5/2007	Reg	F
00000518	Human Resources Manager	Joel Nichols	\$ 137,856.00	\$ 32,809.73	DC	1/3/2022	Reg	F
00018589	Unemployment Call Center Repre	John McCray	\$ 57,647.00	\$ 13,719.99	MD	4/26/2021	Term	F
00034038	Program Analyst	John Nichols	\$ 95,534.00	\$ 22,737.09	DC	2/13/2023	Reg	F
00012651	UC CLAIMS EXAMINER	John Price	\$ 86,923.00	\$ 20,687.67	DC	6/22/2020	Term	F
00042726	Supervisory Unemployment Compe	John Travers	\$ 125,345.00	\$ 29,832.11	MD	7/9/2018	Reg	F
00025243	Supervisory Program Manager	Jonathan Toye	\$ 140,377.00	\$ 33,409.73	MD	5/5/2014	Reg	F
00095346	Communications Manager	Jordyn Tillman	\$ 110,000.00	\$ 26,180.00	DC	12/18/2023	Reg	F
00084813	PGM ANALYST	Joseph Taylor	\$ 112,802.00	\$ 26,846.88	MD	4/6/2015	Reg	F

00102507	Wage Hour Compliance Specialis	Joseph Taylor	\$ 51,456.00	\$ 12,246.53	MD	4/21/2025	Term	F
00095149	IT Project Manager	Joshua Berk	\$ 114,441.00	\$ 27,236.96	MD	7/22/2019	Reg	F
00025737	UNEMPLOYMENT TAX EXAMINER	Joy Hughley	\$ 91,735.00	\$ 21,832.93	MD	5/18/2015	Term	F
00102674	PGM ANALYST	Jun Xia	\$ 127,615.00	\$ 30,372.37	DC	1/14/2013	Term	F
00109341	Program Analyst	Justawny Wheeler	\$ 61,110.00	\$ 14,544.18	DC	1/2/2024	Term	F
00015552	UNEMPLOYMENT COMPENSATION CLAI	Kalaurie Taylor	\$ 62,158.00	\$ 14,793.60	MD	12/1/2025	Term	F
00086173	Hearing & Appeals Examiner	Kara Cheatham	\$ 103,333.00	\$ 24,593.25	DC	1/12/2026	Term	F
00025297	Workers' Compensation Claims E	Karen Bivins	\$ 118,558.00	\$ 28,216.80	MD	4/20/1993	Reg	F
00097066	Supervisory Tax Examiner(Paid	Karen Proctor	\$ 99,513.15	\$ 23,684.13	MD	2/23/2015	Reg	F
00112817	Program Manager	Kashmir Spells	\$ 125,345.00	\$ 29,832.11	DC	4/8/2013	Reg	F
00042678	Qual. Control Coordinator (UI)	Katitia Pitts	\$ 85,794.00	\$ 20,418.97	DC	3/1/2021	Term	F
00010602	Program Analysis Officer	Katrina Matthews	\$ 131,907.60	\$ 31,394.01	FL	4/30/2018	Reg	F
00012770	Business Relationship Analyst	Keith Lopes	\$ 104,168.00	\$ 24,791.98	DC	10/29/2018	Reg	F
00018441	Information Technology Spec.	Keith Wimbush	\$ 118,558.00	\$ 28,216.80	MD	12/3/1990	Reg	F
00106802	Workforce Development Speciali	Kelsea Reyes	\$ 44,827.00	\$ 10,668.83	DC	2/13/2023	Term	F
00090668	Program Analyst	KEMRY HUGHES	\$ 104,168.00	\$ 24,791.98	DC	6/1/2015	Reg	F
00047363	Unemployment Tax Examiner	Kennedy Person	\$ 68,116.00	\$ 16,211.61	VA	2/26/2024	Term	F
00051485	Workforce Development Spec.	Kenneth Lampkin	\$ 104,168.00	\$ 24,791.98	MD	6/8/2020	Term	F
00020729	Deputy Dir for Workforce Dev	Kenneth Walker Jr.	\$ 140,958.00	\$ 33,548.00	VA	3/16/2020	Reg	F
00032923	Manpower Development Spec	Kenya Harris	\$ 103,333.00	\$ 24,593.25	MD	3/31/2008	Reg	F
00073475	Program Analyst	Kenya Lewis	\$ 105,001.00	\$ 24,990.24	MD	5/31/2016	Reg	F
00097359	Program Analyst	Kenyon Stone	\$ 71,579.00	\$ 17,035.80	MD	6/17/2024	Reg	F
00077781	Program Support Specialist	Keshonta Miller	\$ 68,116.00	\$ 16,211.61	DC	10/13/2020	Term	F
00082550	Wage & Hour Compliance Spec	Kevin Calloway	\$ 68,116.00	\$ 16,211.61	MD	11/8/2021	Term	F
00075192	Program Analyst	KEVIN DAVIS	\$ 98,412.00	\$ 23,422.06	DC	3/27/2023	Reg	F
00016158	Lead Investigator	Kevin Hargrave	\$ 107,984.00	\$ 25,700.19	MD	3/18/2019	Reg	F
00090648	Workforce Development Spec.	Kevin Reed	\$ 77,299.00	\$ 18,397.16	DC	3/11/2024	Term	F
00092119	Supervisory Program Manager	Kevin Trussell	\$ 129,417.00	\$ 30,801.25	MD	8/15/2022	Reg	F
00096710	Program Analyst	Kevin Turley	\$ 79,705.00	\$ 18,969.79	DC	8/8/2016	Term	F

00009972	Staff Assistant	Khadija May	\$ 74,893.00	\$ 17,824.53	DC	1/12/2026	Term	F
00038999	Workforce Development Spec.	Khadijah Nixon	\$ 62,158.00	\$ 14,793.60	DC	12/15/2025	Term	F
00097386	Information Technology Special	Kheira Benkreira	\$ 113,950.00	\$ 27,120.10	VA	4/1/2019	Reg	F
00017961	Workers' Compensation Claims E	Kiara Aull	\$ 68,116.00	\$ 16,211.61	MD	2/1/2021	Term	F
00016004	Human Resources Specialist	Kimberlie Brandon	\$ 88,300.00	\$ 21,015.40	DC	8/25/2025	Term	F
00025662	Workforce Development Spec.	Kindra Perry	\$ 101,290.00	\$ 24,107.02	DC	5/29/2018	Term	F
00034031	IT Spec (Appsw/Sysanalysis)	Kiran Koyalamudy	\$ 162,565.00	\$ 38,690.47	VA	10/15/2007	Reg	F
00004635	UNEMPLOYMENT COMPENSATION CLAI	Kristi Minter	\$ 80,032.00	\$ 19,047.62	DC	11/9/2009	Reg	F
00086186	Unemployment Tax Examiner	Kristin Dennis	\$ 64,144.00	\$ 15,266.27	DC	2/26/2024	Term	F
00021025	Staff Assistant	KRISTOFFER CARRINGTON	\$ 77,873.00	\$ 18,533.77	DC	1/8/2007	Reg	F
00019254	Qual. Control Coordinator (UI)	Kuturah Aldridge	\$ 85,794.00	\$ 20,418.97	DC	10/14/2008	Term	F
00102928	Information Technology Special	Kwasi Brooks	\$ 73,677.00	\$ 17,535.13	MD	4/8/2024	Term	F
00044881	Staff Assistant	Lajuan Lee	\$ 71,579.00	\$ 17,035.80	MD	12/7/2020	Term	F
00013535	UNEMPLOYMENT COMPENSATION CLAI	Lakeithia Lymore	\$ 70,102.00	\$ 16,684.28	DC	5/13/2019	Term	F
00025157	Workforce Development Spec.	Lakiesha Morgan	\$ 94,141.00	\$ 22,405.56	DC	2/13/2023	Term	F
00039390	Workforce Development Spec.	LAKISHA LEWIS	\$ 104,168.00	\$ 24,791.98	DC	4/18/2005	Reg	F
00037661	Workforce Development Spec.	Lakita Cooley	\$ 74,074.00	\$ 17,629.61	MD	12/12/2016	Reg	F
00027777	UNEMPLOYMENT COMPENSATION CLAI	Lamicha Tyler	\$ 91,735.00	\$ 21,832.93	DC	2/20/2005	Reg	F
00102352	Workforce Development Spec.	Lamont Hannah	\$ 77,299.00	\$ 18,397.16	DC	8/28/2023	Term	F
00086194	Quality Assurance Specialist	Lanetta Agnew	\$ 110,967.00	\$ 26,410.15	DC	5/4/2015	Reg	F
00028374	Administrative Law Judge	La'Quierra Harris	\$ 131,138.00	\$ 31,210.84	DC	1/31/2022	Reg	F
00073478	Program Analyst	Larita Carney	\$ 101,290.00	\$ 24,107.02	MD	4/22/2024	Term	F
00015931	APPRENTICESHIP TRAINING REP	Larry Barnes Jr.	\$ 137,561.00	\$ 32,739.52	DC	9/25/1976	Reg	F
00105569	Apprenticeship & Training Rep	Larry Greenhill	\$ 96,547.00	\$ 22,978.19	MD	2/16/2021	Term	F
00036808	Workforce Development Spec.	LaShell Green	\$ 98,412.00	\$ 23,422.06	DE	6/6/2022	Term	F
00027051	UNEMPLOYMENT COMPENSATION CLAI	LaShonda Dorsey	\$ 70,102.00	\$ 16,684.28	DC	9/4/2018	Term	F
00083542	Unemployment Tax Examiner	Latoya Singleton	\$ 68,116.00	\$ 16,211.61	MD	3/11/2024	Term	F
00051472	UNEMPLOYMENT COMPENSATION CLAI	Latoya Williams	\$ 64,144.00	\$ 15,266.27	MD	10/21/2024	Term	F
00022008	Public Affairs Specialist	Lauren Johnson	\$ 90,805.00	\$ 21,611.59	MD	1/13/2025	Term	F

00006381	Program Manager	Lauren Libera	\$ 118,782.40	\$ 28,270.21	DC	11/1/2015	Reg	F
00086182	UNEMPLOYMENT TAX EXAMINER	LaVerne Glenn	\$ 94,141.00	\$ 22,405.56	DC	9/21/2015	Reg	F
00047915	Program Support Specialist	LaVondia Shelton	\$ 70,102.00	\$ 16,684.28	DC	3/7/2016	Reg	F
00111968	Compliance Specialist	Lawanne Craig	\$ 100,827.00	\$ 23,996.83	MD	1/6/1997	Reg	F
00022913	Program Manager	Lee Thompson	\$ 121,000.00	\$ 28,798.00	DC	7/5/2016	Reg	F
00086200	Program Analyst	Leo Andrei Gesto	\$ 65,285.00	\$ 15,537.83	DC	8/25/2025	Term	F
00084773	Compliance Officer	Lesley Edmond	\$ 169,148.00	\$ 40,257.22	DC	8/25/2025	Reg	F
00026282	Contact Representative	LeTouye Lowery	\$ 66,306.00	\$ 15,780.83	MD	2/24/2025	Term	F
00007830	Program Manager	Lewis Brown III	\$ 125,035.79	\$ 29,758.52	DC	5/19/2014	Reg	F
00044898	Admin. Law/Appeals Judge	Lilian Shepherd	\$ 141,707.00	\$ 33,726.27	DC	2/2/2009	Reg	F
00011062	Business Analyst	Linda Johnson	\$ 110,967.00	\$ 26,410.15	MD	7/22/1987	Reg	F
00019764	Workforce Dev. Special (DVOP)	Linda Lee	\$ 96,547.00	\$ 22,978.19	VA	9/2/2008	Reg	F
00018602	Information Technology Spec.	Lisa Blackwell	\$ 118,558.00	\$ 28,216.80	DC	12/8/1986	Reg	F
00000467	ADMIN LAW JUDGE	Lisa Butler	\$ 124,091.00	\$ 29,533.66	DC	9/23/2013	Reg	F
00011615	Assoc. Dir. for Workers' Comp.	Lisa James Baxter	\$ 145,661.99	\$ 34,667.55	DC	7/4/1984	Reg	F
00028376	Workforce Development Spec.	Lizbeth Macias	\$ 74,893.00	\$ 17,824.53	DC	6/27/2016	Term	F
00086172	Unemployment Tax Examiner	Lolita Ratchford	\$ 77,299.00	\$ 18,397.16	DC	8/17/2020	Term	F
00097067	Supervisory Tax Examiner(Paid)	Lorenia Roberts	\$ 99,513.00	\$ 23,684.09	DC	4/12/2021	Reg	F
00100220	Paid Family Leave Claims Exami	Louis Hall	\$ 84,517.00	\$ 20,115.05	DC	8/24/2015	Term	F
00028394	Program Analyst	Louis Hirsch	\$ 117,045.00	\$ 27,856.71	DC	3/10/2014	Term	F
00027086	Staff Assistant	Lynnora Walker	\$ 94,141.00	\$ 22,405.56	MD	12/28/1992	Reg	F
00111969	Program Analyst	Macarena Cantelas	\$ 109,924.00	\$ 26,161.91	MD	9/13/2010	Reg	F
00024549	Qual. Control Coordinator (UI)	Magaye Diaw	\$ 95,816.00	\$ 22,804.21	DC	7/27/2015	Reg	F
00086088	Program Manager	Majeeda Al-Jabbar	\$ 92,500.00	\$ 22,015.00	MD	9/1/2015	Reg	F
00094616	Associate Director Paid Famil	Makayla Luis	\$ 131,091.00	\$ 31,199.66	MD	8/19/2019	Temp	F
00034045	Workforce Development Spec.	MAKDES HAILU	\$ 62,158.00	\$ 14,793.60	DC	4/21/2025	Term	F
00094733	Workforce Development Spec.	Malerie Matthews	\$ 79,705.00	\$ 18,969.79	MD	1/26/2026	Term	F
00051463	Supervisory Unemployment Compe	Marcus Robinson	\$ 99,513.00	\$ 23,684.09	DC	5/19/2025	Reg	F
00019989	IT Spec. (Customer Support)	Marcus Williams	\$ 93,311.00	\$ 22,208.02	DC	8/30/2021	Reg	F

00024716	UNEMPLOY COMP CLAIMS EXAMINER	Margaret Allen	\$ 91,735.00	\$ 21,832.93	MD	2/17/2009	Term	F
00017620	UNEMPLOYMENT TAX ACCT SPEC	Margaret Hernandez	\$ 107,984.00	\$ 25,700.19	MD	3/25/2013	Reg	F
00103102	Senior Policy Advisor	Margaret McAlexander	\$ 117,045.00	\$ 27,856.71	DC	3/10/2025	Term	F
00007926	DEVELOPMENT SPECIALIS	Maria Amaya	\$ 67,548.00	\$ 16,076.42	MD	4/21/1982	Reg	F
00018629	Workforce Development Spec.	Maria Anderson	\$ 84,167.00	\$ 20,031.75	DC	10/11/1988	Reg	F
00020325	Workforce Dev. Spec. (Bil.)	Maria Barreto	\$ 94,141.00	\$ 22,405.56	DC	3/30/2009	Term	F
00097686	Paid Family Leave Tax Examiner	Maria Cruz	\$ 84,517.00	\$ 20,115.05	MD	1/30/2023	Term	F
00102678	Paid Family Leave Tax Examiner	Maria Iraheta	\$ 79,705.00	\$ 18,969.79	DC	9/25/2023	Term	F
00007423	Executive Assistant	Maria Robayo	\$ 113,950.00	\$ 27,120.10	DC	3/24/2025	Term	F
00043116	UNEMPLOYMENT COMPENSATION CLAI	Mariah Lee	\$ 70,102.00	\$ 16,684.28	DC	2/16/2021	Term	F
00018220	Workforce Development Spec.	Marian Cooper	\$ 104,168.00	\$ 24,791.98	MD	5/16/2018	Reg	F
00100198	Quality Assurance Specialist	Marielsa Lucero	\$ 90,805.00	\$ 21,611.59	MD	4/22/2024	Term	F
00028388	ADMIN LAW JUDGE	Mark Bertram	\$ 141,707.00	\$ 33,726.27	VA	1/12/2015	Reg	F
00082549	Wage & Hour Compliance Spec	Mark Roy	\$ 72,088.00	\$ 17,156.94	DC	5/10/2021	Reg	F
00097679	Paid Family Leave Tax Examiner	Mark Watson	\$ 77,299.00	\$ 18,397.16	DC	5/22/2023	Term	F
00022456	CLERK	Marlene Hurt	\$ 55,054.00	\$ 13,102.85	MD	9/27/1987	Reg	F
00099317	AUDITOR	Marlon Anderson	\$ 105,001.00	\$ 24,990.24	MD	3/2/2020	Reg	F
00100186	Contact Representative	Marquita Smith	\$ 57,647.00	\$ 13,719.99	DC	11/3/2025	Term	F
00100397	Paid Family Leave Claims Exami	Martha Frenz	\$ 104,168.00	\$ 24,791.98	MD	6/8/2020	Term	F
00010893	Program Manager	Marvin Thompson	\$ 97,969.30	\$ 23,316.69	DC	5/3/1993	Reg	F
00097088	Information Technology Special	Mathios Dejene	\$ 120,569.00	\$ 28,695.42	DC	7/14/2025	Term	F
00001954	Administrative Law Judge	Matthew Pepper	\$ 141,707.00	\$ 33,726.27	MD	12/2/2024	Reg	F
00021359	INSURANCE EXAM WORKER COMP	Maurice Black	\$ 96,547.00	\$ 22,978.19	MD	3/20/1980	Reg	F
00100399	Paid Family Leave Claims Exami	Melissa Hernandez	\$ 104,168.00	\$ 24,791.98	VA	6/8/2020	Term	F
00092008	Workforce Development Spec.	Melissa Watts	\$ 74,074.00	\$ 17,629.61	DC	2/21/2017	Term	F
00020268	Investigator	Melvin Clay Jr.	\$ 83,289.00	\$ 19,822.78	DC	5/10/2021	Reg	F
00075195	Public Affairs Specialist	Melvin Robinson	\$ 99,035.00	\$ 23,570.33	DC	6/20/2023	Reg	F
00000618	INFORMATION TECHNOLOGY SPEC.	Michael Cloud	\$ 137,561.00	\$ 32,739.52	MD	2/20/2014	Reg	F
00009862	Lead Workers' Comp Claims Exam	Michael Etumnu	\$ 113,950.00	\$ 27,120.10	VA	3/8/1993	Reg	F



00094615	Program Analyst	Michael Henderson	\$ 120,569.00	\$ 28,695.42	DC	6/26/2017	Term	F
00097726	Paid Family Leave Tax Examiner	Michael Holt	\$ 72,088.00	\$ 17,156.94	MD	5/31/2016	Term	F
00105897	Workforce Development Spec.	Michael Prentace	\$ 62,158.00	\$ 14,793.60	VA	5/19/2025	Term	F
00092295	Workforce Development Spec.	Michael Skinner	\$ 107,046.00	\$ 25,476.95	DC	8/6/2007	Reg	F
00094735	Supervisory Program Manager	Michael Taylor	\$ 137,380.00	\$ 32,696.44	DC	7/23/2017	Reg	F
00086087	Workforce Development Spec.	Michael Waller	\$ 74,893.00	\$ 17,824.53	DC	3/11/2024	Term	F
00026989	Workforce Development Spec.	Michel Moten	\$ 96,547.00	\$ 22,978.19	MD	7/25/2016	Term	F
00012627	INSURANCE EXAMINER	Michelle Davis	\$ 91,735.00	\$ 21,832.93	DC	10/10/1989	Reg	F
00094614	Program Analyst	Michelle Green	\$ 119,916.00	\$ 28,540.01	DC	4/21/2025	Term	F
00022270	CLERICAL ASSISTANT(OA)	Michelle Sadler	\$ 60,999.00	\$ 14,517.76	MD	2/19/1985	Reg	F
00027714	UNEMPLOYMENT COMPENSATION CLAI	Misgana Hine	\$ 82,111.00	\$ 19,542.42	DC	12/21/2020	Term	F
00005369	Unemployment Tax Examiner	Miya Morgan	\$ 96,547.00	\$ 22,978.19	DC	5/5/2025	Term	F
00002915	DEPUTY DIRECTOR	Mohammad Sheikh	\$ 186,720.50	\$ 44,439.48	VA	9/5/1978	Reg	F
00038974	Program Manager	Monea Smith	\$ 105,657.00	\$ 25,146.37	DC	10/29/2018	Reg	F
00094613	DEPUTY DIRECTOR	Monnikka Madison	\$ 185,979.50	\$ 44,263.12	MD	11/28/1994	Reg	F
00020043	Program Manager	Morgan Blackburn	\$ 103,840.00	\$ 24,713.92	DC	8/11/2025	Reg	F
00042728	Program Analyst	Muriel Lewis	\$ 83,289.00	\$ 19,822.78	DC	4/4/2016	Reg	F
00044143	UNEMPLOYMENT COMPENSATION CLAI	Myneesa Mills-Robinson	\$ 74,893.00	\$ 17,824.53	MD	2/22/2016	Term	F
00087369	Program Analyst	Myra Deloatch	\$ 112,802.00	\$ 26,846.88	DC	8/20/2018	Reg	F
00086198	Quality Assurance Specialist	Natasha Johnson	\$ 105,001.00	\$ 24,990.24	MD	10/21/2024	Term	F
00086192	Unemployment Call Center Repre	Natasha Kincaid	\$ 57,647.00	\$ 13,719.99	DC	2/13/2023	Term	F
00083543	UNEMPLOYMENT COMPENSATION CLAI	Natasha Shannon	\$ 96,547.00	\$ 22,978.19	MD	11/3/2014	Term	F
00100405	Paid Family Leave Claims Exami	Natasha Walker	\$ 77,299.00	\$ 18,397.16	DC	9/9/2024	Term	F
00002990	Workers' Compensation Claims E	Natasha Young	\$ 68,116.00	\$ 16,211.61	DC	4/21/2025	Term	F
00102508	Wage & Hour Comp Spec	Ngamdab Fofung	\$ 84,517.00	\$ 20,115.05	MD	11/13/2018	Reg	F
00042679	Unemployment Call Center Repre	Nia Wimberly	\$ 66,130.00	\$ 15,738.94	DC	2/27/2023	Term	F
00090646	Program Analyst	Niaz Shinwari	\$ 103,333.00	\$ 24,593.25	VA	4/21/2025	Term	F
00002181	Program Analyst (Acct. Exec.)	Nichola Lane	\$ 137,561.00	\$ 32,739.52	MD	10/24/2001	Reg	F
00044893	ATTORNEY ADVISOR	Nicholas Levintow	\$ 140,767.00	\$ 33,502.55	MD	7/14/2025	Reg	F

00026124	UC CLAIMS EXAMINER	Nicola Jamison	\$ 84,517.00	\$ 20,115.05	MD	11/28/2016	Term	F
00042684	UNEMPLOYMENT TAX EXAMINER	NICOLE BANKS	\$ 96,547.00	\$ 22,978.19	DC	12/26/2006	Reg	F
00012609	Chief Operating Officer	Nicole Chapple	\$ 195,103.70	\$ 46,434.68	VA	11/19/2012	Reg	F
00014151	UNEMPLOYMENT COMPENSATION CLAI	Nicole Tabron	\$ 72,088.00	\$ 17,156.94	DC	8/10/2015	Term	F
00028401	Paralegal Specialist	Nieja Devaughn	\$ 85,794.00	\$ 20,418.97	MD	12/6/2021	Term	F
00016048	Unemployment Call Center Repre	Noreen Smith-Lewis	\$ 66,130.00	\$ 15,738.94	MD	2/27/2023	Term	F
00009602	Workforce Development Spec.	Octavious Greene	\$ 77,299.00	\$ 18,397.16	MD	4/7/2024	Term	F
00028399	Workers' Compensation Claims E	Olabisi Odediran	\$ 72,088.00	\$ 17,156.94	MD	8/30/2021	Term	F
00046521	SUPERVISORY UNEMPLOYMENT TAX E	Olayinka Olarewaju-Alo	\$ 107,984.00	\$ 25,700.19	MD	6/10/2019	Reg	F
00024101	Program Analyst	Oluwafunmilayo Ibironke	\$ 89,329.00	\$ 21,260.30	DC	5/6/2024	Term	F
00047364	UNEMPLOYMENT TAX EXAMINER	Oluwamayowa Ogunbanjo	\$ 77,299.00	\$ 18,397.16	MD	4/22/2024	Term	F
00007640	Workers' Comp Claims Examiner	Omobosola Oyebade	\$ 79,705.00	\$ 18,969.79	MD	2/27/2023	Reg	F
00022128	Labor Economist	Opeyemi Fasakin	\$ 112,802.00	\$ 26,846.88	MD	7/1/2013	Term	F
00077779	Workforce Dev Spec. (1st Sourc	Pamala Dunston	\$ 72,088.00	\$ 17,156.94	MD	9/3/2013	Reg	F
00004490	Visual Information Spec (Print	Parrish Schoon	\$ 118,558.00	\$ 28,216.80	MD	9/29/1996	Reg	F
00077785	Workforce Development Speciali	Patricia Drakeford	\$ 80,032.00	\$ 19,047.62	DC	12/10/1984	Reg	F
00099915	ECONOMIST	Patrick Kanza	\$ 96,052.00	\$ 22,860.38	MD	5/6/2024	Term	F
00100087	Supervisory Benefits Payment E	Paul Hirsh	\$ 99,513.45	\$ 23,684.20	MD	9/5/2017	Reg	F
00044895	Staff Assistant	PAULA MCKNIGHT-HUNTER	\$ 85,794.00	\$ 20,418.97	MD	2/5/2007	Reg	F
00084840	Unemployment Tax Examiner	Paulette Brent	\$ 76,060.00	\$ 18,102.28	MD	1/3/2012	Reg	F
00051462	UNEMPLOYMENT COMPENSATION CLAI	Paulette Jackson	\$ 76,060.00	\$ 18,102.28	DC	12/19/2022	Term	F
00044882	Program Manager	PENELOPE DIGGS	\$ 114,500.00	\$ 27,251.00	DC	8/19/2008	Reg	F
00086245	IT Spec. (Customer Support)	Prince Onwuvuche	\$ 80,784.00	\$ 19,226.59	DC	8/25/2025	Term	F
00067589	UNEMPLOYMENT COMPENSATION CLAI	Quanda Edwards	\$ 70,102.00	\$ 16,684.28	DC	8/5/2019	Term	F
00101868	Program Support Specialist	Queenal Ayaba	\$ 59,378.00	\$ 14,131.96	DC	11/6/2023	Term	F
00063214	Supervisory Insurance Program	Rachel Burrows-Nikolow	\$ 114,441.00	\$ 27,236.96	DC	6/16/2014	Reg	F
00100408	Paid Family Leave Claims Exami	Rachel Harris	\$ 101,290.00	\$ 24,107.02	DC	7/19/2021	Term	F
00041741	Supervisory Attorney Advisor	Rachel Noteware	\$ 20,400.00	\$ 4,855.20	DC	5/31/2016	Reg	F
00019710	Support Services Specialist	Rakeem McMillan	\$ 64,144.00	\$ 15,266.27	MD	12/30/2024	Term	F

00100335	Unemployment Tax Accountant Sp	Ralphael Small	\$ 80,784.00	\$ 19,226.59	MD	9/8/2025	Term	F
00022170	Program Analyst	Ralphine Pughsley	\$ 92,656.00	\$ 22,052.13	MD	3/29/2021	Term	F
00022217	Unemployment Compensation Busi	Randy Mills	\$ 95,816.00	\$ 22,804.21	MD	3/10/2014	Reg	F
00037257	Workforce Development Spec.	Ranisha Holliday	\$ 74,893.00	\$ 17,824.53	DC	12/5/2022	Term	F
00097683	Paid Family Leave Tax Examiner	Raquel Montague	\$ 79,705.00	\$ 18,969.79	DC	9/14/2020	Term	F
00051476	Paralegal Specialist	Raquel Muniz	\$ 85,794.00	\$ 20,418.97	DC	6/6/2022	Term	F
00047365	Wage & Hour Compliance Spec	Rasheeda Canty	\$ 74,074.00	\$ 17,629.61	DC	11/30/2015	Reg	F
00100185	Contact Representative	Raven Abrams	\$ 57,647.00	\$ 13,719.99	DC	7/28/2025	Term	F
00007460	Assoc. Dir. for LM and WFR&A	Rebati Mendali	\$ 148,247.20	\$ 35,282.83	MD	8/2/2021	Reg	F
00097096	Supervisory Tax Examiner(Paid	Rebeca Chicas	\$ 115,501.00	\$ 27,489.24	MD	7/22/2019	Reg	F
00016188	Program Analysis Officer	Rebecca Jeudin	\$ 130,000.00	\$ 30,940.00	DC	1/26/2026	Reg	F
00025054	Investigator (Unemp Comp Clms)	Rebekah Zepeda	\$ 83,289.00	\$ 19,822.78	MD	2/21/2017	Term	F
00094730	Program Analyst	Regina Bennett	\$ 74,893.00	\$ 17,824.53	DC	8/25/2025	Term	F
00034030	Administrative Law Judge	Remigia Davis	\$ 141,707.00	\$ 33,726.27	DC	3/16/2009	Reg	F
00084774	UNEMPLOYMENT COMPENSATION CLAI	Requita Fox	\$ 72,088.00	\$ 17,156.94	DC	12/19/2022	Term	F
00095350	Program Analyst	Rhece Denmon-Nixon	\$ 80,784.00	\$ 19,226.59	DC	6/17/2024	Term	F
00084811	Program Analyst	Rhonda Bowden	\$ 104,168.00	\$ 24,791.98	MD	3/30/2009	Reg	F
00094728	Program Manager	Rhonda Deskins	\$ 105,088.00	\$ 25,010.94	DC	9/3/2019	Reg	F
00020432	Staff Assistant	Rhonda Wade	\$ 66,130.00	\$ 15,738.94	MD	7/6/2021	Reg	F
00022393	Adjudication Specialist	Richard Etkins	\$ 77,873.00	\$ 18,533.77	VA	4/20/2020	Term	F
00032333	Workforce Development Spec.	Ricky Lewis	\$ 104,168.00	\$ 24,791.98	DC	9/24/2012	Reg	F
00036287	Workforce Development Spec.	Robert Goings	\$ 84,517.00	\$ 20,115.05	DC	6/26/2017	Reg	F
00099315	Program Analyst	Robert Willis III	\$ 102,018.00	\$ 24,280.28	DC	5/9/2022	Reg	F
00022093	Assoc Dir for Admin Svcs	Roberta Collins	\$ 155,995.42	\$ 37,126.91	MD	9/10/2012	Reg	F
00020143	PARALEGAL SPECIALIST	Robie Beatty	\$ 103,333.00	\$ 24,593.25	DC	1/2/1977	Reg	F
00095355	Program Manager	Robin Barnes	\$ 99,513.83	\$ 23,684.29	MD	4/18/2016	Reg	F
00051487	UNEMPLOYMENT COMPENSATION CLAI	Robin Hillmon	\$ 84,517.00	\$ 20,115.05	MD	12/4/2023	Term	F
00006034	Workers' Compensation Claims E	Robyn Abrams	\$ 118,558.00	\$ 28,216.80	MD	9/21/1983	Reg	F
00008183	Investigator (Unemp Comp Clms)	Rochelle Blackmon	\$ 93,311.00	\$ 22,208.02	MD	10/5/2015	Reg	F

00023143	Workforce Development Spec.	Roderick Dreher	\$ 70,102.00	\$ 16,684.28	DC	11/4/2024	Term	F
00105344	Program Analyst	RODNEY GAINOUS Jr.	\$ 107,046.00	\$ 25,476.95	MD	10/30/2006	Reg	F
00025622	DEVELOPMENT SPECIALIS	Roena Carson	\$ 94,141.00	\$ 22,405.56	DC	4/5/1982	Reg	F
00001487	SUPVY UNEMPLOYMENT TAX EXAMINE	Roger Pilgrim	\$ 107,397.00	\$ 25,560.49	VA	1/22/2018	Reg	F
00102618	UNEMPLOYMENT COMPENSATION CLAI	Romello West	\$ 78,046.00	\$ 18,574.95	DC	10/24/2022	Term	F
00097363	INFORMATION TECHNOLOGY SPEC.	Rondell Milton	\$ 105,001.00	\$ 24,990.24	DC	9/9/2024	Term	F
00041271	Workforce Development Spec.	Roneka Eaton	\$ 64,144.00	\$ 15,266.27	DC	7/1/2024	Term	F
00097391	Contact Representative	Ronneisha Johnson	\$ 54,183.00	\$ 12,895.55	DC	6/30/2025	Term	F
00100707	Workforce Development Spec.	Ronnie Pendergrast	\$ 77,299.00	\$ 18,397.16	DC	10/21/2024	Term	F
00026807	PROGRAM ANALYST (BILINGUAL)	Rosa Fernandez	\$ 118,558.00	\$ 28,216.80	DC	6/12/2005	Reg	F
00063283	SUPVY UNEMPLOYMENT TAX EXAMINE	Rosalind Holbrook	\$ 99,513.00	\$ 23,684.09	DC	5/18/2015	Reg	F
00100401	Claims Examiner (Paid Family L	Rosalyn Young	\$ 92,656.00	\$ 22,052.13	MD	4/27/2020	Term	F
00088524	Program Analyst	Roseline Onyeananam	\$ 116,933.00	\$ 27,830.05	MD	6/11/2018	Reg	F
00020466	Lead Workers' Comp Claims Exam	Rosita Clemmons	\$ 119,916.00	\$ 28,540.01	MD	4/10/2000	Reg	F
00005907	Workforce Development Spec.	Ryan Proctor	\$ 77,299.00	\$ 18,397.16	MD	12/5/2022	Term	F
00094621	Executive Assistant	Samiya Harper	\$ 85,794.00	\$ 20,418.97	MD	3/27/2023	Term	F
00104622	UNEMPLOYMENT COMPENSATION CLAI	Samiya Neal	\$ 66,130.00	\$ 15,738.94	DC	1/3/2023	Term	F
00106010	Program Analyst	Samuel Moore	\$ 101,290.00	\$ 24,107.02	MD	10/19/2015	Reg	F
00075071	Labor Economist	Sana Elahi	\$ 82,111.00	\$ 19,542.42	VA	8/25/2025	Term	F
00097730	Staff Assistant	Sandra Gibbs	\$ 80,784.00	\$ 19,226.59	DC	10/13/2020	Reg	F
00034037	Workforce Development Spec.	Sandra White	\$ 96,547.00	\$ 22,978.19	MD	1/20/1987	Reg	F
00075196	Supervisory Program Manager	Saran Baker	\$ 127,030.00	\$ 30,233.14	MD	12/27/2016	Reg	F
00046522	UNEMPLOYMENT TAX EXAMINER	Sarena Norman	\$ 86,923.00	\$ 20,687.67	DC	7/6/1998	Term	F
00015674	Staff Assistant	Sarita Lassiter	\$ 78,046.00	\$ 18,574.95	MD	2/16/1988	Reg	F
00105533	Contact Representative	Saywonza Hargrove	\$ 54,183.00	\$ 12,895.55	MD	4/21/2025	Term	F
00044144	Unemploy Comp Claims Exam	Sean Burns	\$ 67,548.00	\$ 16,076.42	MD	12/12/2005	Reg	F
00044883	Project Manager	Sean Josiah	\$ 157,585.60	\$ 37,505.37	VA	2/18/2020	Reg	F
00101835	Hearing Examiner	Sean Mack	\$ 107,984.00	\$ 25,700.19	MD	4/26/2021	Term	F
00020557	Workforce Development Spec.	Shadae Myers	\$ 71,579.00	\$ 17,035.80	DC	6/17/2024	Reg	F

00025440	Program Support Specialist	Shakia Kingsberry	\$ 64,144.00	\$ 15,266.27	DC	4/10/2023	Term	F
00097732	Paid Family Leave Tax Examiner	Shaneaka Nowlin	\$ 79,705.00	\$ 18,969.79	DC	11/6/2023	Term	F
00100217	Paid Family Leave Claims Exami	Shanna Sweetney	\$ 84,517.00	\$ 20,115.05	DC	8/12/2024	Term	F
00017043	Workforce Development Spec.	Shannel Brockenberry	\$ 91,735.00	\$ 21,832.93	DC	6/22/2009	Reg	F
00104608	Unemploy Comp Claims Exam	Shantale Wiggins	\$ 52,648.00	\$ 12,530.22	MD	11/8/2021	Term	F
00090649	Supervisory Program Manager	Shaquana Carter	\$ 158,600.50	\$ 37,746.92	DC	5/5/2014	Reg	F
00021448	Staff Assistant	Sharday King	\$ 66,130.00	\$ 15,738.94	MD	8/20/2019	Reg	F
00012385	Unemploy. Comp. Claims Officer	Sharla Crutchfield	\$ 117,045.31	\$ 27,856.78	DC	4/25/2022	Reg	F
00046626	Workforce Development Spec.	Sharlene Miles	\$ 91,735.00	\$ 21,832.93	DC	10/5/2015	Reg	F
00015200	Staff Assistant	Shaunta Dunlap	\$ 69,481.00	\$ 16,536.48	DC	8/10/2015	Reg	F
00094158	Wage & Hour Comp Spec	Shawn Scott	\$ 84,517.00	\$ 20,115.05	DC	2/2/2009	Reg	F
00001036	Investigator (Unemp Comp Clms)	Sheila Myers	\$ 93,311.00	\$ 22,208.02	MD	12/29/2011	Reg	F
00012484	Support Services Specialist	Sheila Williams	\$ 70,102.00	\$ 16,684.28	DC	3/11/2013	Reg	F
00001361	Assoc Dir One-Stop Ctr Oper.	SHEREE FINLEY	\$ 135,000.00	\$ 32,130.00	MD	9/3/2019	Reg	F
00096709	Wage & Hour Compliance Spec	Sherie White	\$ 66,130.00	\$ 15,738.94	MD	8/17/2020	Term	F
00051486	Staff Assistant	Sherril Stone	\$ 80,032.00	\$ 19,047.62	MD	6/8/2020	Term	F
00090661	Workforce Development Spec.	Shirley Nelson	\$ 112,802.00	\$ 26,846.88	MD	12/9/1986	Reg	F
00099322	Attorney Advisor	Shridevi Madhure	\$ 135,017.00	\$ 32,134.05	DC	3/13/2023	Reg	F
00086185	Unemployment Tax Examiner	Shunfinni Basir	\$ 82,111.00	\$ 19,542.42	MD	4/21/2025	Term	F
00063264	Workforce Dev Spec. (1st Sourc	Sierra Gladney	\$ 72,088.00	\$ 17,156.94	DC	4/13/2020	Term	F
00007483	Workers' Compensation Claims E	Sinead Smith	\$ 101,290.00	\$ 24,107.02	DC	1/12/2015	Reg	F
00018323	Program Analyst	Sirron Richardson	\$ 70,102.00	\$ 16,684.28	DC	3/13/2023	Term	F
00037301	Workforce Development Speciali	Soorya Artis	\$ 91,735.00	\$ 21,832.93	DC	6/22/2009	Term	F
00012517	Workforce Development Speciali	Stanley Edmond	\$ 93,069.00	\$ 22,150.42	DC	8/1/2022	Term	F
00019193	Workforce Development Spec.	Stephanie Bussey-Reeder	\$ 84,517.00	\$ 20,115.05	DC	12/6/2021	Term	F
00095357	Program Analyst	Stephanie Cesar	\$ 88,300.00	\$ 21,015.40	MD	4/21/2025	Term	F
00021481	Unemployment Call Center Repre	Stephanie Meade	\$ 59,378.00	\$ 14,131.96	MD	10/11/2022	Term	F
00084772	UNEMPLOYMENT COMPENSATION CLAI	Stephon Pettiford	\$ 74,074.00	\$ 17,629.61	DC	5/18/2020	Term	F
00010727	HEARING APPEALS EXAMINER	Steven Adedapo	\$ 93,311.00	\$ 22,208.02	MD	11/21/2022	Term	F

00027269	DEVELOPMENT SPECIALIS	Susana Batres	\$ 96,547.00	\$ 22,978.19	MD	10/21/1992	Reg	F
00014464	Program Support Specialist	Sydney Moore	\$ 62,158.00	\$ 14,793.60	DC	10/20/2025	Term	F
00026707	Workforce Development Spec.	Sydney Person	\$ 70,102.00	\$ 16,684.28	DC	12/19/2022	Reg	F
00051466	UNEMPLOYMENT COMPENSATION CLAI	Sylaine Anderson	\$ 74,074.00	\$ 17,629.61	DC	1/22/2008	Term	F
00015718	CLERICAL ASSISTANT(OA)	Sylvia Hodge	\$ 60,999.00	\$ 14,517.76	DC	2/19/1989	Reg	F
00092172	Workforce Dev Spec. (1st Sourc	Syriah Carter	\$ 66,130.00	\$ 15,738.94	DC	4/24/2023	Term	F
00092171	Wage & Hour Compliance Spec	Tahfere Gidderon	\$ 70,102.00	\$ 16,684.28	VA	7/22/2019	Reg	F
00020251	Program Support Specialist	Tahjay Burrows	\$ 66,130.00	\$ 15,738.94	DC	4/24/2023	Term	F
00017742	Workforce Development Spec.	Tahlia Adams	\$ 79,705.00	\$ 18,969.79	MD	9/25/2023	Term	F
00048794	UNEMPLOYMENT COMPENSATION CLAI	Takidah Riggsbee	\$ 70,102.00	\$ 16,684.28	DC	8/10/2015	Term	F
00083536	Program Manager	Takiyah Tate	\$ 86,533.00	\$ 20,594.85	DC	5/22/2023	Reg	F
00063270	Unemployment Tax Examiner	Tamica Mason	\$ 84,517.00	\$ 20,115.05	MD	8/18/2008	Term	F
00051465	UNEMPLOYMENT COMPENSATION CLAI	Tamica Milner	\$ 68,116.00	\$ 16,211.61	MD	10/15/2019	Term	F
00024682	UNEMPLOYMENT COMPENSATION CLAI	Tamika Herndon	\$ 82,111.00	\$ 19,542.42	DC	6/24/2019	Term	F
00019027	CLERICAL ASSISTANT(OA)	Tammie Goodson	\$ 60,999.00	\$ 14,517.76	MD	5/22/1989	Reg	F
00024894	Investigator (Unemp Comp Clms)	Tangie Ricks	\$ 98,322.00	\$ 23,400.64	DC	4/13/2009	Reg	F
00025641	Legislative Affairs Officer	Tania Shand	\$ 160,216.00	\$ 38,131.41	DC	3/24/2025	Reg	F
00021239	Supervisory Unemployment Compe	Tanise Brown	\$ 99,513.00	\$ 23,684.09	MD	8/10/2015	Reg	F
00086176	UNEMPLOYMENT TAX EXAMINER	Tanya Barnes	\$ 96,547.00	\$ 22,978.19	MD	10/5/2015	Reg	F
00011384	Program Support Assistant	Tarantella Johnson	\$ 67,548.00	\$ 16,076.42	DC	6/14/1993	Reg	F
00008940	EXECUTIVE ASSISTANT	Taronne Garland	\$ 67,383.00	\$ 16,037.15	DC	11/4/2024	Term	F
00090667	Program Support Specialist	Tashae Simon	\$ 78,046.00	\$ 18,574.95	DC	3/13/2023	Term	F
00015601	Workers' Compensation Claims E	Tauheedah Turner	\$ 70,102.00	\$ 16,684.28	DC	2/1/2021	Term	F
00097731	Paid Family Leave Tax Examiner	Tejan Koroma	\$ 89,329.00	\$ 21,260.30	VA	9/16/2019	Term	F
00111972	Support Services Assistant	Tequilla Tate	\$ 51,091.00	\$ 12,159.66	DC	3/25/2024	Term	F
00015936	Labor Economist	TeRon Berkeley	\$ 89,329.00	\$ 21,260.30	MD	11/27/2017	Term	F
00102781	Program Manager	Terrance Albert	\$ 118,852.44	\$ 28,286.88	DC	8/2/2021	Reg	F
00002114	Clerical Assistant	Terrence Townsend	\$ 65,760.00	\$ 15,650.88	DC	3/5/2007	Reg	F
00044901	Supvy Manpower Develop Spec	Terry Kenner	\$ 122,955.71	\$ 29,263.46	MD	10/20/2014	Reg	F

00012943	Paralegal Specialist	Theresa Graham	\$ 75,775.00	\$ 18,034.45	MD	4/25/2022	Reg	F
00000053	Supvy Safety & Occup Hlth Spec	Thomas Herbert Jr.	\$ 114,441.25	\$ 27,237.02	MD	9/29/2008	Reg	F
00034041	Program Analyst	Thomas Moore	\$ 105,001.00	\$ 24,990.24	VA	8/12/2024	Reg	F
00012733	Labor Economist	Thomas Tsegaye	\$ 85,794.00	\$ 20,418.97	MD	4/4/2016	Term	F
00017538	UNEMPLOYMENT COMPENSATION CLAI	Tia Miller	\$ 68,116.00	\$ 16,211.61	MD	9/28/2020	Term	F
00100406	Paid Family Leave Claims Exami	Tia Sands	\$ 95,534.00	\$ 22,737.09	MD	11/4/2013	Term	F
00042675	Staff Assistant	Tiann Lawrence	\$ 78,046.00	\$ 18,574.95	MD	4/8/2024	Reg	F
00095348	Program Analyst	Tierra Hollifield	\$ 103,333.00	\$ 24,593.25	VA	7/6/2020	Term	F
00092122	Staff Assistant	Tiffaney Bryant	\$ 77,299.00	\$ 18,397.16	DC	1/8/2018	Reg	F
00102211	Workforce Development Spec.	Tiffany Broadnax	\$ 84,517.00	\$ 20,115.05	DC	1/27/2025	Term	F
00000485	Program Analyst	Tiffany Harkless	\$ 98,412.00	\$ 23,422.06	MD	3/27/2023	Term	F
00025120	UNEMPLOYMENT COMPENSATION CLAI	Timia Curtis	\$ 74,893.00	\$ 17,824.53	DC	2/28/2022	Term	F
00026723	Program Analyst	Timothy Perlow	\$ 96,547.00	\$ 22,978.19	DC	3/1/2021	Term	F
00046394	Program Analyst	Tinaeya Culbreth	\$ 79,705.00	\$ 18,969.79	DC	2/1/2021	Term	F
00086196	Workforce Development Spec.	Tiye Badal	\$ 62,158.00	\$ 14,793.60	DC	12/15/2025	Term	F
00097680	Tax Examiner (Paid Family Leav	Todd Slack	\$ 96,547.00	\$ 22,978.19	MD	8/19/2019	Term	F
00018921	CLERICAL ASSISTANT(OA)	Tomiko Nickens	\$ 60,999.00	\$ 14,517.76	MD	10/9/1990	Reg	F
00024643	Staff Assistant	Tomorrow Helton- Ingram	\$ 73,677.00	\$ 17,535.13	MD	8/12/2013	Reg	F
00013285	Administrative Law Judge	Tony Villeral	\$ 141,707.00	\$ 33,726.27	MD	1/12/2026	Reg	F
00100088	Supervisory Adjudications Exa	Tonya Callender	\$ 107,579.94	\$ 25,604.03	VA	6/8/2020	Reg	F
00047932	UNEMPLOYMENT COMPENSATION CLAI	Tonya Pickett	\$ 80,032.00	\$ 19,047.62	DC	11/28/2016	Reg	F
00094160	Wage & Hour Comp Spec	Tonysha Strickland	\$ 82,111.00	\$ 19,542.42	DC	3/18/2019	Reg	F
00102667	Clerical Assistant (OA)	Toran Davis	\$ 47,975.00	\$ 11,418.05	MD	7/17/2023	Term	F
00021434	Staff Assistant	Toshia Hodges	\$ 76,060.00	\$ 18,102.28	MD	4/8/2024	Reg	F
00086199	Unemployment Tax Auditor	Toyin Salahdeen	\$ 98,322.00	\$ 23,400.64	MD	2/12/2024	Term	F
00101816	UNEMPLOYMENT COMPENSATION CLAI	Tracee Flowers	\$ 57,647.00	\$ 13,719.99	MD	12/4/2023	Term	F
00095353	ATTORNEY ADVISOR	Tracey Langley	\$ 183,031.00	\$ 43,561.38	DC	5/27/2008	Reg	F
00086179	UNEMPLOYMENT TAX EXAMINER	Traci Cummings	\$ 91,735.00	\$ 21,832.93	DC	11/16/2015	Term	F
00087373	Program Analyst	TRACI HAMILTON	\$ 107,984.00	\$ 25,700.19	DC	5/2/2005	Reg	F

00004621	UNEMPLOYMENT COMPENSATION CLAI	Tracie Locke	\$ 74,893.00	\$ 17,824.53	DC	6/16/2014	Term	F
00094729	Operations Manager	Travis Combs	\$ 150,000.00	\$ 35,700.00	DC	12/1/2025	Reg	F
00094619	Program Analyst	Trevor Reaves	\$ 105,001.00	\$ 24,990.24	DC	12/16/2024	Term	F
00051482	UNEMPLOYMENT COMPENSATION CLAI	Trey Jeffries	\$ 68,116.00	\$ 16,211.61	DC	1/3/2023	Term	F
00028404	Unemployment Tax Examiner	Tuwanna Edwards	\$ 84,517.00	\$ 20,115.05	MD	5/4/2015	Term	F
00043614	Information Technology Spec.	Tyeshia Johnson	\$ 85,794.00	\$ 20,418.97	DC	5/8/2023	Reg	F
00095352	Human Resources Specialist	Tyiesha Brooks	\$ 100,827.00	\$ 23,996.83	MD	4/7/2025	Term	F
00017573	Clerical Assistant (OA)	Tyleisha Mabry	\$ 58,608.00	\$ 13,948.70	DC	6/8/2020	Reg	F
00086193	Unemployment Tax Examiner	Tyrease Johnson	\$ 79,705.00	\$ 18,969.79	MD	8/8/2016	Term	F
00105700	Senior Policy Advisor	Tyrec Grooms	\$ 141,707.00	\$ 33,726.27	DC	3/10/2025	Term	F
00077782	UNEMPLOYMENT COMPENSATION CLAI	Tyreese Jones	\$ 66,130.00	\$ 15,738.94	MD	2/13/2023	Term	F
00009859	Safety & Occup Hlth Spec	Tytilayo Green	\$ 70,102.00	\$ 16,684.28	DC	9/26/2022	Reg	F
00034029	Program Support Assistant (OA)	Tyvon Fortson	\$ 62,184.00	\$ 14,799.79	DC	8/21/2017	Reg	F
00008293	Staff Assistant	Valerie Thompson	\$ 80,032.00	\$ 19,047.62	MD	10/1/1984	Reg	F
00015792	SPECIAL ASSISTANT	Vanessa Black	\$ 119,916.00	\$ 28,540.01	MD	5/6/2002	Reg	F
00008974	Workforce Development Spec.	Vanity Miller	\$ 84,517.00	\$ 20,115.05	DC	12/11/2017	Term	F
00008817	Labor Economist	Vatthana Souryachak	\$ 118,558.00	\$ 28,216.80	VA	8/27/2001	Reg	F
00011172	Supvy Unemp Comp Claims Exam.	Vera Orlando	\$ 121,146.43	\$ 28,832.85	MD	6/2/2014	Reg	F
00016749	Special Assistant	Verisha Moore	\$ 131,138.00	\$ 31,210.84	DC	1/18/2022	Reg	F
00026672	Support Services Specialist	Vernon Lindsay	\$ 96,547.00	\$ 22,978.19	DC	5/3/1993	Reg	F
00024796	DEVELOPMENT SPECIALIS	Veronica Brown	\$ 96,547.00	\$ 22,978.19	DC	7/1/1974	Reg	F
00039345	Senior Deputy Director	Victor Robertson Jr.	\$ 140,958.00	\$ 33,548.00	MD	12/18/2023	Reg	F
00016978	Unemployment Tax Examiner	Wanda Miller	\$ 96,547.00	\$ 22,978.19	DC	10/22/1981	Reg	F
00016765	Workers Compensation Business	Ward Fuller	\$ 101,290.00	\$ 24,107.02	MD	3/25/2024	Term	F
00083544	UNEMPLOYMENT COMPENSATION CLAI	Wayne Goring	\$ 74,074.00	\$ 17,629.61	DC	6/26/2017	Term	F
00001539	Workforce Development Spec.	William Bumpus	\$ 79,705.00	\$ 18,969.79	MD	8/29/2022	Term	F
00077360	Auditor	William Gibbs	\$ 93,311.00	\$ 22,208.02	DC	3/14/2022	Reg	F
00092010	Workforce Development Spec.	William Harris	\$ 112,802.00	\$ 26,846.88	DC	4/25/2005	Reg	F
00075067	Support Services Specialist	William Holden	\$ 72,088.00	\$ 17,156.94	DC	8/15/2022	Term	F



00112064	Workforce Development Spec.	William James Jr.	\$ 96,547.00	\$ 22,978.19	DC	12/12/2005	Reg	F
00082553	Administrative Law Judge	William Schladt	\$ 138,184.00	\$ 32,887.79	MD	2/12/2024	Reg	F
00097722	Paid Family Leave Tax Examiner	William Ward III	\$ 78,046.00	\$ 18,574.95	MD	6/30/2014	Term	F
00013641	CLAIMS CLERK	Willie Jones	\$ 57,763.00	\$ 13,747.59	MD	4/20/2015	Reg	F
00008188	INFORMATION TECHNOLOGY SPECIAL	WINSOR JOYNER	\$ 137,561.00	\$ 32,739.52	MD	7/24/2006	Reg	F
00097685	Hearings and Appeals Examiner	Yolanda Cedillos	\$ 96,052.00	\$ 22,860.38	DC	5/28/2019	Term	F
00097360	Information Technology Spec.	Yvonne Liser	\$ 90,805.00	\$ 21,611.59	DC	1/3/2022	Reg	F
00086248	Information Technology Special	Zakari Perry	\$ 93,069.00	\$ 22,150.42	DC	2/24/2025	Reg	F
00016478	Program Support Specialist	Zaniqua Smith	\$ 69,481.00	\$ 16,536.48	DC	7/3/2023	Term	F
00105890	Program Manager	Zevlin Staten	\$ 100,022.00	\$ 23,805.24	DC	4/30/2018	Reg	F
00014994	CLERICAL ASSISTANT(OA)	Zulema Gallo Buruca	\$ 60,999.00	\$ 14,517.76	VA	9/7/1993	Reg	F
00000468	Unemployment Tax Examiner		\$ 74,893.00	\$ 17,824.53				V
00001206	Unemployment Tax Officer		\$ 137,328.50	\$ 32,684.18				V
00001377	Program Manager		\$ 137,328.50	\$ 32,684.18				V
00002916	ADMIN LAW JUDGE		\$ 109,999.00	\$ 26,179.76				V
00003302	Program Analyst		\$ 106,763.00	\$ 25,409.59				V
00006079	Executive Assistant		\$ 93,069.00	\$ 22,150.42				V
00007240	Program Analyst		\$ 74,893.00	\$ 17,824.53				V
00008035	Chief Strategy Officer		\$ 169,148.00	\$ 40,257.22				V
00008195	Human Resources Officer		\$ 152,434.50	\$ 36,279.41				V
00008799	Staff Assistant		\$ 62,158.00	\$ 14,793.60				V
00009111	Associate Director for Wage		\$ 152,434.50	\$ 36,279.41				V
00010143	Executive Assistant		\$ 93,069.00	\$ 22,150.42				V
00010220	Program Analyst		\$ 74,893.00	\$ 17,824.53				V
00010226	Program Analyst		\$ 93,069.00	\$ 22,150.42				V
00010843	Workforce Development Sp		\$ 74,893.00	\$ 17,824.53				V
00011639	Senior Policy Advisor		\$ 109,999.00	\$ 26,179.76				V
00011996	Program Manager		\$ 103,840.00	\$ 24,713.92				V
00013736	Program Manager		\$ 103,840.00	\$ 24,713.92				V

00014172	Program Analyst		\$ 106,763.00	\$ 25,409.59				V
00014179	Unemployment Tax Examir		\$ 74,893.00	\$ 17,824.53				V
00015223	Program Support Specialis		\$ 62,158.00	\$ 14,793.60				V
00015819	Adjudication Specialist		\$ 65,285.00	\$ 15,537.83				V
00016808	Support Services Specialis		\$ 62,158.00	\$ 14,793.60				V
00016847	Unemployment Call Cente		\$ 54,183.00	\$ 12,895.55				V
00017943	Public Affairs Specialist		\$ 80,784.00	\$ 19,226.59				V
00018526	Deputy Director Labor Stan		\$ 169,148.00	\$ 40,257.22				V
00018647	Program Support Specialis		\$ 62,158.00	\$ 14,793.60				V
00018989	Program Analyst		\$ 106,763.00	\$ 25,409.59				V
00019122	Safety & Occup. Health Spe		\$ 74,893.00	\$ 17,824.53				V
00019745	Program Manager		\$ 103,840.00	\$ 24,713.92				V
00019893	Investigator Worker's Comp		\$ 54,183.00	\$ 12,895.55				V
00020542	Program Analyst		\$ 93,069.00	\$ 22,150.42				V
00021024	Program Analyst		\$ 92,656.00	\$ 22,052.13				V
00021690	Program Support Specialis		\$ 62,158.00	\$ 14,793.60				V
00022357	Program Support Specialis		\$ 62,158.00	\$ 14,793.60				V
00022376	Youth Programs Officer		\$ 152,434.50	\$ 36,279.41				V
00023063	Executive Assistant		\$ 80,784.00	\$ 19,226.59				V
00024198	Workers' Compensation Cl		\$ 109,924.00	\$ 26,161.91				V
00024336	Unemploy. Comp. Claims C		\$ 137,328.50	\$ 32,684.18				V
00025506	Unemployment Call Cente		\$ 54,183.00	\$ 12,895.55				V
00025818	Workers' Comp Claims Exa		\$ 94,141.00	\$ 22,405.56				V
00026096	Workforce Development Sp		\$ 74,893.00	\$ 17,824.53				V
00034053	Program Manager		\$ 119,416.00	\$ 28,421.01				V
00036302	Workforce Development Sp		\$ 62,158.00	\$ 14,793.60				V
00037260	Program Analyst		\$ 92,656.00	\$ 22,052.13				V
00038416	Supervisory Program Mana		\$ 152,434.50	\$ 36,279.41				V
00038419	Program Analyst		\$ 54,183.00	\$ 12,895.55				V

00040465	Workforce Development Sp		\$ 62,158.00	\$ 14,793.60				V
00041742	Attorney Advisor		\$ 128,795.00	\$ 30,653.21				V
00042680	UNEMPLOYMENT COMPEN		\$ 68,116.00	\$ 16,211.61				V
00044875	Program Analyst		\$ 106,763.00	\$ 25,409.59				V
00044896	Administrative Law Judge		\$ 109,999.00	\$ 26,179.76				V
00046186	Auditor		\$ 80,784.00	\$ 19,226.59				V
00046398	Program Manager		\$ 119,416.00	\$ 28,421.01				V
00046448	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00047303	Unemployment Call Cente		\$ 54,183.00	\$ 12,895.55				V
00047304	Supvy Unemp Comp Claim		\$ 103,840.00	\$ 24,713.92				V
00047367	Program Analyst		\$ 80,784.00	\$ 19,226.59				V
00047931	HEARING APPEALS EXAMIN		\$ 80,784.00	\$ 19,226.59				V
00048756	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00051459	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00051460	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00051464	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00051467	Program Support Specialis		\$ 54,183.00	\$ 12,895.55				V
00051471	Supvy Unemp Comp Claim		\$ 103,840.00	\$ 24,713.92				V
00051473	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00051483	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00063269	Unemployment Tax Examir		\$ 62,158.00	\$ 14,793.60				V
00073471	Program Manager		\$ 119,416.00	\$ 28,421.01				V
00073476	Auditor		\$ 80,784.00	\$ 19,226.59				V
00075068	Security Risk Officer		\$ 93,069.00	\$ 22,150.42				V
00075069	Staff Assistant		\$ 65,285.00	\$ 15,537.83				V
00075197	Program Analyst		\$ 106,763.00	\$ 25,409.59				V
00075201	Program Analyst		\$ 93,069.00	\$ 22,150.42				V
00077359	Auditor		\$ 80,784.00	\$ 19,226.59				V
00082555	Administrative Law Judge		\$ 109,999.00	\$ 26,179.76				V

00083192	Program Analyst		\$ 74,893.00	\$ 17,824.53				V
00084775	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00084816	Program Analyst		\$ 93,069.00	\$ 22,150.42				V
00085661	UNEMPLOYMENT COMPEN		\$ 54,183.00	\$ 12,895.55				V
00086094	Program Analyst		\$ 65,285.00	\$ 15,537.83				V
00086246	Information Technology Sp		\$ 109,999.00	\$ 26,179.76				V
00092124	Program Analyst		\$ 65,285.00	\$ 15,537.83				V
00094159	Wage & Hour Comp Spec		\$ 74,893.00	\$ 17,824.53				V
00094618	Program Analyst		\$ 80,784.00	\$ 19,226.59				V
00095349	Program Analyst		\$ 93,069.00	\$ 22,150.42				V
00097097	Paid Family Leave Claims E		\$ 74,893.00	\$ 17,824.53				V
00097098	Program Analyst		\$ 80,784.00	\$ 19,226.59				V
00097100	Program Analyst		\$ 65,285.00	\$ 15,537.83				V
00097677	Tax Examiner (Paid Family		\$ 74,893.00	\$ 17,824.53				V
00097729	Tax Examiner (Paid Family		\$ 74,893.00	\$ 17,824.53				V
00098184	CUSTOMER SERVICE REPR		\$ 65,285.00	\$ 15,537.83				V
00099203	Supervisory Project Manag		\$ 152,434.50	\$ 36,279.41				V
00099313	Workforce Development Sp		\$ 74,893.00	\$ 17,824.53				V
00099319	AUDITOR		\$ 93,069.00	\$ 22,150.42				V
00099860	Program Analyst		\$ 93,069.00	\$ 22,150.42				V
00100197	Quality Assurance Speciali		\$ 80,784.00	\$ 19,226.59				V
00100200	Supervisory Hearing and Ap		\$ 137,328.50	\$ 32,684.18				V
00100219	Paid Family Leave Claims E		\$ 74,893.00	\$ 17,824.53				V
00101807	UNEMPLOYMENT COMPEN		\$ 54,183.00	\$ 12,895.55				V
00101812	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00101869	Program Support Specialis		\$ 54,183.00	\$ 12,895.55				V
00102541	Operations Manager		\$ 137,328.50	\$ 32,684.18				V
00102611	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00102612	Assoc. Director Unempl. C		\$ 152,434.50	\$ 36,279.41				V

00102620	UNEMPLOYMENT COMPEN		\$ 62,158.00	\$ 14,793.60				V
00102624	Unemployment Compensa		\$ 80,784.00	\$ 19,226.59				V
00102668	Customer Service Represe		\$ 54,183.00	\$ 12,895.55				V
00102675	Executive Assistant		\$ 80,784.00	\$ 19,226.59				V
00102677	Paid Family Leave Tax Exan		\$ 74,893.00	\$ 17,824.53				V
00103104	Program Manager		\$ 137,328.50	\$ 32,684.18				V
00103105	Staff Assistant		\$ 65,285.00	\$ 15,537.83				V
00103106	Program Analysis Officer		\$ 137,328.50	\$ 32,684.18				V
00103107	Program Manager		\$ 137,328.50	\$ 32,684.18				V
00105345	Workforce Development Sp		\$ 74,893.00	\$ 17,824.53				V
00105571	Apprenticeship & Training F		\$ 74,893.00	\$ 17,824.53				V
00105928	Workforce Development Sp		\$ 62,158.00	\$ 14,793.60				V
00106800	Workforce Development Sp		\$ 74,893.00	\$ 17,824.53				V
00106801	Workforce Development Sp		\$ 74,893.00	\$ 17,824.53				V
00108290	Program Manager		\$ 137,328.50	\$ 32,684.18				V
00108934	Unemployment Call Cente		\$ 54,183.00	\$ 12,895.55				V
00108936	Unemployment Call Cente		\$ 54,183.00	\$ 12,895.55				V
00108937	Staff Assistant		\$ 74,893.00	\$ 17,824.53				V
00112068	Program Support Specialis		\$ 62,158.00	\$ 14,793.60				V
00112069	Program Manager		\$ 137,328.50	\$ 32,684.18				V
00115293	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115294	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115295	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115296	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115297	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115298	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115300	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115301	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115302	Program Specialist		\$ 54,183.00	\$ 12,895.55				V

00115303	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115305	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115307	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115308	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115309	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115311	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115312	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115313	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115314	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115631	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115632	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115633	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115634	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115635	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115636	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115637	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115638	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115639	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115640	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115641	Training Specialist		\$ 54,183.00	\$ 12,895.55				V
00115642	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115643	Workforce Development Sp		\$ 54,183.00	\$ 12,895.55				V
00115645	Training Specialist		\$ 54,183.00	\$ 12,895.55				V
00115646	Training Specialist		\$ 54,183.00	\$ 12,895.55				V
00115647	Training Specialist		\$ 54,183.00	\$ 12,895.55				V
00115648	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115649	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115650	Program Specialist		\$ 54,183.00	\$ 12,895.55				V
00115651	Program Specialist		\$ 54,183.00	\$ 12,895.55				V

Q4 DOES POH 2026

Q4a: FY25 List of employees who received or retained cellphones, personal digital assistants, or similar communications devices

First Name	Last Name	Service Type
AISHA	ABDUL-HAKIM	Cellular
WONDIMU	ABOYE	Cellular
DANIELLA	ABRAMPAH	Cellular
RAVEN	ABRAMS	Cellular
DEBORAH	ADAMS	Cellular
TAHLIA	ADAMS	Cellular
INDIA	ADAMS	Cellular
STEVEN	ADEDAPO	Cellular
Jeronn	Agee	Cellular
LANETTA	AGNEW	Cellular
SABAWOON	AHMADZAI	Cellular
TERRY	ALBERT	Cellular
KUTURAH	ALDRIDGE	Cellular
HAWI	ALEMU	Cellular
SHANIA	ALFORD	Cellular
DEBORAH	ALI	Cellular
MAJEEDA	AL-JABBAR	Cellular
ADEL	ALLEN	Cellular
MARGARET	ALLEN	Cellular
CHIOMA	AMAH	Cellular
MARLON	ANDERSON	Cellular
CORNELIUS	ANDERSON	Cellular
MARIA	ANDERSON	Cellular
THARMALINGAM	ANNAMALAI	Cellular
GEORGE	ANNING-GYAN	Cellular
ANA	ARGUETA	Cellular
JHARRON	ARMSTRONG	Cellular
ALISON	ARRINGTON	Cellular
SOORYA	ARTIS	Cellular
DCIA	ATC	Air-Card/ MiFi
ADRIANNA	AUDAIN	Cellular
KIARA	AULL	Cellular
WHEELER	AUNDREA	Cellular
AVAILABLE	AVAILABLE	Cellular
AVAILABLE	AVAILABLE	Cellular
QUEENAL	AYABA	Cellular
TIYE	BADAL	Cellular
SARAN	BAKER	Cellular
NICOLE	BANKS	Cellular
ANTONIO	BANNISTER	Cellular
CLARENCE	BARNER	Cellular
LARRY	BARNES	Cellular

Q4 DOES POH 2026

ROBIN	BARNES	Cellular
TANYA	BARNES	Cellular
MARIA	BARRETO	Cellular
DEVIN	BARRETT	Cellular
CHAVARA	BARTLEY	Cellular
SHUNFINNI	BASIR	Cellular
SUSANA	BATRES	Cellular
BRITTANY	BATTLE	Cellular
BLANCA	BEJARANO	Cellular
ESKEDAR	BELAY	Cellular
ERIC	BELL	Cellular
TERRI	BELT	Cellular
YEKATERINA	BELYAYEVA	Cellular
KHEIRA	BENKREIRA	Cellular
REGINA	BENNETT	Cellular
JOSHUA	BERK	Cellular
TERON	BERKELEY	Cellular
FRANCES	BERRY	Cellular
CAROLYN	BERRY	Cellular
KAREN	BIVINS	Cellular
VANESSA	BLACK	Cellular
MAURICE	BLACK	Cellular
BIJAN	BLACK	Cellular
MORGAN	BLACKBURN	Cellular
ROCHELLE	BLACKMON	Cellular
LISA	BLACKWELL	Cellular
LISA	BLACKWELL	Air-Card/ MiFi
JAINABA	BLAGROVE	Cellular
DONNA	BLAIR	Cellular
ABIGAIL	BLOMQUIST	Cellular
CIARA	BODERICK	Cellular
GAYATRI	BONDILI	Cellular
JASON	BOUGH	Tablet with wireless service
JASON	BOUGH	Air-Card/ MiFi
JASON	BOUGH	Cellular
RHONDA	BOWDEN	Cellular
CHRISTINA	BOYD	Cellular
BIANCA	BRADLEY	Cellular
TYESE	BRANCH	Cellular
KIMBERLIE	BRANDON	Cellular
SEAN	BRAUNSTEIN	Cellular
PAULETTE	BRENT	Cellular
BIANCA	BRISCOE	Cellular
ANGELA	BRITT	Cellular
TIFFANY	BROADNAX	Cellular
SHANNEL	BROCKENBERRY	Cellular
KWASI	BROOKS	Cellular
TYIESHA	BROOKS	Cellular



Q4 DOES POH 2026

FREDA	BROOKS	Cellular
DONNA	BROWN	Cellular
LEWIS	BROWN	Cellular
MIA	BROWN	Cellular
TANISE	BROWN	Cellular
DASHARA	BROWN	Cellular
JARED	BRUCE	Cellular
TIFFANEY	BRYANT	Cellular
TIFFANEY	BRYANT	Cellular
DERRICK	BULLOCK	Cellular
WILLIAM	BUMPUS	Cellular
ANITA	BURNETTE-MCNAIR	Cellular
SEAN	BURNS	Cellular
TAHJAY	BURROWS	Cellular
RACHEL	BURROWS-NIKOLOW	Cellular
RACHEL	BURROWS-NIKOLOW	Cellular
WOW	BUS	Hotspot
LISA	BUTLER	Cellular
ANTHONY	CABBELL	Cellular
MARCIA	CAIN	Cellular
DASHANA	CALLENDER	Cellular
TONYA	CALLENDER	Cellular
DASHANA	CALLENDER	Cellular
KEVIN	CALLOWAY	Cellular
KEVIN	CALLOWAY	Cellular
DONAVER	CAMERON	Cellular
DE'LAUREN	CAMPBELL	Cellular
DEANTHONY	CAMPBELL	Cellular
ROSA	CANALES	Cellular
RASHEEDA	CANTY	Air-Card/ MiFi
RASHEEDAM	CANTY	Cellular
GLEN	CAPERS	Cellular
FRED	CARNEY	Cellular
LARITA	CARNEY	Cellular
SHELIA	CARPER	Cellular
CLYDE	CARRINGTON	Cellular
ROENA	CARSON	Cellular
SYRIAH	CARTER	Cellular
ALLANNA	CARTER	Cellular
SHAQUANA	CARTER	Air-Card/ MiFi
ANTOINETTE	CARTER	Cellular
SHAQUANA	CARTER	Cellular
YOLONDA	CATALAN	Cellular
JOHN	CATES	Cellular
CATHY	CAUDLE	Cellular
YOLANDA	CEDILLOS	Cellular
STEPHANIE	CESAR	Cellular
CANDIS	CHANEY	Cellular

Q4 DOES POH 2026

NICOLE	CHAPPLE	Air-Card/ MiFi
NICOLE	CHAPPLE	Cellular
NICOLE	CHAPPLE	Hotspot
KARA	CHEATHAM	Cellular
REBECA	CHICAS	Cellular
GLORIE	CHIZA	Cellular
GLORIE	CHIZA	Cellular
CHINYEE	CHONG	Cellular
MALIK	CLARK	Cellular
MELVIN	CLAY	Cellular
NICOLE	CLAYTON	Cellular
ROSITA	CLEMMONS	Cellular
JAMES	CLOPTON	Tablet with wireless service
JAMES	CLOPTON	Cellular
MICHAEL	CLOUD	Cellular
DIANA	COHEN	Cellular
INDIA	COLE	Cellular
ROBERTA	COLLINS	Cellular
DONOVON	COLLINS	Cellular
TRAVIS	COMBS	Cellular
ALLISON	CONTEE	Tablet with wireless service
ALLISON	CONTEE	Cellular
LAKITA	COOLEY	Cellular
LYNNSIE	COOPER	Cellular
MARIAN	COOPER	Cellular
ANA	CORONADO	Cellular
DARREL	CORRADINI	Cellular
ERIN	COSTELLO	Cellular
LAWANNE	CRAIG	Cellular
FRANK	CRAWFORD	Cellular
CHANEY	CRAWFORD	Cellular
JAMILA	CROSSDALE	Cellular
CHANDLER	CRUMLIN	Cellular
SHARLA	CRUTCHFIELD	Cellular
MARIA	CRUZ	Cellular
IVAN	CRUZ	Cellular
LOUANN	CUDJOE	Cellular
TINAEYA	CULBRETH	Cellular
TRACI	CUMMINGS	Cellular
EDDIE	CURRY	Cellular
EDDIE	CURRY	Cellular
CHERYL	CURTIS	Cellular
ALISHIA	CURTIS	Cellular
TIMIA	CURTIS	Cellular
DESTA	DAGGETT	Cellular
BEZA	DAGNACHEW	Cellular
GRACE	DAJO	Cellular
DAWAN	DAVENPORT	Cellular

Q4 DOES POH 2026

TORAN	DAVIS	Cellular
REMIGIA	DAVIS	Cellular
KIM	DAVIS	Cellular
SUMMER	DAVIS	Cellular
MICHELLE	DAVIS	Cellular
KEVIN	DAVIS	Cellular
IAN	DAVIS	Cellular
MATHIOS	DEJENE	Cellular
MYRA	DELOATCH	Cellular
RHECE	DENMON-NIXON	Cellular
KRISTIN	DENNIS	Cellular
RHONDA	DESKINS	Cellular
NICKY	DESPI-FARRELL	Cellular
NEIJA	DEVAUGHN	Cellular
JENNIFER	DEWBERRY	Cellular
MAGAYE	DIAW	Cellular
PENELOPE	DIGGS	Cellular
ROCHELLE	DIGGS	Cellular
JEANETTE	DINGLE	Cellular
CHARLENE	DORSEY	Cellular
BRIANCA	DORSEY	Cellular
ANDREW	DOWNTON	Cellular
RODERICK	DREHER	Cellular
DENISE	DREW	Cellular
JALEN	DUNCAN	Cellular
JALEN	DUNCAN	Air-Card/ MiFi
JALEN	DUNCAN	Tablet with wireless service
DANTE	DUNLAP	Air-Card/ MiFi
D'ANGELO	DUNLAP	Cellular
DANTE	DUNLAP	Cellular
D'ANGELO	DUNLAP	Cellular
DESTINY	DUNSTON	Cellular
PAMALA	DUNSTON	Cellular
DESTINY	DUNSTON	Cellular
RONEKA	EATON	Cellular
STANLEY	EDMOND	Cellular
LESLEY	EDMOND	Cellular
QUANDA	EDWARDS	Cellular
TUWANNA	EDWARDS	Cellular
SANA	ELAHI	Cellular
PAULETTE	ELLIS	Cellular
JASON	ENTZMINGER	Cellular
STEVENS	ERICA	Cellular
RICHARD	ETKINS	Cellular
MICHAEL	ETUMNU	Cellular
CYMONE	FABIAN	Cellular
CHYBRIA	FARMER	Cellular
GWENDOLYN	FARMER	Cellular

## Q4 DOES POH 2026

OPEYEMI	FASAKIN	Cellular
BEZA	FEKADU	Cellular
ROSA	FERNANDEZ	Cellular
GLENDA	FERRUFINO	Cellular
BRANDON	FIELDS	Cellular
EMMANUEL	FIELDS	Cellular
SHEREE	FINLEY	Air-Card/ MiFi
SHEREE	FINLEY	Cellular
DOMINIQUE	FITZGERALD	Cellular
DOMINIQUE	FITZGERALD	Cellular
TIMOTHY	FITZPATRICK	Cellular
ANTHONY	FIZER	Cellular
ANTHONY	FIZER	Cellular
ERICA	FLOOD	Cellular
TRACEE	FLOWERS	Cellular
TRACEE	FLOWERS	Cellular
KHIREY	FLOYD	Cellular
MAGARET	FOFUNG	Cellular
ALEXIS	FOO	Cellular
ASIA	FORD	Cellular
TYVON	FORTSON	Cellular
DARRELL	FOSTER	Cellular
HELEN	FOSTER	Cellular
ANGELA	FOSTER	Cellular
DARRELL	FOSTER	Air-Card/ MiFi
ISHA	FOSTER-LEE	Cellular
REQUITA	FOX	Cellular
EBONY	FOX	Cellular
THENNIE	FREEMAN	Air-Card/ MiFi
MARTHA	FRENZ	Cellular
WARD	FULLER	Cellular
RODNEY	GAINOUS	Cellular
ZULEMA	GALLO	Cellular
GEORGE	GANTT	Cellular
MARISSA	GARLAND	Cellular
MARISSA	GARLAND	Cellular
TARONNE	GARLAND	Cellular
TOM	GAY	Cellular
NAZRIET	GEBREMESKEL	Cellular
ESSETE	GEBRU	Cellular
VENITA	GEORGE	Cellular
ELIZABETH	GESSESSE	Cellular
LEO	GESTO	Cellular
SANDRA	GIBBS	Cellular
WILLIAM	GIBBS	Cellular
MAURICE	GIBBS	Cellular
BRIAN	GIBSON	Cellular
TAHFERE	GIDDERON	Cellular

Q4 DOES POH 2026

JACYN	GILBERT	Cellular
DAVID	GILL	Cellular
BRYON	GILLUM	Cellular
BRYON	GILLUM	Cellular
SIERRA	GLADNEY	Cellular
LAVERNE	GLENN	Cellular
AYSIA	GLENN	Cellular
ALIYAH	GLENN	Cellular
LAVERNE	GLENN	Cellular
ROBERT	GOINGS	Cellular
NISHELLE	GOINS	Cellular
ALICE	GOLDRING	Cellular
CHANDRA	GOODMAN	Cellular
EMMANIECE	GORDON	Cellular
Wayne	Goring	Cellular
AMELIA	GOVAN	Cellular
THERESA	GRAHAM	Cellular
DARIEN	GRANT	Cellular
BENJAMIN	GRAY	Cellular
RHONDA	GRAY	Cellular
JACOBI	GREEN	Cellular
MICHELLE	GREEN	Cellular
TYTILAYO	GREEN	Cellular
ANTOINETTE	GREEN	Cellular
ASHLEY	GREEN	Cellular
LASHELL	GREEN	Cellular
OCTAVIOUS	GREENE	Cellular
DANIELLE	GREENFIELD	Cellular
LARRY	GREENHILL	Cellular
TYREC	GROOMS	Cellular
INGRID	GUTIERREZ	Cellular
INGRID	GUTIERREZ	Cellular
ATEFEH	HADJIESMAEILI	Cellular
TESHA	HAGER	Cellular
DANIEL	HAILESILASSIE	Cellular
MAKDES	HAILU	Cellular
MAKDES	HAILU	Cellular
PORSCHA	HALL	Cellular
JALEN	HALL	Cellular
LOUIS	HALL	Cellular
EDDIE	HAMILTON	Cellular
TRACI	HAMILTON	Cellular
CHERYL	HAMPTON	Cellular
LAMONT	HANNAH	Cellular
ALBERT	HARDEMAN	Cellular
KEVIN	HARGRAVE	Cellular
SAYWONZA	HARGROVE	Cellular
TIFFANY	HARKLESS	Cellular

Q4 DOES POH 2026

KEISHA	HARLING	Cellular
SAMIYA	HARPER	Cellular
ALIAH	HARRIS	Cellular
GREGORY	HARRIS	Cellular
KENYA	HARRIS	Cellular
LA'QUIERRA	HARRIS	Cellular
CAROLYN	HARRIS	Cellular
CHARMAINE	HARRIS	Cellular
RACHEL	HARRIS	Cellular
TRAHMON	HARRIS	Cellular
DIANE	HARRIS-DENNIS	Cellular
NATASHA	HARRISON	Cellular
ANITA	HART	Cellular
DONNE	HAWKINS	Cellular
ANDREA	HAYES	Cellular
DARNELLA	HAYES	Cellular
TOMORROW	HELTON-INGRAM	Cellular
MICHAEL	HENDERSON	Cellular
JACQUELYN	HENRY	Cellular
THOMAS	HERBERT	Cellular
MELISSA	HERNANDEZ	Cellular
MARGARET	HERNANDEZ	Cellular
MELISSA	HERNANDEZ	Cellular
TAMIKA	HERNDON	Cellular
TAMIKA	HERNDON	Cellular
ARLEN	HERRELL	Cellular
JAMES	HERRING	Cellular
IKEA	HICKS	Cellular
LATONYA	HILL	Cellular
ROBIN	HILLMON	Cellular
MISGANA	HINE	Cellular
TANIA	HINES	Cellular
LOUIS	HIRSCH	Cellular
PAUL	HIRSH	Cellular
MOHAMED	HMAEY	Cellular
BAILEY	HODGE	Cellular
IVELISSE	HODGE	Cellular
SILVIA	HODGE	Cellular
TOSHIA	HODGES	Cellular
GREGORY	HOEY	Cellular
ALEXIA	HOGAN	Cellular
ROSALIND	HOLBROOK	Cellular
WILLIAM	HOLDEN	Cellular
DWAYNE	HOLLEY	Cellular
RANISHA	HOLLIDAY	Cellular
JANAE	HOLT	Cellular
MICHAEL	HOLT	Cellular
CAROLINE	HOPKINS	Cellular

Q4 DOES POH 2026

MARCELLA	HORTON	Cellular
KEMRY	HUGHES	Cellular
MARLENE	HURT	Cellular
MARIA	IBIRONKE	Cellular
ELIZABETH	IGNACIO-FABIAN	Cellular
MARIA	IRAHETA	Cellular
MELISSA	IRBY	Cellular
PAULETTE	JACKSON	Cellular
ALEXANDER	JACKSON	Cellular
JAHLANI	JACKSON	Cellular
NORMAN	JACKSON	Cellular
DEBBIE	JACKSON	Cellular
PATRICE	JACKSON	Cellular
NICOLE	JACKSON-MANSCH	Cellular
TREVON	JAMES	Cellular
NATASHA	JAMES	Cellular
WILLIAM	JAMES	Cellular
LISA	JAMES-BAXTER	Cellular
NICOLA	JAMISON	Cellular
ADRIAN	JEFFRIES	Cellular
TREY	JEFFRIES	Cellular
CHALACHEW	JEMBERIE	Cellular
REBECCA	JEUDIN	Cellular
JERY	JIMENEZ	Cellular
JANE	JOHNSON	Cellular
TYREASE	JOHNSON	Cellular
LAUREN	JOHNSON	Cellular
JANE	JOHNSON	Cellular
TYESHIA	JOHNSON	Cellular
NATASHA	JOHNSON	Cellular
DEREK	JOHNSON	Cellular
ANDREA	JOHNSON	Cellular
ANIKA	JOHNSON	Cellular
BENJAMYN	JOHNSON	Cellular
TARANTELLA	JOHNSON	Cellular
AZARIA	JOHNSON	Cellular
ASHLEY	JOHNSON	Cellular
DONALD	JOHNSON	Cellular
CHARLESW.	JOHNSON	Cellular
BILLIE	JOHNSON	Cellular
RONNEISHA	JOHNSON	Cellular
DELONTE	JOHNSON	Cellular
DAVONA	JOHNSON	Cellular
ASHLEY	JOHNSON	Cellular
KEISHA	JONES	Cellular
ALICIA	JONES	Cellular
RICO	JONES	Air-Card/ MiFi
TYREESE	JONES	Cellular

Q4 DOES POH 2026

DENISE	JONES	Cellular
CHARDE	JONES	Cellular
WILLIE	JONES	Cellular
GWENDOLYN	JONES	Cellular
GELINDA	JONES	Air-Card/ MiFi
GELINDA	JONES	Cellular
AKUA	JORDAN	Cellular
JASMIE	JORDAN	Cellular
LINDA	JORY	Cellular
SEAN	JOSIAH	Cellular
CRAIG	JOYNER	Cellular
CRAIG	JOYNER	Cellular
ANJANI	JUJJAVARAPU	Cellular
PATRICK	KANZA	Cellular
ERNEST	KASHIF	Cellular
DIONTE	KEMP	Cellular
TERRY	KENNER	Cellular
FAHIM	KHALID	Cellular
SIA	KIAWU	Air-Card/ MiFi
SIA	KIAWU	Cellular
SIA	KIAWU	Cellular
NATASHA	KINCAID	Cellular
DANIEL	KING	Cellular
SHARDAY	KING	Cellular
SHAKIA	KINGSBERRY	Cellular
JOAN	KNIGHT	Cellular
JOY	KNIGHT	Cellular
WALTER	KOKER	Cellular
TEJAN	KOROMA	Cellular
KIRAN	KOYYALAMUDY	Cellular
HAILEY	LACEWELL	Cellular
THERESA	LAKE	Cellular
GREGORY	LAMBERT	Cellular
KENNETH	LAMPKIN	Cellular
IVY	LANDRO	Tablet with wireless service
IVY	LANDRO	Cellular
TRACEY	LANGLEY	Cellular
SARITA	LASSITER	Cellular
TIANN	LAWRENCE	Cellular
GREGORY	LAWRENCE	Cellular
DESEAN	LAWSON	Cellular
FAREEDA	LEBLANC-QUEEN	Cellular
FAREEDA	LEBLANC-QUEEN	Air-Card/ MiFi
MARIAH	LEE	Cellular
LAJUAN	LEE	Cellular
LINDA	LEE	Cellular
ESAYAS	LEMMA	Cellular
INGRID	LEMUS	Cellular



Q4 DOES POH 2026

SHERYL	LEVI	Cellular
NICHOLAS	LEVINTOW	Cellular
DESTYNI	LEWIS	Cellular
RICKY	LEWIS	Cellular
ALPHA	LEWIS	Cellular
LAKISHA	LEWIS	Cellular
COREY	LEWIS	Cellular
KENYA	LEWIS	Cellular
LAUREN	LIBERA	Cellular
BEVERLY	LIGGINS	Cellular
JASMINE	LILLY	Cellular
MEGHAN	LILLY	Cellular
JASMINE	LILLY	Cellular
VERNON	LINDSAY	Cellular
VERNON	LINDSAY	Cellular
CASIE	LINDSEY	Cellular
YVONNE	LISER	Cellular
YVONNE	LISER	Cellular
IKISHA	LITTLE	Cellular
CHARMIN	LLOYD	Cellular
TRACIE	LOCKE	Cellular
CHADIAMOND	LOGAN	Cellular
LETOUYE	LOWERY	Cellular
DAWN	LOWERY	Cellular
MARIELSA	LUCERO	Cellular
MAKAYLA	LUIS	Cellular
WALTER	LUNDY	Air-Card/ MiFi
JASMINE	LYLE	Cellular
JASMINE	LYLE	Cellular
LAKEITHIA	LYMORE	Cellular
STEPHON	LYNCH	Cellular
APRIL	MACE	Cellular
LIZBETH	MACIAS	Cellular
SEAN	MACK	Cellular
KELLEY	MACKEY	Cellular
SHRIDEVI	MADHURE	Cellular
MONNIKKAM.	MADISON	Cellular
MONNIKKA	MADISON	Air-Card/ MiFi
BREYAN	MADISON	Cellular
DWIGHT	MARABLE	Cellular
JEAN	MARSHALL	Cellular
ANGELA	MARTIN	Cellular
JAMES	MARTIN	Cellular
CHRISTOPHER	MASON	Cellular
TAMICA	MASON	Cellular
JONEISHA	MASSEY	Cellular
RAKHEE	MASSON	Cellular
ANURAG	MASSON	Cellular

## Q4 DOES POH 2026

KATRINA	MATTHEWS	Cellular
MALERIE	MATTHEWS	Cellular
KHADIJA	MAY	Cellular
MAGGIE	MCALEXANDER	Cellular
SHEKITA	MCBROOM	Cellular
JASMINE	MCCOY	Cellular
DANESHA	MCDOWELL	Cellular
DONTI	MCFIELD	Cellular
ROBIN	MCKINNEY	Cellular
PAULA	MCKNIGHT-HUNTER	Cellular
HOPE	MCLANE-COLEMAN	Cellular
RAKEEM	MCMILLAN	Cellular
ASHLEY	MCMILLIAN	Cellular
MARLOW	MCNEIL	Cellular
DARYL	MCNEIL	Cellular
DARYL	MCNEIL	Cellular
ERIC	MCSWEEN	Tablet with wireless service
ERIC	MCSWEEN	Cellular
STEPHANIE	MEADE	Cellular
CORNELIA	MEADOWS	Cellular
REBATI	MENDALI	Cellular
DANY	MENDEZ	Cellular
GARY	MERCER	Cellular
ERIC	MIDDER	Cellular
SHARLENE	MILES	Cellular
TIA	MILLER	Cellular
KESHONTA	MILLER	Cellular
CLARENCE	MILLER	Cellular
WANDA	MILLER	Cellular
VANITY	MILLER	Cellular
MYNEESHA	MILLS-ROBINSON	Cellular
TAMICA	MILNER	Cellular
RONDELL	MILTON	Cellular
MEKEDES	MINAS	Cellular
DASHAE	MINOR	Cellular
KRISTI	MINTER	Cellular
PATRICIA	MITCHELL	Cellular
ABDINASIR	MOHAMUD	Cellular
RAQUEL	MONTAGUE	Cellular
MARISSA	MONTALVO	Cellular
ED	MOODY	Cellular
CHRISTINA	MOORE	Air-Card/ MiFi
CHRISTINA	MOORE	Cellular
SYDNEY	MOORE	Cellular
DAMEKA	MOORE	Cellular
THOMAS	MOORE	Cellular
DWAHZA	MOORE	Cellular
NICOLE	MOORE	Cellular

Q4 DOES POH 2026

VERISHA	MOORE	Cellular
SYDNEY	MOORE	Cellular
BIKY	MORALES-AGUILERA	Cellular
LAKIESHA	MORGAN	Cellular
MIYA	MORGAN	Cellular
MIYA	MORGAN	Cellular
ALEXIS	MORGAN	Cellular
LAKIESHA	MORGAN	Cellular
UNIQUE	MORRIS-HUGHES	Cellular
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
UNIQUE	MORRIS-HUGHES	Cellular
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
UNIQUE	MORRIS-HUGHES	Tablet with wireless service
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
UNIQUE	MORRIS-HUGHES	Cellular
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
CARLTON	MORRISON	Cellular
RASHAE	MOSELEY	Cellular
MICHEL	MOTEN	Cellular
RASHAAD	MUHAMMAD	Cellular
IDA	MUKENDI	Cellular
RAQUEL	MUNIZ	Cellular
ERIC	MURPHY	Cellular
COURTNEY	MURRAY	Cellular
SHEILA	MYERS	Cellular
SHADAE	MYERS	Cellular
SHADAE	MYERS	Cellular
AJIT	NAIR	Cellular
CARMEN	NATESMITH	Cellular
RENATA	NAYLOR	Cellular
SAMIYA	NEAL	Cellular
SHIRLEY	NELSON	Cellular
DENITA	NELSON	Cellular
CALVIN	NELSON	Cellular
SHIRLEY	NELSON	Cellular
FIDELIS	NGOCHIA	Cellular
JAMES	NIBLOCK	Cellular
JOEL	NICHOLS	Cellular
ANDREA	NICHOLS	Cellular
JOHN	NICHOLS	Cellular
TOMIKO	NICKENS	Cellular
FENDI	NIXON	Cellular
KHADIJAH	NIXON	Cellular
JAYNE	NKEMATEH	Cellular
SARENA	NORMAN	Cellular
RACHEL	NOTEWARE	Cellular
SHANEAKA	NOWLIN	Cellular
TIFFANY	OATES	Cellular

## Q4 DOES POH 2026

TIFFANY	OATES	Cellular
OLABISI	OEDIRAN	Cellular
OLUWAMAYOWA	OGUNBANJO	Cellular
IFEANYI	OKOROHA	Cellular
YINKA	OLAREWAJU-ALO	Cellular
HANNAH	OLINGER	Cellular
OIT	ONLY	Cellular
IVANA	ONOJAFE	Cellular
PRINCE	ONWUVUCHE	Cellular
VINCENT	ORANGE	Cellular
VERA	ORLANDO	Cellular
JORDAN	OVERTON	Cellular
JORDAN	OVERTON	Cellular
OMOBOSOLA	OYEBADE	Cellular
CLIFTON	PADGETT	Cellular
MARY	PARKER	Cellular
DIAMONIQUE	PARKS	Cellular
VIJOY	PATTAMMADY	Cellular
JOETTA	PATTERSON	Cellular
MATTHEW	PEFFER	Cellular
RONNIE	PENDERGRAST	Cellular
KIARA	PENN	Cellular
JAMES	PENN	Cellular
JAZMINE	PENNY	Cellular
RAMON	PEREZ-GOIZUETA	Cellular
TIMOTHY	PERLOW	Cellular
ZAKARI	PERRY	Cellular
KINDRA	PERRY	Cellular
KENNEDY	PERSON	Cellular
DEMICA	PERSON	Cellular
SYDNEY	PERSON	Cellular
JAMEAH	PETERS	Cellular
MARQUEZ	PHILLIPS	Cellular
ANNETTE	PHOENIX	Cellular
TONYA	PICKETT	Cellular
DARIEN	PIERCE	Cellular
ROGER	PILGRIM	Cellular
KATITIA	PITTS	Cellular
SEKAI	POLES	Cellular
JONATHANIEL	POPE	Cellular
SONJA	PORTER	Cellular
DAVID	POTTER	Cellular
AMY	POWELL	Cellular
MICHAEL	PRENTACE	Cellular
MICHAEL	PRENTACE	Cellular
EMMANUEL	PRESSLEY	Cellular
EMANUEL	PRICE	Cellular
JOHN	PRICE	Cellular

Q4 DOES POH 2026

JAVON	PRICE	Cellular
EILEEN	PROCTOR	Cellular
KAREN	PROCTOR	Cellular
EILEEN	PROCTOR	Cellular
RYAN	PROCTOR	Cellular
RALPHINE	PUGHSLEY	Cellular
RALPHINE	PUGHSLEY	Cellular
GENNET	PURCELL	Cellular
JANIRA	RAMIREZ	Cellular
PALOMA	RAMOS	Cellular
JEFFREY	RASCOE	Cellular
LOLITA	RATCHFORD	Cellular
CHANETTA	RATCLIFF	Cellular
DANIEL	RAUDONIS	Cellular
TREVOR	REAVES	Cellular
TREVOR	REAVES	Cellular
JEFFREY	REDDIG	Cellular
KEVIN	REED	Cellular
KELSEA	REYES	Cellular
CORRYNIA	REYNOLDS	Cellular
KURON	RICE	Cellular
SIRRON	RICHARDSON	Cellular
TANGIE	RICKS	Cellular
CHRISTOPHER	RICKS	Cellular
TAKIDAH	RIGGSBEE	Cellular
JENNIFER	RIVAS	Cellular
GIANELLE	RIVERA	Cellular
MARIA	ROBAYO	Cellular
GERALD	ROBERSON	Cellular
LORENIA	ROBERTS	Cellular
VICTOR	ROBERTSON	Cellular
TONYA	ROBINSON	Cellular
JARONE	ROBINSON	Cellular
TONYA	ROBINSON	Tablet with wireless service
MARCUS	ROBINSON	Cellular
TONYA	ROBINSON	Air-Card/ MiFi
KAYLA	ROBINSON	Cellular
MELVIN	ROBINSON	Cellular
AUBYN	ROCHE	Cellular
IRIS	RODRIGUEZ	Cellular
DANA	RODRIGUEZ	Cellular
HAKEEM	ROGERS	Cellular
HAKEEM	ROGERS	Cellular
ERICKA	ROMERO	Cellular
MARK	ROY	Cellular
MARK	ROY	Cellular
COREY	RUSH	Cellular
ERIK	RUTHERFORD	Cellular

Q4 DOES POH 2026

WAYNE	RYAN	Cellular
ANA	SAGASTUME	Cellular
TOYIN	SALAHDEEN	Cellular
ALLETTA	SAMPSON	Cellular
TONI	SANDERS	Cellular
TIA	SANDS	Cellular
DEMETRIES	SAUNDERS	Cellular
WILLIAM	SCHLADT	Cellular
PARRISH	SCHOON	Cellular
DENNINE	SCOTT	Cellular
CATHY	SCRUGGS	Cellular
SOEUN	SENG	Cellular
JANAE	SEON	Cellular
CLAUDIA	SERRANO	Cellular
TANIA	SHAND	Cellular
LEONARD	SHANDS	Cellular
RANDALL	SHANNON	Air-Card/ MiFi
NATASHA	SHANNON	Cellular
ARDNAS	SHAW	Cellular
MOHAMMAD	SHEIKH	Cellular
ARIF	SHEIKH	Cellular
LAVONDIA	SHELTON	Cellular
NIAZ	SHINWARI	Cellular
HAMALLAH	SIDIBE	Cellular
MICHELLE	SIMMONS	Cellular
DENISE	SIMMONS	Cellular
TASHAE	SIMON	Cellular
LATOYA	SINGLETON	Cellular
JAMAL	SINGLETON	Cellular
AARON	SISKO	Tablet with wireless service
AARON	SISKO	Air-Card/ MiFi
AARON	SISKO	Cellular
UVA	SIZER	Cellular
CARIBE	SKINNER	Cellular
MICHAEL	SKINNER	Cellular
TODD	SLACK	Cellular
CHARNIKA	SLYE	Cellular
RALPHAEL	SMALL	Cellular - Voice Only
GERALD	SMART	Cellular
STACY	SMITH	Cellular
NOREEN	SMITH	Cellular
ZANIKQUA	SMITH	Cellular
JAMES	SMITH	Cellular
CARLA	SMITH	Cellular
MARQUITA	SMITH	Cellular
SINEAD	SMITH	Cellular
DANIELLE	SMITH	Cellular
JAMES	SMITH	Cellular

Q4 DOES POH 2026

JALEEL	SMITH	Cellular
MONEA	SMITH	Cellular
JESSE	SNEED	Cellular
BRANDON	SOLOMON	Cellular
DARREN	SPEIGHT	Cellular
KASHMIR	SPELLS	Cellular
DARWIN	SPOTSER	Cellular
ZEVLIN	STATEN	Tablet with wireless service
ZEVLIN	STATEN	Cellular
ALVIN	STITH	Air-Card/ MiFi
ALVIN	STITH	Cellular
ALVINN.	STITH	Cellular
KENYON	STONE	Cellular
SHERRIL	STONE	Cellular
BOBBI	STRANG	Cellular
LEJUAN	STRICKLAND	WiFi Only
TONYSHA	STRICKLAND	Cellular
CORRYN	STTHOMAS	Cellular
KANCHAN	SUWAL	Cellular
SHANNA	SWEETNEY	Cellular
BRITTANY	SWITZER	Cellular
NICOLE	TABRON	Cellular
HENRY	TADELE	Cellular
SIMON	TASHAE	Cellular
TEQUILLA	TATE	Cellular
TAKIYAH	TATE	Cellular
IVAN	TAVARES	Cellular
ERICA	TAYLOR	Cellular
HEAVENLY	TAYLOR	Cellular
BRIANNA	TAYLOR	Cellular
JOSEPH	TAYLOR	Cellular
KALAUURIE	TAYLOR	Cellular
JOSEPH	TAYLOR	Cellular
MICHAEL	TAYLOR	Cellular
MARY	TERRELL	Air-Card/ MiFi
DONNIA	THOMAS	Cellular
AHMAD	THOMAS	Cellular
BRENDA	THOMAS	Cellular
ERIN	THOMAS	Cellular
MARKESHIA	THOMAS	Cellular
DANIELLE	THOMPSON	Air-Card/ MiFi
ANGELA	THOMPSON	Cellular
MARVIN	THOMPSON	Cellular
LEE	THOMPSON	Cellular
DANIELLE	THOMPSON	Cellular
VALERIE	THOMPSON	Cellular
MALIK	THORNTON	Cellular
JORDYN	TILLMAN	Cellular

Q4 DOES POH 2026

DERRICK	TIMMONS	Cellular
YORDANOS	TOLESSA	Cellular
GWENDOLYN	TONEY	Cellular
SANDERS	TONI	Cellular
CHRIS	TONJES	Cellular
CHRIS	TONJES	Air-Card/ MiFi
CHRIS	TONJES	Tablet with wireless service
KWEKU	TOURE	Cellular
HOLDJINY	TOUSSAINT	Cellular
TERRENCE	TOWNSEND	Cellular
JOHN	TRAVERS	Cellular
KEVIN	TRUSSELL	Cellular
THOMAS	TSEGAYE	Cellular
KEVIN	TURLEY	Cellular
TAUHEEDAH	TURNER	Cellular
WASHINGTON	TYKIA	Cellular
LAMISHA	TYLER	Cellular
JASHIM	UDDIN	Cellular
ANIEMA	UDOFA	Cellular
ALEX	UNDERWOOD	Cellular
ERNA	VANCE	Cellular
CALVIN	VAUGHN	Cellular
PABLO	VENTURINO	Cellular
EMILY	VILLALTA	Cellular
TONY	VILLERAL	Cellular
ALEC	VINCENT	Cellular
RHONDA	WADE	Cellular
BRIAN	WADE	Cellular
NAKIA	WALDRON	Cellular
PHILLIP	WALKER	Cellular
BRANDON	WALKER	Cellular
IKIA	WALKER	Cellular
LYNNORA	WALKER	Cellular
NATASHA	WALKER	Cellular
KENNETH	WALKER	Cellular
BELINDA	WALKER	Cellular
MICHAEL	WALLER	Cellular
WILLIAM	WARD	Cellular
QUOINETT	WARRICK	Cellular
JASON	WASHINGTON	Hotspot
JASON	WASHINGTON	Cellular
DWAYNE	WASHINGTON	Cellular
DECARLO	WASHINGTON	Cellular
EVETTE	WASHINGTON	Cellular
CARLOS	WASHINGTON	Cellular
LANCELOTA	WASHINGTON	Cellular
DIANNA	WATERS	Cellular
DIANE	WATKINS	Cellular



Q4 DOES POH 2026

DIANE	WATKINS	Air-Card/ MiFi
MARK	WATSON	Cellular
ANGELA	WATSON	Cellular
MELISSA	WATTS	Cellular
CRYSTAL	WATTS	Cellular
TAYLOR	WEAVER	Cellular
ROMELLO	WEST	Cellular
JUSTAWNY	WHEELER	Cellular
JUSTAWNY	WHEELER	Cellular
SANDRA	WHITE	Cellular
ANTHONY	WHITE	Cellular
SHERIE	WHITE	Cellular
SHERIE	WHITE	Cellular
DESTINEE	WHITTINGTON	Cellular
SHANTALE	WIGGINS	Cellular
SHILONDA	WIGGINS	Tablet with wireless service
CARMAN	WILKINS	Cellular
MARCUS	WILLIAMS	Air-Card/ MiFi
ASIA	WILLIAMS	Cellular
AYANA	WILLIAMS	Cellular
MALIKA	WILLIAMS	Cellular
CHEVERLEE	WILLIAMS	Cellular
MALIKA	WILLIAMS	Cellular
CIARA	WILLIAMS	Cellular
GENESHA	WILLIAMS	Cellular
SHEILA	WILLIAMS	Cellular
MARCUS	WILLIAMS	Cellular
JIHADAH	WILLIAMS	Cellular
LATOYA	WILLIAMS	Cellular
MARCUS	WILLIAMS	Air-Card/ MiFi
ASHLEY	WILLIAMS	Cellular
MARCUS	WILLIAMS	Tablet with wireless service
TYZHANE	WILLIAMS	Cellular
BRIANNA	WILLIAMS	Cellular
ALICIA	WILLIAMS	Cellular
JASMINE	WILSON	Cellular
KEITH	WIMBUSH	Cellular
KEITH	WIMBUSH	Hotspot
ERICA	WINSLOW	Cellular
DANIELLE	WISEMAN	Cellular
JAMESSE	WYCHE	Cellular
GENEVA	WYNN	Cellular
JUN	XIA	Cellular
DIANE	YOMKIL	Cellular
ROSALYN	YOUNG	Cellular
ROCHELLE	YOUNG	Cellular
NATASHA	YOUNG	Cellular
DOMINIQUE	Z-DUNBAR	Cellular

## Q4 DOES POH 2026

REBEKAH	ZEPEDA	Cellular
GORDON	Z-FLETCHER	Cellular
KIMBERLY	Z-GLASS	Cellular
TODD	Z-HOPKINS	Cellular
DORA	Z-HUNTER	Cellular
NICKY	Z-LANE	Cellular
RASHAWNDA	Z-LIGHTFOOT	Cellular
TENISHA	Z-PEARSALL	Cellular
LATEJA	Z-PERKINS	Cellular
TAWANNA	Z-WILKERSON	Cellular

Q4 DOES POH 2026

Q4a: FY26 Q1 list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices

First Name	Last Name	Service Type
AISHA	ABDUL-HAKIM	Cellular
WONDIMU	ABOYE	Cellular
DANIELLA	ABRAMPAH	Cellular
RAVEN	ABRAMS	Cellular
DEBORAH	ADAMS	Cellular
TAHLIA	ADAMS	Cellular
INDIA	ADAMS	Cellular
STEVEN	ADEDAPO	Cellular
Jeronn	Agee	Cellular
LANETTA	AGNEW	Cellular
SABAWOON	AHMADZAI	Cellular
MAJEEDA	AL-JABBAR	Cellular
TERRY	ALBERT	Cellular
KUTURAH	ALDRIDGE	Cellular
HAWI	ALEMU	Cellular
SHANIA	ALFORD	Cellular
DEBORAH	ALI	Cellular
ADEL	ALLEN	Cellular
MARGARET	ALLEN	Cellular
CHIOMA	AMAH	Cellular
MARLON	ANDERSON	Cellular
CORNELIUS	ANDERSON	Cellular
MARIA	ANDERSON	Cellular
THARMALINGAM	ANNAMALAI	Cellular
GEORGE	ANNING-GYAN	Cellular
ANA	ARGUETA	Cellular
JHARRON	ARMSTRONG	Cellular
ALISON	ARRINGTON	Cellular
SOORYA	ARTIS	Cellular
ADRIANNA	AUDAIN	Cellular
KIARA	AULL	Cellular
WHEELER	AUNDREA	Cellular
AVAILABLE	AVAILABLE	Cellular
AVAILABLE	AVAILABLE	Cellular
QUEENAL	AYABA	Cellular
TIYE	BADAL	Cellular
SARAN	BAKER	Cellular
NICOLE	BANKS	Cellular
ANTONIO	BANNISTER	Cellular

## Q4 DOES POH 2026

CLARENCE	BARNER	Cellular
LARRY	BARNES	Cellular
ROBIN	BARNES	Cellular
TANYA	BARNES	Cellular
MARIA	BARRETO	Cellular
DEVIN	BARRETT	Cellular
CHAVARA	BARTLEY	Cellular
SHUNFINNI	BASIR	Cellular
SUSANA	BATRES	Cellular
BRITTANY	BATTLE	Cellular
BLANCA	BEJARANO	Cellular
ESKEDAR	BELAY	Cellular
ERIC	BELL	Cellular
TERRI	BELT	Cellular
YEKATERINA	BELYAYEVA	Cellular
KHEIRA	BENKREIRA	Cellular
REGINA	BENNETT	Cellular
JOSHUA	BERK	Cellular
TERON	BERKELEY	Cellular
FRANCES	BERRY	Cellular
CAROLYN	BERRY	Cellular
KAREN	BIVINS	Cellular
VANESSA	BLACK	Cellular
MAURICE	BLACK	Cellular
BIJAN	BLACK	Cellular
MORGAN	BLACKBURN	Cellular
ROCHELLE	BLACKMON	Cellular
LISA	BLACKWELL	Cellular
LISA	BLACKWELL	Air-Card/ MiFi
JAINABA	BLAGROVE	Cellular
DONNA	BLAIR	Cellular
ABIGAIL	BLOMQUIST	Cellular
CIARA	BODERICK	Cellular
GAYATRI	BONDILI	Cellular
JASON	BOUGH	Tablet with wireless service
JASON	BOUGH	Air-Card/ MiFi
JASON	BOUGH	Cellular
RHONDA	BOWDEN	Cellular
CHRISTINA	BOYD	Cellular
BIANCA	BRADLEY	Cellular
TYESE	BRANCH	Cellular
KIMBERLIE	BRANDON	Cellular
SEAN	BRAUNSTEIN	Cellular
PAULETTE	BRENT	Cellular
BIANCA	BRISCOE	Cellular
ANGELA	BRITT	Cellular
TIFFANY	BROADNAX	Cellular
SHANNEL	BROCKENBERRY	Cellular

## Q4 DOES POH 2026

KWASI	BROOKS	Cellular
TYIESHA	BROOKS	Cellular
FREDA	BROOKS	Cellular
DONNA	BROWN	Cellular
LEWIS	BROWN	Cellular
MIA	BROWN	Cellular
TANISE	BROWN	Cellular
DASHARA	BROWN	Cellular
JARED	BRUCE	Cellular
TIFFANEY	BRYANT	Cellular
TIFFANEY	BRYANT	Cellular
DERRICK	BULLOCK	Cellular
WILLIAM	BUMPUS	Cellular
ANITA	BURNETTE-MCNAIR	Cellular
SEAN	BURNS	Cellular
TAHJAY	BURROWS	Cellular
RACHEL	BURROWS-NIKOLOW	Cellular
RACHEL	BURROWS-NIKOLOW	Cellular
WOW	BUS	Hotspot
LISA	BUTLER	Cellular
ANTHONY	CABBELL	Cellular
MARCIA	CAIN	Cellular
DASHANA	CALLENDER	Cellular
TONYA	CALLENDER	Cellular
DASHANA	CALLENDER	Cellular
KEVIN	CALLOWAY	Cellular
KEVIN	CALLOWAY	Cellular
DONAVER	CAMERON	Cellular
DE'LAWREN	CAMPBELL	Cellular
DEANTHONY	CAMPBELL	Cellular
ROSA	CANALES	Cellular
RASHEEDA	CANTY	Air-Card/ MiFi
RASHEEDAM	CANTY	Cellular
GLEN	CAPERS	Cellular
FRED	CARNEY	Cellular
LARITA	CARNEY	Cellular
SHELIA	CARPER	Cellular
CLYDE	CARRINGTON	Cellular
ROENA	CARSON	Cellular
SYRIAH	CARTER	Cellular
ALLANNA	CARTER	Cellular
SHAQUANA	CARTER	Air-Card/ MiFi
ANTOINETTE	CARTER	Cellular
SHAQUANA	CARTER	Cellular
YOLONDA	CATALAN	Cellular
JOHN	CATES	Cellular
CATHY	CAUDLE	Cellular
YOLANDA	CEDILLOS	Cellular

## Q4 DOES POH 2026

STEPHANIE	CESAR	Cellular
CANDIS	CHANEY	Cellular
NICOLE	CHAPPLE	Air-Card/ MiFi
NICOLE	CHAPPLE	Cellular
NICOLE	CHAPPLE	Hotspot
KARA	CHEATHAM	Cellular
REBECA	CHICAS	Cellular
GLORIE	CHIZA	Cellular
GLORIE	CHIZA	Cellular
CHINYEE	CHONG	Cellular
MALIK	CLARK	Cellular
MELVIN	CLAY	Cellular
NICOLE	CLAYTON	Cellular
ROSITA	CLEMMONS	Cellular
JAMES	CLOPTON	Tablet with wireless service
JAMES	CLOPTON	Cellular
MICHAEL	CLOUD	Cellular
DIANA	COHEN	Cellular
INDIA	COLE	Cellular
ROBERTA	COLLINS	Cellular
DONOVON	COLLINS	Cellular
TRAVIS	COMBS	Cellular
ALLISON	CONTEE	Tablet with wireless service
ALLISON	CONTEE	Cellular
LAKITA	COOLEY	Cellular
LYNNSIE	COOPER	Cellular
MARIAN	COOPER	Cellular
ANA	CORONADO	Cellular
DARREL	CORRADINI	Cellular
ERIN	COSTELLO	Cellular
LAWANNE	CRAIG	Cellular
FRANK	CRAWFORD	Cellular
CHANEY	CRAWFORD	Cellular
JAMILA	CROSSDALE	Cellular
CHANDLER	CRUMLIN	Cellular
SHARL'A	CRUTCHFIELD	Cellular
MARIA	CRUZ	Cellular
IVAN	CRUZ	Cellular
LOUANN	CUDJOE	Cellular
TRACI	CUMMINGS	Cellular
EDDIE	CURRY	Cellular
EDDIE	CURRY	Cellular
CHERYL	CURTIS	Cellular
ALISHIA	CURTIS	Cellular
TIMIA	CURTIS	Cellular
DESTA	DAGGETT	Cellular
BEZA	DAGNACHEW	Cellular
GRACE	DAJO	Cellular

## Q4 DOES POH 2026

DAWAN	DAVENPORT	Cellular
TORAN	DAVIS	Cellular
REMIGIA	DAVIS	Cellular
KIM	DAVIS	Cellular
SUMMER	DAVIS	Cellular
MICHELLE	DAVIS	Cellular
KEVIN	DAVIS	Cellular
IAN	DAVIS	Cellular
MATHIOS	DEJENE	Cellular
MYRA	DELOATCH	Cellular
RHECE	DENMON-NIXON	Cellular
KRISTIN	DENNIS	Cellular
RHONDA	DESKINS	Cellular
NICKY	DESPI-FARRELL	Cellular
NEIJA	DEVAUGHN	Cellular
JENNIFER	DEWBERRY	Cellular
MAGAYE	DIAW	Cellular
PENELOPE	DIGGS	Cellular
ROCHELLE	DIGGS	Cellular
JEANETTE	DINGLE	Cellular
EXECUTIVE	DIRECTORFIVE	Air-Card/ MiFi
EXECUTIVE	DIRECTORFOUR	Air-Card/ MiFi
EXECUTIVE	DIRECTORTHREE	Air-Card/ MiFi
CHARLENE	DORSEY	Cellular
BRIANCA	DORSEY	Cellular
ANDREW	DOWNTON	Cellular
RODERICK	DREHER	Cellular
DENISE	DREW	Cellular
JALEN	DUNCAN	Cellular
JALEN	DUNCAN	Air-Card/ MiFi
JALEN	DUNCAN	Tablet with wireless service
DANTE	DUNLAP	Air-Card/ MiFi
D'ANGELO	DUNLAP	Cellular
DANTE	DUNLAP	Cellular
D'ANGELO	DUNLAP	Cellular
DESTINY	DUNSTON	Cellular
PAMALA	DUNSTON	Cellular
DESTINY	DUNSTON	Cellular
RONEKA	EATON	Cellular
STANLEY	EDMOND	Cellular
LESLEY	EDMOND	Cellular
QUANDA	EDWARDS	Cellular
TUWANNA	EDWARDS	Cellular
SANA	ELAHI	Cellular
PAULETTE	ELLIS	Cellular
JASON	ENTZMINGER	Cellular
STEVENS	ERICA	Cellular
RICHARD	ETKINS	Cellular

## Q4 DOES POH 2026

MICHAEL	ETUMNU	Cellular
CYMONÉ	FABIAN	Cellular
CHYBRIA	FARMER	Cellular
GWENDOLYN	FARMER	Cellular
OPEYEMI	FASAKIN	Cellular
BEZA	FEKADU	Cellular
ROSA	FERNANDEZ	Cellular
GLENDA	FERRUFINO	Cellular
BRANDON	FIELDS	Cellular
EMMANUEL	FIELDS	Cellular
SHEREE	FINLEY	Air-Card/ MiFi
SHEREE	FINLEY	Cellular
DOMINIQUE	FITZGERALD	Cellular
DOMINIQUE	FITZGERALD	Cellular
TIMOTHY	FITZPATRICK	Cellular
ANTHONY	FIZER	Cellular
ANTHONY	FIZER	Cellular
ERICA	FLOOD	Cellular
TRACEE	FLOWERS	Cellular
TRACEE	FLOWERS	Cellular
KHIREY	FLOYD	Cellular
MAGARET	FOFUNG	Cellular
ALEXIS	FOO	Cellular
ASIA	FORD	Cellular
TYVON	FORTSON	Cellular
DARRELL	FOSTER	Cellular
HELEN	FOSTER	Cellular
ANGELA	FOSTER	Cellular
DARRELL	FOSTER	Air-Card/ MiFi
ISHA	FOSTER-LEE	Cellular
REQUITA	FOX	Cellular
EBONY	FOX	Cellular
THENNIE	FREEMAN	Air-Card/ MiFi
MARTHA	FRENZ	Cellular
WARD	FULLER	Cellular
RODNEY	GAINOUS	Cellular
ZULEMA	GALLO	Cellular
MARISSA	GARLAND	Cellular
MARISSA	GARLAND	Cellular
TARONNE	GARLAND	Cellular
TOM	GAY	Cellular
NAZRIET	GEBREMESKEL	Cellular
ESSETE	GEBRU	Cellular
VENITA	GEORGE	Cellular
ELIZABETH	GESSESSE	Cellular
LEO	GESTO	Cellular
SANDRA	GIBBS	Cellular
WILLIAM	GIBBS	Cellular



## Q4 DOES POH 2026

MAURICE	GIBBS	Cellular
BRIAN	GIBSON	Cellular
TAHFERE	GIDDERON	Cellular
JACYN	GILBERT	Cellular
DAVID	GILL	Cellular
BRYON	GILLUM	Cellular
BRYON	GILLUM	Cellular
SIERRA	GLADNEY	Cellular
LAVERNE	GLENN	Cellular
AYSIA	GLENN	Cellular
ALIYAH	GLENN	Cellular
LAVERNE	GLENN	Cellular
ROBERT	GOINGS	Cellular
NISHELLE	GOINS	Cellular
ALICE	GOLDRING	Cellular
CHANDRA	GOODMAN	Cellular
EMMANIECE	GORDON	Cellular
Wayne	Goring	Cellular
AMELIA	GOVAN	Cellular
THERESA	GRAHAM	Cellular
DARIEN	GRANT	Cellular
BENJAMIN	GRAY	Cellular
RHONDA	GRAY	Cellular
JACOBI	GREEN	Cellular
MICHELLE	GREEN	Cellular
TYTILAYO	GREEN	Cellular
ANTOINETTE	GREEN	Cellular
ASHLEY	GREEN	Cellular
LASHELL	GREEN	Cellular
OCTAVIOUS	GREENE	Cellular
DANIELLE	GREENFIELD	Cellular
LARRY	GREENHILL	Cellular
TYREC	GROOMS	Cellular
INGRID	GUTIERREZ	Cellular
INGRID	GUTIERREZ	Cellular
ATEFEH	HADJIESMAEILI	Cellular
TESHA	HAGER	Cellular
DANIEL	HAILESILASSIE	Cellular
MAKDES	HAILU	Cellular
MAKDES	HAILU	Cellular
PORSCHA	HALL	Cellular
JALEN	HALL	Cellular
LOUIS	HALL	Cellular
EDDIE	HAMILTON	Cellular
TRACI	HAMILTON	Cellular
CHERYL	HAMPTON	Cellular
LAMONT	HANNAH	Cellular
ALBERT	HARDEMAN	Cellular

## Q4 DOES POH 2026

KEVIN	HARGRAVE	Cellular
SAYWONZA	HARGROVE	Cellular
KEISHA	HARLING	Cellular
SAMIYA	HARPER	Cellular
ALIAH	HARRIS	Cellular
GREGORY	HARRIS	Cellular
KENYA	HARRIS	Cellular
LA'QUIERRA	HARRIS	Cellular
CAROLYN	HARRIS	Cellular
CHARMAINE	HARRIS	Cellular
RACHEL	HARRIS	Cellular
TRAHMON	HARRIS	Cellular
DIANE	HARRIS-DENNIS	Cellular
NATASHA	HARRISON	Cellular
ANITA	HART	Cellular
DONNE	HAWKINS	Cellular
ANDREA	HAYES	Cellular
DARNELLA	HAYES	Cellular
TOMORROW	HELTON-INGRAM	Cellular
MICHAEL	HENDERSON	Cellular
JACQUELYN	HENRY	Cellular
THOMAS	HERBERT	Cellular
MELISSA	HERNANDEZ	Cellular
MARGARET	HERNANDEZ	Cellular
MELISSA	HERNANDEZ	Cellular
TAMIKA	HERNDON	Cellular
TAMIKA	HERNDON	Cellular
ARLEN	HERRELL	Cellular
JAMES	HERRING	Cellular
IKEA	HICKS	Cellular
LATONYA	HILL	Cellular
ROBIN	HILLMON	Cellular
MISGANA	HINE	Cellular
TANIA	HINES	Cellular
LOUIS	HIRSCH	Cellular
PAUL	HIRSH	Cellular
MOHAMED	HMAEY	Cellular
BAILEY	HODGE	Cellular
IVELISSE	HODGE	Cellular
SILVIA	HODGE	Cellular
TOSHIA	HODGES	Cellular
GREGORY	HOEY	Cellular
ALEXIA	HOGAN	Cellular
ROSALIND	HOLBROOK	Cellular
WILLIAM	HOLDEN	Cellular
DWAYNE	HOLLEY	Cellular
RANISHA	HOLLIDAY	Cellular
JANAE	HOLT	Cellular

## Q4 DOES POH 2026

MICHAEL	HOLT	Cellular
CAROLINE	HOPKINS	Cellular
MARCELLA	HORTON	Cellular
KEMRY	HUGHES	Cellular
MARLENE	HURT	Cellular
MARIA	IBIRONKE	Cellular
ELIZABETH	IGNACIO-FABIAN	Cellular
MARIA	IRAHETA	Cellular
MELISSA	IRBY	Cellular
PAULETTE	JACKSON	Cellular
ALEXANDER	JACKSON	Cellular
JAHLANI	JACKSON	Cellular
NORMAN	JACKSON	Cellular
DEBBIE	JACKSON	Cellular
PATRICE	JACKSON	Cellular
NICOLE	JACKSON-MANSCH	Cellular
TREVON	JAMES	Cellular
NATASHA	JAMES	Cellular
WILLIAM	JAMES	Cellular
LISA	JAMES-BAXTER	Cellular
NICOLA	JAMISON	Cellular
ADRIAN	JEFFERIES	Cellular
TREY	JEFFRIES	Cellular
CHALACHEW	JEMBERIE	Cellular
REBECCA	JEUDIN	Cellular
JERY	JIMENEZ	Cellular
JANE	JOHNSON	Cellular
TYREASE	JOHNSON	Cellular
LAUREN	JOHNSON	Cellular
JANE	JOHNSON	Cellular
TYESHIA	JOHNSON	Cellular
NATASHA	JOHNSON	Cellular
DEREK	JOHNSON	Cellular
ANDREA	JOHNSON	Cellular
ANIKA	JOHNSON	Cellular
BENJAMYN	JOHNSON	Cellular
TARANTELLA	JOHNSON	Cellular
AZARIA	JOHNSON	Cellular
ASHLEY	JOHNSON	Cellular
DONALD	JOHNSON	Cellular
CHARLESW.	JOHNSON	Cellular
BILLIE	JOHNSON	Cellular
RONNEISHA	JOHNSON	Cellular
DELONTE	JOHNSON	Cellular
DAVONA	JOHNSON	Cellular
ASHLEY	JOHNSON	Cellular
KEISHA	JONES	Cellular
ALICIA	JONES	Cellular

Q4 DOES POH 2026

RICO	JONES	Air-Card/ MiFi
TYREESE	JONES	Cellular
DENISE	JONES	Cellular
CHARDE	JONES	Cellular
WILLIE	JONES	Cellular
GWENDOLYN	JONES	Cellular
GELINDA	JONES	Air-Card/ MiFi
GELINDA	JONES	Cellular
AKUA	JORDAN	Cellular
JASMIE	JORDAN	Cellular
LINDA	JORY	Cellular
SEAN	JOSIAH	Cellular
CRAIG	JOYNER	Cellular
CRAIG	JOYNER	Cellular
ANJANI	JUJJAVARAPU	Cellular
PATRICK	KANZA	Cellular
ERNEST	KASHIF	Cellular
DIONTE	KEMP	Cellular
TERRY	KENNER	Cellular
FAHIM	KHALID	Cellular
SIA	KIAWU	Air-Card/ MiFi
SIA	KIAWU	Cellular
SIA	KIAWU	Cellular
NATASHA	KINCAID	Cellular
DANIEL	KING	Cellular
SHARDAY	KING	Cellular
SHAKIA	KINGSBERRY	Cellular
JOAN	KNIGHT	Cellular
JOY	KNIGHT	Cellular
WALTER	KOKER	Cellular
TEJAN	KOROMA	Cellular
KIRAN	KOYYALAMUDY	Cellular
HAILEY	LACEWELL	Cellular
THERESA	LAKE	Cellular
GREGORY	LAMBERT	Cellular
KENNETH	LAMPKIN	Cellular
IVY	LANDRO	Tablet with wireless service
IVY	LANDRO	Cellular
TRACEY	LANGLEY	Cellular
SARITA	LASSITER	Cellular
TIANN	LAWRENCE	Cellular
GREGORY	LAWRENCE	Cellular
DESEAN	LAWSON	Cellular
FAREEDA	LEBLANC-QUEEN	Cellular
FAREEDA	LEBLANC-QUEEN	Air-Card/ MiFi
MARIAH	LEE	Cellular
LAJUAN	LEE	Cellular
LINDA	LEE	Cellular

## Q4 DOES POH 2026

ESAYAS	LEMMA	Cellular
INGRID	LEMUS	Cellular
SHERYL	LEVI	Cellular
NICHOLAS	LEVINTOW	Cellular
DESTYNI	LEWIS	Cellular
RICKY	LEWIS	Cellular
ALPHA	LEWIS	Cellular
LAKISHA	LEWIS	Cellular
COREY	LEWIS	Cellular
KENYA	LEWIS	Cellular
LAUREN	LIBERA	Cellular
BEVERLY	LIGGINS	Cellular
JASMINE	LILLY	Cellular
MEGHAN	LILLY	Cellular
JASMINE	LILLY	Cellular
VERNON	LINDSAY	Cellular
VERNON	LINDSAY	Cellular
CASIE	LINDSEY	Cellular
YVONNE	LISER	Cellular
YVONNE	LISER	Cellular
IKISHA	LITTLE	Cellular
CHARMIN	LLOYD	Cellular
TRACIE	LOCKE	Cellular
CHADIAMOND	LOGAN	Cellular
LETOUYE	LOWERY	Cellular
DAWN	LOWERY	Cellular
MARIELSA	LUCERO	Cellular
MAKAYLA	LUIS	Cellular
WALTER	LUNDY	Air-Card/ MiFi
JASMINE	LYLE	Cellular
JASMINE	LYLE	Cellular
LAKEITHIA	LYMORE	Cellular
STEPHON	LYNCH	Cellular
APRIL	MACE	Cellular
LIZBETH	MACIAS	Cellular
SEAN	MACK	Cellular
KELLEY	MACKEY	Cellular
SHRIDEVI	MADHURE	Cellular
MONNIKKAM.	MADISON	Cellular
MONNIKKA	MADISON	Air-Card/ MiFi
BREYAN	MADISON	Cellular
DWIGHT	MARABLE	Cellular
JEAN	MARSHALL	Cellular
ANGELA	MARTIN	Cellular
JAMES	MARTIN	Cellular
CHRISTOPHER	MASON	Cellular
TAMICA	MASON	Cellular
JONEISHA	MASSEY	Cellular

## Q4 DOES POH 2026

RAKHEE	MASSON	Cellular
ANURAG	MASSON	Cellular
KATRINA	MATTHEWS	Cellular
MALERIE	MATTHEWS	Cellular
KHADIJA	MAY	Cellular
MAGGIE	MCALEXANDER	Cellular
SHEKITA	MCBROOM	Cellular
JASMINE	MCCOY	Cellular
DANESHA	MCDOWELL	Cellular
DONTI	MCFIELD	Cellular
ROBIN	MCKINNEY	Cellular
PAULA	MCKNIGHT-HUNTER	Cellular
HOPE	MCLANE-COLEMAN	Cellular
RAKEEM	MCMILLAN	Cellular
ASHLEY	MCMILLIAN	Cellular
MARLOW	MCNEIL	Cellular
DARYL	MCNEIL	Cellular
DARYL	MCNEIL	Cellular
ERIC	MCSWEEN	Tablet with wireless service
ERIC	MCSWEEN	Cellular
STEPHANIE	MEADE	Cellular
CORNELIA	MEADOWS	Cellular
REBATI	MENDALI	Cellular
DANY	MENDEZ	Cellular
GARY	MERCER	Cellular
ERIC	MIDDER	Cellular
MIFIDEVICE	MIFIDEVICE	Air-Card/ MiFi
MIFIDEVICE	MIFIDEVICE	Air-Card/ MiFi
MIFIDEVICE	MIFIDEVICE	Air-Card/ MiFi
MIFIDEVICE	MIFIDEVICE	Air-Card/ MiFi
MIFIDEVICE	MIFIDEVICE	Air-Card/ MiFi
SHARLENE	MILES	Cellular
TIA	MILLER	Cellular
KESHONTA	MILLER	Cellular
CLARENCE	MILLER	Cellular
WANDA	MILLER	Cellular
VANITY	MILLER	Cellular
MYNEESHA	MILLS-ROBINSON	Cellular
TAMICA	MILNER	Cellular
RONDELL	MILTON	Cellular
MEKEDES	MINAS	Cellular
DASHAE	MINOR	Cellular
KRISTI	MINTER	Cellular
PATRICIA	MITCHELL	Cellular
ABDINASIR	MOHAMUD	Cellular
RAQUEL	MONTAGUE	Cellular
MARISSA	MONTALVO	Cellular
ED	MOODY	Cellular

## Q4 DOES POH 2026

CHRISTINA	MOORE	Air-Card/ MiFi
CHRISTINA	MOORE	Cellular
SYDNEY	MOORE	Cellular
DAMEKA	MOORE	Cellular
THOMAS	MOORE	Cellular
DWAHZA	MOORE	Cellular
NICOLE	MOORE	Cellular
VERISHA	MOORE	Cellular
SYDNEY	MOORE	Cellular
BIKY	MORALES-AGUILERA	Cellular
LAKIESHA	MORGAN	Cellular
MIYA	MORGAN	Cellular
MIYA	MORGAN	Cellular
ALEXIS	MORGAN	Cellular
LAKIESHA	MORGAN	Cellular
UNIQUE	MORRIS-HUGHES	Cellular
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
UNIQUE	MORRIS-HUGHES	Cellular
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
UNIQUE	MORRIS-HUGHES	Tablet with wireless service
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
UNIQUE	MORRIS-HUGHES	Cellular
UNIQUE	MORRIS-HUGHES	Air-Card/ MiFi
CARLTON	MORRISON	Cellular
RASHAE	MOSELEY	Cellular
MICHEL	MOTEN	Cellular
RASHAAD	MUHAMMAD	Cellular
IDA	MUKENDI	Cellular
RAQUEL	MUNIZ	Cellular
ERIC	MURPHY	Cellular
COURTNEY	MURRAY	Cellular
SHEILA	MYERS	Cellular
SHADAE	MYERS	Cellular
SHADAE	MYERS	Cellular
AJIT	NAIR	Cellular
CARMEN	NATESMITH	Cellular
RENATA	NAYLOR	Cellular
SAMIYA	NEAL	Cellular
SHIRLEY	NELSON	Cellular
DENITA	NELSON	Cellular
CALVIN	NELSON	Cellular
SHIRLEY	NELSON	Cellular
FIDELIS	NGOCHIA	Cellular
JAMES	NIBLOCK	Cellular
JOEL	NICHOLS	Cellular
ANDREA	NICHOLS	Cellular
JOHN	NICHOLS	Cellular
TOMIKO	NICKENS	Cellular

## Q4 DOES POH 2026

FENDI	NIXON	Cellular
KHADIJAH	NIXON	Cellular
JAYNE	NKEMATEH	Cellular
SARENA	NORMAN	Cellular
RACHEL	NOTEWARE	Cellular
SHANEAKA	NOWLIN	Cellular
TIFFANY	OATES	Cellular
TIFFANY	OATES	Cellular
OLABISI	OEDIRAN	Cellular
OLUWAMAYOWA	OGUNBANJO	Cellular
IFEANYI	OKOROHA	Cellular
YINKA	OLAREWAJU-ALO	Cellular
HANNAH	OLINGER	Cellular
OIT	ONLY	Cellular
IVANA	ONOJAFE	Cellular
PRINCE	ONWUVUCHE	Cellular
VINCENT	ORANGE	Cellular
VERA	ORLANDO	Cellular
JORDAN	OVERTON	Cellular
JORDAN	OVERTON	Cellular
OMOBOSOLA	OYEBADE	Cellular
CLIFTON	PADGETT	Cellular
MARY	PARKER	Cellular
DIAMONIQUE	PARKS	Cellular
VIJOY	PATTAMMADY	Cellular
JOETTA	PATTERSON	Cellular
MATTHEW	PEFFER	Cellular
RONNIE	PENDERGRAST	Cellular
KIARA	PENN	Cellular
JAMES	PENN	Cellular
JAZMINE	PENNY	Cellular
RAMON	PEREZ-GOIZUETA	Cellular
TIMOTHY	PERLOW	Cellular
ZAKARI	PERRY	Cellular
KINDRA	PERRY	Cellular
KENNEDY	PERSON	Cellular
DEMICA	PERSON	Cellular
SYDNEY	PERSON	Cellular
JAMEAH	PETERS	Cellular
MARQUEZ	PHILLIPS	Cellular
ANNETTE	PHOENIX	Cellular
TONYA	PICKETT	Cellular
DARIEN	PIERCE	Cellular
ROGER	PILGRIM	Cellular
KATITIA	PITTS	Cellular
SEKAI	POLES	Cellular
JONATHANIEL	POPE	Cellular
SONJA	PORTER	Cellular



## Q4 DOES POH 2026

DAVID	POTTER	Cellular
AMY	POWELL	Cellular
MICHAEL	PRENTACE	Cellular
MICHAEL	PRENTACE	Cellular
EMMANUEL	PRESSLEY	Cellular
EMANUEL	PRICE	Cellular
JOHN	PRICE	Cellular
JAVON	PRICE	Cellular
EILEEN	PROCTOR	Cellular
KAREN	PROCTOR	Cellular
EILEEN	PROCTOR	Cellular
RALPHINE	PUGHSLEY	Cellular
GENNET	PURCELL	Cellular
JANIRA	RAMIREZ	Cellular
PALOMA	RAMOS	Cellular
JEFFREY	RASCOE	Cellular
LOLITA	RATCHFORD	Cellular
CHANETTA	RATCLIFF	Cellular
DANIEL	RAUDONIS	Cellular
TREVOR	REAVES	Cellular
JEFFREY	REDDIG	Cellular
KEVIN	REED	Cellular
KELSEA	REYES	Cellular
CORRYNIA	REYNOLDS	Cellular
KURON	RICE	Cellular
SIRRON	RICHARDSON	Cellular
TANGIE	RICKS	Cellular
CHRISTOPHER	RICKS	Cellular
TAKIDAH	RIGGSBEE	Cellular
JENNIFER	RIVAS	Cellular
GIANELLE	RIVERA	Cellular
MARIA	ROBAYO	Cellular
GERALD	ROBERSON	Cellular
LORENIA	ROBERTS	Cellular
VICTOR	ROBERTSON	Cellular
TONYA	ROBINSON	Cellular
JARONE	ROBINSON	Cellular
TONYA	ROBINSON	Tablet with wireless service
MARCUS	ROBINSON	Cellular
TONYA	ROBINSON	Air-Card/ MiFi
KAYLA	ROBINSON	Cellular
MELVIN	ROBINSON	Cellular
AUBYN	ROCHE	Cellular
IRIS	RODRIGUEZ	Cellular
DANA	RODRIGUEZ	Cellular
HAKEEM	ROGERS	Cellular
HAKEEM	ROGERS	Cellular
ERICKA	ROMERO	Cellular

## Q4 DOES POH 2026

MARK	ROY	Cellular
MARK	ROY	Cellular
COREY	RUSH	Cellular
ERIK	RUTHERFORD	Cellular
WAYNE	RYAN	Cellular
ANA	SAGASTUME	Cellular
TOYIN	SALAHDEEN	Cellular
ALLETTA	SAMPSON	Cellular
TONI	SANDERS	Cellular
TIA	SANDS	Cellular
DEMETRIES	SAUNDERS	Cellular
WILLIAM	SCHLADT	Cellular
PARRISH	SCHOON	Cellular
DENNINE	SCOTT	Cellular
CATHY	SCRUGGS	Cellular
SOEUN	SENG	Cellular
JANAE	SEON	Cellular
CLAUDIA	SERRANO	Cellular
TANIA	SHAND	Cellular
LEONARD	SHANDS	Cellular
RANDALL	SHANNON	Air-Card/ MiFi
NATASHA	SHANNON	Cellular
ARDNAS	SHAW	Cellular
MOHAMMAD	SHEIKH	Cellular
ARIF	SHEIKH	Cellular
LAVONDIA	SHELTON	Cellular
NIAZ	SHINWARI	Cellular
HAMALLAH	SIDIBE	Cellular
MICHELLE	SIMMONS	Cellular
DENISE	SIMMONS	Cellular
TASHAE	SIMON	Cellular
LATOYA	SINGLETON	Cellular
JAMAL	SINGLETON	Cellular
AARON	SISKO	Tablet with wireless service
AARON	SISKO	Air-Card/ MiFi
AARON	SISKO	Cellular
UVA	SIZER	Cellular
CARIBE	SKINNER	Cellular
MICHAEL	SKINNER	Cellular
TODD	SLACK	Cellular
CHARNIKA	SLYE	Cellular
RALPHAEL	SMALL	Cellular - Voice Only
STACY	SMITH	Cellular
NOREEN	SMITH	Cellular
ZANIKQUA	SMITH	Cellular
JAMES	SMITH	Cellular
CARLA	SMITH	Cellular
MARQUITA	SMITH	Cellular

## Q4 DOES POH 2026

SINEAD	SMITH	Cellular
DANIELLE	SMITH	Cellular
JAMES	SMITH	Cellular
JALEEL	SMITH	Cellular
MONEA	SMITH	Cellular
JESSE	SNEED	Cellular
BRANDON	SOLOMON	Cellular
DARREN	SPEIGHT	Cellular
KASHMIR	SPELLS	Cellular
DARWIN	SPOTSER	Cellular
ZEVLIN	STATEN	Tablet with wireless service
ZEVLIN	STATEN	Cellular
ALVIN	STITH	Air-Card/ MiFi
ALVIN	STITH	Cellular
ALVIN	STITH	Cellular
KENYON	STONE	Cellular
SHERRIL	STONE	Cellular
BOBBI	STRANG	Cellular
LEJUAN	STRICKLAND	WiFi Only
TONYSHA	STRICKLAND	Cellular
CORRYN	STTHOMAS	Cellular
KANCHAN	SUWAL	Cellular
SHANNA	SWEETNEY	Cellular
BRITTANY	SWITZER	Cellular
NICOLE	TABRON	Cellular
HENRY	TADELE	Cellular
SIMON	TASHAE	Cellular
TEQUILLA	TATE	Cellular
TAKIYAH	TATE	Cellular
IVAN	TAVARES	Cellular
ERICA	TAYLOR	Cellular
HEAVENLY	TAYLOR	Cellular
BRIANNA	TAYLOR	Cellular
JOSEPH	TAYLOR	Cellular
KALAUURIE	TAYLOR	Cellular
JOSEPH	TAYLOR	Cellular
MICHAEL	TAYLOR	Cellular
MARY	TERRELL	Air-Card/ MiFi
DONNIA	THOMAS	Cellular
AHMAD	THOMAS	Cellular
BRENDA	THOMAS	Cellular
ERIN	THOMAS	Cellular
MARKESHIA	THOMAS	Cellular
DANIELLE	THOMPSON	Air-Card/ MiFi
ANGELA	THOMPSON	Cellular
MARVIN	THOMPSON	Cellular
LEE	THOMPSON	Cellular
DANIELLE	THOMPSON	Cellular

## Q4 DOES POH 2026

VALERIE	THOMPSON	Cellular
MALIK	THORNTON	Cellular
JORDYN	TILLMAN	Cellular
DERRICK	TIMMONS	Cellular
YORDANOS	TOLESSA	Cellular
GWENDOLYN	ONEY	Cellular
SANDERS	TONI	Cellular
CHRIS	TONJES	Cellular
CHRIS	TONJES	Air-Card/ MiFi
CHRIS	TONJES	Tablet with wireless service
KWEKU	TOURE	Cellular
HOLDJINY	TOUSSAINT	Cellular
TERRENCE	TOWNSEND	Cellular
JOHN	TRAVERS	Cellular
KEVIN	TRUSSELL	Cellular
THOMAS	TSEGAYE	Cellular
KEVIN	TURLEY	Cellular
TAUHEEDAH	TURNER	Cellular
WASHINGTON	TYKIA	Cellular
LAMISHA	TYLER	Cellular
JASHIM	UDDIN	Cellular
ANIEMA	UDOFA	Cellular
ALEX	UNDERWOOD	Cellular
ERNA	VANCE	Cellular
CALVIN	VAUGHN	Cellular
PABLO	VENTURINO	Cellular
EMILY	VILLALTA	Cellular
TONY	VILLERAL	Cellular
ALEC	VINCENT	Cellular
RHONDA	WADE	Cellular
BRIAN	WADE	Cellular
NAKIA	WALDRON	Cellular
PHILLIP	WALKER	Cellular
BRANDON	WALKER	Cellular
IKIA	WALKER	Cellular
LYNNORA	WALKER	Cellular
NATASHA	WALKER	Cellular
KENNETH	WALKER	Cellular
BELINDA	WALKER	Cellular
MICHAEL	WALLER	Cellular
WILLIAM	WARD	Cellular
QUOINETT	WARRICK	Cellular
JASON	WASHINGTON	Hotspot
JASON	WASHINGTON	Cellular
DWAYNE	WASHINGTON	Cellular
DECARLO	WASHINGTON	Cellular
EVETTE	WASHINGTON	Cellular
CARLOS	WASHINGTON	Cellular

## Q4 DOES POH 2026

LANCELOTA	WASHINGTON	Cellular
DIANNA	WATERS	Cellular
DIANE	WATKINS	Cellular
DIANE	WATKINS	Air-Card/ MiFi
MARK	WATSON	Cellular
ANGELA	WATSON	Cellular
MELISSA	WATTS	Cellular
CRYSTAL	WATTS	Cellular
TAYLOR	WEAVER	Cellular
ROMELLO	WEST	Cellular
JUSTAWNY	WHEELER	Cellular
JUSTAWNY	WHEELER	Cellular
SANDRA	WHITE	Cellular
ANTHONY	WHITE	Cellular
SHERIE	WHITE	Cellular
SHERIE	WHITE	Cellular
DESTINEE	WHITTINGTON	Cellular
SHANTALE	WIGGINS	Cellular
SHILONDA	WIGGINS	Tablet with wireless service
CARMAN	WILKINS	Cellular
MARCUS	WILLIAMS	Air-Card/ MiFi
ASIA	WILLIAMS	Cellular
AYANA	WILLIAMS	Cellular
MALIKA	WILLIAMS	Cellular
CHEVERLEE	WILLIAMS	Cellular
MALIKA	WILLIAMS	Cellular
CIARA	WILLIAMS	Cellular
GENESHA	WILLIAMS	Cellular
SHEILA	WILLIAMS	Cellular
MARCUS	WILLIAMS	Cellular
JIHADAH	WILLIAMS	Cellular
LATOYA	WILLIAMS	Cellular
MARCUS	WILLIAMS	Air-Card/ MiFi
ASHLEY	WILLIAMS	Cellular
MARCUS	WILLIAMS	Tablet with wireless service
TYZHANE	WILLIAMS	Cellular
BRIANNA	WILLIAMS	Cellular
ALICIA	WILLIAMS	Cellular
JASMINE	WILSON	Cellular
KEITH	WIMBUSH	Cellular
KEITH	WIMBUSH	Hotspot
ERICA	WINSLOW	Cellular
DANIELLE	WISEMAN	Cellular
JAMESSE	WYCHE	Cellular
GENEVA	WYNN	Cellular
JUN	XIA	Cellular
DIANE	YOMKIL	Cellular
ROSALYN	YOUNG	Cellular

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ROCHELLE	YOUNG	Cellular
NATASHA	YOUNG	Cellular
DOMINIQUE	Z-DUNBAR	Cellular
GORDON	Z-FLETCHER	Cellular
KIMBERLY	Z-GLASS	Cellular
TODD	Z-HOPKINS	Cellular
DORA	Z-HUNTER	Cellular
NICKY	Z-LANE	Cellular
RASHAWNDA	Z-LIGHTFOOT	Cellular
TENISHA	Z-PEARSALL	Cellular
LATEJA	Z-PERKINS	Cellular
TAWANNA	Z-WILKERSON	Cellular
REBEKAH	ZEPEDA	Cellular

FY25 Cost by Service Type

Service Type	FY Total	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Cellular	\$ 545,280.59	\$ 50,619.74	\$ 50,742.88	\$ 50,627.29	\$ 50,259.50	\$ 42,454.09	\$ 32,154.93	\$ 33,481.16	\$ 39,908.66	\$ 51,628.84	\$ 47,640.68	\$ 47,783.66	\$ 47,979.16
Air-Card/MIFI/Hotspot	\$ 54,402.41	\$ 7,558.79	\$ 6,709.77	\$ 6,964.88	\$ 6,964.82	\$ 3,972.62	\$ 351.85	\$ 2,450.95	\$ 2,045.53	\$ 4,802.93	\$ 4,864.78	\$ 3,944.82	\$ 3,770.67
Tablet with wireless service	\$ 6,041.93	\$ 527.61	\$ 527.61	\$ 527.61	\$ 527.61	\$ 522.53	\$ 343.07	\$ 533.33	\$ 453.08	\$ 540.18	\$ 513.10	\$ 513.10	\$ 513.10
<b>Totals</b>	<b>\$ 598,142.76</b>	<b>\$ 58,706.14</b>	<b>\$ 57,980.26</b>	<b>\$ 58,119.78</b>	<b>\$ 50,149.96</b>	<b>\$ 46,949.24</b>	<b>\$ 32,849.85</b>	<b>\$ 36,465.44</b>	<b>\$ 42,427.07</b>	<b>\$ 56,971.95</b>	<b>\$ 53,018.56</b>	<b>\$ 52,241.58</b>	<b>\$ 52,262.93</b>

FY26 Q1 Cost by Service Type

Service Type	FY Total	OCT	NOV	DEC
Cellular	\$ 144,985.95	\$ 48,172.10	\$ 48,287.29	\$ 48,526.56
Air-Card/MIFI/Hotspot	\$ 11,914.42	\$ 3,959.64	\$ 3,971.16	\$ 3,983.62
Tablet with wireless service	\$ 1,541.30	\$ 513.10	\$ 513.10	\$ 515.10
<b>Totals</b>	<b>\$ 158,441.67</b>	<b>\$ 52,644.84</b>	<b>\$ 52,771.55</b>	<b>\$ 53,025.28</b>

Q4c DOES POH 2026

<b>Vehicle</b>	<b>Owned, Leased or Otherwise</b>	<b>Lease Date</b>
2018 Dodge Ram 1500	Leased	8/6/2018
2018 Dodge Ram 1500	Leased	8/3/2018
2018 Dodge Ram 1500	Leased	8/6/2018
2018 Toyota Corolla 4-door Sedan	Leased	5/7/2018
2019 Toyota Corolla 4-door Sedan	Leased	12/19/2018
2018 Toyota Sienna Mini-Van	Leased	12/19/2018
2019 Toyota Corolla 4-door Sedan	Leased	12/19/2018
2018 Ford 15 Passenger Van	Leased	7/6/2018
2018 Toyota Corolla 4-door Sedan	Leased	12/20/2018
2018 Toyota Corolla 4-door Sedan	Leased	12/20/2018
2018 Dodge Grand Caravan	Leased	3/13/2018
2018 Toyota Corolla 4-door Sedan	Leased	5/7/2018
2018 Toyota Corolla 4-door Sedan	Leased	5/7/2018
2018 Toyota Corolla 4-door Sedan	Leased	5/7/2018
2018 Toyota Sienna Mini-Van	Leased	7/6/2018
2018 Dodge Grand Caravan Mini-Van	Leased	3/13/2018
2010 Ford E-350 - 15 Passenger Van	Fleet Share Leased	N/A



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FY25 Travel Expenses

Attendee's Name	Travel Dates	Conference
Christina Moore	October 7-10, 2024	Duke Management Program
Hakeem Rogers	October 7-10, 2024	Duke Management Program
Lee Thompson	October 7-10, 2024	Duke Management Program
Joan Knight	October 7-10, 2024	Duke Management Program
Ajit Nair	October 7-10, 2024	Duke Management Program
Dr. Walter Lundy	October 7-10, 2024	Duke Management Program
Stacyanne Headley-Barnes	October 7-10, 2024	Duke Management Program
Kenneth Walker	October 21-24, 2024	Duke Strategic Communications
Darrell Foster	October 21-24, 2024	Duke Strategic Communications
Daniel King	October 21-24, 2024	Duke Strategic Communications
Christina Moore	October 23-24, 2024	Summer Jobs Connect Convening Workshop
Hakeem Rogers	October 22-24, 2024	Summer Jobs Connect Convening Workshop
Victor Robertson	October 27-30, 2024	Duke Management Training
Arlen Herrell	October 27-30, 2024	Duke Management Training
Marlow McNeil	October 27-30, 2024	Duke Management Training
Arlen Herrell	October 30 - November 2, 2024	CAEL Annual Conference 2024
Frank Crawford	October 29- November 1, 2024	Harvard Introverts as Leaders
Benjamyn Johnson	October 29-31, 2024	Harvard Introverts as Leaders
Ralphine Pughsley	October 29-31, 2024	Harvard Introverts as Leaders
Renata Naylor	October 29-31, 2024	Harvard Introverts as Leaders
LaTonya Hill	November 1 - December 26, 2024	Villanova University VIRTUAL Training
Dr. Unique Morris-Hughes	November 7-9, 2024	EMERGE 2025 NFBPA
Glorie Chiza	November 12-17, 2024	Afro Tech 2024 Conference
Tanise Brown	November 13-15, 2024	NASWA 2024 UI IB Subcommittee Meeting
Anthony Cabbell	November 13-15, 2024	NASWA 2024 UI IB Subcommittee Meeting
Tia White-Miller	November 13-15, 2024	NASWA 2024 UI IB Subcommittee Meeting
William Schladt	November 17-22, 2024	2024 SAWCA Conference
Brittany Switzer	November 18-21, 2024	NAWDP 25th Annual Youth Symposium
Lashell Green	November 18-21, 2024	NAWDP 25th Annual Youth Symposium
Mark Bertram	December 2-5, 2024	National Judicial College Course 2024
Monnikka Madison	December 2-4, 2024	NASWA Winter Committee Meeting
Dr. Unique Morris-Hughes	December 3-5, 2024	NASWA Board & Committee Meeting
Thomas Herbert	December 3-5, 2024	OSHA Permit Required Confined Space
Dr. Unique Morris-Hughes	January 6-10, 2025	CES Conference 2025
DeSean Lawson	January 6-11, 2025	CES Conference 2025
Michael Taylor	January 6-11, 2025	CES Conference 2025
Kenneth Walker	January 5-11, 2025	CES Conference 2025
Jasmine Lilly	January 6-11, 2025	CES Conference 2025
Monea Smith	January 6-11, 2025	CES Conference 2025
Jason Washington	January 7-10, 2025	CES Conference 2025
Chris Tonjes	January 5-9, 2025	CES Conference 2025
Rachel Burrows-Nikolow	January 14-15, 2025	Forever Ready! Region 2 Rapid Response Summit
Tanise Brown	January 14-15, 2025	Forever Ready! Region 2 Rapid Response Summit
Kuturah Aldridge	January 14-15, 2025	Forever Ready! Region 2 Rapid Response Summit
Dana Rodriguez	January 14-15, 2025	Forever Ready! Region 2 Rapid Response Summit
Dr. Unique Morris-Hughes	January 17-18, 2025	USCM 2025 Annual Winter Meeting
Tyler Carpenter	January 26-30, 2025	Customer Contact Week 2025
Darien Grant	February 3-6, 2025	OSHA Course 3110 Fall Protection Safety Officer
Dr. Unique Morris-hughes	February 11-12, 2025	NASWA Winter Policy Forum 2025
Monnikka Madison	February 12-12, 2025	2025 NASWA Winter Policy Forum
Dana Rodriguez	February 12-14, 2025	2025 NASWA Winter Policy Forum
Pablo Venturino	February 12-14, 2025	2025 NASWA Winter Policy Forum
Diane Watkins	February 12-14, 2025	2025 NASWA Winter Policy Forum
Nicole Chapple	February 12-13, 2025	2025 NASWA Winter Policy Forum
Chris Tonjes	February 12-14, 2025	2025 NASWA Winter Policy Forum
Rebati Mendali	February 12-14, 2025	2025 NASWA Winter Policy Forum
Kenneth Walker	February 12-14, 2025	2025 NASWA Winter Policy Forum
Jonathan Toye	February 12-14, 2025	2025 NASWA Winter Policy Forum
Arif Sheikh	February 13, 2025	2025 NASWA Equal Opportunity Committee Mtg
La'Quierra Harris	February 25-27, 2025	NAWCJ New Judges' Boot Camp: Virtual Conf
William Schladt	February 25-27, 2025	NAWCJ New Judges' Boot Camp: Virtual Conf
Remigia Davis	February 25-27, 2025	NAWCJ New Judges' Boot Camp: Virtual Conf

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FY25 Travel Expenses

Matthew Peffer	February 25-27, 2025	NAWCJ New Judges' Boot Camp: Virtual Conf
Kweku Toure	February 25-27, 2025	NAWCJ New Judges' Boot Camp: Virtual Conf
Jeffrey Reddig	February 25-27, 2025	NAWCJ New Judges' Boot Camp: Virtual Conf
Toshia Hodge	March 1 - September 1, 2025	The Paralegal Institute of Washington DC
Theresa Graham	March 1 - September 1, 2025	The Paralegal Institute of Washington DC
Tytilayo Green	March 10-21, 2025	OSHA 2000 Construction
Emmanuel Field	March 16-21, 2025	Duke's Fuqua School of Business
Victor Robertson	March 16-21, 2025	Duke's Fuqua School of Business
Dr. Unique Morris-Hughes	March 12-14, 2025	2025 Winter Workforce Development Policy Institute
Kristoffer Carrington	March 17 - September 17, 2025	Paralegal Institute Paralegal Program
Latisha Kinard	March 26-28, 2025	5th Annual National Convening Empower
Dr. Unique Morris-Hughes	April 7-13, 2025	NFBPA Conference 2025
Christina Moore	April 6-12, 2025	NFBPA Forum 2025
Thomas Herbert	April 7-13, 2025	NFBPA Forum 2025
Terry Kenner	April 7-12, 2025	NFBPA Forum 2025
Michael Taylor	April 7-13, 2025	NFBPA Forum 2025
Rachel Burrows-Nikolos	April 7-13, 2025	NFBPA Forum 2025
ShaQuana Carter	April 7-12, 2025	NFBPA Forum 2025
Deborah Adams	April 7-13, 2025	NFBPA Forum 2025
Ahmad Thomas	April 7-13, 2025	NFBPA Forum 2025
Arlen Herrell	April 8-11, 2025	NFBPA Forum 2025
Darrell Foster	April 8-13, 2025	NFBPA Forum 2025
Tyrec Grooms	April 8-13, 2025	NFBPA Forum 2025
Anissa Douglass	April 8-13, 2025	NFBPA Forum 2025
Jacobi Green	April 14-18, 2025	Office of Yourth Programs College Tour
Tanise Brown	April 21-23, 2025	NASWA UI Interstate Benefits Subcommittee Meeting
Tia Miller	April 21-23, 2025	NASWA UI Interstate Benefits Subcommittee Meeting
Dana Rodriguez	April 22-25, 2025	2025 NASWA SIDES Seminar
Dr. Unique Morris-Hughes	April 24-25, 2025	WDC April Board Meeting
Maggie McAlexder	April 24-25, 2025	US Conference of Mayors 2025 WDC Annual Board of Trustees Meeting
Diane Yomkil	May 1-2, 2025	Global Kids Youth Conference
Tahlia Adams	May 1-2, 2025	Global Kids Youth Conference
Dr. Unique Morris-Hughes	May 4-7, 2025	NAWDP 2025 Youth Symposium
Jasmine Lilly	May 4-7, 2025	NAWDP 2025 Youth Symposium
Michael Taylor	May 4-8, 2025	NAWDP 2025 Youth Symposium
Kenneth Walker	May 5-8, 2025	NAWDP 2025 Youth Symposium
Daniel King	May 5-8, 2025	Duke Leading Dynamic
Rasheeda Canty	May 12-20, 2025	OSHA 30 Course VIRTUAL
James Herrell	May 12-20, 2025	OSHA 30 Course VIRTUAL
Lamont Hannah	May 11-14, 2025	2025 National Youth Employment Conference
LaShell Green	May 11-14, 2025	2025 National Youth Employment Conference
Christina Moore	May 11-15, 2025	2025 National Youth Employment Conference
Penelope Diggs	May 11-15, 2025	2025 National Youth Employment Conference
Ciara Boderick	May 11-15, 2025	2025 National Youth Employment Conference
Lewis Brown	May 18-23, 2025	Eastern Seaboard Apprenticeship Annual Conference 2025
Alletta Samuels	May 18-23, 2025	Eastern Seaboard Apprenticeship Annual Conference 2025
DeSean Lawson	May 18-22, 2025	IGNITE 2025 LCPtracker Conference
Fidelis Ngochia	May 19-23, 2025	OSHA Course 2340 Biohazards
Thomas Herbert	May 19-22, 2025	VPPPA Safety & Health Conference
Chioma Amah	May 10-22, 2025	LCP Tracker Conference 2025
Terry Kenner	May 10-22, 2025	LCP Tracker Conference 2025
Alex Underwood	May 10-22, 2025	LCP Tracker Conference 2025
DeCarlos Washington	May 10-22, 2025	LCP Tracker Conference 2025
Dr. Unique Morris-Hughes	June 3-5, 2025	NASWA Summer 2025 Denver Board and Committee Meetings
Diane Watkins	June 2-6, 2025	NASWA Summer 2025 Denver Board and Committee Meeting
Kenneth Walker	June 3-6, 2025	NASWA Summer 2025 Denver Board and Committee Meeting
Chris Tonjes	June 3-5, 2025	NASWA Summer 2025 Denver Board and Committee Meeting
Daniel King	June 3-5, 2025	NASWA Summer 2025 Denver Board and Committee Meeting
Kiara Aull	June 10-13 2025	21st Annual Conference Legislative Education Forum
Ashley Johnson-Green	June 10-13 2025	21st Annual Conference Legislative Education Forum
Olabisi Odedrian	June 10-13 2025	21st Annual Conference Legislative Education Forum
Dr. Unique Morris-Hughes	June 18-20, 2025	US Conference of Mayors Annual Conference Meeting 2025
Maggie McAlexander	June 16-20, 2025	US Conference of Mayors 93rd Annual Meeting
Chalachew Jemberie	June 22 - 26, 2025	Geographic Solutions 2025 Regional Conference

Q4d DOES POH 2026  
FY25 Travel Expenses

Latisha Kinard	June 22 - 27, 2025	Geographic Solutions 2025 Regional Conference
Katrina Matthews	June 22-26, 2025	Geographic Solutions 2025 Regional Conference
Daniel King	June 23 - 25, 2025	ACFE Global Fraud Conference
Nicole Jackson-Mansch	June 24-27, 2025	National Unemployment Conference
Dana Rodriguez	June 25-27, 2025	National Unemployment Conference
Lewis Brown	July 11-18, 2025	U.S. Delegation to Switzerland Apprenticeship Innovation in the Care Sector
Tyrec Grooms	July 17-19, 2025	NFBPA Emerge Conference 2025
Mohammad Sheikh	July 21-25, 2025	77th Annual SAWCA Convention
Victor Robertson	July 24-29, 2025	Staff Member attending Global Kids DC Trip
Magaye Diaw	July 27 - August 1, 2025	TPS Estimation Sampling Pull
Aniema Udofa	July 27 - August 1, 2025	TPS Estimation Sampling Pull
Lanetta Agnew	July 27 - August 1, 2025	TPS Estimation Sampling Pull
Brandon Walker	July 27-31, 2025	Young Doctor Tours College
Shawn Scott	August 3-6, 2025	39th Annual Association Commuter Transportation International Conf 2025
Dr. Unique Morris-Hughes	August 5-9, 2025	Workforce Innovation Symposium 2025
Kenneth Walker	August 5-9, 2025	Workforce Innovation Symposium 2025
Michael Taylor	August 5-9, 2025	Workforce Innovation Symposium 2025
Arlen Herrell	August 5-10, 2025	Workforce Innovation Symposium 2025
Glorie Chiza	August 5-10, 2025	Workforce Innovation Symposium 2025
Jason Washington	August 5-9, 2025	Workforce Innovation Symposium 2025
ShaQuana Carter	August 5-9, 2025	Workforce Innovation Symposium 2025
Lee Thompson	August 5-9, 2025	Workforce Innovation Symposium 2025
Daniel King	August 10-14, 2025	ILSA National Conference
Aliyah Glenn	August 10-14, 2025	ILSA National Conference
Maggie McAlexander	August 13-15, 2025	NGA Summer 2025 Workforce Development Policy Institute
Rasheeda Cauty	August 25-28 2025	2025 ESMP I & II Training
Thomas Herbert	August 25-28, 2025	OSHA 500 Trainer Course in Occupational Safety & Health VIRTUAL
Dr. Unique Morris-Hughes	September 9-12, 2025	NASWA Conference 2025
Monnikka Madison	September 8-10, 2025	2025 NASWA Summit Committee Meeting
Daniel King	September 8-11, 2025	2025 NASWA Summit Committee Meeting
Dana Rodriguez	September 8-11, 2025	2025 NASWA Summit Committee Meeting
Kenneth Walker	September 8-12, 2025	2025 NASWA Summit Committee Meeting
Diane Watkins	September 8-12, 2025	2025 NASWA Summit Committee Meeting
Nicole Jackson-Mansch	September 9-11, 2025	2025 NASWA Summit Committee Meeting
Chris Tonjes	September 8-12, 2025	2025 NASWA Summit Committee Meeting
Deborah Adams	September 7-10, 2025	2025 NASWA Summit Committee Meeting
Thomas Herbert	September 8-11, 2025	2025 OSHA On-Site Training Conference
David Gill	September 8-12, 2025	Water JAM 2025
Sharlene Miles	September 8-12, 2025	Water JAM 2025
Jared Bruce	September 17-18, 2025	ACFE DC Fraud Summitt
Janae Holt	September 17-18, 2025	ACFE DC Fraud Summitt
Jamal Singleton	September 17-18, 2025	ACFE DC Fraud Summitt
Danielle Wiseman	September 17-18, 2025	ACFE DC Fraud Summitt
Brenda Barnes	September 17-18, 2025	ACFE DC Fraud Summitt
Tonya Callender	September 17-18, 2025	ACFE DC Fraud Summitt
Tia Sands	September 17-18, 2025	ACFE DC Fraud Summitt
Sterling Friffin	September 17-18, 2025	ACFE DC Fraud Summitt
Shanna Sweetney	September 17-18, 2025	ACFE DC Fraud Summitt
Rosalyn Yound	September 17-18, 2025	ACFE DC Fraud Summitt
Romello West	September 17-18, 2025	ACFE DC Fraud Summitt
Rachel Harris	September 17-18, 2025	ACFE DC Fraud Summitt
Natasja Wlker	September 17-18, 2025	ACFE DC Fraud Summitt
Martha Frenz	September 17-18, 2025	ACFE DC Fraud Summitt
Louis Hall	September 17-18, 2025	ACFE DC Fraud Summitt
John Travers	September 17-18, 2025	ACFE DC Fraud Summitt
Nicole Jamison	September 17-18, 2025	ACFE DC Fraud Summitt
Thomas Herbert	September 25-28, 2025	OSHA 500 Trainer Course in Occupational Safety & Health VIRTUAL
Daniel King	September 28-October 1, 2025	NAGLO Conference 2025

Q4 DOES POH 2026  
FY26 Q1 Travel Expenses

Attendee's Name	Travel Dates	Location	Conference
Mohammad Sheikh	October 5-8, 2025	Milwaukee, WI	111th IAIABC Convention
Dr. Unique Morris-Hughes	October 8-10, 2025	Boston, MA	American Swiss Foundation Innovation Forum
Maggie McAlexandra	October 9-10, 2025	Washington, DC	2025 USCM WDC Board Meeting & 36th Annual Congressional Forum
Lewis Brown	October 26-31 2025	Denver, CO	2025 NASTAD Conference
DeSean Lawson	October 26-31 2025	Denver, CO	2025 NASTAD Conference
Aletta Sampson	October 26-31 2025	Denver, CO	2025 NASTAD Conference
Metta-Alen Sinishaw	October 26-31 2025	Denver, CO	2025 NASTAD Conference
ShaQuana Carter	November 11-15, 2025	Austin, TX	NFBPA Leadership Summit 2025
Jasmine Lilly	November 16-19, 2025	New Orleans, LA	26th Annual NAWDP Youth Symposium
Jennifer Rivas	November 16-19, 2025	New Orleans, LA	26th Annual NAWDP Youth Symposium
Kenya Lewis	November 18-19, 2025	New Orleans, LA	26th Annual NAWDP Youth Symposium
Verisha Moore	November 16-20, 2025	New Orleans, LA	26th Annual NAWDP Youth Symposium
Penelope Diggs	November 17-19, 2025	New Orleans, LA	26th Annual NAWDP Youth Symposium
Lee Thompson	November 16-19, 2025	New Orleans, LA	26th Annual NAWDP Youth Symposium
Nicole Dionne Jackson	December 2-5, 2025	Tucson, AZ	NASWA 2025 UI Integrity Symposium
Tracie Locke	December 2-5, 2025	Tucson, AZ	NASWA 2025 UI Integrity Symposium
Ikisha Little	December 2-5, 2025	Tucson, AZ	NASWA 2025 UI Integrity Symposium
Gayatri Bondili	December 2-5, 2025	Tucson, AZ	NASWA 2025 UI Integrity Symposium
Monnikka Madison	December 2-5, 2025	Tucson, AZ	NASWA 2025 UI Integrity Symposium Committee Meeting
Helen Foster	December 2-5, 2025	Tucson, AZ	NASWA 2025 UI Integrity Symposium Committee Meeting
JanTerrer McLendon	December 2-5, 2025	Tucson, AZ	NASWA 2025 UI Integrity Symposium Committee Meeting
Kenneth Walker	December 2-5, 2025	Tucson, AZ	NASWA 2025 Veterans Affairs Committee Meeting
Dr. Unique Morris-Hughes	December 3-5, 2025	Tucson, AZ	NASWA 2025 Board & Community Meeting

## Q4e DOES POH 2026

<b>Claim Number/Fiscal Year</b>	<b>Total</b>	<b>Financial Type</b>
<b>0468-WC-95-0500025</b>	<b>\$69,373.77</b>	
FY 2025	\$69,373.77	Ind/PD/Coll/Expense
<b>0468-WC-89-0500002</b>	<b>\$29,435.55</b>	
FY 2025	\$26,130.68	Ind/PD/Coll/Expense
FY 2026	\$3,304.87	Ind/PD/Coll
<b>0468-WC-11-0500517</b>	<b>\$28,564.28</b>	
FY 2025	\$28,564.28	Ind/PD/Coll
<b>C-WC-24-04192</b>	<b>\$23,725.37</b>	
FY 2025	\$23,725.37	Med/BI/Comp/Expense
<b>C-WC-25-01299</b>	<b>\$5,686.78</b>	
FY 2025	\$5,013.33	Med/BI/Comp/Expense
FY 2026	\$673.45	Med/BI/Comp/Expense
<b>0468-WC-04-0500058</b>	<b>\$3,845.53</b>	
FY 2025	\$2,611.21	Med/BI/Comp/Expense
FY 2026	\$1,234.32	Med/BI/Comp/Expense
<b>0468-WC-03-0500182</b>	<b>\$3,344.96</b>	
FY 2025	\$2,601.24	Med/BI/Comp/Expense
FY 2026	\$743.72	Med/BI/Comp/Expense
<b>C-WC-25-04509</b>	<b>\$1,707.49</b>	
FY 2025	\$1,252.09	Med/BI/Comp/Expense
FY 2026	\$455.40	Med/BI/Comp/Expense
<b>C-WC-24-02755</b>	<b>\$574.40</b>	
FY 2025	\$574.40	Med/BI/Comp/Expense
<b>C-WC-24-05750</b>	<b>\$369.04</b>	
FY 2025	\$369.04	Med/BI/Comp/Expense
<b>C-WC-23-05751</b>	<b>\$127.83</b>	
FY 2025	\$127.83	Med/BI/Comp/Expense

**Q5 DOES POH 2026**

Buyer agency name	Seller agency name	Service period (dates)	Description of MOU services, including name of project or initiative, including target(s) (e.g., #s served)
Department of Human Services (DHS)-SNAP	Department of Employment Services (DOES)	10-01-2024-09-30-2025	FY 2025 Expansion of SNAP FSET for MBSYEP and Project Empowerment. The program is to serve youths between the ages of 18-24.
DDS/RSA	Department of Employment Services (DOES)	10-01-2024-09-30-2025	DDS/RSA will transfer funds to DOES/OY for the purpose of paying student training wages via the U.S.Bank Focus card payroll system. The objective is to support students with disabilities employment and training program that enhances skills and provide valuable work experience.
Office of Returning Citizen Affairs- RC0 (George Washington Univer	Department of Employment Services (DOES)	10-01-2024-09-30-2025	To Support Project Empowerment (Paralegal Studies) for MORCA-Georgetown Paralegal Program.
Office of Neighborhood Safety and Engagement (ONSE)-RC0	Department of Employment Services (DOES)	10-01-2024-09-30-2025	To Support Apprenticeship Training Program. District's Career Pathways Initiative and District Government Registered Apprenticeship Program.
Department of Employment Services (DOES)	Department Of Behavioral Health (DBH)-RM0	10-01-2024-09-30-2025	Identify and hire a qualified practitioner with the appropriate licensure and experience to serve as the on-site qualified practitioner for TEP participants.
Department of Employment Services (DOES)	Office Of Contracting And Procurement (OCP)	10-01-2024-09-30-2025	Transfer of PS and NPS costs to the OCP as required by the new Delegated Procurement Authority (DPA).
Department of Employment Services (DOES)	Office Of Administrative Hearings (OAH)	10-01-2024-09-30-2025	OAH enforcement and hearing of "Wage Theft Prevention" cases referred to OAH by DOES/OWH.
Department of Employment Services (DOES)	Office Of Administrative Hearings (OAH)	10-01-2024-09-30-2025	OAH MOU to conduct hearings involving unemployment compensation, medicaid and others.
Department of Employment Services (DOES)	Office Of Administrative Hearings (OAH)	10-01-2024-09-30-2025	OAH MOU to conduct hearings involving Paid Family Leave.
Department of Employment Services (DOES)	Office Of Human Rights (OHR)	10-01-2024-09-30-2025	Process complaints under Sect. 108 of the Universal Paid Leave Act.
Department of Employment Services (DOES)	Mayor's Office On Latino Affairs (MOLA) - BZ0	10-01-2024-09-30-2025	Placement of 50 SYEP Youths ages between 14-24 in Employment.
Department of Employment Services (DOES)	Department Of Parks & Recreation (DPR)-HA0	10-01-2024-09-30-2025	MBSYEP Youth Work Placement - Youths.
Department of Employment Services (DOES)	Department Of Energy And The Environment (DOEE)-KG0	10-01-2024-09-30-2025	Work experience for up to 350 youths in the Youth Green Zone Employment Program (GZEP).
Department of Employment Services (DOES)	Department Of Insurance, Securities, And Banking (DISB)-SR0	10-01-2024-09-30-2025	DISB's Bank on DC Summer Youth Employment Program for maximum 25 youths.
Department of Employment Services (DOES)	The Mayor's Office On Volunteerism And Partnerships (Serve DC)-AA0	10-01-2024-09-30-2025	MBSYEP Youth introduction to STEM.
Department of Employment Services (DOES)	Department Of General Services (DGS)	10-01-2024-09-30-2025	Contract Security Guard Services of the DGS/PSD to provide both Unarmed Special Police Officer (USPOs) and Armed Special Police Officers (ASPOs) to various sites for the MBSYEP events.
Department of Employment Services (DOES)	Office Of Chief Technology Officer (OCTO)	10-01-2024-09-30-2025	The Department of Employment Services (DOES) has enlisted Office of the Chief Technology Officer, Integrated Platform Services (IPS) to provide end-to-end IPS managed batch application support services, for their server based processing requirements
Department of Employment Services (DOES)	Office Of Chief Technology Officer (OCTO)	10-01-2024-09-30-2025	OCTO will develop the new interface, securely transmit the information from PeopleSoft to the UIBS system and provide post-implementation support through FY'24 and beyond.
Department of Employment Services (DOES)	The Office of the Comptroller of the Currency (OCC)	10-01-2024-09-30-2025	The High School Scholars Internship Program (HSSIP) is a six week paid summer internship program experience for High School students and the College Apprenticeship Program (CAP) is a ten-week paid intership for college students.
Department of Employment Services (DOES)	The Executive Office of the Mayor (EOM)	10-01-2024-09-30-2025	The DOES HBCU Public Service Program (Program) will place at least 25 graduating seniors from Howard University and the University of the District of Columbia in year-long apprenticeships within District government agencies and DC Water.
Department of Employment Services (DOES)	Deputy Mayor For Education (DME)-GW0	10-01-2024-09-30-2025	FY 2025 - Workforce Development Services/WIC WIOA Support Service Costs.
Department of Employment Services (DOES)	Fire & Emergency Medical Services (FEMS)-FB0	10-01-2024-09-30-2025	DCFEMS Cadet Program for Fire Fighter Training, and Emergency Medical Technician instruction & certification for Cadets).

**Q5 DOES POH 2026\_MOU's Entered in FY26 Q1**

Buyer agency name	Seller agency name	Service period (dates)	Description of MOU services, including name of project or initiative, including target(s) (e.g., #s served)
Department of Human Services (DHS)-SNAP	Department of Employment Services (DOES)	10-01-2025-09-30-2026	FY 2026 Expansion of SNAP FSET for ; MBSYEP; Project Empowerment; and DCCC. The program is to serve youths between the ages of 18-24.
Department of Employment Services (DOES)	Department Of General Services (DGS)	10-01-2025 - 09-30-2026	DGS will continue to provide trailer maintenance for DPES CD: program.
Department of Employment Services (DOES)	Washington Economic Partnership	10-01-2025 - 09-30-2026	DOES requires assistance with various marketing, meetings, events and sponsorship services.
Department of Employment Services (DOES)	D.C. Water & Sewer Authority	10-01-2025-09-30-2026	To pay for participants wages no funding needed
Department of Employment Services (DOES)	University of the District of Columbia	10-01-2025 - 09-30-2026	Talent Capital

Personnel Hired and Separated Per Month		
	Hires	Separations
October FY25	5	0
November FY25	6	0
December FY25	5	0
January FY25	2	8
February FY25	6	5
March FY25	25	7
April FY25	24	2
May FY25	8	6
June FY25	30	2
July FY25	15	5
August FY25	9	42
September FY25	5	6
October FY26	4	10
November FY26	2	1
December FY26	10	3



Q10 DOES POH 2026

Program Title	Activity Title	Sum of FY 2025 Approved Budget	Sum of FY 2025 Approved FTEs	Measurable Outcomes from Implementation	Program Manager
AGENCY FINANCIAL OPERATIONS	AGENCY ACCOUNTING SERVICES	1,882,156.43	13		
	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	2,140,507.85	14.32		
<b>AGENCY FINANCIAL OPERATIONS Total</b>		<b>4,022,664.28</b>	<b>27.32</b>		
AGENCY MANAGEMENT PROGRAM	COMMUNICATIONS	491,190.76	4		
	CONTRACTING AND PROCUREMENT	159,628.18	1.07		
	CUSTOMER EXPERIENCE	1,348,339.36	14.3		
	FLEET MANAGEMENT	660,723.42	5		
	HUMAN RESOURCE SERVICES	941,992.95	7		
	INFORMATION TECHNOLOGY SERVICES	4,086,288.71	28.21		
	LEGAL SERVICES	515,652.41	3		
	PERFORMANCE MANAGEMENT	3,368,973.75	23.39		
	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT	13,374,471.87	5.01		
	TRAINING AND DEVELOPMENT	0.01	0		
<b>AGENCY MANAGEMENT PROGRAM Total</b>		<b>24,947,261.42</b>	<b>90.98</b>	<u>Customer Experience:</u> Average telephone call hold time in minutes Percent of telephone calls answered Total number of telephone calls received Total number of emails received Total number of voicemails received Voicemail response time percentage  <u>Human Resource Services:</u> 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 (ARE204) training facilitated by ORE within the past two years Percent of employees that are District residents Percent of new hires that are District residents Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia (eRecruit) Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time	
EDUCATION AND WORKFORCE STRATEGY	LABOR MARKET INFORMATION	1,171,671.25	11		
	TALENT AND CLIENT SERVICES	4,639,100.64	8.14		
	TRAINING AND DEVELOPMENT	555,861.18	3.4		
	POVERTY COMMISSION	178,269.99	1		
<b>EDUCATION AND WORKFORCE STRATEGY Total</b>		<b>6,544,903.06</b>	<b>23.54</b>	<u>Training and Employment Development:</u> Employee attendance at training courses and workshops  <u>Labor Market Information:</u> Labor Market Participation Rate Unemployment Rate DC Ward Unemployment Rate  <u>Talent and Client Services:</u> Number of Hiring Events Number of DOES Sponsored Job Fairs Number of participants hired Number of new employers self-registered in DC Networks	Diane Watkins and Arlen Herrell
LABOR STANDARDS	ADMINISTRATIVE HEARINGS	3,655,239.15	24		
	COMPENSATION REVIEW SERVICES	1,686,340.19	12		
	FIRST SOURCE	2,142,772.20	15		
	OCCUPATIONAL SAFETY AND HEALTH SERVICE	695,176.58	7		
	WAGE HOUR SERVICES	4,072,506.63	35		
	WORKERS' COMPENSATION SERVICE	12,684,682.91	72		
<b>LABOR STANDARDS Total</b>		<b>24,936,697.66</b>	<b>166</b>	<u>Workers' Compensation:</u> Average number of working days between assignment of Workers' Compensation Act Applications for Review ("AFR") of Compensation Orders to panel, and disposition of Decisions and Orders Percent of Memoranda of Informal Conferences sent out within 20 business days of holding the Informal Conference Percent of workers compensation formal hearings finalized within 120 calendar days  <u>First Source:</u> First Source agreements executed Number of beneficiaries fined Number of beneficiaries that paid fines	Mohammad Sheikh
PAID FAMILY LEAVE	PFL ADMINISTRATION	12,773,971.06	39.43		
	PFL APPEALS & ADJUDICATION	1,211,007.52	11		
	PFL BENEFITS	4,267,041.95	40		
	PFL COMPLIANCE	608,836.11	5		
	PFL ENFORCEMENT	709,051.14	6		
	PFL TAX	4,277,153.38	43		
<b>PAID FAMILY LEAVE Total</b>		<b>23,847,061.16</b>	<b>144.43</b>	<u>Paid Family Leave:</u> Number of New Claims Filled Percent of Claims Processed Within 10 Business Days Percentage of Claims Approved Total Amount of Benefits Disbursement Total Amount of Paid Family Leave Payments Processed	Monnikka Madison
STATE INITIATIVES	TRANSITIONAL EMPLOYMENT	7,417,134.26	27.2		
<b>STATE INITIATIVES Total</b>		<b>7,417,134.26</b>	<b>27.2</b>	<u>State Initiatives:</u> Number of participants completing occupational skills training Number of participants enrolled in occupational skills training Number of participants placed in unsubsidized employment Number of participants who completed Job Readiness Training (JRT) Number of participants who completed Work Experience (WEX) Number of participants who enrolled in Job Readiness Training (JRT) Number of participants who enrolled in Work Experience (WEX) Percent of individuals who completed JRT and were subsequently employed Number of participants who enrolled in DSI Special Programs Number of participants who completed DSI Special Programs	Victor Robertson
UNEMPLOYMENT INSURANCE	BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	1,386,154.34	15		
	UI BENEFITS	13,916,211.06	95.67		
	UI COMPLIANCE AND INDEPENDENT MONITORING	2,211,382.15	17.64		
	UI TAX COLLECTIONS	11,830,845.39	57.87		
<b>UNEMPLOYMENT INSURANCE Total</b>		<b>29,344,592.94</b>	<b>186.18</b>	<u>Unemployment Insurance:</u> Percent of new unemployment insurance status determinations made within 90 calendar days Average number of issues resolved by Benefits Claims Examiners Percent of all first unemployment insurance payments made to eligible claimants within 14 days Percent of Nonmonetary Determinations (Separations and Nonseparations) made within 21 days of the date of detection Percent of payments (current employers) that are processed within three business days Percent of the fraudulent registrations out of the total new registrations	Monnikka Madison
WORKFORCE DEVELOPMENT	AMERICAN JOB CENTER OPERATIONS	15,503,743.37	98.95		
	APPRENTICESHIP INFORMATION AND TRAINING	813,144.14	2		
	INFRASTRUCTURE ACADEMY SERVICE	6,806,758.74	14		
	LOCAL ADULT TRAINING	411,816.68	0		
	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	28,164,235.21	38.46		
	MARION BARRY YOUTH LEADERSHIP INSTITUTE	1,019,304.04	6.18		
	PROGRAM PERFORMANCE MONITORING	1,258,411.08	9.58		
	SENIOR SERVICES	1,004,467.74	1.76		
	STATE-WIDE ACTIVITIES	9,566,433.74	12.32		
	VETERAN AFFAIRS	593,422.98	5.18		
	WIC/EA YOUTH PROGRAM	5,510,879.28	12.25		

	YEAR-ROUND YOUTH PROGRAM	5,285,813.65	22.09		
				<p><u>American Job Center:</u>  Number of participants that earn a nationally or regionally recognized credential  Number of referrals made at the American Job Centers by Workforce Development Specialists to assistive programs at DOES or at other DC Agencies  Number of workers completing sectoral job training programs  Percent of New Enrollments with barriers to employment  Total number of Unique Customers who come to American Job Centers (unique)  Total number of Visits to all American Job Centers  Percent of participants successfully completing skills training through an Individual Training Account (ITA)</p> <p><u>Apprenticeship Office and Training:</u>  Total number of individuals entering the program  Total number of individuals completing the program  Number of credentials earned among participants that completed the program</p> <p><u>Infrastructure Academy:</u>  Number of new enrollments in DCIA  Number of participant completions  Number of participants in unsubsidized placements  Number of participants newly enrolled in a DCIA training program  Percent of new enrollments from Wards 7 &amp; 8 at DC Infrastructure</p>	
<b>WORKFORCE DEVELOPMENT Total</b>		<b>75,929,430.63</b>	<b>222.77</b>		Kenneth Walker



# **DEPARTMENT OF EMPLOYMENT SERVICES**

## **FY 2026 PERFORMANCE PLAN**

**MAY 27, 2025**

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# 1 INTRODUCTION

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This document is the Fiscal Year 2026 Performance Plan for the Department of Employment Services.

This Performance Plan is the first of two agency performance documents published each year. The Performance Plan is published twice annually – preliminarily when the Mayor’s budget proposal is delivered, and again at the start of the fiscal year when budget decisions have been finalized. A companion document, the Performance Accountability Report (PAR), is published annually in January following the end of the fiscal year. Each PAR assesses agency performance relative to its annual Performance Plan.

**Performance Plan Structure:** Performance plans are comprised of agency Objectives, Administrative Structures (such as Divisions, Administrations, and Offices), Activities, Projects and related performance measures. The following describes these plan components, and the types of performance measures agencies use to assess their performance.

**Objectives:** Objectives are statements of the desired benefits that are expected from the performance of an agency’s mission. They describe the goals of the agency.

**Administrative Structures:** Administrative Structures represent the organizational units of an agency, such as Departments, Divisions, or Offices.

**Activities:** Activities represent the programs and services an agency provides. They reflect what an agency does on a regular basis (e.g., processing permits).

**Projects:** Projects are planned efforts that end once a particular outcome or goal is achieved.

**Measures:** Performance Measures may be associated with any plan component, or with the agency overall. Performance Measures can answer broad questions about an agency’s overall performance or the performance of an organizational unit, a program or service, or the implementation of a major project. Measures can answer questions like “How much did we do?”, “How well did we do it?”, “How quickly did we do it?”, and “Is anyone better off?” as described in the table below.

Measures are printed in the Performance Plan along with the Objective, Administrative Structure, Activity, or Project that they measure.

Measure Type	Measure Description	Example
Quantity	Quantity measures assess the volume of work an agency performs. These measures can describe the inputs (e.g., requests or cases) that an agency receives or the work that an agency completes (e.g., licenses issued or cases closed). Quantity measures often start with the phrase “Number of...”.	“Number of public art projects completed”
Quality	Quality measures assess how well an agency’s work meets standards, specifications, resident needs, or resident expectations. These measures can directly describe the quality of decisions or products or they can assess resident feelings, like satisfaction.	“Percent of citations issued that were appealed”
Efficiency	Efficiency measures assess the resources an agency used to perform its work and the speed with which that work was performed. Efficiency measures can assess the unit cost to deliver a product or service, but typically these measures assess describe completion rates, processing times, and backlog.	“Percent of claims processed within 10 business days”

(continued)

Measure Type	Measure Description	Example
Outcome	Outcome measures assess the results or impact of an agency's work. These measures describe the intended ultimate benefits associated with a program or service.	"Percent of families returning to homelessness within 6-12 months"
Context	Context measures describe the circumstances or environment that the agency operates in. These measures are typically outside of the agency's direct control.	"Recidivism rate for 18-24 year-olds"
District-wide Indicators	District-wide indicators describe demographic, economic, and environmental trends in the District of Columbia that are relevant to the agency's work, but are not in the control of a single agency.	"Area median income"

**Targets:** Agencies set targets for most performance measures before the start of the fiscal year. Targets may represent goals, requirements, or national standards for a performance measure. Agencies strive to achieve targets each year, and agencies provide explanations for targets that are not met at the end of the fiscal year in the subsequent Performance Accountability Report.

Not all measures are associated with a target. Newly added measures do not require targets for the first year, as agencies determine a data-informed benchmark. Changes in some measures may not indicate better or worse performance. They may be "neutral" measures of demand or input or outside of the agency's direct control. In some cases, the relative improvement of a measure over a prior period is a more meaningful indicator than meeting or exceeding a particular numerical goal, so a target is not set.

## 2 DEPARTMENT OF EMPLOYMENT SERVICES OVERVIEW

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**Mission:** The Department of Employment Services (DOES) puts people to work. DOES achieves its mission by providing the necessary tools for the District of Columbia workforce to become more competitive using tailored approaches to ensure that workers and employers are successfully paired. DOES also fosters and promotes the welfare of job seekers and wage earners by ensuring safe working conditions, advancing opportunities for employment, helping employers find qualified workers, and tracking labor market information and other national economic measurements impacting the District of Columbia.

**Summary of Services:** DOES, the District of Columbia's lead labor and workforce development agency, provides customers with a comprehensive menu of workforce development services funded through a combination of federal grants and Local appropriations. DOES delivers basic income support services to unemployed or underemployed persons who lost their jobs through no fault of their own through the Unemployment Insurance division. The Labor Standards division ensures a safe and healthy work environment for workers in the District, administers a program to provide benefits to qualified individuals with employment-related injuries or illnesses, administers the District's wage-and-hour laws, and provides hearing and adjudication services to settle workers' compensation disputes. DOES's Workforce Development division provides job seekers with workforce development and training programs and services to ensure employers have access to qualified job candidates. Finally, DOES provides District youth with job training, academic enrichment, leadership, and employment opportunities through its Year-Round, Summer Youth, Mayor's Youth Leadership Institute, and other youth programs.

### **Objectives:**

1. Unemployment Insurance
2. Labor Standards
3. Workforce Development
4. Organizational Excellence
5. Employer Connections
6. Universal Paid Family Leave Benefits
7. Efficient, Transparent, and Responsive Government

### **Administrative Structures:**

1. Office of Unemployment Benefits & Tax
2. Labor Standards Bureau
3. Customer Navigation Center (Customer Experience)
4. Office of Paid Family Leave
5. Workforce Development
6. Employer Services

## **3 PROPOSED OBJECTIVES**

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### **3.1 UNEMPLOYMENT INSURANCE**

Deliver unemployment compensation benefits and unemployment tax services to claimants and District employers.

**No Related Measures**

### **3.2 LABOR STANDARDS**

Administer programs and systems to promote workplace safety, prevent workers from exposure to unsafe working environments, and from falling beneath an unacceptable income level at times of unemployment due to injury or illness.

**No Related Measures**

### **3.3 WORKFORCE DEVELOPMENT**

Improve employment outcomes for District residents by providing high-quality training programs for adults and youth that are aligned with the District's high-demand occupations and lead to sustainable employment opportunities.

**No Related Measures**

### **3.4 ORGANIZATIONAL EXCELLENCE**

Establish standards and processes to engage and motivate staff to deliver services that fulfill internal and external stakeholder needs.

**No Related Measures**

### **3.5 EMPLOYER CONNECTIONS**

Ensure employers are connected to the Department of Employment Services to address their workforce needs thereby ensuring positive employment and placement outcomes for residents.

**No Related Measures**

### **3.6 UNIVERSAL PAID FAMILY LEAVE BENEFITS**

Implement Universal Paid Family Leave Benefits to provide temporary weekly benefits to eligible individuals.

**No Related Measures**

### **3.7 EFFICIENT, TRANSPARENT, AND RESPONSIVE GOVERNMENT**

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



Measure Type	Measure	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Outcome	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	Up is Better	No data available	18.45%	*	*
Outcome	Percent of employees that are District residents	Up is Better	54.2%	53.47%	*	*
Outcome	Percent of new hires that are District residents	Up is Better	65.19%	62.61%	*	*
Outcome	Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia	Up is Better	43.82%	40.48%	*	*
Outcome	Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time	Up is Better	42.59%	28.57%	*	*

\* Specific targets are not set for this measure

## 4 PROPOSED ADMINISTRATIVE STRUCTURES

### 4.1 OFFICE OF UNEMPLOYMENT BENEFITS & TAX

Deliver unemployment compensation benefits and unemployment tax services to claimants and District employers.

Activities under Office of Unemployment Benefits & Tax:

1. Unemployment Benefits: Providing temporary weekly benefits to workers who become unemployed due to no fault of their own.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Average number of issues resolved by Benefits Claims Examiners	Neutral	178.16	346	*	*
Quality	Percent of all first unemployment insurance payments made to eligible claimants within 14 days (UI Benefits)	Up is Better	New in 2025	New in 2025	New in 2025	*
Efficiency	Percent of new unemployment insurance status determinations made within 90 calendar days (UI TAX)	Up is Better	84.3%	80.1%	70%	<b>70%</b>
Efficiency	Percent of Nonmonetary Determinations (Separations and Nonseparations) made within 21 days of the date of detection (UI Benefits)	Up is Better	67.1%	39.1%	60%	<b>60%</b>
Efficiency	Percent of payments (current employers) that are processed within three business days (UI TAX)	Up is Better	New in 2025	New in 2025	New in 2025	*
Quality	Percent of the fraudulent registrations out of the total new registrations (UI TAX)	Up is Better	New in 2025	New in 2025	New in 2025	*

\* Specific targets are not set for this measure

### 4.2 LABOR STANDARDS BUREAU

Administer programs and systems to promote workplace safety, prevent workers from exposure to unsafe working environments, and from falling beneath an unacceptable income level at times of unemployment due to injury or illness.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Outcome	Average number of working days between assignment of Workers' Compensation Act Applications for Review ("AFR") of Compensation Orders to panel, and disposition of Decisions and Orders	Down is Better	New in 2025	New in 2025	New in 2025	*
Quantity	Number of beneficiaries fined	Neutral	32	46	*	*
Quantity	Number of beneficiaries that paid fines	Neutral	22	17	*	*
Efficiency	Percent of Memoranda of Informal Conferences sent out within 20 business days of holding the Informal Conference	Up is Better	93.5%	97.5%	90%	<b>90%</b>
Outcome	Percent of workers compensation formal hearings finalized within 120 calendar days	Up is Better	80.9%	88.5%	80%	<b>80%</b>

\* Specific targets are not set for this measure

Activities under Labor Standards Bureau:

1. First Source Management, Monitoring, and Enforcement: Manage and monitor First Source Employment Agreements as well as handle all reporting regarding the agreements specified in the "First Source Employment Agreement Act"; e.g. the regular reports sent to the Council of the District of Columbia.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of beneficiaries fined	Neutral	32	46	*	*
Quantity	Number of beneficiaries that paid fines	Neutral	22	17	*	*

\* Specific targets are not set for this measure

#### 4.3 CUSTOMER NAVIGATION CENTER (CUSTOMER EXPERIENCE)

Establish standards and processes to engage and motivate staff to deliver services that fulfill internal and external stakeholder needs.

Activities under Customer Navigation Center (Customer Experience):

1. Customer Experience: Deliver professional, helpful, high quality service in a timely manner while providing clear thoughtful and deliberate messaging to both internal and external customers.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Efficiency	Average telephone call hold time in minutes (CNC)	Down is Better	2.26 min	3.28 min	4 min	<b>4 min</b>
Efficiency	Average telephone call wait time (CNC)	Down is Better	8 min	9.2 min	8 min	<b>8 min</b>
Efficiency	Percent of telephone calls answered (CNC)	Up is Better	79.8%	78.25%	75%	<b>75%</b>
Quantity	Total number of telephone calls received (CNC)	Neutral	211,292	199,569	*	*

\* Specific targets are not set for this measure

#### 4.4 OFFICE OF PAID FAMILY LEAVE

Provides temporary weekly benefits to eligible individuals.

Activities under Office of Paid Family Leave:

1. Paid Family Leave Benefits Implementation: Implement the program to provide temporary weekly benefits to eligible individuals.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of New Claims Filed	Neutral	19,213	20,178	*	*
Quantity	Number of PFL Claims Filed - Medical	Neutral	New in 2025	New in 2025	New in 2025	*
Quantity	Number of PFL Claims Filed - Parental	Neutral	New in 2025	New in 2025	New in 2025	*
Quantity	Number of PFL Claims Filed - Pre-natal	Neutral	New in 2025	New in 2025	New in 2025	*
Quantity	Number of PFL Claims Filed-Family	Up is Better	New in 2025	New in 2025	New in 2025	*
Outcome	Percent of Claims Processed Within 10 Business Days	Up is Better	New in 2025	New in 2025	New in 2025	*
Quantity	Total Amount of Benefits Disbursement	Up is Better	New in 2025	New in 2025	New in 2025	*
Efficiency	Total Amount of Paid Family Leave Payments Processed (PFL Tax)	Up is Better	New in 2025	New in 2025	New in 2025	*

\* Specific targets are not set for this measure

#### 4.5 WORKFORCE DEVELOPMENT

Providing job seekers with a number of employment opportunities. Each center provides career counseling, resume assistance, job placement, vocational training, access to online services, information about local and national labor markets, and unemployment insurance.

Activities under Workforce Development:

1. DC Infrastructure Academy: The District of Columbia Infrastructure Academy (DCIA) is a key initiative of Mayor Muriel Bowser's Administration to meet the need for skilled infrastructure professionals in Washington, DC. DCIA coordinates, trains, screens and recruits residents to fulfill the needs of the infrastructure industry and infrastructure jobs with leading companies in this high-demand field.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Outcome	Number of new enrollments in DCIA	Down is Better	New in 2025	New in 2025	New in 2025	*
Outcome	Number of participant completions	Neutral	New in 2025	New in 2025	New in 2025	*
Outcome	Number of participants in unsubsidized placements (DCIA)	Up is Better	New in 2025	New in 2025	New in 2025	*
Quantity	Number of participants newly enrolled in a DCIA training program	Neutral	No data available	359	*	*
Quantity	Percent of new enrollments from Wards 7 & 8 at DC Infrastructure Academy	Neutral	71.9%	58%	*	*

\* Specific targets are not set for this measure

2. Veteran Affairs: The DC Department of Employment Services (DOES) requires that Priority of Service be given to veterans and eligible spouses who meet the eligibility criteria in accordance with applicable laws, policies and federally mandated programs. Priority of service also requires that veterans and eligible spouses receive priority over non-covered persons earlier in time for the full array of services provided at an American Job Centers (AJC). These services include the receipt of employment, training, and placement services in any workforce preparation program directly funded, in whole or in part, by the US Department of Labor. Specialized federal services such as the Vocational Rehabilitation & Employment (VR&E) program are also available to eligible veterans.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Outcome	Employment Rate: 2nd quarter after exit	Neutral	52.8%	Data is pending	*	*
Outcome	Employment Rate: 4th quarter after exit	Neutral	52.6%	Data is pending	*	*

\* Specific targets are not set for this measure

3. Senior Service (SCSEP): The Senior Community Service Employment Program (SCSEP) is a federal program to help older Americans get back into or remain active in the workforce. It is a part-time community service and work-based training program where participants gain career skills through on the job training in community based organizations in identified growth industries. SCSEP also works with the business community to identify employers who are interested in hiring qualified, trained mature workers.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Outcome	Employment Rate: 2nd quarter after exit	Neutral	60.8%	Data is pending	*	*
Outcome	Employment Rate: 4th quarter after exit	Neutral	64%	Data is pending	*	*

\* Specific targets are not set for this measure

4. Summer Youth Employment Program: The Marion Barry Summer Youth Employment Program (MBSYEP or Summer Youth) is a program allowing young people 14-24 to gain work experience during the school year's summer break. This locally funded program is considered one of the best in the country with thousands of young people finding employment through the program.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of Applicants	Neutral	20,215	21,182	*	*

\* Specific targets are not set for this measure

5. Year Round Youth Program: The Year Round Youth program is federally funded opportunities for young people 14-24 to gain work experience and job readiness training. In-School Youth will continue their secondary school studies while having counseling and coaching to prepare them for the workplace. Out-of-School Youth, 18-24, have either already completed secondary school or are working toward a GED or other nationally recognized secondary school equivalence while receiving coaching and job leads.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of applicants	Neutral	3,111	2,659	*	*
Quantity	Number of participants that earn a credential	Neutral	No data available	22	*	*
Outcome	Percent of participants successfully completing the program	Neutral	100%	No data available	*	*
Quantity	Total Enrollments	Neutral	1,175	1,167	*	*

\* Specific targets are not set for this measure

6. Marion Barry Youth Leadership Institute (MBYLI): The Marion Barry Youth Leadership Institute (MBYLI) was founded in 1979 as a year-round program to train District of Columbia youth in the concepts of leadership and self-development. The MBYLI training model emphasizes practical, hands-on experience and a holistic approach to developing leaders for the 21st century. Each year, 150 young people participate in the year-round program and 350 youth participate in the Summer Training Program. Thousands of DC youth have received leadership training to date.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Total participants in the Marion Barry Youth Leadership Institute (MBYLI)	Neutral	530	530	*	*

\* Specific targets are not set for this measure

7. Office Of Apprenticeship Info & Training: The Office of Apprenticeship, Information and Training (OAIT) oversees the apprenticeship system in the District of Columbia. OAIT also safeguards the well-being of apprentices, ensures the quality of programs, provides integrated employment and training information to sponsors, employers and trainers. OAIT also staffs the District of Columbia Apprenticeship Council. Applicants for apprenticeships must be at least 16 years old and meet the sponsor's qualifications. Generally, applicants must demonstrate to sponsors that they have the ability, aptitude, and education to master the rudiments of the occupation and complete related instruction.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of credentials earned among participants that completed the program	Up is Better	New in 2025	New in 2025	New in 2025	*
Efficiency	Total number of individuals completing the program	Up is Better	New in 2025	New in 2025	New in 2025	*
Quantity	Total number of individuals entering the program	Up is Better	New in 2025	New in 2025	New in 2025	*

\* Specific targets are not set for this measure

8. Transitional Employment (TEP): For over 20 years, Project Empowerment (TEP) has helped to reduce economic disparity in the district by serving thousands of individuals with multiple barriers to employment. The Program's work readiness model is designed to provide nearly 700 unemployed District residents with opportunities to grow in education, training, and subsidized employment placements each year. Project Empowerment achieves its mission of moving participants into the workforce by partnering with government, non-profit, and private businesses across the DMV area to recruit, train, match, and coach candidates for successful employment.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of participants enrolled in occupational skills training	Neutral	73	17	*	*
Quantity	Number of participants placed in unsubsidized employment (DC Career Connections)	Up is Better	38	64	New in 2025	*

(continued)

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Outcome	Number of participants who completed DSI Special Programs	Up is Better	New in 2025	New in 2025	New in 2025	*
Outcome	Number of participants who completed Job Readiness Training (JRT)	Neutral	No data available	99	*	*
Outcome	Number of participants who completed Work Experience (WEX)	Neutral	No data available	25	*	*
Quantity	Number of participants who enrolled in DSI Special Programs	Up is Better	New in 2025	New in 2025	New in 2025	*
Outcome	Number of participants who enrolled in Job Readiness Training (JRT)	Neutral	No data available	114	*	*
Outcome	Number of participants who enrolled in Work Experience (WEX)	Neutral	No data available	43.9	*	*
Quantity	Number of participants who obtained unsubsidized employment (All Programs)	Neutral	285	1,194	*	*
Efficiency	Percent of individuals who completed JRT and were subsequently employed	Up is Better	New in 2025	New in 2025	New in 2025	*

\* Specific targets are not set for this measure

9. American Job Centers: Providing job seekers with a number of employment opportunities. Each center provides career counseling, resume assistance, job placement, vocational training, access to online services, information about local and national labor markets, and unemployment insurance.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of participants that earn a nationally or regionally recognized credential	Neutral	49	134	*	*
Quantity	Number of referrals made at the American Job Centers by Workforce Development Specialists to assistive programs at DOES or at other DC Agencies	Neutral	369	572	*	*
Outcome	Number of workers completing sectoral job training programs	Up is Better	43	No data available	*	*



(continued)

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
District-Wide Indicator	Percent of New Enrollments with barriers to employment	Neutral	91.5%	96.31%	*	*
Quantity	Percent of participants successfully completing skills training through an Individual Training Account (ITA)	Neutral	78.9%	95%	*	*
Quantity	Total number of Unique Customers who come to American Job Centers (unique)	Neutral	9,089	22,268	*	*
Quantity	Total number of Visits to all American Job Centers	Neutral	3,525	10,936	*	*

\* Specific targets are not set for this measure

#### 4.6 EMPLOYER SERVICES

Ensure employers are connected to the Department of Employment Services to address their workforce needs thereby ensuring positive employment and placement outcomes for residents.

Activities under Employer Services:

1. Talent and Client Services: Manage employer relationships, connect them to the American Job Centers, and brokers products and services provided by DOES. Encourage local businesses to participate in District employment programs and to take advantage of the many free services that support their business needs; e.g., Office of Safety and Health consultations.

Measure Type	Related Measures	Directionality	FY2023	FY2024	FY2025 Target	FY2026 Target
Quantity	Number of new employers self-registered in DC Networks	Neutral	325	518	*	*

\* Specific targets are not set for this measure



**DEPARTMENT OF EMPLOYMENT SERVICES**  
**FY 2025 PERFORMANCE PLAN**

**NOVEMBER 26, 2024**

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# 1 INTRODUCTION

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This document is the Fiscal Year 2025 Performance Plan for the Department of Employment Services.

This Performance Plan is the first of two agency performance documents published each year. The Performance Plan is published twice annually – preliminarily in March when the Mayor’s budget proposal is delivered, and again at the start of the fiscal year when budget decisions have been finalized. A companion document, the Performance Accountability Report (PAR), is published annually in January following the end of the fiscal year. Each PAR assesses agency performance relative to its annual Performance Plan.

**Performance Plan Structure:** Performance plans are comprised of agency Objectives, Administrative Structures (such as Divisions, Administrations, and Offices), Activities, Projects and related performance measures. The following describes these plan components, and the types of performance measures agencies use to assess their performance.

**Objectives:** Objectives are statements of the desired benefits that are expected from the performance of an agency’s mission. They describe the goals of the agency.

**Administrative Structures:** Administrative Structures represent the organizational units of an agency, such as Departments, Divisions, or Offices.

**Activities:** Activities represent the programs and services an agency provides. They reflect what an agency does on a regular basis (e.g., processing permits).

**Projects:** Projects are planned efforts that end once a particular outcome or goal is achieved.

**Measures:** Performance Measures may be associated with any plan component, or with the agency overall. Performance Measures can answer broad questions about an agency’s overall performance or the performance of an organizational unit, a program or service, or the implementation of a major project. Measures can answer questions like “How much did we do?”, “How well did we do it?”, “How quickly did we do it?”, and “Is anyone better off?” as described in the table below. Measures are printed throughout the Performance Plan, as they may be measuring an objective, an administrative structure, an activity, or be related to the agency performance as a whole.

Measure Type	Measure Description	Example
Quantity	Quantity measures assess the volume of work an agency performs. These measures can describe the inputs (e.g., requests or cases) that an agency receives or the work that an agency completes (e.g., licenses issued or cases closed). Quantity measures often start with the phrase “Number of...”.	“Number of public art projects completed”
Quality	Quality measures assess how well an agency’s work meets standards, specifications, resident needs, or resident expectations. These measures can directly describe the quality of decisions or products or they can assess resident feelings, like satisfaction.	“Percent of citations issued that were appealed”

(continued)

Measure Type	Measure Description	Example
Efficiency	Efficiency measures assess the resources an agency used to perform its work and the speed with which that work was performed. Efficiency measures can assess the unit cost to deliver a product or service, but typically these measures assess describe completion rates, processing times, and backlog.	"Percent of claims processed within 10 business days"
Outcome	Outcome measures assess the results or impact of an agency's work. These measures describe the intended ultimate benefits associated with a program or service.	"Percent of families returning to homelessness within 6-12 months"
Context	Context measures describe the circumstances or environment that the agency operates in. These measures are typically outside of the agency's direct control.	"Recidivism rate for 18-24 year-olds"
District-wide Indicators	District-wide indicators describe demographic, economic, and environmental trends in the District of Columbia that are relevant to the agency's work, but are not in the control of a single agency.	"Area median income"

*Agencies set targets for most performance measures before the start of the fiscal year.* Targets may represent goals, requirements, or national standards for a performance measure. Agencies strive to achieve targets each year, and agencies provide explanations for targets that are not met at the end of the fiscal year in the subsequent Performance Accountability Report. Not all measures are associated with a target. For example, newly added measures do not require targets for the first year, as agencies determine a data-informed benchmark. Additionally, change in some quantity or context measures and District-wide indicators may not indicate better or worse performance, but are "neutral" measures of demand or input, or are outside of the agency's direct control. In some cases the relative improvement of a measure over a prior period is a more meaningful indicator than meeting or exceeding a particular numerical goal, so a target is not set.

## 2 DEPARTMENT OF EMPLOYMENT SERVICES OVERVIEW

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*Mission:* The Department of Employment Services (DOES) puts people to work. DOES achieves its mission by providing the necessary tools for the District of Columbia workforce to become more competitive using tailored approaches to ensure that workers and employers are successfully paired. DOES also fosters and promotes the welfare of job seekers and wage earners by ensuring safe working conditions, advancing opportunities for employment, helping employers find qualified workers, and tracking labor market information and other national economic measurements impacting the District of Columbia.

*Summary of Services:* DOES, the District of Columbia's lead labor and workforce development agency, provides customers with a comprehensive menu of workforce development services funded through a combination of federal grants and Local appropriations. DOES delivers basic income support services to unemployed or underemployed persons who lost their jobs through no fault of their own through the Unemployment Insurance division. The Labor Standards division ensures a safe and healthy work environment for workers in the District, administers a program to provide benefits to qualified individuals with employment-related injuries or illnesses, administers the District's wage-and-hour laws, and provides hearing and adjudication services to settle workers' compensation disputes. DOES's Workforce Development division provides job seekers with workforce development and training programs and services to ensure employers have access to qualified job candidates. Finally, DOES provides District youth with job training, academic enrichment, leadership, and employment opportunities through its Year-Round, Summer Youth, Mayor's Youth Leadership Institute, and other youth programs.

### *Objectives:*

1. Unemployment Insurance
2. Labor Standards
3. Workforce Development
4. Organizational Excellence
5. Employer Connections
6. Universal Paid Family Leave Benefits
7. Efficient, Transparent, and Responsive Government

### *Structures:*

1. CUSTOMER NAVIGATION CENTER (Customer Experience)
2. OFFICE OF PAID FAMILY LEAVE
3. EMPLOYER SERVICES
4. WORKFORCE DEVELOPMENT
5. OFFICE OF UNEMPLOYMENT BENEFITS & TAX
6. LABOR STANDARDS BUREAU

### **3 OBJECTIVES**

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#### **3.1 UNEMPLOYMENT INSURANCE**

Deliver unemployment compensation benefits and unemployment tax services to claimants and District employers.

#### **3.2 LABOR STANDARDS**

Administer programs and systems to promote workplace safety, prevent workers from exposure to unsafe working environments, and from falling beneath an unacceptable income level at times of unemployment due to injury or illness.

#### **3.3 WORKFORCE DEVELOPMENT**

Improve employment outcomes for District residents by providing high-quality training programs for adults and youth that are aligned with the District's high-demand occupations and lead to sustainable employment opportunities.

#### **3.4 ORGANIZATIONAL EXCELLENCE**

Establish standards and processes to engage and motivate staff to deliver services that fulfill internal and external stakeholder needs.

#### **3.5 EMPLOYER CONNECTIONS**

Ensure employers are connected to the Department of Employment Services to address their workforce needs thereby ensuring positive employment and placement outcomes for residents.

*No Related Measures*

#### **3.6 UNIVERSAL PAID FAMILY LEAVE BENEFITS**

Implement Universal Paid Family Leave Benefits to provide temporary weekly benefits to eligible individuals.

#### **3.7 EFFICIENT, TRANSPARENT, AND RESPONSIVE GOVERNMENT**

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

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
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	Outcome	Up is Better	NA	18.45%	No Target Set
Percent of employees that are District residents	Outcome	Up is Better	54.2%	53.47%	No Target Set
Percent of new hires that are current District residents and received a high school diploma from a DCPS or a District Public Charter School, or received an equivalent credential from the District of Columbia	Outcome	Up is Better	43.82%	40.48%	No Target Set
Percent of new hires that are District residents	Outcome	Up is Better	65.19%	62.61%	No Target Set
Percent of required contractor evaluations submitted to the Office of Contracting and Procurement on time	Outcome	Up is Better	42.59%	26.32%	No Target Set



## 4 ADMINISTRATIVE STRUCTURES

### 4.1 OFFICE OF UNEMPLOYMENT BENEFITS & TAX

Deliver unemployment compensation benefits and unemployment tax services to claimants and District employers.

Activities under OFFICE OF UNEMPLOYMENT BENEFITS & TAX:

1. Unemployment Benefits: Providing temporary weekly benefits to workers who become unemployed due to no fault of their own.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Percent of new unemployment insurance status determinations made within 90 calendar days (UI TAX)	Efficiency	Up is Better	84.3%	80.10%	<b>70%</b>
Percent of Nonmonetary Determinations (Separations and Nonseparations) made within 21 days of the date of detection (UI Benefits)	Efficiency	Up is Better	67.1%	39.1%	<b>80%</b>
Average number of issues resolved by Benefits Claims Examiners	Quantity	Neutral	178.16	346	*
Percent of all first unemployment insurance payments made to eligible claimants within 14 days (UI Benefits)	Quality	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Percent of payments (current employers) that are processed within three business days (UI TAX)	Efficiency	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Percent of the fraudulent registrations out of the total new registrations (UI TAX)	Quality	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>

### 4.2 LABOR STANDARDS BUREAU

Administer programs and systems to promote workplace safety, prevent workers from exposure to unsafe working environments, and from falling beneath an unacceptable income level at times of unemployment due to injury or illness.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Percent of Memoranda of Informal Conferences sent out within 20 business days of holding the Informal Conference	Efficiency	Up is Better	93.5%	97.5%	<b>90%</b>
Percent of workers compensation formal hearings finalized within 120 calendar days	Outcome	Up is Better	80.9%	88.5%	<b>80%</b>
Average number of working days between assignment of Workers' Compensation Act Applications for Review ("AFR") of Compensation Orders to panel, and disposition of Decisions and Orders	Outcome	Down is Better	New in 2025	New in 2025	<b>New in 2025</b>

\*Specific targets are not set for this measure

Activities under LABOR STANDARDS BUREAU:

1. First Source Management, Monitoring, and Enforcement: Manage and monitor First Source Employment Agreements as well as handle all reporting regarding the agreements specified in the "First Source Employment Agreement Act"; e.g. the regular reports sent to the Council of the District of Columbia.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Number of beneficiaries fined	Quantity	Neutral	32	46	*
Number of beneficiaries that paid fines	Quantity	Neutral	22	17	*

### **4.3 CUSTOMER NAVIGATION CENTER (CUSTOMER EXPERIENCE)**

Establish standards and processes to engage and motivate staff to deliver services that fulfill internal and external stakeholder needs.

Activities under CUSTOMER NAVIGATION CENTER (Customer Experience):

1. Customer Experience: Deliver professional, helpful, high quality service in a timely manner while providing clear thoughtful and deliberate messaging to both internal and external customers.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Percent of telephone calls answered (CNC)	Efficiency	Up is Better	79.8%	78.25%	<b>80%</b>
Total number of emails received (CNC)	Quantity	Neutral	19,465	4,139	*
Total number of telephone calls received (CNC)	Quantity	Neutral	211,292	199,569	*
Total number of voicemails received (CNC)	Quantity	Neutral	3,849	919	*
Average telephone call hold time in minutes (CNC)	Efficiency	Down is Better	2.26	3.28	<b>0.5</b>
Voicemail response time percentage (CNC)	Efficiency	Up is Better	100%	100%	<b>90%</b>

#### 4.4 OFFICE OF PAID FAMILY LEAVE

Provides temporary weekly benefits to eligible individuals.

Activities under OFFICE OF PAID FAMILY LEAVE:

1. Paid Family Leave Benefits Implementation: Implement the program to provide temporary weekly benefits to eligible individuals.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of New Claims Filed	Quantity	Neutral	19,213	20,178	*
PFL Claims Filed	Quantity	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Total Amount of Benefits Disbursement	Quantity	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Percent of Claims Processed Within 10 Business Days	Outcome	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Total Amount of Paid Family Leave Payments Processed (PFL Tax)	Efficiency	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>

#### 4.5 WORKFORCE DEVELOPMENT

Providing job seekers with a number of employment opportunities. Each center provides career counseling, resume assistance, job placement, vocational training, access to online services, information about local and national labor markets, and unemployment insurance.

Activities under WORKFORCE DEVELOPMENT:

1. DC Infrastructure Academy: The District of Columbia Infrastructure Academy (DCIA) is a key initiative of Mayor Muriel Bowser's Administration to meet the need for skilled infrastructure professionals in Washington, DC. DCIA coordinates, trains, screens and recruits residents to fulfill the needs of the infrastructure industry and infrastructure jobs with leading companies in this high-demand field.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Number of participants newly enrolled in a DCIA training program	Quantity	Neutral	N/A	359	*
Percent of new enrollments from Wards 7 & 8 at DC Infrastructure Academy	Quantity	Neutral	71.9%	231.70%	*
Number of new enrollments in DCIA	Outcome	Down is Better	New in 2025	New in 2025	<b>New in 2025</b>
Number of participants in unsubsidized placements	Outcome	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Number of participant completions	Outcome	Neutral	New in 2025	New in 2025	<b>New in 2025</b>

2. Veteran Affairs: The DC Department of Employment Services (DOES) requires that Priority of Service be given to veterans and eligible spouses who meet the eligibility criteria in accordance with applicable laws, policies and federally mandated programs. Priority of service also requires that veterans and eligible spouses receive priority over non-covered persons earlier in time for the full array of services provided at an American Job Centers (AJC). These services include the receipt of employment, training, and placement services in any workforce preparation program directly funded, in whole or in part, by the US Department of Labor. Specialized federal services such as the Vocational Rehabilitation & Employment (VR&E) program are also available to eligible veterans.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Employment Rate: 2nd quarter after exit	Outcome	Neutral	52.80%	Data is pending	*
Employment Rate: 4th quarter after exit	Outcome	Neutral	52.6%	Data is pending	*

3. Senior Service (SCSEP): The Senior Community Service Employment Program (SCSEP) is a federal program to help older Americans get back into or remain active in the workforce. It is a part-time community service and work-based training program where participants gain career skills through on the job training in community based organizations in identified growth industries. SCSEP also works with the business community to identify employers who are interested in hiring qualified, trained mature workers.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Employment Rate: 2nd quarter after exit	Outcome	Neutral	60.80%	Data is pending	*
Employment Rate: 4th quarter after exit	Outcome	Neutral	64%	Data is pending	*

4. Summer Youth Employment Program: The Marion Barry Summer Youth Employment Program (MBSYEP or Summer Youth) is a program allowing young people 14-24 to gain work experience during the school year's summer break. This locally funded program is considered one of the best in the country with thousands of young people finding employment through the program.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Number of Applicants	Quantity	Neutral	20,215	21,182	*

5. Year Round Youth Program: The Year Round Youth program is federally funded opportunities for young people 14-24 to gain work experience and job readiness training. In-School Youth will continue their secondary school studies while having counseling and coaching to prepare them for the workplace. Out-of-School Youth, 18-24, have either already completed secondary school or are working toward a GED or other nationally recognized secondary school equivalence while receiving coaching and job leads.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Number of applicants	Quantity	Neutral	3,111	2,659	*
Number of participants that earn a credential	Quantity	Neutral	No data available	22	*
Percent of participants successfully completing the program	Outcome	Neutral	100%	No data available	*
Total Enrollments	Quantity	Neutral	1,175	1,167	*

6. Marion Barry Youth Leadership Institute (MBYLI): The Marion Barry Youth Leadership Institute (MBYLI) was founded in 1979 as a year-round program to train District of Columbia youth in the concepts of leadership and self-development. The MBYLI training model emphasizes practical, hands-on experience and a holistic approach to developing leaders for the 21st century. Each year, 150 young people participate in the year-round program and 350 youth participate in the Summer Training Program. Thousands of DC youth have received leadership training to date.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Total participants in the Marion Barry Youth Leadership Institute (MBYLI)	Quantity	Neutral	530	530	*

7. Office Of Apprenticeship Info & Training: The Office of Apprenticeship, Information and Training (OAIT) oversees the apprenticeship system in the District of Columbia. OAIT also safeguards the well-being of apprentices, ensures the quality of programs, provides integrated employment and training information to sponsors, employers and trainers. OAIT also staffs the District of Columbia Apprenticeship Council. Applicants for apprenticeships must be at least 16 years old and meet the sponsor's qualifications. Generally, applicants must demonstrate to sponsors that they have the ability, aptitude, and education to master the rudiments of the occupation and complete related instruction.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Total number of individuals entering the program	Quantity	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>

(continued)

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Total number of individuals completing the program	Efficiency	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Number of credentials earned among participants that completed the program	Quantity	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>

8. Transitional Employment (TEP): For over 20 years, Project Empowerment (TEP) has helped to reduce economic disparity in the district by serving thousands of individuals with multiple barriers to employment. The Program's work readiness model is designed to provide nearly 700 unemployed District residents with opportunities to grow in education, training, and subsidized employment placements each year. Project Empowerment achieves its mission of moving participants into the workforce by partnering with government, non-profit, and private businesses across the DMV area to recruit, train, match, and coach candidates for successful employment.

<b>Related Measures</b>	<b>Measure Type</b>	<b>Directionality</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025 Target</b>
Number of participants enrolled in occupational skills training	Quantity	Neutral	73	17	*
Number of participants placed in unsubsidized employment	Quantity	Neutral	285	21	*
Number of participants who completed Job Readiness Training (JRT)	Outcome	Neutral	No data available	99	*
Number of participants who completed Work Experience (WEX)	Outcome	Neutral	N/A	25	*
Number of participants who enrolled in Job Readiness Training (JRT)	Outcome	Neutral	N/A	114	*
Number of participants who enrolled in Work Experience (WEX)	Outcome	Neutral	N/A	43.9	*
Percent of individuals who completed JRT and were subsequently employed	Efficiency	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Number of participants who enrolled in DSI Special Programs	Quantity	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Number of participants who completed DSI Special Programs	Outcome	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>
Number of participants who obtained unsubsidized employment (All Programs)	Quantity	Up is Better	New in 2025	New in 2025	<b>New in 2025</b>

- American Job Centers: Providing job seekers with a number of employment opportunities. Each center provides career counseling, resume assistance, job placement, vocational training, access to online services, information about local and national labor markets, and unemployment insurance.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of participants that earn a nationally or regionally recognized credential	Quantity	Neutral	49	134	*
Number of referrals made at the American Job Centers by Workforce Development Specialists to assistive programs at DOES or at other DC Agencies	Quantity	Neutral	369	572	*
Number of workers completing sectoral job training programs	Outcome	Up is Better	43	N/A	*
Percent of New Enrollments with barriers to employment	District-Wide Indicator	Neutral	91.5%	385.22%	*
Total number of Unique Customers who come to American Job Centers (unique)	Quantity	Neutral	9,089	22,268	*
Total number of Visits to all American Job Centers	Quantity	Neutral	3,525	10,936	*
Percent of participants successfully completing skills training through an Individual Training Account (ITA)	Quantity	Neutral	78.9%	95%	*

## 4.6 EMPLOYER SERVICES

Ensure employers are connected to the Department of Employment Services to address their workforce needs thereby ensuring positive employment and placement outcomes for residents.

Activities under EMPLOYER SERVICES:

- Talent and Client Services: Manage employer relationships, connect them to the American Job Centers, and brokers products and services provided by DOES. Encourage local businesses to participate in District employment programs and to take advantage of the many free services that support their business needs; e.g., Office of Safety and Health consultations.

Related Measures	Measure Type	Directionality	FY2023	FY2024	FY2025 Target
Number of new employers self-registered in DC Networks	Quantity	Neutral	325	518	*

## **5 PROJECTS**

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### **5.1 DC INFRASTRUCTURE ACADEMY**

*Proposed Completion Date:* October 01, 2025

The DC Infrastructure Academy will build a new facility that focuses on occupational skills training and work-based learning initiatives related to the utility, energy efficiency, and transportation and logistics sectors. At the Academy, industry partners, training providers, such as labor unions and trade associations, will offer diverse skills training allowing District residents to obtain the tools to begin and sustain careers. The participants will be able to access career counseling and planning, resume assistance, direct job placement, and information about local and regional infrastructure jobs and apprenticeships.

### **5.2 DC APPRENTICESHIP MANAGEMENT SYSTEM**

*Proposed Completion Date:* October 01, 2025

This project will replace the legacy DCAMS system and improve functionality, reliability, and performance and lower ongoing expenses to maintain the system. The replacement system will serve the job seekers, apprentices, and job sponsors of the District. This will impact the Apprenticeship team by providing a comprehensive system that is secure, robust, flexible, and fully automated, which will improve staff productivity.

### **5.3 UI MODERNIZATION PROJECT**

*Proposed Completion Date:* October 01, 2025

The objective of this project is to develop and deploy a robust, fully-integrated Unemployment Benefits and Tax Solution resulting in efficiencies and the ability to offer broader services to the residents of DC. All systems within the Unemployment Insurance will be integrated including the Document Imaging System and ACD/IVR System. Finally, with the deployment of the project, the agency will reduce its dependency on external contractors.



Q15 DOES POH 2026

Project Name	Lifetime Budget	Expenditures as of 1/21/2026	Remaining Balance as of 1/21/2026	Status Report - 2026
AM0.SNTRCC.DC INFRASTRUCTURE ACADEMY	\$66,527,137.70	\$ 38,971,391.64	\$ 27,555,746.06	Ongoing construction. Expected to open in 2026.
CF0.APMS1C.DC APPRENTICESHIP MANAGEMENT SYSTEM	\$ 920,000.00	\$ 795,218.00	\$ 124,782.00	Project was completed in FY24.
CF0.NWR01C.4058 NETWORK INFRASTRUCTURE	\$ 1,510,000.00	\$ 1,509,348.29	\$ 651.71	Project was completed in FY25.
CF0.PFL08C.PAID FAMILY LEAVE IT APPLICATION	\$19,827,699.00	\$ 16,268,587.96	\$ 3,559,111.04	PFL system was successfully launched in FY21. The system continues to make continuous improvements including working on with UI on a modernized combined tax system.
CF0.SYP01C.SUMMER YOUTH EMPLOYMENT PROGRAM- CAPITAL	\$ 2,300,000.00	\$ 938,773.76	\$ 1,361,226.24	This project is pending a contract award by OCP. Substantial work is expected in FY26 and 27.
CF0.UIM02C.UI MODERNIZATION PROJECT-FEDERAL	\$76,792,433.77	\$ 62,235,819.84	\$ 14,556,613.93	UI Benefits System launched in FY24. The system continues to make continuous improvements. Procurement for the new UI tax system is underway.

**FOIA FY25 & Q1 FY26**

	<b>FY 25</b>	<b>Q1 FY26</b>
Number of FOIA Requests	74	15
Number Granted	25	1
Number Partially Granted	5	0
Number Denied	9	9
Number Pending	5	4
Number Withdrawn	2	1
Number of requests referred or forwarded to other public bodies	11	0
Other disposition	17	0
Avg Response Time	20 days	15 days
Number of FTEs Required	3	2
Number of Hours Spent Responding	1000+	50+
Cost of Compliance	\$10,000+	\$1,000+

## DC Infrastructure Academy

<b>Advisory Committees (all confirmed in 2020)</b>		
<b>Construction</b>	<b>Eric Midder Sr</b>	
<b>Name</b>	<b>Organization</b>	<b>Email</b>
Reeve Johnson	MCN Build	reeve.johnson@mcnbuild.com
Eric Mouillesseaux	Flippo Construction	emouillesseaux@flippo.com
Otto Girr	Miller & Long Concrete Construction	ottogirr@millerandlong.com
Eric Jones	AOBA	ejones@aoba-metro.org
Glen Sutcliffe	Long & Foster Real Estate	glen@glenrealtor.com
Mike Sigal	GCS   Sigal	msigal@gcs-sigal.com
Timothy Bishop	Build Better Group	tbishop@buildbettergroup.com
Earnest Boykin	Capital Commitment Solutions	etboykin@gmail.com
<b>Information Technology</b>	<b>Eric Midder Sr</b>	
<b>Name</b>	<b>Organization</b>	<b>Email</b>
Victor Holt	V-Tech Solutions	vholt@v-techsolutions.net
David Cooper	Anglicotech	dcooper@anglicotech.com
Bruce Hart	BIT Insight Group	bhart@bitinsightgroup.com
Lawrence Byron	Montgomery Community College	LByron@mc3.edu
Elaine Horn	META Solutions	elainehorn@Metasolutions.net
Shana Giwa-Alaka	OCTO	shana.giwa-alaka1@dc.gov
Derrick Clarke	Cisco	derclark@cisco.com
<b>Utilities</b>	<b>Eric Midder Sr</b>	
<b>Name</b>	<b>Organization</b>	<b>Email</b>
Pedro Alfonso	DCIHQ	callcenter@dcihq.com
Brittney Pinto	Pepco	brittney.pinto@exeloncorp.com
Steven Himmelfarb	Washington Gas	SHimmelfarb@washgas.com
Monica West	Washington Gas	monica.west@washgas.com
<b>Transportation</b>	<b>Eric Midder Sr</b>	
<b>Name</b>	<b>Organization</b>	<b>Email</b>
Steven Boney	WMATA	SBoney@wmata.com
Marc Shaener	JLT Trucking	mshaener@jlttrucking.com
Kalin Broadie	Broadie Transportation	kalinbroadie@gmail.com
Shaune	Falcon Transport	shaune@ourfalcon.com

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

Meeting Summary for IT Advisory Committee Date: April 23, 2025

### Key Outcomes from the Information Technology Committee Meeting

A concise summary of the April 23, 2025, Information Technology Committee meeting, including expert insights on regional labor market trends and recommended adjustments to DCIA's IT training portfolio for FY25–FY26.

The committee convened with attendance from industry, education, and government partners. The session focused on reviewing FY25 program updates and analyzing year-to-date performance across DCIA's IT training pathways. A panel of experts was engaged to validate program alignment with current hiring needs in the Washington, DC region.

#### Attendees:

Victor Holt  
David Cooper – Anglicotech  
Elaine Horn – META Solutions  
Aaron Sisko – DOES  
Tyrec Grooms – DOES  
Makdes Hailu – DOES  
Rhonda Deskins – DOES

#### Key Findings

##### 1. Labor Market Alignment

Experts confirmed that cybersecurity roles continue to dominate employer demand across federal, contracting, and private sector environments. Entry-level IT support roles remain relevant but are increasingly expected to include foundational cybersecurity competencies.

##### 2. Program Enrollment Recommendations

Based on the analysis and expert input, the committee advised the following adjustments: Increase CompTIA Security+ enrollment. Strong regional demand for cybersecurity talent warrants expanded cohort capacity.

Reduce CompTIA A+ enrollment. Traditional hardware-focused support roles are not growing at the same pace as security-oriented positions.

Evaluate the Google IT Support Professional Certificate. This credential may serve as a modernized, flexible entry point for participants who need foundational IT skills before pursuing Security+. It may also function as a partial or full alternative to the A+ pathway.

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

Meeting Summary for Energy & Construction Advisory Committee Date: September 24, 2025

### Key Outcomes from the Energy & Construction Committee Meeting

A concise summary of the September 24, 2025, Energy & Construction Committee meeting, including expert insights high-demand construction occupations in the Washington, DC region and implications for DCIA's training portfolio.

The committee convened with full attendance from industry, real estate, construction, and government partners. The meeting focused on reviewing current program assets, equipment readiness, and credentialing pathways within DCIA's construction training programs.

#### Attendees:

Glen Sutcliffe – Long & Foster Real Estate  
Reeve Johnson – MCN Build  
Eric Jones – AOBA  
Eric Mouillesseaux – Flippo Construction  
Mike Sigal – GCS | Sigal  
Timothy Bishop – Build Better Group  
Earnest Boykin - Capital Commitment Solutions  
Otto Girr – Miller & Long Concrete Construction  
Aaron Sisko – DOES  
Dr. Zevlin Staten – DOES  
Rhonda Deskins – DOES  
Greg Lawrence – DOES  
Morgan Blackburn – DOES

#### Key Findings

##### 1. DCIA Spingarn Tour

Members discussed observations from the recent Spingarn tour, noting opportunities to expand hands-on training capacity and better leverage available space for construction programming.

##### 2. Equipment Inventory Review

The committee reviewed the current inventory supporting construction training, including:

Jackhammers

Excavator

Forklift

Gas-powered augers

General tools (hammers, tape measures, power tools, saws, etc.)

Safety equipment (hard hats, reflective vests, gloves, etc.)

The inventory was confirmed as adequate for current programming, with potential needs to be reassessed as new pathways are added.

### 3. NCCER Certification Status

NCCER remains integrated into the ECU program.

17 participants earned NCCER certification in FY25, demonstrating strong participant engagement and credential attainment.

#### Expert Recommendations on High-Demand Jobs

Eric Midder requested insight from the panel of industry experts regarding the most sought-after construction roles in the DC region. Based on current hiring trends, infrastructure investments, and employer needs, the panel recommended:

Reintroducing NCCER as a core certification across construction pathways to strengthen alignment with industry standards and employer expectations.

Exploring the development of an Underground Pipeline Program, reflecting strong regional demand for workers skilled in water, sewer, and utility pipeline installation and maintenance.

These recommendations align with emerging workforce needs and present opportunities to expand DCIA's construction training portfolio.

#### Implications for DCIA

Reintroducing NCCER more broadly may enhance participant employability and credential portability.

An Underground Pipeline Program would position DCIA to meet growing regional demand tied to infrastructure modernization.

Equipment and facility needs should be reassessed if new pathways are adopted.

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

Meeting Summary for Transportation Advisory Committee Date: September 25, 2025

### Key Outcomes from the Transportation Committee Meeting

A concise summary of the September 25, 2025, Transportation Committee meeting, including expert insights on strengthening the Class B CDL training program.

The committee convened with full attendance from transportation industry partners and DOES staff. The meeting focused on ongoing employer engagement efforts and opportunities to enhance the Class B CDL training pathway to better align with regional workforce needs.

#### Attendees:

Marc Shaener – JLT Trucking, Inc  
Kalin Broadie – Broadie Transportation  
Aaron Sisko – DOES  
Tyrec Grooms – DOES  
Dr. Zevlin Staten – DOES

#### Key Findings

##### 1. Employer Engagement Update

Eric Midder shared an update on his recent meeting with JLT Trucking Operations Manager, Ofelia Vallejo.

The discussion centered on opportunities for JLT to meet with CDL cohorts in FY25 and FY26.

JLT expressed interest in deeper engagement and potential hiring pathways for program graduates.

##### 2. Entry Level Driver Profile Request

The committee reviewed the request for updated Entry Level Driver Profiles. Members discussed the importance of ensuring these profiles accurately reflect employer expectations, safety requirements, and the competencies needed for successful placement.

#### Expert Recommendations for Improving the Class B CDL Program

Eric Midder asked the panel of transportation experts to provide recommendations on strengthening the Class B CDL training program. Based on current hiring trends and employer needs, the panel recommended:

#### Adding School Bus CDL Training

This addition would expand employment opportunities for participants and address the region's ongoing demand for licensed school bus operators.

#### Incorporating CPR/First Aid Certification

These certifications are increasingly valued by employers, particularly in passenger-transport roles where safety, emergency response, and customer care are essential.

The committee agreed that both recommendations align with industry needs and should be explored for integration into future cohorts.

#### Implications for DCIA

Expanding the program to include School Bus CDL training could significantly broaden placement opportunities.

Adding CPR/First Aid certification would strengthen participant readiness and align with employer safety expectations.

Program adjustments may require updates to curriculum, scheduling, and instructor capacity.



### **DCIA Advisory Committee Overview:**

DCIA maintains active advisory committees made up of subject matter experts from the **Construction, Utilities, and Information Technology** sectors. These committees serve as an industry-facing body that provides guidance and insight to ensure DCIA's training programs remain relevant, effective, and aligned with workforce needs.

Each advisory committee convenes **quarterly** according to a pre-established schedule developed at the start of the fiscal year to ensure consistency and predictability. In the event that a meeting does not reach quorum or conflicts arise due to agency or bureau obligations, the committee will defer discussion to the next scheduled session.

The standing meeting cadence is as follows:

- **Construction Advisory Committee** – Third Thursday of each quarter at 3:00 PM
- **Utility Advisory Committee** – Fourth Tuesday of each quarter at 3:00 PM
- **Information Technology Advisory Committee** – Fourth Wednesday of each quarter at 3:00 PM

A formal agenda is prepared in advance of each meeting to guide discussion. Topics typically include workforce outcomes related to DCIA training programs, such as job placement data, emerging employment opportunities, and industry demand. Committees also review instructional materials and curricula to ensure alignment with current industry practices, certifications, and standards.

When appropriate, DCIA may invite external training providers or partners to participate in meetings to support informed dialogue and technical review. At the conclusion of each calendar year, committee members synthesize their feedback into a set of industry-specific recommendations. These recommendations are formally compiled and submitted to the **DC City Council** to inform workforce development strategy and policy considerations.

DOES POH 2026 Poverty Commission Member Report

<b>Name</b>	<b>Seat Designation (specific role)</b>	<b>Appointment Date</b>	<b>Term Start</b>	<b>Term end</b>	<b>Ward of Residence/ Agency</b>	<b>Appointment Status</b>
LaToya Mathews	At-Large Member	2/8/2023	11/18/2023	11/18/2026	Ward 8	Active / filled seat
Robert Warren	At-Large Member	2/8/2023	11/18/2023	11/18/2026	Ward 8	Active / filled seat
Curtis Smith	Non-Voting Ex Officio Member	11/16/2023	N/A	N/A	DHS	Active / filled seat
Paige Hoffman	Non-Voting Ex Officio Member	10/30/2023	N/A	N/A	DCPS	Active / filled seat
Emily Gargiulo	Non-Voting Ex Officio Member	N/A	N/A	N/A	OSSE	Active / filled seat
Joan Williams	Non-Voting Ex Officio Member	11/16/2023	N/A	N/A	DACL	Active / filled seat
Chris Earley	Non-Voting Ex Officio Member	2/8/2024	N/A	N/A	DHCD	Active / filled seat
Sara Beckwith	Non-Voting Ex Officio Member	N/A	N/A	N/A	DOH	Active / filled seat
Ibraheem Sharafdeen	Non-Voting Ex Officio Member	N/A	N/A	N/A	CFSA	Active / filled seat
Isaac Harris	Ward 6 Member - Lived Experience	N/A	N/A	N/A	Ward 6	Appointment in progress
YaVonne Boyd	At-Large Member	N/A	N/A	N/A	Ward 1	Appointment in progress
David Schultz	Ward 5 Member - Lived Experience	N/A	N/A	N/A	Ward 5	Appointment in progress
Lamar Richards	At-Large Member	N/A	N/A	N/A	Ward 5	Appointment in progress
Cesar Toledo	At-Large Member - Direct Social Services	N/A	N/A	N/A	Ward 6	Appointment in progress

Elijah Moses	At-Large Member - Lived Experience (Chair)	4/14/2023	11/18/2023	11/18/2027	Ward 7	Reappointment in progress
Patricia Stamper	At-Large Member - Quality & Equality in Education	4/14/2023	11/18/2023	11/18/2028	Ward 7	Reappointment in progress
Debra Kilpatrick Byrd	At-Large Member - Direct Social Services	4/14/2023	11/18/2023	11/18/2028	Ward 5	Reappointment in progress
Marla Dean	At-Large Member - Direct Social Services	4/14/2023	11/18/2023	11/18/2028	Ward 7	Reappointment in progress
Nechama Masliansky	At-Large Member - Direct Social Services	4/14/2023	11/18/2023	11/18/2028	Ward 3	Reappointment in progress
Khadijah Williams	At-Large Member - Lived Experience (Vice Chair)	9/14/2023	1/1/2024	11/18/2027	Ward 1	Reappointment in progress
Vacant	Ward 2 Member - Lived Experience			11/18/2027		Vacant / unoccupied seat
Vacant	Ward 4 Member - Lived Experience			11/18/2027		Vacant / unoccupied seat
Vacant	Ward 1 Member - Lived Experience			11/18/2026		Vacant / unoccupied seat
Vacant	Ward 3 Member - Lived Experience			11/18/2026		Vacant / unoccupied seat
Vacant	Non-Voting Ex-Officio Member			N/A	DOES	Vacant / unoccupied seat
Vacant	Ward 7 Member - Lived Experience			11/18/2026		Vacant / unoccupied seat
Vacant	Ward 8 Member - Lived Experience			11/18/2026		Vacant / unoccupied seat

POF 2026 Poverty Commission Attendance Report

The Poverty Commission did not meet during the following months: January 2025, February 2025, March 2025, April 2025, May 2025, August 2025, November 2025. The Commission has not met in Q1 of 2026.

<b>Commission Members</b>	<b>June 2025</b>	<b>July 2025</b>	<b>September 2025</b>	<b>October 2025</b>	<b>December 2025</b>
LaToya Mathews	Not Present	Not Present	Not Present	Not Present	Not Present
Robert Warren	Present	Present	Present	Present	Present
Curtis Smith	Present	Present	Present	Present	Present
Paige Hoffman	Present	Not Present	Present	Present	Not Present
Emily Gargiulo	N/A	Not Present	Not Present	Not Present	Not Present
Joan Williams	Present	Present	Present	Present	Present
Sara Beckwith	Present	Present	Not Present	Not Present	Present
Ibraheem Sharafdeen	Not Present	Not Present	Not Present	Not Present	Not Present
Elijah Moses	Present	Present	Present	Present	Present
Patricia Stamper	Present	Present	Not Present	Present	Present
Debra Kilpatrick Byrd	Present	Present	Not Present	Present	Not Present
Marla Dean	Not Present	Not Present	Not Present	Present	Not Present
Nechama Masliansky	Present	Present	Present	Present	Present
Khadijah Williams	Present	Present	Present	Present	Present

Corrine Cannon	Present	Present	Present	Present	Present
Rachael Stephens	Present	Not Present	Not Present	Not Present	Not Present
Daryll Wright	Not Present	Not Present	Not Present	Not Present	Not Present

**DEPARTMENT OF EMPLOYMENT SERVICES**

**NOTICE OF PUBLIC MEETING  
DEPARTMENT OF EMPLOYMENT SERVICES**

**NOTICE OF PUBLIC MEETING**

**District of Columbia Poverty Commission**

**May 27, 2025**

**1pm-4pm (Hybrid) You can obtain the virtual link through Open DC 24 hours prior to meeting start.**

The Poverty Commission will have 19 Community Representatives: 11 At-large Representatives and 8 Ward Representatives. The Commission will have 8 non-voting ex-officio members. We will meet the fourth Tuesday of each month for our public meeting. It will be a hybrid format. The virtual link will be provided 24 hours before the meeting. The meeting will take place from 1pm-4pm. You can find the link located at Open DC.

The purpose of the commission is to study issues surrounding poverty; evaluate current and previous poverty-reduction initiatives in the District and throughout the country to determine their effectiveness; and based on the Commission's research and evaluations, make comprehensive and continuing recommendations to the Mayor and the Council for strengthening and enhancing the economic status of persons in poverty in the District through initiatives that will also improve individuals' educational, wellness, and housing outcomes.

“This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).” 3 DCMR § 10409.2”

In Person:  
4058 Minnesota Ave. NE  
Washington, DC 20019

Virtual:  
Link will be provided 24 hours before meeting through Open DC.

## AGENDA

- |       |   |        |
|-------|---|--------|
| I.    | Opening of Meeting & Roll Call<br>Chair or Vice Chair | 1:00pm |
| II.   | Review and Approval of November 2024 Meeting Minutes  | 1:05pm |
| III.  | DOES Director's Remarks                               | 1:10pm |
| IV.   | Chairperson's Report                                  | 1:20pm |
| V.    | Review of Board Makeup & New Resumes                  | 1:30pm |
| VI.   | Discussion of Final Report from Medici Road           | 1:45pm |
| VII.  | Assessing Priorities for Next Year & Beyond           | 2:45pm |
| VIII. | Next Steps  | 3:45pm |
| IX.   | Updates   | 3:50pm |
| X.    | Announcements   | 3:55pm |
| XI.   | Adjournment   | 4:00pm |

## Poverty Commission Meeting Minutes

June 26, 2025

Approved July 22, 2025

### Poverty Reduction Report

- The Poverty Reduction Report and supporting materials have been submitted to the Mayor's office and upon approval will be submitted to Council and published on the DOES website. There is no timeline available.
- Staff Actions:
  - Explore whether the report and materials can/will be reviewed by the racial equity office.

### Tracking Policy

- Following the adoption of the poverty-reduction plan, the Commission will track the adoption and progress of the Commission's recommendations in the poverty-reduction plan.
- The Commission will work to ensure more participation through increased outreach for future listening sessions.
- Staff Actions:
  - Review demographic report and 2024 listening session notes to begin looking for items to track and circulate to Commissioners.

### Commission Membership

- Recruiting is currently needed for 3 at-large seats and 8 community/ward seats. Potential individuals can be found through further research and through listening sessions and community engagement.
- The Commission must decide on a new slate of leaders, i.e. Chair, Vice Chair, and potentially Secretary.
- Much of the work of the Commission will be conducted through committees, which can include a Legislation Committee and a Community, Education, and Outreach committee, among others. The Commission will determine what other committees to develop.
- Staff Actions:
  - Develop a one-page outreach flyer that provides information about membership on the Commission.
  - Finalize and circulate community/ward member recruitment plan.

### Commission Summit

- The Commission will determine the scope and goals for a potential convening on poverty reduction.



## Poverty Commission Meeting Minutes

June 26, 2025

Approved September 30, 2025

### MEETING MINUTES & ACTION ITEMS

#### **Org Chart and Defining Roles**

The group discussed an organization chart and roles of members on the Commission, and developing a graphical representation to be produced.

#### **Poverty Reduction Plan**

DOES staff provided updates on the review process for the Poverty Reduction Report developed in 2024. It will be reviewed by the Mayor's Office of Policy and Legislative Affairs. The group discussed that given the changing federal environment, the report may be outdated, and it was proposed that the group write an addendum or begin drafting a new report with updated data and policy recommendations that reflect the change.

#### **Membership Preferences Survey**

The survey results reflect that the majority of respondents (5/8) would prefer monthly meetings that are 1.5 hours. The group also discussed surveying members to determine if there is a better time of day to have meetings.

#### **Updates on Policy Tracker**

The Commission discussed the importance of tracking policies, data, and progress.

#### **Planning for Listening Sessions**

The Commission discussed planning for listening sessions. There are 4 listening sessions required each year, and the group made plans for the next one to take place in August at the DOES headquarters, aiming for August 20 and/or 21.

## Poverty Commission Meeting Minutes

September 30, 2025

Approved October 28, 2025

### TOP NOTES/ NEXT STEPS

#### **Strategic Planning**

The group discussed convening in October or November for a special strategic planning session to determine the Commission's strategy, focus, and work plan for the 2026 fiscal year.

#### **Poverty Reduction Plan**

The group again discussed providing an update to the report, which may be slightly outdated due to the changing federal and local policy landscape. The Commission will also consider its current connections and influence that can be utilized as it determines its strategic priorities and work plan for the next fiscal year.

#### **Update on New Membership**

Five names have been submitted to Council to join the Poverty Commission, including 3 at-large members and 2 ward members (from Wards 5 and 6). The Commission currently has 10 at-large members, and the board has capacity for 11 at-large members. So, one of the at-large members will fill the open slot, and the other two will replace two current members.

#### **Leadership Slate**

The Commission elected a new chair and interim vice chair, and will consider electing a secretary in the future as well. The group will need to consider committees and committee chairs as it determines its strategic plans.

#### **Schedule for Next Several Months**

The group decided to meet on October 28, and will determine whether to meet in November and December for the public meetings. The group is also scheduled to meet in January and February.

## Poverty Commission Meeting minutes

October 28, 2025

Approved December 2, 2025

### Recap of Work Plan Meeting

The Commission met on October 27 to discuss a work plan for Fiscal Year 2026. The group identified four strategic pillars that will define and guide the Commission's initiatives:

1. **Internal Infrastructure** – Strengthening governance, administrative processes, and committee functionality to improve accountability, efficiency, and participation.
2. **Marketing, Communication, and Relationship Building** – Enhancing our public presence (social media), stakeholder partnerships, and engagement strategies across all eight wards.
3. **Policy** – Reviewing, recommending, and supporting policy actions that advance equity and opportunity for District residents living in poverty.
4. **Data Collection, Synthesizing, and Reporting** – Developing data-driven insights to inform recommendations, monitor progress, and produce the Commission's annual and five-year poverty reduction reports.

### Communication Conversation

The group discussed public communications and will explore new methods, including a file sharing system and email addresses.

### Next Meetings Dates

Commission members discussed the dates for the next public meeting, deciding on December 2. Members also discussed the meeting date for the next follow-up work plan meeting.

# DEPARTMENT OF EMPLOYMENT SERVICES

## NOTICE OF PUBLIC MEETING

### District of Columbia Commission on Poverty

December 2, 2025

**3pm-4:30pm (Virtual) You can obtain the virtual link currently through Open DC.**

The Poverty Commission will have 19 Community Representatives: 11 At-large Representatives and 8 Ward Representatives. The Commission will have 8 non-voting ex-officio members. We will meet the fourth Tuesday of each month for our public meeting. It will be a hybrid format. The virtual link will be provided 24 hours before the meeting. The meeting will take place from 1pm-4pm. You can find the link located at Open DC.

The purpose of the commission is to study issues surrounding poverty; evaluate current and previous poverty-reduction initiatives in the District and throughout the country to determine their effectiveness; and based on the Commission's research and evaluations, make comprehensive and continuing recommendations to the Mayor and the Council for strengthening and enhancing the economic status of persons in poverty in the District through initiatives that will also improve individuals' educational, wellness, and housing outcomes.

“This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).” 3 DCMR § 10409.2”

Virtual:

[Registration Link Available Here](#)

### AGENDA

I.	Opening of Meeting & Roll Call	3:00 PM
II.	Review and Approval of October Meeting Minutes	3:05 PM
III.	Chairperson's Report	3:10 PM
IV.	Discussion Items	3:15 PM
	a. Work Plan Activity	
	b. Scheduling Second Work Plan Meeting	
	c. Annual Report	
V.	Next Steps	4:25 PM
VI.	Adjournment	4:30 PM

# DEPARTMENT OF EMPLOYMENT SERVICES

## NOTICE OF PUBLIC MEETING

### District of Columbia Poverty Commission

June 24, 2025

**1pm-4pm (Virtual) You can obtain the virtual link currently through Open DC.**

The Poverty Commission will have 19 Community Representatives: 11 At-large Representatives and 8 Ward Representatives. The Commission will have 8 non-voting ex-officio members. We will meet the fourth Tuesday of each month for our public meeting. It will be a hybrid format. The virtual link will be provided 24 hours before the meeting. The meeting will take place from 1pm-4pm. You can find the link located at Open DC.

The purpose of the commission is to study issues surrounding poverty; evaluate current and previous poverty-reduction initiatives in the District and throughout the country to determine their effectiveness; and based on the Commission's research and evaluations, make comprehensive and continuing recommendations to the Mayor and the Council for strengthening and enhancing the economic status of persons in poverty in the District through initiatives that will also improve individuals' educational, wellness, and housing outcomes.

“This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).” 3 DCMR § 10409.2”

Virtual:  
[Registration Link Available Here](#)

### AGENDA

- |      |   |         |
|------|---|---------|
| I.   | Opening of Meeting & Roll Call                  | 1:00 PM |
| II.  | Review and Approval of November Meeting Minutes | 1:05 PM |
| III. | DOES Leadership's Remarks                       | 1:10 PM |
| IV.  | Chairperson's Report                            | 1:20 PM |
| V.   | Assessing Priorities for Next Year & Beyond     | 1:30 PM |

- |       |               |         |
|-------|---------------|---------|
| VI.   | Next Steps    | 3:45 PM |
| VII.  | Updates       | 3:50 PM |
| VIII. | Announcements | 3:55 PM |
| IX.   | Adjournment   | 4:00 PM |

# DEPARTMENT OF EMPLOYMENT SERVICES

## NOTICE OF PUBLIC MEETING

### District of Columbia Poverty Commission

September 30, 2025

**3pm-4:30pm (Virtual) You can obtain the virtual link currently through Open DC.**

The Poverty Commission will have 19 Community Representatives: 11 At-large Representatives and 8 Ward Representatives. The Commission will have 8 non-voting ex-officio members. We will meet the fourth Tuesday of each month for our public meeting. It will be a hybrid format. The virtual link will be provided 24 hours before the meeting. The meeting will take place from 1pm-4pm. You can find the link located at Open DC.

The purpose of the commission is to study issues surrounding poverty; evaluate current and previous poverty-reduction initiatives in the District and throughout the country to determine their effectiveness; and based on the Commission's research and evaluations, make comprehensive and continuing recommendations to the Mayor and the Council for strengthening and enhancing the economic status of persons in poverty in the District through initiatives that will also improve individuals' educational, wellness, and housing outcomes.

“This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).” 3 DCMR § 10409.2”

Virtual:

[Registration Link Available Here](#)

### AGENDA

- |      |   |         |
|------|---|---------|
| I.   | Opening of Meeting & Roll Call              | 3:00 PM |
| II.  | Review and Approval of July Meeting Minutes | 3:05 PM |
| III. | Chairperson's Report                        | 3:10 PM |
| IV.  | Discussion Items                            | 3:30 PM |
|      | a. Poverty Reduction Plan Update            |         |
|      | b. Update on New Membership                 |         |
|      | c. Leadership Slate (Possible Vote)         |         |
|      | d. Schedule for Next Several Months         |         |
|      | e. Planning for Listening Sessions          |         |
| V.   | Next Steps                                  | 4:15 PM |
| VI.  | Updates                                     | 4:20 PM |

VII. Announcements

4:25 PM

VIII. Adjournment

4:30 PM



# DEPARTMENT OF EMPLOYMENT SERVICES

## NOTICE OF PUBLIC MEETING

### District of Columbia Commission on Poverty

October 28, 2025

**3pm-4:30pm (Virtual) You can obtain the virtual link currently through Open DC.**

The Poverty Commission will have 19 Community Representatives: 11 At-large Representatives and 8 Ward Representatives. The Commission will have 8 non-voting ex-officio members. We will meet the fourth Tuesday of each month for our public meeting. It will be a hybrid format. The virtual link will be provided 24 hours before the meeting. The meeting will take place from 1pm-4pm. You can find the link located at Open DC.

The purpose of the commission is to study issues surrounding poverty; evaluate current and previous poverty-reduction initiatives in the District and throughout the country to determine their effectiveness; and based on the Commission's research and evaluations, make comprehensive and continuing recommendations to the Mayor and the Council for strengthening and enhancing the economic status of persons in poverty in the District through initiatives that will also improve individuals' educational, wellness, and housing outcomes.

“This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).” 3 DCMR § 10409.2”

Virtual:  
[Registration Link Available Here](#)

### AGENDA

- |      |   |         |
|------|---|---------|
| I.   | Opening of Meeting & Roll Call              | 3:00 PM |
| II.  | Review and Approval of July Meeting Minutes | 3:05 PM |
| III. | Chairperson's Report                        | 3:10 PM |
| IV.  | Department of Human Services Presentation   | 3:15 PM |
| V.   | Recap of Work Plan Meeting                  | 4:00 PM |
| VI.  | Discussion                                  | 4:20 PM |
|      | a. Next Public Meetings                     |         |
|      | b. Strategic Planning Follow Up Meetings    |         |
| VII. | Adjournment                                 | 4:30 PM |

## Poverty Commission Meeting Minutes

December 2, 2025

Not Yet Approved By Commission

### MEETING MINUTES & ACTION ITEMS

#### Chairperson's Report

Chairman Moses discussed drafting an annual report that provides more information on the Commission's fiscal year work plan.

#### Second Work Plan Meeting

The group decided on Monday December 22 3:30 PM – 6:30 PM for the second work plan meeting. The location is to be determined, but Marshall Heights and a Ward 7 or 8 charter school are possible locations.

#### Annual Report

Commission members discussed submitting the annual report, which would include the work plan, select aspects of the poverty reduction plan, and a new introduction to the Commission, in addition to other items such as Commission activities and budget from the previous fiscal year.

#### Capstone Graduate Students Project

The group decided to move forward with proposals to have students from GWU Trachtenberg School of Public Policy and Public Administration consult on a project for the Commission.

**DC Apprenticeship Council Membership Roster Chart**

<b>Member Name</b>	<b>Affiliation</b>	<b>Confirmation Date</b>	<b>Appointment Term</b>	<b>Ward of Residence</b>	<b>Attendance</b>
<i>Eric Jones Public Representative</i>	N/A	10/18/25	3 years	5	Active
<i>Courtland Cox Public Representative</i>	N/A	11/10/16	3 years	4	Active
<i>Eric Powell Public Representative</i>	N/A	10/18/25	3 years	7	Active
<i>William Dean Employer Representative</i>	MC Dean, Inc.	11/19/17	3 years	2	Active
<i>John Xanthos Employer Representative</i>	C&A Electrical, Inc.	04/19/12	3 years	3	Active
<i>Frank Chiaromonte Employer Representative</i>	Chiaromonte Construction Company	11/19/16	3 years	3 years	Active
<i>Leroy Watson Employee Representative</i>	Steamfitters Union Local No.602	11/28/16	3 years	4	Active
<i>Vacant Employee Representative</i>					
<i>Steve Lanning Employee Representative</i>	Laborers Union Joint Training	11/19/16	3 years	1	Active
<i>Vacant Superintendent's Delegate</i>					



**D.C. APPRENTICESHIP COUNCIL MEETING Thursday,  
November 14, 2024**

Chairman, Frank Chiaramonte called the meeting to order at 4:10 P.M. and requested roll call. Mr. Lewis Brown, Program Manager took roll call and reported that the meeting had a quorum. Chairman Chiaramonte asked Apprenticeship Councilmembers to review the minutes of September 26, 2024 meeting and to make a motion. Council member Steve Lanning made a motion to accept the minutes as written. Council member Bill Dean seconded the motion. Motion was carried unanimously.

**Apprenticeship Councilmembers in attendance**

<b>Apprenticeship Council Members in attendance</b>	<b>Apprenticeship Council Members not present</b>
Bill Dean, Employer Representative	
Frank Chiaramonte, Employer Representative	
Steve Lanning, Employee Representative	
Courtland Cox, Public Representative	
John Xanthos, Employer Representative	
Leroy Watson, Employee Representative	

**Apprenticeship Standards Approved**

The Following Apprenticeship Standards and Employer Acceptance Agreements were presented and approved:

<b>Company</b>	<b>Trade</b>	<b>Company Rep.</b>	<b>ATR</b>	<b>Motion</b>	<b>Second</b>
<b>Life Enhancement Services</b>	Peer Recovery Specialist & Community Health Worker	Herb Gray	Larry Greenhill	Dean	Xanthos

<b>Hillcrest Children &amp; Family Center, LLC</b>	Peer Recovery Specialist and Community Health Worker	Matthew Clark	Larry Greenhill	Dean	Lanning
<b>Good Projects, LLC</b>	Peer Recovery Specialist and Community Health Worker	Marquel Webb	Larry Greenhill	Dean	Xanthos
<b>Kolb Electric, Inc.</b>	Electrician	Brian Chapman	Larry Greenhill	Chiaramonte	Lanning
<b>Buildwithin Inc</b>	Startup Business Leader and Prompt Engineer	Ximena Hartsock	Alletta Samuels	Xanthos	Chiaramonte
<b>Center for Innovation, Research &amp; Transformation in Education</b>	Data Analyst and Cyber Security, Office Operations, Digital Marketing Specialist	Cedric Thompson	Alletta Samuels	Dean	Lanning
<b>Judd Fire Protection</b>	Fire Sprinkler	Diane Judd	Alletta Samuels	Lanning	Dean
<b>Hammer Masonry Corporation</b>	Brick Mason	Francisco Garcia	Alletta Samuels	Dean	Chiaramonte
<b>Alcoa Concrete &amp; Masonry Corporation of DC, LLC</b>	Concrete Finisher	Steve Rodriguez	Desean Lawson	Lanning	Dean
<b>Riggs Contracting, Inc</b>	Concrete Finisher	Tyler F. Rogers	Desean Lawson	Dean	Lanning
<b>P&amp;D Contractors, LLC</b>	Drywall Applicator	Micheal Osazwa	Desean Lawson	Cox	Dean

<b>Pacheco Plumbing, LLC</b>	Plumber	Jose Pacheco	Larry Barnes	Watson	Cox
<b>S.A.P Corporation</b>	Concrete Finisher	Rurick Palomino	Larry Barnes	Watson	Dean
<b>Associated Builders and Contractors</b>	Carpentry, Concrete Form Builder, Drywall, Electrical, Heavy Equipment Operator, HVAC, Ironwork, Masonry, Mechanical Pipe Insulating, Painting, Pipelayer, Reinforced Ironwork, Roofer, Sheet Metal, Sprinkler Fitter, Welder	Mark R. Silvers	Alletta Samuels	Watson	Cox
<b>National Service Contractors, Inc.</b>	Drywall Applicator	Leykun Abitte	Larry Barnes	Lanning	Dean

The following Apprenticeship Standards and Employer Acceptance Agreements were presented for approval consideration.

**APPRENTICESHIP ANNOUNCEMENTS**

Workforce Development Specialist, Randall Shannon announced that the Office of Apprenticeship Information and Training (OAIT) will be hosting an in-person job fair on November 21, 2024 for current and new apprenticeship sponsors to interview eligible DC residents for available apprenticeship opportunities. Mr. Shannon also noted that the in-person hiring fair event would be held at the Department of Employment Services main headquarters on.

**Life Enhancement Services - Employer Acceptance Agreement**

Life Enhancement Services applied for apprenticeship registration approval consideration under the Dr. Masica Jordan, LLC Apprenticeship Standards for the occupations of Peer Recovery Specialist and Community Health Worker and has been in business since 2011. The organization is located at 1301 L’Enfant Square, S.E., Washington DC 20020. The facilities of the organization consist of 3200 square feet of office and storage space. Council member Lanning asked the official of the organization

present at the meeting the number of apprentices the organization planned to hire. Official responded the organization planned to hire four (4) apprentices. The Employer Acceptance Agreement was approved unanimously.

### **Hillcrest Children & Family Center- Employer Acceptance Agreement**

Hillcrest Children & Family Center applied for apprenticeship registration approval consideration under the Dr. Masica Jordan, LLC Apprenticeship Standards for the occupations of Peer Recovery Specialist and Community Health Worker and has been in business since 1815. The organization has two locations located at 915 Rhode Island Ave, N.W. Washington, DC 20001 and 3029 Martin Luther King Jr. Ave, S.E. Washington DC 20032. The facilities of this organization consist of 2800 square feet of office and storage space. The organization's proposed Employer Acceptance Agreement was approved unanimously.

### **Good Projects, LLC- Employer Acceptance Agreement**

Good Projects, LLC applied for apprenticeship registration approval consideration under the Dr. Masica Jordan, LLC Apprenticeship Standards for the occupations of Peer Recovery Specialist and Community Health Worker and has been in business since 2016. The organization is located at 996 Maine Avenue, S.W, Washington DC 20024. The facilities of this organization consist of 3200 square feet of office and storage space. Council member Lanning asked the official of the organization present at the meeting about interested candidates applying for occupations through apprenticeship. The official responded that the organization had experienced many potential candidates, particularly DC residents applying for the occupations. The organization's proposed Employer Acceptance Agreement was approved unanimously.

### **Kolb Electric, Inc - Employer Acceptance Agreement**

Kolb Electric, Inc applied for apprenticeship registration approval consideration under the Associated Builders and Contracting (ABC) Metro Washington Chapter Apprenticeship Standards for the occupation of electrician and has been in business since 1925. The company is located at 8530 Cinder Bed Road, Suite 1400, Lorton, VA 22079 and consists of 7,000 square feet of office and storage space. Council member Leroy Watson asked the company official present at the number of apprentices the company planned to hire. Official responded that the company planned to immediately hire two (2) DC residents as apprentices. The company's proposed Employer Acceptance Agreement was approved unanimously.

### **Buildwithin Inc- Amendment**

Buildwithin Inc. applied for amendment approval consideration of its current apprenticeship standards to add the occupations of Start-up Business Leader and Prompt Engineer. As an intermediary apprenticeship sponsor, official of the company noted that they had been contacted by a number of new IT companies expressing interest in providing apprenticeship training in the field under their apprenticeship program. Council member William Dean asked the company official present at the

meeting whether all training would be held in DC. The official responded yes; also noted that the new IT companies are also based in the District of Columbia. Mr. Dean also asked the company official the number of new apprentices that will be hired. The official responded that seven (7) new apprentices are expected to be hired. The amendment to the company's current apprenticeship standards was approved unanimously.

### **Center for Innovation, Research & Transformation in Education Employer**

The Center for Innovation, Research and Transformation applied for apprenticeship registration approval consideration under Buildwithin, Inc. for the occupations of Data Analyst, Cyber Security Specialist, Office Operations, and Digital Marketing Specialist. It was noted that the company recently hired two (2) DC residents to be registered as apprentices and plan to hire two (2) additional DC residents, who will be registered in the occupation areas. Council member Lanning asked company official at the meeting about the length for apprenticeship in each occupation area. The official responded that each occupation was one (1) year in duration for apprenticeship training. The company's proposed Employer Acceptance Agreement was approved unanimously.

### **Judd Fire Protection, LLC – Employer Acceptance Agreement**

Judd Fire Protection, LLC applied for apprenticeship registration approval consideration under the Associated Builders and Contracting (ABC) Metro Washington Chapter Apprenticeship Standards for the occupation Sprinkler Fitter and has been in business since 1992. The company is located at 1100 Business Pkwy South, Westminster, MD 21157 and consists of 8,000 square feet of office and storage space. Chairperson, Frank Chiaramonte asked company official present at the meeting to explain the number of worker compensation claims over the past three (3) years. The official responded that a worker fell from a ladder while climbing and injured his leg. The official also noted that the company had since hired a safety firm in addition to holding regular safety training for workers. Council member, Leroy Watson questioned the official the number of apprentices the company planned to hire. Official responded that the company recently hired two (2) DC residents to be registered as apprentices in the trade area. The company's proposed apprenticeship standards were unanimously approved.

### **Hamer Masonry Corporation**

Hammer Masonry Corporation applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation of Brick Mason and has been in business since 1997. The company is located at 2209 Minnesota Ave, SE, Washington DC 20020 and consists of 5,576 office and storage space. It was noted at the meeting that the company planned to immediately hire two (2) DC residents as apprentices. The company's proposed apprenticeship standards were approved unanimously.

### **Alcoa Concrete & Masonry of DC, LLC**



Alcoa Concrete & Masonry of DC, LLC applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Concrete Finisher and has been in business since 2020. The company is located at 2412 Minnesota Ave, SE Suite 202, Washington DC 20020 and the facility consists of 300 square feet of office and storage space. It was noted that the company's proposed apprenticeship standards submitted for approval consideration at the September 26, 2024 meeting were tabled due to the company's violation of the mandatory apprenticeship requirement on a District government assisted project. In addition, the company was subject to a monetary fine. Office of Apprenticeship Program Manager, Lewis Brown, the company subsequently paid the monetary fine and took steps to immediately hire DC residents to be registered as apprenticeship. Council member Lanning asked company officials present at the meeting if the company would accommodate those residents without transportation to attend related instruction held outside the city. The official responded that the company would indeed accommodate those residents without transportation to attend scheduled classes. The company's proposed apprenticeship standards were approved unanimously.

### **Riggs Contracting, Inc.**

Riggs Contracting Inc. applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Concrete Form Builder and has been in business since 2012. The company is located at 1500 K Street, NW, Suite 1000, Washington D.C. 20006 and consists of 4,000 square feet of office and storage space. It was noted at the meeting that the company would immediately hire two (2) DC residents as apprentices to be registered as apprentices in the trade area. Council member William Dean asked company official about the provider for related instruction for apprentices. The official responded that the related instruction would be provided in-house at the company's facility. The company's proposed apprenticeship standards were approved unanimously.

### **P&D Contractors, LLC**

P&D Contractors, LLC applied for apprenticeship registration approval consideration as an individual sponsor for the occupation Drywall Applicator and has been in business since 1998. The Company is located at 2007 Martin Luther King jr. Ave SE, Washington DC 20020 and consists of 8,000 square feet of office and storage space. It was noted that the company was initially registered as an apprenticeship sponsor in 2011. During the registration period, the company hired thirteen (13) DC residents as apprentices in the trade and graduated five (5) apprentices. However, the company was subsequently deregistered in 2023 for non-apprenticeship training activities during that period. Council member Dean asked company official present at the meeting about the five (5) DC residents, who completed their apprenticeship training and number of apprentices the company planned to hire. The official responded that the five (5) DC residents were still employed with the company as journey-workers. The company's proposed apprenticeship standards were approved unanimously.

### **Pacheco Plumbing, LLC**

Pacheco Plumbing LLC applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Plumber and has been in business since 2014. The company is located at 5708 64<sup>th</sup> Avenue, Riverdale, MD 20737 and consists of 300 square feet of office and storage space. It was at the meeting that the company would immediately hire two (2) DC residents as apprentices. Chairperson, Frank Chiaramonte asked company official present at the meeting about the provider for related instruction the company send their apprentices. The official responded that the Associated Builders and Contractors, Metro Chapter would be the provider for related instruction. The company's proposed apprenticeship standards were approved unanimously.

### **S.A.P. Corporation**

S.A.P Corporation applied for apprenticeship registration as an individual apprenticeship sponsor for the occupation of Concrete Finisher and has been in business since 2013. The company is located at 45593 Shepard Drive, Suite #201 Sterling, Virginia 20164 and consist of 1500 square feet of office and storage space. It was noted at the meeting that the company recently hired one (1) DC resident to be registered as an apprentice in the trade area upon approval of the company's proposed program. Council member Lanning asked company official present at the meeting whether the number of workers listed in the company's workforce site analysis page was accurate. Company official responded and confirmed that the number listed in its workforce was accurate. The company's proposed apprenticeship standards were approved unanimously.

### **Associated Builders and Contractors of Metro Washington (ABC)- Recertification**

Associated Builders and Contractors of Metro Washington (ABC) applied for recertification approval consideration as an employer association apprenticeship sponsor for the occupations of Carpentry, Concrete Form Builder, Drywall, Electrical, Heavy Equipment Operator, HVAC, Ironwork, Masonry, Mechanical Pipe Insulating, Painting, Pipelayer, Reinforced Ironwork, Roofer, Sheet Metal, Sprinkler Fitter and Welder. It was noted that the organization had been registered since 2002; during the registration period the organization registered over one hundred (100) apprentices, graduated sixty-one (61) apprentices, of which, twenty-one (21) were DC residents. Council member Lanning asked the official of the organization present at the meeting whether the number of participating employers listed in the workforce site analysis page was accurate. The organization official responded and confirmed that the number was accurate. The organization's proposed recertified apprenticeship standards were approved unanimously.

## **National Services Contractors, Inc.**

National Services Contractors, Inc applied for recertification approval consideration as an individual apprenticeship sponsor for the occupation of Drywall Applicator and has been in business since 1994. The company is located at 2007 Martin Luther King Jr. Ave. S.E., Washington, D.C. 20020 and consists of 8000 square feet of office and storage space. It was noted that the company was initially registered as an apprenticeship sponsor with the District in 2014, in which twelve (12) DC residents were hired as apprentices; five (5) apprentices were terminated for cause, three (3) apprentices voluntarily resigned, and four (4) apprentices successfully completed their apprenticeship training. Chairman Chiaramonte asked company official present at the meeting about the eleven (11) worker compensation claims over three (3) years. The official provided detailed cases of the causes of the claims that included occupations outside the drywall trade such as, janitorial and snow removal. Company official further noted that the company had since hired a safety consultant to assist with safety issues in all areas of the company. Council member Xanthos asked official of the company about the provider for related instruction. Official responded that the related instruction would continue to be provided in-house at the company's facility. The company's proposed standards for recertification were approved unanimously.

## **Apprenticeship Office Update**

Program Manager, Lewis Brown reported out the Department of Employment Services would be participating in the tenth anniversary of the National Apprenticeship Week celebration during the week of November 17-23, 2024. Mr. Brown noted that his office had scheduled three (3) events during the week that include:

**Apprenticeship Sponsors Shadow Day** on November 19<sup>th</sup> in which the International Brotherhood of Electrical Workers Union Local 26 and Plumbers & Gasfitters Union Local No.5 will host tours for DC Public High Students visits at their facilities.

**HBCU Public Service Program Roundtable** on November 20<sup>th</sup> that will be held at the US Department of Labor, in which the event will feature an engaging roundtable panel discussion of program participants and agency officials to share their experiences.

**Apprenticeship Hiring Fair** on November 21<sup>st</sup> in which apprenticeship sponsors will conduct interviews for available apprenticeship opportunities for eligible District residents conducted at DOES' main headquarters.

Program Analyst, Vincent Orange reported out that the Office of Apprenticeship was in the process of coordinating sixteen (16) Public High Schools and DC Public Charter High Schools to provide youth apprenticeship training initiatives for sixty-one (61) high school seniors during 2025 school year. This training initiative will also include partnerships with apprenticeship sponsors in both traditional and non-traditional occupation/trade areas.

Mr. Orange also reported out that Howard University Hospital committed to providing youth apprenticeship training for forty-four (44) high school seniors in the healthcare occupations that will also include twenty-two (22) successful completers direct entry to registered apprenticeships upon successful completion of the training. In addition, Mr. Orange noted that the Office of Unified Communication agreed to provide training for twelve (12) high school seniors that will lead to employment for five (5) seniors, who successfully complete the training in entry level positions starting at \$50,200 annual salary.

**Old Business:**

None

**New Business:**

None

**PUBLIC COMMENT**

None

**Adjournment:**

Meeting adjournment at 6:05 pm





**D.C. APPRENTICESHIP COUNCIL MEETING**

**Thursday January 30, 2025**

Chairman, Frank Chiaramonte called the meeting to order at 4:07 P.M. and requested roll call. Mr. Lewis Brown, Program Manager took a roll call and reported that the meeting had a quorum. Chairman Chiaramonte asked Apprenticeship Councilmembers to review the minutes of January 30, 2025 meeting and to make a motion. Council member Bill Dean made a motion to accept the minutes as written. John Xanthos seconded the motion. Motion was carried unanimously.

**Apprenticeship Councilmembers in attendance**

<b>Apprenticeship Council Members in attendance</b>	<b>Apprenticeship Council Members not present</b>
Bill Dean, Employer Representative	Courtland Cox, Public Representative
Frank Chiaramonte, Employer Representative	
Steve Lanning, Employee Representative	
John Xanthos, Employer Representative	
Leroy Watson, Employee Representative	

**Apprenticeship Standards Approved**

The Following Apprenticeship Standards and Employer Acceptance Agreements were presented and approved:

<b>Company</b>	<b>Trade</b>	<b>Company Rep.</b>	<b>ATR</b>	<b>Motion</b>	<b>Second</b>	<b>Opposed</b>
<b>The Nehemiah Project</b>	Peer Recovery Specialist & Community Health Worker	Xavier Justice	Larry Greenhill	Dean	Watson	
<b>Medical Home Development Group, LLC</b>	Peer Recovery Specialist and Community Health Worker	Rebecca Whetsell	Larry Greenhill	Dean	Chiaramonte	

<b>Educare DC</b>	Childhood Special Education Teacher	Jamal Berry	DeSean Lawson	Xanthos	Chiaramonte	
<b>Carolina Canyon</b>	Digital Marketing Specialist and Office Manager	Kortney Grant	Alletta Samuels	Chiaramonte	Lanning	
<b>2Gether International</b>	Startup Business Leader	Diego Mariscal	Alletta Samuels	Dean	Xanthos	
<b>Bay Country Professional Concrete, LLC</b>	Concrete Form Builder	Mark Golobski	Larry Barnes	Watson	Dean	
<b>Imperio Construction, LLC</b>	Concrete Finisher	Nate Gomes	Larry Barnes	Watson	Dean	
<b>JRB, LLC</b>	Carpentry	Amanda Dreyer	Larry Barnes	Dean	Lanning	
<b>United Construction Services, LLC</b>	Pipelayer	Kevin Toomey	Larry Barnes	Watson	Chiaramonte	
<b>JPN Masonry, LLC</b>	Bricklayer	Johana Saravia-Lara	Alletta Samuels	Lanning	Xanthos	
<b>Innovo Construction, LLC</b>	Glazier	Oscar I. Echevarris	DeSean Lawson	Dean	Xanthos	

The following Apprenticeship Standards and Employer Acceptance Agreements were presented for approval consideration.

## **APPRENTICESHIP OFFICE ANNOUNCEMENT(S)**

Mr. Lewis Brow, Program Manager announced that Mr. Randall Shannon, who normally report out the Apprenticeship Office recruitment and hiring event activities had recently retired. The office has a new Workforce Development Specialist, Mr. Michael Skinner, who will provide all future Apprenticeship Office hiring and recruitment activities.

### **The Nehemiah Project-Employer Acceptance Agreement**

The Nehemiah Project LLC applied for apprenticeship registration approval consideration under the Dr. Masica Jordan, LLC Apprenticeship Standards for the occupation of Peer Recovery Specialist and has been in business since 2019. The organization is located at 4230 Eads Street, NE, Washington DC, 20019. The facilities of this organization consist of 4600 square feet of office space. Council member Steve Lanning asked the official of the organization present at the meeting to describe what a peer recovery specialist does. The company official described the duties of a peer recovery specialist in their activities to assist others with their recovery issues. The proposed Employer Acceptance Agreement was approved unanimously.

### **Medical Home Development Group, LLC**

Medical Home Development Group, LLC applied for apprenticeship registration approval consideration under the Dr. Masica Jordan, LLC Apprenticeship Standards for the occupation of Peer Recovery Specialist and has been in business since 2016. The organization is located at 2112 F Street, NW, Ste. 504, Washington, DC, 20037. The facilities of this organization consist of 2100 square feet of office and storage space. The organization's proposed Employer Acceptance Agreement was approved unanimously.

### **Educare DC- Employer Acceptance Agreement**

Educare DC applied for apprenticeship registration approval consideration under George Washington University, The Graduate School of Education and Human Development Apprenticeship Standards for the occupation Early Childhood Special Education Teacher and has been in business since 2012. The organization is located at 640 Anacostia Ave, N.E. Washington, DC, 20019. The facilities of this organization consist of 30,100 square feet of office, classroom and storage space. Council member Lanning asked the official of the organization present at the meeting to explain their eleven (11) worker compensation claims listed on the employer profile form. An official from the organization present at the meeting responded that many of the claims were due to children falls from running and chasing other children. Mr. Lanning asked whether the claims were satisfied; the official responded yes. The organization's proposed Employer Acceptance Agreement was approved unanimously.



### **Carolina Canyon- Employer Acceptance Agreement**

Carolina Canyon applied for apprenticeship registration approval consideration under Buildwithin, Inc. Apprenticeship Standards for the occupations of Digital Marketing Specialist and Office Operation Manager and has been in business since 2019. The company is located at 600 Massachusetts Ave, NW, Washington DC, 20001. It was noted at the meeting that the company recently hired a DC resident to be registered as an apprentice in one of the occupation areas. The company's proposed Employer Acceptance Agreement was approved unanimously.

### **2Gether International- Employer Acceptance Agreement**

2Gether International applied for apprenticeship registration approval consideration under Buildwithin, Inc. Apprenticeship Standards for the occupation of Startup Business Leader and has been in business since 2012. The company is located at 1100 15<sup>th</sup> Street NW, Washington DC, 20005. Chairman Chiaramonte asked company official present at the meeting to explain to explain the company's role for the start-up business leader occupation. Official responded that the company will be responsible for hiring apprentices to learn the on-the-job training of the occupation, paying the apprentice salary and tuition cost for related instruction. Council member Lanning asked official if the company would be able to retain apprentices to complete their training. Official responded that the company was in a position to retain apprentices to complete their training and would be able to immediately hire one (1) DC resident as an apprentice. Company's proposed Employer Acceptance Agreement was approved unanimously.

### **Bay Country Professional Concrete, LLC**

Bay Country Professional Concrete, LLC applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Concrete Form Builder and has been in business since 2004. The company is located at 1101 Bowleys Quarters Road, Middle River, Maryland 21220 and consists of 3000 square feet of office and storage space. Council member, Lanning asked company official present at the meeting whether there were any DC residents currently employed with the company, that included five (5) residents employed journey-workers and five (5) residents employed as laborers. Council member Leroy Watson asked company official the number of apprentices the company planned to hire. Official responded that the company was committed to immediately hiring two (2) apprentices. It was also noted the related instruction for apprentices would be provided by the Associated Builders and Contractors (ABC) training facility. The company's proposed apprenticeship standards were approved unanimously.

### **Imperio Construction, LLC**

Imperio Construction, LLC applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Concrete Finisher and has been in business since 2017. The company is located at 7900 Sycamore Drive, Falls Church, Virginia 22042 and the facility consists of 500 square feet of office and one (1)

acre of storage space. Council member, John Xanthos asked company official at the meeting whether the company was performing any on city current funded projects. Official responded that the company had no current city projects. Official also noted that the company is committed to immediately hiring two (2) DC residents as apprentices and will seek assistance from the DC Office of Apprenticeship for eligible candidates. The company's proposed standards were approved unanimously.

### **JRB, LLC**

JRB, LLC applied for apprenticeship registration approval consideration as an individual registration approval consideration as an individual sponsor for the occupation of Carpentry and has been in business since 2014. The company is located at 1713 Morning Brook Drive, Forest Hill, Maryland 21050 and consists of 1500 square feet of office and storage space. It was noted that the company was initially registered as an apprenticeship sponsor in 2015. However, the company was subsequently deregistered in 2024 for non-apprenticeship training activities and lack of communication with DC office of apprenticeship. Company official present at the meeting learned from their experience and the company is in a position to both hire and retain apprentices to complete their training. It was also noted the company was performing work as a subcontractor on a District government assisted project, in which the work was near completion. Official also noted that the company recently hired a DC resident to be registered as an apprentice and will be working with the DC Apprenticeship Office staff to assist with hiring more DC residents as apprentices. The company's proposed apprenticeship standards were approved unanimously.

### **United Construction Services LLC**

United Construction Services LLC applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Pipelayer and has been in business since 2015. The company is located at 316 F Street, NE, Washington, DC 20002 and consists of 2500 square feet of office and storage space. It was noted at the meeting that the company was initially registered as an apprenticeship sponsor with the DC Office of Apprenticeship and was subsequently deregistered for inactivity. Company official present at the meeting acknowledged the company's issues during the initial registration and gave assurances that the company is in a better position to maintain active apprenticeship training and will be proactive, working with the Apprenticeship Office staff. Council member Leroy Watson asked about the number of apprentices the company planned to hire. Company official responded that the company planned to immediately hire two (2) DC residents as apprentices. The company's proposed apprenticeship standards were approved unanimously.

### **JPN Masonry LLC- Recertification**

JPN Masonry LLC applied for recertification approval consideration as an individual apprenticeship sponsor for the occupation of Bricklayer and has been in business since 2005. The company is located at 2808 Douglas St NE, Washington, DC 20018 and consists of 6000 square feet of office and storage space. It was noted that the company

was initially registered as an apprenticeship sponsor with the DC Office of Apprenticeship. During the registration period, the company hired fifteen (15) apprentices and graduated three (3) apprentices. In addition, the company had three (3) DC resident apprentices currently employed. The company's proposed apprenticeship standards were approved unanimously for recertification.

### **Inново Construction, LLC- Recertification**

Inново Construction, LLC applied for recertification approval consideration as individual apprenticeship sponsor for the occupation of Glazier and has been in business since 2003. The company is located at 6230 Georgia Avenue, NW, Suite 200, Washington, DC 20011 and consist of 2,941 square feet of office and storage space. It was noted the company was initially registered with the DC Office of Apprenticeship as an apprenticeship sponsor for seven (7) years. During the registration period, the company hired five (5) DC residents as apprentices and graduated one (1) apprentice. It was also noted that the company had two (2) apprentices registered in their program. The company's proposed apprenticeship standards were approved unanimously for recertification.

### **Apprenticeship Office Update**

Program Analyst, Vincent Orange provided updates on the Office of Apprenticeship, Information and Training youth apprenticeship initiatives to be implemented for Fiscal Year 2025. The youth apprenticeship initiatives will also include two (2) apprenticeship sponsors' participation and one (1) District government agency that will provide training for sixty-one (61) DC high school seniors. The high seniors will have opportunities for direct entry to registered apprenticeship and full-time career employment. Howard University will accept forty-four (44) youth participants, the Office of Unified Communication will accept twelve (12) youth and MC Dean, Inc. will accept five (5) youth. Mr. Orange further noted that 112 DC high school youth from eighteen (18) DC Public High Schools and DC Public Charter High School youth submitted applications to participate.

Program Manager, Lewis Brown reported on the planned renovation work of the Capital One Arena project that will be financed by the city. Mr. noted that the project will be subject to District' old First Source Law, requiring 51% of new hires to be DC residents, and 35% apprenticeship hours to be performed by DC residents. Mr. Brown expressed disappointment and concern with the old first source law being utilized, which he believes is setting a very bar for the number and percentage of DC residents to be employed on the project, considering the cost of over eight hundred million dollars for the project. Mr. Brown noted that he and his staff will be attending monthly meetings with the prime contractor of the

project, Clark Construction, to push and ensure that more DC resident apprentices will be employed on the project.

**Old Business:**

None

**New Business:**

None

**Adjournment:**

Chairman Chiaramonte made a motion to adjourn the meeting. Council member Lanning made a motion to adjourn the meeting and was seconded by Council member Xanthos. The meeting was adjourned at 5:45pm





## D.C. APPRENTICESHIP COUNCIL MEETING

**Thursday March 27, 2025**

Chairman, Frank Chiaramonte called the meeting to order at 4:06 P.M. and requested roll call. Mr. Lewis Brown, Program Manager, took roll call and reported that the meeting had a quorum. Chairman Chiaramonte asked Apprenticeship Council members to review the minutes of January 30, 2025 meeting and to make a motion. Council member Steve Lanning made a motion to accept the minutes as written. Council member Bill Dean seconded the motion. Motion was carried unanimously.

### **Apprenticeship Councilmembers in attendance**

<b>Apprenticeship Council Members in attendance</b>	<b>Apprenticeship Council Members not present</b>
Bill Dean, Employer Representative	John Xanthos, Employer Representative
Frank Chiaramonte, Employer Representative	
Steve Lanning, Employee Representative	
Courtland Cox, Public Representative	
Leroy Watson, Employee Representative	

### **Apprenticeship Standards Approved**

The Following Apprenticeship Standards and Employer Acceptance Agreements were presented and approved:

<b>Company</b>	<b>Trade</b>	<b>Company Rep.</b>	<b>ATR</b>	<b>Motion</b>	<b>Second</b>
<b>Parkinson Construction Company, Inc</b>	Bricklayer	Silvia Gonzalez	Alletta Sampson	Watson	Lanning

<b>Toogood Construction, LLC</b>	Drywall	Robert Edmonds Marc Slivers	Alletta Sampson	Lanning	Chairamonte
<b>Chevy Chase Contractors, Inc.</b>	Concrete Form Builder	Christopher Campbell Ryan Flanigan Marc Slivers	Alletta Sampson	Lanning	Dean
<b>A.L.L. Construction, Inc.</b>	Carpenter	Andre Levrome Angie Levrome	DeSean Lawson	Dean	Lanning
<b>L.P. Roofing, LLC</b>	Roofer	Luis Panameno	DeSean Lawson	Watson	Chariamonte
<b>Murphy Pipeline Contractors, LLC</b>	Utility Pipe Layer	Sean McGlumphy	DeSean Lawson	Cox	Chariamonte
<b>Vaca Construction, Inc</b>	Carpenter	Willy Vaca	DeSean Lawson	Dean	Chariamonte
<b>National Railroad Passenger Corporation (Amtrak)</b>	Car Repairman, Electrician, Machinist and Pipefitter	Jeffrey William Nagy	Larry Greenhill	Cox	Dean
<b>Sarges Construction, Corporation,</b>	Pipelayer	Jaime Martins	Larry Barnes	Leroy	Lanning
<b>Ironworkers Local No.5</b>	Ironworker	Raymond Cleland	Larry Greenhill	Dean	Charaimonte

The following Apprenticeship Standards and Employer Acceptance Agreements were presented for approval consideration:

## **APPRENTICESHIP ANNOUNCEMENTS**

Workforce Development Specialist Mr. Micheal Skinner announced that the Office of Apprenticeship Information and Training (OAIT) will be hosting an in-person apprenticeship hiring event on April 17, 2025 for current and new apprenticeship sponsors to interview eligible DC residents for available apprenticeship opportunities.

### **Parkinson Construction Company, Inc.**

Parkinson Construction Company, Inc. applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation of bricklayer and has been in business since 1994. The company is located at 7826 Eastern Avenue NW, Washington, DC 20012 and consists of 6,080 square feet of office and storage space. It was noted that the company was initially registered as an apprenticeship sponsor with the D.C. Office of Apprenticeship in 2017 and was subsequently deregistered in 2022 due to in-activity training during over a two (2) year period; however, it was also noted during the overall registration period, the company hired fourteen (14) apprentices, in which twelve (12) apprentices were DC residents. Eleven (11) of the apprentices were terminated for cause and three (3) apprentices successfully completed their apprenticeship to journey-worker status. Chairman Chiaramonte asked company official present at the meeting whether the company currently had the amount of work and the ability to retain apprentices to complete their apprenticeship training. The official responded yes. Council member Leroy Watson asked company official about the number of apprentices the company planned to hire. Official responded that the company planned to immediately hire two (2) DC residents as apprentices in the trade area. The company's proposed apprenticeship standards were approved unanimously.

### **Toogood Construction, LLC- Employer Acceptance Agreement**

Toogood Construction, LLC applied for apprenticeship registration approval consideration under the Associated Builders and Contractors of Metro Washington (ABC) Apprenticeship Standards for the occupation of Drywall Applicator and has been in business since 2018. The company is located at 412 H Street, NE #102, Washington, DC 20002 and consists of 300 square feet of office space. It was noted that the company recently hired a DC resident, whom they plan to register as an apprentice in the trade area. Officials also noted that the company planned to hire more apprentices as work increase. The company proposed Employer Acceptance Agreement was approved unanimously.

### **Chevy Chase Contractors- Employer Acceptance Agreement.**

Chevy Chase Contractors applied for apprenticeship registration approval consideration under the Associated Builders and Contractors of Metro Washington (ABC) Apprenticeship Standards for the occupation of Concrete Form Builder and has been in business since 1989. The company is located at 8750 Brookville Road, Silver Spring, MD 20910 and consists of 5,000 square feet of office and storage space. It was noted that the company has one DC resident employed as a laborer, who they plan to register as an apprentice. Company official president at the meeting also noted that the company



planned to hire two (2) additional apprentices in the trade area and will work with the Office Apprenticeship to assist with recruiting DC residents the apprenticeship openings. The company's proposed Employer Acceptance Agreement was approved unanimously.

### **A.L.L Construction Inc.**

A.L.L. Construction Inc. applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation of Carpenter and has been in business since 1986. The company is located at 7024 Troy Hill Drive, Suite H, Elkridge, MD 21075 and consists of 2,770 square feet of office and storage space. It was noted the company was initially registered as an apprenticeship sponsor in 2022 with the D.C. Office of Apprenticeship and was subsequently deregistered for non-activity in apprenticeship training during the registration period. It was noted that the company recently hired a DC resident to be hired as an apprentice in the trade area, based on the approval of their proposed standards. Chairman Chiaramonte asked company officials present at the meeting about the company's high EMR rating at 1.40. The company official provided information regarding an accident incident at a project that resulted in the company's high rating. Council member Dean asked company official about the provider for their apprentices related instruction. Official responded that the company will be using the DC Students Construction Trades Foundation as the provide the related instruction. The company's proposed apprenticeship standards were approved unanimously.

### **L.P. Roofing, LLC**

L.P. Roofing, LLC applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation of Roofer and has been in business since 2007. The company is located at 12862 Fitzwater Drive, Nokesville, VA 20181 and consist of 1,126 square feet of office and storage space. Council member asked company official present at the meeting about the provider for apprentices related instruction. Company official responded that the company will be providing their own related instruction in-house at its facility. Council member Watson asked the official about the number of apprentices the company planned to hire. Official responded that the company was committed to immediately hiring seven (7) apprentices. The company's proposed apprenticeship standards were approved unanimously.

### **Murphy Pipeline Contractors, LLC**

Murphy Pipeline Contractors, LLC applied for apprenticeship approval consideration as an individual apprenticeship sponsor for the occupation of Utility Pipe Layer and has been in business since 2020. The organization is located at 2911 52<sup>nd</sup> Avenue, Hyattsville, MD 20781 and consists of 26,688 square feet of office and storage space. It was noted the company is committed to immediately hiring two (2) apprentices. Company officials present at the meeting also noted that the company would be working with the Office of Apprenticeship to assist with recruiting eligible DC residents for

available apprenticeship opportunities. The company's proposed apprenticeship standards were approved unanimously.

### **Vaca Construction, Inc**

Vaca Construction, Inc. applied for apprenticeship approval consideration as an individual apprenticeship sponsor for the occupation of Carpenter and has been in business since 2014. The company is located at 80 M Street, S.E. Washington, DC, 20003 and consists of 150 square feet of office space. It was noted the company is committed to immediately hiring one (1) apprentice to be a DC resident. The company proposed apprenticeship standards were approved unanimously.

### **National Railroad Passenger Corporation (Amtrak)**

National Railroad Passenger Corporation (Amtrak) applied for apprenticeship approval consideration as an individual sponsor for the occupations of Car Repairman, Electrician, Machinist and Pipefitter. The company's main headquarters is located at 1 Massachusetts Avenue, N.W. Washington DC 20003. The company also has a facility located in Ivy City in the District that consists of 350,000 feet that include offices, storage, railroad maintenance, training, etc. spaces. It was noted that Amtrak was initially registered as an apprenticeship sponsor from 1975 to 1994, in which over 700 apprentices graduated. Officials present at the meeting noted that Amtrak is planning to hire 6,000 apprentices in the occupation areas that will also include DC residents. Officials also noted that they will be working with the Office of Apprenticeship staff to assist with recruiting eligible DC residents for available apprenticeship opportunities. The company's proposed apprenticeship standards were approved unanimously.

### **Sagres Construction Corporation**

Sagres Construction Corporation applied for apprenticeship approval consideration as an individual apprenticeship sponsor for the occupation of Pipelayer and has been in business since 2000. The company is located at 46115 Laverock Place, N.W., Washington, DC 20007 and consists of 136,539 square feet of office and storage space. Chairman Chiaramonte asked company official present at the meeting to explain the company's high EMR rating that was above one (1) rating. Official explained an injury incident on a prior project that resulted in the high EMR rating. The official also noted that the company hired a safety instructor to provide safety sessions to its employees to prevent future incidents. Council member Leroy Watson asked the official about the number of apprentices the company planned to hire. The official responded that the company planned to immediately hire three (3) apprentices. The company's proposed apprenticeship standards were approved unanimously.

### **Ironworkers Local Union #5 - Recertification.**

Ironworkers' Local union No.5 applied for recertification approval consideration as individual apprenticeship sponsor for the occupation of Ironworker and has been established since 1901. The organization is located at 9301 Peppercorn Place, Largo, MD 20774. The facilities of this organization consist of 34,000 square feet of office, training

and storage space. It was noted that the organization accepted 286 apprentices during the past four (4) years, in which 42 of the new apprentices were DC residents. In addition, the organization graduated 132 apprentices during the same period that did not include any DC residents. It was also noted that union officials and the Office of Apprenticeship staff were in discussion to establish a Step-Up apprenticeship training initiative as an effort to increase the number of DC residents in the trade area and complete their apprenticeship training. The organization's proposed apprenticeship standards were approved unanimously for recertification.

**Apprenticeship Office Update**

Program Analyst, Vincent Orange provided updates from the January meeting on the Office of Apprenticeship, Information and Training youth apprenticeship initiative for Fiscal Year 2025. Mr. Orange noted that 112 completed applications were received, of which sixty-one (61) applications were selected for DC youth participants to begin the training between three (3) apprenticeship sponsors/employers. The participating apprenticeship sponsors/employers included Howard University, MC Dean, Inc. and the Office of Unified Communication. All successful completers of the training will receive acceptance letters from the participating apprenticeship sponsors for direct entry to registered apprenticeship. In addition, Mr. Orange announced that the Department of Employment Services will host an Apprenticeship Signing Day on April 30, 2025 and all Apprenticeship Council members will be invited to attend.

Program Manager, Lewis Brown reported that his office along with the First Source office team attended their first monthly meeting with Clark Construction officials. The meetings will cover the work schedules of the project, subcontractors selected, workforce utilization, etc. to determine compliance under the District First Source law.

**Old Business:**

None

**New Business:**

None

**Adjournment:**

Meeting adjournment at 5:34 PM



## D.C. APPRENTICESHIP COUNCIL MEETING

Thursday May 29, 2025

Chairman, Frank Chiaramonte called the meeting to order at 4:07P.M. and requested roll call. Mr. Lewis Brown, Program Manager, took roll call and reported that the meeting had a quorum. Chairman Chiaramonte asked Apprenticeship Council members to review the minutes of March 27, 2025 meeting and to make a motion. Council member Steve Lanning made a motion to accept the minutes as written. Council member Leroy Watson seconded the motion. Motion was carried unanimously.

### Apprenticeship Councilmembers in attendance

Apprenticeship Council Members in attendance	Apprenticeship Council Members not present
Bill Dean, Employer Representative	John Xanthos, Employer Representative
Frank Chiaramonte, Employer Representative	
Steve Lanning, Employee Representative	
Courtland Cox, Public Representative	
Leroy Watson, Employee Representative	

### Apprenticeship Standards Approved

The Following Apprenticeship Standards and Employer Acceptance Agreements were presented and approved:

Company	Trade	Company Rep.	ATR	Motion	Second
Miller Construction, Inc.	Bricklayer	Jacob Miller	DeSean Lawson	Lanning	Watson

<b>C&amp;R Custom Paint, LLC</b>	Painting and Drywall	Mr. Lorenzo Machado	DeSean Lawson	Chiaramonte	Cox
<b>Samaritan Inns, Inc.</b>	Peer Recovery Specialist	Natasha Broaddus	Larry Greenhill	Chiaramonte	Lanning
<b>Complete Mechanical &amp; Electrical Solutions, LLC</b>	Electrical	Mark Bulter	Alletta Sampson	Watson	Cox
<b>Hardhat Workforce Solutions</b>	Electrical	Marc Holcomb	Alletta Sampson	Cox	Chiaramonte
<b>Forest Hills of DC</b>	Advanced Certified Nursing Assistants	Crystal Scott	Larry Greenhill	Xanthos	Watson
<b>Robinsons, LLC</b>	Electrician	Larry Greenhill Jr. Leroy Robinson Jr.	DeSean Lawson	Cox	Lanning
<b>Pillar Construction, Inc.</b>	Drywall	Bryan Sandler Quanetta Lewis	DeSean Lawson	Tabled	Tabled
<b>BuildWithin, Inc.</b>	Machine Learning Data Curator and AI Data Annotator	Xmena Gates	Alletta Sampson	Cox	Xanthos
<b>Charles Mann Contracting, LLC</b>	Electrician	Larry Greenhill Jr.	DeSean Lawson	Lanning	Chiaramonte

**The following Apprenticeship Standards and Employer Acceptance Agreements were presented for approval consideration:**

**Miller Construction, Inc.**

Miller Construction, Inc. applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation Bricklayer and has been in business since 1990. The company is located at 4702 Upshur St. Bladensburg MD, 20710 and consist of 6,080 square feet of office and storage space. Chairman, Frank Chiaramonte asked company official present at the meeting the number of apprentices the company planned to hire and the provider for related instruction. The official responded that the company planned to immediately hire one (1) apprentice, who be a DC resident; official also noted that related instruction for apprentices will be provided in-house at the company's facility. The company's proposed apprenticeship standards were approved unanimously.

**C&R Custom Paint, LLC**

C&R Custom Paint, LLC applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupations of Painting and Drywall and has been in business since 2006. The company is located at 100 Street SE, Suite 600, Washington DC, 20003 and consists of 220 square feet of office space. Chairman Chiaramonte asked company official present at the meeting about the company's high EMR rating. Officials provided information about an accident that occurred on a project in 2022 and that the company had taken additional safety measures going forward. Officials also noted that the company planned to hire two (2) apprentices; one (1) apprentice for each occupation area. The company's proposed apprenticeship standards were approved unanimously.

**Samaritan Inns, Inc.- Employer Acceptance Agreement**

Samaritan Inns, Inc. applied for apprenticeship registration approval consideration under Dr. Masica Jordan Apprenticeship Standards for the occupation of Peer Recovery Specialist and has been in business since 1986. The company is located at 2523 14<sup>th</sup> St NW, Washington DC, 20009 and consist of 2,025 square feet of office and storage space. The company proposed Employer Acceptance Agreement was approved unanimously.

**Complete Mechanical & Electrical Solutions, LLC- Employer Acceptance Agreement**

Complete Mechanical & Electrical Solutions, LLC applied for apprenticeship registration approval consideration approval under Independent Electrical Contractors (IEC) Apprenticeship Standards for the occupation of Electrical and has been in business since 2011. The company is located at 4640 Wedgewood Blvd, Suite 109, Frederick, Maryland 21703 and consists of 5,400 square feet of office and warehouse space. It was noted that the company was performing work as a subcontractor on a District government assisted project. Chairman Chiaramonte asked company official

present at the meeting whether the company have enough projects to maintain apprentices' employment and training activities in the trade area. Officials responded that the company had enough projects to maintain apprentices in the program. Officials also noted that the company planned to immediately hire one (1) DC resident apprentice. The company's proposed employer acceptance agreement was approved unanimously.

### **Hardhat Workforce Solutions DC- Employer Acceptance Agreement**

Hardhat Workforce Solutions DC applied for apprenticeship registration approval consideration approval under the Independent Electrical Contractors (IEC) Apprenticeship Standards for the occupation of Electrical and has been in business since 2002. The company is located at 14120 Parke Long Court, Suite #113, Chantilly, Virginia 20151. Council member Leroy Watson asked a company official present at the meeting to explain the high number of worker compensation claims over a three (3) year period. Officials provided response to the worker compensation claims and that the claims were resolved. It was also noted that the company has a registered apprenticeship program in the State of North Carolina and that the company is committed to hiring three (3) DC resident apprentices in the trade area. The company's proposed employer acceptance agreement was approved unanimously.

### **Forest Hills of DC- Recertification**

Forest Hills of DC applied for recertification approval as an individual apprenticeship sponsor for the occupation of Advanced Certified Nursing Assistant and has been in business since 1889. The company is located at 4901 Connecticut Ave, NW, Washington DC 20008. It was noted that during the company's apprenticeship registration with the Office of Apprenticeship in 2021, the company hired fifteen (15) apprentices, in which twelve (12) apprentices were DC residents. Also, twelve (12) DC residents completed their apprenticeship in the occupation area. The company's proposed apprenticeship standards were approved unanimously for recertification.

### **Robinsons, LLC**

Robinsons, LLC applied for recertification approval as an individual apprenticeship sponsor for the trade of Electrician and has been in business since 2013. The company is located at 53 Danbury Street, SW, Washington, DC 20032 and consists of 400 square feet of office and storage space. It was noted that the company registered as an apprenticeship sponsor with the District since 2021, During the apprenticeship registration period, the company hired twelve (12) apprentices, all DC residents in the trade are. It was also noted that six (6) apprentices were terminated for cause and one (1) apprentice is scheduled to graduate in June 2025. Although it was noted that the company currently had six (6) apprentices, of which five (5) are DC residents, Council member Leroy Watson expressed concern that no apprentices had graduated during the registration period of the company's program. Officials of the company present at the meeting noted that five (5) of the current apprentices were in their second and third year of the program and expressed confidence that those apprentices will complete their

apprenticeship in the trade. The company's proposed revised apprenticeship standards were approved unanimously for recertification.

### **Pillar Construction, Inc.- Recertification**

Pillar Construction, Inc. applied for recertification approval as an individual apprenticeship sponsor for the trade of Drywall Applicator and has been in business since 1995. The company is located at 5649-S General Washington Drive, Fairfax Virginia 22032 and consist of 19,000 square feet of office and storage space. It was noted that the company had been registered as an apprenticeship sponsor with the District since 2020. It was also noted that during the program registration period the company hired twelve (12) apprentices; however, nine (9) apprentices dropped from the program within ten (10) months into the program and one (1) apprentice completed the apprenticeship training and is still employed with company. The company's proposed revised apprenticeship standards were tabled for approval consideration, based on the company's inability to satisfactorily respond to Apprenticeship Council members' questions on the company's plan to hire more apprentices and retain apprentices towards completion of the program.

### **Charles Mann Contracting, LLC- Recertification**

Charles Mann Contracting, LLC applied for recertification approval as an individual apprenticeship sponsor for the trade of Electrician and has been in business since 2013. The company is located at 3215 Martin Luther King Jr. Avenue S.E., Washington, DC 20032 and consists of 5000 square feet of office and storage space. It was noted that the company had been registered as an apprenticeship sponsor with the District in 2020. It was also noted that during the registration period, the company hired twenty-one (21) DC residents as apprentices; nine (9) apprentices dropped from the program, three (3) apprentices were terminated for cause and nine (9) apprentices successfully completed their apprenticeship training and remain with the company. The company's proposed revised apprenticeship standards were approved unanimously for recertification.

### **BuildWithin, Inc.- Amendment**

BuildWithin, Inc applied for amendment approval consideration of its current apprenticeship standards to add the occupations of Machine Learning Data Curator and AI Data Annotator and has been in business since 2021. The company is located at 900 19<sup>th</sup> Street, N.W., 6<sup>th</sup> Floor, Washington, DC 20006 and consists of 2,000 square feet of office and storage space. The company's proposed amendment to its apprenticeship standards was approved unanimously.

### **Apprenticeship Office Update**

Program Manager, Lewis Brown reported out that DOES hosted a Signing Day event held at Howard University campus where 23 high school graduating seniors successfully completed a youth apprenticeship training initiative at Howard University Hospital in the healthcare occupation areas. All completers of the training received letters of intent



for direct entry to the hospital's registered apprenticeship program. The successful youth apprentices were graduates from Cooledge, Anacostia, Eastern, HD Woodson Senior High Schools; also including Idea, E.L. Haynes and Maya Angelou Public Charter High Schools.

Mr. Brown also noted that the Office of Apprenticeship coordinated a youth apprenticeship initiative in partnership with Buildwithin, in which seven (7) high seniors will be enrolled to receive training in Artificial Intelligence. Completers of the training will also receive letters of intent for direct entry to registered apprenticeship. The high school senior participants of this youth apprenticeship initiative were from Eastern Senior High School, Capital City and E.L. Haynes Public Charter Schools.

Mr. Brown informed Apprenticeship Council members that he attended this year's Eastern Seaboard Apprenticeship Conference (ESAC) conference, held in Charleston, South Carolina during the week of May 19<sup>th</sup> through May 23, 2025. Mr. Brown participated in one of several panel sessions during the week. The panel session Mr. Brown participated in was on Pathway to Public Service, linking registered apprenticeship with government agencies. Mr. Brown shared the success of his office partnerships with twelve (12) government agencies participating in registered apprenticeships.

Mr. Brown provided updates on construction of the Capital One project and noted that progress was being made on the apprenticeship hours for DC resident apprentices performing work on the project. He also noted that the weekly meeting sessions with Clark Construction team were also very helpful.

**Old Business:**

None

**New Business:**

None

**Adjournment:**

Chairman Chiaramonte called for adjournment of the meeting. Council member Lanning made a motion to adjourn the meeting and seconded by Council member Watson. Meeting adjournment at 5:43pm



## D.C. APPRENTICESHIP COUNCIL MEETING

Thursday August 14, 2025

Chairman, Frank Chiaramonte called the meeting to order at 4:07P.M. and requested roll call. Mr. Lewis Brown, Program Manager, took roll call and reported that the meeting had a quorum. Chairman Chiaramonte asked Apprenticeship Council members to review the minutes of May 29, 2025 meeting and to make a motion. Council member Bill Dean made a motion to accept the minutes as written. Council member Leroy Watson seconded the motion. Motion was carried unanimously.

### Apprenticeship Councilmembers in attendance

Apprenticeship Council Members in attendance	Apprenticeship Council Members not present
Bill Dean, Employer Representative	John Xanthos, Employer Representative
Frank Chiaramonte, Employer Representative	Courtland Cox, Public Representative
Steve Lanning, Employee Representative	
Leroy Watson , Employee Representative	

### Apprenticeship Standards Approved

The Following Apprenticeship Standards and Employer Acceptance Agreements were presented and approved:

Company	Trade	Company Rep.	ATR	Motion	Second
CAP Innovation Design, LLC	Drywall Applicator	Brenda Gonzalez	DeSean Lawson	Watson	Dean

<b>Millennium Pool Construction, LLC</b>	Swimming Pool Builder	Chris Wilson	DeSean Lawson	Watson	Chiaramonte
<b>DCHA Program Services Company, Inc.</b>	Certified Medical Assistant, Patient Care Technician, Senior Clinical Operations Rep, and Certified Nurse II Team Lead	Christian Jones	DeSean Lawson	Lanning	Dean
<b>Whittman-Walker Health</b>	Certified Medical Assistant	Naseema Shall	DeSean Lawson	Lanning	Charamonte
<b>Children National Hospital</b>	Patient Care Technician	Sonya Peoples	DeSean Lawson	Dean	Lanning
<b>Stoddard Baptist Nursing Home</b>	CNA II Team Lead	Mary Savoy	DeSean Lawson	Watson	Lanning
<b>Columbia Woodworking, LLC</b>	Carpentry	Dena Nihart	Alletta Sampson	Watson	Lanning
<b>Schmidt's Electrical Enterprises P.C.</b>	Electrician	Erik Schmidt	Alletta Sampson	Dean	Watson
<b>International Union of Operating Engineers Local No.99A</b>	Stationary Engineer	Mark R. Brandt	Alletta Sampson	Dean	Lanning
<b>Pillar Construction, Incorporated</b>	Drywall	Quanetta Lewis	Larry Greenhill	Dean	Watson

<b>Independent Electrical Contractors, Chesapeake Chapter</b>	Revise the number of hours for the Telecommunications Technician	Grant Shmelzer	Larry Greenhill	Dean	Watson
<b>Plumbers and Pipefitters Union Local No.5</b>	Reduce the number of On-the-Job learning hours	Christopher Biondi	Larry Greenhill	Dean	Watson

The following Apprenticeship Standards and Employer Acceptance Agreements were presented for approval consideration.

**CAP Innovation Design, LLC.**

CAP Innovation Design, LLC. applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation Drywall Applicator and has been in business since 2016. The company is located at 730 24<sup>th</sup> Street, NW Suite #5, Washington, DC 20037 and consists of 2,000 square feet of office and storage space. It was noted that the company was initially registered as an apprenticeship Sponsor with D.C. Office of Apprenticeship in 2023 and was subsequently deregistered in 2024 due to in-activity training over 1 (one) year period. It was also noted that the company was recently awarded contracts to perform work as a subcontractor on two (2) District government assisted projects to begin in October. Chairman Chiamonte asked company official present at the meeting whether the company had the ability to both hire and retain apprentices to complete their apprenticeship training. Official responded that the company learned from its initial registration and has the ability retain apprentices who will be hired in the trade area. Council member Leroy Watson asked the company official about the number of apprentices the company plans to hire. Official responded that the company planned to immediately hire two (2) DC residents as apprentices in that trade area. The company's proposed apprenticeship standards were approved unanimously.

**Millennium Pool Construction, LLC**

Millennium Pool Construction, LLC applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupations of Swimming Pool Builder and has been in business since 2014. The company is located at 5560 Port Royal Road, Springfield Virginia, 22151 and consists of 2,000 square feet of office space and storage space. It was noted that the company was performing work as a subcontractor on the Capitol One project. Council member Watson asked company officials present at the meeting the number of apprentices the company planned to hire. Official responded that the company planned to immediately hire one (1) DC resident as an apprentice in the trade area. Council member Steve Lanning asked company officials whether the company had other projects in the District. Official responded that the

company did not currently have any other projects in the District; however, the official noted that the company had other projects outside the city to maintain the employment and training for apprentices hired. The company's proposed apprenticeship standards were approved unanimously.

#### **DCHA Program Services Company, Inc.**

The District of Columbia Health Association Program Services Company, Inc. applied for apprenticeship registration approval consideration as an intermediary apprenticeship sponsor for the occupations of Certified Medical Assistant, Patient Care Technician, Senior Clinical Operations Rep, and Certified Nurse II Team Lead and has been in business since 1985. The organization is located at 1115 15<sup>th</sup> Street, N.W., Suite 900, Washington, DC 20005 and consists of 6,168 square feet of office and meeting space. It was noted that the organization, working with employer partners in the healthcare industry were committed to immediately hiring fifteen (15) apprentices in the healthcare occupation areas. The company's proposed apprenticeship standards were approved unanimously.

#### **Whittman-Walker Health Employer Acceptance Agreement**

Whittman-Walker Health applied for apprenticeship registration approval consideration under DCHA Program Services Company, Inc. apprenticeship standards for the occupation of Certified Medical Assistant and has been in business since 1973. The company is located at 1525 14<sup>th</sup> Street. NW, Washington DC, 20005, and 1201 Sycamore Drive SE, Washington, DC 20032. Both facilities of the company consist of 42,000 square feet of office space. It was noted at the meeting that the company currently has two (2) D.C. residents, who will be registered as apprentices in the occupation area. The company's proposed Employer Acceptance Agreement was approved unanimously.

#### **Children National Hospital - Employer Acceptance Agreement**

Children National Hospital applied for apprenticeship registration approval consideration approval under DCHA Program Services Company, Inc. apprenticeship standards for the occupation of Patient Care Technician and has been in operation since 1977. The hospital is located at 111 Michigan Avenue NW, Washington, DC 20010 and consists of 570,000 square feet of office, laboratory, administrative, and support spaces. In addition, the hospital has an additional 230,000 square feet dedicated to structured parking. The hospital proposed Employer Acceptance Agreement was approved unanimously.

#### **Stoddard Baptist Nursing Home - Employer Acceptance Agreement**

Stoddard Baptist Nursing Home applied for apprenticeship registration approval consideration under DCHA Program Services Company, Inc. apprenticeship standards for the occupation of Certified Nursing Assistant II Team Lead and has been in business since 2016. The company is located at 1818 Newton Street, NW, Washington, DC 20010. The facilities of this company consist of 74,824 square feet of office and storage space. Company's proposed Employer Acceptance Agreement was approved unanimously.

### **Columbia Woodworking, LLC - Employer Acceptance Agreement**

Columbia Woodworking LLC applied for apprenticeship registration approval consideration under the Associated Builders and Contractor (ABC) of Metro Washington apprenticeship standards for the occupation of Carpenter and has been in business since 1978. The company is located at 935 Brentwood Road, NE, Washington, DC 20018 and the facilities consist of 40,000 square feet of manufacturing, office, and storage space. It was noted that the company recently hired a DC resident, who will be registered as an apprentice in the trade area. The company proposed Employer Acceptance Agreement was approved unanimously.

### **Schmidt's Electrical Enterprises P.C.**

Schmidt's Electrical Enterprises P.C. applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation Electrician and has been in business since 2023. The company is located at 2811 Pennsylvania Avenue S.E., Suite 201, Washington D.C. 20032 and the facility consists of 800 square feet of office and storage space. It was noted that the company recently hired a DC resident, whom they plan to register as an apprentice in the trade area. The company proposed Apprenticeship Standards was approved unanimously.

### **International Union of Operating Engineers Local No.99A - Recertification**

International Union of Operating Engineers Local No.99A applied for recertification approval as an individual apprenticeship sponsor for the trade of Stationary Engineer and has been registered with the D.C. Apprenticeship Council since 1947. The organization is located at 9315 Largo West Drive, Upper Marlboro, Maryland 20774 and the facilities consist of 9,000 square feet of office, classroom and storage space. It was noted that the union had registered 144 apprentices over the past ten (10) years. It was also noted that officials of the union were working with the Office of Apprenticeship to increase the number of DC resident apprentices in their organization. The union's proposed revised apprenticeship standards were approved unanimously.

### **Pillar Construction, Incorporated - Recertification**

Pillar Construction, Incorporated, applied for recertification approval as an individual apprenticeship sponsor for the trade of Drywall Applicator and has been in business since 1995. The company is located at 5649-S General Washington Drive, Fairfax, Virginia 22032 and the facility consists of 19,000 square feet of office and storage space. It was noted that the company's proposed revised apprenticeship standards were tabled for approval consideration at the May 29, 2025 Apprenticeship Council meeting, based on the company's inability to satisfactorily respond to Apprenticeship Council members' questions on the company's plan to hire more apprentices towards completion of the program. Since the prior Apprenticeship Council meeting, the company hired five (5) District residents to be registered as apprentices in the trade area. The company's proposed revised apprenticeship standards were approved unanimously for recertification.

### **Independent Electrical Contractors, Chesapeake Chapter - Amendment**

Independent Electrical Contractors, Chesapeake Chapter applied for amendment approval consideration of its current apprenticeship standards to revise the number of hours for the Telecommunications Technician on-the-job training during the program training period. The proposed amendment was approved unanimously.

### **Plumbers and Pipefitters Union Local No.5. - Amendment**

Plumbers and Pipefitters Union Local No.5. applied for amendment approval consideration of its current apprenticeship standards to revise the number of hours for the Plumber trade on-the job training during the program training period. The proposed amendment was approved unanimously.

### **Apprenticeship Office Update**

Mr. Lewis P. Brown, Program Manager, reported out that Howard University Hospital officially registered eleven (11) Youth Apprentices, who successfully completed their pre-apprenticeship training initiative as full-time registered apprentices.

Mr. Brown also reported that his office coordinated two (2) pre-apprenticeship training initiatives with the Plumbers Union Local No.5 and Steamfitters Union Local No. 602 to assist DC residents to meet apprenticeship eligibility for direct entry as Step-Up apprentices. The Plumbers Union accepted 12 DC residents, in which all residents completed the training and are being placed on District government assisted projects, including the Capitol One project. The Steamfitters Union accepted 11 DC residents, who were continuing their training.

Mr. Brown provided update on this office continued monitoring of the Capitol One construction project for apprenticeship compliance. Mr. Brown noted that the recent report of the project monitoring confirmed that over 45% of apprenticeship hours were performed by DC residents. Mr. Brown also noted that Clark Construction was working very closely with his office to ensure all subcontractors selected for the project comply with the apprenticeship requirements.

The Department of Employment Services coordinated a second cohort of the Pathway to Public Service Apprenticeship Program to expand DC resident HBCU graduates to be selected as registered apprentices, employed as public servants with DC government agency apprenticeship sponsors. The second cohort will consist of 19 new apprentices.

### **Old Business:**

None

### **New Business:**

None

**Adjournment:**

Chairman Chiaromonte asked for adjournment of the meeting. Council member Lanning made a motion to adjourn the meeting and seconded by Council member Dean. The meeting was adjourned at 5:30 P.M.







## D.C. APPRENTICESHIP COUNCIL MEETING

Thursday September 25, 2025

Chairman, Frank Chiaramonte called the meeting to order at 4:07 P.M. and requested roll call. Mr. Lewis Brown, Program Manager, took roll call and reported that the meeting had a quorum. Chairman Chiaramonte asked Apprenticeship Council members to review the minutes of August 14, 2025 meeting and to make a motion. Council member Steve Lanning made a motion to accept the minutes as written. Council member John Xanthos seconded the motion. Motion was carried unanimously.

### Apprenticeship Councilmembers in attendance

Apprenticeship Council Members in attendance	Apprenticeship Council Members not present
Bill Dean, Employer Representative	Courtland Cox, Public Representative
Frank Chiaramonte, Employer Representative	
Steve Lanning, Employee Representative	
Leroy Watson , Employee Representative	
John Xanthos, Employer Representative	

The Following companies/organizations' Apprenticeship Standards and Employer Acceptance Agreements were presented for approval consideration:

Company	Trade	Company Rep.	ATR	Motion	Second
American Automatic Sprinkler Company, Inc	Sprinkler Fitter	Ms. Felicitas Cervantes	DeSean Lawson	Dean	Chararimonte

<b>Ingenuity Pre Public Charter School</b>	K- 12 Teacher	Julia Crusor	DeSean Lawson	Dean	Lanning
<b>Harmony DC Public Charter School</b>	K- 12 Teacher	Muhammet Turkey	DeSean Lawson	Dean	Xanthos
<b>Thurgood Marshall Academy Public Charter School</b>	K-12 Teacher	Malika Mays	DeSean Lawson	Dean	Chiaramonte
<b>Appletree Early Learning Public Charter School</b>	K-12 Teacher	Crystal Hill	DeSean Lawson	Lanning	Dean
<b>Blue Jay Construction, LLC</b>	Drywall Applicator	Johne Mendez	Alletta Sampson	Lanning	Watson
<b>Emerald Ironworks, Inc</b>	Ironworks	Justin Piggot	Alletta Sampson	Dean	Xanthos
<b>CBE Glass, LLC</b>	Glazing	Rachid Diany	Alletta Sampson	Chiaramonte	Dean
<b>Cornerstone Mechanical Solution, Inc.</b>	HVAC and Plumbing	Mark McCormic	Alletta Sampson	Dean	Xanthos
<b>JL Edward Enterprises, LLC</b>	Carpentry and Concrete Form Builders	Miguel Robles	Alletta Sampson	Watson	Xanthos
<b>Prestige Group Incorporated</b>	Concrete Form Builder	Salvador Zelaya	Larry Barnes	Lanning	Chiaramonte

<b>Steel Pro, Inc</b>	Ironworker	Roula Abousaleh	Larry Greenhill	Dean	Chiaramonte
<b>Anderson Mechanical Services, LLC</b>	Plumber	Patrick Doering	Larry Greenhill	Dean	Lanning

**American Automatic Sprinkler Company, Inc**

American Automatic Sprinkler Company, Inc. applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation Sprinkler Fitter and has been in business since 1976. The company is located at 3149 Drapper Drive, Fairfax, VA 22031. The facilities of this company consist of 52,000 square feet of office, storage and shipping space. It was noted that the company was initially registered as an apprenticeship sponsor with D.C. Office of Apprenticeship office in 2022 and was subsequently deregistered in 2023 due to no training activity over a one (1) year period. It was also noted that the company recently hired two (2) DC residents, who will be registered as apprentices in the trade area company pending approval. It was also noted that the company was selected as a subcontractor for the Capital One project. The company’s proposed apprenticeship standards were approved unanimously.

**Ingenuity Prep Public Charter School- Employer Acceptance Agreement**

Ingenuity Prep Public Charter School applied for apprenticeship registration approval consideration under The Office of State Superintendent for Education (OSSE) for the occupation K-12 Teacher and has been in operation since 2013. The school is located at 4600 Livingston Road SE, Washington, DC 20032. The facilities of this school consist of 72,586 square feet of office, classroom and storage space. It was noted that the school hired two (2) DC residents, who will be registered as apprentices during the academic year. Council member Steve Lanning asked school official present at the meeting about the provider for related instruction. The school official responded that the University of District of Columbia will be the provider for related instruction and the tuition for apprentices will be free of charge. The school’s proposed Employer Acceptance Agreement was approved unanimously.

**Harmony DC Public Charter School-Employer Acceptance Agreement.**

Harmony DC Public Charter School applied for apprenticeship registration approval consideration under The Office of State Superintendent for Education (OSSE) for the occupation K-12 Tescher and has been in operation since 2014. The school is located at 62 T Street, NE, Washington, DC 20002. The facilities of the school consist of 20,000 square feet of office, classroom and storage space. The school’s proposed Employer Acceptance Agreement was approved unanimously.

### **Thurgood Marshall Academy Public Charter School- Employer Acceptance Agreement**

Thurgood Marshall Academy Public Charter School applied for apprenticeship registration approval consideration under The Office of State Superintendent for Education (OSSE) apprenticeship standards for the occupation K-12 Teacher and has been in operation since 1973. The school is located at 2427 Martin Luther King, Jr. Drive SE, Washington, DC 20020. The facilities of this school consist of 59,505 square feet of office, classroom and storage space. The school's proposed Employer Acceptance Agreement was approved unanimously.

### **Appletree Early Learning Public Charter School - Employer Acceptance Agreement**

Appletree Early Learning Public Charter School applied for apprenticeship registration approval consideration approval under The Office of State Superintendent (OSSE) Employer Acceptance Agreement for the occupation of K-12 Teacher and has been in operation since 1996. The school is located at 1801 Mississippi Avenue, SE, Washington DC, 20020. The facilities of this school consist of 26,412 square feet of office, classroom and storage space. The school's proposed Employer Acceptance Agreement was approved unanimously.

### **Blue Jay Construction, LLC**

Blue Jay Construction, LLC applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation Drywall Applicator and has been in business since 2016. The company is located at 15071 Lindenberry Lane, Dumfries, VA 22025. The facility of this company consists of 1,000 square feet of office and storage space. It was noted that the company planned to immediately hire one (1) DC resident in the trade area. Chairman Chiaramonte asked company official present at about the provider apprenticeship related instruction. Company official responded that the Associated Builders and Contractors (ABC), Metro will be the provider for their apprentices' related instruction. The company's proposed apprenticeship standards were approved unanimously.

### **Emerald Ironworks, Inc.**

Emerald Ironworkers, Inc. applied for apprenticeship registration approval consideration as an individual apprenticeship sponsor for the occupation of Ironwork and has been in business since 1984. The company is located at 14861 Persistence Drive, Woodbridge, VA 22191. The facility of this company consists of 25,000 square feet of office and shop space. It was noted that the company planned to immediately hire two (2) to three (3) DC residents as apprentices in the trade area. Council member Steve Lanning commended the company for having a very low EMR rating, considering the trade area. The company's proposed apprenticeship standards were approved unanimously.

### **CBE Glass, LLC**

CBE Glass LLC applied for apprenticeship registration approval consideration as individual apprenticeship sponsor for the occupation of Glazer and has been in business since 2022. The company is located at 9200 Hampton Overlook, Capitol Heights, Maryland 20743. The facility of this company consists of 5,000 square feet of office and storage space. The company proposed apprenticeship standards were approved unanimously.

### **Cornerstone Mechanical Solution, Inc- Employer Acceptance Agreement**

Cornerstone Mechanical Solution, Inc applied for apprenticeship registration approval consideration under the Associated Builders and Contractors (ABC) of Metro Washington apprenticeship standards for the occupations of HVAC and Plumber and has been in business since 2018. The company is located at 80 M Street, SE., Suite #252, Washington, DC 20003 and consists of 1,150 square feet of office and storage space. It was noted that the company recently hired two (2) D.C. residents, whom the company planned to register as apprentices in the trade areas. The company proposed Employer Acceptance Agreement was approved unanimously.

### **JL Edwards Enterprises, LLC- Employer Acceptance Agreement**

JL Edwards Enterprises, LLC applied for apprenticeship registration approval consideration under the Associated Builders and Contractors of Metro Washington apprenticeship standards for the occupation of Carpenter and has been in business since 2008 and consists of 1,700 square feet of office and storage space. It was noted that the company hired two (2) District residents, whom the company planned to register as apprentices in the trade area. The company proposed Employer Acceptance Agreement was approved unanimously.

### **Prestige Group Incorporated**

Prestige Group Incorporated applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Concrete Form Builder and has been in business since 2005. The company is located at 700 12<sup>th</sup> Street, N.W. Washington, D.C. 20005 and consists of 1,000 square feet of office and storage space. It was noted that the company was initially registered as an apprenticeship sponsor with the DC Office of Apprenticeship in 2020 and was subsequently deregistered for non-activity in apprenticeship training. It was also noted that during the registration period, the company hired two (2) DC residents as apprentices, who voluntarily dropped from the program. Company officials present at the meeting expressed their ability to retain on-going training activities for apprentices, given another opportunity for registration approval. Officials also noted that two (2) DC residents were currently employed with the company, who they planned to register as apprentices in the trade area and will work to retain the apprentices to complete the training. The company's proposed apprenticeship standards were approved unanimously.

## **Steel Pro, Inc**

Steel Pro, Inc applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Ironworker and has been in business since 2018. The company is located at 611 West Ostend Street, Baltimore, Maryland 21230 and consists of 35000 square feet of office and storage space. It was noted that company is committed to immediately hiring one (1) apprentice. The company proposed apprenticeship standards were approved unanimously.

## **Anderson Mechanical Services, LLC- Amendment**

Anderson Mechanical Services, LLC applied for amendment approval consideration of its current Employer Acceptance Agreement to add the trade of Plumber under ABC Metro Apprenticeship standards. Company officials present at the meeting noted that the company planned to hire two (2) DC residents in the new trade the trade area and gave assurances to retain the apprentices to complete their apprenticeship training. The proposed amendment was approved unanimously.

## **Apprenticeship Office Update**

Mr. Vincent Orange, Youth Apprenticeship Program Coordinator, announced that his office was in the process of coordinating recruitment for the school year 2025/2026 youth apprenticeship training cohort. Mr. Orange noted that he would be meeting with high school students from Eastern and HD Woodson Senior High Schools, Luck C. Moore Academy. He also noted that the youth apprenticeship initiatives were continuing to expand apprenticeship opportunities for DC resident high school graduates towards direct entry to registered apprenticeship programs.

Mr. Orange also reported that an MOU had been executed between DOES and Howard University Hospital, in which 44 DC high school students had signed up for youth apprenticeship training. Forty (40) students selected, successfully completed 200 hours of training and twenty-two (22) received offer letters for direct entry to registered apprenticeship. Eleven (11) students were accepted with the hospital faculty practice plan, which is the out-patient service and eleven (11) other students were accepted for the in-service patient care service. In addition, Mr. Orange noted that Howard University would be hiring a full-time workforce coordinator for its youth apprenticeship initiative and registered apprenticeship program to have total oversight and success of the training initiatives.

Mr. Orange further noted that Buildwithin, Inc. provided youth apprenticeship training for six (6) DC resident students in the Artificial Intelligent (AI) field and accepted two (2) completers of the training for direct entry to registered apprenticeship.

Mr. Lewis Brown, Program Manager, reported-out that the apprenticeship hours for DC residents employed at the Capital One project continues to hover between 47% to 50% consistently. Mr. Brown credited his staff monitoring efforts of the project by maintaining communication and meetings with Clark Construction, tracking activities on subcontractors performing work on the project. Mr. Brown also credited the

Plumbers and Steamfitters Unions working with office to provide pre-apprenticeship training for DC residents to meet eligibility requirements and direct entry into their apprenticeship program. The Plumbers Union in particular accepted 12 DC residents for pre-apprenticeship training, in which all completed and were accepted as Step-up apprentices; many of those residents were employed on the project in the trade area.

Mr. Brown noted that his office's weekly information sessions coordinated by his office had been very successful, leading DC residents toward registered apprenticeships. He noted that over 600 residents attended the virtual sessions since May 2025 and over sixty-five (65) residents were hired as apprentices by attending apprenticeship hiring events that were subsequently coordinated by the office.

**Old Business:**

None

**New Business:**

Mr. Lewis Brown announced that he received information from the DOES' First Source Office that there was an amendment of the First Source Law to further lower the apprenticeship hours for the planned football stadium project 10%. Mr. Brown noted that he had not seen the amendment in writing; however, he would share the document once he receives a copy.

Mr. Brown congratulated Chairman Chiaramonte for graduating DC residents, who successfully completed his company's apprenticeship program to journey-workers earlier in the year.

Mr. Brown introduced two (2) members appointed by Mayor Bowser to service on the DC Apprenticeship Council as Public Representatives. M. Eric Jones and Mr. Eric Powell will serve on the Apprenticeship Council at next meeting.

**Adjournment:**

Chairman Chiaramonte asked for adjournment of the meeting. Council member Lanning made a motion to adjourn the meeting and seconded by Council member Dean. The meeting adjournment at 5:30pm







**D.C. APPRENTICESHIP COUNCIL MEETING**

**Thursday December 4, 2025**

Chairman, Frank Chiamonte called the meeting to order at 4:15 P.M. and requested roll call. Mr. Lewis Brown, Program Manager, took roll call and reported that the meeting had a quorum. Chairman Chiamonte asked Apprenticeship Council members to review the minutes of September 25, 2025 meeting and to make a motion. Council member Steve Lanning made a motion to accept the minutes as written. Council member Eric Powell seconded the motion. Motion was carried unanimously.

**Apprenticeship Councilmembers in attendance**

<b>Apprenticeship Council Members in attendance</b>	<b>Apprenticeship Council Members not present</b>
Eric Powell, Public Representative	Bill Dean, Employer Representative
Frank Chiamonte, Employer Representative	John Xanthos, Employer Representative
Steve Lanning, Employee Representative	Leroy Watson, Employee Representative
Courtland Cox, Public Representative	

**Apprenticeship Standards Approved**

The Following Apprenticeship Standards and Employer Acceptance Agreements were presented and approved:

<b>Company</b>	<b>Trade</b>	<b>Company Rep.</b>	<b>ATR</b>	<b>Motion</b>	<b>Second</b>	<b>O p p o s e d</b>
<b>Cedar Hill Regional Medical Center</b>	Patient Care Technician	Anthony B. Coleman	DeSean Lawson	Powell	Lanning	

<b>Affinity Community Development, Inc</b>	HVAC, Plumbing and Electrician	Mateen Abdullah	DeSean Lawson	Lanning	Chiaramonte	
<b>CM Construction, Inc</b>	Drywall Applicator	Nayela Alvarez	Larry Greenhill	Lanning	Cox	
<b>L. Clarke Electric, LLC</b>	Electrician	Levar Clarke	Alletta Sampson	Chiaramonte	Powell	
<b>DC Department of Forensic Science</b>	Management Analyst	Nina Mason	Alletta Sampson	Lanning	Chiaramonte	
<b>HS Solution, LLC</b>	Telecommunication	Daniel Rosenzweig	Alletta Sampson	Cox	Lanning	
<b>DC Department of Human Resources</b>	Program Analyst, Investigator, Program Coordinator, Disease Investigator, Public Health Advisor, Program Support Specialist, IT Specialist, Contract Specialist, Asset Specialist, Management Analyst, HR Specialist, Workforce Development and Park Ranger.	Nina Mason	DeSean Lawson	Cox	Powell	
<b>DC Office of Chief Technology Officer</b>	IT Specialist (Security)	Nina Mason	DeSean Lawson	Cox	Powell	
<b>DC Department of Building</b>	Program Support Specialist	Nina Mason	DeSean Lawson	Cox	Powell	

<b>DC Department of Parks and Recreation</b>	Human Resource Specialist and Park Ranger	Nina Mason	DeSean Lawson	Cox	Powell
<b>DC Office of Contracts and Procurements</b>	Contract Specialist and Program Analyst	Nina Mason	DeSean Lawson	Cox	Powell
<b>DC Department of General Services</b>	Program Analyst and Asset Specialist	Nina Mason	DeSean Lawson	Cox	Powell
<b>DC Department of Employment Services</b>	Program Analyst, IT Specialist and Workforce Development Specialist.	Nina Mason	DeSean Lawson	Cox	Powell
<b>DC Office of State Superintendent of Education</b>	Master's degree for K-12 Teacher occupation	Sean Elliott	DeSean Lawson	Lanning	Cox

The following Apprenticeship Standards and Employer Acceptance Agreements were presented for approval consideration.

### **Cedar Hill Regional Medical Center-Employer Acceptance Agreement**

Cedar Hill Regional Medical Center applied for apprenticeship registration approval consideration under DCHA program Services Company, Inc, Apprenticeship Standards for the occupation of Primary Care Technician and has been in business since April 2025. The organization is located at 1200 Pecan Street SE, Washington, DC 20032. The facility of this organization consists of 477,000 Square feet of office and storage space. The company Proposed Employer Acceptance Agreement was approved unanimously.

### **Affinity Community Development, Inc**

Affinity Community Development, Inc applied for apprenticeship registration approval consideration as an individual sponsor for the occupations of HVAC, Plumbing and Electrician and have been in business since 2019. The organization is located at 2611 Antler Court, Sliver Spring, MD 20904. The facilities of this company consist of 1,175 square feet of office and storage space. It was noted that the company has one DC resident employed who they plan to register as an apprentice in their Electrical trade. It was also noted that the company would be working with the Office of Apprenticeship to assist with recruiting eligible DC residents for their Plumbing and HVAC occupations The company's proposed apprenticeship standards were approved unanimously.

### **CM Construction, Inc.**

CM Construction, Inc. applied for apprenticeship registration approval consideration as an individual sponsor for the occupation of Drywall Applicator and has been in business since 1996. The organization is located at 2405 Benning Road, NE, Washington, DC 20002 and consists of 2000 square feet of office and storage space. It was noted that the company recently hired a DC resident, whom they plan to register as an apprentice in the trade area. The company's proposed apprenticeship standards were approved unanimously.

### **L. Clarke Electric, LLC- Employer Acceptance Agreement**

L. Clarke Electric, LLC applied for apprenticeship registration approval consideration under Associated Builders and Contractors of Metro Washington for the occupation Electrical and has been in business since 2015. The organization is located at 8884 Montjoy Place, Ellicott City, MD 21043. The facility of this company consists of 2,000 square feet of office and storage space. Chairman Frank Chiamonte asked company official about the number of apprentices the company planned to hire. Official responded that the company planned to immediately hire two (2) DC residents as apprentices in the trade area. The organization proposed Employer Acceptance Agreement was approved unanimously.

### **D.C. Department of Forensic Science**

D.C. Department of Forensic Science applied for apprenticeship registration approval consideration as a host apprenticeship sponsor under Pathways to Public Service Apprenticeship Program for the occupation Management Analyst. Council member Courtland Cox asked company official about the number of apprentices the company planned to hire. Official responded that the agency was committed to hiring two (2) apprentices. The agency proposed apprenticeship standards were approved unanimously.

### **HS Solutions, LLC- Recertification**

HS Solutions applied for recertification approval consideration as an individual sponsor apprenticeship sponsor for the occupation of Telecommunication Technician. The organization has been in business since 2016. The company is located at 4201 Connecticut Ave. NW, Washington D.C, 20008, Suite #650 and the facility consist of 19,000 square feet of office and storage space. It was noted that the organization accepted 28 apprentices during the past ten (10) years, in which five (5) apprentices were terminated for various reasons and two (2) quit because they found jobs else in addition, the organization graduated fifteen (15) apprentices of which

eight (8) of the graduates were District residents. It was also noted that the company currently has eight (8) apprentices with four (4) of those being District residents. The organizations proposed apprenticeship standards were approved unanimously for recertification.

### **D.C. Department of Human Recourses- Amendment**

DC Department of Human Recourses applied for amendment approval consideration of its current Apprenticeship standards to change the District of Columbia Historical Black Colleges and University (HBCU) Public Service Apprenticeship Program to “District of Columbia Government’s Pathways to Public Service Apprenticeship program. The proposed standards will also include the occupations of: Program Analyst, Investigator, Program Coordinator, Disease Investigator, Public Health Advisor, Program Support Specialist, IT Specialist, Contract Specialist, Asset Specialist, Management Analyst, HR Specialist, Workforce Development Park Ranger. The proposed amendment was approved unanimously.

### **D.C. Department of Building- Amendment**

DC Department of Building applied for amendment approval consideration of its current Apprenticeship standards to change the District of Columbia Historical Black Colleges and University (HBCU) Public Service Apprenticeship Program to “District of Columbia Government’s Pathways to Public Service Apprenticeship program. The proposed standards will also include the occupation of Program Support Specialist. The proposed amendment was approved unanimously.

### **D.C. Department of Parks and Recreation- Amendment**

DC Department of Parks and Recreation applied for amendment approval consideration of its current Apprenticeship standards to change the District of Columbia Historical Black Colleges and University (HBCU) Public Service Apprenticeship Program to “District of Columbia Government’s Pathways to Public Service Apprenticeship program. The proposed standards will also include the occupations of Program Analyst, Program Support Specialist. Human Resource Specialist and Park Ranger. The proposed amendment was approved unanimously.

### **D.C. Office of Contracts and Procurements- Amendment**

DC Department of Contracts and Procurements applied for amendment approval consideration of its current Apprenticeship standards to change the District of Columbia Historical Black Colleges and University (HBCU) Public Service Apprenticeship Program to “District of Columbia Government’s Pathways to Public Service Apprenticeship program. The proposed standards will also include the occupations of Contract Specialist and Program Analyst. The proposed amendment was approved unanimously.

### **D.C. Department of General Services- Amendment**

DC Department of General Services applied for amendment approval consideration of its current Apprenticeship standards to change the District of Columbia Historical Black Colleges and University (HBCU) Public Service Apprenticeship Program to “District of Columbia Government’s Pathways to Public Service Apprenticeship program. The proposed standards will also include the occupations of Program Analyst and Asset Specialist. The proposed amendment was approved unanimously.

### **D.C. Department of Employment Services- Amendment**

DC Department of Employment Services applied for amendment approval consideration of its current Apprenticeship standards to change the District of Columbia Historical Black Colleges and University (HBCU) Public Service Apprenticeship Program to “District of Columbia Government’s Pathways to Public Service Apprenticeship program. The proposed standards will also include the occupations of Program Analyst, IT Specialist and Workforce Development Specialist. The proposed amendment was approved unanimously. The proposed amendment was approved unanimously.

### **D.C. Office of the State Superintendent of Education (OSSE)- Amendment**

DC Office of the State Superintendent of Education (OSSE) applied for amendment approval consideration of its current Apprenticeship Standards to add a master’s degree pathway to the K-12 Teacher occupation for approval consideration. Council member Courtland Cox asked the company representative to explain the reason for amendment. Official responded that the reason for this amendment is because they have number of paired professional teacher’s aide in Washington DC that have bachelor’s degrees, but they are not in education, or they are not able to be certified in the District of Columbia to become educators. This amendment will give OSSE an opportunity to develop people who have experience and degrees in other majors beside education through one master program at UDC. Official also noted that the participants will graduate with a master’s degree in arts and teaching which will allow them to be eligible for OSSE teacher credentials and be able to teach in a classroom setting in there following year upon completion. The proposed amendment was approved unanimously.

## **Apprenticeship Office Update**

Program manager for Office of Apprenticeship Information and training Lewis Brown mention Capital One is closing out phase one of the project and staff met with first source along with the official from Clark Construction and the latest count again was 47% of all apprenticeship hours were performed by District residents. According to Clark Construction officials there's bids coming out for phase two (2) at 200 million dollars in January 2026. With Office of Apprenticeship staff monitoring and tracking the performance of all Subcontractors including CBE's we found that there are ten (10) subcontractors that are subject to monetary fines. Program Manager Lewis Brown mention there was kick off in the last week of October where it was an inter-agency gathering down the Department of Building. The topic of discussion was a massive project including four (4) parking lots that include above and underground. Department of Building is working with other District agencies for permits however the Department of building did not get into the logistics of naming a Prime contractor. Program manager Lewis Brown also noted that the work on this massive parking lot project will begin in 2027. The conversation was about how this week will accommodate the surrounding neighborhoods to ensure that there is no adversity or direct impact prior to construction. Program manager Lewis brown mention percentage of hours work by DC residents on the new Washington Commanders stadium will be 35% instead of the initial 10% that was reported previously during September 25, 2025, council meeting. Program Lewis Brown mentions that he and few of his staff attended the National Association State and Territory Apprenticeship Directors Conference in Denver in Colorado. The conference was centered around data record keeping. Initially Department of Labor was promoting a data system called Rapids. Rapids is a registered apprenticeship program information system. All states representatives attending the National Association State and Territory Apprenticeship Directors Conference mention the trouble they had experienced with Rapids database. The Department of Employment Service was considering the Rapids database but untimely decided to go with there on database called ApprenticeScope, which is working out perfectly.

## **Old Business:**

None

## **New Business:**

None

## **Adjournment:**

Chairman Chiarmonte asked for adjournment of the meeting. Council member Steve Lanning made a motion to adjourn the meeting and seconded by Council member Courtland Cox. The meeting adjournment at 5:23pm







**YOUTH APPRENTICESHIP ADVISORY COMMITTEE MEETING**

**DEPARTMENT OF EMPLOYMENT SERVICES**

**November 14, 2024 Meeting**

**AGENDA**

- I. MEETING CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF August 8, 2024 MEETING**
- IV. DOES UPDATES**
  - **Youth Apprenticeship Initiative(s)**
  - **National Apprenticeship Week Events**
- V. OLD BUSSINESS**
- VI. NEW BUSINESS**
- VII. NEXT STEPS**
- VIII. ADJOURNMENT**

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

### YOUTH APPRENTICESHIP ADVISORY COMMITTEE (YAAC)

D.C. Department of Employment Services

August 8, 2024 Meeting Minutes

#### I. CALL TO ORDER

Mr. William Dean Chairman called the to meeting order at 3:12 PM.

#### II. ROLL CALL

Program Manager, Lewis Brown took roll call of YAAC members present.

#### III. COMMITTEE ATTENDEES: – Willaims Dean, Chairman and Eric Jones

**SAFF ATTENDEE:** Lewis Brown, Kenneth Walker, Michael Taylor, Vincent Orange, Randall Shannon in addition to other OAIT staff

#### IV. DOES UPDATES:

##### Apprenticeship Office Updates

Mr. Vincent Orange, Program Analyst reported out that the agency and Office of Apprenticeship were gearing up for the 2025 Youth Apprenticeship Program (YAP) initiatives, partnering with DC Public Schools, DC Public Charter High Schools and apprenticeship sponsors. Mr. Orange also noted that all participating youth would be paid the District of Columbia minimum wage of \$17.50 per hour will allow the participants to work a maximum of 200 hours during a program period. The 2025 Youth Apprenticeship Program (YAP) will be conducted from January 2025 to June 2025 and conclude with a Signing Day Ceremony.

Mr. Orange also reported out that Howard University will again participate in the upcoming 2025 Youth Apprenticeship Program initiative in partnerships with eight (8) DC Public High Schools and DC Public Charter High Schools in the healthcare occupation areas. The participating schools include, Calvin Coolidge Senior High School, Bell Multicultural High School, Ballou STAY Opportunity Academy, Ron Brown

**YOUTH APPRENTICESHIP ADVISORY COMMITTEE MEETING**

**DEPARTMENT OF EMPLOYMENT SERVICES**

**January 30, 2025 Meeting**

**AGENDA**

- I. MEETING CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES OF November 14, 2024 MEETING**
- IV. DOES UPDATES**
  - **Youth Apprenticeship Initiative(s)**
- V. OLD BUSSINESS**
- VI. NEW BUSINESS**
- VII. NEXT STEPS**
- VIII. ADJOURNMENT**

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

## YOUTH APPRENTICESHIP ADVISORY COMMITTEE (YAAC)

D.C. Department of Employment Services

November 14, 2024 Meeting Minutes

### I. CALL TO ORDER

Mr. William Dean Chairman called the to meeting order at 3:15 PM.

### II. ROLL CALL

Program Manager, Lewis Brown took roll call of YAAC members present.

### III. COMMITTEE ATTENDEES: – Willaims Dean, Chairman, Eric Jones and Taylor White

**SAFF ATTENDEE:** Lewis Brown and Vincent Orange

### IV. DOES UPDATES:

Program Manager, Lewis Brown reported out the Department of Employment Services would be participating in the tenth anniversary of the National Apprenticeship Week celebration during the week of November 17-23, 2024. Mr. Brown noted that his office had scheduled three (3) events during the week that include:

**Apprenticeship Sponsors Shadow Day** on November 19<sup>th</sup> in which the International Brotherhood of Electrical Workers Union Local 26 and Plumbers & Gasfitters Union Local No.5 will host tours for DC Public High Students visits at their facilities.

**HBCU Public Service Program Roundtable** on November 20<sup>th</sup> that will be held at the US Department of Labor, in which the event will feature an engaging roundtable panel discussion of program participants and agency officials to share their experiences.

**YOUTH APPRENTICESHIP ADVISORY COMMITTEE MEETING**

**DEPARTMENT OF EMPLOYMENT SERVICES**

**MARCH 27, 2025**

**AGENDA**

- I. CALL TO MEETING**
- II. ROLL CALL**
- III. MINUTES OF JANUARY 30, 2025 MEETING**
- IV. DOES UPDATES**
  - Youth Apprenticeship Initiative(s)**
- V. NEXT STEPS**
- VI. ADJOURNMENT**

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

## YOUTH APPRENTICESHIP ADVISORY COMMITTEE (YAAC)

D.C. Department of Employment Services

Meeting Minutes from January 30, 2025

### I. CALL TO ORDER

Lewis Brown, Office of Apprenticeship, Information and Training began the meeting at 3:20 PM.

### II. ROLL CALL

Meeting did not have a quorum, but updates were provided.

### III. COMMITTEE ATTENDEES: – Chairman, William Dean

**SAFF ATTENDEE:** Lewis Brown, Vincent Orange

### IV. DOES UPDATES

Program Analyst, Vincent Orange provided updates on the Office of Apprenticeship, Information and Training youth apprenticeship initiatives to be implemented for Fiscal Year 2025. The youth apprenticeship initiatives will also include two (2) apprenticeship sponsors' participation and one (1) District government agency that will provide training for sixty-one (61) DC high school seniors. The high seniors will have opportunities for direct entry to registered apprenticeship and full-time career employment. Howard University will accept forty-four (44) youth participants, the Office of Unified Communication will accept twelve (12) youth and MC Dean, Inc. will accept five (5) youth. Mr. Orange further noted that 112 DC high school youth from eighteen (18) DC Public High Schools and DC Public Charter High School youth submitted applications to participate.



**YOUTH APPRENTICESHIP ADVISORY COMMITTEE MEETING**

**DEPARTMENT OF EMPLOYMENT SERVICES**

**MAY 29, 2025**

**AGENDA**

- I. CALL TO MEETING**
- II. ROLL CALL**
- III. MINUTES OF MARCH 27, 2025 MEETING**
- IV. DOES UPDATES**
  - **Youth Apprenticeship Initiative(s)**
  - **HBCU PUBLIC SERVICE APPRENTICESHIP**
- V. NEXT STEPS**
- VI. ADJOURNMENT**

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

## YOUTH APPRENTICESHIP ADVISORY COMMITTEE (YAAC)

D.C. Department of Employment Services

Meeting Minutes from March 27, 2025

### I. CALL TO ORDER

Lewis Brown, Office of Apprenticeship, Information and Training began the meeting at 3:25 PM.

### II. ROLL CALL

Burt Barnow, served as Acting Chairman of the meeting and called for roll call.

### III. COMMITTEE ATTENDEES: – Burt Barnow, Acting Chairman, Taylor White

**SAFF ATTENDEE:** Lewis Brown, Vincent Orange, Nicole Jackson-Mansch, Tyric Grooms

### IV. DOES UPDATES

Program Analyst, Vincent Orange provided updates from the January meeting on the Office of Apprenticeship, Information and Training youth apprenticeship initiative for Fiscal Year 2025. Mr. Orange noted that 112 completed applications were received, of which sixty-one (61) applications were selected for DC youth participants to begin the training between three (3) apprenticeship sponsors/employers. The participating apprenticeship sponsors/employers included Howard University, MC Dean, Inc. and the Office of Unified Communication. All successful completers of the training will receive acceptance letters from the participating apprenticeship sponsors for direct entry to registered apprenticeship. In addition, Mr. Orange announced that the Department of Employment Services will host an Apprenticeship Signing Day on

**YOUTH APPRENTICESHIP ADVISORY COMMITTEE MEETING**

**DEPARTMENT OF EMPLOYMENT SERVICES**

**AUGUST 15, 2025**

**AGENDA**

- I. CALL TO MEETING**
- II. ROLL CALL**
- III. MINUTES OF MAY 29, 2025 MEETING**
- IV. DOES UPDATES**
  - **Youth Apprenticeship Initiative(s)**
  - **HBCU PUBLIC SERVICE APPRENTICESHIP**
- V. NEXT STEPS**
- VI. ADJOURNMENT**

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

## YOUTH APPRENTICESHIP ADVISORY COMMITTEE (YAAC)

D.C. Department of Employment Services

Meeting Minutes from May 29, 2025

### I. CALL TO ORDER

Mr. Eric Joines, Acting Chairman called the meeting to order at 3:14 PM.

### II. ROLL CALL

Eric Jones, served as Acting Chairman of the meeting and called for roll call.

### III. Minutes of March 27, 2025

### IV. COMMITTEE ATTENDEES: – Eric Jones, Acting Chairman and Burt Barnow attended the meeting.

**SAFF ATTENDEE:** Lewis Brown, Tyric Grooms and Tiffany Harkless

### V. DOES UPDATES

Program Manager, Lewis Brown reported out that the Department of Employment Services (DOES) hosted a Signing Day event at Howard University campus, where 23 high school graduating seniors successfully completed a youth apprenticeship training initiative at Howard University Hospital in several healthcare occupation areas. All completers of the training received letters of intent for direct entry to the hospital's registered apprenticeship program. The successful youth apprentices were graduates from Cooledge, Anacostia, Eastern and HD Woodson Senior High Schools. It was noted that high school seniors from Idea, E.L. Haynes and Maya Angelou Public Charter High Schools also participated in the youth apprenticeship training initiative.

**YOUTH APPRENTICESHIP ADVISORY COMMITTEE MEETING**

**DEPARTMENT OF EMPLOYMENT SERVICES**

**SEPTEMBER 25, 2025**

**AGENDA**

- I. CALL TO MEETING**
- II. ROLL CALL**
- III. MINUTES OF AUGUST 15, 2025 MEETING**
- IV. DOES UPDATES**
  - **Youth Apprenticeship Initiative(s)**
  - **PRE-APPRENTICESHIP INITIATIVES**
- V. NEXT STEPS**
- VI. ADJOURNMENT**

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

## YOUTH APPRENTICESHIP ADVISORY COMMITTEE (YAAC)

D.C. Department of Employment Services

Meeting Minutes from August 15, 2025

### I. CALL TO ORDER

Chairman Bill Dean called the meeting to order at 3:20 PM.

### II. ROLL CALL

Chairman Bill Dean called for roll call of the meeting.

### III. COMMITTEE ATTENDEES: – Chairman Bill Dean, Eric Jones, Clifton Martin and Dr. William Hacker

**SAFF ATTENDEE:** Lewis Brown, Tyric Grooms and Tiffany Harkless

### IV. DOES UPDATES

Mr. Lewis P. Brown, Program Manager, reported out that Howard University Hospital officially registered eleven (11) Youth Apprentices, who successfully completed their pre-apprenticeship training initiative as full-time registered apprentices.

Mr. Brown also reported that his office coordinated two (2) pre-apprenticeship training initiatives with the Plumbers Union Local No.5 and Steamfitters Union Local No. 602 to assist DC residents to meet apprenticeship eligibility for direct entry as Step-Up apprentices. The Plumbers Union accepted 12 DC residents, in which all residents completed the training and are being placed on District government assisted projects, including the Capitol One project. The Steamfitters Union accepted 11 DC residents, who were continuing their training.

Mr. Brown provided update on this office continued monitoring of the Capitol One construction project for apprenticeship compliance. Mr. Brown noted that the recent report of the project monitoring confirmed that over 45% of apprenticeship hours were performed by DC residents. Mr. Brown also noted that Clark Construction was working

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Name of Training	Course Description	Start Date	End Date	Attendees	Trainer
Evaluation and Executive Coaching	Participants each received 12 hours of coaching services in addition to a 360 assessment with feedback and debriefing session.	October 1, 2024	September 30, 2025	30	George Washington University
Operations Management & Strategy	Operations management focuses on the design, planning, and control of processes used to produce the goods and services provided by an organization. Managed well, operations play a critical role in executing overall strategy and creating value by delivering high quality at low cost. Developing a fundamental understanding of operations management is important for all managers in any organization. In this program you learn the key principles to optimize operations and maximize value creation for your business or organization. Foundations of core business processes and how to evaluate and improve them Supply chain, inventory, and information flow management Evaluation and design of effective operations strategies that align operational capability with business goals After the program, you will think more critically and creatively about business operations. You will be positioned to apply these concepts, frameworks, and techniques to your own organization, leading your firm to greater efficiency, profitability, and customer satisfaction.	October 4, 2024	October 16, 2024	Less than 10	Duke University Executive Education
Duke Management Program	The Duke Management Program translates the science of management into practical insights and actionable strategies. Taught by distinguished Fuqua Professors who are experts in decision making, teams, negotiation, motivation, and diversity, you'll learn to identify obstacles to employee and team success and harness their potential.	October 7, 2024	October 10, 2024	Less than 10	Duke University Executive Education
Executive Leadership Training	This team development series, facilitated by Inspire Corps, is designed to support the learning and growth of the DOES Executive Team and Senior Management Team. Through a series of immersive experiences, participants will engage in activities built on foundational knowledge, practical application, and a learning arc aligned with the Department of Employment Services' highest priority strategic and growth goals. This program fosters collaboration, strengthens leadership capabilities, and equips teams with the tools to drive organizational success.	October 15, 2024	September 18, 2025	49	Inspirecorps
Conflict De-Escalation Techniques	This workshop provides you with proven strategies for maintaining control during intense interactions. You'll discover what warning signs to watch for, what words you should avoid and what actions you should or shouldn't take. And you'll discuss workplace situations in which boundaries are not being respected and identify the best responses and outcomes.	October 16, 2024	October 16, 2024	29	SkillPath
Conflict De-Escalation Techniques	This workshop provides you with proven strategies for maintaining control during intense interactions. You'll discover what warning signs to watch for, what words you should avoid and what actions you should or shouldn't take. And you'll discuss workplace situations in which boundaries are not being respected and identify the best responses and outcomes.	October 16, 2024	October 16, 2024	22	SkillPath
Introvers as Leaders: Quiet Power as a Becoming a Leader	In this program, we will challenge the conventional definition of leadership and explore the significant value of introverted personality types within an organization. You will learn to build competencies focused on getting your ideas heard, adapting to be effective in different situations, and to demonstrate authentic leadership.	October 18, 2024	October 31, 2024	Less than 10	Harvard Division of Continuing Education
Strategic Business Communication: Impact Through Influence	An immersive three-day communication skills training where you will learn from world-renowned faculty, participate in real-world simulations, and network with fellow leaders. Our curriculum blends cutting-edge research insights with practical, actionable strategies to enhance your ability to influence and inspire action across any context.  Step into your role as a transformative leader—master the art of strategic communication and see your ideas gain the momentum they deserve. Register today and prepare to change not only how you communicate, but how effectively you can lead and influence the world around you.	October 22, 2024	October 24, 2024	Less than 10	Duke University Executive Education
Financial Analysis for Non-Finance Leaders	Financial literacy is a fundamental component of management and leadership. Regardless of your role in your organization, you should understand how different decisions impact your organization's bottom line today, and in the future. Financial Analysis for Non-Finance Leaders introduces you to the essential elements of financial reporting, including managerial and financial accounting. You'll learn to interpret financial statements, develop a greater understanding of the ways financial information is used as a strategic tool for decision making, and develop the capability to communicate operating, marketing, sales, and growth strategies in financial terms.	October 27, 2024	October 30, 2024	Less than 10	Duke University Executive Education
Active Shooter Attack Prevention and Preparedness (ASAPP)	Active Shooter Attack Prevention and Preparedness (ASAPP) is a two-hour course created by the FBI Office of Partner Engagement's Violence Reduction Unit. The goal of ASAPP training is to empower participants with the knowledge and skills necessary to survive an active shooter incident in any environment (i.e., an office, shopping center, house of worship, school, or government building). ASAPP combines lessons learned from years of research into active shooter incidents with interactive training techniques to create a concise, impactful, and relevant course.	October 30, 2024	October 30, 2024	42	Federal Bureau of Investigation

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Active Shooter Attack Prevention and Preparedness (ASAPP)	Active Shooter Attack Prevention and Preparedness (ASAPP) is a two-hour course created by the FBI Office of Partner Engagement's Violence Reduction Unit. The goal of ASAPP training is to empower participants with the knowledge and skills necessary to survive an active shooter incident in any environment (i.e., an office, shopping center, house of worship, school, or government building). ASAPP combines lessons learned from years of research into active shooter incidents with interactive training techniques to create a <b>concise, impactful, and relevant course.</b>	October 30, 2024	October 30, 2024	50	Federal Bureau of Investigation
Active Shooter Attack Prevention and Preparedness (ASAPP)	Active Shooter Attack Prevention and Preparedness (ASAPP) is a two-hour course created by the FBI Office of Partner Engagement's Violence Reduction Unit. The goal of ASAPP training is to empower participants with the knowledge and skills necessary to survive an active shooter incident in any environment (i.e., an office, shopping center, house of worship, school, or government building). ASAPP combines lessons learned from years of research into active shooter incidents with interactive training techniques to create a <b>concise, impactful, and relevant course.</b>	November 6, 2024	November 6, 2024	55	Federal Bureau of Investigation
Active Shooter Attack Prevention and Preparedness (ASAPP)	Active Shooter Attack Prevention and Preparedness (ASAPP) is a two-hour course created by the FBI Office of Partner Engagement's Violence Reduction Unit. The goal of ASAPP training is to empower participants with the knowledge and skills necessary to survive an active shooter incident in any environment (i.e., an office, shopping center, house of worship, school, or government building). ASAPP combines lessons learned from years of research into active shooter incidents with interactive training techniques to create a <b>concise, impactful, and relevant course.</b>	November 6, 2024	November 6, 2024	35	Federal Bureau of Investigation
Office Management	Office Management is designed for administrative assistants, office managers, secretaries, clerical supervisors, support services administrators, and others who have responsibility for coordinating the day-to-day operations of offices. As a participant in Office Management, you will have an opportunity to view office management from a managerial perspective and will learn to apply management techniques for more effective coordination. In addition, strategies for <b>improving interpersonal skills</b> will be addressed.	November 8, 2024	November 8, 2024	20	Graduate School USA
Communicating with Tact & Diplomacy	To succeed in the workplace, we must approach every situation with professionalism. Our behavior and communication impact how we're perceived, so maintaining credibility requires tact and diplomacy. Some people excel in handling tense situations calmly, allowing them to advance quickly in their careers. Great communicators are made, not born, and with the right knowledge and tools, anyone can improve. Our interactive training program offers essential insights to help you communicate with confidence, diplomacy, and professionalism.	November 13, 2024	November 13, 2024	20	SkillPath
Cultivating An Engaging Workplace	This course provides a comprehensive exploration of strategies and techniques to promote a positive workplace culture. Participants will learn effective strategies for building trust, influence, and relationships, analyzing and managing organizational conflict, leveraging diversity and fostering inclusion, creating comprehensive plans for developing others, building teams, maximizing employee engagement, and <b>creating a learning organization.</b>	November 18, 2024	November 18, 2024	12	Graduate School USA
Diagnosing Performance Issues	This course equips participants with the skills to effectively diagnose performance issues within their teams. Common Performance Issues: Identify typical challenges such as lack of motivation, skill gaps, and unclear expectations. Elements of Performance Diagnosis: Learn the key components of performance evaluation, including data collection, root cause analysis, and feedback mechanisms. Supervisory Responsibilities: Explore the vital role of supervisors in addressing performance issues, fostering open communication, and implementing improvement plans. By the end of this course, you'll have the tools to accurately diagnose performance problems and develop strategies for <b>enhancing employee effectiveness.</b>	November 20, 2024	November 20, 2024	14	Management Concepts
Effective Communication with Customers	Develop superior customer service by learning the basics of effective communication to successfully interact with internal and external customers. Become adept at recognizing and anticipating the needs of others; being flexible when handling requests and complaints; and spotting and responding to <b>important verbal and nonverbal messages.</b>	November 20, 2024	November 20, 2024	18	Graduate School USA
Innovation & Strategy	In this program, you will learn how to build innovation into the strategy development process and to evaluate and prioritize strategic options and allocate resources effectively to generate <b>high return on investment.</b>	December 3, 2024	December 12, 2024	Less than 10	Harvard Division of Continuing Education



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Diagnosing Performance Issues	<p>This course equips participants with the skills to effectively diagnose performance issues within their teams.</p> <p>Common Performance Issues: Identify typical challenges such as lack of motivation, skill gaps, and unclear expectations.</p> <p>Elements of Performance Diagnosis: Learn the key components of performance evaluation, including data collection, root cause analysis, and feedback mechanisms.</p> <p>Supervisory Responsibilities: Explore the vital role of supervisors in addressing performance issues, fostering open communication, and implementing improvement plans.</p> <p>By the end of this course, you'll have the tools to accurately diagnose performance problems and develop strategies for enhancing employee effectiveness.</p>	December 11, 2024	December 11, 2024	11	Management Concepts
MasterClass	<p>A streaming platform where you can learn from over 100 of the world's best instructors across 11 categories:</p> <ul style="list-style-type: none"> <li>• Build personal and professional skills.</li> <li>• Be inspired with immersive, short-form lessons that bring moments of learning into your workday.</li> <li>• Fit learning into your schedule with bite-sized lessons and flexible content formats – whether in the office or on-the-go.</li> <li>• Develop critical skills that support company goals as well as personal growth and transformation.</li> </ul>	December 15, 2024	September 30, 2025	35	MasterClass
CF MBTI Myers-Briggs	<p>This training will provide valuable insights into individual personality preferences and how they impact communication, teamwork, and overall workplace effectiveness.</p>	December 18, 2024	December 18, 2024	36	DCHR Center for Learning & Development
Persuasive Speaking	<p>Become "customer-driven" and learn how to take service to the top, inspiring others to provide quality service. Gain proficiency in identifying your internal and external customers. Discover the latest methods for enhancing customer service and handling problems, including anticipating and responding to customers' needs. Ideal for anyone who deals with internal or external customers.</p>	January 15, 2025	January 15, 2025	13	Management Concepts
Customer Service Excellence	<p>Become "customer-driven" and learn how to take service to the top, inspiring others to provide quality service. Gain proficiency in identifying your internal and external customers. Discover the latest methods for enhancing customer service and handling problems, including anticipating and responding to customers' needs. Ideal for anyone who deals with internal or external customers.</p>	January 21, 2025	January 21, 2025	Less than 10	Graduate School USA
Audit Evidence & Documentation	<p>To meet Government Auditing Standards, performance audit findings and recommendations must be supported and properly documented by sufficient, appropriate evidence. Learn the types of evidence; the tests that evidence must meet; alternative methods for collecting and documenting each type of evidence, to include use of structured data collection instruments; and the benefits of referencing. Learn how your audit objectives and design strategy affect the evidence required to conduct an audit.</p>	January 21, 2025	January 21, 2025	15	Graduate School USA
Delivering Effective Presentations	<p>This course teaches essential skills for creating and delivering impactful presentations. Topics include the key qualities of effective presentations, such as clarity, engagement, and confidence, as well as practical strategies for preparing content, managing nerves, and using visual aids. Participants will learn how to structure their message, engage their audience, and deliver with confidence, ensuring their presentations are memorable and persuasive.</p>	January 29, 2025	January 29, 2025	14	Management Concepts
CF MBTI Myers-Briggs	<p>This training will provide valuable insights into individual personality preferences and how they impact communication, teamwork, and overall workplace effectiveness.</p>	February 5, 2025	February 5, 2025	20	DCHR Center for Learning & Development
Dealing Effectively with Unacceptable Employee Behavior	<p>This comprehensive program gives managers and supervisors expert advice and techniques for disciplining employees whose performance doesn't measure up. Participants will learn practical solutions for correcting problems and take away the skills necessary to achieve optimum productivity in their teams. This step-by-step course goes through every stage of the discipline process, from recognizing the problem and assessing its severity to intervention strategies to formal termination procedures. Managers and supervisors will learn the communication skills critical to maintaining open dialogues with problem employees. And they'll understand common misconceptions that can sabotage discipline and performance plans.</p>	February 11, 2025	February 11, 2025	13	SkillPath
Dealing Effectively with Unacceptable Employee Behavior	<p>This comprehensive program gives managers and supervisors expert advice and techniques for disciplining employees whose performance doesn't measure up. Participants will learn practical solutions for correcting problems and take away the skills necessary to achieve optimum productivity in their teams. This step-by-step course goes through every stage of the discipline process, from recognizing the problem and assessing its severity to intervention strategies to formal termination procedures. Managers and supervisors will learn the communication skills critical to maintaining open dialogues with problem employees. And they'll understand common misconceptions that can sabotage discipline and performance plans.</p>	February 11, 2025	February 11, 2025	12	SkillPath

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<p>Business Writing and Grammar Skills Made Easy and Fun!</p>	<p>Every letter... every proposal...even every memo and text you write speaks volumes about you and your organization. That's why it's so important that each document that you produce that represents your organization — from a million-dollar business proposal to an employee email — is crisp, polished and professional. No exceptions! In this two-day virtual course, you'll gain a wealth of shortcuts, easy-to-remember tips and insiders' secrets to help you accurately and confidently push out first-class business correspondence... overcome any doubts about grammar and usage rules...and even enjoy the process. Business writing is an important part of every job, at any level, and doesn't have to be painful.</p>	<p>February 12, 2025</p>	<p>February 12, 2025</p>	<p>Less than 10</p>	<p>SkillPath</p>
<p>Grants Performance Management and Monitoring</p>	<p>You will focus on the unique performance management, measurement and monitoring issues for grants and grant-funded programs. You will enhance your awareness of performance issues relating to both achievement of program goals and effective and efficient management of program resources. You will learn a step-by-step, hands-on process to develop and implement a formalized monitoring function for grants that will apply to monitoring of recipients and sub-recipients. This process also includes self-monitoring within your agency or organization, a function mandated by 2 CFR 200, the Uniform Administrative Requirements.</p> <p>To increase the effectiveness of your new monitoring function, you will learn to identify monitoring issues and tools applicable for both grantors and recipients.</p> <p>Participants will also learn and apply the general and technical competencies identified by the Office of Personnel Management (OPM) to help ensure successful grants management outcomes.</p>	<p>February 18, 2025</p>	<p>February 20, 2025</p>	<p>19</p>	<p>Graduate School USA</p>
<p>From Tactical to Strategic Thinking</p>	<p>Discover how to identify characteristics of strategic thinkers and practice effective strategies and approaches using real-world, thought-provoking situations. You will learn to align individual and team goals to your organization's mission and use a strategic framework to identify opportunities for growth.</p>	<p>February 19, 2025</p>	<p>February 20, 2025</p>	<p>Less than 10</p>	<p>Management Concepts</p>
<p>Business Grammar &amp; Proofreading</p>	<p>Mistakes and typos in your writing can ruin your message — or worse, your credibility. Never again let a simple mistake destroy your credibility and confidence. Grammar and proofreading are the most sought-after workshops today, and with good reason. Thousands of business professionals each year realize how important error-free writing is. Mistakes detract from your message...confuse your reader...and can even cost you money (or your job). After this three-hour course, writing will be easier than ever before. You'll have more confidence in your ability and less stress and anxiety over the documents you send out.</p>	<p>February 26, 2025</p>	<p>February 26, 2025</p>	<p>Less than 10</p>	<p>SkillPath</p>
<p>Managing Multiple Priorities</p>	<p>Regain control over your workload, increase your efficiency, and ease your stress. Learn ways to dig out from beneath the mountain of paperwork, emails, and assignments, and eliminate anxiety over and frustration about your many responsibilities. Discover strategies for goal setting and prioritizing, as well as methods for overcoming procrastination. Learn to handle professional challenges with confidence!</p>	<p>March 5, 2025</p>	<p>March 5, 2025</p>	<p>12</p>	<p>Graduate School USA</p>
<p>Leadership Program</p>	<p>The Duke Executive Leadership Program is designed to transform senior executives into impactful leaders through experiential learning and professional development. It focuses on honing decision-making skills, strategic competencies, and leadership styles to drive organizational success. Participants engage in real-world applications, interactive sessions, and case studies led by distinguished faculty. The executive leadership development program emphasizes a personalized approach with mentoring and action plans, fostering both professional and personal growth. Graduates join an elite network of alumni, enhancing their career trajectory and leadership effectiveness.</p>	<p>March 16, 2025</p>	<p>March 21, 2025</p>	<p>Less than 10</p>	<p>Duke University Executive Education</p>
<p>Writing Successful Federal Grant Applications Workshop</p>	<p>Learn to draft a strong and compelling federal grant application! This workshop-style course explores methods to develop and refine a federal grant application narrative.</p>	<p>March 18, 2025</p>	<p>March 19, 2025</p>	<p>Less than 10</p>	<p>Management Concepts</p>
<p>Retaining Top Talent</p>	<p>In today's competitive job market, retaining top talent is crucial for success. This course provides essential strategies on Employee Retention Fundamentals and Promoting a Culture of Retention.</p> <p>Participants will explore key factors affecting retention, such as engagement, job satisfaction, and career development, along with metrics for identifying at-risk employees. You'll also learn to foster a workplace culture that values employees through improved communication, recognition, and growth opportunities. Through practical exercises, you'll implement initiatives that build loyalty and commitment.</p> <p>By the end of the course, you'll have actionable tools to create an environment where top talent thrives, driving organizational success.</p>	<p>March 20, 2025</p>	<p>March 20, 2025</p>	<p>Less than 10</p>	<p>Management Concepts</p>

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Diversity, Equity and Inclusion in the Workplace	Diversity has been a high-profile issue for years in the business world — but much has changed in how we understand it. This workshop goes beyond standard "check-the-box" training to provide meaningful reflection, self-assessment and practical, real-world exercises designed to genuinely move teams forward. This engaging, highly interactive, instructor-led course teaches why overcoming the barriers to diversity and developing new habits of inclusivity can benefit you, your team, and your entire organization.	March 28, 2025	March 28, 2025	21	SkillPath
Diversity, Equity and Inclusion in the Workplace	Diversity has been a high-profile issue for years in the business world — but much has changed in how we understand it. This workshop goes beyond standard "check-the-box" training to provide meaningful reflection, self-assessment and practical, real-world exercises designed to genuinely move teams forward. This engaging, highly interactive, instructor-led course teaches why overcoming the barriers to diversity and developing new habits of inclusivity can benefit you, your team, and your entire organization.	March 28, 2025	March 28, 2025	18	SkillPath
Organizational Transformation	The Leading Dynamic Organizational Transformation program equips executives with the frameworks, practices, and insights needed to enable dynamic change within their organizations.	May 5, 2025	May 8, 2025	Less than 10	Duke University Executive Education
Expression/Critical Thought	This dynamic, advanced-level writing course introduces tips and techniques to improve your writing clarity by guiding you in understanding and applying the process of critical thinking. Through interactive sessions, you will implement strategies to catch and keep even resistant readers with strong writing, logic, and tightly crafted persuasive arguments. You'll think critically when analyzing problems and use a structured process for crafting innovative solutions. By blending the study of effective communication with critical thought, this course empowers you to dramatically improve the nuanced craft of powerful writing.	May 14, 2025	May 15, 2025	25	Graduate School USA
Synergy Circles	A new and innovative professional development program designed to foster growth, collaboration, and a deeper sense of community within the workplace.	May 19, 2025	June 23, 2025	42	The Savoy Group
Fostering Accountability, Adaptability, and Resilience	Develop the accountability, adaptability, and resilience (AAR) skills you need to perform your role effectively and meet organizational goals	June 11, 2025	June 12, 2025	Less than 10	Management Concepts
Balancing Your Work Priorities and Life Responsibilities	This workshop explores the best practices to keep employees happy, engaged and stress-free. It provides the strategies needed to increase energy levels, manage high-pressure situations and relax the mind and body to improve mood.	June 18, 2025	June 18, 2025	19	SkillPath
Communicating with Purpose	Learn to strategically tailor messages to different audiences in ways that strengthen professional relationships and promote workplace engagement.	June 24, 2025	June 25, 2025	14	Management Concepts
Microsoft Excel for Office 365: Beginners	This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.	June 26, 2025	June 26, 2025	31	SkillPath
Synergy Circles	A new and innovative professional development program designed to foster growth, collaboration, and a deeper sense of community within the workplace.	June 30, 2025	August 2, 2025	42	The Savoy Group
Hands Only CPR	Hands-only CPR awareness training utilizes a technique that involves only chest compressions. The training instructs participants to focus on their hand placement, tempo and the number of compressions.	July 16, 2025	July 16, 2025	49	FEMS
Getting Out of Debt	Getting into debt is easy, getting out of debt can be much more difficult. Learn techniques, best practices and resources to help you manage, get out of and prevent future personal debt.	July 24, 2025	July 24, 2025	19	Mission Square
Writing Essentials	This comprehensive class is designed to enhance participants' writing proficiency by reviewing best practices and providing tools, techniques, and the preferred style for government writing in the 21st century. Using practical writing exercises, you will discuss and practice approaches to clear, concise, effective writing that follow the Federal Plain Language guidelines, empowering you to become a stronger, more competent writer. This course is designed for writers at the intermediate level.	August 6, 2025	August 7, 2025	19	Graduate School USA
Your Retirement Game Plan	Aimed for those who want to get a head start in preparing for the future. Retirement planning starts now, learn the fundamentals of retirement investing so you are ahead of the game when it's time to retire.	August 6, 2025	August 6, 2025	11	Mission Square
Designing Your Retirement	Aimed for those who are ready for retirement. With an interest in retirement in the horizon, learn where you stand and what steps you need to take in order to ensure you're ready for retirement.	August 12, 2025	August 12, 2025	Less than 10	Mission Square
Understanding DISC - MSS	Gain valuable information about your personality profile and develop strategies to effectively communicate with others. For Managers	August 20, 2025	August 20, 2025	Less than 10	Management Concepts
Understanding DISC Personality	Gain valuable information about your personality profile and develop strategies to effectively communicate with others.	August 20, 2025	August 20, 2025	21	Management Concepts
Synergy Circles	A new and innovative professional development program designed to foster growth, collaboration, and a deeper sense of community within the workplace.	September 2, 2025	September 29, 2025	13	The Savoy Group
Achieving Personal Effectiveness	This class is designed to empower participants with essential skills and insights to enhance behavior, self-accountability, professionalism, communication skills, and mindset.	September 10, 2025	September 11, 2025	14	Graduate School USA
Listening & Memory Development	Improve work performance by increasing your ability to absorb and retain information. Learn the techniques for listening and capturing information for convenient recall.	September 17, 2025	September 18, 2025	15	Graduate School USA

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OTPD Book Club - The 12 Week Year	The 12 Week Year by Brian P. Moran and Michael Lennington. Stop procrastinating and start getting things done now with this impactful, all-in-one resource This 12 Week Year bundle contains the innovative and powerful The 12 Week Year and The 12 Week Year Study Guide, a resource that makes it easy to apply the revolutionary concepts. The idea is straightforward: instead of viewing a year as a long 12-month stretch, you break it into shorter, more focused 12-week periods, treating each as a "year." In doing so, you gain a sense of urgency and increase your focus on immediate, actionable steps.	September 24, 2025	September 24, 2025	Less than 10	OTPD/Saran Baker
365 Excel Intermediate	Learn the vast number of powerful analytic tools and techniques nested in Excel ready for you to harness and use to illuminate the data you've worked so hard to collect. Prior Excel experience strongly suggested.	September 25, 2025	September 25, 2025	30	SkillPath
Business Relationships: Creating Str	Experienced professionals and senior leaders who oversee key relationships, whether with internal teams, cross-functional collaborators, or external partners. You'll explore strategies to foster trust, loyalty, and influence while aligning relationship-building efforts with broader organizational objectives.	October 1, 2025	October 15, 2025	Less than 10	Harvard Division of Continuing Education
Becoming a Leader: Developing Your Style and Making Sound Decisions	This program analyzes the symbiotic relationship between leadership and decision-making. Incorporating both theory and practice, you will learn different methods of effective decision-making, as well as ways to avoid bad decisions. Using research in emotional intelligence as a framework, you will develop a greater understanding of the dual aspects of the decision-making process: intuitive vs. rational, and the respective values of both.	October 14, 2025	November 4, 2025	Less than 10	Harvard Division of Continuing Education
Women's Executive Leadership Program	Outstanding leadership is a hallmark of the most successful organizations, and women leaders play a pivotal role in shaping that success. This highly interactive three-day program is designed for women in the private and public sectors who aspire to positions of greater influence, impact, and leadership or have been identified as high-potential leaders in their organizations.	October 15, 2025	October 17, 2025	10	George Washington University
Emerging Leaders Program	Designed to equip new supervisors, team leads, and professionals in transition with the tools and confidence to lead effectively in today's rapidly evolving workplace.	October 20, 2025	October 21, 2025	10	George Washington University
Managing Yourself and Leading Others	This program helps people managers deepen their leadership effectiveness by first managing themselves—then applying that insight to how they lead others and drive results.	October 20, 2025	November 10, 2025	Less than 10	Harvard Division of Continuing Education
Promoting Creativity and Innovation	Creative thinking and innovation are integral to organizational success. However, individuals, teams, and organizations often struggle to maximize their creative capacity. The ability to form new ideas, connections, and patterns is a critical leadership skill that can be practiced and improved over time. Expanding your own capacity for creativity allows you to better access the creative strengths of others. By cultivating a community of creative thinkers, leaders can drive innovation at the organizational level.	October 22, 2025	October 22, 2025	25	Management Concepts
Women Leaders on the Rise	Women Leaders on the Rise is a 2-day inaugural program, specifically designed for first-time women managers and women who have the aptitude and interest in taking on management roles. The experience supports women in developing leadership and management skills to enable career success, while addressing obstacles they may face early in their careers.	October 23, 2025	October 24, 2025	10	George Washington University
Managing Conflict	Conflict is a natural part of human interaction in everyday life and in organizational settings. Conflict is usually uncomfortable but, if managed effectively, conflict can favorably impact the organization and enrich individuals. Conflict can actually improve organizations by encouraging creative problem-solving. For this to happen, you must know how to resolve conflict using a collaborative approach to leave everyone feeling satisfied. Because it is a natural part of human interaction, conflict cannot and should not be eliminated. It is necessary to understand its nature, distinctions, causes, and effects to manage conflict effectively.	October 29, 2025	October 29, 2025	19	Management Concepts
Red Cross CPR and First Aid	This American Red Cross CPR and First Aid Certification course provides essential training to recognize and respond to cardiac, breathing, and first aid emergencies involving adults, children, and infants. Participants will learn life-saving skills such as CPR, AED use, choking response, and basic first aid for injuries and sudden illnesses. Upon successful completion, participants receive a nationally recognized 2-year certification in CPR/AED and First Aid.	November 5, 2025	November 5, 2025	12	Girls and Women Empowerment
Red Cross CPR and First Aid	This American Red Cross CPR and First Aid Certification course provides essential training to recognize and respond to cardiac, breathing, and first aid emergencies involving adults, children, and infants. Participants will learn life-saving skills such as CPR, AED use, choking response, and basic first aid for injuries and sudden illnesses. Upon successful completion, participants receive a nationally recognized 2-year certification in CPR/AED and First Aid.	November 7, 2025	November 7, 2025	12	Girls and Women Empowerment

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<p>Red Cross CPR and First Aid</p>	<p>This American Red Cross CPR and First Aid Certification course provides essential training to recognize and respond to cardiac, breathing, and first aid emergencies involving adults, children, and infants. Participants will learn life-saving skills such as CPR, AED use, choking response, and basic first aid for injuries and sudden illnesses. Upon successful completion, participants receive a nationally recognized 2-year certification in CPR/AED and First Aid.</p>	<p>November 14, 2025</p>	<p>November 14, 2025</p>	<p>12</p>	<p>Girls and Women Empowerment</p>
<p>Authentic Leadership</p>	<p>This intensive program unpacks the myths and realities of authentic leadership and provides research-based tools, activities, and strategies to become a more authentic, mindful leader.</p>	<p>December 3, 2025</p>	<p>December 10, 2025</p>	<p>Less than 10</p>	<p>Harvard Division of Continuing Education</p>

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<b>Dataset Name</b>	<b>Dataset description</b>	<b>Sensitivity Type</b>
Unemployment Insurance (UI) SIDES	Unemployment Insurance (UI) SIDES is a web based system that allows electronic transmission of information requests from UI agencies to employers and/or Third Party Administrators (TPAs), as well as transmission of replies containing the requested information back to the UI agencies.	PII - Non Public
AWS Amazon Connect Contact Center Statistics	AWS contact center records capture the events associated with a contact in a contact center. This data can include the amount of time a contact spends in each state: customer on hold, customer in queue, agent interaction time. Amazon Connect includes built-in metrics reports that include data about past, completed activity and performance in a contact center. Custom metrics reports can be calculated using the data in the contact records.	Info. is already public in performance measures.
AWS Amazon Connect Call Recordings	Voice/Chat recording of agent conversations with customers. Recordings are stored in the Amazon S3 bucket of the agency's AWS account.	PII - Non Public
Department of Employment Services Helpdesk	This Dataset is used to track DOES IT tickets relating to daily operations within the Agency.	PII - Non Public
Wage and Hour	The Office of Wage Hour conducts compliance audits. The office may recover back wages for employees who have not been paid pursuant to these laws, either administratively or through court action.	PII - Non Public
Marion Barry Summer Youth Employment Program (MBSYEP)	The Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) is a locally funded initiative sponsored by the Department of Employment Services (DOES) that provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors. This dataset is used to keep a track of participants in the MBSYEP program.	PII - Non Public
DOES IT Equipment	This application manages IT Equipment inventory for DOES	PII - Non Public
Virtual One Stop (VOS)	Job seekers and employers access jobs, résumés, education, training, labor market information.	PII - Non Public
Unemployment Insurance Tax	Manages and tracks UI payroll taxes (federal/state UI tax).	PII - Non Public
Unemployment Insurance Tax - Employer Self Service Portal (ESSP)	This system is a front end portal for employers to submit, manage and track UI payroll taxes (federal/state UI tax).	PII - Non Public
DOES Program Payroll	This system houses DOES Program payroll information for multiple programs.	PII - Non Public

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First Source Online Registration and Reporting System (FORRS)	The system tracks number of D.C. residents hired on projects funded by D.C. taxpayer dollars	PII - Non Public
Administrative Hearings Division and Compensation Review Board Cases	The Administrative Hearings Division (AHD) conducts formal administrative hearings in private sector workers' compensation cases, under the DC Workers' Compensation Act of 1979. The Compensation Review Board (CRB) provides administrative appellate review of Compensation Orders and other final Orders from the Administrative Hearings Division (AHD), Office of Workers' Compensation (OWC) and Office of Administrative Hearings (OAH). This system tracks and reports AHD and CRB cases.	PII - Non Public
DOES - Office of General Counsel	The Office of the General Counsel advises and assists the Director in establishing and administering comprehensive legal services related to all programs administered by the Department. This application tracks cases and payment details for OGC.	PII - Non Public
Paid Family Leave	The District began collecting taxes from all private sector employers, located in the District, to fund the Paid Family Leave benefit. This Dataset houses this data collection.	PII - Non Public
Tax Intranet	This system provides the ability for users (internal and external agency) to submit compliance request to Tax Staff and receive a digitalized approved compliance form.	PII - Non Public
Benefits Accuracy Measurement	The Benefit Accuracy Measurement (BAM) program is designed to determine the accuracy of paid and denied claims in three major Unemployment Insurance (UI) programs: State UI, Unemployment Compensation for Federal Employees (UCFE), and Unemployment Compensation for Ex-Servicemembers (UCX). This system tracks BAM sample cases for DC and generates letters and reports as required.	PII - Non Public
Benefits	Manages and tracks unemployment benefits to eligible workers who become unemployed through no fault of their own, and meet certain other eligibility requirements	PII - Non Public
Apprenticeship	Apprenticeships combine on-the-job training with classroom instruction, teaching workers the practical and theoretical aspects of highly skilled occupations. Apprenticeship programs are sponsored by employers, labor groups and employer associations. This system tracks participants through the Apprenticeship program.	PII - Non Public
Application Access Request	This system tracks and manages access requests to DOES Applications, by staff employees, and support personnel.	PII - Non Public

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Workers' Compensation Program Claims	The Workers' Compensation Program processes claims and monitors the payment of benefits to injured private-sector employees in the District of Columbia. Disputes between claimants and employers (or their insurance carriers) are mediated and employers are monitored to ensure compliance with insurance coverage requirements. The program administers the special/second injury fund, which provides benefits in cases of uninsured employers or in instances where an injury combines with a pre-existing disability to cause a substantially greater disability. All OWC cases are managed via this system.	PII - Non Public
People First 3	This system tracks and manages registration and enrollment data of various DOES Youth, TEP, Senior Aid, etc., programs	PII - Non Public
UI Tax Audit	This system Manages all UI Tax Audit cases for DOES staff.	PII - Non Public
Budget and Performance Accountability Tool	This application tracks and analyses DOES agency spending.	Other PII - Non Public
DC Unemployment Insurance Claims Paid	Number of unemployed individuals who have received FPUC payments and total amount paid (regular UI + FPUC paid amount) for time period recorded. Data is collected from the Department of Employment Services (DOES). Data is typically at least 24 hours behind. This sheet is a rolling tally of paid out unemployment insurance claims in DC during the COVID-19 event.	PII - Non Public
DC Unemployment Insurance Claims	DC unemployment insurance claims. The data is collected by Department of Employment Services (DOES). Data is typically at least 24 hours behind. This sheet is a rolling tally of unemployment insurance claims in DC during the COVID-19 event.	PII - Non Public



**OCTOBER 2024**

Major Campaigns / Multi-Item Publications

1. OYP Pinktober Event Campaign

- Event Flyer (Graphic Design)
- Oracle / All-Staff Email (Internal Comms)
- Photography (Digital coverage for recap content)

*Additional October 2024 Publications*

PUBLICATION NAME	PLATFORM / TYPE
College Fellowship Program – Logo	Graphic Design (Brand Asset)
Security Officer Minimum Wage Document	Website Updates (Wage Notice PDF)
Security Officer Minimum Wage Document – Translated Version	Website Updates (Translated Notice)
Notice of Hire 2024 – Minimum Wage Updates	Website Updates (Employer Notice PDF)
Youth Apprenticeship Program – Logo	Graphic Design (Brand Asset)
DPW Beautification Project Logo Asset	Vendor Communication (Logo Publication)
Brookland Manor Logo Distribution	Vendor Communication

**NOVEMBER 2024**

Major Campaigns / Multi-Item Publications

1. National Apprenticeship Week (NAW) – Multi-Platform Package

- Event Signage
- Photography (Digital content)
- Proclamation Graphics
- Social Media Graphics
- Program Collateral (Printed + Digital)

2. AJC NW Closure + AJC 899 North Capitol Opening Communications

Includes:

- Closure Notice Posters (Signage)
- Opening Notice Posters (Signage)
- Website Updates
- Social Media Toolkit
- All-Staff Messaging
- External Notice (Claimants)

*Additional November 2024 Publications*

PUBLICATION NAME	PLATFORM / TYPE
2023 ASSLA Study	Reports & Booklets / Website Updates
2024 DC Hot Jobs Lists	Graphic Design / Website Updates
AJC SE Opening Invite + Graphic	Graphic Design / Vendor Communication/ Digital
Employer Listserv Invitation (OPFL)	External Publication
Labor Market Indicators – October 2024	Website Updates (LMI PDF)
MBYLI Press Release	Press Release
ASSLA Day Invitation & Sick/Safe Leave Messaging	Graphic Design / Digital
Rapid Response Interim Presentation	Copy Editing / Presentation

Q23 DOES POH 2026

Apprenticeship Week Shadow Day	Digital
Approval for OPFL Employer Invitation	External Notice

**DECEMBER 2024**

Major Campaigns / Multi-Item Publications

1. 2025 MBSYEP & CRESP Communications Package

Includes:

- Full Social Media Toolkit
- Video Assets
- Flyers
- Signage
- Website Updates
- Email Templates
- Program Narrative Materials

2. Living Wage + Minimum Wage Year-End Publication Series

- Final 2025 Living Wage Poster
- Final 2025 Living Wage Fact Sheet
- Employer Notice
- Web Update Notices

*Additional December 2024 Publications*

Publication Name	Platform / Type
2025 MBSYEP Handbooks	Reports / Manuals / Booklets
2025 MBSYEP Theme Language	Narrative Publication
HBCU Application Promotional Materials	Graphic Design / Digital
Labor Market Indicators – November 2024	Website Updates
UI & CareerReadyDC One-Pager / Two-Pager	Graphic Design / Infographics
Employee Notice to DC Employers (OPFL)	External Publication
DSI Empowerment Through Employment Flyer	Graphic Design / Digital
DOES OWH Wage Increase Web Notice	Website Updates

**JANUARY 2025**

Major Campaigns / Multi-Item Publications

1. ID.me Phase 2 Communications Package

- Press Release
- Infographic
- Signage
- Social Media Toolkit
- Email Blasts
- Website Updates

2. CRESP – Full Collateral Suite

- Youth & Parent Handbook
- Eligibility Checklist
- Flyer
- Social Media Toolkit

*Additional January 2025 Publications*

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Publication Name	Platform / Type
2024 Year-End UI Tax Employer Newsletter	Program Newsletter
2025 1099-G Tax Info Package	Copy Editing / External Notice
2025 Living Wage Fact Sheet & Poster	Website Updates
AJC NE Opening — Step & Repeat + Graphics	Graphic Design / Signage
ACH Repayment FAQ	Claimant Publication
OPFL Q1 Employer Newsletter	Program Newsletter
MBSYEP Consent Forms	Print/Website Updates
External UI Newsletter – December 2024	Program Newsletter
Re-Usable Training Signs (OTPD)	Signage Templates
Tipped Wage Reporting Web Copy Update	Website Updates
LMA Dashboard Explained Social Video	Digital
Labor Market Indicators – December 2024	Website Updates

**FEBRUARY 2025**

Major Campaigns / Multi-Item Publications

1. MBYLI Application Campaign (Summer Intensive)

- Flyer (Print + Digital)
- Social Media Graphics
- Website Posting

2. MBSYEP Host Testimonies + Spirit Tunnel

- Social Videos
- Still Graphics
- Program Storytelling Assets

*Additional February 2025 Publications*

Publication Name	Platform / Type
CRESP FAQ One-Pager	Print/Website Updates
CRESP Eligibility Event Signage	Print/Website Updates
FY25 Program Flyers (DCIA Address)	Print/Website Updates
Labor Market Indicators – December 2024 (Replacement)	Website Updates
Non-Rapid Response Presentation	Graphic Design / External Notice

**MARCH 2025**

Major Campaigns / Multi-Item Publications

1. Federal Shutdown Communications (March 2025)

- External Email Notices
- Website Banners
- Updated Pages
- Multiplatform Communications Plan

2. MBYLI Video Publication Series

- Application Launch Social Video
- MBYLI Documentary Short Film (Internal + External)

3. Spring Apprenticeship Hiring Fair

- Foam Board Signage
- Social Flyer
- Event Graphics

*Additional March 2025 Publications*

Publication Name	Platform / Type
March Madness Posterboard & Flyers	Graphic Design /Print/ Signage
Consortium Training Opportunities Flyer	Print/External Notice
CRESP Curriculum Covers	Booklets
CRESP PowerPoint Template	Reports & Booklets
Domestic Worker Claim Web Language Update	Website Updates
DOES HR Hiring Summit — Overview Deck	Program Document
Federal Employee Webinars Flyer	Graphic Design / Copy Editing
JVSG Veteran Program Document	Copy Editing
Labor Market Indicators – January 2025	Website Updates
Local Workforce Hiring Flyer (Clark Construction)	Graphic Design
Notice of Hire Minimum Wage Updates	Website Updates
OSY Celebration of Success Program + Signage	Program Document / Signage
OUC External Newsletter – March	Program Newsletter
Universal Wage Law Poster (2025)	Website Updates
Labor Market Indicators – February 2025	Website Updates
Minimum Wage – Universal Wage Web Updates	Website Updates

**APRIL 2025**

Major Campaigns / Multi-Item Publications

1. DCIA Infrastructure Week 2025 (Full Publication Set)

- Agenda Flyer
- Event Flyer
- Full Communications Campaign
- Social Media Toolkit
- Signage
- Photography
- Web Updates

2. HSIP Spring Materials

- HSIP PowerPoint Template
- HSIP Handbooks
- Eligibility Documents
- Application & Closing Toolkit

*Additional April 2025 Publications*

Publication Name	Platform / Type
Second Chance Week Brochure Update	Print/Brochure

Q23 DOES POH 2026

Career Expo Scavenger Hunt Checklist	Print
AJC Customer Survey QR Code	Communication Plans
Background Check Email – MBSYEP	Communication Plans
CFP One-Pager (Printed Copies)	Graphic Design
Program Overview Flyer – DCIA	Copy Editing
First Source Semi-Annual Report	Website Updates
MOS Social Media Toolkit	Digital
LMI – March 2025	Website Updates
LMI Adjusted Files	Website Updates
Spanish Living Wage Poster	Website Updates
UI Rapid Response – Website Refresh	Website Updates
Wage Theft & Misclassification Prevention Webinar Materials	Digital
Webinar Announcement (OWH)	Website Updates
Q2 UI Tax Employer Newsletter	Program Newsletter

**MAY 2025**

Major Campaigns / Multi-Item Publications

1. 2025 Apprenticeship Signing Day: Powering Possibilities

- Event Signage
- Photography
- Social Graphics
- Flyer Package

2. MBYLI Divine 9 Campaign

- Flyers
- Social Media Toolkit
- Oracle Messaging
- Internal Communications

3. Power Forward Week — Division of State Initiatives

- Flyers
- Signage
- Photography
- Social Media Graphics

*Additional May 2025 Publications*

Publication Name	Platform / Type
MBSYEP Cards + Financial Literacy Coloring Book	Print
College Fellowship Testimonials Video	Program Update/Digital
Consortium Training Flyer (Revision)	Print/Program Update
LMI – April 2025	Website Updates
OUC External Newsletter – May	Program Newsletter

**JUNE 2025**

Q23 DOES POH 2026

Major Campaigns / Multi-Item Publications

1. Celebration of Service & Fellowship

- Program Booklet
- Signage
- Photography
- Digital Graphics

2. CRESP Documentary Launch

- Poster
- Menu
- QR-Coded Cards
- Photography
- Social Content

*Additional June 2025 Publications*

Publication Name	Platform / Type
DC 2024–2026 Short-Term Industry & Occupational Projections	Reports / Website Updates
DC 2025 Hot Jobs	Reports / Graphic Design / Website Updates
Federal Worker Webinar Series – Survey Email	Communication Plans
Man to Man Conversations – Father’s Day Panel	Digital / Signage
MBSYEP Signage + Gratitude Cards	Graphic Design / Print/Signage
OUC Newsletter – June	Program Newsletter
Universal Wage Law Poster Update	Website Updates

**JULY 2025**

Major Campaigns / Multi-Item Publications

1. 2025 OPFL Sponsorship Campaign

- Social Media Video Package
- Graphics
- Captions
- Partner-ready digital publications

*Additional July 2025 Publications*

Publication Name	Platform / Type
MBSYEP Host Brunch & Close-Out Invitations	Graphic Design/Program Update
DC 2025 Research Snapshots	Reports / Website Updates
Book Club Q4 Announcement	Graphic Design
ID.me SSO Job Aid	Booklet/Guide/Website Updates
LMI May 2025	Website Updates
LMI June 2025	Website Updates
Minimum Wage Increase Notice Update	Website Updates
Notice of Hire Update	Website Updates
Tipped Minimum Wage Language Update	Website Updates
Universal Wage & OWH Web Updates	Website Updates

OUC External July Newsletter	Program Newsletter
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**AUGUST 2025**

Major Campaigns / Multi-Item Publications

1. Wage Theft Awareness Conference

- Save the Date
- Invitation
- Event Signage

2. OPFL Rack Cards (Publication Series)

- Printed rack cards (Outreach collateral)
- PDF digital versions

*Additional August 2025 Publications*

Publication Name	Platform / Type
Certificate of Completion Template	Print Design
College Fellowship Interview Day Signage	Graphic Design
Conference Signage – OWH	Signage
FY24 Annual Economic Report	Copy Editing
Howard University Hiring Fair – Signage	Signage
LMI – July 2025	Website Updates
Minimum Wage Notice Revision (Tipped Rate Removed)	Website Updates
OPFL Sponsorship Social Video Package	Digital
OUC External August Newsletter	Program Newsletter
Pathways to Public Service – PPT Template + Letterhead	Graphic Design/Program Update
Q3 UI Tax Employer Newsletter	Program Newsletter
DSI Hiring Fair Flyer	Graphic Design
Notice of Hire (Spanish)	Website Updates

**SEPTEMBER 2025**

Major Campaigns / Multi-Item Publications

1. College Fellowship Program — Match Day Package

- Invitation
- Signage
- Puzzle-Themed Visual Materials
- Photography Assets

2. End of Summer Hiring Fair Package

- Flyers
- Photography
- Signage

*Additional September 2025 Publications*

Publication Name	Platform / Type
2025 Youth Hiring Fair – Signage	Graphic Design

Q23 DOES POH 2026

First Source Common Labor Initiative Invite	Graphic Design
First Source Conference Materials	Graphic Design/External Notice
ID.me Launch Communications	Communications Plans
ID.me SSO Web Copy	Website Updates
LMI – August 2025	Website Updates
OUC September External Newsletter	Program Newsletter
Pathways Apprenticeship Promotional Materials	Digital
Universal Wage Poster Updates	Website Updates
WIG Annual Performance Report	Copy Editing / Layout

**1. Press Releases**

- [Mayor Bowser Launches Applications for the 2025 Mayor Marion S. Barry Summer Youth Employment Program](#) - January 27, 2025
- [Department of Employment Services Wraps Up Spring Break Session with Engaging Career and Leadership Activities for District Youth](#) - April 18, 2025
- [Mayor Bowser Kicks Off 46th Year of Iconic Mayor Marion S. Barry Summer Youth Employment Program](#) - June 23, 2025
- [DC Summer Youth Employment Closeout Celebrates 46 Years of Preparing Next Generation for Career Success](#) - August 1, 2025
- [Mayor Bowser Launches Talent Capital, First-of-its-Kind Regional Workforce and Economic Development Initiative](#) - October 1, 2025
- [“Topping Out” Ceremony Marks Important Step for DC Infrastructure Academy Training Facility](#) - November 10, 2025

**2. Additional Workforce Development Publications and Reports (FY2024–FY2025)**

- December 2024
  - OWC Annual Report FY23 (Final) — *Program Report*
  - Quarterly Local Job Training Report – FY24 Q2 — *Program Report*
- January 2025
  - First Source Semi-Annual Report (Jan–Jun 2024) — *Program Report*
  - Quarterly Local Job Training Report – FY24 Q3 — *Program Report*
- March 2025
  - OWC Annual Report FY24 — *Program Report*
- April 2025
  - Quarterly Local Job Training Report – FY24 Q4 — *Program Report*
- June 2025
  - FY24 OWC Financial Statements – Administration Fund Audit Report
  - FY24 OWC Financial Statements – Special Fund Audit Report
  - Quarterly Local Job Training Report – FY24 Q1 (*published late*)



Q23 DOES POH 2026

- Legacy Out-of-Scope
- Tipped Wage Reports (Q3-Q4 2023)
- LJTR FY23 Q4

# Q33 DOES POH 2026

## DOES Administrative Complaints & Grievances FY25 & Q1 FY26

Administrative complaints and/or grievances received in FY25 and FY26 (Q1):

1. Request for RRC
  - a. Disputed FY24 Performance Evaluation
  - b. Paper Review Conducted
  - c. Outcome: FY24 Performance Rating Upheld
  
2. Request for RRC
  - a. Disputed FY24 Performance Evaluation
  - b. Formal Hearing Conducted
  - c. Outcome: FY24 Performance Rating Upheld
  
3. Grievance
  - a. Grievance Date: 09/03/25
  - b. Cause of Grievance: 5-Day Unpaid Suspension
  - c. Grievance Goal: Completely Reverse the 5-Day Unpaid Suspension
  - d. Review Procedure Followed: First, Second, and Third-Level Grievance Review
  - e. Current Status: Final Stage of Review with DCHR
  
4. Administrative Complaint:
  - a. Filed an Alleged Retaliation Complaint on 10/08/25 & 11/20/25
  - b. Complaint Against Program Manager
  - c. Received New Management
  
5. Administrative Complaint:
  - a. Verbally Expressed Complaint Against Supervisor on 01/08/26
  - b. Reassigned to a different Bureau (01/20/26)
  - c. Received New Management

## Q34 DOES POH

<i>Fiscal Year</i>	<i>Program Reviewed</i>	<i>Funding Source</i>	<i>Auditing Agency</i>	<i>Report Included</i>	<i>Anticipated Date for Ongoing Reports</i>
FY25	American Job Centers (AJC)	Workforce Innovation and Opportunity Act (WIOA)	DOES	Yes	N/A
FY25	On the Job Training Program (OJT)	Workforce Innovation and Opportunity Act (WIOA)	DOES	Yes	N/A
FY25	Workforce Innovation and Opportunity Act (WIOA) - Titles I and III (FY24 Q1-Q2)	Workforce Innovation and Opportunity Act (WIOA)	DOES	Yes	May 2026
FY25	Workforce Innovation and Opportunity Act (WIOA) - Title I (FY25)	Workforce Innovation and Opportunity Act (WIOA)	DOES	No	Jun-26
FY25	Reemployment Services and Eligibility Assessment (RESEA)	Reemployment Services and Eligibility Assessment (RESEA)	DOES	No	The review was discontinued following the auditor's departure from the agency
FY25	Jobs for Veterans State Grant (JVSG)	Jobs for Veterans State Grant (JVSG)	Department of Labor	No	Feb-26
FY25	State Apprenticeship Expansion Formula (SAEF); Senior Community Service Employment Program (SCSEP)	State Apprenticeship Expansion Formula (SAEF); Senior Community Service Employment Program (SCSEP)	Department of Labor	Yes	N/A
FY25	Department of Employment Services Annual All-Staff Events	Various	D.C. Office of the Inspector General	No - DOES prohibited from releasing without approval of the Inspector General.	N/A
FY25	Dana McDaniel		Board of Ethics and Government Accountability	No	The investigation of the former DOES employee was dismissed after a criminal indictment.

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

### Bureau of Compliance and Internal Auditing

March 12, 2025

Dr. Walter Lundy  
Associate Director, American Job Center Operations  
Bureau of Workforce and Federal Programs  
Department of Employment Services  
4058 Minnesota Avenue NE, Suite 3000  
Washington, DC 20019

Re: AJC Reengagement Corrective Action Close-Out

Dear Dr. Lundy:

On April 19, 2024, the Bureau of Compliance and Internal Auditing's Office of Program and Provider Monitoring (OPPM) notified the Bureau of Workforce and Federal Programs (WFP) of OPPM's intent to conduct administrative and fiscal follow-up and remediation for the open findings cited in the American Job Centers (AJC) final monitoring report issued on October 16, 2023, which had seven (7) open findings that required resolution. OPPM required that WFP conduct corrective action to achieve finding resolution.

The status of each open finding is listed below, based on the corrective action implemented by WFP between April 2024 and March 2025.

#### **Finding No. 1: Failure to Comply with Requirements for Public Communications**

This finding is **resolved**. WFP updated the DOES website and the flyers distributed in the AJC to comply with the requirements for public communications.

#### **Finding No. 2: Failure to Comply with WIOA Section 188 Requirements**

This finding is **partially resolved**. WFP submitted draft policies and SOP updated with the correct Equal Opportunity (EO) complaint email address, and the revised AJC complaint log contains all required information. WFP received the updated EO is the Law notice and signature form on March 12, 2025, reflecting the current EO Officers. WFP is actively working to resolve the EO aspects of this finding. OPPM will continue to monitor until fully resolved.

#### **Finding No. 3: Out-of-Date and Inconsistent Information in WFP Policies and Standard Operating Procedures**

This finding is **resolved**. WFP submitted updated draft policies and SOP which did not include the referenced out-of-date and inconsistent information.

**Finding No. 4: Out-of-Date Information Published on the DOES Website and in DCNetworks**

This finding is **resolved**. The out-of-date information referenced in the AJC report has been updated on the DOES website and in DCNetworks.

**Finding No. 5: Insufficient Documentation to Substantiate WIOA Designations**

This finding is **resolved**. WFP provided documentation of twelve staff training sessions conducted between April 2024 and January 2025. WFP also provided documentation of internal quality assurance procedures for participant file review and correction.

**Finding No. 6: Insufficient Documentation to Substantiate Use of Activity Codes that Extend WIOA Program Exit**

This finding is **resolved**. WFP provided documentation of twelve staff training sessions conducted between April 2024 and January 2025. WFP also provided documentation of internal quality assurance procedures for participant file review and correction.

**Finding No. 7: Inconsistent and Missing Information in DCNetworks**

This finding is **resolved**. WFP provided documentation of twelve staff training sessions conducted between April 2024 and January 2025. WFP also provided documentation of internal quality assurance procedures for participant file review and correction.

Respectfully,

Tonya A. Robinson  
Acting Chief Compliance Officer  
Department of Employment Services

CC: Kenneth Walker, Deputy Director, Bureau of Workforce & Federal Programs

**DISTRICT OF COLUMBIA GOVERNMENT  
DEPARTMENT OF EMPLOYMENT SERVICES**

**BUREAU OF COMPLIANCE AND INTERNAL AUDITING  
OFFICE OF PROGRAM AND PROVIDER MONITORING**

**MONITORING REPORT**

**FISCAL YEAR 2021 AND 2022 REVIEW**

**ON-THE-JOB (OJT) TRAINING PROGRAM**

**January 7, 2025**



This is an internal report prepared by OPPM expressly for the use of JVSG. This internal report may contain personally identifiable information, federal tax information, unemployment insurance information, and other confidential information that is protected from disclosure by federal and local law. This internal report may also contain data that is protected from disclosure by DOES Data Suppression Policy No. 800.40-1. This internal report may be protected, in whole or in part, by the deliberative process and attorney/client privileges. Please consult with DOES Director and DOES General Counsel, prior to release.

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This is an internal report prepared by OPPM expressly for the use of DOES's OJT program. This internal report may contain personally identifiable information, federal tax information, unemployment insurance information, and other confidential information that is protected from disclosure by federal and local law. This internal report may also contain data that is protected from disclosure by DOES Data Suppression Policy No. 800.40-1. This internal report may be protected, in whole or in part, by the deliberative process and attorney/client privileges. Please consult with DOES Director and DOES General Counsel, prior to release.

## **I. EXECUTIVE SUMMARY**

The District of Columbia Department of Employment Services (DOES) Office of Program and Provider Monitoring (OPPM), located in the Bureau of Compliance and Internal Auditing (BCIA), conducts program reviews of the District of Columbia Workforce and Job Training programs in accordance with D.C. Municipal regulations 717.29 Action ED-4.2.F: Training Program Tracking and 717.30 Action ED-4.2.G: Best Practices Analysis; Job Training and Adult Education Programs Quarterly Reports, D.C. Code; United States Department of Labor (DOL) Training and Employment Guidance Letters (TEGL) as mandated, and under the guidance of the Uniform Administrative Requirements for Grants and Cooperative Agreements to Local and State Government (OMB Circular A-102). OPPM is also responsible for conducting monitoring and data validation for grantees throughout DOES. All OPPM monitoring efforts are conducted in accordance with the Government Accountability Office's performance based Generally Accepted Government Auditing Standards.

### **A. Background**

On-the-Job training (OJT) is a workforce development strategy that allows employers an opportunity to train, mentor and hire candidates as they become fully proficient in a particular skillset or job function. Through the OJT model candidates receive the hands-on training necessary to increase their skills, knowledge, and capacity to perform the designated job functions. The OJT strategy ensures unemployed and underemployed jobseekers have a model chance to enter or re-enter the workforce through a "earn and learn model".

This streamlined approach developed between select employers and DOES allows employers to be reimbursed at an established wage rate in exchange for the training provided to participating OJT candidates.

The District of Columbia receives annual funding under USDOL's Workforce Innovation and Opportunity Act (WIOA) to support a range of employment and job training activities for DC jobseekers and businesses. These services are accessible through the American Job Centers (AJC) which are certified by the Workforce Investment Council (WIC) and managed by DOES.

### **B. Engagement**

OPPM commenced a desk review of the DOES OJT program, on March 12, 2024, by submitting an official monitoring notice for Fiscal Years 2021 (FY21) and 2022 (FY22). OPPM performed a comprehensive monitoring review to verify OJT program compliance with federal laws and DOES program policies.

## **II. MONITORING SCOPE AND PROCESS**

To facilitate the program review, OPPM requested programmatic correspondence from OJT on March 7, 2024, with a deliverable date of March 21, 2024. OJT submitted program documentation for FY21 and FY22 on March 11, 2024.



The scheduled monitoring was conducted to verify OJT's compliance with programmatic procedures, reporting, service delivery and participant file documentation.

### **III. ADMINISTRATIVE REVIEW**

Administrative reviews require program staff to participate in monitoring activities to discuss program management, program policies, workflow, key programmatic staff roles, internal controls, training performance/outcomes, and standard operating procedures. During the monitoring review, OPPM conducted the following: program participant file review, program desk review, and six program-related interviews.

During the monitoring review, OPPM reviewed a total of 13 program participant files in DC Networks, including eight (8) from FY21 and five (5) from FY22. In addition, four (4) hard copy files were also reviewed to confirm proper WIOA enrollment, development of an OJT plan, ongoing participant evaluation, progress documentation, consistent contact and employment outcomes.

The following section is an account of all noted observations, during the participant file review.

#### **A. Participant File Review**

The following was noted during the participant file review.

- Ten (10) of the thirteen (13) files reviewed contained OJT plans.
- Eight (8) reviewed files did not contain an OJT staff signature on submitted progress reports.
- Eight (8) OJT plans did not contain a signature from an OJT staff person.
- One (1) OJT plan did not contain the program participant's signature.
- One (1) Objective Assessment did not contain a signature for the participant or AJC staff.
- One (1) participant's WIOA enrollment documents were uploaded to the wrong customer's file

#### **B. Program Desk Review**

OPPM received and reviewed the following program documents:

- Current OJT Staff Roster,
- OJT Standard Operating Procedures for FY21 and FY22,
- List of OJT program participants for FY21 and FY22,
- List of participating OJT employers for FY21 and FY22,
- OJT Progress Report Form,
- OJT Invoice Form,
- Employer Information Sheet,
- OJT Recruitment Flyer,
- Completed FY21 Progress Reports for all program participants,
- Completed FY22 Progress Reports for all program participants,
- Completed Participating Employer Exit Interview,
- New Employer Information Sheet,

- OJT Customer Facing Partner Referral Process Flow, and
- OJT Employer Information Session Presentation.

OPPM requested but did not receive the following program documents:

- Approved Grant Applications for FY21 and FY22,
- Copy of Executed DOL Agreement for FY21 and FY22 (with Attachments/Extensions/Modifications),
- Copy of State Plans submitted for FY21 and FY22, and
- OJT Program Policies for FY21 and FY22.

### **C. Program-Related Interviews**

OPPM conducted the following: Two (2) OJT program participant interviews, one (1) OJT program leadership interview, one (1) OJT key program staff interview, and two (2) OJT participating employer interviews.

#### Interview One: Workforce Development Specialist (WDS)

On April 5, 2024, OPPM Auditors interviewed the OJT WDS. The WDS described primary responsibilities including serving as the liaison between OJT participants and participating employers and attending community events to develop new OJT partnerships for future opportunities. The OJT team consists of two (2) WDS and one (1) OJT Program Manager. The WDS answered general questions regarding the role of the American Job Center (AJC) staff in the OJT placement process including WIOA enrollment, documentation within DC Networks, program recruitment and participant follow up. AJC staff are required to enter all activity codes in DC Networks, including the 301-activity code which designates a participant entering the OJT program. The OJT program staff utilize a Smartsheet to document program updates, with each team member having access.

Per the WDS, all OJT positions are six (6) months in duration and not to exceed 11,040 hours. Prospective program participants can obtain information about available OJT positions by attending AJC orientation, and Workforce Wednesdays. They are then referred to work with an assigned case manager to determine program eligibility. AJC staff are made aware of available OJT positions during internal partner meetings where the position requirements are fully discussed, and all OJT positions are posted in DC Networks. OJT program participants are acquired through direct employer referrals or reverse referrals. Per the WDS, prospective OJT employers are identified by attending local networking events in the city.

The WDS stated implementation of the new District Integrated Financial System (DIFS) system has created challenges with processing employer invoices and does not allow the OJT team to troubleshoot issues, prior to submission. This has created delays in payment for OJT participating employers.

#### Interview Two: OJT Program Manager (PM)

The PM discussed primary responsibilities of managing the day-to-day operations of the OJT program. Responsibilities include developing new partnerships, updating SOP, creating service level agreements, managing the budget, invoicing. and ensuring WIOA standards are in place. The PM

manages two (2) WDS, with both team members working on both the OJT and WEX programs. The PM stated staff training takes place via WIOA training manuals, OJT standard operating procedures, communication templates and hands on training. No new employees have been added to the OJT team in the past two (2) years. In addition, the PM is responsible for submitting retention rate reports to Labor Market Information (LMI) and a quarterly OJT participation report. In addition, the PM participates in preparation for all DOES performance oversight hearings. Per the Department of Employment Services FY 2023 Key Performance Indicators and Workload Measures, the percentage of program completers who remain employed with the company at least six (6) months was 71.4% for FY 22. No performance indicator data was available for FY 21. In addition, the percentage of participants completing the program was 52.9% for FY 21 and 58.3 for FY 22<sup>1</sup>.

According to the PM, the employer approval process takes place in one (1) – two (2) weeks, depending on how timely the employer submits the required documentation. Per the PM, reimbursement rates for employers are determined by the size of the business and the availability of funds. Typically, employers with less than 100 employees are reimbursed at 75% while larger employers are reimbursed at 50% of the hourly rate.

The PM described the recruitment and interview process for potential OJT program participants. Per the PM, the AJC send referrals to OJT who then screens the candidates and forwards them to the employer for selection and interviewing. Per the PM, the final decision is left up to the employer.

The PM stated participants are recruited via DC Networks, at hiring events and by reverse referrals from employers. Per the PM, new employers are recruited by attending hiring and networking events and by word of mouth.

All position duties and responsibilities are documented in a formal employment agreement and both the employer and program participant are required to sign the document. Per the PM, participant progress or concerns are documented on the monthly participant report and timesheets.

Per the PM, participating employers are monitored monthly via progress reports and scheduled and unscheduled site visits. In addition, both employer and participant satisfaction are captured via the OJT Exit Interview.

Per the PM, OJT policies were last updated in 2021 and all ongoing amendments have been communicated to staff. The PM noted being short staffed and employer invoicing as ongoing challenges with the OJT program but noted the team has done a great job with both the number of employers and program participants having doubled.

#### Interview Three: FY21 OJT Participating Employer

As part of this review, OPPM Auditors spoke with a participating employer from FY 21. The manager stated the recruitment process for selecting OJT participants went smoothly and they were able to review resumes, interview candidates and make the final selection. The manager stated they worked

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<sup>1</sup> Department of Employment Services FY 2023 Performance Accountability Report January 16, 2024, Page 14-15, Workload Measures

with the OJT program to fill several positions including a Dispatch Coordinator, accounting staff, maintenance/trades helpers and an HVAC Tech. Per the manager, they were mostly pleased with the candidates they were presented with, but some of the candidates needed additional polishing. The manager stated the company provided a full job description for each of the positions and the HR Manager worked with both the office manager and the maintenance trades supervisor to create training plans for all the positions.

Participants were evaluated on a monthly schedule, and feedback was provided to the OJT program on participant work progress skill development, and work-related issues. The manager stated the OJT staff member they worked with during FY21, is no longer with the program. The manager stated they were very pleased with the program and have found several good employees that have been/were employed with the company long-term.

The manager stated some of the challenges with the program were the individuals themselves. Sometimes individual life issues got in the way and hindered some from successfully completing the program. In addition, the manager indicated there were participants who were not able to perform the skills they listed on their resumes, and therefore struggled in the position. Those candidates either resigned, quit or were terminated from the program.

#### Interview Four: FY22 OJT Participating Employer

As part of this review, OPPM Auditors interviewed a participating employer from FY22. The company representative stated the recruitment process involved contacting OJT to explain the requirements for the position and provide a list of skills/area they would like the participant to be trained in. OJT vets the candidates and sends potential candidates. The representative stated the company was recruiting for administrative and architect positions. The representative said it participated in creating a training plan for the program participants.

Per the representative, the participants were monitored monthly and required to attend a weekly team meeting. During the program, the representative stated the company was able to communicate efficiently with the OJT team, and only experienced delays in communication due to personnel changes.

Per the representative, challenges in working with the OJT program were minimum but included participant personal issues and difficulty in completing online invoicing forms. The representative stated several participants had personal issues that impacted the workplace including transportation, attendance, and mental health. In addition, the representative noted several of the forms needed were difficult to navigate and suggested the program use autofill forms to accommodate the submission of invoices.

The representative stated they were pleased with working with the OJT program and noted they have been a participating employer since 2018. The employer felt the participants gained the skills and experience detailed within the training plans and at least one of the program participants is currently employed and has been promoted into a management position with the company.

#### Interview Five: FY21 OJT Program Participant

OPPM interviewed a FY21 program participant who entered the program as an administrative assistant. The participant received a job description prior to being interviewed for the position by the employer. Once selected, the participant was able to review the training plan for the position, prior to starting the program.

The OJT position was with New Era Ventures and the participant noted receiving performance feedback on a regular basis, and a formal evaluation monthly. Initial payment during the OJT program was \$16.00 per hour and the participant was paid bi-weekly.

The participant was hired into the company as a FT employee and is still employed as of the date of the interview. The participant was challenged by learning the different components of the position, but overall was pleased with the program and found the experience to be extremely valuable to professional development.

#### Interview Five: FY22 OJT Program Participant

OPPM interviewed a FY22 program participant who described receiving a recruitment e-mail from the OJT program representative. The participant did not initially respond to the e-mail thinking it was a scam. As a next step, the OJT representative reached out to the participant by phone to confirm the position was legitimate and to confirm the participant's interest. The participant did not receive a job description or view the training plan, prior to beginning the program, and earned \$15.10 per hour while participating in the program. Performance was evaluated monthly by the site supervisor.

Although the participant did not review the training plan, prior to starting in the position, valuable skills and experience were gained by participating in the program. The participant was very pleased with the program and felt the job was a good fit for skill set.

Although the participant did not expect the workload to be as broad with lots of duties being added very quickly, participant did well and was hired full-time by the company. The participant is still employed with the company and has received two promotions. Lastly, the participant has told others about the OJT journey and encouraged them to apply. OJT is a good way to transition into a fulltime position.

#### **D. Virtual Desk Review**

Virtual desk reviews allow OPPM auditors access to important fiscal and program information. Standard OPPM desk reviews assess whether DOES programs have complied with all WIOA requirements by reviewing program participant files (DC Networks and hard copy) and additional program related documentation.

The following is a comprehensive account of all observations, findings, and areas of concern for the OJT program for FY21 and FY22:

##### **1. Observations**

In assessing OJT programmatic processes, OPPM auditors observed the following:

- OJT worked with ten employers and a total of eighteen program participants during FY21.
- OJT worked with seven employers and a total of twelve program participants during FY22.

## 2. Findings

### ***No. 1 –WIOA Requirements: Missing Elements***

Condition: OPPM auditors noted several DC Network participant files with missing enrollment elements including: no signature for participant or AJC staff on the objective assessment, no current IEP at the time of enrollment, missing activity codes, missing AJC staff signature on the applicant income statement and missing staff signature on the certification form.<sup>2</sup>

Corrective Action: Although AJC staff are responsible for the full WIOA enrollment and documentation process for OJT participants, OJT staff must audit to ensure its program participants have complete WIOA eligibility documentation and DOES required forms uploaded into DC Networks and in all hard copy files. OPPM will consider this finding resolved when OJT creates a plan or policy for how it will monitor to ensure WIOA eligibility and DOES required documents are uploaded to DC Networks and filed properly in hard copy files for all future program participants.

Close Out Remarks: In its official response, OJT referenced creating a regular auditing process, updating standard operating procedures to reflect federal requirements and cross-training staff on file management protocols to ensure continuity and mitigate future issues. OPPM will consider this finding resolved once a formal policy is submitted along with proof to demonstrate the successful implementation of the planned corrective measures.

### ***No. 2 – OJT Staff Signatures Missing from Training Plans and Progress Reports***

Condition: Per OJT SOP, participant OJT plans are to be “signed by the OJT Coordinator”<sup>3</sup>. OPPM monitors noted eight (8) participant training plans that did not contain a signature for designated OJT staff. In addition, no signatures were found on the designated signature portion of the progress report for eight (8) program participants.

Corrective Action: OPPM will consider this finding resolved once OJT creates a policy or plan to review and sign all future participant training plans and progress reports.

Close Out Remarks: In its official response, OJT proposed initiating an auditing process within the OJT team to review participant files monthly to ensure documentation compliance with SOP’s and federal requirements. OJT further proposed cross-training staff on file management protocols. OPPM will consider this finding resolved upon review of documentation supporting a monthly file review implementation and proof of staff training on file management requirements.

### ***No. 3 –Training Plans: Missing or Not Uploaded into VOS***

Condition: Per OJT SOP, “AJC staff will upload the participant’s profiles and training plans within DC Networks”<sup>4</sup>. OPPM auditors noted two (2) program participant files with no training plan uploaded to DC Networks. Training plans for these participants were subsequently found in

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<sup>2</sup> DOES Adult and Dislocated Worker Eligibility Program Policy, Sec IV, A and B

<sup>3</sup> Standard Operating Procedures OJT-0001, Page 4, Sec. IV, 3.2. I

<sup>4</sup> Standard Operating Procedures OJT-0001, Page 6, Sec. IV, 3.6. a

the participant hard copy files. In addition, one (1) participant did not have a training plan uploaded into DC Networks or filed in the hard copy file.

Corrective Action: OPPM will consider this finding resolved once OJT creates a plan to ensure all future program participants have training plans uploaded into DC Networks and placed into individual hard copy files.

Close Out Remarks: In effort to alleviate future issues with the inclusion and documentation of the required training plans for program participants, OJT proposed initiating a regular auditing process to review participant files on a monthly basis. A scheduled monthly file review will ensure all documents are in compliance with the program SOP's, as well as all federal requirements. OPPM will consider this finding resolved once a formal policy for monthly auditing and review of participant electronic and hard copy files is submitted, along with proof to demonstrate the successful implementation of the planned corrective measures.

### **3. Areas of Concern**

#### ***No. 1 – Staff Not Aware of Location of OJT Employer Files***

Concern: OPPM interviewed a front-line staff person who did not know where OJT hardcopy files for program participants or participating employers were housed. Since the OJT program staff is small and the team members operate with dual roles and responsibilities, each team member should be aware of and able to access the location for housed program-related files.

Recommendation: All OJT staff should be aware of the designated, secure file location for participating employers, and know the process for accessing program participant WIOA files within the AJC.

### **4. Promising Practices**

#### ***No. 1 – Strong OJT Program Growth***

OJT program management stated no new staff have been added to the program within the past two years, and the current program staff is small. Although none of the current staff worked with the OJT program during the performance period, the program has experienced tremendous growth. The percentage of successful completers for FY21 was 52.9% and 58.3% for FY22. OJT did not have percentage data for FY21 but confirmed that 71.4% of FY22 program participants were retained for full-time employment by the employer beyond the training plan end date. Per program management, both the number of program participants and participating employers have doubled under the current OJT team.

## **IV. FISCAL REVIEW**

The OJT fiscal review was conducted to verify the adherence of accounting best practices and that submitted, invoiced expenditures agreed with both: 1) the proposed budget detail and 2) the provided supporting documentation. The OPPM fiscal auditor made several observations which are detailed below. The following section is a comprehensive account of all observations noted.

## **A. Fiscal Desk Review**

Desk reviews require the evaluation of necessary documents to accurately assess and identify any fiscal best practices and possible compliance concerns. During OPPM's monitoring, OJT submitted and OPPM reviewed the following fiscal information:

- Employer submitted invoice forms for FY21 and FY22,
- Copies of participant timesheets submitted during FY21 and FY22,
- Proof of retention payments and all supporting documentation from FY21 and FY22 and
- DOES FY23 Performance Accountability Report.

OPPM also reviewed the following financial record from the Office of Chief Financial Officer (OCFO):

- OJT Program Budget to Actual for FY21 and FY22.

## **B. Payroll Review**

The following was noted during the participant file review:

- One (1) instance of an invoice submitted for the same participant with overlapping days worked was present within the sample observed covering FY22. Corresponding paystubs did not reflect double payment or payment in accordance with the inaccuracy of invoices submitted.
- Covering the period of FY21, multiple instances of invoices submitted for the same participant with differing hours were observed. There was one (1) paystub submitted per instance, within the stated pay period.
- Across both FY21 and FY22, although participant timesheets were submitted with overlapping dates, records did not reflect duplicate or misaligned payments.

## **C. Fiscal Interviews**

OPPM conducted the following: (2) OJT staff interviews and (1) participating employer interview.

### OJT Program Staff Interview Summary

OJT staff explained the overall fiscal logistics pertaining to grant fund management are housed and operated within the overall Workforce Division of DOES. It was further communicated that OJT does not have a copy of the grant which governs the program but instead receives a budget from the Workforce Division and instructions on the amount of funds that can be expended for a given fiscal year. OJT staff creates spend plans based on the budget provided and submits these plans to the OCFO.

The fiscal criteria for OJT participation by an employer is as follows: the organization must have been established for a least two (2) years, a current and up to date Certificate of Clean Hands must be on file with the Office Tax and Revenue (OTR) and presented to OJT staff, current employees of the organization must be W2 direct employees and must not be 1099 private contractors. Current business insurance is reviewed alongside organizational handbook and current organizational chart. No other fiscal documents are required.

OJT staff indicated all funding is allocated to participant payroll and no additional funds are



allocated or used for indirect costs.

#### Participating Employer Interview Summary

Participating Employers (Employers) found the invoice submission process within the accounting system DIFS, to be somewhat strenuous and repetitive in nature. Employers communicated that the new system required multiple submissions of the same information and little technical assistance to troubleshoot the duplicated efforts was provided in comparison to the old system which allowed invoice inaccuracies to be intercepted by OJT staff, before rejection.

### **D. Virtual Desk Review**

Monitoring is conducted to assess the fiscal health of the program, fiscal promising practices, and regulatory compliance. The following is a comprehensive account of all observations, findings, and areas of concern:

#### **1. Observations**

In assessing OJT programmatic processes, OPPM auditors observed the following:

- Based on the FY21 Budget to Actual report provided by the OCFO, thirty-eight percent of the OJT budget was expended.
- Ninety-three percent of the total expended was used on the category “Subsidies” which was partially corroborated with the information communicated by program, who purported “all OJT funds are used on participant wages.” Six percent of the total expended amounts were classified as Participant Training. Smaller percentage allotments were spread across categories titled “On-The-Job-Training,” “Participant Taxes (FICA)” and “Participant Wages” which in total equated to the remaining one percent.
- In FY22, twenty-five percent of the OJT budget was expended, based on the Budget to Actual report provided by the OCFO.
- A more streamlined report was provided for the FY22 period, with ninety-two percent of the total expended classified as “Participant Wages,” seven percent expended on “Participant Taxes (FICA) and the remaining on “Continuing Part Time.”
- The OCFO purported that OJT is one hundred percent WIOA funded, for the periods under review. It was also stated that OJT personnel is not supported by WIOA funds instead it was stated that all OJT funding covers participant wages, subsidies and grant costs.

#### **2. Findings**

##### ***No. 1 – Employer Retention Calculations Noted in SOP, but Not Practiced***

Condition: OJT SOP include retention rate calculations for employers that retain program participants past the training plan end date, of six consecutive months. SOP instructions indicate retention reimbursement rates will be calculated as follows: “participants retained 30 days after the training plan end date will be calculated at 25% retention rate, participants retained 60 days after the training plan end date will be calculated at 50% retention rate, participants retained 90 days after the training plan end date will be calculated at 75% retention

rate, participants retained 90 days or more after the training plan end date will be calculated at 100%”.<sup>5</sup> OJT staff was not familiar with the retention rate calculations and stated the program was not currently reimbursing employers past the end of the training plans. No further explanation was provided for why this practice is not currently used. OPPM was informed by program management that none of the exiting OJT team members were with the program during FY21 and FY22.

Corrective Action: OPPM will consider this finding resolved when: (1) OJT provides documentation to support why employer retention reimbursement was not practiced during the performance period. (2) OJT staff pays out reimbursements to employers based on the reported retention percentages as indicated.<sup>6</sup> (3) OJT provides OPPM with the revised standard operating procedures that reflects the up-to-date retention reimbursement policy.

Close Out Remarks: In its formal response, OJT noted it would remove the retention reimbursement policy outlined in the program SOP to streamline processes and eliminate confusion in future audits. In addition, a communication plan will be developed to inform all participating employers of the policy changes. OPPM will consider this finding resolved once OJT SOP have been revised and the communication plan submitted as part of its corrective action measures.

### **3. Area of Concern**

#### ***No. 1 –Interdepartmental Fiscal Records Out of Alignment***

Condition: During FY21, the Spend Plan provided by OJT was less than half the budgeted amount per the OCFO Budget to Actual Report. Funds expended exceeded the Spend Plan, by a nominal eight percent but were still well within the overall budgeted amount. Upon circulation of this report, it is unclear if the remaining funds were reallocated to support other Workforce related programs and in what capacity.

Within FY22, the Spend Plan again did not align with the budget provided by the OCFO. It was communicated to OPPM that OJT does not house copies of contracts that govern the program and that the larger Workforce Program houses such documents and sets the budget for the OJT program. The absence of such document does not allow for OJT to adequately set fiscal benchmarks for funds allocated to the program, which is reflected in the Spend Plan to Budget misalignments. Funding reallocation and carry over is also not reflected in the communication by program to OPPM auditors.

Recommendation: OJT, Workforce and the OCFO should ensure budget projections and post closure activities are in alignment. OJT staff should also be provided with copies of all governing agreements.

### **E. Follow Up**

OPPM will monitor the above listed findings until full resolution. OPPM will reengage the OJT

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<sup>5</sup> Standard Operating Procedures OJT-0001, Page 7, Sec. IV, 3.9. a

program in 60 days from the distribution of this report to review the policies created and implemented as part of the programs corrective action plan. At the time of reengagement, OPPM will request supporting documentation to address the findings noted within the report and will resolve or partially resolve accordingly.

# **APPENDIX**

## **ON-THE-JOB TRAINING PROGRAM**

### **FY 21 AND FY22 OFFICIAL PROGRAM RESPONSE**

**SUBMITTED DECEMBER 5, 2024**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

November 14, 2024

Tonya Robinson  
Acting Chief Compliance Officer/General Counsel  
Bureau of Compliance and Internal Auditing (BCIA)  
Department of Employment Services (DOES)  
4058 Minnesota Avenue NE, Suite 3100  
Washington, DC 20019

Subject: Monitoring Report Response

Dear Ms. Robinson,

We would like to express our appreciation for the thorough review and insights provided in your recent audit report on the On-the-Job Training (OJT) program. The report has highlighted some challenges and areas for improvement, particularly regarding compliance, documentation, and program management processes.

**While the cases reviewed for the audit were initiated and managed by OJT staff who are no longer employed by the Department of Employment Services,** we acknowledge the significance of addressing these issues promptly and effectively. Therefore, we are committed to implementing a series of actions to improve the program's operational efficiency.

The following are our proposed steps to address the audit findings:

1. **Improve Documentation and Compliance Processes:**
  - We will initiate a regular auditing process within the OJT team to review participant files monthly, ensuring that all documentation complies with Standard Operating Procedures (SOPs) and federal requirements.
  - Our staff will be cross-trained on file management protocols to ensure continuity and mitigate issues when roles overlap or change.
2. **Enhance Fiscal and Invoicing Processes:**
  - Training will be provided on the DIFS system for both internal staff and external employers to reduce invoicing errors and avoid delays.
  - We will automate invoice reviews to flag overlapping dates or discrepancies prior to submission, reducing administrative rejections and enhancing employer satisfaction.

**4058 Minnesota Ave, N.E. • Suite 3802 • Washington, D.C. 20019**

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

## Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR

- o Budget plans will be aligned with OCFO documentation to establish clear financial benchmarks. Additionally, staff will have ready access to governing agreements and budget information to improve financial planning and management.
- 3. **Update and Implement OJT Policies:**
  - o We will revise OJT policies, including removing retention reimbursement policies as outlined in the SOP, to streamline processes and eliminate confusion in future audits.
  - o A communication plan will be developed to ensure that all participating employers are informed of policy changes and reimbursement timelines, which will help maintain smooth operations and positive relationships.
- 4. **Expand Staffing Capacity to Support Program Growth:**
  - o Given the program's expansion, we recognize the need for additional Workforce Development Specialists to effectively manage participant files, monitor compliance, and sustain operational efficiency.
  - o We also plan to add a dedicated employer liaison to manage relationships, assist with invoicing troubleshooting, and improve communication with employers.
- 5. **Strengthen Communication with AJCs and Employers:**
  - o Monthly coordination meetings will be held between OJT staff and American Job Center (AJC) representatives to maintain alignment on program requirements and expectations.
  - o Technical assistance and training sessions will be provided to employers, enhancing their ability to navigate invoicing systems and ensuring program compliance.

These planned improvements will address the identified issues and enhance the OJT program's capacity to effectively support employers and participants. We value your continued support and collaboration as we implement these changes.

Thank you,

**Arlen Herrell**

Pronouns: He/Him/His

**Senior Deputy Director of Programs**

Department of Employment Services

4058 Minnesota Ave, NE 20019

Suite 3800

Office: 202-698-4216

Email: [Arlen.herrell@dc.gov](mailto:Arlen.herrell@dc.gov) Website: [DCIA.dc.gov](http://DCIA.dc.gov)

**4058 Minnesota Ave, N.E. • Suite 3802 • Washington, D.C. 20019**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Employment Services



MURIEL BOWSER  
MAYOR

DR. UNIQUE MORRIS-HUGHES  
DIRECTOR



GOVERNMENT OF THE  
DISTRICT OF COLUMBIA

MURIEL BOWSER, MAYOR



DISTRICT OF COLUMBIA  
DEPARTMENT OF  
EMPLOYMENT SERVICES

cc: Allison Contee, OJT Program Manager, Office of Talent and Client Services  
cc: Tawanna Wilkerson, Auditor, Office of Program & Provider Monitoring (OPPM)

**4058 Minnesota Ave, N.E. • Suite 3802 • Washington, D.C. 20019**

**U.S. Department of Labor**

Employment and Training Administration  
1835 Market Street Mailstop  
ETA/20  
Philadelphia, Pennsylvania 19103-2968



Reply to the attention of: R2-OSID-DC.JF-DOES-JG-LB  
Serial #FY25-102

February 6, 2025

Dr. Unique Morris-Hughes, Director  
District of Columbia Department of Employment Services  
4058 Minnesota Avenue NE, Suite 5008A  
Washington, DC 20019

Dear Dr. Morris-Hughes:

During the week of December 16 – 20, 2024, the U.S. Department of Labor Employment and Training Administration (ETA) conducted a Monitoring Review of the District's following two grants: State Apprenticeship Expansion Formula (SAEF) – 24A60AP000022 administered by the District of Columbia Department of Employment Services (DOES) and Senior Community Service Employment Program (SCSEP) – 24A60AD000195.

The review resulted in four compliance findings and two areas of concern. Please respond to the identified compliance findings within 30 days from the date of the report. Kindly submit your response to [r2monitoringreports@dol.gov](mailto:r2monitoringreports@dol.gov) with a copy to your Federal Project Officers (FPO) Linda Bobo at [bobo.linda@dol.gov](mailto:bobo.linda@dol.gov) and Janae Gonzalez [gonzalez.janae.l@dol.gov](mailto:gonzalez.janae.l@dol.gov).

We would like to thank your staff for their help during this review. If you have any questions, please contact Linda and Janae at the above email addresses.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Friedman".

JENNIFER FRIEDMAN  
Regional Administrator

cc: Kenneth Walker, Deputy Director



## EXECUTIVE SUMMARY

The Employment and Training Administration's (ETA) review resulted in the following four findings and two areas of concern.

### **State Apprenticeship Expansion Formula (SAEF) – 24A60AP000022**

**Finding #1:** Non-Compliance with Public Communications Requirement

**Finding #2:** Non-Compliance with DC DOES Monitoring Policy

**Finding #3:** Budget to Actual Expenditures Do Not Agree with Amounts Reported on the ETA-9130 Report

**Finding #4:** Non-Compliance with DC DOES Salary Allocation Policy

**Area of Concern #1:** Low Expenditures

### **Senior Community Service Employment Program (SCSEP) – 24A60AD000195**

**Area of Concern #1:** Organizational Chart is Not Updated

Please note that the review did not cover any areas outside the defined scope. Although no material issues came to the reviewers' attention, other than those contained in this report, there is no assurance that other issues may exist.

## REVIEW SCOPE

### **Dates of Review:**

December 16 – 20, 2024

### **Reviewers:**

Linda Bobo

Janae Gonzalez

### **Site Visited:**

None

### **Exit Date:**

December 27, 2024

### **Attendees at Exit Conference:**

#### **DC DOES**

Dr. Unique Morris-Hughes, Director

Kenneth Walker, Deputy Director, Workforce/Federal Programs

Michael Taylor, Assistant Director, Office of Apprenticeship, Information, and Training (OAIT)

Walter Lundy, Interim Associate Director American Job Center Operations

Donti McField, SCSEP, Program Coordinator

Tonya Robinson, General Counsel

Jaqueline Henry, Assistant Director

Tiffany Oats, Deputy General Counsel

**ETA**

Linda Bobo, FPO  
Janae Gonzalez, FPO

**Purpose:**

The purpose of the Monitoring Review was to measure the grant’s progress, identify areas of compliance, offer opportunities for technical assistance to help resolve non-compliance issues, and ensure Federal funds are used properly and responsibly.

**Grants/Programs Reviewed:**

SAEF grant, 24A60AP000022  
SCSEP grant project, 24A60AD000195

**Tool Used for Review:**

ETA Core Monitoring Guide

**GRANT BACKGROUND: SAEF Grant, 24A60AP000022**

ETA awarded DC DOES a \$852,617 SAEF grant with a Period of Performance (POP) from July 1, 2023 to June 30, 2025. Listed below are the cumulative expenditures and key performance outcomes as of quarter ending (QE) September 30, 2024:

SAEF 2-Year Performance Goals	2 Year POP Goal	QE 9/30/24 Actual	Percent of POP Goal
Expenditures	\$852,617	\$79,453	9%
Registered Apprenticeship Program (RAP) Enrollment Goal	35	5	14%
Pre-RAP Enrollment	60	47	78%
RAPs Created	8	10	125%
RAPs Expanded	10	0	0%

**SAEF COMPLIANCE FINDINGS**

This section lists the compliance findings identified during the review.

**Finding #1:** Non-Compliance with Public Communications Requirement

**Indicator:** 3.a.3: Compliance with Applicable Laws and Regulations

**Condition:** A review of the DC DOES participant handbook, outreach materials, and the subrecipient's outreach fliers, participant orientation PowerPoint presentation, and program fliers, revealed that these materials did not include the required funding information below:

1. Percentage of total costs of program or project financed with Federal money;
2. Dollar amount of Federal funds for the project or program; and

3. Percentage and dollar amount of total costs of project or program financed by non-governmental sources.

**Cause:** Indeterminate

**Criteria:** Grant Award Agreement, Terms and Conditions of Award (Section 12.a)

**Corrective Action:** ETA will consider this finding resolved when DC DOES completes the following:

1. Provides evidence of its public-facing materials including the participant handbook, outreach materials, and the subrecipient's outreach materials, participant orientation PowerPoint presentation and program fliers contain the required information. If DC DOES or its subrecipients intend to continue using its outreach materials, it must provide evidence its outreach materials include the required information. Affixing a sticker to its current outreach materials containing the required information is acceptable.
2. Train program and subrecipient staff on the funding information requirement and provide ETA evidence of staff training.

**Finding #2:** Non-Compliance with DC DOES Monitoring Policy

**Indicators:** 2.f.4: Subrecipient Management and Oversight and 3.a. Internal Controls

**Condition:** DC DOES did not monitor its two subrecipients (District of Columbia Public Schools and Capital City Charter School) in accordance with its subrecipient monitoring policy. The DC DOES Program and Fiscal Monitoring Policy, Section IV.A and B, indicates monitoring reviews will occur annually.

**Cause:** Indeterminate

**Criteria:** 2 CFR 200.303; DC DOES Program and Fiscal Monitoring Policy, Section IV.A and B, Frequency: Annually

**Corrective Action:** ETA will consider this finding resolved when DC DOES completes the following:

1. Conducts a fiscal and programmatic monitoring review of its subrecipients, in accordance with the DC DOES monitoring policy, and provides evidence of the review.
2. Trains appropriate staff on its monitoring policies and procedures and provides evidence of staff training.

**Finding #3:** Budget to Actual Expenditures Do Not Agree with Amounts Reported on the ETA-9130 Report

**Indicator:** 3.b.2: Financial Reporting

**Condition:** Expenditures reported on the DC DOES Budget to Actual analysis do not agree with expenditures reported on the ETA-9130 report for QE September 30, 2024.

**Cause:** Indeterminate

**Criteria:** 2 CFR 200.302(b)(5)

**Corrective Action:** ETA will consider this finding resolved when DC DOES submits evidence the ETA-9130 report aligns with the Budget to Actual analysis for QE March 31, 2025.

**Finding #4:** Non-Compliance with DC DOES Salary Allocation Policy

**Indicator:** 3.a.1 Effectiveness and Efficiency of Operations

**Condition:** The DC DOES Salary Cost Allocation Policy requires the Government Operations Cluster (GOC)-DOES Financial Manager to distribute monthly time and labor reports to DC DOES program managers for salary allocation verification/reconciliation based on the actual benefit received by the grant. The monthly time and labor report has not been distributed since the grant inception leading to salary allocations that do not accurately reflect the time staff allocated to the grant.

**Cause:** Indeterminate

**Criteria:** 2 CFR 200.303; GOC-DOES Policies and Procedures Manual Volume XII-I (Version 3.6), Page 240

**Corrective Action:** ETA will consider this finding resolved when DC DOES:

1. Reviews and reconciles actual staff time allocated to the grant up to September 30, 2024.
2. Provides ETA evidence of the reconciliation and any necessary adjustments in the financial management for grant expenditures.

## **SAEF AREA OF CONCERN**

**Concern #1:** Low Expenditures

**Condition:** As of QE June 30, 2024, DC DOES expended \$79,453 (9 percent) of its award and has 50 percent of its POP remaining.

**Cause:** DC DOES subrecipient, DC Public Schools (DCPS), was scheduled for disbursement at the close of Year 1 for \$150,000. However, DCPS decided to fund Year 1 programming internally because it had grant funds that needed to be expended. It is anticipated that DCPS will utilize SAEF funds in Year 2.

**Consequence:** ETA is concerned DC DOES will not expend its grant funding within the POP and a return of funds may be required.

**Recommended Action:** ETA recommends DC DOES develop a plan and timeline of how it will achieve the Grant Agreement's fiscal outcomes by the POP end date and share the plan with its FPO.

**GRANT BACKGROUND: SCSEP grant project, 24A60AD000195**

ETA awarded DC DOES a \$460,788 SCSEP grant with a POP from June 30, 2024 to June 30, 2025. Listed below are the cumulative expenditures and key performance outcomes as of quarter ending (QE) September 30, 2024:

SCSEP Core Measures	POP Goal	QE 9/30/24 Actual	Percent of POP Goal
Expenditures	\$460,788	\$116,545	25%
Enrollment Goal	20	22	86%
Placement into Unsubsidized Employment in 2 <sup>nd</sup> QTR after Exit	22	0	0%
Placement into Unsubsidized Employment in 4 <sup>th</sup> QTR after Exit	20	0	0%
Most in Need	3	2.36	80%

**SCSEP AREA OF CONCERN**

**Concern #1:** Organizational Chart Is Not Updated

**Condition:** DC DOES SCSEP Organizational Chart does not align with the current personnel working on the grant. The Associate Director has been replaced by a new Interim Associate Director who is not listed on the organizational chart.

**Cause:** Undetermined

**Consequence:** DC DOES organizational staff chart will not align with the grant award agreement if not updated.

**Recommended Action:** ETA recommends DOES update its organizational chart for SCSEP personnel.

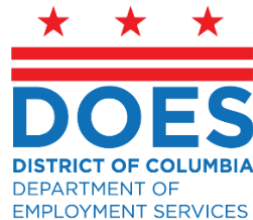
**DISTRICT OF COLUMBIA GOVERNMENT  
DEPARTMENT OF EMPLOYMENT SERVICES**

**BUREAU OF COMPLIANCE AND INTERNAL AUDITING**

**OFFICE OF PROGRAM AND PROVIDER MONITORING**

**INITIAL MONITORING REPORT  
DEPARTMENT OF EMPLOYMENT SERVICES  
WORKFORCE INNOVATION AND OPPORTUNITY ACT FISCAL REVIEW  
FISCAL YEAR 2024: QUARTERS 1 AND 2**

**MARCH 12, 2025**



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## **I. EXECUTIVE SUMMARY**

The District of Columbia (DC) Department of Employment Services (DOES) Office of Program and Provider Monitoring (OPPM), located in the Bureau of Compliance and Internal Auditing (BCIA), conducts reviews of the DC workforce and job training programs in accordance with DC Municipal Regulations 717.29 Action ED-4.2.F: Training Program Tracking and 717.30 Action ED-4.2.G: Best Practices Analysis; DC Code; the Language Access Act of 2004; the Living Wage Act of 2006; the Americans with Disabilities Act; United States Department of Labor (USDOL) Training and Employment Guidance Letters (TEGL) as mandated; Section 188 of the Workforce Innovation and Opportunity Act (WIOA); and under the guidance of the Uniform Administrative Requirements for Grants and Cooperative Agreements to Local and State Government (OMB Circular A-102) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200). All OPPM monitoring efforts are conducted in accordance with the Government Accountability Office's performance-based Generally Accepted Government Auditing Standards.

### **A. Background**

DOES receives WIOA grant funds from USDOL and is the DC State Agency for WIOA grants. DOES' WIOA-funded programs are implemented by the Bureau of Workforce and Federal Programs (WFP) and the Bureau of Innovation and Partnerships (BIP) through direct services and agreements with partnering organizations and employers. DOES expends WIOA funds on American Job Center (AJC) services; training services provided to WIOA Adults and Dislocated Workers (DW) from Eligible Training Providers (ETP) and other contracted training providers; On-the-Job Training (OJT) and paid Work Experiences (WEX) for WIOA Adults and DW; and WIOA Out-of-School Youth (OSY) programs, services, and participant stipends.

### **B. Engagement**

Each recipient of WIOA funds must conduct regular oversight and monitoring of its WIOA and Wagner-Peyser (WP) Act programs to determine compliance with WIOA and Uniform Administrative Requirements (2 CFR part 200). In compliance with 20 CFR § 683.410, OPPM conducted a fiscal review of DOES' WIOA Title I and III programs and expenditures in Fiscal Year 2024 (FY24) Quarters 1 and 2 (Q1-Q2): October 1, 2023, through March 31, 2024.

Monitoring was conducted to ensure compliance with WIOA, federal regulations, and applicable fiscal policies. This report will be submitted to DOES leadership, who will disseminate it to staff to address any staff-related matters raised by the report.

## **II. MONITORING SCOPE AND PROCESS**

To facilitate the review, a notice of monitoring was transmitted on May 21, 2024. With the notice of monitoring, BCIA requested fiscal documentation and correspondence from DOES and the Office of the Chief Financial Officer (OCFO) with a deliverable date of June 18, 2024. An entrance conference was conducted with DOES and the OCFO on June 20, 2024. DOES (WFP and BIP) and the OCFO



provided documentation from June 4, 2024, through October 9, 2024. DOES (WFP and BIP) provided additional documentation in February and March 2025.

The scheduled monitoring was conducted to ensure fiscal compliance with all applicable laws and policies. Monitoring included a fiscal review of documents submitted by WFP, BIP, and the OCFO as well as a review of supporting documentation in the District Integrated Financial System (DIFS), the District's Procurement Automated Support System (PASS), DCNetworks, and participant payment registers. The fiscal review focused on DOES' WIOA Title I and III expenditures during FY24 Q1-Q2; invoices submitted from subrecipients, vendors, and employer partners for WIOA-funded services provided during FY24 Q1-Q2; participant training wage payments; and supportive services provided during FY24 Q1-Q2.

### **III. FISCAL REVIEW**

During the review, fiscal monitoring was conducted to verify adherence to accounting best practices and that expenditures agreed with both: 1) the funding details and 2) the provided supporting documentation. OPPM made several observations which are detailed below.

#### **A. Desk Review**

Desk reviews require the evaluation of necessary documents to accurately assess and identify any fiscal compliance concerns and best practices. During OPPM's monitoring, DOES and the OCFO submitted and OPPM reviewed the following documents:

- Ten (10) Notices of Awards from USDOL;
- FY24 Budgets for WIOA Titles I and III;
- FY24 Q1-Q2 Budget vs. Actuals for WIOA Titles I and III;
- OCFO Chart of Accounts;
- WIOA FY24 Q1-Q2 Payment Management Services drawdowns;
- Lists of employees funded by WIOA Titles I and III;
- DOES employee payroll registers for FY24 Q1-Q2;
- FY24 Active Participant Lists (Adult, DW, Youth, WP, OJT, WEX);
- Twelve (12) FY24 agreements for WIOA-funded vendors and subawards;
- FY24 Q1-Q2 funding certifications for WIOA agreements;
- List of WIOA-funded purchase orders active during FY24 Q1-Q2;
- List of WIOA FY24 asset purchases;
- Fifteen (15) FY24 OJT Agreements, five (5) OJT Training Plans, and 17 WEX agreements;
- FY24 OSY participant timesheets;
- WEX participant payment registers for FY24 Q1-Q2;
- WEX participant timesheets for five (5) sampled pay periods;
- AJC and OSY SmarTrip transportation assistance logs;
- Gift Card Policy and draft OJT and Training, Career, and Success Work Experience

Program Standard Operating Procedures (SOP);

- Thirty-eight (38) ETA-9130 Reports for Quarters Ending December 31, 2023, and March 31, 2024; and
- Eight (8) ETA-9173 Performance Reports for Quarters Ending December 31, 2023, and March 31, 2024, and the Program Year 2022 Annual Narrative Report.

OPPM also reviewed WFP policies and procedures as submitted to USDOL during the January 2024 USDOL Consolidated Review; OSY participant payment registers for FY24 Q1-Q2; a sample of WIOA-funded e-invoices in DIFS and PASS for services provided between October 1, 2023, and March 31, 2024; and supportive service records in DCNetworks.

## **B. Virtual Review**

Monitoring is conducted to assess the fiscal health of the organization, fiscal promising practices, and regulatory compliance. The following is a comprehensive account of all fiscal observations, findings, and areas of concern.

### **1. Observations**

In assessing DOES documents and processes, OPPM observed the following:

- Per the budget vs. actuals provided by the OCFO, WIOA expenditures in FY24 Q1-Q2 totaled:
  - \$4,913,117.48 for Adult, Dislocated Worker, and Youth grants, a 14 percent expenditure of the FY24 budget of \$36,188,647.99;
  - \$618,343.71 for Wagner-Peyser grants, a 35 percent expenditure of the FY24 budget of \$1,790,091.59; and
  - \$124,172.85 for Workforce Information grants, a 36 percent expenditure of the FY24 budget of \$340,388.06.
- WIOA section 133(b)(4) allows for a transfer of up to 100 percent of funds between Adult and DW employment and training activities. OPPM noted several instances where participants enrolled as WIOA Adults had expenditures charged to DW awards.

### **2. Findings**

The monitoring revealed the following fiscal finding:

#### ***No. 1 – Questioned Costs***

Condition: Within the sampled transactions, OPPM identified questioned costs totaling \$31,682.92.

OPPM identified sampled questioned costs totaling \$21,541.98 (DW funds) for less than 10 participants who were not enrolled in WIOA in DCNetworks or whose eligibility documents were not uploaded for validation. OPPM identified sampled questioned costs totaling \$7,344.00 (DW funds) for WEX participant training wage payments outside participants' recorded WIOA participation dates. WIOA funds cannot be used for individuals who were not

enrolled in WIOA at the time expenses were incurred.<sup>1</sup>

OPPM identified sampled questioned costs totaling \$593.19 (DW funds) for unsupported payments to OJT employers. The questioned costs within sampled transactions included incorrectly totaled payments and payments for hours exceeding the agreed number of weekly hours. OPPM also identified sampled questioned costs totaling \$1,224.00 (DW funds) for WEX participant training wage payments for which the WEX Participation Agreement<sup>2</sup> was not provided.

OPPM identified sampled questioned costs totaling \$809.75 (Youth funds) for unsupported OSY participant training wage payments. The questioned costs within sampled transactions included payments for time on a federal holiday and a day DC government was closed, incorrectly totaled payments, and payments without signed participant timesheets.<sup>3</sup>

OPPM questioned the distribution of \$170.00 in pre-paid SmarTrip transportation cards that did not have adequate justification and supporting documentation.

Required Action: DOES must review the sampled questioned costs and provide a determination of allowable and unallowable costs. For costs deemed allowable, DOES must provide supporting documentation. For costs deemed unallowable, DOES must provide documentation that the costs are no longer attributed to WIOA funding sources.

DOES must review total FY24 WIOA expenditures to evaluate whether there are other potentially unallowable costs with the same basis as the sampled questioned costs. This includes, if applicable, all costs associated with any individuals not validated as enrolled in WIOA, WEX or OJT payments made outside of WIOA participation dates, and OSY participant training wage payments made for holidays or days DC government was closed. OPPM will review and verify the results of this evaluation and implemented corrective action, as applicable, as part of the end-of-year FY24 WIOA fiscal audit.

OPPM noted during the review that not all programmatic records were current in DCNetworks, DOES' electronic system of record.<sup>4</sup> Program documentation was provided to support sampled costs, and electronic program records were updated. As costs must be adequately documented to be allowable,<sup>5</sup> DOES must establish internal controls<sup>6</sup> to verify that DOES' electronic system of record is current prior to payment.

As of the transmittal of this report, this finding is **partially resolved**. During the review, WFP and BIP provided documentation of established internal controls to verify electronic program records are current prior to payment. This finding will be considered fully resolved when

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<sup>1</sup> WIOA Section 134(b)

<sup>2</sup> Draft Training, Career, and Success Work Experience Program SOP Section IV.B.10

<sup>3</sup> OSY Participant Time & Pay

<sup>4</sup> October 1, 2019, Memorandum from the DOES Director regarding Using DCNetworks (VOS) as the Agency's Official System of Record

<sup>5</sup> 2 CFR 200.403(g)

<sup>6</sup> 2 CFR 200.303(a)

DOES provides a determination for the sampled questioned costs as allowable or unallowable, providing supporting documentation for allowable costs and documentation that unallowable costs are no longer attributed to WIOA funding sources.

### 3. Area of Concern

The monitoring revealed the following fiscal area of concern:

#### *No. 1 – Current Signed Policies and SOP Not Available for All Processes*

Concern: During the review, DOES provided draft (unsigned) SOP which did not align with current practice and policies that did not include documented review by the indicated two-year review date. WFP also confirmed there were not policies and SOP for invoice processing specific for the bureau outside of Eligible Training Provider invoices.

Recommendation and Close-Out: OPPM recommends that DOES review, update, and sign policies and SOP with fiscal components that are outdated or in draft form to ensure they reflect current processes. OPPM also recommends WFP create bureau-specific fiscal policies and SOP for invoice processing to strengthen internal controls.<sup>7</sup>

As part of the District’s corrective action plan for the January 2024 USDOL Consolidated Review, the District established a Workforce Policy Working Group that is reviewing all DOES policies. OPPM notes that this recommendation will be addressed by the work of the Workforce Policy Working Group.

## IV. DOES FOLLOW-UP

BCIA conducted an exit conference with WFP and BIP on March 11, 2025, prior to the transmittal of this report. DOES is required to officially respond to confirm receipt of this report and therefore has the right to respond to any observations and suggestions delineated herein. BCIA must receive all responses no later than 30 days from the date of this report. Unless otherwise requested by DOES and approved by BCIA, all proposed remedies should be completed within 30 days following response submission to BCIA. Follow-up activities will be coordinated in concert with DOES’ response and proposal and shall not exceed 60 days past the submission of the response.

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<sup>7</sup> 2 CFR 200.303(a)

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Fiscal Year	Audit Name	Subject	Requesting Agency	Date Received by the agency	Information was supplied	Whether the information was supplied by the date request. If information was not timely supplied, please indicate the reason for any delays
FY25	Annual Comprehensive Financial Report (FY25)	Unemployment Compensation Trust Fund	Office of the Inspector General (DC OIG)	6/16/25	Yes	DOES submitted documents for all requests.
FY25	Jobs for Veterans State Grant (JVSG)	Jobs for Veterans State Grant (JVSG)	Department of Labor	7/31/25	Yes	DOES submitted documents for all requests. This audit is still in progress and is scheduled to conclude in February.
FY26	DOES Workers Compensation Program Administration Fund and Worker' Compensation Special Fund (FY25)	DOES Workers Compensation Program Administration and Special Fund	Department of Employment Services Labor Standards Bureau	11/25/25	Yes	DOES submitted documents for all requests. This audit is still in progress.
FY25	Single Audit (FY24)	Schedule of Expenditures of Federal Awards and Reports Required by the Uniform Guidance	Office of the Chief Financial Officer	3/20/25	Yes	DOES submitted documents for all requests.
FY24	Reemployment Services and Eligibility Assessment (RESEA)	Unemployment Insurance (UI) Reemployment Services and Eligibility Assessment (RESEA)	Department of Labor	4/5/24	Yes	DOES submitted documents for all requests.
FY24	Workforce Investment Act (WIOA) Titles I and III, Wagner Peyser (WP), and Work Opportunity Tax Credit (WOTC)	Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, Youth and Statewide Set-aside; Wagner Peyser (WP); Work Opportunity Tax Credit (WOTC)	Department of Labor	12/8/23	Yes	DOES submitted documents for all requests.
FY25	State Apprenticeship Expansion Formula (SAEF); Senior Community Service Employment Program (SCSEP)	State Apprenticeship Expansion Formula (SAEF); Senior Community Service Employment Program (SCSEP)	Department of Labor	10/31/24	YES	DOES submitted documents for all requests.
FY24	Single Audit (FY23)	Schedule of Expenditures of Federal Awards and Reports Required by the Uniform Guidance	Office of the Chief Financial Officer	3/1/24	Yes	DOES submitted documents for all requests.
FY24	Single Audit (FY23)	Schedule of Expenditures of Federal Awards and Reports Required by the Uniform Guidance	Office of the Chief Financial Officer	3/1/24	Yes	DOES submitted documents for all requests.
FY25	IRS Safeguard Review	IRS Safeguard Review	Internal Revenue Service	9/11/25	Yes	DOES submitted documents for all requests. This review is still in progress.



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## PREAMBLE

This Agreement constitutes a collective bargaining agreement on non-compensatory issues between the American Federation of Government Employees, Local 1000, hereinafter referred to as "the Local" or "the Union", and the District of Columbia Department of Employment Services, hereinafter referred to as "the Department" or "Management".

## ARTICLE 1 COVERAGE AND RECOGNITION

### SECTION 1 - RECOGNITION:

Local 1000, American Federation of Government Employees, AFL-CIO is recognized as the sole and exclusive representative of all employees in the Bargaining Unit as defined in Section 2 of this Article. The Local is hereby entitled to negotiate agreements covering and representing the interests of all employees in the Bargaining Unit.

### SECTION 2 - COVERAGE:

The Bargaining Unit consists of all non-professional employees in the Department, except those under Section 3 of this Article.

### SECTION 3 - EXCLUSION FROM COVERAGE:

The following employees are excluded from the Bargaining Unit covered by this Agreement.

- a. All management officials;
- b. All supervisory employees;
- c. Employees on temporary appointments of six (6) months or less and participants in training and work experience programs;
- d. Employees in the Office of the Director and the Compliance and Independent Monitoring Staff, except employees in the Quality Control Unit;
- e. Employees in the Office of Budget and Accounting, except employees in purely clerical positions;
- f. Confidential employees; and,
- g. Employees administering the provisions of Title 1, Chapter 6, Subchapter XVII of the D.C. Code, 1981 Edition.



**ARTICLE 2**  
**GOVERNING LAWS AND REGULATIONS**

**SECTION 1 - GENERAL:**

In the event any applicable D.C. Government-wide personnel rule or regulation or Department rule, issuance, or policy is in conflict with the provisions of the Agreement, this Agreement shall prevail to the extent there is a conflict.

**SECTION 2:**

Where applicable, it is understood that D.C. Government-wide rules and regulations that are not in conflict with this Agreement and are not specifically incorporated herein, are applicable to bargaining unit employees.

**ARTICLE 3**  
**LABOR-MANAGEMENT RELATIONS**

**SECTION 1 - CONSULTATION AND COMMUNICATION:**

Consultation and communication will be maintained at all levels between Management and the Local. The lowest level of consultation is between the Shop Steward and the first line supervisor. The highest level is between the Department Director and the Local's President, or their respective designees. All such meetings will be held during regular duty hours on official time, and will restrict themselves to subject areas appropriate to the scope of authority levels of the participants.

**SECTION 2 - FAILURE TO CONSULT AT ANY LEVEL:**

Failure to hold consultation and communication at any level as agreed to in Section 1 of this Article shall result in consultation and communication at the next higher level.

**SECTION 3 - DEPARTMENT LABOR-MANAGEMENT RELATIONS COMMITTEE:**

(a) The parties agree to establish a Labor-Management Relations Committee. This Committee will be composed of an equal number of representatives of the Union and of Management with equal voice. Union and Management shall independently establish methods related to appointment and tenure of Committee representatives. The Committee shall meet monthly. On a quarterly basis, the chair will be alternated by the Director and the Union President.

(b) The Labor-Management Relations Committee may establish

subcommittees as may be necessary and agreed upon by the committee representatives. The Labor-Management Committee may make recommendations to the Department but shall have no authority to renegotiate, amend, or otherwise alter this Agreement.

(c) When either party has agreed to furnish to the other party information relevant to a topic discussed in the Labor-Management Relations Committee, the information shall be provided within fifteen (15) working days. The fifteen working day time limit may be waived on mutual agreement.

#### ARTICLE 4 INFORMATION REPORTS

##### SECTION 1:

The Department shall compile and provide the Union with the following reports:

- (a) Quarterly employee lists of new hires, separations, reassignments, reclassifications and details of over thirty (30) days;
- (b) Revised official position descriptions at the same time they are provided to the affected collective bargaining unit employee;
- (c) EEO reports to be provided annually; and,
- (d) Merit staffing vacancy announcements and cancellations within three (3) work days from the effective date(s), and Merit Staffing selections as effected.

##### SECTION 2:

Within thirty (30) days of the effective date of this Agreement, the Department shall provide the Union with a list of names, positions, titles, and grades of all employees by organizational unit.

##### SECTION 3:

Within thirty (30) days of the effective date of this Agreement, the Department shall provide the Union with official copies of the position description for each job or job category in the bargaining unit.

ARTICLE 5  
DISTRIBUTION OF AGREEMENT AND ORIENTATION OF EMPLOYEES

SECTION 1:

The Department shall print and distribute a copy of this Agreement to each individual in the bargaining unit within thirty (30) days of the effective date of this Agreement. All costs associated with the reproduction of this Agreement shall be paid by the Department. The parties agree that 1000 copies of this Agreement shall be reproduced.

SECTION 2:

The Department shall conduct orientation sessions for all new employees within the bargaining unit on a quarterly basis. A reasonable amount of time at each orientation session shall be given to the Union to make a presentation and distribute the Union's membership packet, including, among other things, a copy of this Agreement.

SECTION 3:

The Department shall provide the Union with at least **one week advance notice of the date, time** and place of each orientation session.

ARTICLE 6  
UNION DUES AND WITHHOLDING

SECTION 1:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

SECTION 2:

The Department agrees to deduct Union dues from each employee's bi-weekly pay upon authorization of DC Form 277. Union dues withholding authorization may be canceled upon written notification to the Union and the Department thirty (30) days prior to each annual anniversary date (effective date) of this Agreement, regardless of the provisions of DC Form 277. When Union dues are cancelled, the Department shall withhold a service fee in accordance with Section 3 of this Article. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

**SECTION 3:**

The Union is responsible for representing the interests of all unit employees without discrimination and without regard to Union membership. Consequently, upon a showing by the Local that sixty percent (60%) of the eligible employees for which it has certification are Union members, Management shall begin withholding, no later than the second pay period after this Agreement becomes effective and the showing of sixty percent (60%) is established, a bi-weekly service fee applicable to all employees in the Bargaining Unit who are not Union members. The service fee will not be deducted from those employed in competitive service appointments before January 1, 1980, who submitted written objections to the service fee withholding prior to October 1, 1984. Employees hired subsequent to October 1, 1980 shall have the service fee or Union dues withheld within two (2) pay periods of the date of entry on duty. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall be implemented in accordance with procedures established by Management and this Article. The service and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$.05) per deduction per pay period.

**SECTION 4:**

The service fee applicable to non-union members shall be equal to the bi-weekly Union membership dues attributable to representation.

**SECTION 5:**

When a service fee is not in effect, the Union may require that an employee who does not pay dues or a service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievance or adverse action proceedings in accordance with the provisions of the Comprehensive Merit Personnel Act (CMPA).

**SECTION 6:**

The Union shall indemnify Management and hold it harmless against any and all claims, demands, and suits or other forms of liability that may arise out of, or by reason of, any action taken or not taken by Management in carrying out the provisions of this Article.

**SECTION 7:**

Payment of dues or service fees shall not be a condition of employment.

**SECTION 8:**

Upon receipt by the Department of a written assignment from an employee authorizing the Department to deduct from the employee's pay an amount to be paid to the AFGE-PAC, the Department shall honor the employee's assignment. Such allotments shall be transmitted directly to AFGE-PAC. Procedures governing this provision shall be determined cooperatively by the Union and the Department and D.C. Payroll.

**ARTICLE 7**  
**OFFICIAL TIME**

**SECTION 1 - LIST OF OFFICERS AND OTHER OFFICIAL REPRESENTATIVES:**

Within thirty (30) days of certification of the results of a general election, the Union will provide the Department with a list of all official Union representatives and any other elected Union officials, including stewards. Within the first ten (10) days of each month, the Union will notify the Department of any changes in the list as they occur.

**SECTION 2 - PERFORMANCE OF UNION FUNCTIONS:**

Officers, chief steward, stewards, and all other official representatives of the Union are authorized to perform duties properly assigned them subject to the limitations on official time in Section 4 of this Article. Performance standards as a Departmental employee will be adjusted for the performance of these duties

**SECTION 3 - STEWARD'S AREA OF JURISDICTION:**

(a) Management and the Union agree that, in other than emergency situations of less than ninety (90) days, a steward's work area will be, to the extent possible, in the same organizational unit to which he/she is assigned.

(b) Union and Management agree that there shall be a total of sixteen (16) shop stewards, based on organizational representation as agreed to by Union and Management. Union shall provide in a listing to Management the identification of Unit members by shop steward assignment. Such assignments must be consistent with the steward's area of responsibility. Management will be provided updated listings as changes in employee representation assignments may occur.

SECTION 4 - OFFICIAL TIME:

(a) The President of the Local shall be provided official time to carry out his/her responsibilities in dealing with Labor-Management business. Union representatives, excluding the President, shall be granted official time, subject to prior supervisory approval from his/her supervisor, to perform Labor-Management responsibilities.

(b) Before a Union representative wishes to meet with an employee, the employee must request approval from his/her supervisor. Thereafter, when the Union representative enters the worksite, he/she will request the opportunity to meet with the employee, and state the general nature of the request. If it is not a convenient time for the Union representative and the employee to meet, the supervisor will so advise the representative and will also advise the representative of a convenient time. The representative and the supervisor will notify the employee of the time of the meeting.

(c) Labor-Management business shall include, but not be limited to the following:

- (1) Preparation and presentation of grievances and appeals;
- (2) Consultation between Union representatives and authorized Management officials concerning topics of interest to employees in the bargaining unit;
- (3) Representation on Labor-Management Relations Committee;
- (4) Distribution and posting of information in the interest of employees; and,
- (5) Consultation between a Union representative and an employee.

SECTION 5 - TRAINING OF OFFICIAL UNION REPRESENTATIVES:

Union officials and stewards may be granted official time, if authorized by the appropriate Management officials, to attend Union sponsored training related to their roles as Union representatives.

ARTICLE 8  
FACILITIES AND SERVICES

SECTION 1 - GENERAL:

The Department shall provide space for the Local's headquarters at 500 C Street, N.W. The office space shall be of

normal configuration in the area of at least 300 square feet, equipped with the following:

- (a) A lockable desk with chair and lamp;
- (b) At least two (2) chairs for visitors;
- (c) A telephone, as presently provided;
- (d) A typewriter;
- (e) A lockable bookcase;
- (f) A lockable storage cabinet; and,
- (g) Two (2) lockable four-drawer file cabinets.

**SECTION 2 - BULLETIN BOARDS:**

(a) ~~The Department will provide bulletin board space~~ at each Department facility for the exclusive use of the Union where notices to employees are posted for posting of material relating to the activities of the Union. Bulletin board space will not be provided at non-Department facilities where staff may be assigned (e.g. Community Empowerment Centers, Potomac Building, etc.). If the Union needs more space than is available for its use, the Union may provide additional bulletin boards as may be mutually agreed.

(b) The bulletin boards and material posted thereon shall be readily identifiable as representing the Union, and shall not imply endorsement by the District Government unless such endorsement has been given.

(c) If the information displayed by the Union is considered derogatory by the Department, the Director/designee shall notify the Union President/designee. Upon notification, the Union President/designee shall remove the material(s) identified as derogatory. In the event the Director/designee is unable to notify the Union President/designee, the Director/designee may remove the derogatory material(s) and subsequently notify the Union President/designee as soon as possible thereafter.

**SECTION 3 - USE OF TELEPHONES:**

The Department will permit the use of telephones for Labor-Management business.

**SECTION 4 - USE OF DEPARTMENTAL MEETING ROOMS:**

The Department shall assign adequate space for the Local's regular monthly meetings. The Department shall provide space for special meetings if given advance notice of such needs for space.

SECTION 5 - PARKING:

One (1) parking space will be provided at the Employment Services Building for Union purposes. Accommodation for visitor parking will be made at reasonable levels on an as needed basis, and as requested through the DOES, Division of Support Services.

SECTION 6 - UNION REFERENCE LIBRARY:

The Department will provide for the exclusive use of the Union, a current copy of the District Personnel Manual, the District of Columbia Comprehensive Merit Personnel Act of 1978 (CMPA), and all other written Department-wide rules and regulations which impact on the working conditions of covered employees.

ARTICLE 9  
EMPLOYEE RIGHTS

SECTION 1 - GENERAL:

(a) All employees shall be treated and addressed fairly, equitably and respectfully with proper regard for human dignity.

(b) Every effort shall be made to provide employee guidance in an atmosphere that shall avoid public embarrassment.

(c) Employees are expected to report to and receive instructions from their immediate supervisors. In the event an employee receives additional assignments from other supervisors, priority of assignments shall be determined by the next higher or highest ranking supervisor, as appropriate.

SECTION 2 - RIGHT TO JOIN OR ASSIST THE UNION:

The Union and Management agree that employees of the Union shall have and shall be protected in the exercise of the right, freely without fear of penalty, intimidation or reprisal, to form and join the Union, or to refrain from any such activity. As provided herein, this freedom shall be recognized as extending to participation in the management of the Union and acting for it in the capacity of a Union representative, including the presentation of the Union's views at the request of the City Council, the Executive Branch, Congress or other appropriate authority.

SECTION 3 - RIGHTS TO UNION REPRESENTATION:

The Department recognizes the employee's right to assistance and representation by the Union and to meet and confer with the Union representatives in private on duty time. The Union recognizes that an employee must request and obtain permission in advance, from his/her supervisor, prior to meeting and conferring with Union representatives on duty time.



#### SECTION 4 - PRIVACY:

Conduct of employees when not at work which does not influence performance of assigned responsibilities or adversely affect Management's continuing utilization of the employee's services shall not be a matter over which Management shall exercise control.

#### SECTION 5 - SERVICES AND ACCESS FOR THE HANDICAPPED:

The Department will comply with the Americans With Disabilities Act (ADA; P.L. 101-336, 42 USC §12101 et. seq.) and 5504 of the Rehabilitation Act of 1973 in the conditions of employment and will make reasonable accommodations to allow handicapped employees access to appropriate employee worksites.

#### SECTION 6:

The Department shall list the Union Office telephone number in each publication of its telephone directory. In addition, in the event the Department publishes a new handbook during the life of this Agreement, the following statement shall be included:

Many employees of DOES are represented by Local 1000 of the American Federation of Government Employees, AFL-CIO, which is the exclusive bargaining agent and representative. The Union is available to assist and represent employees.

### ARTICLE 10 HOURS OF WORK

#### SECTION 1:

(a) The normal workday for full-time employees shall consist of eight (8) hours of work within a twenty-four (24) hour period. The hours of work shall be consecutive except that they may be interrupted by an unpaid 1/2 hour meal period. Any variation from the 1/2 hour meal period must be approved by Management.

(b) Consistent with the needs of the Department, employees will also be able to take a fifteen (15) minute paid rest period each four (4) hour period worked. Such rest periods shall not immediately precede or follow the beginning or end of a regular workday.

(c) Employees shall be notified at least one (1) week in advance of any change in their scheduled tour of duty.

(d) Staff meetings will be scheduled and held during regular working hours except in case of emergency per the Agency Director or designee.

(e) Employees determined to be tardy who are being placed in an AWOL status, shall be notified of the charge prior to beginning work, and advised of their right to refrain from work for the balance of the time charge of AWOL.

SECTION 2:

Overtime assignments will be made in accordance with the DPM Instruction 1601.1, dated May 17, 1982.

**ARTICLE 11**  
**CONTRACTING OUT**

SECTION 1:

If a contract is to be let within ninety (90) days after a reduction-in-force, Management will review lists of qualified employees released from service as a result of this reduction-in-force who are available for rehire. Management will offer to qualified, eligible former employees an opportunity to perform the work that would be included in the contract. Once Management has made reasonable efforts to make such work available to these former employees, the Local will not object to contracting-out to fulfill additional needs.

SECTION 2:

Contracting-out will not be used for the primary purpose of causing a reduction-in-force or preventing employees who had been released as a result of a reduction-in-force from performing the work.

**ARTICLE 12**  
**LEAVE**

SECTION 1:

The Department agrees that leave provisions as prescribed in the Comprehensive Merit Personnel Act will be applied in a consistent manner. When leave is disapproved, the supervisor shall indicate the reason for disapproval on the Application for Leave form.

SECTION 2:

Leave administration (annual, sick and compensatory) shall be governed and administered by Personnel rules and regulations in accordance with Chapter 12 of the District Personnel Manual (DPM). Employees shall be eligible to use leave in accordance with Personnel rules, regulations and procedures.

Requests for leave shall be submitted in writing on Form SF-71 by the employee to his/her immediate supervisor or designee normally in advance of the leave requested. The request will indicate the type of leave requested, as well as the duration requested.

**SECTION 3:**

Employees requesting emergency sick or annual leave must call in to the appropriate supervisory official within fifteen (15) minutes of the beginning of the scheduled tour of duty. Employees calling in must indicate the type of leave requested and estimate the duration of the request at the time of the call. In the event the employee is still unable to return to work at the end of the duration requested, the employee must call in within fifteen (15) minutes of the beginning of the tour of duty to request additional time. Employees are not required to call in daily unless their prior request was for only one day of emergency leave. If an employee is incapacitated and unable to call in to request emergency sick or annual leave, the request for leave may come from another person. On this rare occasion, the supervisory official will treat the request as though it had come from the employee.

If it should occur that an employee is to begin a shift before a supervisory official in the chain of command is available to receive the call, the employee must call in within fifteen (15) minutes of the beginning of the tour of duty of the leave granting official to request leave.

**SECTION 4:**

Within 30 days of the effective date of this Agreement, the Department will issue a memorandum to all employees, detailing the leave procedures stated in this Article. Also, within 30 days of the effective date of this Agreement, each Office of the Department of Employment Services (DOES) will issue a memorandum to its employees, indicating:

- a. The supervisor possessing the authority to grant leave; and,
- b. The chain of command to be followed in the event the immediate supervisor is not available.

**SECTION 5:**

Unavoidable or necessary absence from duty of less than one hour including tardiness may be excused without charge to annual leave, sick leave or leave without pay at the discretion of the supervisor. When leave is charged, it must be in increments of one hour. When an employee is tardy without adequate reason at the beginning of his/her workday or upon completion of lunch period, he/she may be required to reimburse the tardy time on a minute-for-minute basis at the end of the same workday on which the tardiness occurs. The supervisor, based upon his/her considered evaluation

of the individual situation, is responsible for determining what circumstances constitute an excusable tardiness and may grant leave or charge AWOL (Absence Without Official Leave).

**SECTION 6:**

An employee shall not be required to carry an amount of sick leave or annual leave above the amount for which an application is made. Approved annual leave, regardless of the amount or frequency cannot be considered to be an adverse reflection upon the employee. Approval or disapproval of leave shall be dependent upon staffing and/or work requirements. The Department shall not cancel annual leave which has been approved, except in unforeseen or emergency circumstances.

**SECTION 7 - MATERNITY/PATERNITY LEAVE:**

(a) Maternity leave before and following childbirth shall be granted at the request of the employee. Maternity leave is chargeable to sick leave or any combination of sick leave, annual leave and leave without pay. The employee is obligated to advise her supervisor substantially in advance of the anticipated leave date. The period of absence should be determined by the employee, her physician and her supervisor.

Paternity leave consisting of annual leave and/or leave without pay shall be granted unless the granting of such will have a negative impact on staffing or work requirements. The period of absence shall be determined by the employee and his supervisor.

(b) An employee adopting a child may request annual leave or leave without pay.

**SECTION 8 - MILITARY LEAVE:**

Full-time employees are entitled to leave as reserve members of the armed forces or members of the National Guard to the extent provided in Section 1203(m) of the District of Columbia Comprehensive Merit Personnel Act (D.C. Code, Section 1-613.3(m)) and applicable rules and regulations.

**SECTION 9 - JURY DUTY AND WITNESS LEAVE:**

Employees shall be granted court leave of absence with pay any time they are required to report for jury duty or to appear as witness on behalf of the District of Columbia, Federal Government or a state or local government, in accordance with personnel regulations. Employees performing such service shall not receive any payment from the court, as provided in Personnel regulations.

**SECTION 10 - BEREAVEMENT LEAVE:**

Administrative leave, not to exceed two (2) days, may be granted to an employee to attend the funeral or memorial services for his/her parents, spouse, child, brother, sister, grandparents,

or grandchild (only if the employee is the custodial caretaker of the grandchild). Administrative leave, not to exceed one (1) day may be granted to an employee to attend funeral or memorial services for his/her aunt, uncle, niece, nephew, grandchild (if the employee is the non-custodial caretaker), mother or father-in-law, son or daughter-in-law. Supervisors may adjust such leave if death and/or funeral services are outside the Washington area, or if circumstances warrant such adjustment; not to exceed one (1) additional day.

**SECTION 11 - EDUCATIONAL OR TRAINING LEAVE:**

Subject to the approval of the Department Director or his/her designee, an employee may be granted a leave of absence without pay up to one (1) year for educational purposes provided successful completion of the course will contribute to the work of the Department. Such requests shall be submitted at least ninety (90) days in advance. The employee shall provide authorized verification of enrollment within thirty (30) days of enrollment.

**ARTICLE 13**  
**REDUCTION-IN-FORCE**

**SECTION 1:**

As a means of minimizing the adverse impact of reduction-in-force, Management agrees to the placement of employees being affected by reduction-in-force in available vacant positions, in accordance with personnel regulations. Management further agrees to advise the Union prior to effecting a reduction-in-force. Reduction-in-force shall be implemented under the provisions of Title 1, Chapter 6, Subchapter XXV of the D.C. Code, 1981 Edition and applicable personnel procedures.

**SECTION 2:**

The Department shall provide the Union with advance notice of a proposed reduction-in-force which may affect employees in the bargaining unit.

**SECTION 3:**

Upon the Mayor's approval of a RIF, the Department shall meet with the Union for impact discussion. The Department shall furnish the Union with appropriate information deemed necessary for consultation regarding the reduction-in-force.

**SECTION 4:**

Management will, even when no RIF is envisioned, provide reasonable cross-training to provide employee fall-back skills for related positions. Provision for such training shall be subject to work requirements, availability of funds and relationship to the

vision of the Department.

**SECTION 5:**

Any alleged violation(s) of this Article may be grieved in accordance with the negotiated Grievance Procedure. Any alleged violation(s) of the RIF procedures may be appealed pursuant to D.C. Code §1-606.3 (1981 Edition).

**ARTICLE 14**  
**POSITION MANAGEMENT AND CLASSIFICATION**

**SECTION 1:**

The Department recognizes the need for each employee to have a current and accurate copy of his/her position description. Per governing personnel rules and regulations, changes of position duties shall be incorporated in the position description, as appropriate and issued to the affected employee.

**SECTION 2:**

Upon request, an employee shall be furnished a copy of his/her position description.

**SECTION 3:**

Employees detailed to non-established positions shall be furnished with statements of duties at the time of the assignment to the detail or within ten (10) days.

**SECTION 4:**

New employees and those detailed or reassigned to established positions shall be given position descriptions upon assignment or within ten (10) days.

**SECTION 5:**

The clause found in job descriptions, "performs other duties as assigned" is understood to mean the employee may be assigned to duties that are related to his/her job description or related to a program to which he/she is assigned.

**SECTION 6 - DESK AUDITS AND CLASSIFICATION APPEALS:**

(a) Management shall ensure that employee requests for desk audits are processed in accordance with governing policy and procedures promulgated in Chapter 11(a) of the DPM.

(b) Classification appeals are subject to the provisions of D.C. Code Section 1-606.3 (1987 Repl.) and applicable regulations

of the District Personnel Manual (DPM).

(c) The supervisor will furnish the affected employee with a statement of the results of his/her desk audit or position classification review within ten (10) days of receipt from the D.C. Office of Personnel.

**ARTICLE 15**  
**TRAINING AND CAREER DEVELOPMENT**

**SECTION 1:**

In relationship to the Department's training program, Management will distribute and make available information concerning work-related training opportunities as it is received.

**SECTION 2:**

Employees shall be given the opportunity to discuss training needs and/or opportunities with their supervisor(s) or other appropriate Departmental or Personnel Officials.

**SECTION 3:**

(a) Management will provide employee training for the following purposes, in this order of priority: (1) developing or improving employee skills related to job responsibilities performance; (2) upward mobility; and, (3) career changes. Provision of such training shall be subject to work requirements and fund availability.

(b) Employees shall be notified in a timely manner of their selection or non-selection for a training or educational opportunity for which they applied or were nominated. In cases where a training request or nomination has been denied, the employees may request and receive an explanation for the denial.

**SECTION 4:**

Subject to availability of funds, Management will pay or help pay tuition for appropriate training offered outside of the Department. To the extent possible, such training will be taken during non-duty hours. When such training is not available during non-duty hours, such training may be provided on official time.

**SECTION 5:**

(a) If submitted by the employee, a record of satisfactorily completed training, copies shall be filed in an employee's official personnel file within a reasonable period of time.

(b) When an institution of higher learning provides credit

for on-the-job experience, the Department will, upon the request of the employee, submit verification of such experience obtained with the Department.

**ARTICLE 16**  
**PERFORMANCE EVALUATION**

The present system used to evaluate performance will continue in use until such time as the performance rating plan described in Title XIV of the CMPA is established in keeping with the "Compensation Agreement Between the Government of the District of Columbia and Labor Organizations Representing Employees in Compensation Units 1 and 2, Fiscal Years 1988 Through 1990." The present system includes the following:

**SECTION 1:**

DOES performance standards used to appraise the performance of bargaining unit members shall be submitted to the Union for review prior to implementation and forwarded to the Office of Personnel to be placed in the employee's Official file.

**SECTION 2:**

Performance standards shall be objective, reasonable, and possible to attain. They shall state specifically and definitively what is necessary in order to achieve a particular level of performance.

**SECTION 3:**

Personality traits shall not be included in performance standards unless they are directly relevant to the effective performance of a task or tasks of an employee's position description.

**SECTION 4:**

The Department shall ensure that each employee's supervisor discusses performance with him or her in order to inform the employee about the degree to which he or she is meeting or failing to meet the performance standards. When possible, employees shall be commended for good work and counseled where improvement is necessary; this shall be done in the course of day-to-day activities as the supervisor observes the employee's performance.

**SECTION 5:**

When the annual performance appraisal rating is issued by the immediate supervisor, a conference shall be held. The performance appraisal rating shall make allowances for job related factors beyond the control of the employee, mutually agreed to by the employee and the supervisor, which may have



caused him or her not to have achieved a specific level of performance.

SECTION 6:

Supervisors shall not ask employees and an employee shall not be required to sign incomplete or blank forms. Any alterations, changes, corrections, modifications, deletions or additions shall require the initials of the employee being rated.

SECTION 7:

If an employee disagrees with his/her rating, then the employee may grieve through the negotiated grievance procedure or appeal through the Office of Employee Appeals (OEA), but not both. Employees shall select either of these procedures in writing and selection, once made, cannot be changed.

ARTICLE 17  
CORRECTIVE AND ADVERSE ACTION

SECTION 1:

Corrective and Adverse Actions, as defined in Personnel regulations, may be imposed only for cause, in accordance with the provisions of the Comprehensive Merit Personnel Act (CMPA) (D.C. Law 2-139).

SECTION 2:

Corrective and Adverse Actions will be appropriate to the circumstances, with due regard to the principle of progressive discipline in accordance with Chapter 16 of the DPM.

SECTION 3:

Employees may either grieve these actions through the negotiated grievance procedure or appeal them to the Office of Employee Appeals (OEA), but not both. Employees shall select either of these procedures in writing and selection, once made, cannot be changed.

SECTION 4:

If an employee elects to grieve an action involving a suspension of more than thirty (30) days, or a removal, the grievance shall be filed with the Director. If an employee elects to grieve an action involving a reduction in rank, grade or pay for cause, the grievance shall be filed with the Director.

SECTION 5:

It is understood that correction and discipline by supervisors will be done in accordance with the circumstances so as not to

subject the employee to embarrassment.

**SECTION 6:**

An employee shall be notified in writing of any proposed disciplinary action for cause within thirty (30) calendar days of the occurrence or knowledge of the occurrence excepting additional time needed for investigation. The Union will be sent a copy of the proposed action unless the employee waives the notification in writing.

**ARTICLE 18**  
**MERIT STAFFING**

**SECTION 1:**

Management agrees to ensure that merit promotion principles are applied in a consistent manner with equity to all candidates in order to fill positions as prescribed in the DPM, as implemented by the Merit Staffing and Employment Manual issuances promulgated by the D.C. Office of Personnel.

**SECTION 2:**

Vacancy announcements shall, at a minimum, contain the following information:

(a) The title, series, grade, and salary range of the position, as well as the number of vacant positions expected to be filled, the announcement number and opening and closing dates, and information regarding where and how to apply;

(b) The established full performance level (a statement of whether or not the position has promotion potential and if so to what grade);

(c) The organizational and geographic location of the position;

(d) The area of consideration;

(e) The duties of the position;

(f) The hours of duty;

(g) The minimum qualifications required, including all selective placement factors;

(h) A description of the ranking factors and/or other selection procedures used to evaluate the application;

(i) Supplemental information required to be provided by the applicant in addition to the DCSF-71;

(j) Screening intervals (as appropriate on open-continuous announcements);

(k) Residency requirement, if applicable;

(l) Time-in-grade requirement;

(m) If the position or appointment is temporary, the expected duration and the conditions under which the position or appointment may be converted to permanent;

(n) The following statement of non-discrimination:

Actions effected under this announcement must be taken without discrimination on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation;

(o) Bargaining or non-bargaining unit information; and,

(p) Annuity offset provisions.

### SECTION 3:

Management will administer the following practices and principles:

(a) Management will announce all job vacancies for a minimum of ten (10) workdays.

(b) A copy of the vacancy announcement will be provided to the President of the Local and the Chief Shop Steward within three (3) days of the posted effective date.

(c) Candidates will be ranked and categorized according to established qualifications mandated in the District Personnel Manual, and the candidates names who are best qualified will be placed on a "Selection Certificate" which will be referred to the Selecting Official.

(d) Selection will be made without discrimination and based on merit.

(e) If one (1) candidate on a "Selection Certificate" is interviewed by the Selecting Official, all candidates on the certificate will be interviewed.

(f) A selected candidate will be notified promptly and appointed to the position as soon as practicable.

**SECTION 4:**

Merit staffing appeals related to ranking and rating of applicants are subject to the regulations as provided in Title 1, Chapter 6, Subchapter VI, Section 1-606.3, D.C. Code (1987 Repl.). Non-selection from a group of properly ranked and qualified candidates is not grievable.

**SECTION 5:**

(a) When an employee has been downgraded through no fault of his/her own, he/she shall be given priority consideration for vacancies for which he/she is qualified up to and including the grade from which demoted.

(b) Seniority in the Agency may be used as a tie breaker in the ranking process where there is a tie among two (2) or more candidates after using all evaluative factors measuring quality.

(c) Pursuant to the Merit Staffing Plan, each employee has the right to request the following information from the Personnel Office concerning any position for which he/she has applied:

(1) Any record of performance or supervisory evaluation used in considering him/her for selection;

(2) Information about specific selection as follows:

a. Whether he/she was found eligible on the basis of minimum qualifications;

b. Whether he/she was among the candidates referred to the Selecting Official;

c. The name of the individual selected; and,

d. The candidate's categorical ranking.

**SECTION 6:**

Permanent employees who apply for and are selected for term promotions shall not lose the right to return to their former permanent position or a similar position in the bargaining unit.

**SECTION 7:**

The Union and each applicant shall promptly be notified in writing if an announcement is canceled.

**ARTICLE 19**  
**DETAILS AND TEMPORARY PROMOTIONS**

**SECTION 1 - DETAILS:**

(a) Purpose: Detail work assignments will be used only for meeting temporary needs of the Department's work program and on-

the-job training. Details may be appropriately used to meet emergencies occasioned by abnormal workload or unanticipated absence.

(b) Time Limitations: Details will not exceed four (4) months for on-the-job training or will not exceed one-hundred and twenty (120) days for meeting temporary needs of the Department's work program.

(c) Details in excess of thirty (30) days shall be recorded and made a part of the employee's personnel record. A copy of the position description (for an established position) or the statement of duties (for a non-established position) will be given to the detailed employee within ten (10) days of the effective date of the detail.

(d) When an employee's work location is changed, the employee will be given a memorandum to that effect. Thereafter, the employee will be provided with a copy of the Form 52 initiating the action within ten (10) working days following the effective date.

(e) An employee officially detailed or assigned to a higher-graded position, other than for training, for more than sixty (60) consecutive work days shall receive the higher rate of pay effective the first pay period beginning on or after the sixty-first (61st) day.

(f) Selection for details to meet temporary needs of the Department's work program will be made on a rotating basis among qualified employees.

(g) Notice shall be given to the Union of employee details exceeding sixty (60) days.

(h) Except in emergency circumstances, ten (10) days advance notice shall be given to the Union of detail of Union officers and shop stewards. The notification shall include position, title, effective date, grade and location. In the case of an emergency, a notice of the detail shall be given to the Union within ten (10) days following the effective date.

## SECTION 2 - TEMPORARY PROMOTIONS:

A career employee be given a temporary promotion to meet a temporary need. At the end of the specified period of time, the employee shall be returned to the same or comparable position from which the employee was temporarily promoted.

(a) A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.

(b) A temporary promotion exceeding 120 days shall be made in accordance with merit promotion procedures.

(c) Conversion of a temporary promotion to permanent may be made only if the temporary promotion was made in accordance with merit promotion procedures.

(d) Except in emergency circumstances, ten (10) days advance notice shall be given to the Union of temporary promotions of Union officers or shop stewards. The notification shall include the position, title, grade, effective date, and location. In the case of an emergency, a notice of the detail shall be given to the Union within ten (10) days following the effective date.

## ARTICLE 20 REASSIGNMENTS

### SECTION 1:

If an employee is reassigned, he/she will be given advance notice of the reassignment, and a Request for Personnel Action (SF-52) will accompany the notice.

### SECTION 2:

In no instance will a reassignment be used as a means of punishment.

### SECTION 3:

If a reassignment or relocation of shop steward or chief shop steward is planned, the Union President will be given thirty (30) working days written notice, except in emergency circumstances. If a reassignment or relocation of the Union President is planned, he/she will be given sixty (60) working days written notice, except in emergency circumstances.

## ARTICLE 21 TEMPORARY AND TERM EMPLOYEES

### SECTION 1:

Subject to fund availability, agency needs and in keeping with the Comprehensive Merit Personnel Act and governing regulations, term or temporary positions may be converted to permanent positions.

### SECTION 2:

Employees appointed non-competitively to such term or temporary positions who have performed at a satisfactory level shall be given the opportunity to apply for permanent status under the provisions of the Comprehensive Merit Personnel Act and governing regulations should such positions be converted to permanent.

### SECTION 3:

Employees appointed competitively to such term or temporary positions who have performed at a satisfactory level may be

converted to permanent status without further competition, provided that the position vacancy announcement from which the employee was selected so stated.

**ARTICLE 22**  
**EQUAL EMPLOYMENT OPPORTUNITY**

**SECTION 1:**

Management and the Union agree to cooperate in providing equal employment opportunity for all persons to prohibit discrimination. The Department pledges to ensure enforcement of the D.C. Human Rights Law, Title 1, Section 1-2501 of the D.C. Code, 1981 Edition.

**SECTION 2:**

Through the procedures established for Labor-Management Cooperation, each party agrees to advise the other of equal employment opportunity problems of which they are aware. Management and the Union will jointly seek solutions to such problems through personnel management procedures and programs provided in this Agreement and in Department regulations.

**SECTION 3:**

Management agrees to promote the Affirmative Action program ensuring that:

(a) All personnel actions and employment practices are based on merit and fair and equitable treatment.

(b) That any complaints of, or known discriminatory personnel management policy, procedure or practice shall be given prompt and fair consideration, and corrected where found to be valid.

**SECTION 4:**

Any alleged violation of this Article will be subject solely to the provisions of D.C. EEO Rules (31 D.C. Register 56 (January 6, 1984)).

**SECTION 5:**

The Department shall provide all employees and the Union Office with copies of the Affirmative Action Plan within 30 days of the effective date of this Agreement.

**ARTICLE 23**  
**CONSULTATION AND COUNSELING**

**SECTION 1:**

The parties recognize that alcoholism, drug abuse and

emotional illness or other personal problems are conditions that can cause excessive absenteeism, disruptive behavior, or directly affect an employee's job performance. As such, the Department shall make substantial efforts to assist employees experiencing

these conditions by giving them direct referral to the District's Employee Consultation and Counseling Service.

#### SECTION 2:

If the employee refuses counseling and/or there is no improvement or inadequate improvement in work performance, behavior and/or attendance, as determined by the supervisor, disciplinary action or appropriate administrative action may be initiated as warranted. Prior to initiation of discipline, employees accepting direct referral will be provided reasonable time to improve work performance and/or attendance work record provided, however, that employees adhere to the requirements of the employee consultation and counseling service and the employee's work performance satisfactorily improves.

### ARTICLE 24 SAFETY AND HEALTH

#### SECTION 1:

Management and the Union mutually recognize the need to provide for employee safety and health. Management agrees to ensure the implementation and enforcement of programs consistent with provisions of Title XX of the Comprehensive Merit Personnel Act (CMPA) and the State Occupational Safety and Health Plan, and/or other applicable law, rules and regulations.

#### SECTION 2:

The Department has the obligation to ensure that the workplace meets or exceeds the standards established by appropriate Federal/District codes. However, the Department is not required to take any action that would fundamentally alter its programs or services or create undue financial and/or administrative burden. Devices for health, safety and comfort, necessary to comply with OSHA standards, shall be properly maintained and functioning during the workday. In keeping with OSHA standards, the Department shall make efforts to provide adequate lighting to all employees in the work areas, restrooms, hallways, and stairways. In addition, the Department shall make efforts to provide adequate, clean ventilation in all work areas, eating areas, and restrooms. The Department shall maintain temperatures at worksites at a level below that which is considered "excessive heat conditions" pursuant to DPM Chapter 12, Appendix C. Further, the Department will follow dismissal policies and procedures outlined in Chapter 12, Appendix C, Paragraph 10.6, Subparagraphs (E) and (F).

#### SECTION 3:

The Department and the Union mutually recognize the need for



clean, sanitary, stocked restroom facilities. The Department shall make efforts to provide such facilities. The Union shall encourage its members to assist and cooperate in the upkeep of such facilities.

#### SECTION 4:

(a) When an employee observes a condition he/she deems to be a serious safety or health hazard, creating an imminent danger, he/she shall notify his/her Office Director who shall make an immediate determination and take immediate appropriate action after consultation with the Departmental Safety Officer and the appropriate Shop Steward.

(b) When a serious safety or health hazard exists, as determined in 4(a) above, the employee(s) shall not be required to perform his/her duties until the hazardous condition(s) is removed or corrected. The employee may be assigned to other duties by his/her supervisor.

#### SECTION 5:

Employees shall be protected against penalty or reprisal for reporting any unsafe or unhealthful working condition or practice.

#### SECTION 6:

When a workplace inspection or investigation is conducted by a Management safety representative or by an outside agency such as OSHA or NIOSH, in response to an employee complaint, the Union shall be invited and encouraged to participate. During the course of any such inspection or investigation any employee may bring to the attention of the inspector any unsafe or unhealthful working condition.

#### SECTION 7:

After consultation with the Union, Management will designate two (2) or three (3) employees at each worksite, depending on the number of employees at the worksite, who shall be trained, at the Department's expense, in the techniques of cardiopulmonary resuscitation (CPR) and first aid. Management shall provide and stock first aid kits, to be maintained by the designated, trained employees. The names, work areas and work phone numbers of all employees who are trained in CPR techniques and first aid shall be provided to employees at each worksite.

#### SECTION 8:

Management shall provide sufficient security personnel at each location to enable employees to receive timely assistance when needed, during official operational hours.

#### SECTION 9:

A safety committee comprised of three (3) representatives from the Union and three (3) representatives from the Department shall

be established. One (1) Union and one (1) Department representative shall serve as co-chairpersons. The Committee shall:

(a) Meet once a month, unless mutually agreed otherwise. The parties shall submit their respective agendas to each other at least five (5) days in advance of the meeting.

(b) Conduct safety surveys, consider training needs, and make recommendations to the Agency Director, or his/her designee.

(c) Consult with and advise the Director or his/her designee of safety issues.

#### **ARTICLE 25** **MANAGEMENT RIGHTS**

The Department shall retain the right and authority to maintain the order and efficiency of the public service entrusted to it, and to operate and manage the affairs of the Department of Employment Services.

Such Management Rights are beyond the scope of collective bargaining as provided by law. The Union recognizes the following rights, when exercised in accordance with applicable laws, rules and regulations:

1. To direct the employees of the Department.
2. To determine the mission, budget, organization, number of employees, type and grade of employees assigned, the work project, tour of duty, technology needed and internal security practices.
3. To relieve employees for lack of work or other legitimate reasons.
4. To hire, promote, transfer, assign and retain employees in positions within the Department.
5. To suspend, demote, discharge and take other disciplinary actions against employees for cause.
6. To take any action necessary to carry out the mission of the Department in an emergency.

#### **ARTICLE 26** **NO STRIKE - NO LOCKOUT**

#### **SECTION 1:**

Under the provision of Section 1705 of D.C. Law 2-139, it is

unlawful to participate in, authorize or ratify a strike (Title 1, Chapter 6, Subchapter XVIII, §1-618.5, D.C. Code, 1981 Edition).

**SECTION 2:**

The term "strike" as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage or slowdown.

**SECTION 3:**

No lockout of employees shall be instituted by Management during the term of this Agreement except that the Department in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public. A lockout generally means Management's temporary shutdown of its plant and refusal to allow Unit employees to report to work during a labor dispute.

**ARTICLE 27**  
**IMPROVED BENEFITS**

Any future legislation, ordinance, or order of the D.C. Government which improves the benefits now received by employees covered by this Contract automatically will be applied to such employees.

**ARTICLE 28**  
**REORGANIZATION AND REALIGNMENT**

**SECTION 1:**

Reorganization is defined as that action which results in the transfer of, consolidation of, abolition of, or authorization with respect to functions and hierarchy, between or among agencies, and which affects the structure or structures thereof; which reorganization is subject to adoption by legislative action, including consideration of the District of Columbia Council in accordance with the Governmental Reorganization Procedures Act of 1981, §§4-1-299.1 through 1-299.7, D.C. Code (1981).

**SECTION 2:**

Realignment is defined as a change in the internal structure or functions of the Agency which affects a substantial number of employees in the bargaining unit but which does not constitute a reorganization.

**SECTION 3:**

Prior to the Department's effecting a reorganization, the

Department shall notify the Union in writing and shall provide the following information:

- (a) A description of the purpose and nature of the changes;
- (b) Organizational chart(s) existing and proposed;
- (c) Mission and function statements existing and proposed;
- (d) Staffing patterns existing and proposed; and,
- (e) Any relevant information deemed necessary for consultation.

**SECTION 4:**

When a realignment occurs, the Director or his/her designee shall confer with the Union and provide the relevant information deemed necessary prior to the action.

**SECTION 5:**

Within ten (10) working days after written notice to the Union of the Department's intent to effect a reorganization, the Director or his/her Designee shall arrange to confer with the Union prior to the implementation of the reorganization.

**ARTICLE 29**  
**HOLIDAYS**

The Union and Management agree that official holidays are established by other authority and are not negotiable. The following listing is provided for information purposes only.

1. New Year's Day, January 1st of each year;
2. Inauguration Day, January 20th or 21st of each fourth year;
3. Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
4. Washington's Birthday, the 3rd Monday in February of each year;
5. Memorial Day, the last Monday in May of each year;
6. Independence Day, July 4th of each year;
7. Labor Day, the 1st Monday in September of each year;
8. Columbus Day, the 2nd Monday in October of each year;
9. Veterans Day, November 11th of each year;
10. Thanksgiving Day, the 4th Thursday in November of each year;

11. Christmas Day, December 25th of each year; and,
12. Any additional day designated by a higher authority to be a holiday.

**ARTICLE 30**  
**GRIEVANCE AND ARBITRATION PROCEDURES**

**SECTION 1 - SCOPE:**

The grievance procedure described herein is applicable for (1) grieving alleged violations or misapplication of this Agreement, except where an Article of this Agreement designates another procedure; or (2) alleged violations or misapplications by the Department of Employment Services (DOES) of personnel rules and regulations affecting the terms and conditions of employment; or (3) a violation, misinterpretation or misapplication of the terms and conditions of the Compensation Agreement for Units 1 and 2. Should Management fail to respond to a grievance within the time frame specified in this Article, the Union shall advance the grievance to the next step of the procedure. Failure on the part of the Union to submit or advance a grievance in accordance with this Article shall render the grievance null and void.

**SECTION 2 - PRESENTATION OF GRIEVANCE UNDER UNION AGREEMENT:**

(a) This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level, for purposes of this Article, the term "days" means work days, i.e., Monday through Friday.

**(b) Categories of Grievance**

1. **Personal.** A grievance of a personal nature requires the signature of the aggrieved employee at Step 1 of this procedure even if the grievant is represented by his/her Union. In the case of an individual grievant proceeding under provisions of this Article without Union representation, the Union will be given the opportunity to present and offer its view at any meeting held to adjust the grievance.

2. **Group.** A grievance involving a number of employees in the bargaining unit should be filed at Step 1 of the grievance procedure with the lower level Management representative responsible for supervision of all aggrieved employees.

**(c) Procedural Steps.**

1. **Step 1.** The aggrieved employee with or without his/her Union representative, shall present orally, or in writing, the grievance to the employee's immediate supervisor within thirty (30) days of the occurrence of the event giving rise to the grievance or within thirty (30) days of the employee's knowledge of

the occurrence of the event giving rise to the grievance. The immediate supervisor shall make a written decision on the grievance and communicate this decision to the employee or his/her representative within ten (10) days from the presentation of the grievance.

2. Step 2. If the grievance remains unsettled, the employee with or without his/her Union representative shall submit within ten (10) days a signed written grievance to the appropriate Deputy Director, Associate Director, or Assistant Director whichever is the highest official in the employee's chain of command. This specific Step 2, grievance shall be the sole and exclusive basis for all subsequent steps.

The grievance at this step and every further step shall contain:

- (a) A statement of the specific provision(s) of the Agreement alleged to be violated.
- (b) The date(s) on which the alleged violation occurred.
- (c) The manner in which the alleged violation occurred.
- (d) The specific remedy or adjustment sought.
- (e) Authorization by the employee(s) of Union representation, if any.
- (f) The signature of the aggrieved employee(s) and the Union representative.

The Deputy Director, Associate Director or Assistant Director shall respond to the employee or his/her Union representative in writing regarding the grievance within ten (10) days of its receipt. A meeting to discuss the grievance may be requested by either party at this step.

3. Step 3. If the grievance remains unsettled, the employee shall submit the grievance within seven (7) days to the Department Director. Within ten (10) days of the receipt of the grievance Department Director, and/or his/her designee, shall either meet with the grievant and his/her Union representative, or his/her designee, to attempt reconciliation or provide a written decision. However, should the above described meeting occur, the Department Director shall provide a written decision ten (10) days thereafter.

4. Step 4. If the grievance remains unsettled, the Union, within twenty (20) days from the date of the Department Director's response or due date of response, shall advise the Director in writing whether the Union intends to request arbitration on behalf of the employee or employees on the matter. Should the Union request

arbitration, such request shall include a statement of issues (consistent with Step 2) to be decided by the arbitrator.

**SECTION 3:**

If an aggrieved employee chooses to be represented by a non-Union representative, the Union shall be given the opportunity to be present at any meetings held to consider the grievance and the Union shall be provided a copy of any decision, response or settlement agreement between the parties.

**SECTION 4 - ARBITRATION:**

Grievances may only be referred to arbitration by the Union.

(a) **Selection of an Arbitrator** - Within seven (7) days from the Department's receipt of the request to arbitrate, the moving party shall request the Federal Mediation and Conciliation Services (FMCS) to refer a panel of five (5) impartial arbitrators. If none of the submitted arbitrators are acceptable, a new panel may be sought before the selection process begins. Upon receipt of an acceptable FMCS listing, the parties will select one of the names on the panel as mutually agreeable or, if there is no mutually agreeable arbitrator, each party alternately strikes a name from the submitted panel until one remains. A coin will be tossed to determine who shall strike first.

(b) **Cost of Arbitration** - It is agreed that all arbitration costs will be shared equally between Management and the Union.

(c) **Date and Site of Arbitration Hearing**

1. The authorized representatives for Management and the Union will meet within seven (7) days after an arbitrator is designated to select a mutually acceptable date for the hearing.

2. Each party shall prepare a separate statement of the issue(s) to be submitted to the arbitrator at the beginning of the hearing.

3. The Department shall provide the hearing site.

(d) The parties will exchange lists of witnesses, in advance of the hearing, who they expect will testify. The Department will make witnesses available for hearings.

(e) **Authority and Decision of Arbitrator**

1. The arbitrator will not have authority to alter any provision of this Agreement.

2. The arbitrator's jurisdiction and authority shall be confined to the issue(s) being

arbitrated.

3. The decision of the arbitrator is binding.

4. The arbitrator shall render a written decision to both parties within thirty (30) days after the record is closed, i.e., after final briefs are filed by both Union and Management.

5. Payment to the arbitrator will be contingent upon receipt of written decision on issues.

(f) **Extension of Time Limits**

The time limits in this Article may be modified in writing by mutual consent of the parties.

**ARTICLE 31**  
**PRODUCTION STANDARDS**

In determining production standards, Management has taken into consideration regularly accrued and used annual and sick leave. Supervisors shall make adjustments to production standards for those employees who are on approved leave for extended periods of time.

**ARTICLE 32**  
**UPWARD MOBILITY**

**SECTION 1:**

The Employer and the Union subscribe to the principles of employment enhancement. Therefore, subject to budgetary restrictions, both parties agree to study the possibility of implementing an upward mobility program for members of the bargaining unit.

**SECTION 2 - COMMITTEE:**

A committee of not more than six (6) members of equal number from Management and the Union shall meet to discuss steps to take in studying and implementing an upward mobility program. Any program established must be approved and authorized by the Director.

**SECTION 3 - SUBJECTS TO DISCUSS:**

Topics to be discussed at these meetings will include consideration to implement steps to identify and establish bridge positions and vacant positions which can be filled at lower grade trainee levels and programs to upgrade skills and cross-training



which may include furnishing employees information about lines of career progression, related educational requirements, and available job opportunities in the Agency or District Government.

**SECTION 4 - OFFICIAL TIME:**

In the event programs for upward mobility are approved and authorized, employees who elect to participate will be granted official time to attend if conducted during duty hours and if practicable. Any employee who elects to participate in a training program offered outside of the Agency may do so on his/her own time.

**SECTION 5 - INDIVIDUAL TRAINING NEEDS:**

Bargaining Unit employees may discuss with their supervisors individual training needs. Such request will be considered by the supervisor consistent with the programs implemented.

**ARTICLE 33**  
**SAVINGS CLAUSE**

If during the life of this Agreement, any part thereof or any provisions herein contained be rendered or declared invalid by reason of an existing or subsequently enacted legislation or by decree of a court of competent jurisdiction; such invalidation shall not invalidate the remaining portions thereof and they shall remain in full force and effect. However, the parties shall meet within thirty (30) days of the effective date of this change to negotiate the affected parts or provisions.

**ARTICLE 34**  
**DURATION AND FINALITY**

**SECTION 1:**

The parties acknowledge that this Agreement represents the results of negotiations during which both parties had the unlimited right and opportunity to make demands and proposals with respect to any mandatorily negotiable subject matter.

**SECTION 2:**

If any portion(s) of this Agreement is disapproved because certain provisions are determined to be contrary to applicable law, the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision(s) or agree to delete the offensive provision(s).

**SECTION 3:**

If the parties mutually agree in writing during the term of this Agreement that modifications of the Agreement are necessary, they may modify it. It is agreed that any request by either party for further negotiations due to change in legislative rules or regulations affecting any article of this Agreement will be for the purpose of amending, modifying or supplementing provisions agreed to and included in this Agreement.


**SECTION 4:**


This Agreement shall remain in full force and effect until September 30, 1993. Unless either party gives to the other party a written notice of intention to modify or amend the Agreement ninety (90) days prior to its termination, this Agreement shall continue in full force and effect for another three (3) years following September 30, 1993.

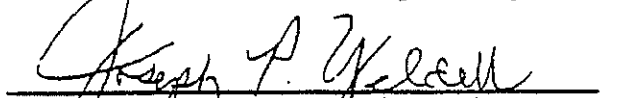
On this 25<sup>th</sup> day of March, 1994, and witness thereto the parties hereto have set their signatures.

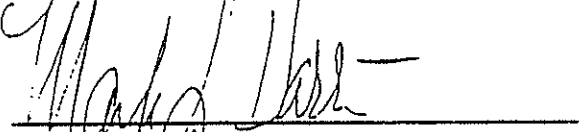
**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

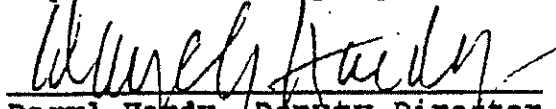
**FOR THE AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES, LOCAL 1000**

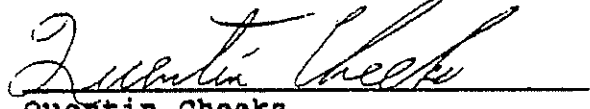
  
Debra McDowell, Director  
Office of Labor Relations  
and Collective Bargaining


  
James Seawright, President  
AFGE, Local 1000

  
Joseph Yeldell, Acting Director  
Department of Employment Services

  
Mark Harris  
Negotiating Team

  
Daryl Hardy, Deputy Director  
Negotiating Team

  
Quentin Cheeks  
Negotiating Team

  
Lonni A. Taylor Hayes  
Labor Relations Officer

\_\_\_\_\_

Frank Orlando

Frank Orlando  
Management Team

Delores Hollingsworth

Delores Hollingsworth  
Management Team

Floyd Lewis

Floyd Lewis  
Management Team

Shirley Hill

Shirley Hill  
Union Team

Edwyna Ware

Edwyna Ware  
Union Team

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**MEMORANDUM OF UNDERSTANDING CONCERNING  
WORKING CONDITIONS AGREEMENT  
BETWEEN  
THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES  
LOCAL 1000  
AND  
DISTRICT OF COLUMBIA GOVERNMENT  
DEPARTMENT OF EMPLOYMENT SERVICES**

The Union and Management agree that the provisions of FY 1991-1993 Interest Based "Win-Win" negotiated working conditions agreement between the American Federation of Government Employees Local 1000 and the District of Columbia Government Department of Employment Services shall continue in effect until September 30, 1995.


Unless either party gives to the other party a written notice of intention to modify or amend the Agreement one-hundred and eighty (180) and not less than one-hundred and fifty (150) days prior to its termination, this Agreement shall continue in full force and effect for another three (3) years following September 30, 1995.

The provisions of this Memorandum of Understanding shall be incorporated in and become a part of the newly negotiated Interest Based "Win-Win" Working Conditions Agreement between the American Federation of Government Employees Local 1000 and the District of Columbia Department of Employment Services.

On this 7<sup>th</sup> day of October, 1993, and in witness thereof, the parties hereto have set their signatures.

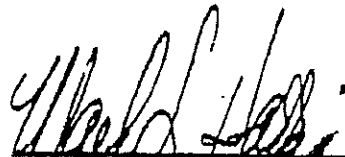
DISTRICT OF COLUMBIA


AFGE LOCAL 1000

  
\_\_\_\_\_  
Debra McDowell, Director  
Office of Labor Relations and  
Collective Bargaining

  
\_\_\_\_\_  
James Seawright, President  
AFGE Local 1000

  
\_\_\_\_\_  
Maria Borrero, Director  
Department of Employment Services

  
\_\_\_\_\_  
Mark Harris  
Negotiating Team

  
\_\_\_\_\_  
Daryl Hardy, Deputy Director  
Negotiating Team

  
\_\_\_\_\_  
Quentin Cheeks  
Negotiating Team

MEMORANDUM OF UNDERSTANDING

The District of Columbia Department of Employment Services (DOES) and American Federation of Government Employees (AFGE), Local 1000 agree to the following:

1. Within 45 days following the effective date of the Working Conditions Agreement each party will develop a list of positions which it believes should be included and/or excluded from the bargaining unit;

2. Within 45 days the parties agree to exchange such lists for the purpose of comparison and study; and,

3. The parties agree to examine the need to clarify the existing bargaining unit before the Public Employee Relations Board (PERB).

Agreed to this \_\_\_\_ day of \_\_\_\_\_, 1993.

**D.C. DEPARTMENT OF EMPLOYMENT SERVICES**

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, LOCAL 1000**

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APPROVAL

This Collective Bargaining Agreement between the District of Columbia Government and the American Federation of Government Employees, Local 1000 dated March 25, 1994 has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (§1-618.5(a), D.C. Code, 1987 Repl.), and is hereby approved this 3rd day of June, 1994.



Sharon Pratt Kelly  
Mayor

MEMORANDUM OF UNDERSTANDING

FLEXIBLE TOURS OF DUTY

The Department of Employment Services (DOES) agrees to examine the possibility of providing flexible tours of duty, provided such are not disruptive to customer services. Flexible tours may be granted upon the request of an employee if the Department can arrange for appropriate accountability, and supervisory coverage.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 1993.

D.C. DEPARTMENT OF EMPLOYMENT  
SERVICES

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AMERICAN FEDERATION OF  
GOVERNMENT EMPLOYEES,  
LOCAL 1000

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**MURIEL BOWSER**  
**MAYOR**

September 16, 2025

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW, Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

Enclosed for consideration and adoption by the Council of the District of Columbia is a proposed resolution entitled the "Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025."

The collective bargaining agreement that will be approved by the resolution provides to American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) bargaining unit members at the District of Columbia Office of the Attorney General and District agencies subordinate to the Mayor a wage increase of 3% for FY 2024, 3% for FY 2025, and 3% for FY 2026.

The agreement also provides a 2% bonus to employees who receive a rating of "Excellent" for the designated evaluation period of the respective fiscal year and preserves the status quo of benefits plans offered to employees, such as life, health and dental insurance.

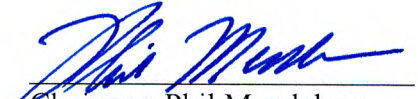
I urge the Council to take prompt and favorable action on the enclosed resolution.

Sincerely,

A handwritten signature in blue ink that reads "Muriel Bowser".

Muriel Bowser



  
Chairman Phil Mendelson  
at the request of the Mayor

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7 A PROPOSED RESOLUTION  
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11 IN THE COUNCIL OF THE DISTRICT OF COLUMBIA  
12  
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14

15  
16 To approve the negotiated compensation agreement for employees in Compensation Unit 33.  
17

18 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this  
19 resolution may be cited as the “Compensation and Working Conditions Agreement between the  
20 District of Columbia and the Office of the Attorney General and the American Federation of  
21 Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of  
22 2025”.

23 Sec. 2. Pursuant to section 1717(j) of the District of Columbia Comprehensive Merit  
24 Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-  
25 617.17(j)), the Council approves the collective bargaining agreement between the District of  
26 Columbia and the Office of the Attorney General and the American Federation of Government  
27 Employees, Local 1403, AFL-CIO, and the associated pay schedules, which were transmitted to  
28 the Council by the Mayor on \_\_\_\_\_.

29 Sec. 3. Transmittal

30 The Council shall transmit a copy of this resolution, upon its adoption, to the Mayor, the  
31 Attorney General, and the American Federation of Government Employees, Local 1403.

32 Sec. 4. Fiscal impact statement.

33           The Council adopts the fiscal impact statement of the Chief Financial Officer as the fiscal  
34 impact statement required by section 602(c)(3) of the District of Columbia Home Rule Act,  
35 approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

36           Sec. 5. Effective date.

37           This resolution shall take effect immediately.

# District of Columbia Government Salary Schedule: Legal Services (Union)



**Fiscal Year:** 2024      **Service Code Definition:** Attorneys (includes both OAG and other agencies)

**Effective Date:** October 8, 2023

**Union/Nonunion:** Union      **Affected CBU/Service Code(s):** BQA A35

**Pay Plan/Schedule:** LS (Legal Service)  
**Peoplesoft Schedule:** LA0002

**% Increase:** 3.0%

**Resolution Number:**

**Date of Resolution:**

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
09 \$	65,114 \$	67,285 \$	69,456 \$	71,627 \$	73,798 \$	75,969 \$	78,140 \$	80,311 \$	82,482 \$	84,653 \$	2,171
10 \$	71,722 \$	74,109 \$	76,496 \$	78,883 \$	81,270 \$	83,657 \$	86,044 \$	88,431 \$	90,818 \$	93,205 \$	2,387
11 \$	78,774 \$	81,405 \$	84,036 \$	86,667 \$	89,298 \$	91,929 \$	94,560 \$	97,191 \$	99,822 \$	102,453 \$	2,631
12 \$	94,422 \$	97,572 \$	100,722 \$	103,872 \$	107,022 \$	110,172 \$	113,322 \$	116,472 \$	119,622 \$	122,772 \$	3,150
13 \$	112,290 \$	116,034 \$	119,778 \$	123,522 \$	127,266 \$	131,010 \$	134,754 \$	138,498 \$	142,242 \$	145,986 \$	3,744
14 \$	132,688 \$	137,114 \$	141,540 \$	145,966 \$	150,392 \$	154,818 \$	159,244 \$	163,670 \$	168,096 \$	172,522 \$	4,426
15 \$	156,095 \$	161,297 \$	166,497 \$	171,697 \$	176,899 \$	182,099 \$	187,300 \$	192,501 \$	195,300 \$	199,240	Varies

# District of Columbia Government Salary Schedule: Legal Services (Union)



**Fiscal Year:** 2025      **Service Code Definition:** Attorneys (includes both OAG and other agencies)

**Effective Date:** October 6, 2024

**Union/Nonunion:** Union      **Affected CBU/Service Code(s):** BQA A35

**Pay Plan/Schedule:** LS (Legal Service)  
**Peoplesoft Schedule:** LA0002

**% Increase:** 3.0%

**Resolution Number:**

**Date of Resolution:**

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
09 \$	67,068 \$	69,304 \$	71,540 \$	73,776 \$	76,012 \$	78,248 \$	80,484 \$	82,720 \$	84,956 \$	87,192 \$	2,236
10 \$	73,872 \$	76,331 \$	78,790 \$	81,249 \$	83,708 \$	86,167 \$	88,626 \$	91,085 \$	93,544 \$	96,003 \$	2,459
11 \$	81,137 \$	83,847 \$	86,557 \$	89,267 \$	91,977 \$	94,687 \$	97,397 \$	100,107 \$	102,817 \$	105,527 \$	2,710
12 \$	97,253 \$	100,498 \$	103,743 \$	106,988 \$	110,233 \$	113,478 \$	116,723 \$	119,968 \$	123,213 \$	126,458 \$	3,245
13 \$	115,660 \$	119,516 \$	123,372 \$	127,228 \$	131,084 \$	134,940 \$	138,796 \$	142,652 \$	146,508 \$	150,364 \$	3,856
14 \$	136,668 \$	141,227 \$	145,786 \$	150,345 \$	154,904 \$	159,463 \$	164,022 \$	168,581 \$	173,140 \$	177,699 \$	4,559
15 \$	160,778 \$	166,136 \$	171,492 \$	176,848 \$	182,206 \$	187,562 \$	192,919 \$	198,276 \$	201,159 \$	205,217 \$	Varies

# District of Columbia Government Salary Schedule: Legal Services (Union)



**Fiscal Year:** 2026 **Service Code Definition:** Attorneys (includes both OAG and other agencies)

**Effective Date:** October 5, 2025

**Union/Nonunion:** Union **Affected CBU/Service Code(s):** BQA A35

**Pay Plan/Schedule:** LS (Legal Service)  
**Peoplesoft Schedule:** LA0002

**% Increase:** 3.0%

**Resolution Number:**

**Date of Resolution:**

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
09 \$	69,080 \$	71,383 \$	73,686 \$	75,989 \$	78,292 \$	80,595 \$	82,898 \$	85,201 \$	87,504 \$	89,807 \$	2,303
10 \$	76,087 \$	78,620 \$	81,153 \$	83,686 \$	86,219 \$	88,752 \$	91,285 \$	93,818 \$	96,351 \$	98,884 \$	2,533
11 \$	83,572 \$	86,363 \$	89,154 \$	91,945 \$	94,736 \$	97,527 \$	100,318 \$	103,109 \$	105,900 \$	108,691 \$	2,791
12 \$	100,172 \$	103,514 \$	106,856 \$	110,198 \$	113,540 \$	116,882 \$	120,224 \$	123,566 \$	126,908 \$	130,250 \$	3,342
13 \$	119,129 \$	123,101 \$	127,073 \$	131,045 \$	135,017 \$	138,989 \$	142,961 \$	146,933 \$	150,905 \$	154,877 \$	3,972
14 \$	140,767 \$	145,463 \$	150,159 \$	154,855 \$	159,551 \$	164,247 \$	168,943 \$	173,639 \$	178,335 \$	183,031 \$	4,696
15 \$	165,601 \$	171,120 \$	176,637 \$	182,153 \$	187,672 \$	193,189 \$	198,707 \$	204,224 \$	207,194 \$	211,374 \$	Varies

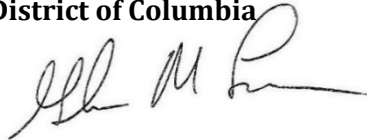
Government of the District of Columbia  
Office of the Chief Financial Officer



**Glen Lee**  
Chief Financial Officer

**MEMORANDUM**

**TO:** The Honorable Phil Mendelson  
Chairman, Council of the District of Columbia

**FROM:** Glen Lee  
Chief Financial Officer 

**DATE:** March 7, 2025

**SUBJECT:** Fiscal Impact Statement – Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025

**REFERENCE:** Draft Resolution as provided to the Office of Revenue Analysis on January 13, 2025

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**Conclusion**

Funds are sufficient in the fiscal year 2025 through fiscal year 2028 budget and financial plan to implement the resolution. The resolution will approve pay increases and other compensation for attorneys in multiple agencies that will cost approximately \$6 million in fiscal year 2025 and a total of approximately \$25 million over the financial plan. The Local Funds portion of the cost is \$5 million in fiscal year 2025 and a total of \$18.8 million through fiscal year 2028. \$440,000 was previously funded in the Office of the Attorney General (OAG); funding to cover the remaining costs not already built into the financial plan is available in the Workforce Investments Account.

**Background**

The resolution approves a compensation and working conditions agreement between the District and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33). It is in effect from fiscal year 2024 through fiscal year 2026. The agreement covers approximately 370 positions across 27 agencies, with an average salary of approximately \$132,000. Approximately 73 percent of the current positions are in OAG, and approximately 71.6 percent of the positions are locally funded.

The Honorable Phil Mendelson

FIS: "Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025", Draft Resolution as provided to the Office of Revenue Analysis on January 13, 2025

### Increases to Base Salary

Compensation unit members will receive the following increases to base salary, effective October 1 of each of the following years:

- 3.0 percent for fiscal year 2024 (retroactive);
- 3.0 percent in fiscal year 2025; and
- 3.0 percent in fiscal year 2026.

All members active in fiscal year 2024, including those who retired, will receive the retroactive pay increase for fiscal year 2024.

### Other Compensation

Bargaining unit members receiving an "excellent" or higher performance review rating will receive a bonus of two percent of base salary. Total disbursements for time and a half pay are capped at \$150,000 (up from \$100,000 in the previous contract) per fiscal year across the entire bargaining unit. These provisions also apply retroactively for fiscal year 2024.

### **Financial Plan Impact**

Funds are sufficient in the fiscal year 2025 through fiscal year 2028 budget and financial plan to implement the resolution. The resolution will approve pay increases and other compensation for attorneys in multiple agencies that will cost approximately \$6 million in fiscal year 2025 and a total of approximately \$25 million over the financial plan. The Local Funds portion of the cost is \$5 million in fiscal year 2025 and a total of \$18.8 million through fiscal year 2028. \$440,000 was previously funded in the OAG; funding to cover the remaining costs not already built into the financial plan is available in the Workforce Investments Account.

The agreement's increases to base pay and fringe benefits will total \$5 million in fiscal year 2025, including retroactive payments for fiscal year 2024, and \$23.8 million over the four year budget and financial plan.

The cost of performance bonuses is estimated to be \$1 million in fiscal year 2025, including retroactive payments for fiscal year 2024, and \$1.5 million over the four year budget and financial plan.

The Honorable Phil Mendelson

FIS: "Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025", Draft Resolution as provided to the Office of Revenue Analysis on January 13, 2025

**Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025**  
**FISCAL IMPACT FY 2025- FY 2028**  
**(\$ in thousands)**

	<b>FY 2025<sup>(a)</sup></b>	<b>FY 2026<sup>(b)</sup></b>	<b>FY 2027<sup>(c)</sup></b>	<b>FY 2028</b>	<b>Four-Year Total</b>
Retroactive Salary and Fringe Increases	\$1,658	\$0	\$0	\$0	\$1,658
Retroactive Bonus Pay	\$535	\$0	\$0	\$0	\$535
Base Salary and Fringe Increases	\$3,366	\$5,125	\$6,273	\$7,442	\$22,207
Bonus Pay <sup>(d)</sup>	\$476	\$518	\$0	\$0	\$994
Additional Pay <sup>(e)</sup>	\$50	\$50	\$0	\$0	\$100
<b>TOTAL COST</b>	<b>\$6,085</b>	<b>\$5,693</b>	<b>\$6,273</b>	<b>\$7,442</b>	<b>\$25,053</b>
Local Funds Portion <sup>(f)</sup>	\$4,980	\$4,076	\$4,491	\$5,329	\$18,876
Less: Previously funded by OAG	(\$440)	\$0	\$0	\$0	(\$440)
Less: Funds available in the Financial Plan <sup>(g)</sup>	\$0	(\$667)	(\$1,348)	(\$2,041)	(\$4,056)
<b>COST TO BE COVERED BY WORKFORCE INVESTMENTS ACCOUNT (UPO)</b>	<b>\$4,540</b>	<b>\$3,409</b>	<b>\$3,144</b>	<b>\$3,288</b>	<b>\$14,360</b>

Table Notes

- (a) Includes 3 percent increase for all active members in fiscal year 2025 and for fiscal year 2024 retroactive to October 1, 2023. Fringe benefit costs are also included at 12.65 percent of the salary.
- (b) Salaries increased by 3 percent per the agreement in fiscal years 2024, 2025, and 2026 only.
- (c) Includes inflationary factor of 1.9 percent for fiscal year 2027 and fiscal year 2028.
- (d) Based on FY 2024 results, an estimated 47% will receive a bonus of 2 percent of salary in FY 2025 and FY 2026.
- (e) Covers the increase in the maximum allowed time and a half pay for weekends and holidays.
- (f) Costs are 71.6 percent Local Funds beginning with fiscal year 2025 raises (and 100 percent Local Funds for retroactive amounts).
- (g) Increases built into the financial plan are used toward the cost of the agreement.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL



Legal Counsel Division

**MEMORANDUM**

**TO:** Tomás Talamante  
Director  
Office of Policy and Legislative Affairs

**FROM:** Ben Moskowitz  
Acting Deputy Attorney General  
Legal Counsel Division

**DATE:** December 18, 2024

**RE:** Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2024 (AE-24-308)

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**This is to Certify that** the Office of the Attorney General has reviewed the above-referenced legislation and determined that it is legally sufficient. If you have any questions, please do not hesitate to call me at (202) 724-5565.

*Ben Moskowitz*

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**Ben Moskowitz**

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 1403,  
AFL-CIO,**

**AND**

**THE DISTRICT OF COLUMBIA,**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL,  
DISTRICT OF COLUMBIA**

**EFFECTIVE THROUGH SEPTEMBER 30, 2026**

**PART I:  
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## **PREAMBLE**

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the District of Columbia and the American Federation of Government Employees, Local 1403, the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB). The District of Columbia and the Union are herein after jointly referred to as the parties.

## **ARTICLE 1 RECOGNITION**

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

## **ARTICLE 2 WAGES**

### **SECTION A – FY 2024:**

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2023.

### **SECTION B -- FY 2025:**

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2024.

### **SECTION C -- FY 2026:**

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2025.

### **SECTION D**

Consistent with DC law, bargaining unit employees actively on the payroll as of the date of approval of this Compensation Agreement by the D.C. Council (or when it otherwise takes effect pursuant to D.C. Official Code § 1-617.17(j)) shall receive the respective retroactive pay as a result of the wage increases in the salary schedules above. Any employees who retired during the period beginning on the effective date of the increase and ending on the date of approval by the Council (or when this Compensation Agreement otherwise takes effect pursuant to D.C. Official Code § 1-617.17(j)) on the increase shall also receive the retroactive pay.

The parties agree that no adjustments coming from the District’s Classification and Compensation initiative shall apply for the term of this Agreement.

**ARTICLE 2A  
PAY FOR PERFORMANCE BONUSES**

**SECTION A – FY 2024:**

Each employee who receives an “Excellent” or substantially similar rating or higher rating for the evaluation period ending August 31, 2023, shall receive a two percent (2%) bonus. Upon approval of this agreement by the D.C. Council (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)), bonus payments shall be paid to each qualified employee within as soon as possible but no later than ninety (90) days after Council’s approval (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)). If Employer has not conducted a performance review for an employee by December 31, 2023, the employee shall be entitled to the bonus amount for FY 2024, established by the rating in the most recent annual performance evaluation, if any.

Consistent with DC law, eligible bargaining unit employees actively on the payroll as of the date of approval of this Compensation Agreement by the D.C. Council (or the date on which this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)) shall receive the bonus for FY 2024 under this section. Any employees who received an Excellent or substantially similar rating or higher rating for the evaluation period ending August 31, 2023, who subsequently retired on or before the date of approval by the Council (or the date on which this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)) on the increase shall also receive the bonus.

**SECTION B -- FY 2025:**

Each employee who receives an “Excellent” or substantially similar rating or higher rating for the evaluation period ending August 31, 2024, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2024, and in no event later than March 31, 2025. If Employer has not conducted a performance review for an employee by December 31, 2021, the employee shall be entitled to the bonus amount for FY 2025, established by the rating in the most recent annual performance evaluation, if any.

**SECTION C -- FY 2026:**

Each employee who receives an “Excellent” or substantially similar rating or higher rating for the evaluation period ending August 31, 2025, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2025, and in no event later than March 31, 2026. If Employer has not conducted a performance review for an employee by December 31, 2025, the employee shall be entitled to the bonus amount for FY 2026, established by the rating in the most recent annual performance evaluation, if any.

**ARTICLE 2B**  
**SATURDAY, SUNDAY AND HOLIDAY PAY**

Attorneys who are required to work on any Saturday, Sunday or holiday to provide court coverage will receive time and a half pay for all hours worked on any Saturday and double time pay on any Sunday or holiday. Disbursements for Saturday, Sunday and holiday pay will not exceed \$150,000.00 for any fiscal year of this Agreement. After disbursements reach \$150,000.00 in any one fiscal year, attorneys who are required to work on Saturdays, Sundays or holidays to provide court coverage for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked at the applicable rate stated in this Article.

**ARTICLE 3**  
**BENEFITS COMMITTEE**

**SECTION A – General:**

The parties herein agree to establish a new, or expand an existing, Benefits Committee for the purpose of addressing the benefits of bargaining unit employees represented by the Union. The Union shall select one representative, and one alternate, to serve on the committee. The Benefits Committee shall meet at least twice during the 6-month period immediately prior to the expiration of any of the District of Columbia contracts for benefits implicated herein.

**SECTION B – Purpose:**

The purpose of the Benefits Committee is to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration or any bargained or statutory resolution process.

**SECTION C – Responsibilities:**

The members of the Benefits Committee are authorized to consider all matters that concern the benefits of employees represented by the Committee. The Benefits Committee shall:

1. Monitor the quality and level of services provided to bargaining unit employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life,

Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with D.C. Official Code, Title 1, Chapter 6, Subchapter XXI.

**SECTION D – Maintenance of Benefits:**

Nothing herein shall be construed to reduce, modify or eliminate any benefits available to the bargaining unit employees prior to entering into this Agreement.

**SECTION E – Additional Benefits:**

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

**ARTICLE 4  
BENEFITS**

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2022 – FY 2025.

( Compensation Units 1 & 2 Agreement): Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Service Retirement System; Defined Contribution; Deferred Compensation; Metro Pass/Monthly Transit Subsidy; Holidays; at least equal to the level of benefits provided to their general membership as the applicable benefits for bargaining unit members covered by this Agreement. To the extent that any successor Compensation Units 1 & 2 Agreement provides for higher levels of benefits than what is provided for under this Agreement with respect to any of the specific or substantively related benefits listed above in this paragraph, the Parties agree to reopen negotiations for the sole purpose of renegotiating those specific benefits. In no event will the benefits stated in this Agreement be reduced through this process.

**SECTION A – Life Insurance:**

1. Life insurance is provided to covered employees in accordance with §1-622.01, et seq. of the District of Columbia Official Code and Chapter 87 of Title 5 of the United States Code.

District of Columbia Official Code §1-622.03 requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

District of Columbia Official Code §1-622.01 requires that benefits shall be provided as

set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. Life insurance benefits for employees hired on or after October 1, 1987 shall be set at the following minimum level of benefits: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

3. The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits that is equal in coverage and level of benefits to other similarly situated District of Columbia bargaining unit employees.

4. Employees must contact their respective personnel office to enroll or make changes in their life insurance coverage.

#### **SECTION B -- Health Insurance:**

1. Pursuant to D.C. Official Code § 1-621.02, all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care insurance providers for employees employed after September 1, 1987, provided that additional insurance providers do not reduce the current level of benefits provided to employees. If the Employer decides to expand or reduce the list of eligible insurance providers, the



Employer shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01, all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of Personnel Management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

**SECTION C – Optical and Dental:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement. District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental insurance providers, provided that additional insurance providers do not reduce the current level of benefits provided to employees. Should the District Government decide to expand or reduce the list of eligible insurance providers, the District shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

3.

**SECTION D – Short and Long Term Disability:**

1. Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short and Long Term Disability Insurance Programs, which provide for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that additional insurance providers do not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand or

reduce the list of eligible disability insurance providers, the District shall give the Union notice of the additions or reductions after the award but prior to implementation.

**SECTION E – Indemnity Benefits:**

Employer shall provide access to the indemnity benefits currently in effect for Union employees.

**SECTION F -- Annual Leave:**

1. In accordance with D.C. Official Code §1-612.03, full-time employees covered by the terms of this Agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

**SECTION G – Sick Leave:**

1. In accordance with District of Columbia Code §1-612.03, a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to:

- (a) Seek medical attention and/or recover from illness or injury;
  - (b) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
  - (c) Provide care for a family member as a result of medical, dental, or optical examination or treatment;
  - (d) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or
  - (e) Make any other use allowed by law, including to obtain social, medical or legal services if the employee or the employee's family member is a victim of stalking, domestic violence or sexual abuse as provided for under D.C. Official Code § 32-131.02(b)(4).
4. An employee's request to take sick leave shall not be unreasonably denied.

**SECTION H – Other Forms of Leave:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government to the extent provided in D.C. Official Code §1-612.03(l).

3. **Funeral Leave:**

An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative in accordance with Funeral and Memorial Service Leave Amendment Act, D.C. Law 20-83, § 2(a), 61 DCR 176, effective February 22, 2014. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" is an individual who is related to an employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild or similar familial relationship; or an individual for whom the recipient employee is the legal guardian; or a fiancé, fiancée or domestic partner of an employee, as defined in D.C. Official Code §32-701 (2014 Repl.) and related laws. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual’s manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee’s leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee’s individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child’s first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

6. Family Leave – Within any 12-month period, an employee is entitled to up to eight weeks of paid family leave for the birth or adoption of a child or to care for a family member (a person related by blood, legal custody, domestic partnership or marriage) with a serious health condition.

#### **SECTION I -- Pre-Tax Benefits:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19, including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

#### **SECTION J – Retirement:**

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. § 8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;

- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

**3. DEFINED CONTRIBUTION PENSION PLAN:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

(a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09.

(b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

**4. DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program described in Section 1-626.05 and related Chapters of the D.C. Official Code. The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

**SECTION K – Holidays:**

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;

- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16<sup>th</sup> of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Juneteenth Independence Day, June 19<sup>th</sup> of each year;
- (g) Independence Day, July 4<sup>th</sup> of each year;
- (h) Labor Day, the 1st Monday in September of each year;
- (i) Indigenous Peoples' Day, the 2nd Monday in October of each year;
- (j) Veterans Day, November 11<sup>th</sup> of each year;
- (k) Thanksgiving Day, the 4th Thursday in November of each year; and
- (l) Christmas Day, December 25<sup>th</sup> of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

**SECTION L – Benefits Levels:**

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

**ARTICLE 5  
COMPENSATORY TIME**

**SECTION A:**

A lawyer who is required to work one or more hours outside his or her normal work hours may, whenever possible, request an equal amount of compensatory time from his or her supervisor before the work is performed. The decision to grant an employee compensatory time is at the discretion of management but shall not be unreasonably denied. The denial of a request shall be in writing and shall state the reason for the denial.

**SECTION B:**

Compensatory time may be approved for work that exceeds an employee's regular tour of duty, including:

- Extraordinary assignments
- Scheduled or special events
- Travel time outside normal work hours

**SECTION C:**

If the request is granted, the time will be recorded on the employee's records and may be used in the same manner that annual leave is used. However, accrued compensatory time off must be used by the end of the 26th pay period after the pay period during which it was earned. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

**ARTICLE 6  
METRO PASS/MONTHLY TRANSIT SUBSIDY**

The District of Columbia Government shall subsidize the cost of monthly Washington Metropolitan Area Transit Authority (WMATA) transit passes or farecards, that can be used to pay for MARC and VRE, for personal use by employees by fifty dollars (\$50.00) per month for actual transportation expenses incurred by employees who use such passes or farecards to commute to and from work (Metro Transit Benefit); provided, however, that any unused portion of the monthly Metro Transit Benefit will roll over from month to month for employees who access the benefit. Any accumulated Metro Transit Benefit not accessed by the end of the calendar year will revert back to the District of Columbia Government. In the event that the District provides additional transit subsidies that exceed fifty dollars (\$50.00) per month to any District employees in the Career Service as an enhanced benefit, the Parties agree to reopen this Agreement for the express purpose of incorporating the same or substantially similar benefit to the Union.

**ARTICLE 7  
MILEAGE ALLOWANCE METRO REIMBURSEMENT AND  
ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

**SECTION A – Parking Spaces:**

Three (3) parking spaces shall be set aside from among those allocated to the Office of the

Attorney General in the underground parking garage at 400 6th Street, NW, Washington, D.C. 20001 for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

### **SECTION B – Mileage Allowance:**

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

### **SECTION C – Use of Personal Vehicles:**

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 et seq.).

### **SECTION D – Reimbursement for Use of Personal Vehicles:**

Management shall not require an employee to use his/her personal vehicle for government purposes. In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

### **SECTION E - Reimbursement for Taxicab or Online Vehicle Expenses:**

Employees who must travel by taxicab or online vehicle (e.g. Uber or Zipcar) for official government business to a destination that is not reasonably accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.



**SECTION F – Metro Fare Cards:**

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

**SECTION G – Availability of Fleet Vehicles:**

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle to the extent available. Employees may use the vehicle for official government business at no charge to the Employee.

**ARTICLE 8  
SICK LEAVE INCENTIVE PROGRAM**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

**SECTION A – Accrual:**

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

**SECTION B – Employees in a Non-pay Status:**

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

**SECTION C – Procedure for Use of Time Accrued:**

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be

granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

**SECTION D – Use of Time Accrued:**

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

**SECTION E – Part Time Employees:**

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

**ARTICLE 9  
ANNUAL LEAVE BUY-OUT**

**SECTION A – Payment for Annual Leave:**

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive payment for each hour of unused annual leave in the employee's official leave record.

**SECTION B – Computation:**

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 10  
BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within a reasonable time of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 11  
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

## **ARTICLE 12 GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 28 in the Non Compensation Agreement.

## **ARTICLE 13 SAVINGS CLAUSE**

### **SECTION A:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

### **SECTION B:**

To the extent consistent with the Contract Clause of the United States Constitution, the terms of this Agreement shall supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

## **ARTICLE 14 DURATION AND FINALITY**

### **SECTION A -- Effective Date:**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act ,D.C. Official Code, § 1-617.15(a). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1- 617.17(j)) and shall remain in full force and effect until September 30, 2026, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i).

### **SECTION B – Finality:**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

**ARTICLE 15**  
**INCORPORATION OF NON-COMPENSATION AGREEMENT**

The terms and conditions of the Non Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective through September 30, 2026 (Non-Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.

**PART II:  
WORKING CONDITIONS**

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## **ARTICLE 1 RECOGNITION**

### **Section 1 – Recognition:**

- A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.
- B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.
- C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

### **Section 2 – Coverage:**

- A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. O1-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).
- B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

## **ARTICLE 2 LABOR-MANAGEMENT RELATIONS**

### **Section 1-A - Composition and Function of the OAG Labor-Management Committee:**

- A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.
- B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.



C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 1-B - Composition and Function of the MOLC Labor-Management Committee:**

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall continue the existing Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Mayor within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 2 – Subcommittees:**

The parties may mutually agree to establish subcommittees of the LMCs to study problems and conditions.

**Section 3 – Union's Right to Request Impact and Effects Bargaining:**

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

**Section 4- Labor-Management Meetings:**

A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.

B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

**Section 5 - Organizational Changes:**

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or the Union President's designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

**Section 6 – Risk Assessment:**

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

**ARTICLE 3  
ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulations in the administration of leave. Annual leave must be requested reasonably in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

**ARTICLE 4  
ALTERNATIVE WORK SCHEDULES**

**Section 1 – Fair Labor Standards Act:**

Attorneys are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

**Section 2 Alternative Work Schedules/Teleworking:**

The following three types of Alternative Work Schedules (AWS) for covered employees include: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Teleworking Schedule, including Ad Hoc (or situational) teleworking.

Employees participating in teleworking plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

The Union shall be given advance notice when new or revised flexible/alternative work schedules are proposed and shall be given the opportunity to consult.

A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

**Section 3 Supervisor's Authority:**

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the agency head. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

**ARTICLE 5  
EMPLOYEE ASSISTANCE PROGRAM**

**Section 1 – General:**

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section

2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.

**Section 2 - Use of Sick Leave:**

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness with appropriate documentation of attendance.

**ARTICLE 6  
UNION STEWARDS/OFFICIAL TIME**

**Section 1 - Number of Stewards:**

- A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.
- B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

**Section 2 - Designation of Representatives:**

- A. Union Officers, Stewards and Other Representatives
  - 1. Union Officers and Stewards: The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
  - 2. Other Representatives: The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.
- B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.
- C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.
- D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

### **Section 3 - Performance Appraisals:**

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

### **Section 4 - Official Time for Representational Activity:**

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop

steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;
- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;

- (15) necessary travel to any of the activities listed above;
  - (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
  - (17) new employee orientation meetings.
- C. Official time shall not include time spent on internal Union business, including, but not limited to:
- (1) Attending Local, Regional, or National Union meetings;
  - (2) Soliciting members;
  - (3) Collecting dues;
  - (4) Posting notices of Union meetings; administering elections;
  - (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
  - (6) Internal Union strategy sessions, except for representational functions.

### **Section 5 - Requesting Official Time:**

- A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.
- B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.
- C. All advance requests for official time are understood to be estimates.
- D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.
- E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to

this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

#### **Section 6:**

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

#### **Section 7:**

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.



**ARTICLE 7**  
**UNION USE OF EMPLOYER FACILITIES AND SERVICES**

**Section 1:**

Upon request, the Union may have access to meeting space by following established Employer procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

**Section 2:**

Employer workforce, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

**Section 3:**

The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least fifteen (15) business days prior to the time the Union is required to vacate the present office.

**Section 4:**

The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

**Section 5:**

The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General and/or Mayor, as appropriate, or their designees at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

**Section 6:**

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

**Section 7:**

Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, the Mayor, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

**ARTICLE 8  
PERSONNEL FILES**

**Section 1 - Official Files – Definition and Right to Examine:**

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

**Section 2 - Right to Respond:**

Each Employee shall have the right to answer any material filed in his/her personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in a personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

**Section 3 - Right to Copy:**

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

**Section 4 - Access by Union:**

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

**Section 5 – Employee to Receive Copies:**

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

**ARTICLE 9  
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of the employee's current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

**ARTICLE 10  
LATE ARRIVAL/EARLY DISMISSAL**

**Section 1 -- Late Arrival:**

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

**Section 2 -- Early Dismissal:**

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

B. Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

**Section 3 -- Employees on leave during the late arrival/early dismissal period:**

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

**ARTICLE 11  
STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

**ARTICLE 12  
CONTRACTING OUT/PRIVATIZATION**

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to avoid the displacement of bargaining unit employees caused by a privatization contract to perform work that has been traditionally and regularly performed by bargaining unit employees. Decisions regarding contracting out are areas of discretion of the Employer. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees.

**ARTICLE 13  
UNION RIGHTS AND SECURITY**

**Section 1 – Exclusive Agent:**

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

**Section 2 – Access to Employees:**

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

**Section 3 – Dues Check Off:**

Pursuant to D.C. Official Code § 1-617.07, the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights consistent with Supreme Court precedent. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

**Section 4 – Annual Notification of Annual Dues Amount:**

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

**Section 5 – Cost of Processing:**

Union dues shall be transmitted to the Union, minus a fee of \$.15 per dues deduction per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

**Section 6 – Hold Harmless:**

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee’s pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

**Section 7:**

Payment of dues shall not be a condition of employment.

**Section 8:**

The Union may require that an employee who does not pay dues to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.

**Section 9:**

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

**ARTICLE 14  
TERM EMPLOYEES**

**Section 1:**

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees (“NTE employees”) to permanent status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating

period.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to permanent status.

### **Section 2 – Priority Conversion of NTE Employees to FTE Status:**

Management shall give full consideration for the competitive appointment of the most qualified NTE employee for any permanent vacancy in a legal services section or subordinate agency, provided that the NTE employee has:

1. Substantially similar, or greater, experience relevant to the vacant position in that section or subordinate agency, respectively;
2. A successful rating or its equivalent on the most recent performance appraisal, and;
3. More than 24 months of continuous service.

## **ARTICLE 15 DISCRIMINATION**

### **Section 1 – General Provisions:**

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 et seq., the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

### **Section 2 - Equal Employment Practices:**

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

### **Section 3 – Sexual Harassment:**

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **Section 4 – Union Activity:**

The Employer shall not in any way discriminate against any employee because of the employee's membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

A. To form, join and assist in labor organization or to refrain from this activity;

B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and

C. To be protected in the exercise of these rights.

### **Section 5 – Discrimination Charges and Election:**

A. An employee may raise a complaint of discrimination under applicable law (to the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of the employee's federal statutory rights, including the employee's rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive the employee's rights, the employee cannot submit the employee's discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal EEO complaint, whichever event (filing) occurs first.



B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

E. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE  
OVER A DISCRIMINATION CHARGE

I, \_\_\_\_\_, acknowledge that I have decided to submit my employment discrimination charge through the grievance procedure. In consideration of arbitration, I will forego and waive my rights to file a separate claim under the discrimination statutes, including Title VII, in accordance with applicable law governing such elections. *See Alexander v. Denver-Gardner*, 415 U.S. 36 (1974).

Dated:

\_\_\_\_\_  
EMPLOYEE'S NAME

**ARTICLE 16**  
**SAFETY AND HEALTH**

**Section 1 - Working Conditions:**

A. The Employer shall provide and maintain safe working conditions for all

employees. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C. Official Code section 1-620.01 et seq., as amended).

**Section 2 - Corrective Actions:**

A. If an employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist or the Risk Manager for the District agency, as applicable.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

**Section 3 - First Aid Kits and Defibrillators:**

A. Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager or the Risk Manager for the District agency, as applicable, will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

#### **Section 4 – Excessive Temperatures in Buildings:**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

#### **Section 5 – Maintenance of Health Records:**

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

### **ARTICLE 17 INFORMATIONAL REPORTS ON EMPLOYEES**

Upon request, and at least annually by December 31<sup>st</sup> of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

**ARTICLE 18  
FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 19  
REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

**ARTICLE 20  
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

**Section 1 – New Technology:**

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

**Section 2 – Electronic Mail Use:**

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government’s Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee’s duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

**Section 3 – Internet Access and Use:**

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government’s Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for

personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, or harassing purposes.

**Section 4 – Telephone Use:**

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

**Section 5 – Privacy:**

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General, the MOLC, and/any District agency subordinate to the Mayor shall not monitor employee email, telephone, or internet use, unless it has good cause to do so. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

**ARTICLE 21  
TRAINING**

**Section 1 - New Employee Orientation:**

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

**Section 2 - Continued Training Opportunities:**

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG and other District agencies that employ District legal service attorneys will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG and other District agencies that employ District legal service attorneys by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

### **Section 3 - Requests for Continued Training:**

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

## **ARTICLE 22 EMPLOYEE RIGHTS**

### **Section 1 – Respect in the Workplace:**

It is the intent of the Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

### **Section 2 - Employee Rights:**

A. All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

- (1) to organize a labor organization free from interference, restraint, or coercion;
- (2) to form, join, or assist any labor organization;
- (3) to bargain collectively through representatives of their own choosing; and
- (4) to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) (“Employee Rights”).

B. Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, the Attorney General, D.C. Council and Congress.

### **Section 3 - Employee Grievances:**

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees

who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

**Section 4 – Conflicts of Interest:**

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

**Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit:**

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, management will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

**ARTICLE 23  
SABBATICAL/EXTENDED LEAVE**

It is management policy to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed within the District legal service for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. At any time after completion of the attorney's seventh anniversary with the District legal service and each successive seven years after return from a sabbatical, the attorney may request a one (1) year period of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG or the District agency in which they worked prior to the sabbatical.

### **Section 1 – Process:**

Application for sabbatical should be submitted to the attorney’s immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General or agency director within 30 days of the submission of the request.

### **Section 2 – Supervisor’s Authority:**

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee’s supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Mayor or Attorney General, as applicable, who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

### **Section 3 – Potential Loss of Benefits and Insurance Premiums:**

Attorneys understand that an extended leave of absence in a non -pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non -pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

## **ARTICLE 24 PROMOTIONS AND CLASSIFICATION ISSUES**

### **Section 1: Promotions Policy**

It is the policy to reward well-deserving attorneys in the Legal Service for sustained exemplary performance. This Article sets forth the process and criteria for all attorney promotions.

All promotions are dependent upon, and subject to, the availability of funds in the operating budget of the OAG and relevant subordinate agency, as applicable.

### **Section 2 - Promotion from Grade 11 to Grade 12 and from Grade 12 to Grade 13**

An attorney is not eligible for promotion if the attorney receives a rating of “Needs Improvement” or “Fails Expectations” overall, or in any category.



Attorneys will be advised during the relevant appraisal process whether or not they have been recommended for promotion. A copy of the recommendation shall be sent to the Union.

### **Section 3 - Promotions to Grades 14 and 15**

#### **A. Criteria**

An attorney may receive a competitive promotion (not automatic) to a Grade 14 and 15 if the following criteria are met:

##### **1. Consistent Superior Performance**

The attorney's overall job performance meets or exceeds established performance standards for that grade level. The attorney's two most recent performance evaluations, if available, shall be considered.

##### **2. Demonstrated Specialized Expertise or Professional Distinction**

The attorney has gained or developed specialized expertise in a subject or subjects relevant to the attorney's practice area at the agency or at OAG, as applicable. Such specialized expertise may be demonstrated by the complexity of matters handled or awards of professional distinction. Whether the attorney has demonstrated expertise beyond that of other attorneys performing the same or similar work at the same grade level shall be considered.

##### **3. Satisfactory Handling of Increasingly More Complex Work**

The attorney's workload has become increasingly more complex and the attorney performs in a manner that meets or exceeds established performance standards with little or no supervision. Factors to be considered include the complexity of the work, the productivity of the attorney, and the type and amount of supervision needed.

##### **4. Time-In-Grade**

The attorney has served at least 24 months as a Grade 13 or 14 as applicable.

##### **5. Other Criteria**

Other factors that may be considered include, but are not limited to, an attorney's seniority, the length of time that the recommendation for promotion has been pending, and the availability of funds in the OAG or agency budget, as applicable.

### **Section 4 – Grievance on Failure to Comply with Process:**

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable.

**Section 5 - Job Qualifications:**

Management has the right to determine job qualifications. Where the Employer has considered the recommendations and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates.

**Section 6 - Additional Duties:**

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

**ARTICLE 25  
TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS**

**Section 1 - Tardy or Non-Receipt of Pay:**

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

**Section 2 - Pay Errors:**

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after employee provides notice to the appropriate Employer representative and the delay results due to no fault of employee, employee shall receive four (4) hours of administrative leave.

**Section 3 - Timely Receipt of Pay, Pay Increases, and Reimbursements:**

A. Employer agrees to use its best efforts to ensure that pay increases resulting from step increases, promotions, and future salary increases, are paid on the effective date but no later than two (2) pay periods following the effective date of the increase. To this end, Employer shall use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as

expeditiously as possible, to avoid or minimize any delay in implementation.

B. Employer agrees to use its best efforts to ensure that retroactive salary increases and retroactive bonuses for performance are paid within 60 days of Council's approval of this Agreement (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)). To this end, Employer shall use its best efforts to ensure that paperwork needed to implement such increases is completed after Council approval of the Agreement (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)) and shall process the retroactive salary increases as expeditiously as possible, to avoid or minimize any delay in implementation.

**Section 4 - Timely Reimbursement of Expenses:**

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

**Section 5 – Audits:**

In the event employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 26  
GENERAL PROVISIONS**

**Section 1 - Work Rules:**

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

**Section 2 – Identification Device:**

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

**Section 3 - Distribution of Agreement:**

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

**Section 4 – Office Space:**

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG, the Mayor, or their designees, and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management's final authority to determine the final design.

## **ARTICLE 27 COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

## **ARTICLE 28 GRIEVANCE AND ARBITRATION PROCEDURES**

### **Section 1 – Definitions:**

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

### **Section 2 – Performance Ratings:**

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor's Office of Legal Counsel. The committee shall be empowered to review the basis for a direct supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision or agency head's decision, as applicable, shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General and the Mayor's Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

### **Section 3 – General Provisions:**

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

### **Section 4 – Information Requests:**

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

### **Section 5 – Procedure:**

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

B. Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

**Step 1:** The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

**Step 2:** If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

**Step 3:** If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or agency head, as applicable, or his/her designee, within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or agency head, as applicable, or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

**Step 4:** If the grievance is still unresolved, or the Attorney General, or agency head, as applicable, or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen(15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

#### **Section 6 - Selection of the Arbitrator:**

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS

guidelines unless modified by this Agreement.

**Section 7 – Authority of the Arbitrator:**

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

**Section 8 - Decision of the Arbitrator:**

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

**Section 9 - Expenses of the Arbitrator:**

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

**Section 10 - Time Off For Grievance Hearings:**

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

**Section 11 – Time Limits:**

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

**Section 12 – Termination of Grievance:**

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstating a grievance at a later date.

**Section 13 – Exclusions:**

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 29  
DISCIPLINE AND DISCHARGE**

**Section 1 -- Disciplinary Actions:**

A. Assistant Attorneys General ("AAG") and Assistant General Counsel ("AGC") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG or AGC may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General or an agency head, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or
3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her office, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision or agency head's decision, as applicable, shall be the final agency decision.



## **Section 2 -- Appeal Procedures:**

After the Attorney General or agency head issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the nonbinding arbitrator shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's or the agency head's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

## **Section 3 -- Stay of Disciplinary Action:**

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's or agency head's final administrative decision.

## **Section 4 -- Standard of Review and Authority of the Arbitrator:**

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The arbitrator does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

## **Section 5 -- Time Limits:**

All time limits set forth, in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

## **Section 6 -- Extension of Time Limits:**

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

**Section 7 -- Substitution of Binding Arbitration Procedures:**

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

**ARTICLE 30  
SAVINGS CLAUSE**

**SECTION 1:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION 2:**

To the extent consistent with the Contract Clause of the United States Constitution, the terms of this Agreement shall supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

**ARTICLE 31  
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2020, through September 30, 2023 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

**ARTICLE 32**  
**DURATION AND FINALITY**

**Section 1 -- Effective Date**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act, D.C. Official Code, § 1-617.15(a). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17(j)) and shall remain in full force and effect until September 30, 2023, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17(f)(1)(A)(i).

**Section 2 – Finality**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.

On this \_\_\_\_ day of \_\_\_\_\_, 2024 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

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**Eugene Adams, Director  
Mayor's Office of Legal Counsel**

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**Aaron Finkhousen, President  
AFGE, Local 1403**

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**Brian L. Schwalb, Attorney General  
Office of the Attorney General**

On this \_\_\_\_ day of \_\_\_\_\_, 2024 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

\_\_\_\_\_  
**E. Lindsey Maxwell II, Esq., Director  
Office of Labor Relations & Collective  
Bargaining**

\_\_\_\_\_  
**Anne Hollander, Chief Negotiator  
AFGE, Local 1403**

\_\_\_\_\_  
**Vanessa Natale, Deputy Director  
Mayor's Office of Legal Counsel**

\_\_\_\_\_  
**Rebecca Barnes, Vice President  
AFGE, Local 1403**

\_\_\_\_\_  
**Marta M. Paravano, Chief Operating Officer  
Office of the Attorney General**

\_\_\_\_\_  
**Edward Rich, Acting Vice President  
AFGE, Local 1403**

\_\_\_\_\_  
**Rachel Noteware, Associate Director  
Mayor's Office of Legal Counsel**

\_\_\_\_\_  
**Freddie D'Ateno, Chief Human Resources Officer  
Office of the Attorney General**

\_\_\_\_\_  
**De'Yan Harris, Esq. Attorney Advisor  
Office of Labor Relations & Collective Bargaining**

\_\_\_\_\_  
**Kevin Maurice Stokes, Supervisory Attorney Advisor  
Office of Labor Relations & Collective Bargaining**

**APPROVAL**

This collective bargaining working conditions agreement between the District of Columbia and the bargaining units represented by AFGE, Local 1403, dated \_\_\_\_\_, has been reviewed in accordance with Section 1-617.15(a) of the District of Columbia Official Code and is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Brian L. Schwalb, Attorney General

**APPROVAL**

This collective bargaining working conditions agreement between the District of Columbia and the bargaining units represented by AFGE, Local 1403, dated \_\_\_\_\_, has been reviewed in accordance with Section 1-617.15(a) of the District of Columbia Official Code and is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Muriel E. Bowser, Mayor

Q39 DOES POH 2026

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2026 Q1 BUDGET TO ACTUAL

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available
1010	LOCAL FUND	100003	COMMUNICATIONS - GENERAL	50276	OFFICE PUBLIC AFFAIRS	340,372.04	340,372.04	101,122.22	239,249.82	70.29%
					OFFICE OF CUSTOMER					
		100027	CALL CENTER SERVICES	50269	EXPERIENCE	0.00	0.00	85,484.88	(89,984.88)	0.00%
					OFFICE OF ADMINISTRATIVE					
		100042	FLEET MANAGEMENT - GENERAL	50268	SERVICES	483,352.48	483,352.48	111,713.24	371,639.24	76.89%
					OFFICE OF HUMAN					
		100058	HUMAN RESOURCE SERVICES - GENERAL	50267	RESOURCES - CFO	16,198.38	16,198.38	0.00	13,498.38	83.33%
					OFFICE OF INFORMATION					
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	TECHNOLOGY - CFO	2,647,098.03	2,647,098.03	696,834.92	1,828,681.25	69.08%
					OFFICE OF THE DIRECTOR -					
		100092	LEGAL SERVICES - GENERAL	50278	CFO	11,380.48	11,380.48	228.41	11,152.07	97.99%
					OFFICE OF ADMINISTRATIVE					
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	50268	SERVICES	3,236,421.65	3,236,421.65	555,730.31	1,882,785.07	58.17%
					OFFICE OF HUMAN					
		100224	CUSTOMER EXPERIENCE	50267	RESOURCES - CFO	60,800.00	60,800.00	0.00	7,133.00	11.73%
					OFFICE OF CUSTOMER					
					EXPERIENCE	702,827.32	702,827.32	0.00	652,127.32	92.79%
					OFFICE OF INFORMATION					
					TECHNOLOGY - CFO	20,000.00	20,000.00	0.00	20,000.00	100.00%
		150002	AGENCY ACCOUNTING SERVICES	10002	ACCOUNTING DIVISION	1,063,098.21	1,063,098.21	280,438.63	779,941.23	73.36%
					AGENCY BUDGETING AND FINANCIAL					
		150003	MANAGEMENT SERVICES	10001	BUDGET DIVISION	1,042,852.70	1,042,852.70	289,016.35	753,836.35	72.29%
		150012	P-CARD CLEARING	10086	P-CARD CLEARING	0.00	0.00	4,499.93	(4,499.93)	0.00%
					OFFICE OF PERFORMANCE					
		500161	PERFORMANCE MANAGEMENT	50258	MANAGEMENT - CFO	2,438,550.42	2,438,550.42	608,415.76	1,830,134.66	75.05%
					OFFICE OF TALENT AND					
		500162	TALENT AND CLIENT SERVICES	50260	CLIENT SERVICES	692,075.69	692,075.69	152,673.49	522,370.95	75.48%
					OFFICE OF OCCUPATIONAL					
					SAFETY AND HEALTH	8,462.00	8,462.00	0.00	8,462.00	100.00%
		500166	FIRST SOURCE	50266	OFFICE OF FIRST SOURCE	1,958,859.49	1,958,859.49	564,630.59	1,190,916.77	60.80%
					OFFICE OF PERFORMANCE					
		500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	50258	MANAGEMENT - CFO	1,440.23	1,440.23	0.00	1,440.23	100.00%
					OFFICE OF OCCUPATIONAL					
					SAFETY AND HEALTH	63,923.34	63,923.34	15,812.35	48,110.99	75.26%
		500168	WAGE HOUR SERVICES	50261	OFFICE OF WAGE HOUR	3,738,027.98	3,738,027.98	810,807.01	2,903,426.86	77.67%
					OFFICE OF WAGE HOUR	0.00	0.00	(70.20)	70.20	0.00%
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	50261	BUREAU FEDERAL	0.00	0.00	0.00	0.00	0.00%
					PROGRAMS	0.00	0.00	0.00	0.00	0.00%
		500181	AMERICAN JOB CENTER OPERATIONS	50244	BUREAU FEDERAL	0.00	0.00	0.00	0.00	0.00%
					PROGRAMS	1,016,092.43	1,016,092.43	67,729.56	946,140.26	93.12%
		500182	APPRENTICESHIP INFORMATION AND TRAINING	50244	PROGRAMS	1,016,092.43	1,016,092.43	67,729.56	946,140.26	93.12%
		500184	INFRASTRUCTURE ACADEMY SERVICE	00000	NO COST CENTER	0.00	0.00	1,118.41	(1,118.41)	0.00%
					INFRASTRUCTURE ACADEMY	5,895,915.47	5,895,915.47	746,822.98	3,744,587.30	63.51%
					BUREAU FEDERAL					
		500185	LOCAL ADULT TRAINING	50244	PROGRAMS	461,955.68	461,955.68	1,886.28	453,401.70	98.15%
					OFFICE OF YOUTH					
					PROGRAMS	0.00	0.00	1,244.00	(1,244.00)	0.00%
					BUREAU FEDERAL					
		500186	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	50244	PROGRAMS	0.00	0.00	300.00	(300.00)	0.00%



**DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2026 Q1 BUDGET TO ACTUAL**

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available		
1010	LOCAL FUND	500186	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	50256	OFFICE OF YOUTH PROGRAMS	27,734,280.26	27,734,280.26	555,842.05	25,857,784.28	93.23%		
		500187	MARION BARRY YOUTH LEADERSHIP INSTITUTE	50256	OFFICE OF YOUTH PROGRAMS	1,020,307.38	1,020,307.38	167,601.95	830,424.81	81.39%		
		500188	PROGRAM PERFORMANCE MONITORING	50244	BUREAU FEDERAL PROGRAMS	574,333.71	574,333.71	103,329.70	471,004.01	82.01%		
		500189	SENIOR SERVICES	50244	BUREAU FEDERAL PROGRAMS	108,589.44	108,589.44	24,567.78	84,021.66	77.38%		
		500190	STATE-WIDE ACTIVITIES	50244	BUREAU FEDERAL PROGRAMS	6,503.14	6,503.14	0.00	6,503.14	100.00%		
		500191	TRANSITIONAL EMPLOYMENT	50256	OFFICE OF YOUTH PROGRAMS	39,168.00	39,168.00	0.00	39,168.00	100.00%		
				50272	DIVISION OF STATE INITIATIVES	7,371,310.58	7,371,310.58	1,010,639.12	6,235,814.89	84.60%		
		500193	WIOA YOUTH PROGRAM	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	234,719.62	(234,719.62)	0.00%		
		500194	YEAR-ROUND YOUTH PROGRAM	50256	OFFICE OF YOUTH PROGRAMS	5,376,576.38	5,376,576.38	1,185,440.39	3,721,129.27	69.21%		
		500275	POVERTY COMMISSION	50363	OFFICE OF POVERTY COMMISSION	0.00	0.00	32,875.91	(32,875.91)	0.00%		
		500317	TRAINING AND DEVELOPMENT - GENERAL	50255	OFFICE OF TRAINING AND DEVELOPMENT	388,506.89	388,506.89	120,318.22	268,188.67	69.03%		
				50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	11,235.61	11,235.61	0.00	11,235.61	100.00%		
		<b>1010 Total</b>						<b>68,530,515.41</b>	<b>68,530,515.41</b>	<b>8,531,773.86</b>	<b>55,369,637.24</b>	<b>80.80%</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	100003	COMMUNICATIONS - GENERAL	50276	OFFICE PUBLIC AFFAIRS	159,047.28	159,047.28	41,564.58	117,482.70	73.87%
				100022	CONTRACTING AND PROCUREMENT - GENERAL	50271	OFFICE OF GRANT AND ADMINISTRATION & RESOURCE ALLOCATION	166,840.62	166,840.62	42,891.48	123,949.14	74.29%
				100027	CALL CENTER SERVICES	50269	OFFICE OF CUSTOMER EXPERIENCE	0.00	0.00	35,137.27	(35,137.27)	0.00%
				100042	FLEET MANAGEMENT - GENERAL	50268	OFFICE OF ADMINISTRATIVE SERVICES	148,009.33	148,009.33	36,495.08	111,514.25	75.34%
				100058	HUMAN RESOURCE SERVICES - GENERAL	50267	OFFICE OF HUMAN RESOURCES - CFO	165,998.40	165,998.40	23,829.17	142,169.23	85.64%
				100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	1,098,608.27	1,098,608.27	229,820.64	868,787.63	79.08%
100092	LEGAL SERVICES - GENERAL			50278	OFFICE OF THE DIRECTOR - CFO	82,726.55	82,726.55	8,932.04	73,794.51	89.20%		
100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL			50268	OFFICE OF ADMINISTRATIVE SERVICES	5,113,437.68	5,213,437.68	1,301,997.67	3,269,641.24	62.72%		
100224	CUSTOMER EXPERIENCE			50269	OFFICE OF CUSTOMER EXPERIENCE	301,703.04	301,703.04	0.00	301,703.04	100.00%		
150002	AGENCY ACCOUNTING SERVICES			10002	AGENCY ACCOUNTING DIVISION	934,967.22	934,967.22	233,264.60	701,702.62	75.05%		
150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES			10001	BUDGET DIVISION	427,849.02	427,849.02	113,480.91	314,368.11	73.48%		
150012	P-CARD CLEARING			10086	P-CARD CLEARING	0.00	0.00	3,536.13	(3,536.13)	0.00%		
500160	LABOR MARKET INFORMATION			50257	OFFICE OF LABOR MARKET INFORMATION	91,212.13	91,212.13	23,858.30	67,353.83	73.84%		
500161	PERFORMANCE MANAGEMENT			50258	OFFICE OF PERFORMANCE MANAGEMENT - CFO	1,106,362.81	1,106,362.81	241,052.81	865,310.00	78.21%		

**DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2026 Q1 BUDGET TO ACTUAL**

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available		
1060	SPECIAL PURPOSE REVENUE FUNDS	500164	ADMINISTRATIVE HEARINGS	50264	ADMINISTRATIVE HEARINGS DIVISION	3,496,868.56	3,496,868.56	783,610.01	2,680,125.74	76.64%		
		500165	COMPENSATION REVIEW SERVICES	50265	BOARD	1,738,113.85	1,738,113.85	315,215.56	1,399,453.91	80.52%		
		500166	FIRST SOURCE	50266	OFFICE OF FIRST SOURCE	254,762.86	254,762.86	0.00	254,762.86	100.00%		
		500168	WAGE HOUR SERVICES	50261	OFFICE OF WAGE HOUR	623,764.56	623,764.56	65,947.01	557,817.55	89.43%		
						50263	OFFICE OF WORKERS' COMPENSATION	450.00	450.00	0.00	450.00	100.00%
		500169	WORKERS' COMPENSATION SERVICE	50263	OFFICE OF WORKERS' COMPENSATION	14,884,875.88	14,884,875.88	1,835,587.85	12,448,900.62	83.63%		
		500170	PFL ADMINISTRATION	50246	OFFICE OF PAID FAMILY LEAVE - ADMINISTRATION	8,694,724.94	10,511,399.94	1,586,831.77	5,163,610.33	49.12%		
		500171	PFL APPEALS & ADJUDICATION	50249	APPEALS & ADJUDICATION DIVISION	996,425.81	996,425.81	249,516.94	746,908.87	74.96%		
		500172	PFL BENEFITS	50247	OFFICE OF PAID FAMILY LEAVE - BENEFITS DIVISION	4,059,669.39	4,059,669.39	885,734.66	3,173,934.73	78.18%		
		500173	PFL COMPLIANCE	50250	ENFORCEMENT DIVISION - CFO	488,746.31	488,746.31	42,389.64	446,356.67	91.33%		
		500174	PFL ENFORCEMENT	50250	ENFORCEMENT DIVISION - CFO	379,039.67	379,039.67	93,209.58	285,830.09	75.41%		
		500175	PFL TAX	50248	OFFICE OF PAID FAMILY LEAVE - TAX DIVISION	3,846,325.66	3,846,325.66	862,505.30	2,983,820.36	77.58%		
		500176	BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	50254	BENEFIT PAYMENT CONTROL UNIT (BPC)	536,933.66	536,933.66	373,827.09	163,106.57	30.38%		
		500178	UI BENEFITS	50252	OFFICE OF UNEMPLOYMENT COMPENSATION - TAX	0.00	0.00	0.00	0.00	0.00%		
						50253	OFFICE OF UNEMPLOYMENT COMPENSATION - BENEFITS DIVISION	12,034,442.84	13,834,442.84	3,018,266.23	9,108,890.83	65.84%
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	50245	BUREAU OF COMPLIANCE AND INDEPENDENT MONITORING	25,000.00	25,000.00	87,873.79	(62,873.79)	-251.50%		
		500180	UI TAX COLLECTIONS	50252	OFFICE OF UNEMPLOYMENT COMPENSATION - TAX	2,175,020.14	2,175,020.14	1,914,206.06	(1,027,996.81)	-47.26%		
		500182	APPRENTICESHIP INFORMATION AND TRAINING	50244	BUREAU FEDERAL PROGRAMS	60,000.00	60,000.00	0.00	60,000.00	100.00%		
		500317	TRAINING AND DEVELOPMENT - GENERAL	50255	OFFICE OF TRAINING AND DEVELOPMENT	229,707.10	229,707.10	45,747.61	183,959.49	80.08%		
		<b>1060 Total</b>						<b>64,321,633.58</b>	<b>68,038,308.58</b>	<b>14,496,329.78</b>	<b>45,486,160.92</b>	<b>66.85%</b>
		3030	CAPITAL FUND - OTHER	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	0.00	17,651.73	17,000.00	651.73	3.69%
				100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	50268	OFFICE OF ADMINISTRATIVE SERVICES	0.00	1,150,161.00	0.00	1,150,161.00	100.00%
				500170	PFL ADMINISTRATION	50246	OFFICE OF PAID FAMILY LEAVE - ADMINISTRATION	0.00	3,559,111.04	0.00	2,821,727.95	79.28%

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2026 Q1 BUDGET TO ACTUAL

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available
3030	CAPITAL FUND - OTHER	500178	UI BENEFITS	50247	OFFICE OF PAID FAMILY LEAVE - BENEFITS DIVISION	2,000,000.00	14,841,267.14	896,253.94	6,363,454.67	42.88%
				50253	OFFICE OF UNEMPLOYMENT COMPENSATION - BENEFITS DIVISION	0.00	(56,815.35)	17,030.89	(73,846.24)	129.98%
		500181	AMERICAN JOB CENTER OPERATIONS	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00	0.00%
		500182	APPRENTICESHIP INFORMATION AND TRAINING	50244	BUREAU FEDERAL PROGRAMS	0.00	124,782.00	0.00	27,698.60	22.20%
		500186	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	50244	BUREAU FEDERAL PROGRAMS	0.00	(159,111.30)	0.00	(185,976.42)	116.88%
				50256	OFFICE OF YOUTH PROGRAMS	0.00	1,520,337.54	0.00	300,223.13	19.75%
<b>3030 Total</b>						<b>2,000,000.00</b>	<b>20,997,383.80</b>	<b>930,284.83</b>	<b>10,404,094.42</b>	<b>49.55%</b>
3035	CAPITAL - FEDERAL GRANTS	500178	UI BENEFITS	50247	OFFICE OF PAID FAMILY LEAVE - BENEFITS DIVISION	0.00	731,953.32	45,364.00	(198,636.21)	-27.14%
<b>3035 Total</b>						<b>0.00</b>	<b>731,953.32</b>	<b>45,364.00</b>	<b>(198,636.21)</b>	<b>-27.14%</b>
3075	INTRA-DISTRICT CAPITAL FUNDS	100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	0.00	670,405.80	0.00	644,918.00	96.20%
		100073	IT CAPITAL PROJECTS	50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	0.00	0.00	0.00	0.00	0.00%
<b>3075 Total</b>						<b>0.00</b>	<b>670,405.80</b>	<b>0.00</b>	<b>644,918.00</b>	<b>96.20%</b>
4020	FEDERAL GRANT FUND - FPR	100058	HUMAN RESOURCE SERVICES - GENERAL	50267	OFFICE OF HUMAN RESOURCES - CFO	852,396.59	852,396.59	122,361.51	730,035.08	85.65%
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	162,349.84	162,349.84	37,422.93	124,926.91	76.95%
		100092	LEGAL SERVICES - GENERAL	50278	OFFICE OF THE DIRECTOR - CFO	424,798.30	424,798.30	45,865.73	378,932.57	89.20%
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	50268	OFFICE OF ADMINISTRATIVE SERVICES	3,155,120.03	3,179,367.49	436,241.60	1,984,612.40	62.42%
		150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	10001	BUDGET DIVISION	538,547.46	573,993.88	180,528.68	393,465.20	68.55%
		150012	P-CARD CLEARING	10086	P-CARD CLEARING	0.00	0.00	9,091.82	(9,091.82)	0.00%
		500160	LABOR MARKET INFORMATION	50257	OFFICE OF LABOR MARKET INFORMATION	1,125,031.46	1,380,035.04	287,092.54	1,092,942.50	79.20%
		500162	TALENT AND CLIENT SERVICES	50260	OFFICE OF TALENT AND CLIENT SERVICES	914,947.63	1,114,947.63	183,704.18	931,243.45	83.52%
				50160	COMPENSATION UNIT	0.00	0.00	0.00	0.00	0.00%
		500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	50262	OFFICE OF OCCUPATIONAL SAFETY AND HEALTH	656,958.68	656,958.68	142,312.23	514,646.45	78.34%
		500176	BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	50254	BENEFIT PAYMENT CONTROL UNIT (BPC)	938,503.47	938,503.47	7,583.57	930,919.90	99.19%
		500178	UI BENEFITS	50253	OFFICE OF UNEMPLOYMENT COMPENSATION - BENEFITS DIVISION	3,079,078.69	4,002,094.98	314,015.01	3,603,519.40	90.04%
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	50245	BUREAU OF COMPLIANCE AND INDEPENDENT MONITORING	2,212,819.52	2,212,819.52	116,390.07	2,096,429.45	94.74%

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2026 Q1 BUDGET TO ACTUAL

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available
	<b>FEDERAL GRANT</b>				OFFICE OF UNEMPLOYMENT COMPENSATION - TAX					
<b>4020</b>	<b>FUND - FPR</b>	500180	<b>UI TAX COLLECTIONS</b>	50252	DIVISION	5,955,933.86	5,955,933.86	114,165.88	5,841,767.98	98.08%
		500181	<b>AMERICAN JOB CENTER OPERATIONS</b>	50244	BUREAU FEDERAL PROGRAMS	15,505,995.25	15,795,597.79	2,582,278.70	12,208,399.35	77.29%
		500182	<b>APPRENTICESHIP INFORMATION AND TRAINING</b>	50244	BUREAU FEDERAL PROGRAMS	250,011.59	250,011.59	32,011.33	218,000.26	87.20%
		500184	<b>INFRASTRUCTURE ACADEMY SERVICE</b>	50259	INFRASTRUCTURE ACADEMY BUREAU FEDERAL	0.00	0.00	2,430.32	(2,430.32)	0.00%
		500188	<b>PROGRAM PERFORMANCE MONITORING</b>	50244	PROGRAMS	1,193,114.59	1,193,114.59	262,745.59	930,369.00	77.98%
		500189	<b>SENIOR SERVICES</b>	50244	BUREAU FEDERAL PROGRAMS	456,932.68	456,932.68	67,650.71	389,281.97	85.19%
		500190	<b>STATE-WIDE ACTIVITIES</b>	50244	BUREAU FEDERAL PROGRAMS	3,650,528.04	2,746,678.04	313,592.97	2,030,482.03	73.93%
		500191	<b>TRANSITIONAL EMPLOYMENT</b>	50272	DIVISION OF STATE INITIATIVES	80,823.83	80,823.83	17,772.60	63,051.23	78.01%
		500192	<b>VETERAN AFFAIRS</b>	50244	BUREAU FEDERAL PROGRAMS	576,803.35	576,803.35	113,405.70	463,397.65	80.34%
		500193	<b>WIOA YOUTH PROGRAM</b>	50244	BUREAU FEDERAL PROGRAMS	5,733,786.67	6,123,786.67	368,624.39	5,655,162.28	92.35%
<b>4020 Total</b>						<b>47,464,481.53</b>	<b>48,677,947.82</b>	<b>5,757,288.06</b>	<b>40,570,062.92</b>	<b>83.34%</b>
	<b>PRIVATE GRANT</b>									
<b>4040</b>	<b>FUND - FPR</b>	500184	<b>INFRASTRUCTURE ACADEMY SERVICE</b>	50259	INFRASTRUCTURE ACADEMY	497,784.74	497,784.74	125,324.85	372,459.89	74.82%
		500186	<b>MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM</b>	50256	OFFICE OF YOUTH PROGRAMS	758,003.00	758,003.00	0.00	758,003.00	100.00%
<b>4040 Total</b>						<b>1,255,787.74</b>	<b>1,255,787.74</b>	<b>125,324.85</b>	<b>1,130,462.89</b>	<b>90.02%</b>
<b>Grand Total</b>						<b>183,572,418.26</b>	<b>208,902,302.47</b>	<b>29,886,365.38</b>	<b>153,406,700.18</b>	<b>73.43%</b>

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)**  
**FY2025 BUDGET TO ACTUAL**

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available
1010	LOCAL FUND	0	NO PROGRAM	00000	NO COST CENTER	0.00	0.00	(419.76)	419.76	0.00%
		100003	COMMUNICATIONS - GENERAL	50276	OFFICE PUBLIC AFFAIRS OFFICE OF CUSTOMER	341,254.87	341,254.87	433,920.36	(92,665.49)	-27.15%
		100027	CALL CENTER SERVICES	50269	EXPERIENCE	253,960.17	253,960.17	239,848.68	14,111.49	5.56%
		100042	FLEET MANAGEMENT - GENERAL	50268	OFFICE OF ADMINISTRATIVE SERVICES	512,604.02	512,604.02	420,521.73	92,082.29	17.96%
		100058	HUMAN RESOURCE SERVICES - GENERAL	50267	OFFICE OF HUMAN RESOURCES - CF0	16,198.38	16,198.38	4,218.10	11,980.28	73.96%
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	OFFICE OF INFORMATION TECHNOLOGY - CF0	2,732,647.86	2,518,308.64	2,450,585.20	67,723.44	2.69%
		100092	LEGAL SERVICES - GENERAL	50278	OFFICE OF THE DIRECTOR - CF0	11,380.48	11,380.48	7,113.96	4,266.52	37.49%
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	50268	OFFICE OF ADMINISTRATIVE SERVICES	5,943,655.05	5,433,655.05	5,102,625.37	331,029.68	6.09%
		100148	TRAINING AND DEVELOPMENT - GENERAL	00000	NO COST CENTER	0.00	0.00	(623.78)	623.78	0.00%
					OFFICE OF TRAINING AND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00%
		150002	AGENCY ACCOUNTING SERVICES	10002	ACCOUNTING DIVISION	1,064,277.24	1,064,277.24	1,050,054.47	14,222.77	1.34%
					ACCOUNTING DIVISION - GOC	0.00	0.00	47.78	(47.78)	0.00%
		150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	10001	BUDGET DIVISION	1,109,700.88	1,109,700.88	1,061,906.37	47,794.51	4.31%
					BUDGET DIVISION - GOC	0.00	0.00	2,427.66	(2,427.66)	0.00%
		150010	AUDIT ADJUSTMENTS	10002	ACCOUNTING DIVISION	0.00	0.00	(15,988.36)	15,988.36	0.00%
		150011	PAYROLL DEFAULT	10002	ACCOUNTING DIVISION	0.00	0.00	0.00	0.00	0.00%
		150012	P-CARD CLEARING	10086	P-CARD CLEARING	0.00	0.00	(7,391.51)	7,391.51	0.00%
		500161	PERFORMANCE MANAGEMENT	50258	OFFICE OF PERFORMANCE MANAGEMENT - CF0	2,303,388.02	2,303,388.02	2,077,233.82	226,154.20	9.82%
					OFFICE OF ADMINISTRATIVE SERVICES	0.00	0.00	0.00	0.00	0.00%
		500162	TALENT AND CLIENT SERVICES	50260	OFFICE OF TALENT AND CLIENT SERVICES	670,225.00	670,225.00	721,366.47	(51,141.47)	-7.63%
					DIVISION OF STATE INITIATIVES	0.00	0.00	0.00	0.00	0.00%
		500166	FIRST SOURCE	50261	OFFICE OF WAGE HOUR	0.00	0.00	30,000.00	(30,000.00)	0.00%
					OFFICE OF FIRST SOURCE	1,513,351.38	1,513,351.38	1,788,024.82	(274,673.44)	-18.15%
		500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	50262	OFFICE OF OCCUPATIONAL SAFETY AND HEALTH	126,528.02	126,528.02	63,001.25	63,526.77	50.21%
		500168	WAGE HOUR SERVICES	50261	OFFICE OF WAGE HOUR	3,556,983.14	3,556,983.14	3,675,564.78	(118,581.64)	-3.33%
		500178	UI BENEFITS	50259	INFRASTRUCTURE ACADEMY	0.00	0.00	(4,955.76)	4,955.76	0.00%
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	50261	OFFICE OF WAGE HOUR	0.00	0.00	70.20	(70.20)	0.00%
		500180	UI TAX COLLECTIONS	50252	OFFICE OF UNEMPLOYMENT COMPENSATION - TAX DIVISION	0.00	0.00	0.00	0.00	0.00%
		500181	AMERICAN JOB CENTER OPERATIONS	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	(554,397.21)	554,397.21	0.00%
		500182	APPRENTICESHIP INFORMATION AND TRAINING	50244	BUREAU FEDERAL PROGRAMS	421,078.17	421,078.17	680,805.08	(259,726.91)	-61.68%
					OFFICE OF YOUTH PROGRAMS	0.00	0.00	(1,433.17)	1,433.17	0.00%
		500183	DC CAREER CONNECTIONS	50272	DIVISION OF STATE INITIATIVES	0.00	0.00	(18,925.01)	18,925.01	0.00%
		500184	INFRASTRUCTURE ACADEMY SERVICE	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00	0.00%
					OFFICE OF YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00%
					INFRASTRUCTURE ACADEMY	6,343,639.15	6,031,759.15	5,883,970.27	147,788.88	2.45%
		500185	LOCAL ADULT TRAINING	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	(28,860.08)	28,860.08	0.00%
					OFFICE OF TRAINING AND DEVELOPMENT	411,816.68	411,816.68	274,828.72	136,987.96	33.26%

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL**

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available		
<b>1010</b>	<b>LOCAL FUND</b>	500186	<b>MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM</b>	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	82,549.99	(82,549.99)	0.00%		
				50256	OFFICE OF YOUTH PROGRAMS	27,406,232.21	27,350,599.76	26,742,432.11	608,167.65	2.22%		
		500187	<b>MARION BARRY YOUTH LEADERSHIP INSTITUTE</b>	50258	OFFICE OF PERFORMANCE MANAGEMENT - CF0	0.00	0.00	1,973.60	(1,973.60)	0.00%		
				50256	OFFICE OF YOUTH PROGRAMS	1,010,304.04	1,010,304.04	1,142,499.23	(132,195.19)	-13.08%		
		500188	<b>PROGRAM PERFORMANCE MONITORING</b>	50244	BUREAU FEDERAL PROGRAMS	34,658.15	34,658.15	52,856.63	(18,198.48)	-52.51%		
				50245	BUREAU OF COMPLIANCE AND INDEPENDENT MONITORING	605,134.97	605,134.97	284,180.17	320,954.80	53.04%		
		500189	<b>SENIOR SERVICES</b>	50244	BUREAU FEDERAL PROGRAMS	534,214.78	534,214.78	595,374.43	(61,159.65)	-11.45%		
		500190	<b>STATE-WIDE ACTIVITIES</b>	50244	BUREAU FEDERAL PROGRAMS	6,503.14	6,503.14	(10,638.44)	17,141.58	263.59%		
		500191	<b>TRANSITIONAL EMPLOYMENT</b>	50260	OFFICE OF TALENT AND CLIENT SERVICES	0.00	0.00	0.00	0.00	0.00%		
				50272	DIVISION OF STATE INITIATIVES	7,417,133.26	7,417,133.26	7,207,920.94	209,212.32	2.82%		
		500193	<b>WIOA YOUTH PROGRAM</b>	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	430,058.35	(430,058.35)	0.00%		
		500194	<b>YEAR-ROUND YOUTH PROGRAM</b>	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00	0.00%		
				50256	OFFICE OF YOUTH PROGRAMS	5,285,813.65	5,184,307.08	4,581,582.15	602,724.93	11.63%		
		500275	<b>POVERTY COMMISSION</b>	50363	OFFICE OF POVERTY COMMISSION	178,269.99	178,269.99	86,673.39	91,596.60	51.38%		
		100224	<b>CUSTOMER EXPERIENCE</b>	50269	OFFICE OF CUSTOMER EXPERIENCE	733,278.92	733,278.92	391,329.39	341,949.53	46.63%		
		500317	<b>TRAINING AND DEVELOPMENT - GENERAL</b>	50255	OFFICE OF TRAINING AND DEVELOPMENT	373,675.75	373,675.75	416,785.69	(43,109.94)	-11.54%		
				50265	COMPENSATION REVIEW BOARD	0.00	0.00	0.00	0.00	0.00%		
		<b>1010 Total</b>						<b>70,917,907.37</b>	<b>69,724,549.13</b>	<b>67,340,718.08</b>	<b>2,383,831.05</b>	<b>3.42%</b>
		<b>1060</b>	<b>SPECIAL PURPOSE REVENUE FUNDS</b>	100003	<b>COMMUNICATIONS - GENERAL</b>	50276	OFFICE PUBLIC AFFAIRS	149,935.89	149,935.89	177,181.50	(27,245.61)	-18.17%
						50271	OFFICE OF GRANT AND ADMINISTRATION & RESOURCE ALLOCATION	159,628.18	159,628.18	174,292.46	(14,664.28)	-9.19%
100027	<b>CALL CENTER SERVICES</b>			50269	OFFICE OF CUSTOMER EXPERIENCE	0.00	0.00	184,456.08	(184,456.08)	0.00%		
				50268	OFFICE OF ADMINISTRATIVE SERVICES	148,119.40	148,119.40	118,012.23	30,107.17	20.33%		
100058	<b>HUMAN RESOURCE SERVICES - GENERAL</b>			50267	OFFICE OF HUMAN RESOURCES - CF0	150,904.50	150,904.50	112,760.64	38,143.86	25.28%		
100071	<b>INFORMATION TECHNOLOGY SERVICES - GENERAL</b>			50270	OFFICE OF INFORMATION TECHNOLOGY - CF0	1,217,791.08	1,192,793.18	878,173.22	314,619.96	26.38%		
				50278	OFFICE OF THE DIRECTOR - CF0	82,196.33	82,196.33	79,753.16	2,443.17	2.97%		
100113	<b>PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL</b>			50268	OFFICE OF ADMINISTRATIVE SERVICES	5,410,025.50	5,405,562.76	5,983,652.20	(578,089.44)	-10.69%		
				50255	OFFICE OF TRAINING AND DEVELOPMENT	0.01	0.01	21,836.37	(21,836.36)	-218363600.00%		
150002	<b>AGENCY ACCOUNTING SERVICES</b>			10002	ACCOUNTING DIVISION	817,879.19	817,879.19	850,094.94	(32,215.75)	-3.94%		
150003	<b>AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES</b>			10001	BUDGET DIVISION	578,821.16	578,821.16	453,671.48	125,149.68	21.62%		
				10086	P-CARD CLEARING	0.00	0.00	(22,402.00)	22,402.00	0.00%		
500160	<b>LABOR MARKET INFORMATION</b>			50257	OFFICE OF LABOR MARKET INFORMATION	80,626.98	80,626.98	91,117.38	(10,490.40)	-13.01%		
				50258	OFFICE OF PERFORMANCE MANAGEMENT - CF0	1,065,585.73	1,065,585.73	869,296.07	196,289.66	18.42%		
500164	<b>ADMINISTRATIVE HEARINGS</b>			50264	ADMINISTRATIVE HEARINGS DIVISION	3,655,219.15	3,069,474.73	3,249,011.85	(179,537.12)	-5.85%		
				50265	COMPENSATION REVIEW BOARD	1,686,340.19	1,229,873.45	1,532,717.47	(302,844.02)	-24.62%		
500166	<b>FIRST SOURCE</b>			50266	OFFICE OF FIRST SOURCE	562,061.51	440,000.00	440,000.00	0.00	0.00%		

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL**

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available
	<b>SPECIAL PURPOSE</b>				OFFICE OF HUMAN					
<b>1060</b>	<b>REVENUE FUNDS</b>	500166	<b>FIRST SOURCE</b>	50267	RESOURCES - CF0	67,359.31	0.00	0.00	0.00	0.00%
		500168	<b>WAGE HOUR SERVICES</b>	50261	OFFICE OF WAGE HOUR	515,523.49	103,083.70	100,611.93	2,471.77	2.40%
					OFFICE OF WORKERS'					
		500169	<b>WORKERS' COMPENSATION SERVICE</b>	50263	COMPENSATION	12,684,682.91	10,510,169.38	10,578,406.23	(68,236.85)	-0.65%
					OFFICE OF PAID FAMILY					
		500170	<b>PFL ADMINISTRATION</b>	50246	DIVISION	12,773,971.06	9,619,537.73	10,495,903.18	(876,365.45)	-9.11%
					LEAVE - ADMINISTRATION					
		500171	<b>PFL APPEALS &amp; ADJUDICATION</b>	50249	DIVISION	1,211,007.52	1,088,373.03	1,040,814.43	47,558.60	4.37%
					APPEALS & ADJUDICATION					
		500172	<b>PFL BENEFITS</b>	50247	LEAVE - BENEFITS DIVISION	4,267,041.95	3,455,094.68	3,484,367.80	(29,273.12)	-0.85%
					ENFORCEMENT DIVISION -					
		500173	<b>PFL COMPLIANCE</b>	50250	CF0	608,836.11	608,836.11	202,673.24	406,162.87	66.71%
					ENFORCEMENT DIVISION -					
		500174	<b>PFL ENFORCEMENT</b>	50250	CF0	709,051.14	709,050.69	321,603.66	387,447.03	54.64%
					OFFICE OF PAID FAMILY					
		500175	<b>PFL TAX</b>	50248	LEAVE - TAX DIVISION	4,277,153.38	3,463,282.05	3,584,613.67	(121,331.62)	-3.50%
					BENEFIT PAYMENT CONTROL					
		500176	<b>BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE</b>	50254	UNIT (BPC)	10,000.00	10,000.00	847,264.59	(837,264.59)	-8372.65%
					OFFICE OF PAID FAMILY					
		500178	<b>UI BENEFITS</b>	50247	LEAVE - BENEFITS DIVISION	0.00	0.00	0.00	0.00	0.00%
					OFFICE OF UNEMPLOYMENT					
					COMPENSATION - TAX					
				50252	DIVISION	0.00	0.00	2,138.17	(2,138.17)	0.00%
					OFFICE OF UNEMPLOYMENT					
					COMPENSATION - BENEFITS					
				50253	DIVISION	4,772,879.69	5,189,738.04	5,868,731.79	(678,993.75)	-13.08%
					BENEFIT PAYMENT CONTROL					
				50254	UNIT (BPC)	0.00	0.00	0.00	0.00	0.00%
					BUREAU OF COMPLIANCE					
					AND INDEPENDENT					
		500179	<b>UI COMPLIANCE AND INDEPENDENT MONITORING</b>	50245	MONITORING	25,000.00	25,000.00	832,037.02	(807,037.02)	-3228.15%
					OFFICE OF WAGE HOUR					
				50261	OFFICE OF WAGE HOUR	0.00	0.00	0.00	0.00	0.00%
					OFFICE OF PAID FAMILY					
		500180	<b>UI TAX COLLECTIONS</b>	50248	LEAVE - TAX DIVISION	0.00	0.00	0.00	0.00	0.00%
					OFFICE OF UNEMPLOYMENT					
					COMPENSATION - TAX					
				50252	DIVISION	11,715,845.39	8,636,042.93	5,849,114.77	2,786,928.16	32.27%
		500182	<b>APPRENTICESHIP INFORMATION AND TRAINING</b>	50244	BUREAU FEDERAL PROGRAMS	60,000.00	0.00	0.00	0.00	0.00%
					BUREAU OF COMPLIANCE					
					AND INDEPENDENT					
		500188	<b>PROGRAM PERFORMANCE MONITORING</b>	50245	MONITORING	0.00	0.00	(200.00)	200.00	0.00%
					OFFICE OF CUSTOMER					
		100224	<b>CUSTOMER EXPERIENCE</b>	50269	EXPERIENCE	361,100.27	361,100.27	0.00	361,100.27	100.00%
					OFFICE OF TRAINING AND					
					DEVELOPMENT					
		500317	<b>TRAINING AND DEVELOPMENT - GENERAL</b>	50255	DEVELOPMENT	182,185.43	182,185.43	131,189.89	50,995.54	27.99%
<b>1060 Total</b>						<b>70,006,772.45</b>	<b>58,532,895.53</b>	<b>58,532,895.42</b>	<b>0.11</b>	<b>0.00%</b>
	<b>INTRA-DISTRICT</b>				OFFICE OF INFORMATION					
<b>3075</b>	<b>CAPITAL FUNDS</b>	100071	<b>INFORMATION TECHNOLOGY SERVICES - GENERAL</b>	50270	TECHNOLOGY - CF0	0.00	670,405.80	0.00	670,405.80	100.00%
					OFFICE OF INFORMATION					
		100073	<b>IT CAPITAL PROJECTS</b>	50270	TECHNOLOGY - CF0	0.00	0.00	0.00	0.00	0.00%
<b>3075 Total</b>						<b>0.00</b>	<b>670,405.80</b>	<b>0.00</b>	<b>670,405.80</b>	<b>100.00%</b>
	<b>4015</b>	<b>FEDERAL PAYMENTS</b>	500181	<b>AMERICAN JOB CENTER OPERATIONS</b>	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00%
			500182	<b>APPRENTICESHIP INFORMATION AND TRAINING</b>	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00%
			500184	<b>INFRASTRUCTURE ACADEMY SERVICE</b>	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00%
					50259	INFRASTRUCTURE ACADEMY	0.00	0.00	0.00	0.00%
			500191	<b>TRANSITIONAL EMPLOYMENT</b>	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00%

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL**

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available
	4015	FEDERAL PAYMENTS	500191	TRANSITIONAL EMPLOYMENT	DIVISION OF STATE 50272 INITIATIVES	0.00	0.00	0.00	0.00	0.00%
<b>4015 Total</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	4020	FEDERAL GRANT FUND - FPR	0	NO PROGRAM	00000 NO COST CENTER	0.00	0.00	86,091.53	(86,091.53)	0.00%
			100058	HUMAN RESOURCE SERVICES - GENERAL	OFFICE OF HUMAN RESOURCES - CF0 50267	774,890.07	774,890.07	447,550.27	327,339.80	42.24%
			100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	OFFICE OF INFORMATION TECHNOLOGY - CF0 50270	135,849.77	135,848.77	148,513.70	(12,664.93)	-9.32%
			100092	LEGAL SERVICES - GENERAL	OFFICE OF THE DIRECTOR - CF0 50278	422,075.60	422,075.60	(447,550.27)	869,625.87	206.04%
			100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	OFFICE OF ADMINISTRATIVE SERVICES 50268	2,020,791.32	1,107,939.08	1,105,353.03	2,586.05	0.23%
			150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	10001 BUDGET DIVISION	451,985.81	958,911.57	425,368.91	533,542.66	55.64%
			150012	P-CARD CLEARING	50244 BUREAU FEDERAL PROGRAMS 10086 P-CARD CLEARING	0.00	0.00	(181.50)	181.50	0.00%
			500160	LABOR MARKET INFORMATION	OFFICE OF LABOR MARKET INFORMATION 50257	1,091,044.27	1,153,846.85	837,908.12	315,938.73	27.38%
			500162	TALENT AND CLIENT SERVICES	OFFICE OF TALENT AND CLIENT SERVICES 50260	3,968,875.64	10,954,732.91	1,006,647.19	9,948,085.72	90.81%
					50160 COMPENSATION UNIT	0.00	0.00	71,495.29	(71,495.29)	0.00%
			500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	OFFICE OF OCCUPATIONAL SAFETY AND HEALTH 50262	568,648.56	568,215.18	551,498.98	16,716.20	2.94%
			500176	BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	BENEFIT PAYMENT CONTROL UNIT (BPC) 50254	1,376,154.34	1,912,312.54	1,228,987.17	683,325.37	35.73%
			500178	UI BENEFITS	OFFICE OF PAID FAMILY LEAVE - BENEFITS DIVISION 50247	0.00	5,054.97	(22,808.52)	27,863.49	551.21%
					OFFICE OF UNEMPLOYMENT COMPENSATION - BENEFITS DIVISION 50253	9,143,331.37	6,138,047.35	6,686,978.04	(548,930.69)	-8.94%
					50254 UNIT (BPC)	0.00	0.00	(103.21)	103.21	0.00%
					50259 INFRASTRUCTURE ACADEMY BUREAU OF COMPLIANCE AND INDEPENDENT MONITORING	0.00	0.00	0.00	0.00	0.00%
			500179	UI COMPLIANCE AND INDEPENDENT MONITORING	50245 MONITORING	2,186,382.15	530,971.98	1,189,618.29	(658,646.31)	-124.05%
			500180	UI TAX COLLECTIONS	OFFICE OF PAID FAMILY LEAVE - TAX DIVISION 50248	0.00	0.00	168.10	(168.10)	0.00%
					OFFICE OF UNEMPLOYMENT COMPENSATION - TAX DIVISION 50252	115,000.00	2,520,057.41	2,827,883.92	(307,826.51)	-12.22%
			500181	AMERICAN JOB CENTER OPERATIONS	50244 BUREAU FEDERAL PROGRAMS	15,503,743.37	28,159,053.65	14,557,793.65	13,601,260.00	48.30%
			500182	APPRENTICESHIP INFORMATION AND TRAINING	50244 BUREAU FEDERAL PROGRAMS	332,065.97	568,591.75	328,964.67	239,627.08	42.14%
			500184	INFRASTRUCTURE ACADEMY SERVICE	50244 BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00	0.00%
			500188	PROGRAM PERFORMANCE MONITORING	50244 BUREAU FEDERAL PROGRAMS	223,348.98	1,559,215.98	808,641.32	750,574.66	48.14%
					50245 BUREAU OF COMPLIANCE AND INDEPENDENT MONITORING	395,268.98	115,424.66	30,937.77	84,486.89	73.20%
			500189	SENIOR SERVICES	50244 BUREAU FEDERAL PROGRAMS	470,252.96	469,252.96	529,452.00	(60,199.04)	-12.83%
			500190	STATE-WIDE ACTIVITIES	50244 BUREAU FEDERAL PROGRAMS	9,559,930.60	8,831,805.45	417,907.71	8,413,897.74	95.27%
			500191	TRANSITIONAL EMPLOYMENT	DIVISION OF STATE 50272 INITIATIVES	1.00	189,984.35	198,292.18	(8,307.83)	-4.37%
			500192	VETERAN AFFAIRS	50244 BUREAU FEDERAL PROGRAMS	593,422.96	593,422.96	252,200.62	341,222.34	57.50%
			500193	WIOA YOUTH PROGRAM	50244 BUREAU FEDERAL PROGRAMS	5,510,879.28	9,445,849.08	3,506,511.09	5,939,337.99	62.88%



DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Cost Center	Cost Center Description	Initial Budget	Revised Budget	Expenditure	Available Budget	Percent Available
	FEDERAL GRANT FUND -				OFFICE OF YOUTH					
4020	FPR	500193	WIOA YOUTH PROGRAM	50256	PROGRAMS	0.00	0.00	(74,739.03)	74,739.03	0.00%
		500194	YEAR-ROUND YOUTH PROGRAM	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	314,279.67	(314,279.67)	0.00%
<b>4020 Total</b>						<b>54,843,943.00</b>	<b>77,115,505.12</b>	<b>36,995,396.37</b>	<b>40,120,108.75</b>	<b>52.03%</b>
	PRIVATE GRANT FUND -									
4040	FPR	150012	P-CARD CLEARING	10086	P-CARD CLEARING	0.00	0.00	(6,528.95)	6,528.95	0.00%
		500178	UI BENEFITS	50253	OFFICE OF UNEMPLOYMENT COMPENSATION - BENEFITS DIVISION	0.00	(100,000.00)	0.00	(100,000.00)	100.00%
		500184	INFRASTRUCTURE ACADEMY SERVICE	50259	INFRASTRUCTURE ACADEMY	463,119.59	15,850.74	22,377.69	(6,526.95)	-41.18%
		500186	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	50256	OFFICE OF YOUTH PROGRAMS	758,003.00	324,003.00	177,655.43	146,347.57	45.17%
<b>4040 Total</b>						<b>1,221,122.59</b>	<b>239,853.74</b>	<b>193,504.17</b>	<b>46,349.57</b>	<b>19.32%</b>
<b>Grand Total</b>						<b>196,989,745.41</b>	<b>206,283,209.32</b>	<b>163,062,514.04</b>	<b>43,220,695.28</b>	<b>20.95%</b>

**Q 39b Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY25 and Q1 of FY26 for each program and activity code.**

Appropriated Fund	Appropriated Fund Description	Program Description	Program	Data					
				Sum of Initial Budget	Sum of Total Budget	Sum of Expenditure	Sum of Commitment	Sum of Obligation	Sum of Available Budget
1010	LOCAL FUND	AGENCY ACCOUNTING SERVICES	150002	\$1,064,277.24	\$1,064,277.24	\$1,050,102.25	\$0.00	\$0.00	\$14,174.99
		AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	150003	\$1,109,700.88	\$1,109,700.88	\$1,064,334.03	\$0.00	\$0.00	\$45,366.85
		AMERICAN JOB CENTER OPERATIONS	500181	\$0.00	\$0.00	-\$554,397.21	\$0.00	\$0.00	\$554,397.21
		APPRENTICESHIP INFORMATION AND TRAINING	500182	\$421,078.17	\$421,078.17	\$679,371.91	\$0.00	\$0.00	-\$258,293.74
		AUDIT ADJUSTMENTS	150010	\$0.00	\$0.00	-\$15,988.36	\$0.00	\$0.00	\$15,988.36
		CALL CENTER SERVICES	100027	\$253,960.17	\$253,960.17	\$239,848.68	\$0.00	\$0.00	\$14,111.49
		COMMUNICATIONS - GENERAL	100003	\$341,254.87	\$341,254.87	\$433,920.36	\$0.00	\$0.00	-\$92,665.49
		CUSTOMER EXPERIENCE	100224	\$733,278.92	\$733,278.92	\$391,329.39	\$0.00	\$0.00	\$341,949.53
		DC CAREER CONNECTIONS	500183	\$0.00	\$0.00	-\$18,925.01	\$0.00	\$0.00	\$18,925.01
		FIRST SOURCE	500166	\$1,513,351.38	\$1,513,351.38	\$1,818,024.82	\$0.00	\$0.00	-\$304,673.44
		FLEET MANAGEMENT - GENERAL	100042	\$512,604.02	\$512,604.02	\$420,521.73	\$0.00	\$0.00	\$92,082.29
		HUMAN RESOURCE SERVICES - GENERAL	100058	\$16,198.38	\$16,198.38	\$4,218.10	\$0.00	\$0.00	\$11,980.28
		INFORMATION TECHNOLOGY SERVICES - GENERAL	100071	\$2,732,647.86	\$2,518,308.64	\$2,450,585.20	\$0.00	\$0.00	\$67,723.44
		INFRASTRUCTURE ACADEMY SERVICE	500184	\$6,343,639.15	\$6,031,759.15	\$5,883,970.27	\$0.00	\$0.00	\$147,788.88
		LEGAL SERVICES - GENERAL	100092	\$11,380.48	\$11,380.48	\$7,113.96	\$0.00	\$0.00	\$4,266.52
		LOCAL ADULT TRAINING	500185	\$411,816.68	\$411,816.68	\$245,968.64	\$0.00	\$0.00	\$165,848.04
		MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	500186	\$27,406,232.21	\$27,350,599.76	\$26,826,955.70	\$0.00	\$0.00	\$523,644.06
		MARION BARRY YOUTH LEADERSHIP INSTITUTE	500187	\$1,010,304.04	\$1,010,304.04	\$1,142,499.23	\$0.00	\$0.00	-\$132,195.19
		OCCUPATIONAL SAFETY AND HEALTH SERVICE	500167	\$126,528.02	\$126,528.02	\$63,001.25	\$0.00	\$0.00	\$63,526.77
		PAYROLL DEFAULT	150011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		P-CARD CLEARING	150012	\$0.00	\$0.00	-\$7,391.51	\$0.00	\$0.00	\$7,391.51
		PERFORMANCE MANAGEMENT	500161	\$2,303,388.02	\$2,303,388.02	\$2,077,233.82	\$0.00	\$0.00	\$226,154.20
		POVERTY COMMISSION	500275	\$178,269.99	\$178,269.99	\$86,673.39	\$0.00	\$0.00	\$91,596.60
		PROGRAM PERFORMANCE MONITORING	500188	\$639,793.12	\$639,793.12	\$337,036.80	\$0.00	\$0.00	\$302,756.32
		PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	100113	\$5,943,655.05	\$5,433,655.05	\$5,102,625.37	\$0.00	\$0.00	\$331,029.68
		SENIOR SERVICES	500189	\$534,214.78	\$534,214.78	\$595,374.43	\$0.00	\$0.00	-\$61,159.65
		STATE-WIDE ACTIVITIES	500190	\$6,503.14	\$6,503.14	-\$10,638.44	\$0.00	\$0.00	\$17,141.58
		TALENT AND CLIENT SERVICES	500162	\$670,225.00	\$670,225.00	\$721,366.47	\$0.00	\$0.00	-\$51,141.47

1010	LOCAL FUND	TRAINING AND DEVELOPMENT - GENERAL	100148	\$0.00	\$0.00	-\$623.78	\$0.00	\$0.00	\$623.78
			500317	\$373,675.75	\$373,675.75	\$416,785.69	\$0.00	\$0.00	-\$43,109.94
		TRANSITIONAL EMPLOYMENT	500191	\$7,417,133.26	\$7,417,133.26	\$7,207,920.94	\$0.00	\$0.00	\$209,212.32
		UI BENEFITS	500178	\$0.00	\$0.00	-\$4,955.76	\$0.00	\$0.00	\$4,955.76
		UI COMPLIANCE AND INDEPENDENT MONITORING	500179	\$0.00	\$0.00	\$70.20	\$0.00	\$0.00	-\$70.20
		UI TAX COLLECTIONS	500180	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		WAGE HOUR SERVICES	500168	\$3,556,983.14	\$3,556,983.14	\$3,675,564.78	\$0.00	\$0.00	-\$118,581.64
		WIOA YOUTH PROGRAM	500193	\$0.00	\$0.00	\$430,058.35	\$0.00	\$0.00	-\$430,058.35
		YEAR-ROUND YOUTH PROGRAM	500194	\$5,285,813.65	\$5,184,307.08	\$4,581,582.15	\$0.00	\$0.00	\$602,724.93
		LOCAL FUND Total				\$70,917,907.37	\$69,724,549.13	\$67,341,137.84	\$0.00

The variance resulted primarily from the waiver process across all programs. The agency was held to spending on PS and NPS services that had to be submitted and approved by OBPM.

1060	SPECIAL PURPOSE REVENUE FUNDS	ADMINISTRATIVE HEARINGS	500164	\$3,655,219.15	\$3,069,474.73	\$3,249,011.85	\$0.00	\$0.00	-\$179,537.12
		AGENCY ACCOUNTING SERVICES	150002	\$817,879.19	\$817,879.19	\$850,094.94	\$0.00	\$0.00	-\$32,215.75
		AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	150003	\$578,821.16	\$578,821.16	\$453,671.48	\$0.00	\$0.00	\$125,149.68
		APPRENTICESHIP INFORMATION AND TRAINING	500182	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	500176	\$10,000.00	\$10,000.00	\$847,264.59	\$0.00	\$0.00	-\$837,264.59
		CALL CENTER SERVICES	100027	\$0.00	\$0.00	\$184,456.08	\$0.00	\$0.00	-\$184,456.08
		COMMUNICATIONS - GENERAL	100003	\$149,935.89	\$149,935.89	\$177,181.50	\$0.00	\$0.00	-\$27,245.61
		COMPENSATION REVIEW SERVICES	500165	\$1,686,340.19	\$1,229,873.45	\$1,532,717.47	\$0.00	\$0.00	-\$302,844.02
		CONTRACTING AND PROCUREMENT - GENERAL	100022	\$159,628.18	\$159,628.18	\$174,292.46	\$0.00	\$0.00	-\$14,664.28
		CUSTOMER EXPERIENCE	100224	\$361,100.27	\$361,100.27	\$0.00	\$0.00	\$0.00	\$361,100.27
		FIRST SOURCE	500166	\$629,420.82	\$440,000.00	\$440,000.00	\$0.00	\$0.00	\$0.00
		FLEET MANAGEMENT - GENERAL	100042	\$148,119.40	\$148,119.40	\$118,012.23	\$0.00	\$0.00	\$30,107.17
		HUMAN RESOURCE SERVICES - GENERAL	100058	\$150,904.50	\$150,904.50	\$112,760.64	\$0.00	\$0.00	\$38,143.86
		INFORMATION TECHNOLOGY SERVICES - GENERAL	100071	\$1,217,791.08	\$1,192,793.18	\$878,173.22	\$0.00	\$0.00	\$314,619.96
		LABOR MARKET INFORMATION	500160	\$80,626.98	\$80,626.98	\$91,117.38	\$0.00	\$0.00	-\$10,490.40
		LEGAL SERVICES - GENERAL	100092	\$82,196.33	\$82,196.33	\$79,753.16	\$0.00	\$0.00	\$2,443.17
		P-CARD CLEARING	150012	\$0.00	\$0.00	-\$22,402.00	\$0.00	\$0.00	\$22,402.00
		PERFORMANCE MANAGEMENT	500161	\$1,065,585.73	\$1,065,585.73	\$869,296.07	\$0.00	\$0.00	\$196,289.66
		PFL ADMINISTRATION	500170	\$12,773,971.06	\$9,619,537.73	\$10,495,903.18	\$0.00	\$0.00	-\$876,365.45

1060	SPECIAL PURPOSE REVENUE FUNDS	PFL APPEALS & ADJUDICATION	500171	\$1,211,007.52	\$1,088,373.03	\$1,040,814.43	\$0.00	\$0.00	\$47,558.60		
		PFL BENEFITS	500172	\$4,267,041.95	\$3,455,094.68	\$3,484,367.80	\$0.00	\$0.00	-\$29,273.12		
		PFL COMPLIANCE	500173	\$608,836.11	\$608,836.11	\$202,673.24	\$0.00	\$0.00	\$406,162.87		
		PFL ENFORCEMENT	500174	\$709,051.14	\$709,050.69	\$321,603.66	\$0.00	\$0.00	\$387,447.03		
		PFL TAX	500175	\$4,277,153.38	\$3,463,282.05	\$3,584,613.67	\$0.00	\$0.00	-\$121,331.62		
		PROGRAM PERFORMANCE MONITORING	500188	\$0.00	\$0.00	-\$200.00	\$0.00	\$0.00	\$200.00		
		PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	100113	\$5,410,025.50	\$5,405,562.76	\$5,983,652.20	\$0.00	\$0.00	-\$578,089.44		
		TRAINING AND DEVELOPMENT - GENERAL	100148	\$0.01	\$0.01	\$21,836.37	\$0.00	\$0.00	-\$21,836.36		
			500317	\$182,185.43	\$182,185.43	\$131,189.89	\$0.00	\$0.00	\$50,995.54		
		UI BENEFITS	500178	\$4,772,879.69	\$5,189,738.04	\$5,870,869.96	\$0.00	\$0.00	-\$681,131.92		
		UI COMPLIANCE AND INDEPENDENT MONITORING	500179	\$25,000.00	\$25,000.00	\$832,037.02	\$0.00	\$0.00	-\$807,037.02		
		UI TAX COLLECTIONS	500180	\$11,715,845.39	\$8,636,042.93	\$5,849,114.77	\$0.00	\$0.00	\$2,786,928.16		
		WAGE HOUR SERVICES	500168	\$515,523.49	\$103,083.70	\$100,611.93	\$0.00	\$0.00	\$2,471.77		
		WORKERS' COMPENSATION SERVICE	500169	\$12,684,682.91	\$10,510,169.38	\$10,578,406.23	\$0.00	\$0.00	-\$68,236.85		
		SPECIAL PURPOSE REVENUE FUNDS Total				\$70,006,772.45	\$58,532,895.53	\$58,532,895.42	\$0.00	\$0.00	\$0.11
		4020	FEDERAL GRANT FUND - FPR	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	150003	\$451,985.81	\$958,911.57	\$425,187.41	\$0.00	\$0.00	\$533,724.16
				AMERICAN JOB CENTER OPERATIONS	500181	\$15,503,743.37	\$28,159,053.65	\$14,557,793.65	\$0.00	\$0.00	\$13,601,260.00
APPRENTICESHIP INFORMATION AND TRAINING	500182			\$332,065.97	\$568,591.75	\$328,964.67	\$0.00	\$0.00	\$239,627.08		
BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	500176			\$1,376,154.34	\$1,912,312.54	\$1,228,987.17	\$0.00	\$0.00	\$683,325.37		
HUMAN RESOURCE SERVICES - GENERAL	100058			\$774,890.07	\$774,890.07	\$447,550.27	\$0.00	\$0.00	\$327,339.80		
INFORMATION TECHNOLOGY SERVICES - GENERAL	100071			\$135,849.77	\$135,848.77	\$148,513.70	\$0.00	\$0.00	-\$12,664.93		
INFRASTRUCTURE ACADEMY SERVICE	500184			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
LABOR MARKET INFORMATION	500160			\$1,091,044.27	\$1,153,846.85	\$837,908.12	\$0.00	\$0.00	\$315,938.73		
LEGAL SERVICES - GENERAL	100092			\$422,075.60	\$422,075.60	-\$447,550.27	\$0.00	\$0.00	\$869,625.87		
OCCUPATIONAL SAFETY AND HEALTH SERVICE	500167			\$568,648.56	\$568,215.18	\$551,498.98	\$0.00	\$0.00	\$16,716.20		
P-CARD CLEARING	150012			\$0.00	\$0.00	-\$18,264.32	\$0.00	\$0.00	\$18,264.32		
PROGRAM PERFORMANCE MONITORING	500188			\$618,617.96	\$1,674,640.64	\$839,579.09	\$0.00	\$0.00	\$835,061.55		
PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	100113			\$2,020,791.32	\$1,107,939.08	\$1,105,353.03	\$0.00	\$0.00	\$2,586.05		
SENIOR SERVICES	500189			\$470,252.96	\$469,252.96	\$529,452.00	\$0.00	\$0.00	-\$60,199.04		

4020	FEDERAL GRANT FUND - FPR	STATE-WIDE ACTIVITIES	500190	\$9,559,930.60	\$8,831,805.45	\$417,907.71	\$0.00	\$0.00	\$8,413,897.74	
		TALENT AND CLIENT SERVICES	500162	\$3,968,875.64	\$10,954,732.91	\$1,078,142.48	\$0.00	\$0.00	\$9,876,590.43	
		TRANSITIONAL EMPLOYMENT	500191	\$1.00	\$189,984.35	\$198,292.18	\$0.00	\$0.00	-\$8,307.83	
		UI BENEFITS	500178	\$9,143,331.37	\$6,143,102.32	\$6,664,066.31	\$0.00	\$0.00	-\$520,963.99	
		UI COMPLIANCE AND INDEPENDENT MONITORING	500179	\$2,186,382.15	\$530,971.98	\$1,189,618.29	\$0.00	\$0.00	-\$658,646.31	
		UI TAX COLLECTIONS	500180	\$115,000.00	\$2,520,057.41	\$2,828,052.02	\$0.00	\$0.00	-\$307,994.61	
		VETERAN AFFAIRS	500192	\$593,422.96	\$593,422.96	\$252,200.62	\$0.00	\$0.00	\$341,222.34	
		WIOA YOUTH PROGRAM	500193	\$5,510,879.28	\$9,445,849.08	\$3,431,772.06	\$0.00	\$0.00	\$6,014,077.02	
		YEAR-ROUND YOUTH PROGRAM	500194	\$0.00	\$0.00	\$314,279.67	\$0.00	\$0.00	-\$314,279.67	
		FEDERAL GRANT FUND - FPR Total				\$54,843,943.00	\$77,115,505.12	\$36,909,304.84	\$0.00	\$0.00
4040	PRIVATE GRANT FUND -FPR	INFRASTRUCTURE ACADEMY SERVICE	500184	\$463,119.59	\$15,850.74	\$22,377.69	\$0.00	\$0.00	-\$6,526.95	
		MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	500186	\$758,003.00	\$324,003.00	\$177,655.43	\$0.00	\$0.00	\$146,347.57	
		P-CARD CLEARING	150012	\$0.00	\$0.00	-\$6,528.95	\$0.00	\$0.00	\$6,528.95	
		UI BENEFITS	500178	\$0.00	-\$100,000.00	\$0.00	\$0.00	\$0.00	-\$100,000.00	
PRIVATE GRANT FUND -FPR Total				\$1,221,122.59	\$239,853.74	\$193,504.17	\$0.00	\$0.00	\$46,349.57	The variance resulted from the # of participants served for the fiscal year. Unspent funds will carry over to FY 26
Grand Total				\$196,989,745.41	\$205,612,803.52	#####	\$0.00	\$0.00	\$42,635,961.25	

Appropriated Fund	Appropriated Fund Description	Program	Program Description	Data						
				Sum of Total Budget	Sum of Expenditure	Sum of Obligation	Sum of Commitment	Sum of Available Budget		
1010	LOCAL FUND	100003	COMMUNICATIONS - GENERAL	\$340,372.04	\$101,122.22	\$0.00	\$0.00	\$239,249.82		
		100027	CALL CENTER SERVICES	\$0.00	\$85,484.88	\$4,500.00	\$0.00	-\$89,984.88		
		100042	FLEET MANAGEMENT - GENERAL	\$483,352.48	\$111,713.24	\$0.00	\$0.00	\$371,639.24		
		100058	HUMAN RESOURCE SERVICES - GENERAL	\$16,198.38	\$0.00	\$2,700.00	\$0.00	\$13,498.38		
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	\$2,647,098.03	\$696,834.92	\$121,581.86	\$0.00	\$1,828,681.25		
		100092	LEGAL SERVICES - GENERAL	\$11,380.48	\$228.41	\$0.00	\$0.00	\$11,152.07		
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	\$3,236,421.65	\$555,730.31	\$797,906.27	\$0.00	\$1,882,785.07		
		100224	CUSTOMER EXPERIENCE	\$783,627.32	\$0.00	\$53,667.00	\$50,700.00	\$679,260.32		
		150002	AGENCY ACCOUNTING SERVICES	\$1,063,098.21	\$280,438.63	\$2,718.35	\$0.00	\$779,941.23		
		150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	\$1,042,852.70	\$289,016.35	\$0.00	\$0.00	\$753,836.35		
		150012	P-CARD CLEARING	\$0.00	\$4,499.93	\$0.00	\$0.00	-\$4,499.93		
		500161	PERFORMANCE MANAGEMENT	\$2,438,550.42	\$608,415.76	\$0.00	\$0.00	\$1,830,134.66		
		500162	TALENT AND CLIENT SERVICES	\$700,537.69	\$152,673.49	\$17,031.25	\$0.00	\$530,832.95		
		500166	FIRST SOURCE	\$1,958,859.49	\$564,630.59	\$203,312.13	\$0.00	\$1,190,916.77		
		500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	\$65,363.57	\$15,812.35	\$0.00	\$0.00	\$49,551.22		
		500168	WAGE HOUR SERVICES	\$3,738,027.98	\$810,807.01	\$21,494.11	\$2,300.00	\$2,903,426.86		
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	\$0.00	-\$70.20	\$0.00	\$0.00	\$70.20		
		500181	AMERICAN JOB CENTER OPERATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
		500182	APPRENTICESHIP INFORMATION AND TRAINING	\$1,016,092.43	\$67,729.56	\$2,222.61	\$0.00	\$946,140.26		
		500184	INFRASTRUCTURE ACADEMY SERVICE	\$5,895,915.47	\$747,941.39	\$1,288,005.19	\$116,500.00	\$3,743,468.89		
		500185	LOCAL ADULT TRAINING	\$461,955.68	\$3,130.28	\$6,667.70	\$0.00	\$452,157.70		
		500186	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	\$27,734,280.26	\$556,142.05	\$278,685.53	\$1,135,718.40	\$25,763,734.28		
		500187	MARION BARRY YOUTH LEADERSHIP INSTITUTE	\$1,020,307.38	\$167,601.95	\$5,088.49	\$17,192.13	\$830,424.81		
		500188	PROGRAM PERFORMANCE MONITORING	\$574,333.71	\$103,329.70	\$0.00	\$0.00	\$471,004.01		
		500189	SENIOR SERVICES	\$108,589.44	\$24,567.78	\$0.00	\$0.00	\$84,021.66		
		500190	STATE-WIDE ACTIVITIES	\$6,503.14	\$0.00	\$0.00	\$0.00	\$6,503.14		
		500191	TRANSITIONAL EMPLOYMENT	\$7,410,478.58	\$1,010,639.12	\$124,856.57	\$0.00	\$6,274,982.89		
		500193	WIOA YOUTH PROGRAM	\$0.00	\$234,719.62	\$0.00	\$0.00	-\$234,719.62		
		500194	YEAR-ROUND YOUTH PROGRAM	\$5,376,576.38	\$1,185,440.39	\$220,198.85	\$287,307.87	\$3,683,629.27		
		500275	POVERTY COMMISSION	\$0.00	\$32,875.91	\$0.00	\$0.00	-\$32,875.91		
		500317	TRAINING AND DEVELOPMENT - GENERAL	\$399,742.50	\$120,318.22	\$0.00	\$0.00	\$279,424.28		
		LOCAL FUND Total				\$68,530,515.41	\$8,531,773.86	\$3,150,635.91	\$1,609,718.40	\$55,238,387.24
						As of the end of the first quarter the agency has spent 17% of the budget				
1060	SPECIAL PURPOSE REVENUE FUNDS	100003	COMMUNICATIONS - GENERAL	\$159,047.28	\$41,564.58	\$0.00	\$0.00	\$117,482.70		
		100022	CONTRACTING AND PROCUREMENT - GENERAL	\$166,840.62	\$42,891.48	\$0.00	\$0.00	\$123,949.14		
		100027	CALL CENTER SERVICES	\$0.00	\$35,137.27	\$0.00	\$0.00	-\$35,137.27		
		100042	FLEET MANAGEMENT - GENERAL	\$148,009.33	\$36,495.08	\$0.00	\$0.00	\$111,514.25		
		100058	HUMAN RESOURCE SERVICES - GENERAL	\$165,998.40	\$23,829.17	\$0.00	\$0.00	\$142,169.23		
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	\$1,098,608.27	\$229,820.64	\$0.00	\$0.00	\$868,787.63		
		100092	LEGAL SERVICES - GENERAL	\$82,726.55	\$8,932.04	\$0.00	\$0.00	\$73,794.51		
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	\$5,213,437.68	\$1,301,997.67	\$632,133.11	\$9,665.66	\$3,269,641.24		
		100224	CUSTOMER EXPERIENCE	\$301,703.04	\$0.00	\$0.00	\$0.00	\$301,703.04		
		150002	AGENCY ACCOUNTING SERVICES	\$934,967.22	\$233,264.60	\$0.00	\$0.00	\$701,702.62		
		150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	\$427,849.02	\$113,480.91	\$0.00	\$0.00	\$314,368.11		
		150012	P-CARD CLEARING	\$0.00	\$3,536.13	\$0.00	\$0.00	-\$3,536.13		
		500160	LABOR MARKET INFORMATION	\$91,212.13	\$23,858.30	\$0.00	\$0.00	\$67,353.83		
		500161	PERFORMANCE MANAGEMENT	\$1,106,362.81	\$241,052.81	\$0.00	\$0.00	\$865,310.00		
		500164	ADMINISTRATIVE HEARINGS	\$3,496,868.56	\$783,610.01	\$33,132.81	\$0.00	\$2,680,125.74		
		500165	COMPENSATION REVIEW SERVICES	\$1,738,113.85	\$315,215.56	\$23,444.38	\$0.00	\$1,399,453.91		
		500166	FIRST SOURCE	\$254,762.86	\$0.00	\$0.00	\$0.00	\$254,762.86		
		500168	WAGE HOUR SERVICES	\$624,214.56	\$65,947.01	\$0.00	\$0.00	\$558,267.55		
		500169	WORKERS' COMPENSATION SERVICE	\$14,884,875.88	\$1,835,587.85	\$600,387.41	\$0.00	\$12,448,900.62		
		500170	PFL ADMINISTRATION	\$10,511,399.94	\$1,586,831.77	\$1,937,507.89	\$1,880,620.25	\$5,106,440.03		
		500171	PFL APPEALS & ADJUDICATION	\$996,425.81	\$249,516.94	\$0.00	\$0.00	\$746,908.87		
		500172	PFL BENEFITS	\$4,059,669.39	\$885,734.66	\$0.00	\$0.00	\$3,173,934.73		
		500173	PFL COMPLIANCE	\$488,746.31	\$42,389.64	\$0.00	\$0.00	\$446,356.67		
		500174	PFL ENFORCEMENT	\$379,039.67	\$93,209.58	\$0.00	\$0.00	\$285,830.09		
		500175	PFL TAX	\$3,846,325.66	\$862,505.30	\$0.00	\$0.00	\$2,983,820.36		
		500176	BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	\$536,933.66	\$373,827.09	\$0.00	\$0.00	\$163,106.57		
		500178	UI BENEFITS	\$13,834,442.84	\$3,018,266.23	\$1,707,285.78	\$0.00	\$9,108,890.83		
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	\$25,000.00	\$87,873.79	\$0.00	\$0.00	-\$62,873.79		
		500180	UI TAX COLLECTIONS	\$2,175,020.14	\$1,914,206.06	\$1,282,210.89	\$6,600.00	-\$1,027,996.81		
		500182	APPRENTICESHIP INFORMATION AND TRAINING	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00		
		500317	TRAINING AND DEVELOPMENT - GENERAL	\$229,707.10	\$45,747.61	\$0.00	\$0.00	\$183,959.49		
		SPECIAL PURPOSE REVENUE FUNDS Total				\$68,038,308.58	\$14,496,329.78	\$6,216,102.27	\$1,896,885.91	\$45,428,990.62
						As of the end of the first quarter the agency has spent 25% of the budget. The Unemployment Insurance Administrative Assessment Fund will be closely monitored to ensure the projected year end revenue aligns with the projected year end spend.				
4020	FEDERAL GRANT	100058	HUMAN RESOURCE SERVICES - GENERAL	\$852,396.59	\$122,361.51	\$0.00	\$0.00	\$730,035.08		
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	\$162,349.84	\$37,422.93	\$0.00	\$0.00	\$124,926.91		
		100092	LEGAL SERVICES - GENERAL	\$424,798.30	\$45,865.73	\$0.00	\$0.00	\$378,932.57		
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	\$3,179,367.49	\$436,241.60	\$758,513.49	\$0.00	\$1,984,612.40		
		150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	\$573,993.88	\$180,528.68	\$0.00	\$0.00	\$393,465.20		
		150012	P-CARD CLEARING	\$0.00	\$9,091.82	\$0.00	\$0.00	-\$9,091.82		
		500160	LABOR MARKET INFORMATION	\$1,380,035.04	\$287,092.54	\$0.00	\$0.00	\$1,092,942.50		
		500162	TALENT AND CLIENT SERVICES	\$1,114,947.63	\$183,704.18	\$0.00	\$0.00	\$931,243.45		
		500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	\$656,958.68	\$142,312.23	\$0.00	\$0.00	\$514,646.45		
		500176	BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	\$938,503.47	\$7,583.57	\$0.00	\$0.00	\$930,919.90		
		500178	UI BENEFITS	\$4,002,094.98	\$314,015.01	\$84,560.57	\$0.00	\$3,603,519.40		
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	\$2,212,819.52	\$116,390.07	\$0.00	\$0.00	\$2,096,429.45		
		500180	UI TAX COLLECTIONS	\$5,955,933.86	\$114,165.88	\$0.00	\$0.00	\$5,841,767.98		
		500181	AMERICAN JOB CENTER OPERATIONS	\$15,795,597.79	\$2,582,278.70	\$991,417.94	\$13,501.80	\$12,208,399.35		
		500182	APPRENTICESHIP INFORMATION AND TRAINING	\$250,011.59	\$32,011.33	\$0.00	\$0.00	\$218,000.26		
		500184	INFRASTRUCTURE ACADEMY SERVICE	\$0.00	\$2,430.32	\$0.00	\$0.00	-\$2,430.32		
		500188	PROGRAM PERFORMANCE MONITORING	\$1,193,114.59	\$262,745.59	\$0.00	\$0.00	\$930,369.00		
		500189	SENIOR SERVICES	\$456,932.68	\$67,650.71	\$0.00	\$0.00	\$389,281.97		
		500190	STATE-WIDE ACTIVITIES	\$2,746,678.04	\$313,592.97	\$369,603.04	\$33,000.00	\$2,030,482.03		
500191	TRANSITIONAL EMPLOYMENT	\$80,823.83	\$17,772.60	\$0.00	\$0.00	\$63,051.23				
500192	VETERAN AFFAIRS	\$576,803.35	\$113,405.70	\$0.00	\$0.00	\$463,397.65				
500193	WIOA YOUTH PROGRAM	\$6,123,786.67	\$368,624.39	\$100,000.00	\$0.00	\$5,655,162.28				
FEDERAL GRANT FUND - FPR Total				\$48,677,947.82	\$5,757,288.06	\$2,304,095.04	\$46,501.80	\$40,570,062.92		
				As of the end of the first quarter the agency has spent 17% of the budget						
4040	PRIVATE GRANT	500184	INFRASTRUCTURE ACADEMY SERVICE	\$497,784.74	\$125,324.85	\$0.00	\$0.00	\$372,459.89		
		500186	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	\$758,003.00	\$0.00	\$0.00	\$0.00	\$758,003.00		
		PRIVATE GRANT FUND -FPR Total				\$1,255,787.74	\$125,324.85	\$0.00	\$0.00	\$1,130,462.89
				As of the end of the first quarter the agency has spent 10% of the budget						
Grand Total				\$186,502,559.55	\$28,910,716.55	\$11,670,833.22	\$3,553,106.11	\$142,367,903.67		

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL

Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total			
100003	COMMUNICATIONS - GENERAL	701100C	CONTINUING FULL TIME	267,119.55			
				61,691.30			
				59,714.28			
			CONTINUING FULL TIME Total	388,525.13			
			701400C	FRINGE BENEFITS - CURR PERSONNEL	62,773.09		
					14,497.45		
					14,032.86		
				FRINGE BENEFITS - CURR PERSONNEL Total	91,303.40		
			713100C	OTHER SERVICES & CHARGES	799.00		
					3,600.00		
	6,963.23						
OTHER SERVICES & CHARGES Total	11,362.23						
100022	CONTRACTING AND PROCUREMENT - GENERAL	701100C	CONTINUING FULL TIME	130,950.11			
			CONTINUING FULL TIME Total	130,950.11			
			701400C	FRINGE BENEFITS - CURR PERSONNEL	28,678.07		
				FRINGE BENEFITS - CURR PERSONNEL Total	28,678.07		
			100027	CALL CENTER SERVICES	711100C	SUPPLIES & MATERIALS	7,200.00
						SUPPLIES & MATERIALS Total	7,200.00
						713100C	OTHER SERVICES & CHARGES
OTHER SERVICES & CHARGES Total	195,460.17						
713200C	CONTRACTUAL SERVICES - OTHER	40,500.00					
	CONTRACTUAL SERVICES - OTHER Total	40,500.00					
717100C	PURCHASES EQUIPMENT & MACHINERY	10,800.00					
	PURCHASES EQUIPMENT & MACHINERY Total	10,800.00					
100042	FLEET MANAGEMENT - GENERAL	701100C	CONTINUING FULL TIME	263,883.40			
				60,943.91			
				58,990.82			
			CONTINUING FULL TIME Total	383,818.13			
			701400C	FRINGE BENEFITS - CURR PERSONNEL	62,012.62		
					14,321.83		
					13,862.84		

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL

Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total			
100042	FLEET MANAGEMENT - GENERAL	701400C	FRINGE BENEFITS - CURR PERSONNEL Total	90,197.29			
			712100C	ENERGY COMM & BLDG RENTALS	10,100.04		
				ENERGY COMM & BLDG RENTALS Total	10,100.04		
		713100C	OTHER SERVICES & CHARGES	7,350.21			
			OTHER SERVICES & CHARGES Total	169,257.75			
				OTHER SERVICES & CHARGES Total	176,607.96		
		100058	HUMAN RESOURCE SERVICES - GENERAL	701100C	CONTINUING FULL TIME	570,656.86	
						CONTINUING FULL TIME Total	111,131.49
						CONTINUING FULL TIME - OTHERS	56,784.49
				701200C	CONTINUING FULL TIME - OTHERS Total	11,058.39	
	CONTINUING FULL TIME - OTHERS Total				67,842.88		
701400C	FRINGE BENEFITS - CURR PERSONNEL			147,448.72			
	FRINGE BENEFITS - CURR PERSONNEL Total			28,714.62			
				FRINGE BENEFITS - CURR PERSONNEL Total	176,163.34		
713100C	OTHER SERVICES & CHARGES			1,598.00			
	OTHER SERVICES & CHARGES Total			1,598.00			
713200C	CONTRACTUAL SERVICES - OTHER	9,560.38					
	CONTRACTUAL SERVICES - OTHER Total	9,560.38					
717100C	PURCHASES EQUIPMENT & MACHINERY	5,040.00					
	PURCHASES EQUIPMENT & MACHINERY Total	5,040.00					
100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	701100C	CONTINUING FULL TIME	109,999.00			
				CONTINUING FULL TIME Total	1,826,852.50		
				CONTINUING FULL TIME - OTHERS	472,521.24		
		701200C	CONTINUING FULL TIME - OTHERS	447,317.34			
			CONTINUING FULL TIME - OTHERS	97,393.41			
				CONTINUING FULL TIME - OTHERS	21,300.90		
				CONTINUING FULL TIME - OTHERS	20,618.27		
				CONTINUING FULL TIME - OTHERS	56,476.09		
				CONTINUING FULL TIME - OTHERS	11,956.03		
				CONTINUING FULL TIME - OTHERS	12,351.87		



DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL

Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total	
100071	INFORMATION TECHNOLOGY SERVICES -	701200C	CONTINUING FULL TIME -		
			OTHERS Total	220,096.57	
		701400C	FRINGE BENEFITS - CURR		
			PERSONNEL	25,849.77	
				465,469.65	
				118,950.91	
				112,774.52	
				FRINGE BENEFITS - CURR	
				PERSONNEL Total	723,044.85
		711100C	SUPPLIES & MATERIALS	5,773.35	
			SUPPLIES & MATERIALS		
			Total	5,773.35	
		713100C	OTHER SERVICES &		
			CHARGES	466.91	
				990.00	
		6,426.00			
		7,200.00			
		79,175.01			
		OTHER SERVICES &			
		CHARGES Total	94,257.92		
713200C	CONTRACTUAL SERVICES -				
	OTHER	85,930.94			
	CONTRACTUAL SERVICES -				
	OTHER Total	85,930.94			
717100C	PURCHASES EQUIPMENT				
	& MACHINERY	1.00			
		7,434.00			
		45,000.00			
		48,060.00			
		PURCHASES EQUIPMENT &			
		MACHINERY Total	100,495.00		
100092	LEGAL SERVICES - GENERAL	701100C	CONTINUING FULL TIME	341,761.62	
				66,555.73	
				CONTINUING FULL TIME	
				Total	408,317.35
		701400C	FRINGE BENEFITS - CURR		
			PERSONNEL	80,313.98	
				15,640.60	
				FRINGE BENEFITS - CURR	
				PERSONNEL Total	95,954.58
		711100C	SUPPLIES & MATERIALS	0.03	
			SUPPLIES & MATERIALS		
			Total	0.03	
		713100C	OTHER SERVICES &		
			CHARGES	1,453.11	
			OTHER SERVICES &		
	CHARGES Total	1,453.11			
713200C	CONTRACTUAL SERVICES -				
	OTHER	9,927.34			
	CONTRACTUAL SERVICES -				
	OTHER Total	9,927.34			

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL

Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	701100C	CONTINUING FULL TIME	268,360.04
				62,834.18
				59,309.84
			<b>CONTINUING FULL TIME Total</b>	<b>390,504.06</b>
		701200C	CONTINUING FULL TIME - OTHERS	44,091.13
				9,334.12
				9,643.16
			<b>CONTINUING FULL TIME - OTHERS Total</b>	<b>63,068.41</b>
		701400C	FRINGE BENEFITS - CURR PERSONNEL	73,426.03
				17,032.17
				16,131.33
			<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>106,589.53</b>
		711100C	SUPPLIES & MATERIALS	7,200.00
			<b>SUPPLIES &amp; MATERIALS Total</b>	<b>7,200.00</b>
		712100C	ENERGY COMM & BLDG RENTALS	359,645.71
				520,328.83
				469,525.52
				214,309.10
				92,750.24
				152,711.56
				16,144.20
				15,340.00
				751.81
				51.72
				586.20
				15.92
				144,679.59
				1,745.41
				189,259.88
				38,871.54
				139,919.37
			11,964.81	
			273,817.73	
			56,238.62	
			202,432.78	
			17,310.47	
			127,590.20	
			3,272,350.57	
			498.52	
			112,642.17	
			2,102,296.53	
			1,358.91	
			25,362.05	
			108,936.03	
			157,606.66	

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL

Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
100113	PROPERTY, ASSET, AND	712100C	ENERGY COMM & BLDG	1,110.61
				456.39
				538,405.70
				292,801.52
				53,108.51
				171,568.88
				220,366.10
				18,168.17
			<b>ENERGY COMM &amp; BLDG RENTALS Total</b>	<b>10,123,028.53</b>
		713100C	OTHER SERVICES & CHARGES	640.00
				1,440.06
				3,461.70
				9,882.04
			<b>OTHER SERVICES &amp; CHARGES Total</b>	<b>15,423.80</b>
		713101C	SECURITY SERVICES	635,016.20
				3,309.11
				312,468.96
				452,074.37
				726,372.44
			<b>SECURITY SERVICES Total</b>	<b>2,129,241.08</b>
		713200C	CONTRACTUAL SERVICES - OTHER	539,416.46
			<b>CONTRACTUAL SERVICES - OTHER Total</b>	<b>539,416.46</b>
100148	TRAINING AND DEVELOPMENT - GENERAL	701100C	CONTINUING FULL TIME	0.01
			<b>CONTINUING FULL TIME Total</b>	<b>0.01</b>
150002	AGENCY ACCOUNTING SERVICES	701100C	CONTINUING FULL TIME	353,776.00
				133,559.00
				849,958.06
				174,915.35
			<b>CONTINUING FULL TIME Total</b>	<b>1,512,208.41</b>
		701400C	FRINGE BENEFITS - CURR PERSONNEL	199,740.14
				83,137.37
				31,386.37
				41,105.10
			<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>355,368.98</b>
		711100C	SUPPLIES & MATERIALS	2,472.00
			<b>SUPPLIES &amp; MATERIALS Total</b>	<b>2,472.00</b>
		713100C	OTHER SERVICES & CHARGES	5,951.00
			<b>OTHER SERVICES &amp; CHARGES Total</b>	<b>5,951.00</b>

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2025 BUDGET TO ACTUAL

Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
150002	AGENCY ACCOUNTING SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	6,156.04
			CONTRACTUAL SERVICES - OTHER Total	6,156.04
150003	AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	701100C	CONTINUING FULL TIME	109,145.61
				3,498.53
				15,246.69
				4,621.51
				9,761.35
				7,817.72
				36,583.44
				6,305.99
				302.34

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 BUDGET TO ACTUAL

Revised Budget					
Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total	
100003	COMMUNICATIONS - GENERAL	701100C	CONTINUING FULL TIME	265,722.90	
				62,680.82	
				65,790.32	
			<b>CONTINUING FULL TIME Total</b>	<b>394,194.04</b>	
			701100C Total	394,194.04	
			701400C	FRINGE BENEFITS - CURR PERSONNEL	63,286.91
					14,918.04
					15,658.10
				<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>93,863.05</b>
				701400C Total	93,863.05
713100C	OTHER SERVICES & CHARGES	799.00			
		3,600.00			
		6,963.23			
	<b>OTHER SERVICES &amp; CHARGES Total</b>	<b>11,362.23</b>			
	713100C Total	11,362.23			
100022	CONTRACTING AND PROCUREMENT - GENERAL	701100C	CONTINUING FULL TIME	136,642.61	
			<b>CONTINUING FULL TIME Total</b>	<b>136,642.61</b>	
			701100C Total	136,642.61	
			701400C	FRINGE BENEFITS - CURR PERSONNEL	30,198.01
				<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>30,198.01</b>
				701400C Total	30,198.01

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 BUDGET TO ACTUAL**

<b>Revised Budget</b>					
<b>Program</b>	<b>Program Description</b>	<b>Account Group (Parent Level 1)</b>	<b>Account Group (Parent Level 1) Description</b>	<b>Total</b>	
<b>100042</b>	<b>FLEET MANAGEMENT - GENERAL</b>	701100C	<b>CONTINUING FULL TIME</b>	246,425.24	
				58,330.76	
				61,224.44	
				<b>CONTINUING FULL TIME Total</b>	<b>365,980.44</b>
			701100C Total		365,980.44
		701400C	<b>FRINGE BENEFITS - CURR PERSONNEL</b>	58,693.51	
				13,882.72	
				14,571.41	
			<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>87,147.64</b>	
			701400C Total		87,147.64
712100C	<b>ENERGY COMM &amp; BLDG RENTALS</b>	13,760.41			
	<b>ENERGY COMM &amp; BLDG RENTALS Total</b>	<b>13,760.41</b>			
	712100C Total		13,760.41		
713100C	<b>OTHER SERVICES &amp; CHARGES</b>	7,350.21			
		157,123.11			
	<b>OTHER SERVICES &amp; CHARGES Total</b>	<b>164,473.32</b>			
	713100C Total		164,473.32		
<b>100058</b>	<b>HUMAN RESOURCE SERVICES - GENERAL</b>	701100C	<b>CONTINUING FULL TIME</b>	560,658.63	
				109,184.42	
			<b>CONTINUING FULL TIME Total</b>	<b>669,843.05</b>	
			701100C Total		669,843.05
	701200C	<b>CONTINUING FULL TIME - OTHERS</b>	127,868.50		

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 BUDGET TO ACTUAL

Revised Budget				
Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
100058	HUMAN RESOURCE	701200C	CONTINUING FULL TIME -	24,901.52
			CONTINUING FULL TIME - OTHERS Total	152,770.02
		701200C Total		152,770.02
		701400C	FRINGE BENEFITS - CURR PERSONNEL	163,869.46
				31,912.46
			FRINGE BENEFITS - CURR PERSONNEL Total	195,781.92
		701400C Total		195,781.92
		713100C	OTHER SERVICES & CHARGES	1,598.00
			OTHER SERVICES & CHARGES Total	1,598.00
		713100C Total		1,598.00
		713200C	CONTRACTUAL SERVICES - OTHER	9,560.38
			CONTRACTUAL SERVICES - OTHER Total	9,560.38
		713200C Total		9,560.38
		717100C	PURCHASES EQUIPMENT & MACHINERY	5,040.00
			PURCHASES EQUIPMENT & MACHINERY Total	5,040.00
		717100C Total		5,040.00
	INFORMATION TECHNOLOGY SERVICES			
100071	- GENERAL	701100C	CONTINUING FULL TIME	131,138.00
				1,653,594.29
				379,995.79
				391,657.27
			CONTINUING FULL TIME Total	2,556,385.35

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 BUDGET TO ACTUAL**

<b>Revised Budget</b>				
<b>Program</b>	<b>Program Description</b>	<b>Account Group (Parent Level 1)</b>	<b>Account Group (Parent Level 1) Description</b>	<b>Total</b>
100071	INFORMATION	701100C Total		2,556,385.35
		701200C	CONTINUING FULL TIME - OTHERS	252,886.37
				56,475.49
				59,277.15
			<b>CONTINUING FULL TIME - OTHERS Total</b>	<b>368,639.01</b>
		701200C Total		368,639.01
		701400C	FRINGE BENEFITS - CURR PERSONNEL	31,210.84
				454,161.16
				103,880.18
				107,322.39
			<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>696,574.57</b>
		701400C Total		696,574.57
		711100C	SUPPLIES & MATERIALS	5,773.35
			<b>SUPPLIES &amp; MATERIALS Total</b>	<b>5,773.35</b>
		711100C Total		5,773.35
		713100C	OTHER SERVICES & CHARGES	466.91
				990.00
				6,426.00
				7,200.00
				79,175.01
			<b>OTHER SERVICES &amp; CHARGES Total</b>	<b>94,257.92</b>
		713100C Total		94,257.92
		713200C	CONTRACTUAL SERVICES - OTHER	0.02
				85,930.94
				160,877.52
				444,249.44



**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 BUDGET TO ACTUAL**

<b>Revised Budget</b>				
<b>Program</b>	<b>Program Description</b>	<b>Account Group (Parent Level 1)</b>	<b>Account Group (Parent Level 1) Description</b>	<b>Total</b>
	<b>INFORMATION</b>		<b>CONTRACTUAL SERVICES - OTHER Total</b>	<b>691,057.92</b>
<b>100071</b>	<b>TECHNOLOGY SERVICES -</b>	713200C		
		713200C Total		691,057.92
			<b>PURCHASES EQUIPMENT &amp; MACHINERY</b>	<b>1.00</b>
		717100C		7,434.00
				45,000.00
				48,060.00
				509,528.28
			<b>PURCHASES EQUIPMENT &amp; MACHINERY Total</b>	<b>610,023.28</b>
		717100C Total		610,023.28
	<b>LEGAL SERVICES - GENERAL</b>		<b>CONTINUING FULL TIME</b>	<b>343,132.72</b>
<b>100092</b>		701100C		66,822.74
			<b>CONTINUING FULL TIME Total</b>	<b>409,955.46</b>
		701100C Total		409,955.46
			<b>FRINGE BENEFITS - CURR PERSONNEL</b>	<b>81,665.58</b>
		701400C		15,903.81
			<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>97,569.39</b>
		701400C Total		97,569.39
		711100C	<b>SUPPLIES &amp; MATERIALS</b>	<b>0.03</b>
			<b>SUPPLIES &amp; MATERIALS Total</b>	<b>0.03</b>
		711100C Total		0.03
			<b>OTHER SERVICES &amp; CHARGES</b>	<b>1,453.11</b>
		713100C		
			<b>OTHER SERVICES &amp; CHARGES Total</b>	<b>1,453.11</b>
		713100C Total		1,453.11

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 BUDGET TO ACTUAL**

<b>Revised Budget</b>				
<b>Program</b>	<b>Program Description</b>	<b>Account Group (Parent Level 1)</b>	<b>Account Group (Parent Level 1) Description</b>	<b>Total</b>
<b>100092</b>	<b>LEGAL SERVICES - GENERAL</b>	713200C	<b>CONTRACTUAL SERVICES - OTHER</b>	9,927.34
			<b>CONTRACTUAL SERVICES - OTHER Total</b>	<b>9,927.34</b>
		713200C Total		9,927.34
<b>100113</b>	<b>PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL</b>	701100C	<b>CONTINUING FULL TIME</b>	265,604.70
				63,221.01
				66,357.29
			<b>CONTINUING FULL TIME Total</b>	<b>395,183.00</b>
		701100C Total		395,183.00
		701200C	<b>CONTINUING FULL TIME - OTHERS</b>	45,365.18
				10,633.71
				10,131.12
			<b>CONTINUING FULL TIME - OTHERS Total</b>	<b>66,130.01</b>
		701200C Total		66,130.01
		701400C	<b>FRINGE BENEFITS - CURR PERSONNEL</b>	74,063.29
				17,457.80
				18,323.86
			<b>FRINGE BENEFITS - CURR PERSONNEL Total</b>	<b>109,844.95</b>
		701400C Total		109,844.95
		711100C	<b>SUPPLIES &amp; MATERIALS</b>	7,200.00
			<b>SUPPLIES &amp; MATERIALS Total</b>	<b>7,200.00</b>
		711100C Total		7,200.00
		712100C	<b>ENERGY COMM &amp; BLDG RENTALS</b>	6.00

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 BUDGET TO ACTUAL

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Revised  
Budget

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Program	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
100113	PROPERTY, ASSET, AND	712100C	ENERGY COMM & BLDG	40,000.00

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Grant No.	Award Number	Award Name	Phase	Start	End	Award #	PMS Document #	Funding Source	Award Amount in PMS	Total Expenditures L-T-D Thru 09/30/2025	Remaining Balance	Justifications
WOTCFY	2000130	CF0.8200.WOTCFY.WORK OPPORTUNITIES TAX CREDIT	24	10/01/23	09/30/25	24A55WT009055	WT009055TW0	Department of Labor	79,131.00	53,347.42	25,783.58	Lapse funding attributed to vacancy savings.
APPREN	2002803	CF0.8200.APPREN.REGISTERED APPRENTICESHIP	22	07/01/23	06/30/25	23A60AP000022	AP000022SX1	Department of Labor	390,921.00	170,908.35	220,012.65	Lapse funding attributed to vacancy savings and interagency agreement funding returned by DCPS.
		CF0.8200.VETERAN'S OPPORTUNITY PROGRAM	24	10/01/23	12/31/25	24555DV000062	DV000062SG4	Department of Labor	500,363.00	495,359.00	5,004.00	Lapse funding attributed to personnel services performance award savings.

**How does DOES's First, In, First Out Accounting process ensure full utilization of federal funds?** DOES applies the FIFO method of accounting by ensuring that the oldest grant funds are expended first for multi-year awards. Budget authority for the federal grant awards are established in the Districts Integrated Financial System (DIFS) with a unique set of funding attributes that ties to the award period. Funding associated with the oldest award is expended first.

## Q40 DOES POH 2026

### FY25 Inter-agency (DOES as Buyer)

Agency	CF0
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Sum of Total Budget		
Project	Project Description	Total
400101	CF0.BZCF23.SUMMER YOUTH EMPLOYMENT W/DOES	\$192,686.00
400102	CF0.CFBEP.C.SUITABILITY.SERVICES	\$28,205.33
400104	CF0.500242.IT ASSESSMENT	\$537,662.75
400105	CF0.DOESSO.SOLAR WORKS DC	\$3,420.00
400106	CF0.FCP23N.FIRE CADET PROGRAM - DOES	\$1,665,307.75
400107	CF0.GCFA23.WIC MOU	\$231,588.93
400108	CF0.GCFD23.DISLOCATED - WDSSFY	\$297,374.16
400109	CF0.GCFY23.DISLOCATED - WDSSFY	\$319,361.02
400110	CF0.GZEPID.GREEN ZONE ENVIRONMENTAL PROGRAM	\$181,275.95
400111	CF0.I23CF0.FY23 TELECOM - INTERAGENCY PROJECT CF0	\$806,564.49
400112	CF0.IDDOES.ID W DOES TEAMDC	\$350,000.00
400113	CF0.KTCFFM.FLEET MGMT DEPT. OF EMPLOYMENT SERVICES	\$179,357.79
400115	CF0.OAHUPL.UPL CASES DOES	\$581,206.07
400117	CF0.P305CF.FY 23 - ELECTRICITY CF	\$861,009.97
400118	CF0.P307CF.FY 23 - WATER CF	\$433,365.50
400119	CF0.P309CF.FY23 DOES RENT	\$5,416,507.67
400120	CF0.P319CF.FY23 OCCUPANCY DEPT OF EMPL SRVCS	\$1,613,847.16
400121	CF0.P330CF.FY 23 - SUSTAINABLE ENGY. CF	\$45,435.40
400122	CF0.P331CF.FY 23 - WASTE MGT. CF	\$15,340.00
400123	CF0.P440CF.FY23 PSD SECURITY	\$1,605,221.69
400124	CF0.PO0CF3.IA FROM DOES TO OCP FOR PS SERVICES	\$595,627.52
400125	CF0.SD23SY.SDC SYEP W/DOES	\$55,000.00
400126	CF0.SYE23N.MOU W/DOES: SUMMER YOUTH EMPLOYMENT PROG	\$65,000.00
400127	CF0.UIDOES.UIDOES- DEPT. OF EMPLOYMENT SERVICES	\$1,759,470.12
400128	CF0.UNVPL.UNIVERSAL PAID LEAVE	\$709,050.69
400129	CF0.WHDOES.WHDOES - WAGE HOUR CASES DOES	\$200,000.00
401048	CF0-RTS-NON DC NET	\$5,000.00
401150	CF0 - RTS - DC NET	\$55,000.00
401722	IASLCFY SIGN LANGUAGE JSO	\$43,634.65
402042	CF0_OUC-SUITABILITY AND GENERAL SERVICES	\$138,195.87
402290	CF0.8200.WIOA YOUTH OUT OF SCHOOL MOU - DOES AND DBH FY2024	\$507,700.18
402800	CF0 MOU DOES/DCPS FACILITIES FOR HOST SITES FOR MBSYEP	\$150,000.00
403100	CF0.MBSYEP.SECURITY.SERVICES	\$50,000.00
403285	CF0 - RTS DC NET	\$270.00
403297	WORKFORCE INVESTMENT COUNCIL WIC MOU	\$1,300,000.00
403301	CF0 NON DC NET RTS	\$1,500.00
403305	MOU DSLBD/DOES DC YOUTH ENTREPRENEURSHIP PROGRAM ("DCYEP")	\$50,000.00
403332	CF0 . OCTO HOSTED CLOUD-BASED SURVEILLANCE PILOT	\$59,181.87
403386	CF0_TOO_DOES-OCTO MOU SERVICES	\$15,842.61
403388	CF0.8CFSA25.SINGLE AUDIT SERVICES (DOES)	\$15,075.00
403425	CF0 MOU DOES/MPD CRIMINAL BACKGROUND CHECK FOR MBSYEP	\$45,873.60
<b>Grand Total</b>		<b>\$21,186,159.74</b>

**FY25 Inter-agency (DOES as Seller)**

<b>Sum of Revised Budget</b>		
<b>Project</b>	<b>Project Desc</b>	<b>Total</b>
<b>400571</b>	JA0.SNAPSY.DOES SUMMER YOUTH /DHS SNAP	\$752,538.80
<b>400572</b>	JA0.SNAPTE.DOES TRANSITIONAL EMPLOYMENT/ DHS SNAP	\$779,963.34
<b>403392</b>	NS0 - EMPLOYMENT PATHWAYS - DOES	\$208,646.71
<b>401403</b>	RC0- CFO PARALEGAL PROGRAM	\$497,000.00
<b>Grand Total</b>		<b>\$2,238,148.85</b>

## Q40 DOES POH FY25 and Q1 FY26 Inter-agency

### FY26 Inter-agency (DOES as Buyer)

Agency	(All)
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Sum of Total Budget		
Project	Project Description	Total
400101	CF0.BZCF23.SUMMER YOUTH EMPLOYMENT W/DOES	\$197,937.40
400104	CF0.500242.IT ASSESSMENT	\$850,580.18
400106	CF0.FCP23N.FIRE CADET PROGRAM - DOES	\$590,118.48
400110	CF0.GZEPID.GREEN ZONE ENVIRONMENTAL PROGRAM	\$250,000.00
400111	CF0.I23CF0.FY23 TELECOM - INTERAGENCY PROJECT CF0	\$537,563.44
400112	CF0.IDDOES.ID W DOES TEAMDC	\$334,500.25
400113	CF0.KTCFFM.FLEET MGMT DEPT. OF EMPLOYMENT SERVICES	\$170,883.52
400115	CF0.OAHUPL.UPL CASES DOES	\$586,457.49
400117	CF0.P305CF.FY 23 - ELECTRICITY CF	\$560,213.04
400118	CF0.P307CF.FY 23 - WATER CF	\$242,977.59
400119	CF0.P309CF.FY23 DOES RENT	\$5,168,904.51
400120	CF0.P319CF.FY23 OCCUPANCY DEPT OF EMPL SRVCS	\$1,980,258.87
400121	CF0.P330CF.FY 23 - SUSTAINABLE ENGY. CF	\$51,598.08
400122	CF0.P331CF.FY 23 - WASTE MGT. CF	\$912.15
400123	CF0.P440CF.FY23 PSD SECURITY	\$1,606,248.74
400124	CF0.PO0CF3.IA FROM DOES TO OCP FOR PS SERVICES	\$622,539.66
400125	CF0.SD23SY.SDC SYEP W/DOES	\$60,000.00
400126	CF0.SYE23N.MOU W/DOES: SUMMER YOUTH EMPLOYMENT PROG	\$65,000.00
400127	CF0.UIDDOES.UIDDOES- DEPT. OF EMPLOYMENT SERVICES	\$1,821,243.47
400128	CF0.UNVPL.UNIVERSAL PAID LEAVE	\$379,039.67
400129	CF0.WHDOES.WHDOES - WAGE HOUR CASES DOES	\$200,000.00
402042	CF0_OUC-SUITABILITY AND GENERAL SERVICES	\$152,852.09
402800	CF0 MOU DOES/DCPS FACILITIES FOR HOST SITES FOR MBSYEP	\$150,000.00
403297	WORKFORCE INVESTMENT COUNCIL WIC MOU	\$1,617,900.00
403445	CF0.FY26 DGS DOES TRAILER MAINTENANCE CDL PROGRAM	\$153,149.06
<b>Grand Total</b>		<b>\$18,350,877.70</b>

### FY26 Inter-agency (DOES as Seller)

Agency	(All)
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Sum of Revised Budget		
Project	Project Desc	Total
400571	JA0.SNAPSY.DOES SUMMER YOUTH /DHS SNAP	\$751,196.38
400572	JA0.SNAPTE.DOES TRANSITIONAL EMPLOYMENT/ DHS SNAP	\$1,309,359.32
<b>Grand Total</b>		<b>\$2,060,555.70</b>

**Q41 DOES POH 2026\_O-Type Summary (Special Purpose Revenue)**

**6.e Expenditures**

6.a Revenue Source Code	6.d Revenue FY 25	6.d Revenue FY 26	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY 25 Budget	FY 25 Expenditures	FY 26 Expenditures	6.f Fund Balance + Deferred Inflows as of December 2025
1060009	<b>2,317.54</b>		PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GE	712100C	ENERGY COMM & BLDG RENTALS	2,127.27	2,127.27	1.00	
				713100C	OTHER SERVICES & CHARGES			0.00	
				713101C	SECURITY SERVICES	190.27	190.27	0.00	
<b>1060009 Total</b>						<b>2,317.54</b>	<b>2,317.54</b>	<b>1.00</b>	
1060073	<b>936,837.16</b>	<b>996,440.68</b>	WORKERS' COMPENSATION SERVICE	714100C	GOVERNMENT SUBSIDIES & GRAN	1,657,243.35	1,657,243.35	2,026.45	<b>7,176,761.26</b>
<b>1060073 Total</b>						<b>1,657,243.35</b>	<b>1,657,243.35</b>	<b>2,026.45</b>	
1060078	<b>17,983,235.73</b>	<b>3,634,775.93</b>	ADMINISTRATIVE HEARINGS	701100C	CONTINUING FULL TIME	2,669,610.02	2,390,985.40	591,769.08	<b>22,490,527.98</b>
				701200C	CONTINUING FULL TIME - OTHERS	0.00	80,196.78	58,316.13	
				701300C	ADDITIONAL GROSS PAY	0.00	13,148.77		
				701400C	FRINGE BENEFITS - CURR PERSON	41,614.01	506,150.12	134,649.16	
				701500C	OVERTIME PAY	0.00	408.77		
				711100C	SUPPLIES & MATERIALS	15,000.00	2,255.11	0.00	
				713100C	OTHER SERVICES & CHARGES	49,213.00	39,652.73	(1,124.36)	
				713200C	CONTRACTUAL SERVICES - OTHER	269,937.70	216,340.17		
				715200C	P-CARD CLEARING ACCOUNT BUD	0.00	(126.00)	0.00	
				717100C	PURCHASES EQUIPMENT & MACH	24,100.00	0.00	0.00	
			AGENCY ACCOUNTING SERVICES	701100C	CONTINUING FULL TIME	174,915.35	173,768.96	45,316.22	
				701300C	ADDITIONAL GROSS PAY	0.00	23.70	9.71	
				701400C	FRINGE BENEFITS - CURR PERSON	41,105.10	36,390.15	9,177.10	
				701500C	OVERTIME PAY	0.00	288.17		
			AGENCY BUDGETING AND FINANCIAL MANAGEMENT	701100C	CONTINUING FULL TIME	183,456.23	172,013.05	45,511.83	
				701300C	ADDITIONAL GROSS PAY	0.00	40.05		
				701400C	FRINGE BENEFITS - CURR PERSON	43,112.22	40,227.64	10,656.17	
				701500C	OVERTIME PAY	0.00	385.47	158.00	
			CALL CENTER SERVICES	701100C	CONTINUING FULL TIME	0.00	32,324.80	5,136.83	
				701200C	CONTINUING FULL TIME - OTHERS	0.00	33,446.15	6,917.17	
				701300C	ADDITIONAL GROSS PAY	0.00	17.63		
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	16,192.65	3,374.04	
				701500C	OVERTIME PAY	0.00	1,217.30	421.58	
			COMMUNICATIONS - GENERAL	701100C	CONTINUING FULL TIME	59,714.28	53,598.71	13,588.03	
				701400C	FRINGE BENEFITS - CURR PERSON	14,032.86	19,451.98	4,992.42	
				701500C	OVERTIME PAY	0.00	6,872.66	168.52	
			COMPENSATION REVIEW SERVICES	701100C	CONTINUING FULL TIME	973,104.17	1,059,886.10	223,347.21	
				701200C	CONTINUING FULL TIME - OTHERS	150,120.32	81,531.40	20,753.29	
				701300C	ADDITIONAL GROSS PAY	0.00	20,711.02	4,327.91	
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	307,080.36	66,158.39	
				711100C	SUPPLIES & MATERIALS	10,000.00	1,112.67	0.00	



**Q41 DOES POH 2026\_O-Type Summary (Special Purpose Revenue)**

**6.e Expenditures**

6.a Revenue Source Code	6.d Revenue FY 25	6.d Revenue FY 26	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY 25 Budget	FY 25 Expenditures	FY 26 Expenditures	6.f Fund Balance + Deferred Inflows as of December 2025
				713100C	OTHER SERVICES & CHARGES	22,000.00	20,496.31	0.00	
				713200C	CONTRACTUAL SERVICES - OTHER	24,648.96	19,774.71	628.76	
				717100C	PURCHASES EQUIPMENT & MACH	50,000.00	22,124.90	0.00	
			CONTRACTING AND PROCUREMENT - GENERAL	701100C	CONTINUING FULL TIME	130,950.11	120,841.64	34,152.90	
				701300C	ADDITIONAL GROSS PAY	0.00	4,071.71		
				701400C	FRINGE BENEFITS - CURR PERSON	28,678.07	34,724.83	8,738.58	
			CUSTOMER EXPERIENCE	701100C	CONTINUING FULL TIME	103,090.75	0.00	0.00	
				701200C	CONTINUING FULL TIME - OTHERS	31,950.95	0.00	0.00	
				701400C	FRINGE BENEFITS - CURR PERSON	31,734.79	0.00	0.00	
			FLEET MANAGEMENT - GENERAL	701100C	CONTINUING FULL TIME	58,990.82	37,210.84	10,559.32	
				701200C	CONTINUING FULL TIME - OTHERS	0.00	4,256.66	2,058.12	
				701400C	FRINGE BENEFITS - CURR PERSON	13,862.84	9,817.57	2,880.43	
				701500C	OVERTIME PAY	0.00	1,874.81	939.62	
			HUMAN RESOURCE SERVICES - GENERAL	701100C	CONTINUING FULL TIME	111,131.49	69,608.21	9,882.28	
				701200C	CONTINUING FULL TIME - OTHERS	11,058.39	22,774.50	10,906.75	
				701300C	ADDITIONAL GROSS PAY	0.00	110.24		
				701400C	FRINGE BENEFITS - CURR PERSON	28,714.62	18,094.99	3,040.14	
				701500C	OVERTIME PAY	0.00	2,172.70		
			INFORMATION TECHNOLOGY SERVICES - GENERAL	701100C	CONTINUING FULL TIME	447,317.34	258,412.81	61,051.10	
				701200C	CONTINUING FULL TIME - OTHERS	32,574.30	44,988.00	19,188.79	
				701300C	ADDITIONAL GROSS PAY	0.00	3,876.35	3,620.07	
				701400C	FRINGE BENEFITS - CURR PERSON	112,774.52	72,229.80	17,565.11	
				701500C	OVERTIME PAY	0.00	16,597.68	2,228.46	
			LEGAL SERVICES - GENERAL	701100C	CONTINUING FULL TIME	66,555.73	61,431.33	7,331.93	
				701300C	ADDITIONAL GROSS PAY	0.00	4,624.17		
				701400C	FRINGE BENEFITS - CURR PERSON	15,640.60	13,697.66	1,600.11	
			P-CARD CLEARING	715200C	P-CARD CLEARING ACCOUNT BUD	0.00	(6,794.73)	(53.31)	
			PERFORMANCE MANAGEMENT	701100C	CONTINUING FULL TIME	407,692.39	295,735.46	76,208.20	
				701200C	CONTINUING FULL TIME - OTHERS	11,515.19	25,934.47	15,272.17	
				701300C	ADDITIONAL GROSS PAY	0.00	4,208.03	0.00	
				701400C	FRINGE BENEFITS - CURR PERSON	98,513.79	67,755.40	18,122.03	
				701500C	OVERTIME PAY	0.00	788.22	66.53	
			PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GE	701100C	CONTINUING FULL TIME	59,309.84	46,157.25	11,640.63	
				701200C	CONTINUING FULL TIME - OTHERS	9,334.12	8,555.80	2,196.17	
				701400C	FRINGE BENEFITS - CURR PERSON	16,131.33	13,562.92	3,492.85	
				701500C	OVERTIME PAY	0.00	217.96		
				712100C	ENERGY COMM & BLDG RENTALS	2,359,618.29	2,329,917.52	1,105,225.09	
				713100C	OTHER SERVICES & CHARGES			0.00	
				713101C	SECURITY SERVICES			47,001.15	
			TRAINING AND DEVELOPMENT - GENERAL	701100C	CONTINUING FULL TIME	72,779.95	56,385.94	16,873.39	
				701400C	FRINGE BENEFITS - CURR PERSON	17,103.29	12,641.72	3,762.25	
			WORKERS' COMPENSATION SERVICE	701100C	CONTINUING FULL TIME	5,938,930.12	4,847,626.82	1,166,564.48	
				701200C	CONTINUING FULL TIME - OTHERS	579,183.90	732,588.11	255,123.12	
				701300C	ADDITIONAL GROSS PAY	0.00	44,895.36	827.48	
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	1,264,690.19	312,702.04	
				701500C	OVERTIME PAY	0.00	1,736.02		

**Q41 DOES POH 2026\_O-Type Summary (Special Purpose Revenue)**

6.e Expenditures									
6.a Revenue Source Code	6.d Revenue FY 25	6.d Revenue FY 26	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY 25 Budget	FY 25 Expenditures	FY 26 Expenditures	6.f Fund Balance + Deferred Inflows as of December 2025
				711100C	SUPPLIES & MATERIALS	85,000.00	5,027.90	0.00	
				713100C	OTHER SERVICES & CHARGES	696,649.57	684,464.94	49,909.52	
				713200C	CONTRACTUAL SERVICES - OTHER	1,435,805.64	1,313,609.47	48,434.76	
				715200C	P-CARD CLEARING ACCOUNT BUD	0.00	6,920.73	0.00	
				717100C	PURCHASES EQUIPMENT & MACH	117,356.80	19,603.34	0.00	
<b>1060078 Total</b>						<b>17,945,633.76</b>	<b>17,945,633.73</b>	<b>4,573,365.45</b>	
1060083	<b>3,115,771.89</b>	<b>784,284.65</b>	CONTRACTING AND PROCUREMENT - GENERAL	701100C	CONTINUING FULL TIME	0.00	14,544.48		
			PFL ADMINISTRATION	701100C	CONTINUING FULL TIME	0.00	39,753.76		
			UI BENEFITS	701100C	CONTINUING FULL TIME	1,489,387.54	1,339,673.85	372,417.03	
				701300C	ADDITIONAL GROSS PAY	0.00	24,873.84		
				701400C	FRINGE BENEFITS - CURR PERSON	270,082.58	263,015.27	65,853.55	
				713100C	OTHER SERVICES & CHARGES	572,123.56	349,899.48	45,364.32	
			UI COMPLIANCE AND INDEPENDENT MONITORING	701100C	CONTINUING FULL TIME	0.00	416,164.81	0.00	
				701200C	CONTINUING FULL TIME - OTHERS	0.00	96,536.33		
			UI TAX COLLECTIONS	713100C	OTHER SERVICES & CHARGES	740,000.00	527,131.85	83,750.00	
<b>1060083 Total</b>						<b>3,071,593.68</b>	<b>3,071,593.67</b>	<b>567,384.90</b>	
1060103	<b>131,550.04</b>	<b>13,756.82</b>	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GE	712100C	ENERGY COMM & BLDG RENTALS	28,466.37	30,938.11	0.00	
			WAGE HOUR SERVICES	701100C	CONTINUING FULL TIME	20,645.43	2,657.10	70.20	
				701200C	CONTINUING FULL TIME - OTHERS	73,935.56	73,935.56	55,614.34	
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	15,516.59	10,262.47	
				713100C	OTHER SERVICES & CHARGES	8,502.71	8,502.68	0.00	
<b>1060103 Total</b>						<b>131,550.07</b>	<b>131,550.04</b>	<b>65,947.01</b>	
1060104	<b>555,751.59</b>	<b>137,875.70</b>	FIRST SOURCE	701100C	CONTINUING FULL TIME	0.00	0.00		
				701200C	CONTINUING FULL TIME - OTHERS	0.00	0.00		
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	0.00		
				713100C	OTHER SERVICES & CHARGES	100,000.00	100,000.00	0.00	
				714100C	GOVERNMENT SUBSIDIES & GRAN	145,000.00	145,000.00	0.00	
				714110C	PARTICIPANT PAYROLL	195,000.00	195,000.00		
<b>1060104 Total</b>						<b>440,000.00</b>	<b>440,000.00</b>	<b>0.00</b>	
1060109	<b>23,882,115.03</b>	<b>3,530,248.59</b>	AGENCY ACCOUNTING SERVICES	701100C	CONTINUING FULL TIME	353,776.00	381,386.74	109,614.08	
				701200C	CONTINUING FULL TIME - OTHERS			0.00	
				701400C	FRINGE BENEFITS - CURR PERSON	83,137.37	98,193.77	27,865.04	
			AGENCY BUDGETING AND FINANCIAL MANAGEMENT	701100C	CONTINUING FULL TIME	191,482.86	194,874.70	44,491.70	
				701200C	CONTINUING FULL TIME - OTHERS	93,742.00	0.00		

**Q41 DOES POH 2026\_O-Type Summary (Special Purpose Revenue)**

**6.e Expenditures**

6.a Revenue Source Code	6.d Revenue FY 25	6.d Revenue FY 26	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY 25 Budget	FY 25 Expenditures	FY 26 Expenditures	6.f Fund Balance + Deferred Inflows as of December 2025
				701400C	FRINGE BENEFITS - CURR PERSON	67,027.85	46,130.57	12,663.21	
				701500C	OVERTIME PAY	0.00	0.00		
			CALL CENTER SERVICES	701100C	CONTINUING FULL TIME	0.00	39,335.56	6,251.08	
				701200C	CONTINUING FULL TIME - OTHERS	0.00	40,708.05	8,417.13	
				701300C	ADDITIONAL GROSS PAY	0.00	21.45		
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	19,711.22	4,106.44	
				701500C	OVERTIME PAY	0.00	1,481.27	513.00	
			COMMUNICATIONS - GENERAL	701100C	CONTINUING FULL TIME	61,691.30	65,223.87	16,535.12	
				701400C	FRINGE BENEFITS - CURR PERSON	14,497.45	23,670.93	6,075.42	
				701500C	OVERTIME PAY	0.00	8,363.35	205.07	
			CONTRACTING AND PROCUREMENT - GENERAL	701400C	FRINGE BENEFITS - CURR PERSON	0.00	109.80		
			CUSTOMER EXPERIENCE	701100C	CONTINUING FULL TIME	124,338.42	0.00	0.00	
				701200C	CONTINUING FULL TIME - OTHERS	33,008.77	0.00	0.00	
				701400C	FRINGE BENEFITS - CURR PERSON	36,976.59	0.00	0.00	
			FLEET MANAGEMENT - GENERAL	701100C	CONTINUING FULL TIME	60,943.91	45,385.28	12,880.93	
				701200C	CONTINUING FULL TIME - OTHERS	0.00	5,198.95	2,513.61	
				701400C	FRINGE BENEFITS - CURR PERSON	14,321.83	11,978.26	3,515.47	
				701500C	OVERTIME PAY	0.00	2,289.86	1,147.58	
			INFORMATION TECHNOLOGY SERVICES - GENERAL	701100C	CONTINUING FULL TIME	447,523.34	314,470.53	74,292.62	
				701200C	CONTINUING FULL TIME - OTHERS	33,652.77	54,771.30	23,375.08	
				701300C	ADDITIONAL GROSS PAY	0.00	4,717.11	4,405.24	
				701400C	FRINGE BENEFITS - CURR PERSON	118,950.91	87,911.54	21,382.13	
				701500C	OVERTIME PAY	0.00	20,198.10	2,712.04	
			P-CARD CLEARING	715200C	P-CARD CLEARING ACCOUNT BUD	0.00	(5,035.41)	3,589.44	
			PERFORMANCE MANAGEMENT	701100C	CONTINUING FULL TIME	431,718.42	355,634.90	90,976.70	
				701200C	CONTINUING FULL TIME - OTHERS	11,896.44	31,559.78	18,584.67	
				701300C	ADDITIONAL GROSS PAY	0.00	5,120.75	0.00	
				701400C	FRINGE BENEFITS - CURR PERSON	104,249.50	81,599.85	21,741.53	
				701500C	OVERTIME PAY	0.00	959.21	80.98	
			PFL ADMINISTRATION	701100C	CONTINUING FULL TIME	1,284,442.63	1,256,804.44	389,329.57	
				701200C	CONTINUING FULL TIME - OTHERS	1,218,710.54	1,441,077.66	444,557.46	
				701300C	ADDITIONAL GROSS PAY	0.00	39,353.15		
				701400C	FRINGE BENEFITS - CURR PERSON	78,329.65	625,593.89	189,926.08	
				701500C	OVERTIME PAY	0.00	16,263.60	1,246.91	
				711100C	SUPPLIES & MATERIALS	50,000.00	26,579.68	0.00	
				713100C	OTHER SERVICES & CHARGES	2,013,921.65	2,074,827.43	97,606.88	
				713200C	CONTRACTUAL SERVICES - OTHER	4,895,766.66	4,895,766.67	462,230.87	
				715200C	P-CARD CLEARING ACCOUNT BUD	0.00	5,035.41	0.00	
				717100C	PURCHASES EQUIPMENT & MACH	78,366.60	74,847.49	1,934.00	
			PFL APPEALS & ADJUDICATION	701100C	CONTINUING FULL TIME	667,306.47	541,893.11	137,242.69	
				701200C	CONTINUING FULL TIME - OTHERS	324,561.10	290,981.68	67,654.93	
				701300C	ADDITIONAL GROSS PAY	0.00	1,184.96		
				701400C	FRINGE BENEFITS - CURR PERSON	96,505.46	194,666.71	43,750.74	
				701500C	OVERTIME PAY	0.00	12,087.97	868.58	
			PFL BENEFITS	701100C	CONTINUING FULL TIME	1,427,137.92	581,509.81	137,260.93	
				701200C	CONTINUING FULL TIME - OTHERS	2,027,956.76	2,255,468.06	586,376.04	

**Q41 DOES POH 2026\_O-Type Summary (Special Purpose Revenue)**

**6.e Expenditures**

6.a Revenue Source Code	6.d Revenue FY 25	6.d Revenue FY 26	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY 25 Budget	FY 25 Expenditures	FY 26 Expenditures	6.f Fund Balance + Deferred Inflows as of December 2025
				701300C	ADDITIONAL GROSS PAY	0.00	11,935.51		
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	625,898.11	160,765.34	
				701500C	OVERTIME PAY	0.00	9,556.31	1,332.35	
			PFL COMPLIANCE	701100C	CONTINUING FULL TIME	436,225.00	26,818.15	0.00	
				701200C	CONTINUING FULL TIME - OTHERS	56,759.70	138,315.20	36,059.85	
				701400C	FRINGE BENEFITS - CURR PERSON	115,851.41	36,358.08	6,097.02	
				701500C	OVERTIME PAY	0.00	1,181.81	232.77	
			PFL ENFORCEMENT	701100C	CONTINUING FULL TIME	557,884.83	282,086.97	81,051.16	
				701300C	ADDITIONAL GROSS PAY	0.00	1,506.58		
				701400C	FRINGE BENEFITS - CURR PERSON	146,165.82	38,010.11	12,158.42	
				711100C	SUPPLIES & MATERIALS	5,000.04	0.00		
				713100C	OTHER SERVICES & CHARGES			0.00	
			PFL TAX	701100C	CONTINUING FULL TIME	1,062,709.09	582,288.72	156,904.25	
				701200C	CONTINUING FULL TIME - OTHERS	2,400,572.96	2,299,339.34	534,362.14	
				701300C	ADDITIONAL GROSS PAY	0.00	11,247.46	14,363.23	
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	680,884.37	154,730.62	
				701500C	OVERTIME PAY	0.00	10,853.78	2,145.06	
			PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GE	701100C	CONTINUING FULL TIME	62,834.18	56,169.19	14,165.74	
				701200C	CONTINUING FULL TIME - OTHERS	9,643.16	10,411.57	2,672.59	
				701400C	FRINGE BENEFITS - CURR PERSON	17,032.17	16,508.13	4,251.62	
				701500C	OVERTIME PAY	0.00	265.26		
				712100C	ENERGY COMM & BLDG RENTALS	848,597.34	906,876.54	8,139.05	
				713100C	OTHER SERVICES & CHARGES			0.00	
				713101C	SECURITY SERVICES	312,468.96	469,565.23	0.00	
			TRAINING AND DEVELOPMENT - GENERAL	701100C	CONTINUING FULL TIME	74,738.62	68,615.80	20,533.10	
				701400C	FRINGE BENEFITS - CURR PERSON	17,563.58	15,382.80	4,578.87	
<b>1060109 Total</b>						<b>22,569,988.03</b>	<b>22,569,988.03</b>	<b>4,292,464.17</b>	
1060117	12,348,487.28	1,193,995.70	AGENCY ACCOUNTING SERVICES	701100C	CONTINUING FULL TIME	133,559.00	133,880.17	34,541.64	1,840,881.01
				701400C	FRINGE BENEFITS - CURR PERSON	31,386.37	26,163.28	6,740.81	
			AGENCY BUDGETING AND FINANCIAL MANAGEMENT	701400C	FRINGE BENEFITS - CURR PERSON	0.00	0.00		
			BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	701100C	CONTINUING FULL TIME	0.00	159,088.20	59,033.37	
				701200C	CONTINUING FULL TIME - OTHERS	0.00	526,958.90	250,747.42	
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	156,283.55	64,046.30	
				701500C	OVERTIME PAY	0.00	4,933.94		
				711100C	SUPPLIES & MATERIALS	10,000.00	0.00	0.00	
			LABOR MARKET INFORMATION	701200C	CONTINUING FULL TIME - OTHERS	65,285.00	72,720.92	18,621.65	
				701400C	FRINGE BENEFITS - CURR PERSON	15,341.98	18,396.46	5,236.65	
			P-CARD CLEARING	715200C	P-CARD CLEARING ACCOUNT BUD	0.00	(10,571.86)		
			PROGRAM PERFORMANCE MONITORING	713100C	OTHER SERVICES & CHARGES	0.00	0.00		
				715200C	P-CARD CLEARING ACCOUNT BUD	0.00	(200.00)		
			PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GE	712100C	ENERGY COMM & BLDG RENTALS	1,227,735.09	1,475,580.95	86,369.44	
				713100C	OTHER SERVICES & CHARGES			0.00	
				713101C	SECURITY SERVICES	452,074.37	616,608.23	16,842.34	
			TRAINING AND DEVELOPMENT - GENERAL	701100C	CONTINUING FULL TIME			0.00	
				701400C	FRINGE BENEFITS - CURR PERSONNEL			0.00	

**Q41 DOES POH 2026\_O-Type Summary (Special Purpose Revenue)**

6.e Expenditures									
6.a Revenue Source Code	6.d Revenue FY 25	6.d Revenue FY 26	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY 25 Budget	FY 25 Expenditures	FY 26 Expenditures	6.f Fund Balance + Deferred Inflows as of December 2025
			UI BENEFITS	701100C	CONTINUING FULL TIME	866,417.38	789,890.20	521,118.20	
				701200C	CONTINUING FULL TIME - OTHERS	959,402.67	1,838,979.08	967,565.67	
				701400C	FRINGE BENEFITS - CURR PERSON	429,067.77	659,886.88	377,774.64	
				701500C	OVERTIME PAY	0.00	38,974.97	27,471.73	
				711100C	SUPPLIES & MATERIALS	20,000.00	6,360.94	0.00	
				713100C	OTHER SERVICES & CHARGES	26,158.00	20,465.59	10,662.03	
				713200C	CONTRACTUAL SERVICES - OTHER	539,098.54	516,503.62	630,039.06	
				715200C	P-CARD CLEARING ACCOUNT BUD	0.00	4,997.84	0.00	
				717100C	PURCHASES EQUIPMENT & MACH	18,000.00	17,348.40	0.00	
			UI COMPLIANCE AND INDEPENDENT MONITORING	701100C	CONTINUING FULL TIME	0.00	98,476.45	65,427.08	
				701200C	CONTINUING FULL TIME - OTHERS	0.00	43,821.51	(2,677.97)	
				701400C	FRINGE BENEFITS - CURR PERSON	0.00	169,961.38	17,243.32	
				711100C	SUPPLIES & MATERIALS	10,000.00	4,958.82	0.00	
				713100C	OTHER SERVICES & CHARGES	15,000.00	0.00	7,881.36	
				715200C	P-CARD CLEARING ACCOUNT BUD	0.00	2,117.72	0.00	
			UI TAX COLLECTIONS	701100C	CONTINUING FULL TIME	646,336.15	632,856.59	562,322.62	
				701200C	CONTINUING FULL TIME - OTHERS	1,160,250.50	1,160,250.50	718,416.91	
				701400C	FRINGE BENEFITS - CURR PERSON	1,148,301.55	447,386.46	328,036.94	
				701500C	OVERTIME PAY	0.00	5,443.78	1,321.19	
				711100C	SUPPLIES & MATERIALS	4,857.00	935.22	0.00	
				713100C	OTHER SERVICES & CHARGES	120,253.00	85,209.50	(12,005.67)	
				713200C	CONTRACTUAL SERVICES - OTHER	4,815,378.13	2,986,244.57	232,364.07	
				715200C	P-CARD CLEARING ACCOUNT BUD	0.00	3,656.30	0.00	
				717100C	PURCHASES EQUIPMENT & MACH	666.60	0.00	0.00	
1060117 Total						<b>12,714,569.10</b>	<b>12,714,569.06</b>	<b>4,995,140.80</b>	
	<b>338,982.33</b>	<b>80,651.38</b>							
1060416			APPRENTICESHIP INFORMATION AND TRAINING	713100C	OTHER SERVICES & CHARGES	0.00	0.00	0.00	
						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Q41 DOES POH 2026\_O-Type Summary (Special Purpose Revenue)

6.e Expenditures									
6.a Revenue Source Code	6.d Revenue FY 25	6.d Revenue FY 26	Program Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY 25 Budget	FY 25 Expenditures	FY 26 Expenditures	6.f Fund Balance + Deferred Inflows as of December 2025




**DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 LOCAL BUDGET**

Fund	Fund Description	Program	Program Description	Cost Center	Cost Center Description	Revised		Expenditure	Obligation	Commitment	Available	
						Initial Budget	Budget				Budget	Percent Available
1010001	LOCAL FUNDS	100003	COMMUNICATIONS - GENERAL	50276	OFFICE PUBLIC AFFAIRS OFFICE OF CUSTOMER	341,254.87	341,254.87	433,920.36	0.00	0.00	(92,665.49)	-27.15%
		100027	CALL CENTER SERVICES	50269	EXPERIENCE OFFICE OF ADMINISTRATIVE	253,960.17	253,960.17	239,848.68	0.00	0.00	14,111.49	5.56%
		100042	FLEET MANAGEMENT - GENERAL	50268	SERVICES OFFICE OF HUMAN	512,604.02	512,604.02	420,521.73	0.00	0.00	92,082.29	17.96%
		100058	HUMAN RESOURCE SERVICES - GENERAL	50267	RESOURCES - CFO OFFICE OF INFORMATION	16,198.38	16,198.38	4,218.10	0.00	0.00	11,980.28	73.96%
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	TECHNOLOGY - CFO OFFICE OF THE DIRECTOR -	2,732,647.86	2,518,308.64	2,450,585.20	0.00	0.00	67,723.44	2.69%
		100092	LEGAL SERVICES - GENERAL	50278	CFO OFFICE OF ADMINISTRATIVE	11,380.48	11,380.48	7,113.96	0.00	0.00	4,266.52	37.49%
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	50268	SERVICES	5,943,655.05	5,433,655.05	5,102,625.37	0.00	0.00	331,029.68	6.09%
		150002	AGENCY ACCOUNTING SERVICES	10002	ACCOUNTING DIVISION ACCOUNTING DIVISION -	1,064,277.24	1,064,277.24	1,050,054.47	0.00	0.00	14,222.77	1.34%
				10051	GOC	0.00	0.00	47.78	0.00	0.00	(47.78)	0.00%
			AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES									
		150003		10001	BUDGET DIVISION	1,109,700.88	1,109,700.88	1,061,906.37	0.00	0.00	47,794.51	4.31%
				10050	BUDGET DIVISION - GOC	0.00	0.00	2,427.66	0.00	0.00	(2,427.66)	0.00%
		150012	P-CARD CLEARING	10086	P-CARD CLEARING	0.00	0.00	(7,391.51)	0.00	0.00	7,391.51	0.00%
					OFFICE OF PERFORMANCE							
		500161	PERFORMANCE MANAGEMENT	50258	MANAGEMENT - CFO OFFICE OF ADMINISTRATIVE	2,303,388.02	2,303,388.02	2,077,233.82	0.00	0.00	226,154.20	9.82%
				50268	SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
					OFFICE OF TALENT AND							
		500162	TALENT AND CLIENT SERVICES	50260	CLIENT SERVICES DIVISION OF STATE	670,225.00	670,225.00	721,366.47	0.00	0.00	(51,141.47)	-7.63%
				50272	INITIATIVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		500166	FIRST SOURCE	50261	OFFICE OF WAGE HOUR	0.00	0.00	30,000.00	0.00	0.00	(30,000.00)	0.00%
				50266	OFFICE OF FIRST SOURCE OFFICE OF OCCUPATIONAL	1,513,351.38	1,513,351.38	1,788,024.82	0.00	0.00	(274,673.44)	-18.15%
		500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	50262	SAFETY AND HEALTH	126,528.02	126,528.02	63,001.25	0.00	0.00	63,526.77	50.21%
		500168	WAGE HOUR SERVICES	50261	OFFICE OF WAGE HOUR	3,556,983.14	3,556,983.14	3,675,564.78	0.00	0.00	(118,581.64)	-3.33%
		500178	UI BENEFITS	50259	INFRASTRUCTURE ACADEMY	0.00	0.00	(4,955.76)	0.00	0.00	4,955.76	0.00%
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	50261	OFFICE OF WAGE HOUR OFFICE OF UNEMPLOYMENT	0.00	0.00	70.20	0.00	0.00	(70.20)	0.00%
					COMPENSATION - TAX							
		500180	UI TAX COLLECTIONS	50252	DIVISION BUREAU FEDERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
					PROGRAMS							
		500181	AMERICAN JOB CENTER OPERATIONS	50244	PROGRAMS BUREAU FEDERAL	0.00	0.00	(554,397.21)	0.00	0.00	554,397.21	0.00%
					PROGRAMS							
		500182	APPRENTICESHIP INFORMATION AND TRAINING	50244	PROGRAMS OFFICE OF YOUTH	421,078.17	421,078.17	680,805.08	0.00	0.00	(259,726.91)	-61.68%
				50256	PROGRAMS BUREAU FEDERAL	0.00	0.00	(1,433.17)	0.00	0.00	1,433.17	0.00%
					PROGRAMS							
		500184	INFRASTRUCTURE ACADEMY SERVICE	50244	PROGRAMS OFFICE OF YOUTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
				50256	PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
				50259	INFRASTRUCTURE ACADEMY BUREAU FEDERAL	6,343,639.15	6,031,759.15	5,883,970.27	(0.00)	0.00	147,788.88	2.45%
		500185	LOCAL ADULT TRAINING	50244	PROGRAMS OFFICE OF TRAINING AND	0.00	0.00	(28,860.08)	0.00	0.00	28,860.08	0.00%
					DEVELOPMENT							
			MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	50244	PROGRAMS BUREAU FEDERAL	411,816.68	411,816.68	274,828.72	0.00	0.00	136,987.96	33.26%
		500186			PROGRAMS	0.00	0.00	82,549.99	0.00	0.00	(82,549.99)	0.00%



**DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 LOCAL BUDGET**

Fund	Fund Description	Program	Program Description	Cost Center	Cost Center Description	Revised		Expenditure	Obligation	Commitment	Available	
						Initial Budget	Budget				Budget	Percent Available
1010001	LOCAL FUNDS	500186	MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	50256	OFFICE OF YOUTH PROGRAMS	27,406,232.21	27,350,599.76	26,742,432.11	0.00	0.00	608,167.65	2.22%
					50258	OFFICE OF PERFORMANCE MANAGEMENT - CFO	0.00	0.00	1,973.60	0.00	0.00	(1,973.60)
		500187	MARION BARRY YOUTH LEADERSHIP INSTITUTE	50256	OFFICE OF YOUTH PROGRAMS	1,010,304.04	1,010,304.04	1,142,499.23	0.00	0.00	(132,195.19)	-13.08%
		500188	PROGRAM PERFORMANCE MONITORING	50244	BUREAU FEDERAL PROGRAMS	34,658.15	34,658.15	52,856.63	0.00	0.00	(18,198.48)	-52.51%
				50245	BUREAU OF COMPLIANCE AND INDEPENDENT MONITORING	605,134.97	605,134.97	284,180.17	0.00	0.00	320,954.80	53.04%
		500189	SENIOR SERVICES	50244	BUREAU FEDERAL PROGRAMS	534,214.78	534,214.78	595,374.43	0.00	0.00	(61,159.65)	-11.45%
		500190	STATE-WIDE ACTIVITIES	50244	BUREAU FEDERAL PROGRAMS	6,503.14	6,503.14	(10,638.44)	0.00	0.00	17,141.58	263.59%
		500191	TRANSITIONAL EMPLOYMENT	50260	OFFICE OF TALENT AND CLIENT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
				50272	DIVISION OF STATE INITIATIVES	7,417,133.26	7,417,133.26	7,207,920.94	0.00	0.00	209,212.32	2.82%
		500193	WIOA YOUTH PROGRAM	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	430,058.35	0.00	0.00	(430,058.35)	0.00%
		500194	YEAR-ROUND YOUTH PROGRAM	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
				50256	OFFICE OF YOUTH PROGRAMS	5,285,813.65	5,184,307.08	4,581,582.15	0.00	0.00	602,724.93	11.63%
		500275	POVERTY COMMISSION	50363	OFFICE OF POVERTY COMMISSION	178,269.99	178,269.99	86,673.39	0.00	0.00	91,596.60	51.38%
		100224	CUSTOMER EXPERIENCE	50269	OFFICE OF CUSTOMER EXPERIENCE	733,278.92	733,278.92	391,329.39	0.00	0.00	341,949.53	46.63%
		500317	TRAINING AND DEVELOPMENT - GENERAL	50255	OFFICE OF TRAINING AND DEVELOPMENT	373,675.75	373,675.75	416,785.69	0.00	0.00	(43,109.94)	-11.54%
				50265	COMPENSATION REVIEW BOARD	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		500183	DC CAREER CONNECTIONS	50272	DIVISION OF STATE INITIATIVES	0.00	0.00	(18,925.01)	0.00	0.00	18,925.01	0.00%
		100148	TRAINING AND DEVELOPMENT - GENERAL	00000	NO COST CENTER	0.00	0.00	(623.78)	0.00	0.00	623.78	0.00%
				50255	OFFICE OF TRAINING AND DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		150011	PAYROLL DEFAULT	10002	ACCOUNTING DIVISION	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		150010	AUDIT ADJUSTMENTS	10002	ACCOUNTING DIVISION	0.00	0.00	(15,988.36)	0.00	0.00	15,988.36	0.00%
		0	NO PROGRAM	00000	NO COST CENTER	0.00	0.00	(419.76)	0.00	0.00	419.76	0.00%
	<b>LOCAL FUNDS Total</b>					<b>70,917,907.37</b>	<b>69,724,549.13</b>	<b>67,340,718.08</b>	<b>0.00</b>	<b>0.00</b>	<b>2,383,831.05</b>	<b>3.42%</b>
<b>1010001 Total</b>						<b>70,917,907.37</b>	<b>69,724,549.13</b>	<b>67,340,718.08</b>	<b>0.00</b>	<b>0.00</b>	<b>2,383,831.05</b>	<b>3.42%</b>
	<b>ARPA - LOCAL REVENUE</b>											
1010190	REVENUE	500191	TRANSITIONAL EMPLOYMENT	50272	DIVISION OF STATE INITIATIVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		500183	DC CAREER CONNECTIONS	50272	DIVISION OF STATE INITIATIVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	<b>ARPA - LOCAL REVENUE REPLACEMENT Total</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>1010190 Total</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	1010023	YLDI (YEAR ROUND)	100027	CALL CENTER SERVICES	50269	OFFICE OF CUSTOMER EXPERIENCE	0.00	0.00	0.00	0.00	0.00	0.00%
		YLDI (YEAR ROUND)										
		Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>1010023 Total</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Grand Total</b>						<b>70,917,907.37</b>	<b>69,724,549.13</b>	<b>67,340,718.08</b>	<b>0.00</b>	<b>0.00</b>	<b>2,383,831.05</b>	<b>3.42%</b>

**DEPARTMENT OF EMPLOYMENT SERVICES (CF0)**  
**FY2026 Q1 LOCAL BUDGET**

Fund	Fund Description	Program	Program Description	Cost Center	Cost Center Description	Revised		Expenditure	Obligation	Commitment	Available	
						Initial Budget	Budget				Budget	Percent Available
1010001	LOCAL FUNDS	100003	COMMUNICATIONS - GENERAL	50276	OFFICE PUBLIC AFFAIRS	340,372.04	340,372.04	101,122.22	0.00	0.00	239,249.82	70.29%
					OFFICE OF CUSTOMER							
		100027	CALL CENTER SERVICES	50269	EXPERIENCE	0.00	0.00	85,484.88	4,500.00	0.00	(89,984.88)	0.00%
					OFFICE OF ADMINISTRATIVE							
		100042	FLEET MANAGEMENT - GENERAL	50268	SERVICES	483,352.48	483,352.48	111,713.24	0.00	0.00	371,639.24	76.89%
					OFFICE OF HUMAN							
		100058	HUMAN RESOURCE SERVICES - GENERAL	50267	RESOURCES - CF0	16,198.38	16,198.38	0.00	2,700.00	0.00	13,498.38	83.33%
					OFFICE OF INFORMATION							
		100071	INFORMATION TECHNOLOGY SERVICES - GENERAL	50270	TECHNOLOGY - CF0	2,647,098.03	2,647,098.03	696,834.92	121,581.86	0.00	1,828,681.25	69.08%
					OFFICE OF THE DIRECTOR -							
		100092	LEGAL SERVICES - GENERAL	50278	CF0	11,380.48	11,380.48	228.41	0.00	0.00	11,152.07	97.99%
					OFFICE OF ADMINISTRATIVE							
		100113	PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	50268	SERVICES	3,236,421.65	3,236,421.65	555,730.31	797,906.27	0.00	1,882,785.07	58.17%
		150002	AGENCY ACCOUNTING SERVICES	10002	ACCOUNTING DIVISION	1,063,098.21	1,063,098.21	280,438.63	2,718.35	0.00	779,941.23	73.36%
			AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES									
		150003		10001	BUDGET DIVISION	1,042,852.70	1,042,852.70	289,016.35	0.00	0.00	753,836.35	72.29%
		150012	P-CARD CLEARING	10086	P-CARD CLEARING	0.00	0.00	4,499.93	0.00	0.00	(4,499.93)	0.00%
					OFFICE OF PERFORMANCE							
		500161	PERFORMANCE MANAGEMENT	50258	MANAGEMENT - CF0	2,438,550.42	2,438,550.42	608,415.76	0.00	0.00	1,830,134.66	75.05%
					OFFICE OF TALENT AND							
		500162	TALENT AND CLIENT SERVICES	50260	CLIENT SERVICES	692,075.69	692,075.69	152,673.49	17,031.25	0.00	522,370.95	75.48%
					OFFICE OF OCCUPATIONAL							
					SAFETY AND HEALTH	8,462.00	8,462.00	0.00	0.00	0.00	8,462.00	100.00%
		500166	FIRST SOURCE	50266	OFFICE OF FIRST SOURCE	1,958,859.49	1,958,859.49	564,630.59	203,312.13	0.00	1,190,916.77	60.80%
					OFFICE OF PERFORMANCE							
		500167	OCCUPATIONAL SAFETY AND HEALTH SERVICE	50258	MANAGEMENT - CF0	1,440.23	1,440.23	0.00	0.00	0.00	1,440.23	100.00%
					OFFICE OF OCCUPATIONAL							
					SAFETY AND HEALTH	63,923.34	63,923.34	15,812.35	0.00	0.00	48,110.99	75.26%
		500168	WAGE HOUR SERVICES	50261	OFFICE OF WAGE HOUR	3,738,027.98	3,738,027.98	810,807.01	21,494.11	2,300.00	2,903,426.86	77.67%
		500179	UI COMPLIANCE AND INDEPENDENT MONITORING	50261	OFFICE OF WAGE HOUR	0.00	0.00	(70.20)	0.00	0.00	70.20	0.00%
					BUREAU FEDERAL							
		500181	AMERICAN JOB CENTER OPERATIONS	50244	PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
					BUREAU FEDERAL							
		500182	APPRENTICESHIP INFORMATION AND TRAINING	50244	PROGRAMS	1,016,092.43	1,016,092.43	67,729.56	2,222.61	0.00	946,140.26	93.12%
		500184	INFRASTRUCTURE ACADEMY SERVICE	00000	NO COST CENTER	0.00	0.00	1,118.41	0.00	0.00	(1,118.41)	0.00%
					INFRASTRUCTURE ACADEMY	5,895,915.47	5,895,915.47	746,822.98	1,288,005.19	116,500.00	3,744,587.30	63.51%
					BUREAU FEDERAL							
		500185	LOCAL ADULT TRAINING	50244	PROGRAMS	461,955.68	461,955.68	1,886.28	6,667.70	0.00	453,401.70	98.15%
					OFFICE OF YOUTH							
					PROGRAMS	0.00	0.00	1,244.00	0.00	0.00	(1,244.00)	0.00%
			MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM		BUREAU FEDERAL							
		500186		50244	PROGRAMS	0.00	0.00	300.00	0.00	0.00	(300.00)	0.00%
					OFFICE OF YOUTH							
					PROGRAMS	27,734,280.26	27,734,280.26	555,842.05	560,385.53	760,268.40	25,857,784.28	93.23%
					OFFICE OF YOUTH							
		500187	MARION BARRY YOUTH LEADERSHIP INSTITUTE	50256	PROGRAMS	1,020,307.38	1,020,307.38	167,601.95	5,088.49	17,192.13	830,424.81	81.39%
					BUREAU FEDERAL							
		500188	PROGRAM PERFORMANCE MONITORING	50244	PROGRAMS	574,333.71	574,333.71	103,329.70	0.00	0.00	471,004.01	82.01%
					BUREAU FEDERAL							
		500189	SENIOR SERVICES	50244	PROGRAMS	108,589.44	108,589.44	24,567.78	0.00	0.00	84,021.66	77.38%
					BUREAU FEDERAL							
		500190	STATE-WIDE ACTIVITIES	50244	PROGRAMS	6,503.14	6,503.14	0.00	0.00	0.00	6,503.14	100.00%
					OFFICE OF YOUTH							
		500191	TRANSITIONAL EMPLOYMENT	50256	PROGRAMS	39,168.00	39,168.00	0.00	0.00	0.00	39,168.00	100.00%

DEPARTMENT OF EMPLOYMENT SERVICES (CF0)  
FY2026 Q1 LOCAL BUDGET

Fund	Fund Description	Program	Program Description	Cost Center	Cost Center Description	Revised		Expenditure	Obligation	Commitment	Available			
						Initial Budget	Budget				Budget	Percent Available		
1010001	LOCAL FUNDS	500191	TRANSITIONAL EMPLOYMENT	50272	DIVISION OF STATE INITIATIVES	7,371,310.58	7,371,310.58	1,010,639.12	124,856.57	0.00	6,235,814.89	84.60%		
		500193	WIOA YOUTH PROGRAM	50244	BUREAU FEDERAL PROGRAMS	0.00	0.00	234,719.62	0.00	0.00	(234,719.62)	0.00%		
		500194	YEAR-ROUND YOUTH PROGRAM	50256	OFFICE OF YOUTH PROGRAMS	5,376,576.38	5,376,576.38	1,185,440.39	220,198.85	249,807.87	3,721,129.27	69.21%		
		500275	POVERTY COMMISSION	50363	OFFICE OF POVERTY COMMISSION	0.00	0.00	32,875.91	0.00	0.00	(32,875.91)	0.00%		
		100224	CUSTOMER EXPERIENCE	50267	OFFICE OF HUMAN RESOURCES - CFO	60,800.00	60,800.00	0.00	53,667.00	0.00	7,133.00	11.73%		
				50269	OFFICE OF CUSTOMER EXPERIENCE	702,827.32	702,827.32	0.00	0.00	50,700.00	652,127.32	92.79%		
				50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%		
		500317	TRAINING AND DEVELOPMENT - GENERAL	50255	OFFICE OF TRAINING AND DEVELOPMENT	388,506.89	388,506.89	120,318.22	0.00	0.00	268,188.67	69.03%		
				50270	OFFICE OF INFORMATION TECHNOLOGY - CFO	11,235.61	11,235.61	0.00	0.00	0.00	11,235.61	100.00%		
		<b>LOCAL FUNDS Total</b>						<b>68,530,515.41</b>	<b>68,530,515.41</b>	<b>8,531,773.86</b>	<b>3,432,335.91</b>	<b>1,196,768.40</b>	<b>55,369,637.24</b>	<b>80.80%</b>
		<b>1010001 Total</b>						<b>68,530,515.41</b>	<b>68,530,515.41</b>	<b>8,531,773.86</b>	<b>3,432,335.91</b>	<b>1,196,768.40</b>	<b>55,369,637.24</b>	<b>80.80%</b>
<b>Grand Total</b>						<b>68,530,515.41</b>	<b>68,530,515.41</b>	<b>8,531,773.86</b>	<b>3,432,335.91</b>	<b>1,196,768.40</b>	<b>55,369,637.24</b>	<b>80.80%</b>		

<b>FY25</b>			
<b>Program</b>	<b>One-Time or Recurring</b>	<b>Amount</b>	<b>Description</b>
AGENCY MANAGEMENT	One-Time	\$510,000	To support operational needs for swing space while Spingarn construction is finalized
AGENCY MANAGEMENT	One-Time	\$258,702	To support the security relocation of the American Job Center (AJC)

<b>FY26</b>			
<b>Program</b>	<b>One-Time or Recurring</b>	<b>Amount</b>	<b>Description</b>
WAGE HOUR SERVICES	One-Time	11,200.00	To Support IT Hardware Acquisition
INFORMATION TECHNOLOGY SERVICES - GENERAL	One-Time	48,060.00	To Support IT Software Acquisitions
HUMAN RESOURCE SERVICES - GENERAL	One-Time	5,040.00	To Support IT Software Acquisitions
CUSTOMER EXPERIENCE	One-Time	60,800.00	To Support IT Hardware Acquisitions
INFORMATION TECHNOLOGY SERVICES - GENERAL	One-Time	45,000.00	To Support IT Hardware Acquisitions
MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	One-Time	15,499.75	To Support Purchases - Other Equipment

YEAR-ROUND YOUTH PROGRAM	One-Time	5,600.00	To Support Travel- Out of City
MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	One-Time	5,437.00	To support Tuition for Employee Training
MARION BARRY YOUTH LEADERSHIP INSTITUTE	One-Time	7,373.00	To support Travel- Local
INFORMATION TECHNOLOGY SERVICES - GENERAL	One-Time	7,434.00	To support Travel- Local
TRANSITIONAL EMPLOYMENT	One-Time	39,168.00	To support Tuition for Employee Training
WAGE HOUR SERVICES	One-Time	24,872.00	To support Tuition for Employee Training
TRAINING AND DEVELOPMENT - GENERAL	One-Time	11,235.61	To support Tuition for Employee Training
INFRASTRUCTURE ACADEMY SERVICE	One-Time	203,924.47	To support Professional Services Fees and Contracts
MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	One-Time	5,000.00	To support Travel -Out of City
TALENT AND CLIENT SERVICES	One-Time	3,799.00	To support Travel -Out of City
CUSTOMER EXPERIENCE	One-Time	20,000.00	To support Travel -Out of City
TRAINING AND DEVELOPMENT - GENERAL	One-Time	16,456.00	To support Travel -Out of City
INFORMATION TECHNOLOGY SERVICES - GENERAL	One-Time	466.91	To support Travel- Out of City
MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	One-Time	5,000.00	To support Travel -Local

OCCUPATIONAL SAFETY AND HEALTH SERVICE	One-Time	324.61	To support Travel -Local
TALENT AND CLIENT SERVICES	One-Time	8,462.00	To support Travel -Local
OCCUPATIONAL SAFETY AND HEALTH SERVICE	One-Time	1,440.23	To support Travel -Local
AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	One-Time	720.00	To support Travel -Local
PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	One-Time	640.00	To support Travel -Local
INFORMATION TECHNOLOGY SERVICES - GENERAL	One-Time	6,426.00	To support Travel -Local
HUMAN RESOURCE SERVICES - GENERAL	One-Time	1,598.00	To support Travel -Local
COMMUNICATIONS - GENERAL	One-Time	799.00	To support Travel - Local







GRANT PROGRAM TITLE	DESCRIPTION OF SERVICES	PERIOD OF PERFORMANCE
Pathways for Young Adults	Occupational Skills Training to District youth ages 18-24	11/3/23 - 11/2/24
Pathways for Young Adults	Occupational Skills Healthcare Training to District youth ages 18-24	12/6/23 - 12/5/24
2024 Providing Older Workers Employment Resource (P.O.W.E.R) Senior Work Readiness Program	Occupational Skills Training and Job Placement Services	4/9/24 - 4/8/25
2024 HBCU Public Service Program - Apprenticeship Intermediary Grant	Intermediary Services	6/17/24 - 6/16/25
District Workforce Innovation Consortium c/o Fiscal Agent: BuildWithin, Inc.	Capacity Building	5/22/24 - 5/21/25
Pre-Apprenticeship Training	Pre-Apprenticeship Training	6/30/24 - 6/20/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25
Job Readiness Training Grant	Job Readiness	9/30/24-09/30/25

GRANT PROGRAM/TITLE	DESCRIPTION OF SERVICE	PERIOD OF PERFORMANCE
2025 DOES Public Service Program Apprenticeship Grant	Intermediary Services	7/24/25 - 7/23/26

### PREREQUISITES

- Approval
- Statement of Work from the Program
- Funding Certification from the program

### PRE-AWARD

- Develop Notice of Funding Availability (NOFA) and Request For Application (RFA)
- Email NOFA/RFA to program for review and approval
- Email NOFA/RFA to legal for review and legal sufficiency
- Email approved NOFA/RFA to COO for approval to move forward with posting
- Development of RFA in Grants Management System
- Send RFA to Office of Risk Management to request Insurance requirements
- Post NOFA and RFA with DOES and Mayor's Office on Volunteerism and Partnership (*NOFA posted for 14 days with the DC Register*)(*RFA Posted for 30 Days*)
- Conduct Pre-Application meeting
- After RFA closes review applications for compliance
- Assign applications to reviewers provided by the program that meet the RFA requirements
- Provide reviewers scores to the program to select an Awardee. Once selected, email COO and Director for approval to move forward with notification.
- Develop NOGA and forward to Program for review and approval
- After program approval, forward to Legal for Legal Sufficiency
- Forward NOGA to COO and Director for final review and approval before sending it to Grantee

### AWARD

- Email NOGA to grantee for review and signature
- First Source Agreement needed from Grantee if the award is over \$300,000
- Schedule Grantee orientation
- Conduct orientation with Grantee
- Email signed NOGA from Grantee to COO for execution
- Email executed NOGA to Grantee

### POST AWARD

- Monthly Expenditure Report (*due by the 10<sup>th</sup> of each month*)
- Monthly Status report (*due by the 10<sup>th</sup> of each month*)
- Quarterly Performance Evaluation

### APPLICATION CHECKLIST

- Application Summary
- Organization Profile
- Participant Profile
- Program Description
- Organizational Chart
- Itemized Budget
- Statement of Certification
- List of Other Funding Sources
- Audited Financial Statements or one from below list:  
*Copy of most recent and complete set of audited financial statements. If audited financial statements have never been prepared due to the size or newness of an organization, the Applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc. submitted to the IRS within the three (3) years before the date of the grant application.*
- IRS Tax Status Determination Letter/(e.g. 501(c)(3))
- Key Staff Resumes
- List of Partners and Affiliations
- IRS W-9 Form
- Current Business License (*any other tax certs*)
- Previous Contracts or Grants with the District (Past two years)
- General Terms and Conditions – (*Attachment A complete and signed*)
- Applicant Assurances, Certification & Disclosures – (*Attachment B complete and signed*)
- Non-Disclosure Agreement –(*Attachment C complete and signed*)
- Relationship Disclosure Statement (*Attachment D complete and signed*)
- DC Contribution and Solicitation Certification (*Attachment E complete and signed*)
- Past Performance Form (*Attachment F – Optional*)
- Insurance Affidavit (*Attachment G is complete and signed*)
- Proof of Occupancy (Building Lease/Rental Agreement)
- Clean Hands - *DOES requires that the submitted Certificate of Clean Hands reflects a date within a 30-day period immediately preceding the application's submission. Self-Certification and Certificates of Good Standing will not be accepted*
- System for Award Management (SAM) with Federal Government: *The Applicant must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOES (when Federal Funds are being used)*

## Q46 DOES POH 2026 - H.O.P.E. Plan Outcomes

<p>Achieve Organizational Excellence</p>	<p>As part of its efforts to operate smart and effective systems, DOES was able to successfully launch its new Unemployment Insurance Benefits system which went live on February 5th, 2024. This project has enabled the DOES UI Benefits team to significantly improve customer service delivery; eliminate manual, time-consuming processes; increase data accuracy; and to improve security and privacy. The effort has increased the team's performance in many areas such as the doubling of the average number of issues resolved by Benefits Claims Examiners</p>
	<p>During the third quarter of FY25, a total of 184 audits were completed, with 73 of those resulting in wage adjustments. Following the completion of these audits, the unit reviewed over \$199 million in reported wages. This review uncovered \$33.6 million in underreported wages, which led to an additional \$173,367 being contributed to the Trust Fund.</p>
	<p>In the last two fiscal years, the Office of Customer Experience (OCE) team has served over 120,000 visitors. OCE received over 400,000 calls, 75% of which were answered by our customer services team, meeting the target response time for the Agency's FY25 performance plan.</p>
<p>Serve as a World-Class Labor and Workforce Agency</p>	<p>The agency's local and federal workforce development programs served over 31,000 individuals in FY2024 and over 36,000 individuals in FY2025 through career services provided by dedicated staff members, highlighting the agency's ongoing commitment to expanding its outreach and impact on the community's workforce development initiatives.</p>
	<p>Through the agency's local and federal workforce development programs, participants received over 106,900 services in FY2025. These services included a diverse range of offerings such as occupational skills training, job readiness training, apprenticeship and pre-apprenticeship training, mentorship and leadership development opportunities, internships, career counseling and planning sessions, pre-employment assistance, on-the-job training and various professional development services.</p>
	<p>In 2024 and 2025, DOES UI Benefits received 61.8K claims and made 41.5K payments resulting in \$294 million in total payments disbursed.</p>
	<p>In 2025, the Office of Paid Family Leave Benefits Division disbursed a total of \$148.9 million in PFL benefits to eligible claimants. This amount reflects a \$22 million increase over 2024.</p>

<p>Promote The District’s Human Capital</p>	<p>In FY25, the Office of Youth Programs (OYP) expanded career readiness and leadership opportunities during DCPS Spring Break by launching the first spring cohort of the Career Ready Early Scholars Program (CRESP), hosting six MBSYEP orientation events, organizing multi-campus college tours for HSIP and MBYLI participants, and culminating with the MBSYEP Career Expo at Arena Stage.</p>
	<p>The DC Infrastructure Academy (DCIA) advanced participant retention and long-term success through comprehensive job coaching services that guide individuals from training into sustainable employment. Based on these implemented strategies, DCIA was able to achieve nearly an 80% completion rate for its cohorts in FY25.</p>
	<p>Launched in February 2025, the Office of Workforce and Federal Programs’ College Fellowship Program is building a robust workforce pipeline by converting subsidized training into stable, middle-income employment for recent DC graduates. To date, three fellows have secured full-time roles at District agencies and Whitman-Walker, while 26 remain in career-track placements. In FY2025, the program generated \$819,820 in unsubsidized wages, with salaries ranging from \$55,744 to \$76,060 across public service, technology, and operations thus expanding access to long-term career mobility and reinvesting nearly \$1 million annually into the local economy.</p>
<p>Create Diversity, Equity, Inclusion, And Access</p>	<p>In FY25, DOES launched Synergy Circle, a new and innovative professional development program. Over 90 staff members engaged in weekly sessions designed to foster growth, collaboration, and a deeper sense of community within the</p>
	<p>In Q4 FY25, the Office of Paid Family Leave (OPFL) executed the citywide outreach initiative “Building Bridges Across D.C.” to expand access, equity, and awareness of paid family leave benefits across all eight wards. Through partnerships with community organizations and participation in high-profile events, OPFL engaged more than 175,000 residents from diverse income levels, educational backgrounds, and linguistic groups</p>
	<p>During FY25, DOES conducted 165 community events, 62% in Ward 7 and 8, including job fairs and resource events.</p>

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF EMPLOYMENT SERVICES



# H.O.P.E.

HELPING OTHERS PERSEVERE EQUITABLY

STRATEGIC WORK PLAN



DISTRICT OF COLUMBIA  
DEPARTMENT OF  
EMPLOYMENT SERVICES



GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR



**“WE ARE WHAT WE REPEATEDLY DO. EXCELLENCE, THEN, IS NOT AN ACT, BUT A HABIT.”**

—WILL DURANT



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Jameka Miller, Project Empowerment - Ward 5

“A value is a way of being or believing that we hold most important. Living into our values means that we do more than profess our values, we practice them. We walk our talk - we are clear about what we believe and hold important, and we take care that our intentions, words, thoughts, and behaviors align with those beliefs.” – BRENÉ BROWN



I released my Vision Forward Plan in 2020 to outline the agency's strategic goals and focus on the future of the Department of Employment Services. What followed only a few short weeks later would change the way we do business forever.

As the economic first responders supporting DC residents and workers suddenly out of work due to the global pandemic, our priorities shifted to focus on customer service, timely benefit payments, and frequent data reporting to track unemployment insurance claims.

During that same year, we successfully launched our Paid Family Leave benefits program, maintained our Marion Barry Summer Youth Employment Program by operating 100% virtually, and began focusing on DC's efforts toward economic recovery.

All of our staff returned fully to an in-office operation during the summer of 2021, and we have expanded several programs due to federal and local funding and continue to identify opportunities to help our customers up-skill or train for new employment opportunities.

While we stay ahead of the curve with labor market demands, the changing landscape in workplaces with remote work, the gig economy, and a focus on digital transformation, I'm proud to continue advancing our vision forward with the publication of our Strategic Work Plan, entitled "H.O.P.E. Helping Others Persevere Equitably."

The biggest opportunity as we move forward is that all our strategic initiatives now fall under 4 brand-new key focus areas, replacing the 6 original goals, adding a total of 26 brand new projects aligned with our mission:

1. **ACHIEVE ORGANIZATIONAL EXCELLENCE**
2. **SERVE AS A WORLD-CLASS LABOR AND WORKFORCE AGENCY**
3. **PROMOTE THE DISTRICT'S HUMAN CAPITAL**
4. **CREATE DIVERSITY, EQUITY, INCLUSION, AND ACCESS**

Our H.O.P.E Plan supports Mayor Muriel Bowser's DC's Comeback Plan which she released earlier this year and has three goals: Successful Businesses, Opportunity Rich Neighborhoods, and Thriving People. DOES will be part of the equation to create 35,000 new jobs in high-growth target sectors, retaining our current residents, and helping to increase the economic prosperity for our Black residents.

My team has relied on feedback from you - our customers, our stakeholders, and our employees - to set strategic goals that make sense. I look forward to continuing our valuable partnerships with District businesses, employers, educators, workers, and residents, including our youth, to drive workforce development, economic progress and put people back to work.

In partnership,

Dr. Unique Morris-Hughes  
Director, DC Department of Employment Services

## MISSION

Our mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities.

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## VISION

We provide comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability and the highest quality of life for all.

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## VALUES

Accountability • Autonomy • Collaboration • Innovation



# WE BELIEVE...

- It is our role to serve all residents of the District from all economic, social, and cultural backgrounds.
- We are responsible for providing excellent service to all of our customers and partners.
- We are the partner of choice for all DC employers to find skilled and talented employees in the District.
- We must increase equitable opportunities for all DC residents so they may secure jobs that provide livable wages and the opportunity for economic advancement.
- In providing training that is responsive to the needs of employees and innovative to meet the needs of employers in our growing city.
- The key to our success is to leverage cutting-edge technology to support residents seeking meaningful employment.





**“IF YOU WANT TO GO FAST GO ALONE,  
IF YOU WANT TO GO FAR GO TOGETHER.”**

-AFRICAN PROVERB

# KEY FOCUS AREAS



1

**ACHIEVE ORGANIZATIONAL EXCELLENCE**



2

**SERVE AS A WORLD-CLASS LABOR AND WORKFORCE AGENCY**



3

**PROMOTE THE DISTRICT'S HUMAN CAPITAL**



4

**CREATE DIVERSITY, EQUITY, INCLUSION, AND ACCESS**





Cultivate a culture of accountability that leads to excellence in service delivery, data proficiency and literacy, and DOES being an employer of choice in the District of Columbia.

### OBJECTIVE 1.1

#### OPERATE SMART AND EFFECTIVE SYSTEMS

- Develop and deploy a robust, fully-integrated Unemployment Benefits and Tax solution resulting in efficiencies and the ability to offer broader services. All systems within Unemployment Insurance will be integrated.
- Complete the Office of Youth Programs Web-based data management system.
- Develop a responsive, integrated, and effective system of records management.
- Plan and promote agency-wide Data Enterprise Management.
- Develop an Outreach Plan to include the use of social media platforms, participation at community events, and DOES sponsored engagement activities.
- Integrate a Systems Thinking approach into DOES trainings, all staff events, and engagement activities.

### OBJECTIVE 1.2

#### PROVIDE BEST-IN-CLASS CUSTOMER SERVICE

- Review, update and create Standard Operating Procedures that are responsive to customer needs.
- Develop and implement a customer service strategy aligned with the Customer Service Bill of Rights that contributes to overall enhanced customer experience and increased customer satisfaction.
- Conduct a customer touchpoint analysis in order to optimize service delivery.
- Centralize external-facing customer service operations.

### OBJECTIVE 1.3

#### ENHANCE THE AGENCY'S WORKFORCE TALENT MANAGEMENT

- Develop comprehensive strategy to recruit and hire qualified individuals.
- Complete and compile best-practice research to improve the new employee onboarding experience.
- Align employee performance plans with agency performance plan and goals.

### OBJECTIVE 1.4

#### CREATE OPPORTUNITIES FOR EMPLOYEE ENGAGEMENT, EDUCATION, AND EMPOWERMENT

- Streamline agency processes through coordinated intra-agency project management and collaboration.
- Create a comprehensive Data Governance Strategy that includes a method for accelerating data literacy for DOES employees and customers.
- Conduct Quarterly All Staff Meetings.





Align service-delivery systems to ensure DOES is the premier workforce development partner for DC Residents, Employees, and Businesses.

### OBJECTIVE 2.1

PROVIDE HIGH QUALITY TRAINING, UPSKILLING, JOB PLACEMENT AND CAREER DEVELOPMENT SERVICES

- Provide personalized career development services to customers through comprehensive intake, skill assessment, and case management services.
- Identify, endorse, and track the achievement of a core set of workforce credentials that demonstrate job readiness and occupational skills.
- Promote opportunities for employment using the “Earn and Learn” Model.

### OBJECTIVE 2.2

EMPOWER AND PROTECT DC'S WORKFORCE

- Create and distribute a workforce development toolkit that will provide DC stakeholders including K-12, postsecondary students, teachers, community-based organizations and the government with funding, strategic resources, and connections.

### OBJECTIVE 2.3

DELIVER UNEMPLOYMENT COMPENSATION BENEFITS, PAID FAMILY LEAVE BENEFITS, AND WORKER'S COMPENSATION BENEFITS TO ELIGIBLE INDIVIDUALS

- Track and monitor the disbursement of Unemployment Insurance and Paid Family Benefits using OCTO supported business intelligence tools.





Endorse the knowledge, skills, and abilities of our customers, District residents, and DOES employees.

### OBJECTIVE 3.1

PROVIDE RECOMMENDATIONS AND SOLUTIONS FOR SUCCESSFUL AND INNOVATIVE CAREER PATHWAYS

- Determine the workforce needs of employers using data collected by the Office of Talent and Client Services.
- Offer training in high-growth target sectors of employment and other scholarships to District residents pursuing post-secondary development and career opportunities.
- Engage our youth-focused community (families, students, teachers, educational institutions) as subject-matter experts on critical issues such as workforce development and training opportunities, youth employment, and apprenticeships. Use this to drive solutions, projects and grant development.
- Identify current labor market trends and produce outreach materials for use by customers and employees (i.e. Hot Jobs List, Labor Market Awareness Dashboard, etc.).
- Support retention through job coaching services.

### OBJECTIVE 3.2

ALIGN WORKFORCE WITH EDUCATION

- Establish a MBSYEP Teacher Internship.
- Ensure robust career training and technical education programs available in high schools are offered to youth, young adults and adults seeking career growth opportunities.
- Partner with District of Columbia Public Schools and Public Charter Schools, the University of the District of Columbia, and career and technical education programs to include competency-based and dual enrollment options.

### OBJECTIVE 3.3

INCREASE EMPLOYEE, CUSTOMER AND STAKEHOLDER SATISFACTION

- Convene Quarterly Stakeholder Engagement Forums.
- Plan and conduct an agency Open House at DOES Headquarters.
- Administer an Employee Engagement Survey annually and share results with agency management.
- Administer a Customer Satisfaction Survey annually and use the data to drive changes within the agency.
- Administer a Stakeholder Engagement Survey annually and use the data to identify opportunities for continuous improvement.
- Conduct 30, 60, 90-day Focus Group with all new DOES employees.
- Provide promotion opportunities for current DOES employees.

### OBJECTIVE 3.4

PROVIDE TAILORED/SPECIALIZED LEARNING & DEVELOPMENT OPPORTUNITIES FOR DOES EMPLOYEES

- Provide skill development opportunities for our front desk, call center, and language access operations to create more positive customer experiences through the Office of Customer Experience.
- Produce an Annual All-Staff Professional Development Day.
- Perform a DOES Employee Skill Analysis to identify training and professional development needs of agency staff.
- Plan and execute an annual DOES Learning Expo.
- Educate and empower current DOES employees through three unique training opportunities: Developing Leaders Program, Aspiring Managers Summit, LEAD Program.



Prioritize the pillars of diversity, equity, inclusion, and access at DOES with well-defined goals and objectives.

#### OBJECTIVE 4.1

IDENTIFY AND RECOMMEND SOLUTIONS TO ADVANCE RACIAL EQUITY WITHIN THE DEPARTMENT

- Implement recommendations from the 2022 Equity Audit.

#### OBJECTIVE 4.2

USE BEST PRACTICE RESEARCH AND LABOR MARKET INFORMATION TO DETERMINE THE CAREER DEVELOPMENT NEEDS OF AND JOB OPPORTUNITIES FOR OUR UNDERSERVED POPULATIONS

- Conduct research and gather labor market information to identify ways to better serve customers with barriers to employment: District youth, returning citizens, customers age 50+, and people with disabilities.

#### OBJECTIVE 4.3

RECRUIT, TRAIN, AND RETAIN A DIVERSE WORKFORCE AT DOES

- Conduct Quarterly Hiring Events to recruit individuals to DOES to fill vacancies.
- Incorporate Language Access Training into the agency onboarding activities.
- Establish an Employee Recognition Program.
- Hold bi-annual meetings that allow all staff in the agency to meet each other, and learn about upcoming projects and initiatives within the bureaus.

#### OBJECTIVE 4.4

SUPPORT POVERTY REDUCTION MEASURES

- Advance policies and initiatives aimed at elevating the needs of persons in poverty through the Commission on Poverty.
- Assess current and new programs to ensure they meet the needs of clients experiencing poverty through performance measurement activities.



## KEY RESULTS

DOES will track and regularly report our progress using the following indicators:

- **Total Number of DOES Customers Served**
- **Labor Market Information**
  - » Labor Market Participation Rate
  - » Unemployment Rate
  - » DC Ward Unemployment Rates
- **Compliance with DOES Employee Training Requirements**
  - » Total Percentage of Employees completing Cybersecurity Training
  - » Total Percentage of Employees completing Language Access Refresher
  - » Total Percentage of Employees completing Sexual Harassment Awareness Training
- **Employee Engagement**
  - » Total Number of Employee Engagement Events
  - » Employee Participation Rate at Engagement Events
- **Employee Satisfaction**
  - » Employee satisfaction measured by Employee Satisfaction Survey
- **Customer Satisfaction**
  - » Customer satisfaction measured by Customer Satisfaction Survey





- **Stakeholder Engagement**
  - » Total Number of Stakeholder Engagement Events
  - » Total Number of attendees at Stakeholder Events
- **Data Proficiency & Literacy**
  - » Employee attendance at training courses and workshops
- **Total Number of Hiring Events and Job Fairs for DOES Customers**
  - » Number of Hiring Events
  - » Number of DOES Sponsored Job Fairs
- **Diversity, Equity, Inclusion, and Access**
  - » Total Number of NEP/LEP Customers served
  - » Total Number of Customers with self-identified barrier to employment
  - » Total Number of Customers with self-disclosed disability

The Agency uses the metrics in the Agency Performance Plan to track and report both Workload Measures and Key Performance Indicators (KPIs) important to our work. To view the plan, the measures, as well as past agency performance plans and accountability reports, please [click here](#).



**DISTRICT OF COLUMBIA**  
DEPARTMENT OF  
EMPLOYMENT SERVICES

# MEASURING FOR RESULTS PROGRESS AND PERFORMANCE REPORT

## VISION FORWARD (2020-2022)

### Labor Market Indicators

% Labor Market participation (Calendar Year)

- **2019:** 71.1%
- **2020:** 69.5%
- **2021:** 69.2%
- **2022:** 70.1%

% of new hires (gained employment) for DOES program participants in Ward 7 and Ward 8

- **FY20** - 38%
- **FY21** - 31%
- **FY22** - 33%

Total number of all DOES customers who enter/re-enter the workforce (includes UI Claimants)  
Source: DC Wage Data (quarterly)

- **FY20** - 112,718
- **FY21** - 61,625
- **FY22** - 47,453

### Agency Services and Programs Indicators

DOES Customers (Total Unique Individuals) Served

- **FY19** - 28,087
- **FY20** - 21,136
- **FY21** - 18,763
- **FY22** - 20,724

# of hiring, recruitment, education, and training fairs for District job seekers

- **FY20** - 35
- **FY21** - 89
- **FY22** - 78

% of participants that attained a recognized postsecondary credential or a secondary school diploma

- **FY20** - 723 Credentials were earned by 556 unique individuals in DOES Programs. Additionally, 53 youth program participants earned a high school diploma.
- **FY21** - 507 Credential were earned by 382 unique individuals in DOES Programs.
- **FY22** - 690 Credentials were earned by 473 unique individuals in DOES Programs.

% of customers that access services during extended service hours (12/19/2019 - 3/13/2020) at the American Job Centers

\*During this reporting period only 39 customers were served in the American Job Center during extended service hours. Due to the COVID-19 Pandemic beginning in March 2020, the program was discontinued and to date has not been resumed.

# of new DC Networks users

- **FY19** - 21,310
- **FY20** - 105, 874
- **FY21** - 53,381
- **FY22** - 16,144

# of new employer partnerships; registrations in DC Networks

- **FY19** - 801
- **FY20** - 791
- **FY21** - 606
- **FY22** - 485

% of returning Marion Barry Summer Youth Employment Program employer partners

- **PY20** - 60.1%
- **PY21** - 54.9%
- **PY22** - 50.1%

# MEASURING FOR RESULTS PROGRESS AND PERFORMANCE REPORT VISION FORWARD (2020-2022)

## Employee Satisfaction Indicators

65% of employees have confidence in DOES (Employee Satisfaction Survey, Fall 2022)

75% of employees report finding their job fulfilling (Employee Satisfaction Survey, Fall 2022)

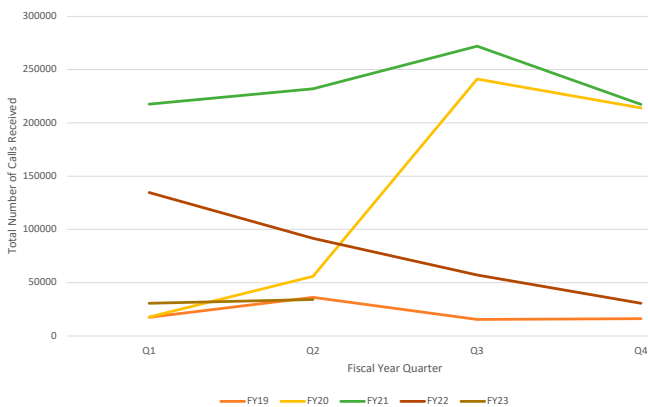
Calendar Year (CY) - January 1 - December 31

Program Year (PY) - July 1 - June 30

Fiscal Year (FY) - October 1 - September 30

School Year (SY) - Based on DCPS School Year beginning in August

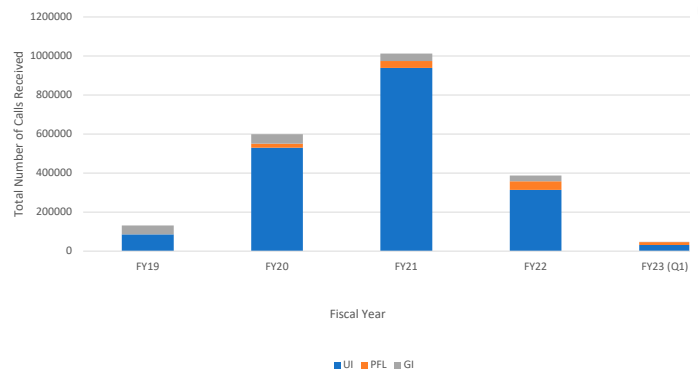
Unemployment Insurance Call Volume  
Fiscal Year and Quarterly Trends

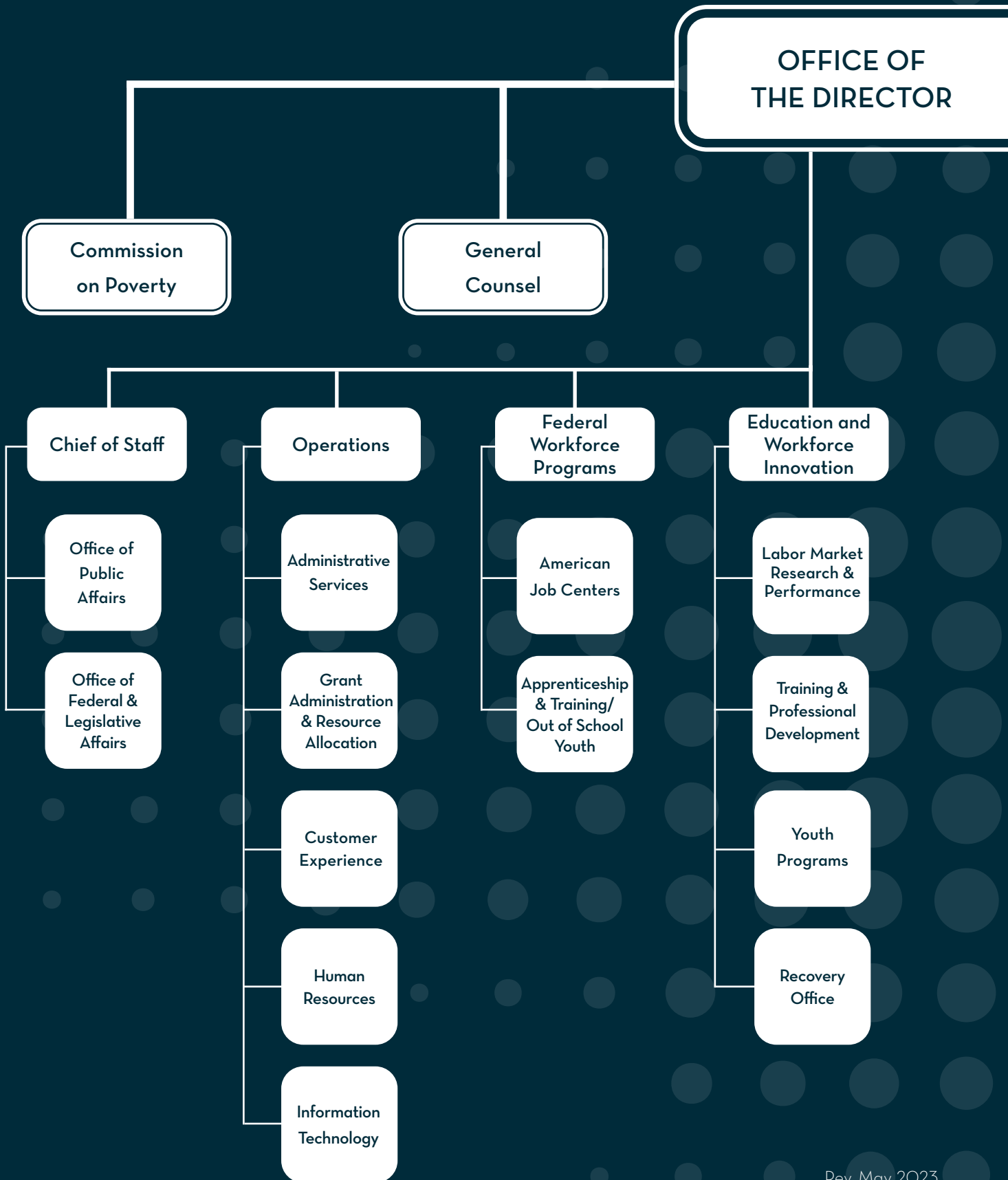


## Customer Experience Indicators

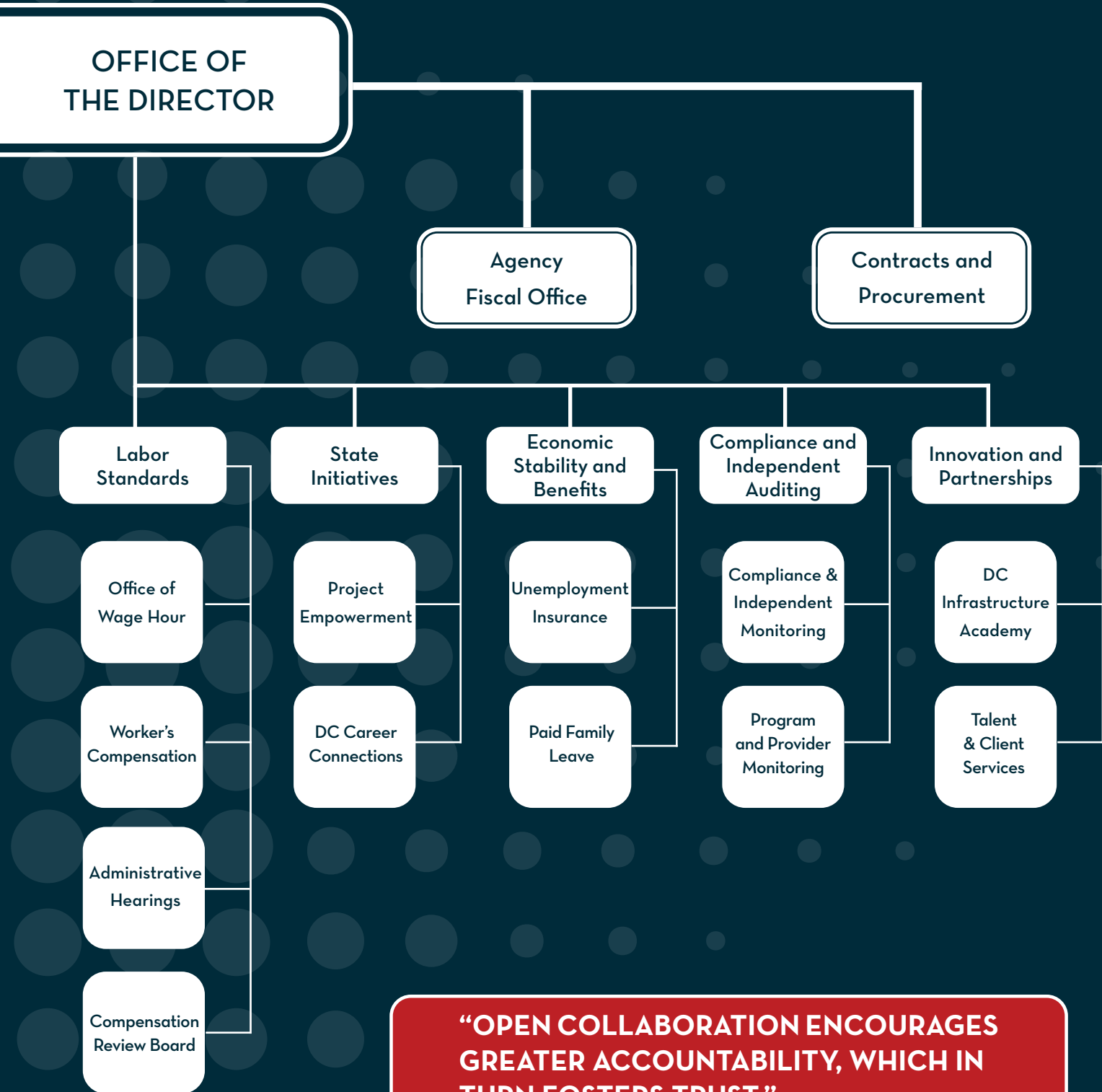
The COVID-19 Pandemic impacted our Office of Customer Experience (OCE). The total number of calls received from customers calling about unemployment insurance was **6 times more in FY20 and 11 times more in FY21 than in FY19** which had a total of 85,499 calls. During the last three fiscal years, the agency received over 1.7 million calls from customers regarding the Unemployment Insurance Benefits Program administered at DOES.

DOES Office of Customer Experience  
Call Center Volume by Fiscal Year

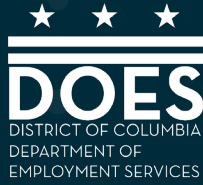








**“OPEN COLLABORATION ENCOURAGES GREATER ACCOUNTABILITY, WHICH IN TURN FOSTERS TRUST.”**  
- RON GARAN



### FIND US ONLINE

<https://does.dc.gov/>

### AGENCY HOURS OF OPERATION

Monday to Friday  
8:30 am to 5:00 pm

### CONNECT WITH US

Phone: (202) 724-7000

Fax: (202) 673-6993

TTY: (202) 698-4817

Email: [does@dc.gov](mailto:does@dc.gov)

### AGENCY HEADQUARTERS AND AMERICAN JOB CENTER

4058 Minnesota Avenue, NE  
Washington, DC 20019



 **WE ARE  
WASHINGTON**  
**DC** GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**

College Fellowship Program	Recognizing that practical work experience is a critical catalyst for securing competitive roles in high-demand fields, the Department of Employment Services (DOES) launched College Fellowship Program (CFP). CFP is designed for recent college graduates who are residents of the District of Columbia. This program offers short-term positions aimed at gaining practical, hands-on experience aligned with participants' career goals or fields of study. Operating as a cohort, the CFP provides 25-30 hours of work per week, blending part-time employment at \$25.00 per hour with on-the-job training, mentorship, continuous professional development, and community service projects.	\$250,000	Program: 500181 Activity: 7141009	50 Fellows were enrolled in FY25. The program generated \$819,820 in unsubsidized wages, with salaries ranging from \$55,744 to \$76,060 across public service, technology, and operations.
National Green Infrastructure Certificate Program (NGICP)	This 9-week training provides hands-on, results-driven instruction designed to bridge the gap between technical training and sustainable employment in the District's green infrastructure and infrastructure sectors, to include but not limited to: OSHA-10, Flagger, Chesapeake Bay Landscape Professional Certification (CBLPA), and NGIC certification. Designed to focus on flood mitigation, students are introduced to concepts in storm-water retention and green building best practices.	\$37,920	Program: 500184 Activity Code: 7141009	10 students were enrolled In FY25.
Howard Youth Apprenticeship	<p>Graduating seniors of both District of Columbia Public and District of Columbia Charter High Schools completed 200 hours of foundational health care training that included a combination of on-the job training (OJT) and classroom instruction.</p> <p>The cohort curriculum was composed of phase 1 and phase 2. Phase 1 included 6 weeks of classroom instruction where enrollees took revenue cycle, HIPAA, clinic operations, customer services and electronic medical record training followed by an exam. Phase 2 is composed of on-the-job training in the clinic and hospital setting.</p>	\$240,000	Program: 500182 Activity: 7141007	<p>44 students participated in the 2025 cohort.</p> <p>a.40 students passed the phase 1 exam, with a class average score of 88%</p> <p>b.33 students achieved American Heart Association Basic Life Service (BLS) and Cardiopulmonary Resuscitation (CPR) certification, 82.5% exceeding the 75% requirement</p> <p>c.40 Students successfully graduated from the Youth Apprenticeship in June 2025</p>

Capital Workforce Innovation Consortium	CompTIA Security +: This course provides learners with essential cybersecurity knowledge and skills to protect information systems and prepare for the CompTIA Security+ certification exam. Key topics include threat analysis, secure network design, access controls, authentication, cryptography, risk mitigation, and compliance.	\$35,000	7 participants started and successfully completed training and earned the CompTIA Security + certification.
	Cybersecurity Fundamentals: This course introduces core concepts and practices used to protect systems, networks, and data from cyber threats. Participants explore key topics such as threat types, basic network security, risk management, encryption, access controls, and security best practices.	\$65,000	13 participants started and successfully completed training and earned the Cybersecurity Fundamentals certification.
	AI and Python Foundation: This course covers the core principles of artificial intelligence and the fundamentals of Python programming. Participants build foundational coding skills while exploring key AI concepts such as machine learning basics, data handling, algorithms, and model evaluation. Participants learn how to write Python scripts, work with data, and apply introductory AI techniques to real-world problems.	\$35,000	7 participants started and successfully completed training and earned the AI and Python Foundation certification.
	Data Analyst (Data Annotation): This course introduces data annotation techniques used in preparing high-quality labeled datasets for machine learning and AI applications. Participants learn best practices for annotating text, images, audio, and video; selecting and applying appropriate labeling tools; ensuring consistency and accuracy; and managing annotation workflows.	\$165,000	33 participants started and 30 successfully completed training and earned the Microsoft Azure certification.
	Digital Marketing Specialist: This course equips learners with essential tools and strategies to increase online visibility, engage target audiences, and measure campaign effectiveness to drive business results. Participants gain skills in social media marketing, search engine optimization (SEO), pay-per-click (PPC) advertising, email marketing, content creation, and analytics.	\$55,000	11 participants started and successfully completed training and earned the Digital Marketing Specialist certification through HubSpot Academy.

<p>Help Desk Tier I: This course provides foundational training for entry-level IT support roles. It covers troubleshooting, basic hardware and software issues, responding to user inquiries, documenting tickets, and delivering customer focused technical support. The course introduces operating systems, networking basics, common applications, and best practices for communication and problem resolution.</p>	<p>\$395,000</p>	<p>79 participants started and 70 successfully completed training and earned the ServiceNow certification.</p>
<p>Office/Business Operations Manager: This course provides professionals with skills to effectively oversee daily business operations, while leveraging technology and AI-driven tools to improve efficiency and decision making. The training covers workflow optimization, budgeting, project coordination, compliance, leadership strategies and the use of automation and data analytics to streamline operations and enhance organizational</p>	<p>\$50,000</p>	<p>10 participants started and 9 successfully completed the training and earned the Asana Workflow Specialist certification.</p>
<p>Project Management Professional (PMP): The Project Management Professional (PMP) course is offered in partnership with George Washington University. This course prepares experienced professionals for the PMP certification exam. The curriculum aligns with the Project Management Institutes (PMI) current exam domains and covers essential project leadership, stakeholder engagement, risk and change management, and project planning and execution. By the end of the program, participants will have met the 35-hour education requirement for PMP exam</p>	<p>\$130,000</p>	<p>Program: 500193/500 181 Activity: 7141009 26 participants are currently enrolled in the program.</p>

<p>DC Alliance for Healthcare Careers</p>	<p>The DC Alliance for Healthcare Careers (DCAHC) is a workforce development initiative that recruits, trains, and supports District residents for high-demand health care careers by providing training, credentials, and pathways to employment in prioritized roles such as pharmacy technician, surgical technician, patient care technician, phlebotomy, radiologic tech, and more. The program leverages public-private partnerships with local health systems and training institutions — including GW Health Network, The George Washington University Hospital, Howard University College of Pharmacy, MedStar Washington Hospital Center, and Trinity Washington University.</p>	<p>\$900,000</p>	<p>Program: 500193/500181 Activity: 7141009</p>	<p>85 participants are currently enrolled in the program.</p>
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Q50 DOES POH 2026

Program Description	Appropriated Fund Description	Appropriated Fund
FLEET MANAGEMENT - GENERAL	LOCAL FUND	1010
LOCAL ADULT TRAINING	LOCAL FUND	1010
MARION BARRY YOUTH LEADERSHIP INSTITUTE	LOCAL FUND	1010
YEAR-ROUND YOUTH PROGRAM	LOCAL FUND	1010

## Local and Federal Funded Programs

Program Description	Fund Description	Fund
AGENCY ACCOUNTING SERVICES	LOCAL FUNDS	1010001
AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
AMERICAN JOB CENTER OPERATIONS	FEDERAL GRANTS	4020002
APPRENTICESHIP INFORMATION AND TRAINING	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	FEDERAL GRANTS	4020002
HUMAN RESOURCE SERVICES - GENERAL	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
INFORMATION TECHNOLOGY SERVICES - GENERAL	FEDERAL GRANTS STIMULUS	4020021
	LOCAL FUNDS	1010001
LABOR MARKET INFORMATION	FEDERAL GRANTS	4020002
LEGAL SERVICES - GENERAL	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
OCCUPATIONAL SAFETY AND HEALTH SERVICE	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
PERFORMANCE MANAGEMENT	LOCAL FUNDS	1010001
PROGRAM PERFORMANCE MONITORING	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001



## Local and Federal Funded Programs

Program Description	Fund Description	Fund
PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
SENIOR SERVICES	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
STATE-WIDE ACTIVITIES	FEDERAL GRANTS	4020002
TALENT AND CLIENT SERVICES	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
TRANSITIONAL EMPLOYMENT	FEDERAL GRANTS	4020002
	LOCAL FUNDS	1010001
UI BENEFITS	FEDERAL GRANTS	4020002
	FEDERAL GRANTS - COVID-19	4020023
	FEDERAL GRANTS STIMULUS	4020021
UI COMPLIANCE AND INDEPENDENT MONITORING	FEDERAL GRANTS	4020002
UI TAX COLLECTIONS	FEDERAL GRANTS	4020002
VETERAN AFFAIRS	FEDERAL GRANTS	4020002
WIOA YOUTH PROGRAM	FEDERAL GRANTS	4020002
Grand Total		

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 SPEND PLAN

Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total					
ADMINISTRATIVE HEARINGS	500164	1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$15,000.00					
					713100C	OTHER SERVICES & CHARGES	\$49,213.00					
					713200C	CONTRACTUAL SERVICES - OTHER	\$269,937.70					
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00					
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$24,100.00					
					<b>NON-PERSONNEL SERVICES Total</b>						<b>\$358,250.70</b>	
					PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$2,669,610.02				
						701200C	CONTINUING FULL TIME - OTHERS	\$0.00				
						701300C	ADDITIONAL GROSS PAY	\$0.00				
						701400C	FRINGE BENEFITS - CURR PERSONNEL	\$41,614.01				
						701500C	OVERTIME PAY	\$0.00				
						<b>PERSONNEL SERVICES Total</b>						<b>\$2,711,224.03</b>
					<b>ADMINISTRATIVE HEARINGS Total</b>							<b>\$3,069,474.73</b>
					SERVICES	150002	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$2,472.00
713100C	OTHER SERVICES & CHARGES	\$5,951.00										
713200C	CONTRACTUAL SERVICES - OTHER	\$6,156.04										
<b>NON-PERSONNEL SERVICES Total</b>										<b>\$14,579.04</b>		
PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$849,958.06									
	701300C	ADDITIONAL GROSS PAY	\$0.00									
	701400C	FRINGE BENEFITS - CURR PERSONNEL	\$199,740.14									
	701500C	OVERTIME PAY	\$0.00									
	<b>PERSONNEL SERVICES Total</b>									<b>\$1,049,698.20</b>		
PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$662,250.35									
	701300C	ADDITIONAL GROSS PAY	\$0.00									
	701400C	FRINGE BENEFITS - CURR PERSONNEL	\$155,628.84									
	701500C	OVERTIME PAY	\$0.00									
<b>PERSONNEL SERVICES Total</b>										<b>\$817,879.19</b>		
<b>AGENCY ACCOUNTING SERVICES Total</b>							<b>\$1,882,156.43</b>					
AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES	150003	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$2,472.00					
					713100C	OTHER SERVICES & CHARGES	\$4,719.74					
					<b>NON-PERSONNEL SERVICES Total</b>						<b>\$7,191.74</b>	
					PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$891,460.36				
						701300C	ADDITIONAL GROSS PAY	\$0.00				
						701400C	FRINGE BENEFITS - CURR PERSONNEL	\$211,048.78				
						701500C	OVERTIME PAY	\$0.00				
						<b>PERSONNEL SERVICES Total</b>						<b>\$1,102,509.14</b>
					PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$374,939.09				

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 SPEND PLAN

Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701200C	CONTINUING FULL TIME - OTHERS	\$93,742.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$110,140.07
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$578,821.16</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	\$0.00
					713100C	OTHER SERVICES & CHARGES	\$324,142.04
					713200C	CONTRACTUAL SERVICES - OTHER	\$0.00
					715100C	OTHER EXPENSES	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$20,000.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$344,142.04</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$490,866.51
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$123,903.02
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$614,769.53</b>
<b>AGENCY BUDGETING AND FINANCIAL MANAGEMENT SERVICES Total</b>							<b>\$2,647,433.61</b>
<b>AMERICAN JOB CENTER OPERATIONS</b>	<b>500181</b>	<b>1010</b>	<b>LOCAL FUND</b>	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4015	FEDERAL PAYMENTS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$739,076.66
					712100C	ENERGY COMM & BLDG RENTALS	\$9,511.88
					713100C	OTHER SERVICES & CHARGES	\$1,700,795.07
					713200C	CONTRACTUAL SERVICES - OTHER	\$5,490,754.90
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$6,881,657.13
					714110C	PARTICIPANT PAYROLL	\$531,445.53
					715100C	OTHER EXPENSES	\$325.30
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$268,672.30
					717200C	RENTALS EQUIPMENT & OTHER	\$1,750.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$15,623,988.77</b>

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$7,490,601.48
					701200C	CONTINUING FULL TIME - OTHERS	\$2,686,877.99
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$2,357,585.41
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$12,535,064.88</b>
<b>AMERICAN JOB CENTER OPERATIONS Total</b>							<b>\$28,159,053.65</b>
<b>APPRENTICESHIP INFORMATION AND TRAINING</b>	<b>500182</b>	<b>1010</b>	<b>LOCAL FUND</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$314,715.93
					713200C	CONTRACTUAL SERVICES - OTHER	\$23,322.24
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$83,040.00
					714110C	PARTICIPANT PAYROLL	\$0.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$421,078.17</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		1060	<b>SPECIAL PURPOSE REVENUE FUNDS</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4015	<b>FEDERAL PAYMENTS</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$0.00
					714110C	PARTICIPANT PAYROLL	\$0.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	<b>FEDERAL GRANT FUND - FPR</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$6,001.00
					713200C	CONTRACTUAL SERVICES - OTHER	\$0.00
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$496,972.18
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$502,973.18</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$50,131.73
					701200C	CONTINUING FULL TIME - OTHERS	\$1.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$15,485.84

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
<b>PERSONNEL SERVICES Total</b>							<b>\$65,618.57</b>
<b>APPRENTICESHIP INFORMATION AND TRAINING Total</b>							<b>\$989,669.92</b>
AUDIT ADJUSTMENTS	150010	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$0.00
<b>NON-PERSONNEL SERVICES Total</b>							<b>\$0.00</b>
<b>AUDIT ADJUSTMENTS Total</b>							<b>\$0.00</b>
BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE	500176	1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$10,000.00
<b>NON-PERSONNEL SERVICES Total</b>							<b>\$10,000.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
<b>PERSONNEL SERVICES Total</b>							<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$105,050.07
<b>NON-PERSONNEL SERVICES Total</b>							<b>\$105,050.07</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,351,262.47
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$456,000.00
					701500C	OVERTIME PAY	\$0.00
<b>PERSONNEL SERVICES Total</b>							<b>\$1,807,262.47</b>
<b>BENEFIT PAYMENT CONTROL UNIT (BPC) SERVICE Total</b>							<b>\$1,922,312.54</b>
CALL CENTER SERVICES	100027	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$7,200.00
					713100C	OTHER SERVICES & CHARGES	\$195,460.17
					713200C	CONTRACTUAL SERVICES - OTHER	\$40,500.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$10,800.00
<b>NON-PERSONNEL SERVICES Total</b>							<b>\$253,960.17</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
<b>PERSONNEL SERVICES Total</b>							<b>\$0.00</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>CALL CENTER SERVICES Total</b>							<b>\$253,960.17</b>
COMMUNICATIONS - GENERAL	100003	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$11,362.23
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$11,362.23</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$267,119.55
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$62,773.09
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$329,892.64</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$121,405.58
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$28,530.31
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$149,935.89</b>
<b>COMMUNICATIONS - GENERAL Total</b>							<b>\$491,190.76</b>
COMPENSATION REVIEW SERVICES	500165	1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$10,000.00
					713100C	OTHER SERVICES & CHARGES	\$22,000.00
					713200C	CONTRACTUAL SERVICES - OTHER	\$24,648.96
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$50,000.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$106,648.96</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$973,104.17
					701200C	CONTINUING FULL TIME - OTHERS	\$150,120.32
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$1,123,224.49</b>
<b>COMPENSATION REVIEW SERVICES Total</b>							<b>\$1,229,873.45</b>
CONTRACTING AND PROCUREMENT - GENERAL	100022	1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$130,950.11
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$28,678.07
				<b>PERSONNEL SERVICES Total</b>			<b>\$159,628.18</b>
<b>CONTRACTING AND PROCUREMENT - GENERAL Total</b>							<b>\$159,628.18</b>
DC CAREER CONNECTIONS	500183	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					714110C	PARTICIPANT PAYROLL	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>DC CAREER CONNECTIONS Total</b>							<b>\$0.00</b>
<b>FIRST SOURCE</b>	<b>500166</b>	<b>1010</b>	<b>LOCAL FUND</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$21,816.37
					713200C	CONTRACTUAL SERVICES - OTHER	\$379,125.28
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$400,941.65</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$838,185.88
					701200C	CONTINUING FULL TIME - OTHERS	\$62,550.74
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$211,673.11
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$1,112,409.73</b>
		1060	<b>SPECIAL PURPOSE REVENUE FUNDS</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$100,000.00
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$145,000.00
					714110C	PARTICIPANT PAYROLL	\$195,000.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$440,000.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>FIRST SOURCE Total</b>							<b>\$1,953,351.38</b>
<b>FLEET MANAGEMENT - GENERAL</b>	<b>100042</b>	<b>1010</b>	<b>LOCAL FUND</b>	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	\$10,100.04
					713100C	OTHER SERVICES & CHARGES	\$176,607.96
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$186,708.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$263,883.40
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$62,012.62
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$325,896.02</b>
		1060	<b>SPECIAL PURPOSE REVENUE FUNDS</b>	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$119,934.73
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$28,184.67
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$148,119.40</b>
<b>FLEET MANAGEMENT - GENERAL Total</b>							<b>\$660,723.42</b>

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total				
HUMAN RESOURCE SERVICES - GENERAL	100058	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$1,598.00				
					713200C	CONTRACTUAL SERVICES - OTHER	\$9,560.38				
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00				
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$5,040.00				
					<b>NON-PERSONNEL SERVICES Total</b>		<b>\$16,198.38</b>				
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$111,131.49				
					701200C	CONTINUING FULL TIME - OTHERS	\$11,058.39				
					701300C	ADDITIONAL GROSS PAY	\$0.00				
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$28,714.62				
					701500C	OVERTIME PAY	\$0.00				
				<b>PERSONNEL SERVICES Total</b>		<b>\$150,904.50</b>					
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$570,656.86				
					701200C	CONTINUING FULL TIME - OTHERS	\$56,784.49				
					701300C	ADDITIONAL GROSS PAY	\$0.00				
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$147,448.72				
					701500C	OVERTIME PAY	\$0.00				
				<b>PERSONNEL SERVICES Total</b>		<b>\$774,890.07</b>					
				<b>HUMAN RESOURCE SERVICES - GENERAL Total</b>							<b>\$941,992.95</b>
				INFORMATION TECHNOLOGY SERVICES - GENERAL	100071	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$5,773.35
									712100C	ENERGY COMM & BLDG RENTALS	\$5,270.00
									713100C	OTHER SERVICES & CHARGES	\$93,987.92
713200C	CONTRACTUAL SERVICES - OTHER	\$85,930.94									
717100C	PURCHASES EQUIPMENT & MACHINERY	\$95,494.00									
<b>NON-PERSONNEL SERVICES Total</b>		<b>\$286,456.21</b>									
PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,653,719.04								
	701200C	CONTINUING FULL TIME - OTHERS	\$153,869.50								
	701300C	ADDITIONAL GROSS PAY	\$0.00								
	701400C	FRINGE BENEFITS - CURR PERSONNEL	\$424,263.89								
	701500C	OVERTIME PAY	\$0.00								
<b>PERSONNEL SERVICES Total</b>		<b>\$2,231,852.43</b>									
PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$894,840.68								
	701200C	CONTINUING FULL TIME - OTHERS	\$66,227.07								
	701300C	ADDITIONAL GROSS PAY	\$0.00								
	701400C	FRINGE BENEFITS - CURR PERSONNEL	\$231,725.43								



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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$1,192,793.18</b>
		3075	INTRA-DISTRICT CAPITAL FUNDS	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	\$160,877.52
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$509,528.28
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$670,405.80</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	717100C	PURCHASES EQUIPMENT & MACHINERY	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$109,999.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$25,849.77
				<b>PERSONNEL SERVICES Total</b>			<b>\$135,848.77</b>
<b>INFORMATION TECHNOLOGY SERVICES - GENERAL Total</b>							<b>\$4,517,356.39</b>
INFRASTRUCTURE ACADEMY SERVICE	500184	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$16,600.00
					712100C	ENERGY COMM & BLDG RENTALS	\$1,500.00
					713100C	OTHER SERVICES & CHARGES	\$224,743.51
					713200C	CONTRACTUAL SERVICES - OTHER	\$184,681.39
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$1,623,027.26
					714110C	PARTICIPANT PAYROLL	\$2,862,613.69
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$4,913,165.85</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$661,329.31
					701200C	CONTINUING FULL TIME - OTHERS	\$244,414.25
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$212,849.74
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$1,118,593.30</b>
		4015	FEDERAL PAYMENTS	NON-PERSONNEL SERVICES	714110C	PARTICIPANT PAYROLL	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
				PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4040	PRIVATE GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$2,664.02
					713100C	OTHER SERVICES & CHARGES	\$13,185.72
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$1.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$15,850.74</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>INFRASTRUCTURE ACADEMY SERVICE Total</b>							<b>\$6,047,609.89</b>
IT CAPITAL PROJECTS	100073	3075	INTRA-DISTRICT CAPITAL FUNDS	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>IT CAPITAL PROJECTS Total</b>							<b>\$0.00</b>
LABOR MARKET INFORMATION	500160	1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701200C	CONTINUING FULL TIME - OTHERS	\$65,285.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$15,341.98
				<b>PERSONNEL SERVICES Total</b>			<b>\$80,626.98</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$4,130.00
					713100C	OTHER SERVICES & CHARGES	\$16,000.00
					713200C	CONTRACTUAL SERVICES - OTHER	\$5,944.76
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$4,000.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$30,074.76</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$448,746.64
					701200C	CONTINUING FULL TIME - OTHERS	\$503,905.97
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$171,119.48
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$1,123,772.09</b>
<b>LABOR MARKET INFORMATION Total</b>							<b>\$1,234,473.83</b>
LEGAL SERVICES - GENERAL	100092	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$0.03
					713100C	OTHER SERVICES & CHARGES	\$1,453.11
					713200C	CONTRACTUAL SERVICES - OTHER	\$9,927.34
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$11,380.48</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$66,555.73
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$15,640.60
				<b>PERSONNEL SERVICES Total</b>			<b>\$82,196.33</b>

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
		4020	FEDERAL GRANT FUND - FPR	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$341,761.62
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$80,313.98
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$422,075.60</b>
<b>LEGAL SERVICES - GENERAL Total</b>							<b>\$515,652.41</b>
LOCAL ADULT TRAINING	500185	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$74,021.19
					713200C	CONTRACTUAL SERVICES - OTHER	\$119,036.86
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$101,722.00
					714110C	PARTICIPANT PAYROLL	\$117,036.63
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$411,816.68</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>LOCAL ADULT TRAINING Total</b>							<b>\$411,816.68</b>
MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM	500186	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$75,321.50
					712100C	ENERGY COMM & BLDG RENTALS	\$26,000.00
					713100C	OTHER SERVICES & CHARGES	\$418,099.15
					713101C	SECURITY SERVICES	\$50,000.00
					713200C	CONTRACTUAL SERVICES - OTHER	\$676,247.27
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$5,534,666.31
					714110C	PARTICIPANT PAYROLL	\$17,482,570.92
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$20,936.75
					717200C	RENTALS EQUIPMENT & OTHER	\$17,768.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$24,301,609.90</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,272,554.13
					701200C	CONTINUING FULL TIME - OTHERS	\$1,192,741.01
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$583,694.72
					701500C	OVERTIME PAY	\$0.00

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
				<b>PERSONNEL SERVICES Total</b>			<b>\$3,048,989.86</b>
		4040	PRIVATE GRANT FUND -FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$2.00
					714110C	PARTICIPANT PAYROLL	\$324,001.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$324,003.00</b>
<b>MARION BARRY SUMMER YOUTH EMPLOYMENT PROGRAM Total</b>							<b>\$27,674,602.76</b>
MARION BARRY YOUTH LEADERSHIP INSTITUTE	500187	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$18,477.00
					713100C	OTHER SERVICES & CHARGES	\$87,290.52
					713200C	CONTRACTUAL SERVICES - OTHER	\$26,384.25
					714110C	PARTICIPANT PAYROLL	\$110,213.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$7,373.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$132,053.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$508,917.61
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$119,595.66
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$628,513.27</b>
<b>MARION BARRY YOUTH LEADERSHIP INSTITUTE Total</b>							<b>\$1,010,304.04</b>
NO PROGRAM	0	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					714110C	PARTICIPANT PAYROLL	\$0.00
					715100C	OTHER EXPENSES	\$0.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>NO PROGRAM Total</b>							<b>\$0.00</b>
OCCUPATIONAL SAFETY AND HEALTH SERVICE	500167	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$324.61
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$324.61</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$79,635.42
					701200C	CONTINUING FULL TIME - OTHERS	\$22,553.58
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$24,014.41
				<b>PERSONNEL SERVICES Total</b>			<b>\$126,203.41</b>

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$1,000.00
						ENERGY COMM & BLDG	
					712100C	RENTALS	\$0.00
					713100C	OTHER SERVICES & CHARGES	\$20,000.00
						P-CARD CLEARING ACCOUNT	
					715200C	BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$21,000.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$240,024.55
					701200C	CONTINUING FULL TIME - OTHERS	\$202,982.20
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$104,208.43
				<b>PERSONNEL SERVICES Total</b>			<b>\$547,215.18</b>
<b>OCCUPATIONAL SAFETY AND HEALTH SERVICE Total</b>							<b>\$694,743.20</b>
PAYROLL DEFAULT	150011	1010	LOCAL FUND	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>PAYROLL DEFAULT Total</b>							<b>\$0.00</b>
P-CARD CLEARING	150012	1010	LOCAL FUND	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>		BUDGET TRACKING	<b>\$0.00</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>		BUDGET TRACKING	<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>		BUDGET TRACKING	<b>\$0.00</b>
		4040	PRIVATE GRANT FUND - FPR	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>		BUDGET TRACKING	<b>\$0.00</b>
<b>P-CARD CLEARING Total</b>							<b>\$0.00</b>
PERFORMANCE MANAGEMENT	500161	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$0.00
					713100C	OTHER SERVICES & CHARGES	\$65,753.46
					715200C	P-CARD CLEARING ACCOUNT	
				<b>NON-PERSONNEL SERVICES Total</b>		BUDGET TRACKING	<b>\$65,753.46</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,757,456.12
					701200C	CONTINUING FULL TIME - OTHERS	\$54,393.72
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$425,784.72
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$2,237,634.56</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$839,410.81
					701200C	CONTINUING FULL TIME - OTHERS	\$23,411.63
					701300C	ADDITIONAL GROSS PAY	\$0.00

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$202,763.29
					701500C	OVERTIME PAY	\$0.00
					<b>PERSONNEL SERVICES Total</b>		<b>\$1,065,585.73</b>
<b>PERFORMANCE MANAGEMENT Total</b>							
					711100C	SUPPLIES & MATERIALS	\$50,000.00
					713100C	OTHER SERVICES & CHARGES	\$2,013,921.65
					713200C	CONTRACTUAL SERVICES - OTHER	\$4,895,766.66
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$78,366.60
					<b>NON-PERSONNEL SERVICES Total</b>		<b>\$7,038,054.91</b>
					701100C	PERSONNEL SERVICES CONTINUING FULL TIME	\$1,284,442.63
					701200C	CONTINUING FULL TIME - OTHERS	\$1,218,710.54
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$78,329.65
					701500C	OVERTIME PAY	\$0.00
					<b>PERSONNEL SERVICES Total</b>		<b>\$2,581,482.82</b>
<b>PFL ADMINISTRATION Total</b>							
					701100C	CONTINUING FULL TIME	\$667,306.47
					701200C	CONTINUING FULL TIME - OTHERS	\$324,561.10
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$96,505.46
					701500C	OVERTIME PAY	\$0.00
					<b>PERSONNEL SERVICES Total</b>		<b>\$1,088,373.03</b>
<b>PFL APPEALS &amp; ADJUDICATION Total</b>							
					701100C	CONTINUING FULL TIME	\$1,427,137.92
					701200C	CONTINUING FULL TIME - OTHERS	\$2,027,956.76
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
					<b>PERSONNEL SERVICES Total</b>		<b>\$3,455,094.68</b>
<b>PFL BENEFITS Total</b>							
					701100C	CONTINUING FULL TIME	\$436,225.00
					701200C	CONTINUING FULL TIME - OTHERS	\$56,759.70
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$115,851.41
					701500C	OVERTIME PAY	\$0.00
					<b>PERSONNEL SERVICES Total</b>		<b>\$608,836.11</b>

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
<b>PFL COMPLIANCE Total</b>							<b>\$608,836.11</b>
PFL ENFORCEMENT	500174	1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$5,000.04
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$5,000.04</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$557,884.83
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$146,165.82
				<b>PERSONNEL SERVICES Total</b>			<b>\$704,050.65</b>
<b>PFL ENFORCEMENT Total</b>							<b>\$709,050.69</b>
PFL TAX	500175	1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,062,709.09
					701200C	CONTINUING FULL TIME - OTHERS	\$2,400,572.96
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$3,463,282.05</b>
<b>PFL TAX Total</b>							<b>\$3,463,282.05</b>
POVERTY COMMISSION	500275	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$144,348.17
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$33,921.82
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$178,269.99</b>
<b>POVERTY COMMISSION Total</b>							<b>\$178,269.99</b>
PROGRAM PERFORMANCE MONITORING	500188	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$15,533.08
					713200C	CONTRACTUAL SERVICES - OTHER	\$19,125.07
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$34,658.15</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$469,189.25
					701200C	CONTINUING FULL TIME - OTHERS	\$20,798.57
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$115,147.15
				<b>PERSONNEL SERVICES Total</b>			<b>\$605,134.97</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					713200C	CONTRACTUAL SERVICES - OTHER	\$75,000.00

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					715100C	OTHER EXPENSES	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$75,000.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$720,663.79
					701200C	CONTINUING FULL TIME - OTHERS	\$513,634.13
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$365,342.72
				<b>PERSONNEL SERVICES Total</b>			<b>\$1,599,640.64</b>
<b>PROGRAM PERFORMANCE MONITORING Total</b>							<b>\$2,314,433.76</b>
<b>PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL</b>	<b>100113</b>	<b>1010</b>	<b>LOCAL FUND</b>	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$7,200.00
					712100C	ENERGY COMM & BLDG RENTALS	\$4,360,721.39
					713100C	OTHER SERVICES & CHARGES	\$15,423.80
					713101C	SECURITY SERVICES	\$635,016.20
					713200C	CONTRACTUAL SERVICES - OTHER	\$29,416.46
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$5,047,777.85</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$268,360.04
					701200C	CONTINUING FULL TIME - OTHERS	\$44,091.13
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$73,426.03
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$385,877.20</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	\$4,466,544.36
					713101C	SECURITY SERVICES	\$764,733.60
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$5,231,277.96</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$122,144.02
					701200C	CONTINUING FULL TIME - OTHERS	\$18,977.28
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$33,163.50
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$174,284.80</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	712100C	ENERGY COMM & BLDG RENTALS	\$856,467.19
					713100C	OTHER SERVICES & CHARGES	\$0.00
					713101C	SECURITY SERVICES	\$251,471.89
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$1,107,939.08</b>
				PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>PROPERTY, ASSET, AND LOGISTICS MANAGEMENT - GENERAL Total</b>							<b>\$11,947,156.89</b>
<b>SENIOR SERVICES</b>	<b>500189</b>	<b>1010</b>	<b>LOCAL FUND</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$5,294.61



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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					713200C	CONTRACTUAL SERVICES - OTHER	\$4,146.17
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$524,774.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$534,214.78</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	714110C	PARTICIPANT PAYROLL	\$260,691.18
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$260,691.18</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$168,685.65
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$39,876.13
				<b>PERSONNEL SERVICES Total</b>			<b>\$208,561.78</b>
<b>SENIOR SERVICES Total</b>							<b>\$1,003,467.74</b>
STATE-WIDE ACTIVITIES	500190	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$4,632.46
					713200C	CONTRACTUAL SERVICES - OTHER	\$1,870.68
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$6,503.14</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$64,541.93
					713100C	OTHER SERVICES & CHARGES	\$632,222.13
					713200C	CONTRACTUAL SERVICES - OTHER	\$3,015,971.71
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$4,229,234.80
					714110C	PARTICIPANT PAYROLL	\$52,743.13
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$85,869.83
					717200C	RENTALS EQUIPMENT & OTHER	\$216.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$8,080,799.53</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$507,489.07
					701200C	CONTINUING FULL TIME - OTHERS	\$102,014.88
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$141,501.97
<b>STATE-WIDE ACTIVITIES Total</b>				<b>PERSONNEL SERVICES Total</b>			<b>\$751,005.92</b>
							<b>\$8,838,308.59</b>

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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total				
TALENT AND CLIENT SERVICES	500162	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$84,659.94				
					713200C	CONTRACTUAL SERVICES - OTHER	\$39,083.63				
				<b>NON-PERSONNEL SERVICES Total</b>				<b>\$123,743.57</b>			
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME		\$442,495.18			
					701400C	FRINGE BENEFITS - CURR PERSONNEL		\$103,986.25			
					701500C	OVERTIME PAY		\$0.00			
				<b>PERSONNEL SERVICES Total</b>				<b>\$546,481.43</b>			
					4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$10,537.47	
							713100C	OTHER SERVICES & CHARGES	\$1,907,456.13		
							713200C	CONTRACTUAL SERVICES - OTHER	\$5,235,611.84		
							714100C	GOVERNMENT SUBSIDIES & GRANTS	\$2,176,615.00		
							714110C	PARTICIPANT PAYROLL	\$954,689.02		
							717100C	PURCHASES EQUIPMENT & MACHINERY	\$25,000.00		
				<b>NON-PERSONNEL SERVICES Total</b>						<b>\$10,309,909.46</b>	
				PERSONNEL SERVICES			701100C	CONTINUING FULL TIME		\$523,193.99	
							701200C	CONTINUING FULL TIME - OTHERS		\$0.00	
							701300C	ADDITIONAL GROSS PAY		\$0.00	
					701400C	FRINGE BENEFITS - CURR PERSONNEL		\$121,629.46			
					701500C	OVERTIME PAY		\$0.00			
				<b>PERSONNEL SERVICES Total</b>				<b>\$644,823.45</b>			
				<b>TALENT AND CLIENT SERVICES Total</b>						<b>\$11,624,957.91</b>	
				TRAINING AND DEVELOPMENT - GENERAL	100148	1010	LOCAL FUND	NON-PERSONNEL SERVICES	715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
									717100C	PURCHASES EQUIPMENT & MACHINERY	\$0.00
<b>NON-PERSONNEL SERVICES Total</b>								<b>\$0.00</b>			
PERSONNEL SERVICES	701100C	CONTINUING FULL TIME						\$0.00			
	701400C	FRINGE BENEFITS - CURR PERSONNEL						\$0.00			
<b>PERSONNEL SERVICES Total</b>								<b>\$0.00</b>			
	1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES					701100C	CONTINUING FULL TIME	\$0.01	
			701400C					FRINGE BENEFITS - CURR PERSONNEL	\$0.00		
<b>PERSONNEL SERVICES Total</b>										<b>\$0.01</b>	
	500317	1010	LOCAL FUND					NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$902.00
								713100C	OTHER SERVICES & CHARGES	\$30,518.00	
<b>NON-PERSONNEL SERVICES Total</b>											<b>\$31,420.00</b>
PERSONNEL SERVICES								701100C	CONTINUING FULL TIME		\$277,130.16
								701400C	FRINGE BENEFITS - CURR PERSONNEL		\$65,125.59
<b>PERSONNEL SERVICES Total</b>								<b>\$342,255.75</b>			
	1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$147,518.56					

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 SPEND PLAN

Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$34,666.87
				<b>PERSONNEL SERVICES Total</b>			<b>\$182,185.43</b>
<b>TRAINING AND DEVELOPMENT - GENERAL Total</b>							<b>\$555,861.19</b>
TRANSITIONAL EMPLOYMENT	500191	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$124,809.30
					713200C	CONTRACTUAL SERVICES - OTHER	\$174,343.07
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$1,019,275.00
					714110C	PARTICIPANT PAYROLL	\$3,141,924.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$4,460,351.37</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,534,349.25
					701200C	CONTINUING FULL TIME - OTHERS	\$859,806.13
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$562,626.51
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$2,956,781.89</b>
		4015	FEDERAL PAYMENTS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
				PERSONNEL SERVICES	701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$3,000.00
					713100C	OTHER SERVICES & CHARGES	\$74,290.68
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$0.00
					714110C	PARTICIPANT PAYROLL	\$19,409.67
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$7,884.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$104,584.35</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$70,000.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$15,400.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$85,400.00</b>
<b>TRANSITIONAL EMPLOYMENT Total</b>							<b>\$7,607,117.61</b>
UI BENEFITS	500178	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$0.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$20,000.00
					713100C	OTHER SERVICES & CHARGES	\$598,281.56

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
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Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					713200C	CONTRACTUAL SERVICES - OTHER	\$539,098.54
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$18,000.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$1,175,380.10</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$2,355,804.92
					701200C	CONTINUING FULL TIME - OTHERS	\$959,402.67
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$699,150.35
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$4,014,357.94</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$6,161.00
					713100C	OTHER SERVICES & CHARGES	\$863,499.09
					713200C	CONTRACTUAL SERVICES - OTHER	\$1,361,034.79
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$98,939.98
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$2,329,634.86</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$2,210,876.19
					701200C	CONTINUING FULL TIME - OTHERS	\$921,677.42
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$680,913.85
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$3,813,467.46</b>
		4040	PRIVATE GRANT FUND - FPR	NON-PERSONNEL SERVICES	713200C	CONTRACTUAL SERVICES - OTHER	-\$100,000.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>-\$100,000.00</b>
<b>UI BENEFITS Total</b>							<b>\$11,232,840.36</b>
<b>UI COMPLIANCE AND INDEPENDENT MONITORING</b>	<b>500179</b>	1010	LOCAL FUND	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$10,000.00
					713100C	OTHER SERVICES & CHARGES	\$15,000.00
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$25,000.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$0.00
					701200C	CONTINUING FULL TIME - OTHERS	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$333,649.39

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 SPEND PLAN

Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701200C	CONTINUING FULL TIME - OTHERS	\$112,322.59
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$85,000.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$530,971.98</b>
<b>UI COMPLIANCE AND INDEPENDENT MONITORING Total</b>							<b>\$555,971.98</b>
<b>UI TAX COLLECTIONS</b>	<b>500180</b>	<b>1010</b>	<b>LOCAL FUND</b>	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
			1060	SPECIAL PURPOSE REVENUE FUNDS	711100C	SUPPLIES & MATERIALS	\$4,857.00
					713100C	OTHER SERVICES & CHARGES	\$860,253.00
					713200C	CONTRACTUAL SERVICES - OTHER	\$4,815,378.13
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$666.60
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$5,681,154.73</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$646,336.15
					701200C	CONTINUING FULL TIME - OTHERS	\$1,160,250.50
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$1,148,301.55
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$2,954,888.20</b>
			4020	FEDERAL GRANT FUND - FPR	713100C	OTHER SERVICES & CHARGES	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,102,749.61
					701200C	CONTINUING FULL TIME - OTHERS	\$823,807.80
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$593,500.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$2,520,057.41</b>
<b>UI TAX COLLECTIONS Total</b>							<b>\$11,156,100.34</b>
<b>VETERAN AFFAIRS</b>	<b>500192</b>	<b>4020</b>	<b>FEDERAL GRANT FUND - FPR</b>	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$2,000.00
					713100C	OTHER SERVICES & CHARGES	\$3,001.00
					713200C	CONTRACTUAL SERVICES - OTHER	\$6,233.48
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$5,000.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$16,234.48</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$123,735.01
					701200C	CONTINUING FULL TIME - OTHERS	\$343,624.07

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 SPEND PLAN

Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701300C	ADDITIONAL GROSS PAY	\$0.00
						FRINGE BENEFITS - CURR	
					701400C	PERSONNEL	\$109,829.40
					701500C	OVERTIME PAY	\$0.00
						<b>PERSONNEL SERVICES Total</b>	<b>\$577,188.48</b>
<b>VETERAN AFFAIRS Total</b>							<b>\$593,422.96</b>
WAGE HOUR SERVICES	500168	1010	LOCAL FUND	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$8,000.00
					713100C	OTHER SERVICES & CHARGES	\$166,413.09
						CONTRACTUAL SERVICES - OTHER	\$151,069.88
					713200C	P-CARD CLEARING ACCOUNT	
					715200C	BUDGET TRACKING	\$0.00
						PURCHASES EQUIPMENT & MACHINERY	\$21,200.00
						<b>NON-PERSONNEL SERVICES Total</b>	<b>\$346,682.97</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$2,301,076.80
						CONTINUING FULL TIME - OTHERS	\$306,671.20
					701200C		
					701300C	ADDITIONAL GROSS PAY	\$0.00
						FRINGE BENEFITS - CURR	
					701400C	PERSONNEL	\$602,552.17
					701500C	OVERTIME PAY	\$0.00
						<b>PERSONNEL SERVICES Total</b>	<b>\$3,210,300.17</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$8,502.71
						<b>NON-PERSONNEL SERVICES Total</b>	<b>\$8,502.71</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$20,645.43
						CONTINUING FULL TIME - OTHERS	\$73,935.56
					701200C		
						FRINGE BENEFITS - CURR	
					701400C	PERSONNEL	\$0.00
						<b>PERSONNEL SERVICES Total</b>	<b>\$94,580.99</b>
<b>WAGE HOUR SERVICES Total</b>							<b>\$3,660,066.84</b>
WIOA YOUTH PROGRAM	500193	1010	LOCAL FUND	NON-PERSONNEL SERVICES	714110C	PARTICIPANT PAYROLL	\$0.00
						<b>NON-PERSONNEL SERVICES Total</b>	<b>\$0.00</b>
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	711100C	SUPPLIES & MATERIALS	\$80,315.60
					713100C	OTHER SERVICES & CHARGES	\$143,500.00
						CONTRACTUAL SERVICES - OTHER	\$1,244,612.82
					713200C	GOVERNMENT SUBSIDIES & GRANTS	\$4,755,166.67
					714100C		
					714110C	PARTICIPANT PAYROLL	\$983,426.90
					715100C	OTHER EXPENSES	\$13,000.00
						P-CARD CLEARING ACCOUNT	
					715200C	BUDGET TRACKING	\$0.00
						PURCHASES EQUIPMENT & MACHINERY	\$7,000.00
					717100C		
					717200C	RENTALS EQUIPMENT & OTHER	\$750.00
						<b>NON-PERSONNEL SERVICES Total</b>	<b>\$7,227,771.99</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$1,777,491.23

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 SPEND PLAN

Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
					701200C	CONTINUING FULL TIME - OTHERS	\$32,888.69
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$407,697.17
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$2,218,077.09</b>
<b>WIOA YOUTH PROGRAM Total</b>							<b>\$9,445,849.08</b>
<b>WORKERS' COMPENSATION SERVICE</b>	<b>500169</b>	<b>1060</b>	<b>SPECIAL PURPOSE REVENUE FUNDS</b>	<b>NON-PERSONNEL SERVICES</b>	<b>711100C</b>	<b>SUPPLIES &amp; MATERIALS</b>	<b>\$85,000.00</b>
					713100C	OTHER SERVICES & CHARGES	\$696,649.57
					713200C	CONTRACTUAL SERVICES - OTHER	\$1,435,805.64
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$1,657,243.35
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$117,356.80
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$3,992,055.36</b>
				<b>PERSONNEL SERVICES</b>	<b>701100C</b>	<b>CONTINUING FULL TIME</b>	<b>\$5,938,930.12</b>
					701200C	CONTINUING FULL TIME - OTHERS	\$579,183.90
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$0.00
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$6,518,114.02</b>
<b>WORKERS' COMPENSATION SERVICE Total</b>							<b>\$10,510,169.38</b>
<b>YEAR-ROUND YOUTH PROGRAM</b>	<b>500194</b>	<b>1010</b>	<b>LOCAL FUND</b>	<b>NON-PERSONNEL SERVICES</b>	<b>711100C</b>	<b>SUPPLIES &amp; MATERIALS</b>	<b>\$8,000.00</b>
					713100C	OTHER SERVICES & CHARGES	\$667,026.52
					713200C	CONTRACTUAL SERVICES - OTHER	\$69,912.42
					714100C	GOVERNMENT SUBSIDIES & GRANTS	\$950,144.60
					714110C	PARTICIPANT PAYROLL	\$1,302,155.42
					715200C	P-CARD CLEARING ACCOUNT BUDGET TRACKING	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$5,600.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$3,002,838.96</b>
				<b>PERSONNEL SERVICES</b>	<b>701100C</b>	<b>CONTINUING FULL TIME</b>	<b>\$1,440,419.70</b>
					701200C	CONTINUING FULL TIME - OTHERS	\$326,150.39
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$414,898.03
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$2,181,468.12</b>

DEPARTMENT OF EMPLOYMENT SERVICES (CFO)  
FY2025 SPEND PLAN

Program Description	Program	Appropriated Fund	Appropriated Fund Description	Account Category Description (Parent Level 3)	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	Total
		4020	FEDERAL GRANT FUND - FPR	NON-PERSONNEL SERVICES	714110C	PARTICIPANT PAYROLL	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
<b>YEAR-ROUND YOUTH PROGRAM</b>							
<b>Total</b>							
							<b>\$5,184,307.08</b>
CUSTOMER EXPERIENCE	100224	1010	LOCAL FUND	NON-PERSONNEL SERVICES	713100C	OTHER SERVICES & CHARGES	\$0.00
					717100C	PURCHASES EQUIPMENT & MACHINERY	\$0.00
				<b>NON-PERSONNEL SERVICES Total</b>			<b>\$0.00</b>
				PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$446,529.01
					701200C	CONTINUING FULL TIME - OTHERS	\$146,348.21
					701300C	ADDITIONAL GROSS PAY	\$0.00
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$140,401.70
					701500C	OVERTIME PAY	\$0.00
				<b>PERSONNEL SERVICES Total</b>			<b>\$733,278.92</b>
		1060	SPECIAL PURPOSE REVENUE FUNDS	PERSONNEL SERVICES	701100C	CONTINUING FULL TIME	\$227,429.17
					701200C	CONTINUING FULL TIME - OTHERS	\$64,959.72
					701400C	FRINGE BENEFITS - CURR PERSONNEL	\$68,711.38
				<b>PERSONNEL SERVICES Total</b>			<b>\$361,100.27</b>
<b>CUSTOMER EXPERIENCE Total</b>							
							<b>\$1,094,379.19</b>



FY25 CARDSPENDINGS					
Cardholder Last Name	Cardholder First Name	Transaction Date	Merchant Name	Transaction Amount	Transaction Notes
LISER	YVONNE	10/01/2024	SPROUT SOCIAL, INC	3,828.00	Subscription for OPA
THOMPSON	MARVIN	10/01/2024	IN *MEDICAL FACULTY AS	660.00	This transaction was made to procure on site Emergency Medical Services for the agencies staff training event held at DOES HQ
THOMPSON	MARVIN	10/01/2024	U STREET PARKING MAIN	2,166.15	This transaction was made to procure additional security service for the agencies staff training event held at DOES HQ
LISER	YVONNE	10/02/2024	MARRIOTT JW NEW ORLEAN	380.50	Hotel - Chris Tonjes-Travel Training 2024 Annual NASWA 09/29/24 - 10/02-24 New Orleans, Louisiana
MATTHEWS	KATRINA	10/02/2024	MARRIOTT JW NEW ORLEAN	570.75	Hotel - Katrina Mathews while attending the NASWA conference in New Orleans, LA, from September 24 to September 27, 2024.
HARRIS	WILLIAM	10/03/2024	SOUTHWEST	569.97	Airfare Christina Moore Duke Management Program in Raleigh, NC from October 7, 2024 through October 10, 2024.
HARRIS	WILLIAM	10/03/2024	AMERICAN AIRLINES	53.14	Airfare Lee Thompson Duke Management Program from October 7, 2024 to October 10, 2024, Raleigh, NC.
HARRIS	WILLIAM	10/03/2024	AMERICAN AIRLINES	503.95	Payment for airfare for Lee Thompson to attend the Duke Management Program in Raleigh, NC from October 7, 2024 to October 10, 2024.
LISER	YVONNE	10/07/2024	DELTA	518.96	Airfare - Stacyanne Headley-Barnes Training Travel DUKE Management Program October 7-11 2024 Durham NC
HARRIS	WILLIAM	10/08/2024	ZOOM.US 888-799-9666	2,199.00	Payment for 10 Zoom license renewals.
FINDLEY	FLORA	10/09/2024	BISK EDUCATION INC	30.16	Training registration fee for LaTonya Hill
FINDLEY	FLORA	10/09/2024	VILLANOVA UNIVERSITY	1,885.50	Training registration fee for LaTonya Hill
SHEIKH	MOHAMMAD	10/09/2024	SAWCA.ORG	1,000.00	Labor Standards Bureau/Workers' Compensation Program 2024-2025 membership dues to the Southern Association of Workers' Compensation Administrators.
HARDEMAN	ALBERT	10/10/2024	DOUBLETREE HOTELS	(198.38)	This is credit for hotel stay for Jonathan Toye.
MOORE	VERISHA	10/10/2024	BAUDVILLE INC.	2,023.70	EWI Outreach Items.
SHEIKH	MOHAMMAD	10/10/2024	JETBLUE 27	181.21	Airfare- Benjamyn Johnson Harvard University Introverts as Leaders: Quiet Power as a Leadership Strength training in Cambridge, MA from 10/29/24 to 10/31/24.
BERK	JOSH	10/14/2024	DOCUSIGN INC.	1,272.00	Five (5) annual DocuSign user licenses
MOORE	VERISHA	10/15/2024	BAUDVILLE INC.	414.42	EWI Outreach Items.
MOORE	VERISHA	10/15/2024	BAUDVILLE INC.	535.04	EWI Outreach Items.
MOORE	VERISHA	10/16/2024	SQ *GREATER WASHINGTON	2,000.00	Greater Washington Board of Trade table
RICE	KURON	10/17/2024	METROPOLITAN	302.85	Office Supplies for staff
HARDEMAN	ALBERT	10/21/2024	VIDEO PRODUCTION	875.00	HBCU PSP Videography Services
HARDEMAN	ALBERT	10/21/2024	VIDEO PRODUCTION	875.00	HBCU PSP editing video.
HARDEMAN	ALBERT	10/21/2024	DELTA	538.95	Airline Ticket for Kenneth Walker - Duke Univ. Strategic Business Course.
RICE	KURON	10/21/2024	METROPOLITAN	2,078.49	Office Supplies for staff
SHEIKH	MOHAMMAD	10/21/2024	DELTA	538.95	Airfare - Daniel King Training Travel Duke Strategic Business Community Training in Durham, North Carolina 10/21/24 to 10/24/24.
HARRIS	WILLIAM	10/21/2024	SOUTHWEST	673.95	Airline - Christina Moore Training Travel Summer Jobs Connect Convening Workshop October 23, 2024 - October 24, 2024 Atlanta, GA
MATTHEWS	KATRINA	10/22/2024	AMERICAN AIRLINES	538.95	Airfare - Darrell Foster Training Travel Duke Strategic Business Community Training in Durham, North Carolina 10/21/24 to 10/24/24.
MATTHEWS	KATRINA	10/22/2024	AMERICAN AIRLINES	26.57	Airline Transaction fee
HARDEMAN	ALBERT	10/23/2024	SQ *KESHAWN E. PHOTO L	3,000.00	Promo Video for HBCU Public Service Program.
HARRIS	WILLIAM	10/23/2024	IN *AD BOX PROMO AGENC	3,531.00	Office supplies - Office of Wage and Hour.
RICE	KURON	10/24/2024	AICPA ORDER ASSN ORDE	695.00	Abdinansir Mohumad is taking training with AICPA purchased on 10/23/24 for \$695.00.
MOORE	VERISHA	10/25/2024	EMERGENT LLC	4,040.00	4 Adobe Pro licenses for OPA staff
SHEIKH	MOHAMMAD	10/25/2024	AMERICAN AIRLINES	358.95	Airfare to the Harvard University Introverts as Leaders Training in Cambridge, MA from 11/29/24 to 11/1/24. Attendee: Frank Crawford
HARRIS	WILLIAM	10/25/2024	IN *COAST TO COAST HOS	1,375.00	Payment for videography services for year-round programs.
HARRIS	WILLIAM	10/25/2024	IN *COAST TO COAST HOS	1,375.00	Payment for editing services for year-round programs.
HARRIS	WILLIAM	10/25/2024	FRAME OF MINE	457.00	Payment for matting and framing of OYP staff as a departing gift for the associate director.
HARRIS	WILLIAM	10/25/2024	U STREET PARKING MAIN	891.95	Payment for security for the MBYLI Pinktober for breast cancer awareness on Saturday, October 26, 2024.
LISER	YVONNE	10/28/2024	PUBLIC PERFORMANCE MAN	3,167.60	OIT Grammarly software renewal - partial invoice
LISER	YVONNE	10/28/2024	PUBLIC PERFORMANCE MAN	20.00	OIT Grammarly software renewal - remaining balance
LISER	YVONNE	10/28/2024	IONOS INC.	25.00	DCIA IONOS SSL Certificate Renewal for website <a href="https://careerreadydc.com">https://careerreadydc.com</a>
MATTHEWS	KATRINA	10/28/2024	AMERICAN AIRLINES	58.45	Airfare- Marlow McNeil Duke Professional Development training in Raleigh, NC, from October 27 to October 30, 2024. Mandatory seat fees due to the unavailability of other seats at the time of purchase.
MATTHEWS	KATRINA	10/28/2024	AMERICAN AIRLINES	538.95	Airfare- Marlow McNeil Duke Professional Development training in Raleigh, NC, from October 27 to October 30, 2024.
MATTHEWS	KATRINA	10/28/2024	AMERICAN AIRLINES	26.37	Airfare- Arlen Herrell DUKE Professional Development training in Raleigh NC on 10/27/2024-10/30/2024. Mandatory seat fee due to the unavailability of other seats at the time of purchase.
MATTHEWS	KATRINA	10/28/2024	AMERICAN AIRLINES	388.48	Airfare- Arlen Herrell DUKE Professional Development training in Raleigh NC on 10/27/2024-10/30/2024.
MATTHEWS	KATRINA	10/28/2024	DELTA	862.95	Airfare- Arlen Herrell Annual CAEL Conference in New Orleans from October 30th to November 2, 2024.
MATTHEWS	KATRINA	10/28/2024	SOUTHWEST	684.96	Airfare- Victor Robinson DUKE Professional Development training in Raleigh NC on 10/27/2024-10/30/2024.
HARRIS	WILLIAM	10/28/2024	SENODA INC	2,747.10	Payment for shirts for Pinktober event in recognition of breast cancer awareness.
HARDEMAN	ALBERT	10/30/2024	NGMA	174.00	Membership Renewal NGMA - Vanessa Black

HARDEMAN	ALBERT	10/30/2024	NGMA	3,406.26	Membership Renewal NGMA - Demetries Saunders
HARDEMAN	ALBERT	10/30/2024	NGMA	174.00	Membership Renewal NGMA - Emmanuel Fields
SHEIKH	MOHAMMAD	10/30/2024	DELTA	413.95	Airfare - Ralphine Pughsley - Harvard University Introverts as Leaders: Quiet Power as a Leadership Strength training in Cambridge, MA from 10/30/24 to 10/31/24.
SHEIKH	MOHAMMAD	10/30/2024	DELTA	413.95	Airfare - Renata Naylor - Harvard University Introverts as Leaders: Quiet Power as a Leadership Strength, in Cambridge, MA from 10/29/24 to 10/31/24.
SHEIKH	MOHAMMAD	10/30/2024	RESIDENCE INN BACK BAY	1.00	Hotel- Renata Naylor - Cambridge, Massachusetts for the Harvard University Professional Development training 10/29/24 to 10/31/24.
SHEIKH	MOHAMMAD	10/30/2024	RESIDENCE INN BACK BAY	1.00	Hotel- Ralphine Pughsley- Cambridge, Massachusetts for the Harvard University Professional Development training 10/29/24-10/31/24.
SHEIKH	MOHAMMAD	10/30/2024	RESIDENCE INN BACK BAY	(1.00)	Credit
SHEIKH	MOHAMMAD	10/30/2024	RESIDENCE INN BACK BAY	(1.00)	Credit
SHEIKH	MOHAMMAD	10/30/2024	HAMPTON INNS	599.69	Hotel - Benjamyn Johnson - Cambridge, Massachusetts for the Harvard University Professional Development Training - 10/29/24-10/31/24
LISER	YVONNE	11/01/2024	THE NATIONAL ASSOCIATI	(200.00)	Refund for Administration & Finance Committee Meeting - Chris Tonjes Travel Training 2024 NASWA Summit NASCIO Annual-RM
LISER	YVONNE	11/01/2024	IN *NJ3Q TECHNOLOGY, L	1,759.03	Audit software for OIT
MATTHEWS	KATRINA	11/04/2024	MARRIOTT JW NEW ORLEAN	1,465.47	Hotel- Arlen Herrell, Annual CAEL Conference in New Orleans from October 30, 2024, to November 2, 2024.
SHEIKH	MOHAMMAD	11/04/2024	RESIDENCE INN BACK BAY	651.30	Hotel - Renata Naylor Harvard University Extension School Training, Introverts as Leaders: October 30-31, 2024,Cambridge, Massachusetts.
SHEIKH	MOHAMMAD	11/04/2024	RESIDENCE INN BACK BAY	651.30	Hotel - accommodations for Ralphine Pughsley to attend the 2024 Harvard University Extension School Training, Introverts as Leaders: Quiet Power as a Leadership Strength, 2024 - October 30-31, 2024, in Cambridge, Massachusetts.
SHEIKH	MOHAMMAD	11/04/2024	SHERATON HOTELS COMMAN	809.34	Hotel accommodations for Frank Crawford to attend the 2024 Harvard University Extension School Training, Introverts as Leaders: Quiet Power as a Leadership Strength, 2024 - October 30-31, 2024, in Cambridge, Massachusetts.
HARRIS	WILLIAM	11/04/2024	METROPOLITAN	701.58	Office Supplies for Office of Youth Programs.
HARDEMAN	ALBERT	11/05/2024	TOUCAN PRINTING & PROM	4,994.10	Office Supplies for Workforce/AJC.
LISER	YVONNE	11/06/2024	IN *RINGS LEIGHTON CRE	3,420.00	DCIA Supplies
MOORE	VERISHA	11/06/2024	BAUDVILLE INC.	1,431.29	Office supplies for staff
LISER	YVONNE	11/07/2024	ICMA ONLINE	200.00	ICMA Membership Renewal for Dr. Unique Morris-Hughes
LISER	YVONNE	11/08/2024	OREILLYMEDIAPLATFORM	1,989.95	OIT O'Reilly Media platform training renewal
MATTHEWS	KATRINA	11/08/2024	AWL*PEARSON EDUCATION	3,784.20	(CCNA) for certified booklets for the DCIA Academy.
SHEIKH	MOHAMMAD	11/08/2024	IN *INTL ASSN OF INDUS	1,800.00	Payment of 2024/2025 membership dues to the International Association of Industrial Boards and Commissions (IAIABC).
HARRIS	WILLIAM	11/08/2024	FASTSIGNS OF DC	1,031.50	Payment for step and repeat with program logos.
LISER	YVONNE	11/11/2024	PUBLIC PERFORMANCE MAN	1,079.00	PR358- LSB Headset Adapters - Qty 50 from PPM
LISER	YVONNE	11/11/2024	SOUTHWEST	634.96	Airfare - Tanise Brown Training Travel UI IB Subcommittee Meeting November 14-15 2024 Fort Worth TX
MATTHEWS	KATRINA	11/11/2024	BLAVITY PURCHASE 2024	1,102.50	Conference fee - Glorie Chiza, Training Travel Annual Afrotech Conference in Houston, TX, November 12, 2024, to November 17, 2024.
MATTHEWS	KATRINA	11/11/2024	AMERICAN AIRLINES	842.95	Airfare - Glorie Chiza Training Travel Annual Afrotech Conference in Houston, TX, from November 12, 2024, to November 17, 2024.
MATTHEWS	KATRINA	11/11/2024	AMERICAN AIRLINES	27.49	Airfare seating - Glorie Chiza Annual Afrotech Conference in Houston, TX, from November 12, 2024, to November 17, 2024.
HARRIS	WILLIAM	11/11/2024	FRAME OF MINE	178.00	Payment for framing and matting for picture for the Office of Youth Programs.
LISER	YVONNE	11/12/2024	IONOS INC.	32.00	Domain name renewal for DCIA website careerreadydc.com
LISER	YVONNE	11/13/2024	AMAZON MKTPL	329.99	PC accessories for Dr. Unique Morris-Hughes
MOORE	VERISHA	11/13/2024	MINUTEMAN PRESS WASHIN	(34.84)	Refund on taxes paid for the annual economic report
MOORE	VERISHA	11/13/2024	MINUTEMAN PRESS -WASHI	615.44	Annual Economic Report copies
LISER	YVONNE	11/14/2024	STANDARD OFFICE SUPPLY	1,612.05	3 TVs for new AJC
BERK	JOSH	11/14/2024	SOUTHWEST	699.97	Airfare - Charles Cabell Training Travel National Association of State Workforce Agencies November 14-15 Forth Worth, TX.
BERK	JOSH	11/14/2024	SOUTHWEST	699.97	Airfare - Tia Miller Training Travel National Association of State Workforce Agencies November 14-15 Forth Worth, TX.
BERK	JOSH	11/14/2024	THE NATIONAL ASSOCIATI	300.00	Conferenc Fee - Tanise Brown NASWA conference in Fort Worth, Texas (November 14 - 15).
BERK	JOSH	11/14/2024	THE NATIONAL ASSOCIATI	300.00	Conference Fee - Charles Cabell NASWA conference in Fort Worth, Texas (November 14 - 15).
BERK	JOSH	11/14/2024	THE NATIONAL ASSOCIATI	300.00	Conference Fee - Tia White-Miller NASWA conference in Fort Worth, Texas (November 14 - 15).
HARDEMAN	ALBERT	11/14/2024	AMERICAN AIRLINES	774.95	Airfare Lashell Green - NAWDP 25th Annual Youth Symposium Phoenix, AZ 11/18/24 - 11/21/24
HARDEMAN	ALBERT	11/14/2024	AMERICAN AIRLINES	774.95	Airfare - Brittany Switzer - NAWDP 25th Annual Youth Symposium Phoenix, AZ 11/18/24 - 11/21/24
THOMPSON	MARVIN	11/14/2024	SPI*DIRECTV SERVICE	2,219.88	Annual Direct TV Service for FY25.
LISER	YVONNE	11/15/2024	SURVEYMONK* T 46250613	1,335.60	Survey Monkey purchase for UI Tax
MATTHEWS	KATRINA	11/15/2024	HILTON HOTELS	1,515.60	Hotel - Glorie attend the Annual Afrotech Conference in Houston, TX, from November 12, 2024, to November 17, 2024.

SHEIKH	MOHAMMAD	11/15/2024	SAWCA.ORG* SOUTHERN AS	600.00	Registration fee for Administrative Law Judge William Schladt to attend the 2024 Southern Association of Workers' Compensation Administrators (SAWCA) All Committee Conference (November 18, 2024, through November 22, 2024).
HARRIS	WILLIAM	11/15/2024	SENODA INC	2,925.74	Office Supplies - OYP
LISER	YVONNE	11/18/2024	PUBLIC PERFORMANCE MAN	1,738.26	PR350 OCE 43in Monitors
BERK	JOSH	11/18/2024	HILTON FORT WORTH	435.20	Hotel - Charles Cabell Training Travel National Association of State Workforce Agencies convention November 14-15 Forth Worth, TX.
BERK	JOSH	11/18/2024	HILTON FORT WORTH	435.20	Hotel - Tanise Brown Training Travel National Association of State Workforce Agencies convention November 14-15 Forth Worth, TX.
BERK	JOSH	11/18/2024	HILTON FORT WORTH	435.20	Hotel - Tia White-Miller Training Travel National Association of State Workforce Agencies convention November 14-15 Forth Worth, TX.
BERK	JOSH	11/18/2024	LANDS END BUS OUTFITTE	29.00	Staff blazers "Logo setup fee" associated with embroidery services for the Office of Paid Family Leave.
MATTHEWS	KATRINA	11/18/2024	HILTON HOTELS	4.33	Hotel - Glorie Chiza Training Travel Annual Afrotech Conference in Houston, TX, from November 12, 2024, to November 17, 2024.
HARDEMAN	ALBERT	11/18/2024	NAWDP.ORG	700.00	Registration fee - Brittany Switzer attended the NAWDP 25th Annual Youth Symposium Phoenix, AZ 11/18/24 - 11/21/24
HARDEMAN	ALBERT	11/18/2024	NAWDP.ORG	825.00	Registration fee - Lashell Green attended the NAWDP 25th Annual Youth Symposium Phoenix, AZ 11/18/24 - 11/21/24
THOMPSON	MARVIN	11/18/2024	IN *BRIAR PATCH SHREDD	622.00	Shredding Service for the agency.
SHEIKH	MOHAMMAD	11/18/2024	AMERICAN AIRLINES	810.95	Airfare - William Schladt Training Travel 2024 Southern Association of Workers' Compensation Administrators SAWCA All Committee Conference November 18, 2024, through November 22, 2024. Amelia Island, FL
SHEIKH	MOHAMMAD	11/18/2024	OMNI AIP RESORT FRONT	278.88	Hotel - William Schladt Training Travel 2024 Southern Association of Workers' Compensation Administrators SAWCA All Committee Conference November 18, 2024, through November 22, 2024. Amelia Island, FL
SHEIKH	MOHAMMAD	11/18/2024	OMNI AMELIA ISLAND ONL	1,115.52	Hotel - William Schladt Training Travel 2024 Southern Association of Workers' Compensation Administrators SAWCA All Committee Conference November 18, 2024, through November 22, 2024. Amelia Island, FL
SHEIKH	MOHAMMAD	11/18/2024	METROPOLITAN	378.18	Office Supplies - Labor Standards
BERK	JOSH	11/19/2024	THE NATIONAL ASSOCIATI	250.00	Conference Fee - Monnikka Madison Training Travel National Association of State Workforce Agencies (NASWA) Florida December 3 - December 5, 2024.
HARDEMAN	ALBERT	11/19/2024	IN *VOW TRANSPORTATION	4,999.00	Apprenticeship Day Transportation/Shuttle Service.
THOMPSON	DANIELLE	11/19/2024	PROJECT MANAGEMENT INS	208.54	Verisha Moore PMI Membership
THOMPSON	MARVIN	11/20/2024	METROPOLITAN	647.35	Office Supplies - OAS
THOMPSON	DANIELLE	11/20/2024	PARK MGM/NOMAD-ADV DEP	580.56	Hotel -Jason Washington Training Travel CES 2025 conference January 7-10, 2025 Las Vegas, NV
SHEIKH	MOHAMMAD	11/20/2024	AMERICAN AIRLINES	468.95	Airfare - Mark W. Bertram Training Travel National Judicial College Course, "When Justice Fails. December 2 - December 5, 2024, Miami Florida.
SHEIKH	MOHAMMAD	11/20/2024	JUDGES.ORG* NAT JUD CO	2,298.00	Registration fee - Mark W. Bertram Training Travel National Judicial College Course, "When Justice Fails. December 2 - December 5, 2024, Miami Florida.
SHEIKH	MOHAMMAD	11/20/2024	HILTON MIAMI BEACH FD	1,003.20	Hotel - Mark W. Bertram Training Travel National Judicial College Course, "When Justice Fails. December 2 - December 5, 2024, Miami Florida.
BERK	JOSH	11/21/2024	SOUTHWEST	1,473.97	Airfare - Monnikka Madison Training Travel National Association of State Workforce Agencies (NASWA) convention December 3 - December 5, 2024. Marco Island, FL
THOMPSON	DANIELLE	11/21/2024	PARK MGM/NOMAD-ADV DEP	677.50	Hotel - Unique Morris-Hughes Training Travel CES Conference Jan 2025 - Las Vegas, NV
HARRIS	WILLIAM	11/21/2024	IN *AD BOX PROMO AGENC	765.00	Office Supplies
SHEIKH	MOHAMMAD	11/22/2024	JIMMIE MUSCATELLO'S GQ	843.00	Purchase of ID badges and wallets for the Office of Wage-Hour (OWH). The badges are used by OWH investigators and other OWH staff when going in the field to serve the program's customers.
LISER	YVONNE	11/25/2024	ABC TECHNICAL SOLUTION	677.72	PA System for AJC
HARDEMAN	ALBERT	11/25/2024	SHERATON PHOENIX DWNTN	840.90	Hotel - Lashell Green Training Travel NAWDP 25th Annual Youth Symposium - 11/18-11/21, 2024 Phoenix, AZ
HARDEMAN	ALBERT	11/25/2024	SHERATON PHOENIX DWNTN	840.90	Hotel - Brittney Switzer Training Travel NAWDP 25th Annual Youth Symposium - 11/18-11/21, 2024 Phoenix, AZ
THOMPSON	DANIELLE	11/25/2024	METROPOLITAN	825.01	Books and ID plastic covers
MOORE	VERISHA	11/25/2024	USMAYORS	5,000.00	Director Morris-Hughes US Conference of Mayors Membership
SHEIKH	MOHAMMAD	11/26/2024	MVS INC	4,776.00	Purchase of equipment for the Director's video conference upgrades.
BERK	JOSH	11/27/2024	SOUTHWEST	(346.00)	Credit - Monnikka Madison National Association of State Workforce Agencies (NASWA) convention in Florida, December 3 - December 5, 2024. A departure time change resulted in a credit of \$346 dollars refunded to the P-Card.
SHEIKH	MOHAMMAD	12/02/2024	OMNI AMELIA ISLAND ONL	(177.44)	Credit -William Schladt 2024 Southern Association of Workers' Compensation Administrators (SAWCA) All Committee Conference (November 18, 2024, - November 22, 2024 Amelia Island, FL
MATTHEWS	KATRINA	12/03/2024	IN *AD BOX PROMO AGENC	4,281.00	Office Supplies
THOMPSON	DANIELLE	12/03/2024	HILTON HOTELS	630.48	Hotel- Unique Morris-Hughes NASWA Board of Directors ans Committe Meeting December 2-4, 2024 Marco Island, FL
MOORE	VERISHA	12/03/2024	IN *MASTV / EL PLANETA	3,000.00	Hispanic Heritage Month ad with El Tiempo Latino
LISER	YVONNE	12/04/2024	SQ *L&G TRUCK REPAIR	2,705.47	CDL Bus Maintenance for DCIA
MOORE	VERISHA	12/05/2024	LANDS END BUS OUTFITTE	59.32	Outreach Items for Staff
BERK	JOSH	12/06/2024	AMAZON MKTPL	1,558.00	Two (2) reMarkable Paper Tablets.
BERK	JOSH	12/06/2024	HILTON HOTELS	568.00	Hotel- Monnikka Madison National Association of State Workforce Agencies (NASWA) conference Marco Island, FL 12/03/24 - 12/05/2025.

THOMPSON	MARVIN	12/06/2024	CONSUMER TECHNOLOGY AS	950.00	Registration fee- Monea Smith to attend the 2025 CES Conference on January 6th - January 11th, 2025, in Las Vegas, N.V.
SHEIKH	MOHAMMAD	12/06/2024	PAYPAL/ADAMS MORGAN COMMUNITY ALLIANCE	(278.10)	Refund of the purchase of OWH/Office of First Source Compliance's participation (vondor table) in the Adams Morgan Day Artisan Stroll event on September 8, 2024.
HARDEMAN	ALBERT	12/09/2024	CONSUMER TECHNOLOGY AS	1,700.00	Registration fees - Jasmine Lilly Training Travel CES Conference 2025 1/1/25-1/11/25 - Las Vegas, NV
HARDEMAN	ALBERT	12/09/2024	SOUTHWEST	506.96	Airfare - Desean Lawson Training Travel CES Conference 2025 1/6/25-1/11/25 - Las Vegas, NV
HARDEMAN	ALBERT	12/09/2024	SOUTHWEST	663.97	Airfare - Jasmine Lilly Training Travel CES Conference 2025 1/6/25-1/11/25 - Las Vegas, NV
HARDEMAN	ALBERT	12/09/2024	SOUTHWEST	514.96	Airfare - Michael Taylor Training Travel CES Conference 2025 1/6/25-1/11/25 - Las Vegas, NV
HARDEMAN	ALBERT	12/09/2024	SOUTHWEST	663.97	Airfare - Monea Smith Training Travel CES Conference 2025 1/6/25-1/11/25 - Las Vegas, NV
THOMPSON	DANIELLE	12/09/2024	SLIDEWORKS.IO	129.00	Remarkable Templates for UMH
SHEIKH	MOHAMMAD	12/09/2024	SHERATON	441.06	Hotel- Thomas Herbert Training Travel OSHA Training - Permit-Required Confined Space on December 4, 2024, in Philadelphia, PA.
SHEIKH	MOHAMMAD	12/09/2024	OMNI AMELIA ISLAND ONL	(101.44)	Hotel Credit - William Schladt to attend the 2024 Southern Association of Workers' Compensation Administrators (SAWCA) All Committee Conference November 18, 2024-November 22, 2024 Amelia Island, FL
HARRIS	WILLIAM	12/09/2024	FASTSIGNS OF DC	656.18	Payment for pop-up banner for MBYLLI
MATTHEWS	KATRINA	12/10/2024	WL *VUE*TESTING EXAM	1,764.00	Purchase of CCNA Certification for DCIA
HARDEMAN	ALBERT	12/11/2024	2300 SAHARA HOTEL OPER	1,253.68	Hotel Deposit - Monea Smith Training Travel CES Conference 2025 - 1/6/25-1/11/25 Las Vegas, NV
HARDEMAN	ALBERT	12/11/2024	2300 SAHARA HOTEL OPER	1,253.68	Hotel Deposit - Jasmine Lilly Training Travel CES Conference 2025 1/6/25-1/11/25 Las Vegas, NV
THOMPSON	MARVIN	12/11/2024	U STREET PARKING MAIN	1,280.50	Security Service for event held at DOES HQ, 4058 Minnesota Avenue N.E. on 12/07/2024.
MATTHEWS	KATRINA	12/12/2024	MONDAY.COM	4,833.60	This purchase was an automatic renewal - I had to dispute this charge as unauthorized.- The program did not request or receive approval for this purchase. Canceled card - Informed the program to contact Monday.com
THOMPSON	MARVIN	12/12/2024	METROPOLITAN	719.60	Semi-Gloss Photo Paper 24x100 ft. - Satin Roll White for the Office of Public Affairs.
LISER	YVONNE	12/13/2024	UNITED AIRLINES	658.45	Airfare - Chris Tonjes Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV
HARDEMAN	ALBERT	12/13/2024	SOUTHWEST	506.96	Airfare - Kenneth Walker Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV
HARRIS	WILLIAM	12/13/2024	IN *AD BOX PROMO AGENC	2,420.00	Office Supplies
MATTHEWS	KATRINA	12/16/2024	HILTON HOTELS	(4.33)	This is a credit (refund) for \$4.33 for previous Hilton Hotel charge for Glorie Chiza to attend conference. The charge was inadvertently placed on the wrong card- all incidentals should have went to the traveler's personal credit card.
HARDEMAN	ALBERT	12/16/2024	METROPOLITAN	4,770.53	Office Supplies for Workforce AJC's.
BERK	JOSH	12/17/2024	HILTON HOTELS	(70.00)	Credit- Monnikka Madison Training Travel National Association of State Workforce Agencies (NASWA) conference December 2-4, 2024 Marco Island, FL
THOMPSON	DANIELLE	12/17/2024	HILTON HOTELS	(77.70)	Credit - Dr. Unique Morris-Hughes NASWA Winter 2024 Board of Directors. December 2- 4 2024 Marco Island, FL
BERK	JOSH	12/18/2024	LANDS END BUS OUTFITTE	2,368.43	This expense report records the purchase of staff uniforms to be used by Paid Family Leave employees while attending public events.
MATTHEWS	KATRINA	12/18/2024	NYEC* REG6UZD1Z4R	1,146.38	Conference Fee- Carman Wilkins Training travel to attend the NYEC Annual Forum: A Youth Conference in Minneapolis, MN, May 11th to May 14th, 2025.
HARRIS	WILLIAM	12/18/2024	FASTSIGNS OF DC	893.69	Office Supplies for OYP
HARRIS	WILLIAM	12/18/2024	MVS INC	4,644.30	Payment for walkie talkies to support OYP events.
MATTHEWS	KATRINA	12/19/2024	SOUTHWEST	556.97	Airfare- Carman Wilkins Training Travel NYEC Annual Forum: A Youth Conference in Minneapolis, MN, May 11th to May 14th, 2025
BERK	JOSH	12/20/2024	THE NATIONAL ASSOCIATI	475.00	Conference Fee - Monnikka Madison Training Travel Winter Public Policy Forum of the National Association of State Workforce Agencies (NASWA). February 12, 2025 Washington, DC
HARDEMAN	ALBERT	12/20/2024	SP SENTRYSAFE REP	31.75	New lock for safe in Workforce Bureau.
BERK	JOSH	12/23/2024	THE NATIONAL ASSOCIATI	475.00	Conference Fee - Dana Rodriguez Training Travel Winter Public Policy Forum of the National Association of State Workforce Agencies (NASWA).February 12, 2025
HARDEMAN	ALBERT	12/23/2024	LABORLAWCENTER, LLC	771.25	New Labor Law Posters for the Agency.
THOMPSON	DANIELLE	12/23/2024	AMERICAN AIRLINES	953.96	Airfare -Jason Washington Training Travel CES Conference 2025 January 7-10 2025 Las Vegas NV-
HARRIS	WILLIAM	12/23/2024	SENODA INC	912.48	Office Supplies
HARDEMAN	ALBERT	12/26/2024	WLV ADV DEPOSIT	327.67	Hotel Deposit - Desean Lawson Training Travel CES Conference 2025 January 5 -9 Las Vegas, NV
HARDEMAN	ALBERT	12/26/2024	WLV ADV DEPOSIT	361.68	Hotel Deposit - Jasmine Lilly Training Travel CES Conference 2025 January 5-9 Las Vegas, NV
HARDEMAN	ALBERT	12/26/2024	WLV ADV DEPOSIT	293.65	Hotel Deposit - Michael Taylor Training Travel CES Conference 2025 January 5-9 Las Vegas, NV
THOMPSON	DANIELLE	12/26/2024	PARK MGM/NOMAD-ADV DEP	994.41	Hotel - Jason Washington Training Travel CES Conference 2025 January 5-9 Las Vegas, NV
THOMPSON	DANIELLE	12/26/2024	PARK MGM/NOMAD-ADV DEP	(677.50)	Credit - Unique Morris Hughes Training Travel CES Conference 2025 January 5-9 Las Vegas, NV
MOORE	VERISHA	12/27/2024	SOCIETYFORHUMANRESOURC	264.00	Nicole Chapple SHRM membership
LISER	YVONNE	12/30/2024	MANDALAY - ADV DEP	215.42	Hotel deposit - Chris Tonjes Training Travel CES Conference 2025 January 5-9 2025 in Las Vegas NV
HARDEMAN	ALBERT	12/30/2024	RWLV CONRAD FD B4CHECK	2,487.58	Hotel deposit - Kenneth Walker Training Travel CES Conference 2025 January 5-9 2025 in Las Vegas NV
HARDEMAN	ALBERT	12/30/2024	WLV ADV DEPOSIT	361.68	Hotel deposit - Monea Smith Training Travel CES Conference 2025 January 5-9 2025 in Las Vegas NV
HARDEMAN	ALBERT	01/02/2025	WLV ADV DEPOSIT	1,697.24	Hotel deposit - DeSean Lawson Training Travel CES Conference 2025 January 5-9 2025 in Las Vegas NV
HARDEMAN	ALBERT	01/02/2025	WLV ADV DEPOSIT	1,561.20	Hotel deposit - Michael Taylor Training Travel CES Conference 2025 January 5-9 2025 in Las Vegas NV
HARDEMAN	ALBERT	01/02/2025	WLV ADV DEPOSIT	1,833.29	Hotel deposit - Jasmine Lilly Training Travel CES Conference 2025 January 5-9 2025 in Las Vegas NV
MOORE	VERISHA	01/03/2025	MASTERCLASS.COM/CHARGE	4,999.75	Agency's MasterClass Account
LISER	YVONNE	01/06/2025	MANDALAY - ADV DEP	1,159.88	Hotel balance - Chris Tonjes Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV
HARDEMAN	ALBERT	01/06/2025	WLV ADV DEPOSIT	1,833.29	Hotel Deposit - Monea Smith Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV
HARDEMAN	ALBERT	01/07/2025	EMBASSY SUITES LAS VEG	258.80	Hotel - DeSean Lawson Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV 1 night stay

HARDEMAN	ALBERT	01/07/2025	DRURY INN ST LOUIS AP	Q584065 POH 2026	Hotel - DeSean Lawson Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV 1 night stay
HARDEMAN	ALBERT	01/08/2025	EMBASSY SUITES LAS VEG	158.80	Hotel - DeSean Lawson Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV 1 night stay
HARDEMAN	ALBERT	01/08/2025	EMBASSY SUITES LAS VEG	(100.00)	Credit - DeSean Lawson Training Travel CES Conference 2025 January 5-9 2024 in Las Vegas NV 1 night stay
THOMPSON	DANIELLE	01/08/2025	USMAYORS	2,000.00	Registration - Dr. Unique Morris-Hughes Training Travel 2025 USCM January 2025 Washington DC
LISER	YVONNE	01/09/2025	LANDS END BUS OUTFITTE	(245.18)	Refund of FY2024 OIT Item- charge for replacements being sent
THOMPSON	DANIELLE	01/09/2025	PROJECT MANAGEMENT INS	425.00	Item - Verisha Moore PMP Exam
LISER	YVONNE	01/13/2025	AMTRAK .CO01	70.00	Train fare - Rachel Burrows-Nikolow Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
LISER	YVONNE	01/13/2025	AMTRAK .CO01	70.00	Train fare - Dana Rodriguez Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
LISER	YVONNE	01/13/2025	AMTRAK .CO01	85.00	Train fare - Katurah Aldridge Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
LISER	YVONNE	01/13/2025	AMTRAK .CO01	60.00	Train fare - Tanise Brown Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
MATTHEWS	KATRINA	01/13/2025	MONDAY.COM	4,833.60	This purchase was an automatic renewal - I had to dispute this charge as unauthorized.- The program did not request or receive approval for this purchase. Canceled card - Informed the program to contact Monday.com
HARDEMAN	ALBERT	01/13/2025	WESTGATE LV RESORTCASI	(140.58)	Credit - Desean Lawson. CES Conference January 6-11,2024, Las Vegas, NV
HARDEMAN	ALBERT	01/13/2025	WESTGATE LV RESORTCASI	(174.59)	Credit - Monea Smith. CES Conference January 6-11,2024, Las Vegas, NV
HARDEMAN	ALBERT	01/13/2025	WESTGATE LV RESORTCASI	(123.57)	Credit - Monea Smith. CES Conference January 6-11,2024, Las Vegas, NV
THOMPSON	DANIELLE	01/13/2025	PARK MGM/NOMAD-ADV DEP	(9.99)	Credit - Jason Washington Training Travel CES Conference 2025 January 7-10 2025 Las Vegas NV
MATTHEWS	KATRINA	01/13/2025	FRAUD CREDIT	(4,833.60)	Credit - renewal subscription 1
HARRIS	WILLIAM	01/13/2025	IN *AD BOX PROMO AGENC	1,092.00	Office Supplies OYP
MOORE	VERISHA	01/15/2025	METROPOLITAN	407.06	Supplies for OTPD
SHEIKH	MOHAMMAD	01/15/2025	DC BAR	229.00	Training - Gnet Purcell annual DC Bar Continuing Legal Education (CLE)
HARRIS	WILLIAM	01/15/2025	IN *AD BOX PROMO AGENC	4,933.00	Payment for ink cartridges for OPA.
LISER	YVONNE	01/17/2025	HILTON AT PENNS	363.06	Hotel - Rachel Burrows-Nikolow Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
LISER	YVONNE	01/17/2025	HILTON AT PENNS	363.06	Hotel - Dana Rodriguez Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
LISER	YVONNE	01/17/2025	HILTON AT PENNS	363.06	Hotel - Tanise Brown Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
LISER	YVONNE	01/17/2025	HILTON AT PENNS	363.06	Hotel - Katurah Aldridge Training Travel Rapid Response Summit Jan 14-15 2025 Philadelphia PA
LISER	YVONNE	01/17/2025	LANDS END BUS OUTFITTE	219.44	There were several shirts ordered in FY24 that were the wrong size for staff. The shirts were returned and refunded (- \$245.18). This is the charge for the replacement shirts. The cost of the replacement shirts is less than the refund.
SHEIKH	MOHAMMAD	01/17/2025	GWSCPA	100.00	Purchase of a job posting for an Office of Workers' Compensation (OWC) Management Analyst position on the Greater Washington Society of CPAs (GWSCPA) website. In coordination with DOES HR, the OWC is looking for candidates with an accounting background to fill this position.
MCNEIL	MARLOW	01/20/2025	METROPOLITAN	322.12	Office supply for DSI
BERK	JOSH	01/20/2025	METROPOLITAN	766.41	Office supplies for the Office of Unemployment Compensation.
THOMPSON	DANIELLE	01/20/2025	THE NATIONAL ASSOCIATI	775.00	Registration - Dr. Unique Morris-Hughes Training Travel NASWA 2025 Winter Policy Forum February 11-14 2025 Washington DC
MOORE	VERISHA	01/20/2025	IN *AD BOX PROMO AGENC	3,320.63	Office Supplies for OYP
SHEIKH	MOHAMMAD	01/20/2025	WILEY	400.00	Purchase of a job posting for an Office of Workers' Compensation (OWC) Management Analyst position on the American Accounting Association website.
HARRIS	WILLIAM	01/20/2025	WP*WWW.TNJPRODUCTIONS	2,500.00	Payment for videography services for video of staff for MBSYEP.
BERK	JOSH	01/23/2025	UNITED AIRLINES	356.38	Airfare - Tyler Carpenter Training Travel Call Center professionals January 26-30, 2025 Orlando, FL
HARRIS	WILLIAM	01/23/2025	PAY*ARCTEHOUSE	4,082.50	Payment for rental space for the launch of MBSYEP.
LISER	YVONNE	01/24/2025	THE NATIONAL ASSOCIATI	675.00	Registration fee - Diane Watkins Training Travel NASWA 2025 Winter Policy Forum February 11-14 2025 Washington DC
LISER	YVONNE	01/24/2025	THE NATIONAL ASSOCIATI	675.00	Conference registration - Nicole Chapple Training Travel NASWA 2025 Winter Policy Forum February 12-13 2025 Washington DC
LISER	YVONNE	01/24/2025	THE NATIONAL ASSOCIATI	775.00	Conference Registration - Chris Tonjes Training Travel NASWA 2025 Winter Policy Forum February 12-14 2025 Washington DC
MOORE	VERISHA	01/24/2025	THE NATIONAL ASSOCIATI	775.00	Pablo Venturino Training Payment 2025 NASWA Winter Policy Forum February 12-14 2025 Washington DC
FINDLEY	FLORA	01/24/2025	THE NATIONAL ASSOCIATI	200.00	Conference fee - Arif Sheikh Training National Association of State Workforce for Arif Sheikh Washington DC
MATTHEWS	KATRINA	01/24/2025	THE NATIONAL ASSOCIATI	775.00	FORRS - annual renewal of DevCraft Ultimate Developer software
THOMPSON	MARVIN	01/27/2025	METROPOLITAN	562.50	This transaction was made to purchase six (6) Floor Standing Sign Holders for the Office of Customer Experience.
THOMPSON	DANIELLE	01/28/2025	NFBPA-AUTH.NET	865.00	Registration - Dr. Unique Morris-Hughes Training Travel 2025 NFBPA Forum San Francisco, CA- Registration
LISER	YVONNE	01/29/2025	IN *SUPRETECH, INC.	322.80	Tyler Carpenter - PR365 Apple iPad Magic Keyboard
LISER	YVONNE	01/29/2025	THE NATIONAL ASSOCIATI	675.00	Conference registration - Jonathan Toye Training Travel NASWA 2025 Winter Policy Forum February 12-14 2025 Washington DC
LISER	YVONNE	01/29/2025	THE NATIONAL ASSOCIATI	675.00	Conference Registration - Kenneth Walker Training Travel NASWA 2025 Winter Policy Forum February 12-14 2025 Washington DC
LISER	YVONNE	01/29/2025	AMERICAN HEART SHOPCPR	2,058.00	DCIA - participant First Aid and CPR certifications for our Pepco and ECU classes
BERK	JOSH	01/29/2025	WYNDHAM	541.71	Hotel - Tyler Carpenter Traning Travel Call Center professionals. Jan 26 - Jan 28 2025 Orlando, FL
RICE	KURON	01/29/2025	METROPOLITAN	99.77	Ordered Office Supplies from MOP on 1/27/25 for \$99.57.
SHEIKH	MOHAMMAD	01/29/2025	UNITED AIRLINES	564.96	Airfare- Darien Grant OSHA Course-3110 Fall Protection for Safety Officers from February 3, 2025 - February 6, 2025, in Arlington Heights, Illinois. .
SHEIKH	MOHAMMAD	01/29/2025	OAK HALL CAP & GOWN	893.95	Purchase of two judicial robes for new Administrative Law Judges in the Administrative Hearings Division. The judges will wear robes during the conduct of workers' compensation formal administrative hearings.
HARDEMAN	ALBERT	01/30/2025	SOUL SQUAD	3,685.00	Office Supplies

SHEIKH	MOHAMMAD	01/30/2025	THE NATIONAL ASSOCIATI	530.06	Purchase of annual membership dues to the National Association of Workers' Compensation Judiciary (NAWCJ) for two new Administrative Law Judges. The NAWCJ is an organization dedicated to judicial education.
BERK	JOSH	01/31/2025	METROPOLITAN	245.26	Office Supplies - OPFL
BERK	JOSH	01/31/2025	WYNDHAM	468.02	Hotel- Tyler Carpenter Customer Contact Week conference Orlando, FL Jan 28 - Jan 30, 2025.
LISER	YVONNE	02/03/2025	IN *SUPRETECH, INC.	1,372.00	OIT - 50 Dell 65W laptop chargers
LISER	YVONNE	02/03/2025	AMAZON MKTPL	249.00	Ergonomic keyboard for Dr. Morris-Hughes
LISER	YVONNE	02/03/2025	PROGRESS SOFTWARE (TEL	1,099.00	FORRS - annual renewal of DevCraft Ultimate Developer software
SHEIKH	MOHAMMAD	02/03/2025	THE NATIONAL ASSOCIATI	1,050.00	Registration fee for Administrative Law Judge Jeffrey Reddig to participate in the National Association of Workers' Compensation Virtual New Judges Boot Camp (February 25 -27, 2025).
HARRIS	WILLIAM	02/04/2025	SMART CITY NETWORKS -	6,914.91	Payment for electrical services for the certification event at the Walter E Washington Convention Center. SmartCity is the contracted vendor of the Convention Center.
THOMPSON	MARVIN	02/05/2025	METROPOLITAN	1,604.07	Office Supplies
THOMPSON	MARVIN	02/05/2025	METROPOLITAN		Office Supplies
MATTHEWS	KATRINA	02/05/2025	DISPUTE CREDIT	(4,833.60)	Credit for Fraudulent Charge
LISER	YVONNE	02/06/2025	ABC TECHNICAL SOLUTION	1,329.72	Canon printer toner for DCIA
LISER	YVONNE	02/06/2025	ABC TECHNICAL SOLUTION	43.08	HDMI Cords for DCIA
SHEIKH	MOHAMMAD	02/06/2025	PARALEGAL INSTITUTE OF	1,999.00	Conference Fee - Toshia Hodge Compensation Review Board (CRB), through the Paralegal Institute of Washington, D.C. (PIW).
HARRIS	WILLIAM	02/06/2025	IN *CAPITAL COMMUNITY	2,529.00	Payment for newspaper advertising to promote the Marion S. Barry Summer Youth Employment Program.
SHEIKH	MOHAMMAD	02/07/2025	HOLIDAY INN EXPRESS	371.84	Hotel- Darien Grant OSHA Course-3110 Fall Protection for Safety Officers from February 3, 2025 - February 6, 2025, in Arlington Heights, Illinois.
HARRIS	WILLIAM	02/07/2025	PAYPAL/MATTHEW WOLAK	1,120.00	Payment for videography services to produce MBSYEP video.
THOMPSON	MARVIN	02/10/2025	IN *BRIAR PATCH SHREDD	622.00	This transaction was made to procure a shredding and recycling service.
RICE	KURON	02/10/2025	SENODA INC	3,995.61	Ordered 200 Shirts for OYP from Senoda for \$3,995.61 on 2/6/2025.
HARRIS	WILLIAM	02/12/2025	HI-TECH ELECTRIC LLC	4,865.00	Payment for Wifi services at the Walter E. Washington Convention Center for March Madness. This is the preferred vendor for this venue.
HARRIS	WILLIAM	02/12/2025	IN *SUPRETECH, INC.	172.80	Payment for scanner cords to support MBSYEP certification events.
THOMPSON	MARVIN	02/13/2025	METROPOLITAN	2,430.00	This transaction was made to procure a Reasonable Accommodations Request for a staff member here at the agency.
LISER	YVONNE	02/14/2025	IN *SUPRETECH, INC.	296.40	20 SanDisk 128GB 3.0 flash drive - OIT using to reimage laptops to Windows 11
SHEIKH	MOHAMMAD	02/14/2025	PARALEGAL INSTITUTE OF	1,999.00	Training fee for Theresa Graham, Paralegal Specialist, Administrative Hearings Division (AHD), through the Paralegal Institute of Washington, D.C. (PIW).
SHEIKH	MOHAMMAD	02/17/2025	METROPOLITAN	626.94	Office Supplies for the Labor Standards Bureau, Administrative Hearings Division (AHD).
HARDEMAN	ALBERT	02/19/2025	BLT SHIRT PRINTERS	1,352.40	Uniforms for Trinity CNA program.
HARRIS	WILLIAM	02/20/2025	EVENTS DC	3,570.00	Payment for space rental for certification event for MBSYEP.
THOMPSON	DANIELLE	02/21/2025	WL *VUE*TESTING EXAM	70.00	Verisha Moore Project Management Professional Exam
LISER	YVONNE	02/24/2025	IN *AMELIA HOGAN CONSU	51.75	DCIA tabling cost for local conference DC Postsecondary Success Summit
LISER	YVONNE	02/24/2025	ZOHO CORP	1,865.07	OIT annual subscription renewal for Zoho Assist Standard Edition for 20 remote desktop support licenses
HARRIS	WILLIAM	02/24/2025	4TE*GELBERG SIGNS	1,588.83	Payment for signage for MBSYEP, CRESP and HSIP.
HARDEMAN	ALBERT	02/25/2025	SOUL SQUAD	4,988.75	Office Supplies
HARRIS	WILLIAM	02/25/2025	HI-TECH ELECTRIC LLC	(592.00)	Hitech refunded \$592.00 because we were under the amount of expected usage for Wifi. Hitech is the preferred vendor for the Washington Convention Center.
THOMPSON	DANIELLE	02/26/2025	SOCIETYFORHUMANRESOURC	299.00	Unique Morris-Hughes renewal for SHRM Annual Membership
MOORE	VERISHA	02/26/2025	NYEC* REG9A7Z20EI	3,958.81	Registration Fee for NYEC 2025 Annual Forum for Christina Moore, Ciara. Boderick, and Penelope Diggs
BERK	JOSH	02/28/2025	AMERICAN ASSOCIATION OF	4,000.00	The DOES, Office of Paid Family Leave, participated at a series of workshops organized by the Mayor's Office on Women's Policy and Initiatives (MOWPI) in conjunction with the American Association of University Women (AAUW).
SHEIKH	MOHAMMAD	02/28/2025	MVS INC	2,699.80	Purchase of scanning software for the Office of Workers' Compensation (OWC) and the Compensation Review Board (CRB). The software will be used to operate the high capacity scanners that were recently purchased by the department.
HARRIS	WILLIAM	02/28/2025	SENODA INC	533.94	Payment for the purchase of blazers for MBYLI staff.
MATTHEWS	KATRINA	03/03/2025	FRAUD REBILL	(4,833.60)	This is an ongoing dispute for Monday.com
BROWN	NYLA	03/03/2025	IN *SAME DAY AWARDS, L	1,877.80	Purchase of trophies for the ESB Employee Appreciation and Professional Development Event on March 4th & 5th, 2025.
MATTHEWS	KATRINA	03/03/2025	AWL*PEARSON EDUCATION	(214.20)	Transaction fee is a refund for previously charged taxes charged for DCIA CCNA Credential Certifications.
MATTHEWS	KATRINA	03/03/2025	FRAUD REBILL	4,833.60	This is an ongoing dispute for Monday.com
HARDEMAN	ALBERT	03/04/2025	NYEC* REGKS0D387K	1,350.18	Registration fees - Lamont Hannah 2025 NYEC Annual Forum
HARDEMAN	ALBERT	03/04/2025	NYEC* REGW4JNLCN6	1,350.18	Registration fees - LaShell Green 2025 NYEC Annual Forum
HARRIS	WILLIAM	03/04/2025	IN *AD BOX PROMO AGENC	720.00	Payment for 1000 pens with OYP logo to be used for outreach activities.
HARRIS	WILLIAM	03/04/2025	EVENTS DC	3,550.00	Payment for space rental at the Washington Convention Center to host March Madness for MBSYEP.
HARDEMAN	ALBERT	03/05/2025	SOUTHWEST	274.96	Airline ticket - Lamont Hannah 2025 NYEC Annual Forum

HARDEMAN	ALBERT	03/05/2025	SOUTHWEST	399.05	POH 2026	Airline ticket - LaShell Green 2025 NYEC Annual Forum
LISER	YVONNE	03/06/2025	IN *SUPRETECH, INC.	438.30		DCIA 30 SanDisk 128GB Ultra USB 3.0 flash drives for students
THOMPSON	MARVIN	03/06/2025	EYES OF THE WORLD SECU	1,635.13		Windshield Tags for the Office of Administrative Services. These tags are used for the agencies parking program.
RICE	KURON	03/06/2025	SOUTHWEST	434.37		Airfare for Penelope Diggs to travel to the 2025 NYEC Annual Forum in Minneapolis, MN on May 11-15, 2025. Airfare was \$434.37 with Southwest Airlines.
RICE	KURON	03/06/2025	SOUTHWEST	434.37		Airfare for Ciara Boderick to travel to the 2025 NYEC Annual Forum in Minneapolis, MN on May 11-15, 2025. Airfare was \$434.37 with Southwest Airlines.
RICE	KURON	03/06/2025	SOUTHWEST	434.37		Airfare for Christina Moore to travel to the 2025 NYEC Annual Forum in Minneapolis, MN on May 11-15, 2025. Airfare was \$434.37 with Southwest Airlines.
SHEIKH	MOHAMMAD	03/06/2025	UNITED AIRLINES	551.94		Airfare- Tytilayo Green OSHA-2000 Construction Course training from March 10 to March 21 in Arlington Heights, Illinois.
HARRIS	WILLIAM	03/06/2025	AMK WEW CC CATERING	4,871.90		Aramark is the preferred food vendor for the Washington Convention Center. This is payment for food for March Madness which is a twelve hour certification event.
LISER	YVONNE	03/07/2025	ABC TECHNICAL SOLUTION	785.00		PFL 10 Dell 130W USB-C laptop chargers
THOMPSON	DANIELLE	03/10/2025	NATL GOVERNORS ASSN	900.00		Director Morris-Hughes Training National Governors Association 2025 Winter Workforce Development Policy Institute March 12-15 2025 Washington DC
MOORE	VERISHA	03/10/2025	METROPOLITAN	201.40		Office Supplies
SHEIKH	MOHAMMAD	03/10/2025	AMERICAN AIRLINES	208.18		Airfare transportation for Kiara Aull to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
SHEIKH	MOHAMMAD	03/10/2025	AMERICAN AIRLINES	20.77		Airfare transportation for Kiara Aull to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
SHEIKH	MOHAMMAD	03/10/2025	FSP*CCWC	650.00		Conference registration fee for Kiara Aull to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
SHEIKH	MOHAMMAD	03/10/2025	FSP*CCWC	650.00		Conference registration fee for Ashley Johnson-Green to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
SHEIKH	MOHAMMAD	03/10/2025	SOUTHWEST	506.36		Airline transportation for Ashley Johnson-Green to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
SHEIKH	MOHAMMAD	03/10/2025	SOUTHWEST	279.18		Airline transportation for Kiara Aull to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
HARRIS	WILLIAM	03/10/2025	IN *AD BOX PROMO AGENC	430.00		Payment for graduation cap and gowns for MBYLI youth.
LISER	YVONNE	03/11/2025	IN *SUPRETECH, INC.	99.40		PFL 10 Dell optical wired mice
HARDEMAN	ALBERT	03/11/2025	WAVE - *STRATEGY 6 SO	2,500.00		Speakers for Job Fair.
MOORE	VERISHA	03/11/2025	DELTA	870.36		Victor Robertson airfare for Duke Executive Leadership Program March 16-21, 2025 Durham NC
SHEIKH	MOHAMMAD	03/11/2025	FSP*CCWC	650.00		Conference registration fee for Olabisi Odediran to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
HARRIS	WILLIAM	03/11/2025	SMART CITY NETWORKS -	6,914.91		Payment for Wifi for MBSYEP March Madness. This is the preferred vendor of the Washington Convention Center.
HARDEMAN	ALBERT	03/12/2025	RENELL ROBERTS	2,500.00		Speakers for Job Fair.
SHEIKH	MOHAMMAD	03/12/2025	SOUTHWEST	456.36		Airline transportation for Olabisi Odediran to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
HARRIS	WILLIAM	03/12/2025	HI-TECH ELECTRIC LLC	4,877.00		Payment for electrical services for MBSYEP March Madness. This is the preferred vendor of the Walter E. Washington Convention Center.
HARDEMAN	ALBERT	03/13/2025	SOUTHWEST	523.35		Airline ticket -NFBPA Conference - Michael Taylor
HARDEMAN	ALBERT	03/13/2025	PAYPAL/MONUMENTAL TOURS INC	999.00		Van services for apprenticeship outreach event.
LISER	YVONNE	03/14/2025	KELLOGG CC QPS	2,200.00		DCIA hiring event at the Kellogg Conference Hotel - parking charges
BERK	JOSH	03/14/2025	ABC TECHNICAL SOLUTION	3,905.80		Twenty (20) computer keyboards and twenty (20) computer mice.
RICE	KURON	03/14/2025	METROPOLITAN	364.85		CFO's Office purchased office supplies
HARRIS	WILLIAM	03/14/2025	IN *MEDICAL FACULTY AS	1,019.78		Payment for Emergency Medical Services as required by the Washington Convention Center. GW Medical Associates is the preferred vendor for this venue.
LISER	YVONNE	03/17/2025	IN *SUPRETECH, INC.	450.70		R389 Canon Toner Cartridge 046 Black for MF730C-Series Printers
LISER	YVONNE	03/17/2025	ABC TECHNICAL SOLUTION	1,393.00		Seven 32" curved monitors for PFL
LISER	YVONNE	03/17/2025	METROPOLITAN	660.06		Office supplies
BERK	JOSH	03/17/2025	ABC TECHNICAL SOLUTION	1,091.31		Three (3) portable printers purchased by the Office of Paid Family Leave.
BERK	JOSH	03/17/2025	MVS INC	3,629.70		Wireless computer headsets.
HARDEMAN	ALBERT	03/17/2025	THE PALACE HOTEL	2,578.80		Hotel - Michael Taylor - NFBPA Conference April 7-13, 2025 San Francisco, CA
THOMPSON	MARVIN	03/17/2025	METROPOLITAN	2,160.52		This transaction was made to purchase four (4) 55" Samsung Smart Televisions and four (4) TV Mounts for the agency.
THOMPSON	DANIELLE	03/17/2025	AMAZON MKTPL	38.31		Office Supplies
THOMPSON	DANIELLE	03/17/2025	THE NATIONAL ASSOCIATI	350.00		Dr Unique Morris-Hughes NASWA Summer 2025 Board of Director Committee Meeting June 2-5, 2025 Denver CO Registration Fee
THOMPSON	DANIELLE	03/17/2025	SOUTHWEST	336.95		Dr Unique Morris-Hughes NASWA Summer 2025 Board of Director Committee Meeting June 2-5 Denver CO Flight
THOMPSON	DANIELLE	03/17/2025	SOUTHWEST	454.96		Dr. Unique Morris-Hughes NASWA Summit 2025 September 9-11 2025 Dallas, TX Flight
THOMPSON	DANIELLE	03/17/2025	ALASKA A 02	496.60		Dr. Unique Morris Hughes Training Travel NFBPA Forum April 8-13 CA- Airfare

MOORE	VERISHA	03/17/2025	PARTNERSHIP FOR PUBLIC	584.00	Space for Executive Training
MATTHEWS	KATRINA	03/17/2025	NFBPA-AUTH.NET	1,310.00	Conference registration for Tyrec Grooms- Senior Policy Advisor to attend the NFBPA Forum 2025 in San Francisco CA. on 4/8/25 to 4/13/25.
MATTHEWS	KATRINA	03/17/2025	UNITED AIRLINES	750.71	Airline ticket for Tyrec Grooms- Senior Policy Advisor to attend the NFBPA Forum 2025 in San Francisco CA. on 4/8/25 to 4/13/25.
HARRIS	WILLIAM	03/17/2025	IN *MEDICAL FACULTY AS	1,329.56	Payment for Emergency Medical Services for March Madness. This is a requirement for events at the Washington Convention Center. This is the preferred vendor.
LISER	YVONNE	03/18/2025	MVS INC	806.75	PFL wired computer headsets
LISER	YVONNE	03/18/2025	MVS INC	968.10	30 Poly Blackwire 3320 stereo headsets
BROWN	NYLA	03/18/2025	BADGEANDWALLET.COM	897.60	Purchase of badges for newly hired UI Tax Auditors.
SHEIKH	MOHAMMAD	03/18/2025	HOTELBOOKING	17.99	Hotel - Thomas Herbert, to attend the NFBPA Forum 2025 occurring April 7-13, 2025, in San Francisco, California.
HARDEMAN	ALBERT	03/19/2025	AMERICAN AIRLINES	518.37	Hotel - Admad Thomas- NFBPA Conference April 7-13, 2025 San Francisco, CA
THOMPSON	MARVIN	03/19/2025	IN *BRIAR PATCH SHREDD	2,488.00	This transaction was made to procure shredding & recycling service for the agency.
MOORE	VERISHA	03/19/2025	METROPOLITAN	(132.54)	Refund of Items for CRESF Certification Purchased on 3.6.25
SHEIKH	MOHAMMAD	03/19/2025	SOUTHWEST	503.36	Airline transportation for Terry Kenner, to attend the NFBPA Forum 2025 occurring April 7-13, 2025, in San Francisco, California.
SHEIKH	MOHAMMAD	03/19/2025	SOUTHWEST	448.36	Airline transportation for Supervisory Program Manager, Thomas Herbert, to attend the NFBPA Forum 2025 occurring April 7-13, 2025, in San Francisco, California.
SHEIKH	MOHAMMAD	03/19/2025	HOTEL RES-HYATT REGEN	2,697.42	Hotel accommodations Thomas Herbert, to attend the NFBPA Forum 2025 occurring April 7-13, 2025, in San Francisco, California.
SHEIKH	MOHAMMAD	03/19/2025	HOLIDAY INN EXPRESS	1,138.50	Hotel accommodations for Tylilayo Green to attend OSHA-2000 Construction Course training from March 10 to March 21 in Arlington Heights, Illinois.
SHEIKH	MOHAMMAD	03/20/2025	LEGALBLUEBOOK.COM	388.62	Purchase of eight (8) blue books for the Compensation Review Board.
SHEIKH	MOHAMMAD	03/20/2025	PARALEGAL INSTITUTE OF	1,999.00	Training fee for Kristoffer Carrington Compensation Review Board (CRB) to attend the Paralegal Institute of Washington, D.C. (PIW).
THOMPSON	MARVIN	03/24/2025	DOCUMENT MANAGERS	3,900.00	#10 No Window Envelopes for the Agency.
BROWN	NYLA	03/24/2025	DELTA	831.67	Airfare - Dana Rodriguez to travel to the National Association of State Workforce Agencies Forum in Salt Lake City, Utah on April 21st -25th, 2025.
BROWN	NYLA	03/24/2025	THE NATIONAL ASSOCIATI	200.00	Conference fee- Dana Rodriguez to attend the National Association of State Workforce Agencies Forum in Salt Lake City, Utah on April 22nd-24th, 2025.
SHEIKH	MOHAMMAD	03/24/2025	HOLIDAY INN EXPRESS	425.62	Hotel - Tylilayo Green to attend OSHA-2000 Construction Course training from March 10 to March 21 in Arlington Heights, Illinois.
MATTHEWS	KATRINA	03/24/2025	GEOGRAPHIC SOLUTIONS	2,183.00	Transaction fee is for a Geographic Solutions workforce technology conference for three staff- Chalachew Jemberie - Data Scientist his conference fee is \$794, Katrina Matthews Program Analysis Officer, her conference fee is \$595, and Latisha Kinard, Program Analyst, her conference fee is \$794.00 all staff work in Labor Market Research and Performance unit. The conference will be located in Clearwater Beach Florida from 6/22/25- 6/26/25.
MATTHEWS	KATRINA	03/24/2025	AMERICAN AIRLINES	411.97	Airfare-fee for Chalachew Jemberie, Data Scientist in LMI to attend a Geographic Solutions conference in Clearwater Beach FL. The conference will be held on 6/22/25-6/26/25.
RICE	KURON	03/25/2025	HOTELBOOKING	17.99	Service Fee: for booking hotel for Christina Moore's trip to NFBPA Forum 2025.
MATTHEWS	KATRINA	03/25/2025	AMERICAN AIRLINES	435.97	Airfare- Latisha Kinard, Program Analyst in LMI to attend a Geographic Solutions conference in Clearwater Beach FL. The conference will be held on 6/22/25-6/26/25.
MATTHEWS	KATRINA	03/25/2025	DELTA	633.37	Airfare- for Katrina Matthews, Program Analysis Officer in LMI to attend a Geographic Solutions conference in Clearwater Beach FL. The conference will be held on 6/22/25-6/26/25.
RICE	KURON	03/26/2025	UNITED AIRLINES	818.96	Purchased Christina Moore's Airfare for for NFBPA Forum 2025 on April 6-13, 2025 in San Francisco, CA.
RICE	KURON	03/26/2025	HOTEL RES-PALACE HOTE	2,865.16	Purchased hotel accommodations for Christina Moore to attend the NFBPA Forum 2025 in San Francisco, CA on April 6-13, 2025 for \$2,865.16.
BROWN	NYLA	03/26/2025	HLT SLC CENTER SERTIFI	660.72	Hotel for Dana Rodriguez to attend the National Association of State Workforce Agencies Forum in Salt Lake City, Utah on April 21st -25th, 2025.
LISER	YVONNE	03/27/2025	NFBPA-AUTH.NET	540.00	Registration - Arlen Herrell NFBPA Forum 2025 San Francisco, CA 4/8- 4/11
LISER	YVONNE	03/27/2025	DELTA	294.18	Airfare - Arlen Herrell NFBPA Forum 2025 San Francisco, CA 4/8 - 4/11
HARDEMAN	ALBERT	03/27/2025	NAWDP.ORG	850.00	Registration fee Kenneth Walker NAWDP Conference Virginia Beach, VA 05/04/25 - 05/08/25
SHEIKH	MOHAMMAD	03/27/2025	DELTA	206.96	Airfae - Daniel King to attend the Duke Executive Education's Class for leading Dynamic Organizational Transformation at the JB Duke Hotel and Conference Center from May 6th to 8th, 2025.
HARDEMAN	ALBERT	03/28/2025	NAWDP.ORG	850.00	Registration fee Michael Taylor NAWDP Conference Virginia Beach, VA 05/04/25 - 05/08/25
THOMPSON	MARVIN	03/31/2025	U STREET PARKING MAIN	353.52	This transaction was made to procure security service after normal business hours. This service was provided on Monday March 24,2025 between the hours of 5:30PM - 8:30PM.
THOMPSON	DANIELLE	03/31/2025	THE BUSINESS JOURNALS	233.20	Washington Business Journal Premium Plus Member Digital and Print Renewal Notice for Director \$233.20 Expire 3.28.2025
MOORE	VERISHA	03/31/2025	SOUTHWEST	751.36	ShaQuana Carter Flight for NFBPA Forum 2025 April 7-12, 2025 San Francisco, CA
MATTHEWS	KATRINA	03/31/2025	NFBPA-AUTH.NET	540.00	Transaction for Darrell Foster- Program Analyst in workforce to attend the NFBPA Forum 2025 at the Hyatt Regency San Francisco on April 8th-13th. The fee is for conference registration- as a presenter
MATTHEWS	KATRINA	03/31/2025	DELTA	849.37	Transaction for Darrell Foster- Program Analyst in workforce to attend the NFBPA Forum 2025 at the Hyatt Regency San Francisco on April 8th-13th. The fee is for airfare through Delta Airlines
LISER	YVONNE	04/01/2025	NFBPA-AUTH.NET	1,310.00	Registration - Anissa Douglass Training Travel NFBPA Forum 2025 April 8-13 2025 San Francisco CA



MATTHEWS	KATRINA	04/01/2025	HILTON ADVPURCH8002367	5630.95	Transaction for Darrell Foster- Program Analyst in workforce to attend the NFBPA Forum 2025 at the Hyatt Regency San Francisco on April 8th-13th. The fee is for pre-paid hotel stay at Hilton
LISER	YVONNE	04/02/2025	UNITED AIRLINES	896.96	Airfare - Anissa Douglass Training Travel NFBPA Forum 2025 April 8-13 2025 San Francisco CA
BERK	JOSH	04/02/2025	UNITED AIRLINES	832.97	Airfare- Deborah Adams NFBPA conference San Francisco, CA April 7 - April 12, 2025.
HARRIS	WILLIAM	04/02/2025	IN *SUPRETECH, INC.	575.88	Payment for projectors for the Office of Youth Programs.
HARDEMAN	ALBERT	04/03/2025	DAHLSTROM & COMPANY IN	4,800.00	Job Hunting Handbook/Surviving a Layoff
HARDEMAN	ALBERT	04/04/2025	THE PALACE HOTEL	5.48	Hotel fees - NFBPA - Michael Taylor
LISER	YVONNE	04/07/2025	GREETLY	1,128.00	Greetly - Renewal of Front Desk System
RICE	KURON	04/07/2025	METROPOLITAN	306.10	I purchased some office supplies for our office on 4/3/2025 from Metropolitan Office Products for \$306.10.
LISER	YVONNE	04/08/2025	PUBLIC PERFORMANCE MAN	1,196.05	OCFO IT equipment - monitors, headsets, keyboards, and mouse
LISER	YVONNE	04/08/2025	MVS INC	920.94	Wired headsets and docking stations for OCFO
THOMPSON	DANIELLE	04/09/2025	AMAZON MKTPL	106.39	Office supplies/notebooks for the Office of the Director.
HARRIS	WILLIAM	04/09/2025	RSVP CATERING	1,006.00	Payment for food for staff at Arena Stage for the MBSYEP Career Expo. This is a preferred vendor of Arena Stage.
THOMPSON	DANIELLE	04/10/2025	JAY HOTEL ROOMS	2,718.98	Hotel for Dr. Unique Morris-Hughes to attend the NFBPA Forum 2025 in San Francisco, CA on April 8-13, 2025
MATTHEWS	KATRINA	04/10/2025	UNITED AIRLINES	10.00	Charge error. The PCARD holder contacted United Airlines to dispute charge.
HARRIS	WILLIAM	04/10/2025	GREETLY	1,128.00	Payment for Customer Navigation Center for renewal of front desk system.
THOMPSON	MARVIN	04/11/2025	METROPOLITAN	2,979.96	This transaction was made to purchase four (4) wall mounted display cases four WIOA - AJC.
THOMPSON	MARVIN	04/11/2025	IN *NARD'S INC	1,616.74	This transaction was made to procure a service for the installation of six (6) Televisions here at 4058 Minnesota Avenue NE.
LISER	YVONNE	04/14/2025	HYATT REGENCY SAN FRAN	914.52	Hotel - Arlen Herrell NFBPA Training Travel NFBPA Forum 2025 April 8-13 2025 San Francisco CA
HARDEMAN	ALBERT	04/14/2025	NAWDP.ORG	850.00	Registration Jasmine Lilly NAWDP Youth Symposium - May 4-8, 2025 Virginia Beach, VA
HARDEMAN	ALBERT	04/14/2025	AMTRAK_CO10	133.00	Train ticket (Amtrak) Jasmine Lilly NAWDP Youth Symposium New Orleans, LA 11/17/25 - 11/19/25
LISER	YVONNE	04/15/2025	HYATT REGENCY SAN FRAN	3,159.75	Hotel - Anissa Douglass Training Travel NFBPA Forum 2025 April 8-13 2025 San Francisco CA
LISER	YVONNE	04/15/2025	ALCHEMER LLC	1,075.00	Annual renewal of Alchemy software used by UI Tax
BERK	JOSH	04/15/2025	HILTON SF FINANCIAL	1,829.10	Hotel- Deborah Adams NFBPA conference San Francisco, CA April 7 - April 12, 2025.
HARDEMAN	ALBERT	04/15/2025	HYATT REGENCY SAN FRAN	2,828.90	Hotel - Ahmad Thomas Training Travel NFBPA Forum 2025 April 8-13 2025 San Francisco, CA
THOMPSON	DANIELLE	04/15/2025	JAY HOTEL ROOMS	7.86	The charge in the amount of \$7.86 was inadvertently charged and will be credited on the next billing cycle
MOORE	VERISHA	04/15/2025	HILTON SF FINANCIAL	2,030.36	Hotel - ShaQuana Carter NFBPA Forum 2025 April 7-12, 2025 San Francisco, CA
SHEIKH	MOHAMMAD	04/15/2025	HYATT REGENCY SAN FRAN	1,829.04	Hotel accommodations for Supervisor, Terry Kenner, to attend the NFBPA Forum 2025 occurring April 7-13, 2025, in San Francisco, California.
MATTHEWS	KATRINA	04/15/2025	HYATT REGENCY SAN FRAN	2,324.07	Transaction for Conference to NFBPA for Tyrec Grooms. The conference location San Francisco, on 4/8-4/13/25. The transaction is the Hotel Cost - Hyatt Hotel.
LISER	YVONNE	04/16/2025	PUBLIC PERFORMANCE MAN	329.53	CNC - Wireless HDMI adapters to allow the OCE monitors to display real time call stats
HARDEMAN	ALBERT	04/17/2025	HILTON ADVPURCH8002367	817.62	Hotel - Lamont Hannah (NYEC Annual Forum) May 12-15, 2025 Minneapolis, MN
HARDEMAN	ALBERT	04/17/2025	HILTON ADVPURCH8002367	643.70	Hotel - LaShell Green (NYEC Annual Forum) May 12-15, 2025 Minneapolis, MM
HARDEMAN	ALBERT	04/17/2025	HILTON ADVPURCH8002367	1,592.10	Hotel - Jasmine Lilly (NAWDP Youth Symposium) May 4-8, 2025 Virginia Beach, VA
THOMPSON	DANIELLE	04/17/2025	AC MARRIOTT DALLAS	435.51	Hotel - Director Morris-Hughes to attend the 2025 NASWA Summit in Dallas, TX - 9/10-11, 2025.
MOORE	VERISHA	04/17/2025	SOUTHWEST	561.95	Airfare - Dr. Unique Morris-Hughes flight to NASWA Summer 2025 Board of Director Committee Mtg. June 2-5, 2025 in Denver, CO
MOORE	VERISHA	04/17/2025	SOUTHWEST	626.96	Airfare - Dr. Unique Morris-Hughes flight to NASWA Summit 2025 September 9-11 2025 Dallas TX
THOMPSON	DANIELLE	04/18/2025	SOUTHWEST	(336.95)	Credit \$336.95 - Dr Unique Morris-Hughes NASWA Summer 2025 Board of Director Committee Meeting June 2-5 Denver CO Flight
HARRIS	WILLIAM	04/18/2025	DOUBLETREE BY HILTON	302.17	Payment for hotel accommodations for Jacobi Green to attend the Office of Youth Programs College Tour from April 14, 2025 to April 16, 2025 in Greensboro, NC.
HARDEMAN	ALBERT	04/21/2025	HILTON ADVPURCH8002367	1,878.36	Hotel stay - Michael Taylor & Kenneth Walker (NAWDP Youth Symposium) May 4-8, 2025 Virginia Beach, VA
THOMPSON	MARVIN	04/21/2025	STANDARD OFFICE SUPPLY	47.25	This transaction was made to purchase a dry erase white board for Director's staff member.
BROWN	NYLA	04/21/2025	THE NATIONAL ASSOCIATI	300.00	Conference - Tanise Brown Training Travel NASWA conference Salt Lake City UT April 21-23, 2025
BROWN	NYLA	04/21/2025	THE NATIONAL ASSOCIATI	300.00	Conference - Tia Miller Training Travel NASWA conference Salt Lake City UT April 21-23, 2025
BROWN	NYLA	04/21/2025	ARES HOTELS AND TICKET	729.02	Hotel for Tanise Brown and Tia Miller NASWA Conference Salt Lake City April 22-23 2025. The host hotel sold out resulting in securing lodging at The Holiday Inn.
BROWN	NYLA	04/21/2025	SOUTHWEST	1,020.95	Airfare Tia Miller and Tanise Brown to attend the NASWA Unemployment Insurance Conference in Salt Lake City - April 22-23, 2025.
BROWN	NYLA	04/21/2025	SOUTHWEST	1,020.95	Airfare Tia Miller and TAnise Brown NASWA Conference, Salt Lake City - April 22-23, 2025
BROWN	NYLA	04/21/2025	HOLIDAY INN EXP	75.00	Deposit and authorization to hold hotel room for Tanise Brown.
BROWN	NYLA	04/21/2025	HOLIDAY INN EXP	75.00	Deposit and authorization to hold hotel room for Tia Miller.
BROWN	NYLA	04/21/2025	HOLIDAY INN EXPRESS	184.99	Update 5/2/25: It was not mentioned in communication with Holiday Inn. This charge is an additional deposit charge upon check in to the hotel for Tia Miller.4/28/25
THOMPSON	MARVIN	04/22/2025	AMAZON MKTPL	229.92	Office Supplies
THOMPSON	MARVIN	04/22/2025	AMAZON MKTPL	100.05	Office Supplies
THOMPSON	DANIELLE	04/23/2025	THE BUSINESS JOURNALS	(150.00)	Credit in the amount of \$150.00
LISER	YVONNE	04/24/2025	MVS INC	749.70	Mac docks for Federal Programs
HARDEMAN	ALBERT	04/24/2025	ESAC CONFERENCE	425.00	Registration fees - Lewis Brown (ESAC Conference), Charleston, SC May 18-22, 2025
HARDEMAN	ALBERT	04/24/2025	ESAC CONFERENCE	425.00	Registration fees - Alletta Samuels (ESAC Conference), Charleston, SC May 18-22, 2025
HARDEMAN	ALBERT	04/25/2025	SOUTHWEST	331.95	Airfare - Lewis Brown (ESAC Conference), Charleston, SC May 18-22, 2025
HARDEMAN	ALBERT	04/25/2025	SOUTHWEST	331.95	Airfare - Alletta Samuels (ESAC Conference), Charleston, SC May 18-22, 2025

MATTHEWS	KATRINA	04/25/2025	STANDARD OFFICE SUPPLY	958.06	Office supplies for Federal Bureau of Workforce- Supplies Toner Cartridge necessary for printing.
HARDEMAN	ALBERT	04/28/2025	LCPTRACKER	1,299.00	Registration fees - DeSean Lawson (IGNITE 2025 Conference)
HARDEMAN	ALBERT	04/28/2025	SOUTHWEST	538.36	Airfare - DeSean Lawson (IGNITE 2025 Conference)
HARDEMAN	ALBERT	05/01/2025	HILTON ADVPURCH8002367	(746.05)	Cancel Hotel - Michael Taylor (NAWDP Youth Symposium)
HARDEMAN	ALBERT	05/01/2025	HILTON ADVPURCH8002367	(746.05)	Cancel Hotel - Michael Taylor (NAWDP Youth Symposium)
HARDEMAN	ALBERT	05/05/2025	PY *WILD DUNES VACATIO	3,099.76	Hotel - Alletta Samuels (ESAC Conference) Charleston, SC May 18-22, 2025
HARDEMAN	ALBERT	05/06/2025	MARRIOTT VIRGINIA BEAC	1,235.08	Hotel Jasmine Lilly (NAWDP) Virginia Beach VA May 4-7, 2025
HARDEMAN	ALBERT	05/06/2025	MOXY VIRGINIA BEACH	188.60	Hotel - Michael Taylor (NAWDP) Virginia Beach, VA May 4-7 2025
HARDEMAN	ALBERT	05/06/2025	PY *WILD DUNES VACATIO	3,099.76	Hotel - Lewis Brown (ESAC Conference) Charleston, SC May 18-22, 2025
HARDEMAN	ALBERT	05/07/2025	AMTRAK .CO10	(31.50)	Amtrak refund (Jasmine Lilly)NAWDP
LISER	YVONNE	05/08/2025	AMERICAN EDUCATIONAL R	250.00	Maggie McAlexander AERA Membership
LISER	YVONNE	05/08/2025	NATIONAL BLACK MBA ASS	200.00	Maggie McAlexander NMBAA Membership
LISER	YVONNE	05/08/2025	WOMEN IN GOVERNMENT RE	55.00	Nicole Jackson-Mansch Women in Government Membership
LISER	YVONNE	05/08/2025	BLACKS IN GOVERNMENT	45.00	Nicole Jackson-Mansch Blacks in Government membership
HARDEMAN	ALBERT	05/08/2025	PY *WILD DUNES VACATIO	(483.52)	Hotel refund (ESAC) Alletta Samuels
LISER	YVONNE	05/09/2025	ICMA ONLINE	200.00	Maggie McAlexander ICMA Membership
LISER	YVONNE	05/09/2025	WWW.NFBPA.ORG	200.00	Tyrec Grooms NFBPA Membership Receipt
LISER	YVONNE	05/09/2025	NAWDP.ORG	95.00	Nicole Jackson-Mansch NAWDP Membership
HARDEMAN	ALBERT	05/09/2025	PY *WILD DUNES VACATIO	(483.52)	Hotel stay refund (ESAC) Lewis Brown
MOORE	VERISHA	05/09/2025	CAVALIER MARRIOTT	1,859.65	Dr. Unique Morris-Hughes Training Travel NAWDP 41st Annual Conference May 4-7 2025 Virginia Beach VA
MOORE	VERISHA	05/09/2025	CAVALIER MARRIOTT	520.05	Dr. Unique Morris-Hughes Training Travel NAWDP 41st Annual Conference May 4-7 2025 Virginia Beach VA
MOORE	VERISHA	05/09/2025	CAVALIER MARRIOTT	(47.70)	Dr. Unique Morris-Hughes Travel Refund for NAWDP 41st Annual Conference May 4-7 2025 Virginia Beach VA
SHEIKH	MOHAMMAD	05/09/2025	ULVSINC	159.00	Registration fee for James Herring to attend the the OSHA 30 course, which is a required training under the D-21 grant. The course is scheduled to take place from Monday, May 12, 2025, to Tuesday May 20, 2025.
SHEIKH	MOHAMMAD	05/09/2025	ULVSINC	159.00	Registration fee for Rasheeda Canty to attend the the OSHA 30 course, which is a required training under the D-21 grant. The course is scheduled to take place from Monday, May 12, 2025, to Tuesday May 20, 2025.
THOMPSON	MARVIN	05/12/2025	STANDARD OFFICE SUPPLY	4,559.45	Office supplies for the Office of Compliance and Independent Monitoring.
RICE	KURON	05/13/2025	MARRIOTT MINNEAPOLIS C	1,007.40	Hotel - Penelope Diggs for 2025 NYEC Conference at Minneapolis City Center Marriott on May 11-15.
HARDEMAN	ALBERT	05/14/2025	IN *ENVOLVEMEDIA LLC	4,488.65	Adobe Connect Renewal
SHEIKH	MOHAMMAD	05/14/2025	VOLUNTARY PROTECTION P	625.00	Registration fee for Thomas Herbert to attend the VPPPA Safety & Health Conference from Monday, May 19, 2025 to Thursday, May 22, 2025 in Philadelphia, PA.
SHEIKH	MOHAMMAD	05/14/2025	HERSHEY LODGE CON C	1,050.06	Hotel accommodations for Thomas Herbert to attend the VPPPA Safety & Health Conference from Monday, May 19, 2025 to Thursday, May 22, 2025 in Philadelphia, PA.
LISER	YVONNE	05/15/2025	PAYPAL/KHALS CPR	988.80	Hands-on skills session @ DCIA on 08/22/2024 (22 learners total) by Khals CPR (KhalsCPR 0440)
RICE	KURON	05/15/2025	MARRIOTT MINNEAPOLIS C	1,007.62	Hotel - Ciara Boderick National Youth Employment Coalition at the Minneapolis City Center Marriott on May 11-15, 2025.
SHEIKH	MOHAMMAD	05/15/2025	SOUTHWEST	567.96	Airline transportation for Fidelis Ngochia to attend the training course OSHA 2340 Biohazards from 05/19/2025 to 05/23/2025 in Arlington Heights, Illinois.
HARRIS	WILLIAM	05/15/2025	SQ *UNITED METRO GOLF	1,380.20	Payment for golf cart to be used as transportation on the campus of Catholic University for the staff of MBYLI. Vendor charged a \$40.20 credit card processing fee.
HARRIS	WILLIAM	05/16/2025	PRO SUB FEE	960.00	Payment for Eventbrite to be used by the Office of Youth Programs to be sent to participants for Office of Youth Programs events.
HARDEMAN	ALBERT	05/19/2025	SOUTHWEST	551.36	Airfare Kenneth Walker NASWA, June 2-6, 2025 Denver, CO
HARDEMAN	ALBERT	05/19/2025	THE NATIONAL ASSOCIATI	350.00	Registration fees - Kenneth Walker NASWA June 2-6, 2025 Denver, CO
RICE	KURON	05/19/2025	MARRIOTT MINNEAPOLIS C	0.24	Hotel - Penelope Diggs 2025 NYEC Conference at Minneapolis City Center Marriott on May 11-15.
RICE	KURON	05/19/2025	MARRIOTT MINNEAPOLIS C	1,007.64	Hotel reservation for Christina Moore at the Minneapolis City Center Marriott for the 2025 NYEC Conference on May 11-15.
LISER	YVONNE	05/21/2025	HILTON DENVER CITY CEN	1,111.20	Hotel - Diane Watkins Training Travel 2025 NASWA Board Committee Meeting June 2-6 2025 Denver CO
LISER	YVONNE	05/21/2025	L & G TRUCK REPAIR INC	1,280.40	DCIA road service and battery for bus
LISER	YVONNE	05/21/2025	L & G TRUCK REPAIR INC	970.40	DCIA road service and battery for bus
LISER	YVONNE	05/21/2025	THE NATIONAL ASSOCIATI	350.00	Meeting Registration - Diane Watkins Training Travel 2025 NASWA Board Committee Meeting June 2-6 2025 Denver CO
LISER	YVONNE	05/21/2025	THE NATIONAL ASSOCIATI	350.00	Meeting Registration - Chris Tonjes Training Travel NASWA Summer 2025 Denver Board Committee Meeting June 3-5 2025 Denver CO
MOORE	VERISHA	05/21/2025	IN *JUNGLE LASERS LLC	1,902.00	Jungle Laser Additional User
LISER	YVONNE	05/22/2025	SOUTHWEST	496.96	Airfare - Diane Watkins Training Travel 2025 NASWA Board Committee Meeting June 2-6 2025 Denver CO
LISER	YVONNE	05/22/2025	HILTON DENVER CITY CEN	806.78	Hotel - Chris Tonjes Training Travel NASWA Summer 2025 Denver Board Committee Meeting June 3-5 2025 Denver CO
MATTHEWS	KATRINA	05/22/2025	L & G TRUCK REPAIR INC	778.00	Invoice from road service three invoices for the service to the three circulator buses and moving the metro bus back to oak hill from L&G.
HARRIS	WILLIAM	05/22/2025	IN *COAST TO COAST HOS	2,500.00	Payment for workshop for MBSYEP participants on Handling Conflict on the Job.
LISER	YVONNE	05/23/2025	UNITED AIRLINES	481.97	Airfare - Chris Tonjes Training Travel NASWA Summer 2025 Denver Board Committee Meeting June 3-5 2025 Denver CO
LISER	YVONNE	05/23/2025	ELIXIR TECHNOLOGIES CO	2,859.25	Elixir software renewal for UI Tax application
BROWN	NYLA	05/23/2025	NATIONAL FOUNDATION FO	790.00	Registration Fee - Dana Rodriguez's National UI Issues Conference registration fee in Charleston, South Carolina from June 25th-27th, 2025.

BROWN	NYLA	05/23/2025	AMERICAN AIRLINES	330.06	Airfare - Dana Rodriguez to attend the National UI Issues Conference in Charleston, South Carolina from June 25th-27th, 2025.
HARDEMAN	ALBERT	05/26/2025	STANDARD OFFICE SUPPLY	2,143.84	Office supplies for Workforce.
HARDEMAN	ALBERT	05/26/2025	LONG BEACH HILTON	704.18	Hotel - DeSean Lawson (IGNITE 2025 LCPTracker) Long Beach, CA 5/16 - 5/22/25
THOMPSON	MARVIN	05/26/2025	WHITAKER BROTHERS BUSI	585.00	One-time maintenance / labor service on the agencies Formax FD2250 Pressure Sealer Machine located in the Office of Administrative Services. This service was provided by Whitaker Brothers Business Machines, Inc.
SHEIKH	MOHAMMAD	05/26/2025	HOLIDAY INN EXPRESS	650.72	Hotel accommodations for Fidelis Ngochia to attend the training course OSHA 2340 Biohazards from 05/19/2025 to 05/23/2025 in Arlington Heights, Illinois.
SHEIKH	MOHAMMAD	05/26/2025	HERSHEY LODGE CON C	(254.19)	Hotel refund credit for Thomas Herbert to attend the VPPPA Safety & Health Conference from Monday, May 19, 2025 to Thursday, May 22, 2025 in Philadelphia, PA.
MATTHEWS	KATRINA	05/26/2025	PAYPAL/THE COUNCIL FOR COMMUNITY AND ECONOMIC RESEARCH	2,891.45	LMI Annual Membership for labor market projections
SHEIKH	MOHAMMAD	05/30/2025	THE NATIONAL ASSOCIATI	350.00	Registration fee for Daniel King to attend the National Association of State Workforce Agencies (NASWA) Summer Directors and Committee Meeting in Denver, CO from June 3, 2025, to June 5, 2025.
HARDEMAN	ALBERT	06/02/2025	DICKSPORTINGGOODS.COM	265.00	Tent for the WOW team. Dicks supporting wouldn't except the tax exemption certificate.
SHEIKH	MOHAMMAD	06/02/2025	SOUTHWEST	886.97	Airfare - Daniel King to attend the National Association of State Workforce Agencies (NASWA) Summer Directors and Committee Meeting in Denver, CO from June 3, 2025, to June 5, 2025
MOORE	VERISHA	06/03/2025	LE MERIDIEN DENVER DT	1,839.72	Hotel - Dr. Unique Morris-Hughes NASWA Summer 2025 Board of Director Committee Mtg. June 2-5,2025 in Denver, CO
SHEIKH	MOHAMMAD	06/03/2025	HILTON DENVER CITY CEN	755.60	Hotel accommodations for Daniel King to attend the National Association of State Workforce Agencies (NASWA) Summer Directors and Committee Meeting in Denver, CO from June 3, 2025, to June 5, 2025
HARRIS	WILLIAM	06/03/2025	IN *COAST TO COAST HOS	2,500.00	Payment for Effective Communication workshop for MBSYEP participants.
HARDEMAN	ALBERT	06/04/2025	AMAZON MKTPL	1,063.10	Office supplies for Workforce.
HARDEMAN	ALBERT	06/05/2025	AMAZON MKTPL	1,273.97	Office Supplies for Workforce.Taxes will be credited the next billing cycle
HARDEMAN	ALBERT	06/05/2025	CREDENTIAL NURSE AIDE	1,650.00	Trinity CNA Exam.
HARDEMAN	ALBERT	06/06/2025	MOXY VIRGINIA BEACH	(188.60)	This is a refund from Hotel
HARDEMAN	ALBERT	06/06/2025	STANDARD OFFICE SUPPLY	1,510.95	Ergonomic Chairs for Workforce.
LISER	YVONNE	06/09/2025	IN *NATIONAL ASSOCIATI	3,000.00	NAWB annual membership renewal for Unique Morris-Hughes
SHEIKH	MOHAMMAD	06/09/2025	HILTON DENVER CITY CEN	(200.00)	Refund credit for hotel accommodations for Daniel King to attend the National Association of State Workforce Agencies (NASWA) Summer Directors and Committee Meeting in Denver, CO from June 3, 2025, to June 5, 2025.
THOMPSON	MARVIN	06/11/2025	STANDARD OFFICE SUPPLY	860.45	This transaction is a Reasonable Accommodations Request through the agencies Human Resource Department (HR) to purchase a Ergohuman High Back All Mesh Executive Chair for a staff member here at the agency.
SHEIKH	MOHAMMAD	06/12/2025	SHERATON PARK HOTEL AN	799.49	Hotel accommodations for Ashley Johnson to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
SHEIKH	MOHAMMAD	06/12/2025	SHERATON PARK HOTEL AN	777.22	Hotel accommodations for Olabisi Odeiran to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
SHEIKH	MOHAMMAD	06/12/2025	SHERATON PARK HOTEL AN	799.49	Hotel accommodations for Kiara Aull to attend the California Coalition on Workers' Compensation 21st Annual Conference Legislative and Educational Forum (June 11-June 13, 2025) in Anaheim, California.
LISER	YVONNE	06/13/2025	NATIONAL BLACK MBA ASS	200.00	NBMBAA membership renewal for Dr. Unique Morris-Hughes
HARDEMAN	ALBERT	06/13/2025	STANDARD OFFICE SUPPLY	1,427.88	Office supplies for Workforce.
MOORE	VERISHA	06/13/2025	METROPOLITAN	574.57	Supplies for 2025 MBSYEP Application Launch
LISER	YVONNE	06/17/2025	WWW.NFBPA.ORG	50.00	Tyrec Grooms Chapter membership for NFBPA
BROWN	NYLA	06/18/2025	THE NATIONAL ASSOCIATI	100.00	Registration Fee - Monnikka Madison NASWA conference UI Committee meeting registration in Dallas, Texas from September 8th, 2025 - September 10th, 2025.
BROWN	NYLA	06/18/2025	HILTON HOTELS ANATOLE	170.00	This amount will be refunded to this card in 10-15 business days (as of 6/26/2025). The reason for this refund is that my card will be invalid once I leave the agency in September. This purchase was bought in full on Josh Berk's card on 06/26/2025 for \$405.13 to cover Deputy Director, Monnikka Madison's hotel stay in September.
HARDEMAN	ALBERT	06/19/2025	STANDARD OFFICE SUP &	1,426.08	Office supplies for Workforce.
HARDEMAN	ALBERT	06/19/2025	STANDARD OFFICE SUP &	(1,427.88)	This is a credit for Office Supplies
HARDEMAN	ALBERT	06/19/2025	STANDARD OFFICE SUP &	(475.96)	This is a credit.
BROWN	NYLA	06/19/2025	SOUTHWEST	402.60	Airfare- Monnikka Madison NASWA UI Committee meeting in Dallas, Texas from September 8th, 2025 - September 10th, 2025.
HARRIS	WILLIAM	06/19/2025	US COACHWAYS	1,620.23	Payment for charter bus service to take MBYLI participants on college tours.
MOORE	VERISHA	06/23/2025	FASTSIGNS OF DC	399.65	Banner for MBSYEP Program Launch
BROWN	NYLA	06/23/2025	FRANCIS MARION HTL	576.04	Hotel - Dana Rodriguez to attend the National UI Issues conference, Charleston, SC - June 25th, 2025 - June 27th, 2025.
HARRIS	WILLIAM	06/23/2025	IN *AD BOX PROMO AGENC	630.00	Payment for brochures for the Office of Youth Programs Year Round programs.
THOMPSON	MARVIN	06/24/2025	IN *BRIAR PATCH SHREDD	2,045.00	This transaction was made to secure an onsite Shredding Service (Purge)
BROWN	NYLA	06/24/2025	HILTON ANATOLE DALLAS	235.13	This amount will be refunded to this card in 10-15 business days (as of 6/26/2025). The reason for this refund is that my card will be invalid once I leave the agency in September. This purchase was bought in full on Josh Berk's card on 06/26/2025 for \$405.13 to cover Deputy Director, Monnikka Madison's hotel stay in September.
SHEIKH	MOHAMMAD	06/25/2025	OSHA INT MGM INF SY	3,744.00	Payment of FY2025 OSHA Information System (OIS) Services for the Office of Occupational Safety and Health. The OIS is a web-based system accessible via the internet and used for required performance/data reporting to USDOL OSHA.

BERK	JOSH	06/27/2025	HILTON ANATOLE DALLAS	940.00	Hotel- Monnikka Madison NASWA UI Committee meeting in Dallas, Texas from September 8th, 2025 - September 10th, 2025.
HARDEMAN	ALBERT	06/27/2025	HILTON VC OCEANAIRE F	(761.58)	Hotel charge/cancellation for Michael Taylor - NAWDP Conference.
MOORE	VERISHA	06/27/2025	NAWDP.ORG	625.00	Registration Fee - Unique Morris-Hughes for NAWDP 41st Annual Conference, Virginia Beach, VA May 4-7, 2025
MATTHEWS	KATRINA	06/27/2025	WYNDHAM	1,328.88	Hotel - Katrina Matthews to attend a Workforce Technology Geo-Solutions conference in Clearwater Beach FL. June 23-26th, 2025.
HARRIS	WILLIAM	06/27/2025	IN *COAST TO COAST HOS	2,500.00	Payment for participant workshop, "Networking a Job Fair."
HARRIS	WILLIAM	06/27/2025	RSVP CATERING	1,006.00	Payment for food for staff for the Young Adult Hiring Event. This is the preferred vendor of Arena Stage.
LISER	YVONNE	06/30/2025	USMAYORS	3,630.00	The US Conference of Mayors - WDC Fiscal Year Billing 20206 for Dr. Unique Morris-Hughes membership renewal
HARDEMAN	ALBERT	06/30/2025	SOUTHWEST	459.36	Airfare - Kenneth Walker - Workforce Innovation Symposium 8/5 - 8/9/25, Boston, MA
HARDEMAN	ALBERT	06/30/2025	SOUTHWEST	416.96	Airfare - Michael Taylor - Workforce Innovation Symposium, 8/5 - 8/9/25 Boston, MA
HARDEMAN	ALBERT	06/30/2025	STANDARD OFFICE SUP &	2,215.80	Office Supplies - Workforce.
MOORE	VERISHA	06/30/2025	WWW.NFBPA.ORG	3,050.00	Membership renewal for Unique Morris-Hughes for National Forum for Black Public Administrators
MATTHEWS	KATRINA	06/30/2025	WYNDHAM	1,632.85	Hotel - Latisha Kinard to attend the Workforce Technology Conference June 22-27, 2025, Clearwater Beach, FL
HARRIS	WILLIAM	06/30/2025	FSP*CROWN TROPHY OF WA	4,995.50	Awards for the Marions S. Barry Summer Youth Employment Program outstanding youth and hosts.
LISER	YVONNE	07/01/2025	L & G TRUCK REPAIR INC	1,254.50	Maintenance and repairs for DCIA bus
LISER	YVONNE	07/02/2025	SPROUT SOCIAL, INC	3,828.00	Sprout Social Subscription - OPA
HARDEMAN	ALBERT	07/02/2025	THE NATIONAL ASSOCIATI	725.00	Registration Fees - Kenneth Walker - NASWA Conference, Dallas TX Sep 8-12, 2025
HARDEMAN	ALBERT	07/03/2025	SOUTHWEST	249.96	Airfare - Kenneth Walker - NASWA Conference, Dallas TX Sep 8-12,2025
HARRIS	WILLIAM	07/03/2025	SENODA INC	220.00	Supplies - Year-Round Programs.
LISER	YVONNE	07/04/2025	THE NATIONAL ASSOCIATI	725.00	Registration - Diane Watkins Training Travel NASWA 2025 Summit Sep 8-12 2025 Dallas TX
LISER	YVONNE	07/04/2025	B&H PHOTO 800-606-696	4,823.50	OPA Equipment
LISER	YVONNE	07/04/2025	ADORAMA INC.	2,184.05	OPA Equipment
LISER	YVONNE	07/04/2025	ADORAMA INC.	344.31	OPA Equipment
LISER	YVONNE	07/04/2025	ADORAMA INC.	1,994.05	OPA Equipment
LISER	YVONNE	07/04/2025	ADORAMA INC.	170.95	OPA equipment
LISER	YVONNE	07/07/2025	SOUTHWEST	268.61	Airfare - Diane Watkins Training Travel NASWA 2025 Summit Sep 8-12 2025 Dallas TX
LISER	YVONNE	07/07/2025	PAYPAL/CAMVATE	24.20	OPA equipment from Camvate
HARDEMAN	ALBERT	07/08/2025	HILTON VC OCEANAIRE F	(761.58)	This is a credit.
BROWN	NYLA	07/08/2025	HILTON HOTELS ANATOLE	(170.00)	Refund for hotel deposit for Monnikka Madison's hotel stay for the NASWA conference in Dallas, Texas from September 8th-10th, 2025
BROWN	NYLA	07/08/2025	HILTON ANATOLE DALLAS	(235.13)	Refund for hotel Monnikka Madison's hotel stay for the NASWA conference in Dallas, Texas from September 8th-10th, 2025
SHEIKH	MOHAMMAD	07/09/2025	IN *ASSOCIATION FOR CO	950.00	Membership Fees - Daniel King, Aliyah Glenn, Shawn Scott Association of Commuter Transportation (ACT)
LISER	YVONNE	07/10/2025	AMAZON MKTPL	1,508.42	OPA Equipment - studio for Office of the Director
HARDEMAN	ALBERT	07/11/2025	STANDARD OFFICE SUP &	369.45	Office supplies for Workforce.
LISER	YVONNE	07/14/2025	NFBPA-AUTH.NET	82.05	Tyrec Grooms National Forum for Black Public Administrators- Chapter Membership
LISER	YVONNE	07/14/2025	HILTON ANATOLE DALLAS	810.27	Hotel - Diane Watkins Training Travel NASWA 2025 Summit Sep 8-12 2025 Dallas TX
THOMPSON	MARVIN	07/14/2025	STANDARD OFFICE SUP &	2,954.40	Supplies - Workforce Programs
BERK	JOSH	07/15/2025	CANVA* I04577-74331507	1,200.00	Canva licenses.
FINDLEY	FLORA	07/17/2025	WISP RESORT HOTEL	651.75	Hotel - Aniemu Udofa - to attend the TP Estimation Sampling Pull Review, Oakland, MD July 16, 2025
FINDLEY	FLORA	07/17/2025	WISP RESORT HOTEL	651.75	Hotel - Magaye Diaw - to attend the TPS Estimation Sampling Pull Review, Oakland, MD, July 16, 2025
FINDLEY	FLORA	07/17/2025	WISP RESORT HOTEL	651.75	Hotel - Lanetta Agnew - to attend the TPS Estimation Sampling Pull Review, Oakland, MD, July 16, 2025,
BROWN	NYLA	07/17/2025	THE NATIONAL ASSOCIATI	525.00	Registration Fee - Dana Rodriguez NASWA conference in Dallas, Texas from September 8th, 2025 - September 11th, 2025.
BROWN	NYLA	07/17/2025	AMERICAN AIRLINES	361.96	Airfare - Dana Rodriguez to attend the NASWA conference in Dallas, Texas from September 8th, 2025 - September 11th, 2025.
LISER	YVONNE	07/18/2025	NAWDP.ORG	1,566.00	National Association of Workforce Development Professionals - Group Membership for 18 Members
SHEIKH	MOHAMMAD	07/18/2025	IN *ASSOCIATION FOR CO	1,075.00	Registration Fee - Shawn Scott to attend the 39th Annual Association for Commuter Transportation (ACT) International Conference 2025, from August 3-6, 2025, in New Orleans, LA.
HARRIS	WILLIAM	07/18/2025	FASTSIGNS OF DC	909.62	Office Supplies - Mayor's Opportunity Scholarship recipients.
SHEIKH	MOHAMMAD	07/21/2025	SOUTHWEST	396.96	Airfare - Shawn Scott to attend the 39th Annual Association for Commuter Transportation (ACT) International Conference 2025, from August 3-6, 2025, in New Orleans, LA.
SHEIKH	MOHAMMAD	07/21/2025	2025 NATIONAL INTERSTA	350.00	Registration Fee - Daniel King to attend the Interstate Labor Standards Association (ILSA) 2025 Conference in Buffalo, NY from August 10 - 14, 2025.
SHEIKH	MOHAMMAD	07/21/2025	SOUTHWEST	473.96	Airfare - Daniel King to attend the Interstate Labor Standards Association (ILSA) 2025 Conference in Buffalo, NY from August 10 - 14, 2025.
BERK	JOSH	07/22/2025	HILTON HOTELS ANATOLE	202.57	Hotel Dana Rodriguez NASWA conference in Dallas, Texas from September 8th, 2025 - September 11th, 2025.
BROWN	NYLA	07/22/2025	TABLESREADY	2,388.00	Purchase of TablesReady in AJs to support customers who are registering for unemployment.
HARRIS	WILLIAM	07/22/2025	AMERICAN AIRLINES	419.18	Airfare - return airfare for Margaret McAlexander NGA's Summer 2025 Workforce Development Policy Institute from August 13-15, 2025 Billings, MT
HARRIS	WILLIAM	07/22/2025	AMERICAN AIRLINES	264.49	Airfare - Margaret McAlexander NGA Summer 2025 Workforce Development Policy Institute, August 13-15, 2025 Billings, MT.

HARRIS	WILLIAM	07/22/2025	NATL GOVERNORS ASSN	0600.065	POH 2025	Payment for Margaret McAlexander to attend NGA's Summer 2025 Workforce Development Policy institute from August 13-15, 2025 at the Nothern Hotel in Billings, MT.
BERK	JOSH	07/24/2025	HILTON ANATOLE DALLAS	405.13		Hotel for Dana Rodriguez NASWA conference in Dallas, Texas from September 8th, 2025 - September 11th, 2025. For reasons unclear, the hotel split the lodging charge into two transactions. This report covers the \$405.13 portion
HARRIS	WILLIAM	07/24/2025	IN *AD BOX PROMO AGENC	4,892.50		Office Supplies - Office of Public Affairs.
MOORE	VERISHA	07/25/2025	JETBLUE 27	654.00		Airfare - Victor Robertson for Global Kids Youth Conference July 24-29 2025 Puerto Rico
MOORE	VERISHA	07/25/2025	JETBLUE 27	66.00		Airfare - Victor Robertson for Global Kids Youth Conference July 24-29 2025 Puerto Rico
MOORE	VERISHA	07/25/2025	HOTEL EL CONVENTO II	286.60		Hotel - Victor Robertson for Global Kids Youth Conference July 24-29 2025 Puerto Rico
SHEIKH	MOHAMMAD	07/25/2025	SHERATON NEW ORLEANS	548.39		Hotel- Shawn Scott to attend the 39th Annual Association for Commuter Transportation (ACT) International Conference 2025, from August 3-6, 2025, in New Orleans, LA.
MATTHEWS	KATRINA	07/25/2025	NAWDP.ORG	85.50		Membership Fee - Brittany Switzer - National Association of Workforce Professionals for Workforce Development Rep
MATTHEWS	KATRINA	07/25/2025	NAWDP.ORG	85.50		Membership Fee - Tiffany Harkness- National Association of Workforce Professionals for Workforce Development Rep
HARRIS	WILLIAM	07/25/2025	SQ *BUILDING CREATIVE	3,605.00		Payment for space rental to host the MBSYEP Outstanding Host Celebration.
MATTHEWS	KATRINA	07/28/2025	SOUTHWEST	116.00		Airfare - Amended travel Michael Taylor to attend Youth Conference in Boston MA. 8/5/25 to 8/10/25.
HARRIS	WILLIAM	07/28/2025	FSP*CROWN TROPHY OF WA	1,708.50		Payment for awards and engraving for MBYLI.
HARRIS	WILLIAM	07/28/2025	AMERICAN AIRLINES	419.18		Airfare - Brandon Walker to travel from DCA to Charlotte to meet with OYP grantee Young Doctor to travel to Los Angeles to attend the Pathways to Healthcare Program College Tour from July 27, 2025 to August 1, 2025.
HARRIS	WILLIAM	07/28/2025	SOUTHWEST	508.18		Airfare - Brandon Walker - Pathways to Healthcare Program College Tour in CA with the Young Doctors in Los Angeles and San Francisco from July 27, 2025 to August 1, 2025.
HARRIS	WILLIAM	07/28/2025	EXPEDIA 72064721891164	305.16		Hotel - Brandon Walker Charlotte, NC, the first stop to meet with the grantee to attend the Pathways to Healthcare Program College Tour with the Young Doctor's in Los Angeles and San Francisco, CA from July 27, 2025 to August 1, 2025. Length of stay in Charlotte was from July 27, 2025 to July 29, 2025.
HARRIS	WILLIAM	07/28/2025	SOMA HOUSE	370.50		Hotel - Brandon Walker - Pathways to Healthcare Program College tour with the grantee Young Doctor in Los Angeles and San Francisco, CA from July 27, 2025 - August 1, 2025.
MOORE	VERISHA	07/30/2025	HOTEL EL CONVENTO II	1,376.62		Hotel - Victor Robertson Global Kids Youth Conference July 24-29 2025 Puerto Rico
SHEIKH	MOHAMMAD	07/30/2025	CHESAPEAKE REGION SAFE	1,695.00		Registration Fee - Rasheeda Canty, to attend the 2025 ESMP I & II Training August 25 - August 28, 2025, Baltimore, MD
HARRIS	WILLIAM	07/30/2025	IN *AD BOX PROMO AGENC	1,697.50		Supplies MBSYEP.
HARRIS	WILLIAM	07/30/2025	FSP*CROWN TROPHY OF WA	1,590.50		Payment for awards for closeout for MBSYEP, CRESA and MBYLI.
DOUGLASS	ANISSA	08/01/2025	AMERICAN AIRLINES	664.96		Flight for ShaQuana Carter to attend the Workforce Innovation Symposium on August 5th - August 10th in Boston, MA.
DOUGLASS	ANISSA	08/01/2025	DELTA	676.97		Flight for Gloire Chiza to attend the Workforce Innovation Symposium on August 5th - August 10th in Boston, MA.
SHEIKH	MOHAMMAD	08/01/2025	SOUTHWEST	386.96		Airfare - Thomas Herbert to attend the 2025 OSHA On-Site Training Conference, Indianapolis, IN September 8 - September 11, 2025.
MATTHEWS	KATRINA	08/01/2025	AMERICAN AIRLINES	457.97		Airfare - Dr. Unique Morris-Hughes travel to a Youth Conference 8/5 -8/9/25 Boston MA.
DOUGLASS	ANISSA	08/04/2025	DELTA	676.97		Airfare - Arlen Herrell to attend the Workforce Innovation Symposium from August 5th - August 10th in Boston, MA
DOUGLASS	ANISSA	08/04/2025	WYNDHAM	997.74		Hotel Gloire Chiza to attend the Workforce Innovation Symposium on August 5th - August 10th in Boston, MA.
LISER	YVONNE	08/04/2025	THE BUSINESS JOURNALS	220.00		Renewal of The Business Journal for Nicole Chapple
RICE	KURON	08/04/2025	RES* GLOBALLUXU	2,235.86		Hotel - Lee Thompson to attend the Workforce Innovation Symposium on Aug. 5-9, 2025 in Boston, MA.
SHEIKH	MOHAMMAD	08/04/2025	THE NATIONAL ASSOCIATI	725.00		Registration Fee - Daniel King to attend the National Association of State Workforce Agencies (NASWA) Annual Conference and Wage-Hour Committee meeting in Dallas, TX from September 8, 2025 - September 11, 2025.
SHEIKH	MOHAMMAD	08/04/2025	SOUTHWEST	496.96		Airfare - Daniel King to attend the National Association of State Workforce Agencies (NASWA) Annual Conference and Wage-Hour Committee meeting in Dallas, TX from September 8, 2025 - September 11, 2025.
MATTHEWS	KATRINA	08/04/2025	H STREET FESTIVAL	650.00		REGISTRATION FOR H ST FESTIVAL \$650- to attend as a vendor representative
HARRIS	WILLIAM	08/04/2025	SOUTHWEST	649.36		Airfare Lee Thompson to attend the Workforce Innovation Consortium in Boston, MA from August 5 - 10, 2025.
HARRIS	WILLIAM	08/04/2025	SOUTHWEST	(649.36)		Refund of airfare for Lee Thompson to attend the Workforce Innovation Consortium in Boston, MA
HARRIS	WILLIAM	08/04/2025	AMERICAN AIRLINES	586.97		Airfare - Lee Thompson to attend the Workforce Innovation Consortium in Boston, MA from August 5 - 10, 2025
MOORE	VERISHA	08/05/2025	DELTA	310.48		Airfare - Dr Unique Morris-Hughes, Workforce Innovation Symposium August 5-9 2025 Boston MA
HARDEMAN	ALBERT	08/05/2025	DISPUTE CREDIT	(4,995.00)		This is a credit.
HARDEMAN	ALBERT	08/05/2025	DISPUTE CREDIT	(3,300.00)		This is a credit.
SHEIKH	MOHAMMAD	08/05/2025	HILTON HOTELS ANATOLE	170.00		Hotel - Daniel King to attend the National Association of State Workforce Agencies (NASWA) Annual Conference and Wage-Hour Committee meeting in Dallas, TX from September 8, 2025 - September 11, 2025
MOORE	VERISHA	08/06/2025	DELTA	448.48		Airfare - Dr Unique Morris-Hughes Workforce Innovation Symposium August 5-9 2025 Boston MA
RICE	KURON	08/06/2025	SURGENT MCCOY SELF ST	209.30		Paid for a local training class for Chin Yee Chong for \$209.30 on August 26th,2025 for Annual Accounting & Audit Update (virtual class).
MATTHEWS	KATRINA	08/06/2025	W HOTELS	2,684.18		Hotel - Jason Washington to attend Workforce Youth Conference 8/5/ - 8/9/25 in Boston, MA
DOUGLASS	ANISSA	08/07/2025	COURTYARD BY MARRIOTT	2,358.11		Hotel for ShaQuana Carter to attend the Workforce Innovation Symposium on August 5th - August 10th in Boston, MA.
DOUGLASS	ANISSA	08/08/2025	COURTYARD BY MARRIOTT	1,305.42		Hotel for Arlen Herrell to attend the Workforce Innovation Symposium on August 5th - August 10th in Boston, MA.

BROWN	NYLA	08/08/2025	THE NATIONAL ASSOCIATI	350.00	Conference Registration - Dana Rodriguez, National Association of State Workforce Agencies in Dallas, Texas from September 8th-11th, 2025.
BROWN	NYLA	08/08/2025	AMERICAN AIRLINES	150.00	Airfare - Dana Rodriguez, National Association of State Workforce Agencies conference in Dallas, Texas from September 8th-11th, 2025.
DOUGLASS	ANISSA	08/11/2025	MOXY HOTELS BY MARRIOT	478.62	Hotel - Arlen Herrell Workforce Innovation Symposium on August 5th - August 10th in Boston, MA.
DOUGLASS	ANISSA	08/11/2025	IRIS HOTEL CAPE COD	686.70	Hotel - Arlen Herrell Workforce Innovation Symposium on August 5th - August 10th in Boston, MA.
DOUGLASS	ANISSA	08/11/2025	IRIS HOTEL CAPE COD	686.70	Hotel - Gloire Chiza Workforce Innovation Symposium August 5th - August 10th in Boston, MA.
MATTHEWS	KATRINA	08/11/2025	COURTYARD BY MARRIOTT	1,450.99	Hotel - Michael Taylor Youth Workforce Conference 8/5 - 8/9/25 Boston MA. from 8/5 - 8/9/25.
HARRIS	WILLIAM	08/11/2025	SENODA INC	2,289.00	Office Supplies
MATTHEWS	KATRINA	08/12/2025	COURTYARD BY MARRIOTT	1,799.18	Hotel - Kenneth Walker Youth Workforce Conference 8/5 - 8/9/25, Boston MA
HARRIS	WILLIAM	08/12/2025	FSP*CROWN TROPHY OF WA	295.10	Staff Awards for MBSYEP.
FINDLEY	FLORA	08/13/2025	DC BAR	168.00	Office of the General Counsel DC BAR for Arif Sheik, Interim Deputy General Counsel in the OGC
MATTHEWS	KATRINA	08/14/2025	SHERATON STES MARKET C	649.33	Hotel - Kenneth Walker Training Travel, NASWA Conference 9/8 - 9/12/25, Dallas TX
MATTHEWS	KATRINA	08/14/2025	CANVA* I04607-57774781	120.00	Annual CANVA Pro subscription for OPA
HARRIS	WILLIAM	08/14/2025	METROPOLITAN OFFICE PR	2,762.21	Office Supplies for MBSYEP.
MATTHEWS	KATRINA	08/15/2025	W HOTELS	186.32	Hotel Jason Washington to attend Workforce Youth Conference, 8/5/- 8/9/25 Boston MA
LISER	YVONNE	08/18/2025	THE NATIONAL ASSOCIATI	525.00	Registration - Dionne Nicole Jackson-Mansch Training Travel 2025 NASWA Summit September 9-11 2025 Dallas TX
LISER	YVONNE	08/18/2025	THE NATIONAL ASSOCIATI		Registration - Dionne Nicole Jackson-Mansch Training Travel 2025 NASWA Summit September 9-11 2025 Dallas TX
LISER	YVONNE	08/18/2025	AMERICAN AIRLINES	212.96	Airfare - Dionne Nicole Jackson-Mansch Training Travel 2025 NASWA Summit September 9-11 2025 Dallas TX
SHEIKH	MOHAMMAD	08/18/2025	HAMPTON INN & SUITES	632.44	Hotel - Daniel King to attend the Interstate Labor Standards Association (ILSA) 2025 Conference in Buffalo, NY from August 10 - 14, 2025.
SHEIKH	MOHAMMAD	08/18/2025	CHESAPEAKE REGION SAFE	845.00	Registration Fee- Thomas Herbert to attend the 2025 OSHA On-Site Training Conference, Monday, September 8, 2025, to Thursday September 11, 2025.
HARRIS	WILLIAM	08/18/2025	COURTYARD BY MARRIOTT	786.36	Hotel Maggie McAlexander to attend NGA's Summer 2025 Workforce Development Policy Institute from August 13-15, 2025 in Billings, MT
MATTHEWS	KATRINA	08/20/2025	STANDARD OFFICE SUP	2,789.27	Office Supplies Federal Workforce Programs.
HARRIS	WILLIAM	08/20/2025	METROPOLITAN	3,468.71	Office Supplies for MBYLI.
HARRIS	WILLIAM	08/21/2025	IN *AD BOX PROMO AGENC	387.50	Payment for supplies for the annual MBYLI Pinktober (breast cancer awareness program.)
LISER	YVONNE	08/25/2025	THE NATIONAL ASSOCIATI	725.00	Registration Fee - Chris Tonjes Training Travel 2025 NASWA Summit September 8-12 2025 Dallas TX
LISER	YVONNE	08/25/2025	THE NATIONAL ASSOCIATI	350.00	Registration Fee - Deborah Adams Training Travel NASWA Summit 2025 September 7-10 2025 Dallas TX
THOMPSON	MARVIN	08/25/2025	WHITAKER BROTHERS BUSI	490.00	This transaction was made to procure maintenance Labor service on the agency's pressure sealer machine. (Formax FD2250)Whitaker Brothers Business Machines, Inc.
SHEIKH	MOHAMMAD	08/25/2025	WWW.NAGLO.ORG	1,200.00	Membership Renewal and Conference Fee - Daniel King - National Association of Government Labor Officials (NAGLO)
SHEIKH	MOHAMMAD	08/25/2025	ACFE	252.00	Membership Fee - Daniel King - Association of Certified Fraud Examiners (ACFE)
MATTHEWS	KATRINA	08/26/2025	STANDARD OFFICE SUP	1,282.97	Office supplies - Office of Apprenticeship
MATTHEWS	KATRINA	08/26/2025	STANDARD OFFICE SUP	708.70	Office supplies - Office of Apprenticeship
MATTHEWS	KATRINA	08/26/2025	STANDARD OFFICE SUP	991.70	Office supplies - Office of Apprenticeship
LISER	YVONNE	08/27/2025	AWL*PEARSON EDUCATION	2,371.20	DCIA purchase of Cisco Certifications for participants
BERK	JOSH	08/27/2025	HILTON ANATOLE DALLAS	607.70	Hotel - Deborah Adams Training Travel National Association for State Workforce Agencies (NASWA) conference.
LISER	YVONNE	08/28/2025	JAMECO ELECTRONICS	291.82	DCIA purchase of student training kits for the EMP class
HARRIS	WILLIAM	08/28/2025	IN *COAST TO COAST HOS	500.00	Payment for booklet binding services.
LISER	YVONNE	08/29/2025	SOUTHWEST	606.96	Airfare - Chris Tonjes Training Travel 2025 NASWA Summit September 8-12 2025 Dallas TX
BERK	JOSH	08/29/2025	SOUTHWEST	739.96	Airfare - Deborah Adams Training Travel National Association of State Workforce Agencies (NASWA) Sept 9 - 10, Dallas Texas
MATTHEWS	KATRINA	08/29/2025	IN *NATIONALASSOCIATIO	200.00	Membership fees for NASTAD for Lewis Brown- OAIT.
HARRIS	WILLIAM	09/04/2025	IN *AD BOX PROMO AGENC	491.50	OFFICE SUPPLIES - Office of Youth Programs.
HARDEMAN	ALBERT	09/05/2025	SOUL SQUAD	3,300.00	Unauthorize charge-disputed
HARDEMAN	ALBERT	09/05/2025	SOUL SQUAD	4,995.00	Unauthorize charge-disputed
THOMPSON	MARVIN	09/05/2025	STANDARD OFFICE SUP	4,670.86	OFFICE SUPPLIES - Staff
HARDEMAN	ALBERT	09/05/2025	FRAUD CREDIT	(4,995.00)	This is a credit.
HARDEMAN	ALBERT	09/05/2025	FRAUD CREDIT	(3,300.00)	This is a credit.
HARRIS	WILLIAM	09/05/2025	METROPOLITAN	2,964.58	OFFICE SUPPLIES- Office of Youth Programs
SHEIKH	MOHAMMAD	09/08/2025	IIA STORE	1,330.00	Membership dues for the Institute of Internal Auditors (IIA)
LISER	YVONNE	09/09/2025	THE ATLANTIC	63.59	OPA digital subscription the The Atlantic for Diane Watkins
LISER	YVONNE	09/09/2025	THE ATLANTIC	63.59	OPA digital The Atlantic subscription for Gia Rivera
LISER	YVONNE	09/09/2025	THE ATLANTIC	63.59	OPA purchase of a digital subscription to The Atlantic for the OPA shared inbox.
LISER	YVONNE	09/09/2025	D J	198.38	OPA digital subscription to the Wall Street Journal for Diane Watkins
LISER	YVONNE	09/09/2025	D J	198.38	OPA digital subscription to the Wall Street Journal for the OPA shared Inbox
LISER	YVONNE	09/09/2025	D J	198.38	OPA digital subscription for the Wall Street Journal for Gia Rivera
LISER	YVONNE	09/09/2025	NYTIMES DISC	75.00	OPA purchase of New York Times for OPA shared Inbox
LISER	YVONNE	09/09/2025	NYTIMES DISC	75.00	OPA purchase New York Times for Diane Watkins
LISER	YVONNE	09/09/2025	NYTIMES DISC	50.00	OPA purchase of New York Times for Gia Rivera

LISER	YVONNE	09/09/2025	THE BUSINESS JOURNALS	104.94	OPA purchase of Washington Business Journal for Gia Rivera
LISER	YVONNE	09/09/2025	THE BUSINESS JOURNALS	104.94	OPA purchase Washington Business Journal for OPA shared Inbox
LISER	YVONNE	09/09/2025	TWP*SUB77019744	30.74	OPA purchased Washington Post subscription for OPA shared Inbox
LISER	YVONNE	09/09/2025	TWP*SUB77019762	30.74	OPA purchase of the Washington Post for Gia Rivera
LISER	YVONNE	09/09/2025	TWP*SUB77019776	30.74	OPA purchase of the Washington Post for Diane Watkins
LISER	YVONNE	09/09/2025	WMI	9.99	OPA purchase of the Washingtonian for Diane Watkins
LISER	YVONNE	09/09/2025	WMI	9.99	OPA purchase of the Washingtonian for Gia Rivera
LISER	YVONNE	09/09/2025	WMI	9.99	Purchase of the Washingtonian for the OPA shared Inbox
LISER	YVONNE	09/09/2025	PAYPAL/KHALS CPR	679.80	DCIA Pepco class CPR training (Khal's CPR)
MOORE	VERISHA	09/09/2025	THE NATIONAL ASSOCIATI	2,525.00	Registration Fee - Dr. Unique Morris-Hughes, NASWA Summit 2025 September 9-11 2025 Dallas TX
THOMPSON	DANIELLE	09/10/2025	AC MARRIOTT DALLAS	(435.51)	Hotel Credit - Dr. Unique Morris-Huges
THOMPSON	MARVIN	09/11/2025	STANDARD OFFICE SUP	1,548.25	paper towels and paper towel dispensers for 400 Virginia Avenue SW.
THOMPSON	MARVIN	09/12/2025	DOCUMENT MANAGERS	2,880.00	OFFICE SUPPLIES; 9x12 Kraft Catalog Agency Envelopes on
SHEIKH	MOHAMMAD	09/12/2025	HILTON HOTELS ANATOLE	434.57	Hotel - Daniel King Training Travel National Association of State Workforce Agencies (NASWA) Annual Conference and Wage-Hour Committee meeting in Dallas, TX September 8, 2025 - September 11, 2025.
LISER	YVONNE	09/15/2025	RENAISSANCE HOTELS DAL	402.68	Hotel - Dionne Nicole Jackson-Mansch Training Travel 2025 NASWA Summit September 9-11 2025 Dallas TX
LISER	YVONNE	09/15/2025	RENAISSANCE HOTELS DAL	402.68	Hotel - Dionne Nicole Jackson-Mansch Training Travel 2025 NASWA Summit September 9-11 2025 Dallas TX
LISER	YVONNE	09/15/2025	RENAISSANCE HOTELS DAL	805.36	Hotel - Chris Tonjes Training Travel 2025 NASWA Summit September 8-12 2025 Dallas, TX
RIVAS	JENNIFER	09/15/2025	FAIRFIELD INN & SUITES	513.78	Hotel - Kenneth Walker, Training Travel 2025 NASWA Committee Meeting in Dallas, TX 9/8 - 9/12.
THOMPSON	MARVIN	09/15/2025	IN *BRIAR PATCH SHREDD	2,488.00	Shredding service for the agency.
THOMPSON	MARVIN	09/15/2025	IN *BRIAR PATCH SHREDD	2,488.00	Shredding service for the agency.
SHEIKH	MOHAMMAD	09/15/2025	MARRIOTT INDY	470.34	Hotel - Thomas Herbert, 2025 OSHA On-Site Training Conference, Monday, September 8, 2025, to Thursday September 11, 2025.
LISER	YVONNE	09/16/2025	ULINE	2,425.77	DCIA safety supplies for DCIA participants
LISER	YVONNE	09/16/2025	THE BUSINESS JOURNALS	104.94	OPA purchase of annual digital Washington Business Journal subscription for Diane Watkins
LISER	YVONNE	09/16/2025	ICMA ONLINE	200.00	ICMA membership renewal for Nicole Chapple
HARDEMAN	ALBERT	09/16/2025	DISPUTE REBILL	4,995.00	Dispute charge
HARDEMAN	ALBERT	09/16/2025	DISPUTE REBILL	3,300.00	Dispute charge
LISER	YVONNE	09/17/2025	ACFE DC CHAPTER	1,125.00	ACFE DC Fraud Summit - September 17-18, 2025 - training event for 5 members of the UI Benefit Payment Control team
MOORE	VERISHA	09/17/2025	THE NATIONAL ASSOCIATI	(2,000.00)	Registration Fee Refund - Dr. Unique Morris-Hughes NASWA Summit 2025 September 9-11 2025 Dallas TX
ABRAMPAH	DANIELLA	09/17/2025	ACFE DC CHAPTER	2,700.00	Registration Fees - OPFL examiners and managers The Association of Certified Fraud Examiners (ACFE) training
LISER	YVONNE	09/18/2025	AFRO AMERICAN NEWS	40.00	OPA purchase annual subscription for the Afro-American Newspaper for Diane Watkins
LISER	YVONNE	09/19/2025	AFRO AMERICAN NEWS	40.00	OPA purchased subscription for Gia Rivera
LISER	YVONNE	09/22/2025	TRAINHR	599.00	Training webinar for the UI managers
LANDRO	IVY	09/22/2025	STANDARD OFFICE SUP	2,016.19	Office supplies - Office of Talent and Client Services
HARRIS	WILLIAM	09/22/2025	EVENTS DC	1,082.00	Payment for space rental to host a college fair.
LISER	YVONNE	09/23/2025	IN *SUPRETECH, INC.	940.59	Office Supplies - OPA
LANDRO	IVY	09/23/2025	WL *VUE*TESTING EXAM	2,142.00	Cisco licenses for participant
HARRIS	WILLIAM	09/23/2025	HI-TECH ELECTRIC LLC	2,275.00	Payment for electrical services at the Walter E. Washington Convention Center for the college fair.
LISER	YVONNE	09/24/2025	AFRO AMERICAN NEWS	40.00	Afro-American newspaper for the OPA Shared Inbox
HARDEMAN	ALBERT	09/24/2025	SOUL SQUAD	(3,300.00)	This is a credit for a fraudulent charge
HARDEMAN	ALBERT	09/24/2025	SOUL SQUAD	(4,995.00)	This is a credit for a fraudulent charge
MATTHEWS	KATRINA	09/24/2025	EB *2025 NASTAD CONFER	1,800.00	Registration Fees - Lewis Brown, Metta - Alem Sinshaw, DeSean Lawson, and Alletta Sampson NASTAD Conference on 10/26/2025-10/31/2025 in Colorado
HARRIS	WILLIAM	09/24/2025	SMART CITY NETWORKS -	3,911.15	Payment for W-Fi services for event at the Walter E. Washington Convention Center.
LANDRO	IVY	09/25/2025	STANDARD OFFICE SUP	20.98	Office Supplies- Office of Talent and Client Services
LANDRO	IVY	09/25/2025	STANDARD OFFICE SUP	205.76	Office Supplies- Office of Talent and Client Services
MATTHEWS	KATRINA	09/25/2025	SOUTHWEST	524.96	Airfare - DeSean Lawson NASTAD Conference on 10/26/2025-10/31/2025 in Colorado.
MATTHEWS	KATRINA	09/25/2025	SOUTHWEST	524.96	Airfare - Lewis Brown NASTAD Conference on 10/26/2025-10/31/2025 in Colorado.
MATTHEWS	KATRINA	09/25/2025	SOUTHWEST	581.96	Airfare - Metta- Alem Sinshaw NASTAD Conference on 10/26/2025-10/31/2025 in Colorado.
MATTHEWS	KATRINA	09/25/2025	SOUTHWEST	524.96	Airfare - Alletta Sampson NASTAD Conference on 10/26/2025-10/31/2025 in Colorado.
LISER	YVONNE	09/26/2025	THE SUPPLY ROOM AOPD	23.97	OFFICE SUPPLIES. Federal Program purchase of brass padlocks for laptop cart used in AJC
DOUGLASS	ANISSA	09/29/2025	JIMMIE MUSCATELLO'S GQ	3,789.37	Work uniforms for DSI participants.
LISER	YVONNE	09/29/2025	THE NATIONAL ASSOCIATI	375.00	Registration Fee - Gayatri Bondili Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	09/29/2025	THE NATIONAL ASSOCIATI	375.00	Registration Fee - Ikisha Little Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	09/29/2025	THE NATIONAL ASSOCIATI	375.00	Registration Fee - Yinka Olarewaju-Alo Train Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	09/29/2025	THE NATIONAL ASSOCIATI	375.00	Registration Fee - Nicole Dionne Jackson Training Travel NASWA UI Integrity Symposium December 2-4 2025 Tucson AZ
LISER	YVONNE	09/29/2025	STANDARD OFFICE SUP	1,497.73	Office supplies for UI Tax
LISER	YVONNE	09/29/2025	AMERICAN AIRLINES	446.36	Airfare - Tracie Locke Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	09/29/2025	UNITED AIRLINES	421.34	Airfare - Yinka Olarewaju-Alo Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	09/29/2025	SOUTHWEST	506.36	Airfare - Nicole Dionne Jackson Training Travel NASWA UI Integrity Symposium December 2-4 2025 Tucson AZ

LISER	YVONNE	09/29/2025	SOUTHWEST	412.36	Airfare - ShaQuana Carter Training Travel NFBPA Leadership Summit Nov 11-15 2025 Austin TX7131003 - TRAVEL OUT OF CITY
LISER	YVONNE	09/29/2025	SOUTHWEST	412.36	Airfare - Gayatri Bondili Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	09/29/2025	SOUTHWEST	450.36	Airfare - Ikisha Little Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
BERK	JOSH	09/29/2025	ELLEVEN22 PR	1,626.12	Office Supplies
THOMPSON	MARVIN	09/29/2025	FORMOST ADVANCED CREAT	292.00	Agency Business Cards for the Office of the Director.
MOORE	VERISHA	09/29/2025	JIMMIE MUSCATELLO'S GQ	4,518.46	Dry Cleaning For DSI
MOORE	VERISHA	09/29/2025	THE NATIONAL ASSOCIATI	375.00	Registration - Dr Unique Morris-Hughes NASWA Board of Directors Meeting December 3-5 2025 Tucson AZ
SHEIKH	MOHAMMAD	09/29/2025	AMERICAN AIRLINES	737.96	Airfare - Mohammad Sheikh to attend the 111th International Association of Industrial Accident Boards and Commissions (IAIABC) Convention, October 5 through October 8, 2025, Milwaukee, Wisconsin.
LISER	YVONNE	09/30/2025	THE NATIONAL ASSOCIATI	375.00	Registration - Tracie Locke Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	09/30/2025	PUBLIC PERFORMANCE MAN	95.09	IT SOFTWARE - Linktree Pro software for OPA
THOMPSON	MARVIN	09/30/2025	STANDARD OFFICE SUP	4,670.86	Office Supplies
MOORE	VERISHA	09/30/2025	AMERICAN AIRLINES	866.97	Airfare Jason Washington for CES Conference 2026 January 6-9, 2026 Las Vegas NV.
MOORE	VERISHA	09/30/2025	DELTA	848.36	Airfare - Dr Unique Morris-Hughes for NASWA Board of Directors Meeting December 3-5 2025 Tucson AZ
MATTHEWS	KATRINA	09/30/2025	SQ *STUDIO ANNANAS	5,000.00	Transaction to pay for goods and services for Economic Annual report for the Education, Workforce and Innovation Bureau
<b>FY 26 PCARD Transactions- Q1 (As of 01/01/26)</b>					
MOORE	VERISHA	09/29/2025	SOUTHWEST	652.93	Dr Unique Morris-Hughes Flight for NFBPA 2025-2026 Quarterly Board Meeting & Conf November 12-14 2025 Austin TX
MOORE	VERISHA	09/29/2025	PARK MGM/NOMAD-FRONT D	543.09	Jason Washington Hotel Deposit for CES Conference 2026 January 6-9, 2026 Las Vegas NV
RIVAS	JENNIFER	09/30/2025	SOUTHWEST	317.96	Airfare for Kenya Lewis to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/18/25 - 11/20/25.
RIVAS	JENNIFER	09/30/2025	NAWDP.ORG	825.00	Registration for Kenya Lewis to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/18/25 - 11/20/25.
RIVAS	JENNIFER	10/01/2025	DELTA	748.36	Airfare for Kenneth Walker to attend NASWA Veterans 2025 in Tucson, AZ 12/2/25 - 12/5/25.
RIVAS	JENNIFER	10/01/2025	DELTA	658.36	Airfare for Kenneth Walker to attend CES Las Vegas 1/5/26 - 1/10/26.
MOORE	VERISHA	10/01/2025	DELTA	946.96	Dr Unique Morris-Hughes Flight for American Swiss Foundation Innovation Forum Oct 8-10 2025 Boston MA
SHEIKH	MOHAMMAD	10/02/2025	HOTEL METRO AUTOGRAPH	1,325.24	Hotel - Mohammad Sheikh 111th International Association of Industrial Accident Boards and Commissions (IAIABC) Convention from October 5 - October 8, 2025, in Milwaukee, Wisconsin.
LISER	YVONNE	09/24/2025	HILTON ANATOLE DALLAS	(12.63)	Hotel Partial Refund - Diane Watkins Training Travel NASWA 2025 Summit Sep 8-12 2025 Dallas TX
BERK	JOSH	10/01/2025	SOUTHWEST	545.36	Airfare- Monnikka Madison National Association of State Workforce Agency's meeting (NASWA) Tucson, Arizona, December 1, 2025 - December 5, 2025.
BERK	JOSH	10/03/2025	THE NATIONAL ASSOCIATI	625.00	Registration- Monnikka Madison National Association of State Workforce Agency's meeting (NASWA) Tucson, Arizona, December 1, 2025 - December 5, 2025.
BERK	JOSH	10/03/2025	THE NATIONAL ASSOCIATI	625.00	Registration- Dana Rodriguez National Association of State Workforce Agency's meeting (NASWA) Tucson, Arizona, December 1, 2025 - December 5, 2025.
RIVAS	JENNIFER	10/01/2025	BELLAGIO - ADV DEP	395.70	Hotel for Kenneth Walker to attend CES in Las Vegas, NV 1/5/26 - 1/10/26.
RIVAS	JENNIFER	10/03/2025	THE NATIONAL ASSOCIATI	375.00	Registration for Kenneth Walker to attend NASWA Veterans 2025 in Tucson, AZ 12/2 - 12/5.
SHEIKH	MOHAMMAD	10/01/2025	NEWPORT NEWS MARRIOTT	382.50	Hotel - Daniel King National Association of Government Labor Officials (NAGLO) conference. Newport News, Virginia from September 28, 2025, to October 1, 2025.
MATTHEWS	KATRINA	10/02/2025	AMERICAN AIRLINES	290.97	Airfare- Verisha Moore- NAWDP conference in New Orleans from 11/16-11/20/2025.
HARRIS	WILLIAM	10/02/2025	EXPEDIA 72066786725149	1,889.96	Hotel - Penelope Diggs NAWDP Youth Conference in New Orleans, LA from November 16 20, 2025.
HARRIS	WILLIAM	10/02/2025	EXPEDIA 72066786844761	1,889.96	Hotel - Lee Thompson NAWDP Youth Conference in New Orleans, LA from November 16 20, 2025.
HARRIS	WILLIAM	10/02/2025	AMERICAN AIRLINES	316.97	Payment for airfare for Penelope Diggs to attend the NAWDP Youth Conference in New Orleans from November 16 20, 2025.
HARRIS	WILLIAM	10/02/2025	AMERICAN AIRLINES	316.97	Payment for airfare for Lee Thompson to attend the NAWDP Conference in New Orleans, LA from November 16 -20, 2025.
BERK	JOSH	10/02/2025	SOUTHWEST	806.36	Airfare - Dana Rodriguez National Association of State Workforce Agency's meeting (NASWA) Tucson, Arizona, December 1, 2025 - December 5, 2025.
RIVAS	JENNIFER	10/02/2025	SOUTHWEST	281.96	Airfare for Jennifer Rivas to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/15 - 11/20.
RIVAS	JENNIFER	10/02/2025	SOUTHWEST	252.93	Airfare for Michael Taylor to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/15 - 11/20.
RIVAS	JENNIFER	10/02/2025	NAWDP.ORG	825.00	Registration for Jennifer Rivas to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/15 - 11/20.
MOORE	VERISHA	10/03/2025	AMAZON MKTPL	125.10	Office Supplies
MATTHEWS	KATRINA	10/02/2025	FOUR SEASONS NEW ORLNS	1,890.01	Hotel- Verisha Moore NADWP 2025 in New Orleans, LA from November 16th to November 20th 2025.
MATTHEWS	KATRINA	10/02/2025	NAWDP.ORG	825.00	Registration- Verisha Moore NADWP 2025 in New Orleans, LA from November 16th to November 20th 2025.
HARRIS	WILLIAM	10/03/2025	NAWDP.ORG	825.00	Registration- Penelope Diggs NADWP 2025 in New Orleans, LA from November 16th to November 20th 2025.
HARRIS	WILLIAM	10/03/2025	NAWDP.ORG	825.00	Registration- Lee Thompson NADWP 2025 in New Orleans, LA from November 16th to November 20th 2025.
MOORE	VERISHA	10/06/2025	AMAZON MKTPL	1,230.14	Office Supplies
HARRIS	WILLIAM	10/06/2025	IN *AD BOX PROMO AGENC	737.50	Staff jerseys in recognition of breast cancer awareness.
MOORE	VERISHA	10/07/2025	DELTA	(180.00)	Dr Unique Morris-Hughes Refund for Flight for American Swiss Foundation Innovation Forum Oct 8-10 2025 Boston MA
SHEIKH	MOHAMMAD	10/08/2025	HOTEL METRO AUTOGRAPH	(1,325.24)	Credit- Hotel accommodations for Mohammad Sheikh to attend the 111th International Association of Industrial Accident Boards and Commissions (IAIABC) Convention from October 5 through October 8, 2025, in Milwaukee, Wisconsin.
HARRIS	WILLIAM	10/07/2025	WAVE - *HBCU PRIDE NA	1,710.00	HBCU Supplies Director's Office.
MOORE	VERISHA	10/08/2025	SOUTHWEST	852.95	Dr Unique Morris-Hughes Flight for American Swiss Foundation Innovation Forum Oct 8-10 2025 Boston MA
HARDEMAN	ALBERT	10/06/2025	SOUTHWEST	520.95	Airfare- DeSean Lawson CES Conference 2026 January 6-9, 2026 Las Vegas NV



HARDEMAN	ALBERT	10/06/2025	SOUTHWEST	343.06	Airfare- Monea Smith CES Conference 2026 January 6-9, 2026 Las Vegas NV
RIVAS	JENNIFER	10/08/2025	SOUTHWEST	365.96	Airfare for Jasmine Lilly to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/16 - 11/20.
RIVAS	JENNIFER	10/08/2025	NAWDP.ORG	825.00	Registration for Jasmine Lilly to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/16 - 11/20.
MOORE	VERISHA	10/08/2025	COURTYARD BY MARRIOTT	948.47	Dr Unique Morris-Hughes Hotel for American Swiss Foundation Innovation Forum Oct 8-10 2025 Boston MA
MOORE	VERISHA	10/09/2025	USMAYORS	900.00	Maggie McAlexander Registration for 2025 USCM WDC Board Meeting & 36th Annual Congressional Forum October 9-10 2025 Washington DC
HARRIS	WILLIAM	10/09/2025	IN *AD BOX PROMO AGENC	774.00	Office supplies for Pinktober.
BERK	JOSH	10/10/2025	DOCUSIGN INC.	0.87	DocSign licenses in support of various DOES programs. The annual renewal was paid in the amount of 1,908.87. Docusign divided the purchase into two charges. This expense report accounts for the second of two charges, in the amount of \$.87.
BERK	JOSH	10/11/2025	DOCUSIGN INC.	1,908.00	DocSign licenses in support of various DOES programs. The annual renewal was paid in the amount of 1,908.87. Docusign divided the purchase into two charges. This expense report accounts for the first of two charges, in the amount of \$1908.00.
HARDEMAN	ALBERT	10/09/2025	SOUTHWEST	520.95	Airfare- Michael Taylor CES Conference 2026 January 6-9, 2026 Las Vegas NV
RIVAS	JENNIFER	10/15/2025	NAWDP.ORG	700.00	Registration for Michael Taylor to attend NAWDP Youth Symposium 2025 in New Orleans, LA 11/15 - 11/20.
HARDEMAN	ALBERT	10/21/2025	FRAUD REBILL	6.00	OFFICE SUPPLIES
LISER	YVONNE	10/22/2025	THE NATIONAL ASSOCIATI	(375.00)	Cancelled Registration - Yinka Olarewaju-Alo Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ
LISER	YVONNE	10/21/2025	IN *NJ3Q TECHNOLOGY, L	1,759.48	OIT annual renewal of ManageEngine ADAudit Plus Professional
BERK	JOSH	10/20/2025	SOUTHWEST	(806.36)	Credit- Travel Cancelled- Dana Rodriguez (OUC) was schedule to travel to Tucson, AZ, in December to attend a National Association of State Workforce Agencies (NASWA) conference.
LISER	YVONNE	10/21/2025	SOUTHWEST	171.69	Airfare - ShaQuana Carter Training Travel NFBPA Leadership Summit Nov 11-15 2025 Austin TX
LANDRO	IVY	10/22/2025	EZCATER*WEGMANS	3,062.42	Pepco Graduation
SHEIKH	MOHAMMAD	10/22/2025	SQ *A DIGITAL SOLUTION	1,707.06	6th Annual First Source Conference.
HARRIS	WILLIAM	10/22/2025	IN *AD BOX PROMO AGENC	3,964.00	Payment for blazers and neck ties for MBYLLI.
SHEIKH	MOHAMMAD	10/23/2025	IN *INTL ASSN OF INDUS	1,140.00	Registration- Mohammad Sheikh 111th International Association of Industrial Accident Boards and Commissions (IAIABC) Convention from October 5 through October 8, 2025, in Milwaukee, Wisconsin.
RIVAS	JENNIFER	10/24/2025	NAWDP.ORG	(575.00)	Refund for Michael Taylor's NAWDP Registration. Original registration fee - \$700, cancellation fee - \$125. Total refund \$575.
THOMPSON	MARVIN	10/21/2025	STANDARD OFFICE SUP	4,025.22	Office supplies for the office of Compliance and Internal Monitoring (OCIM).
THOMPSON	MARVIN	10/23/2025	U STREET PARK100 OF 00	1,887.45	Security services for an event being held at DOES HQ. (Pinktober Event).
MOORE	VERISHA	10/24/2025	IN *SUPRETECH, INC.	1,308.00	OPA Supplies
MOORE	VERISHA	10/24/2025	METROPOLITAN	273.19	Office Supplies
BERK	JOSH	10/29/2025	THE NATIONAL ASSOCIATI	(625.00)	Refund of NASWA conference registration. Dana Rodriguez
LISER	YVONNE	10/31/2025	AMAZON MKTPL	522.49	Purchase of ergonomic chair for Aronny Noguera.
MOORE	VERISHA	10/29/2025	METROPOLITAN	2,740.46	Supplies for OTPD
MATTHEWS	KATRINA	10/30/2025	HILTON HOTELS	829.84	Hotel- Alem MettaSinshaw Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
MATTHEWS	KATRINA	10/30/2025	HILTON HOTELS	829.84	Hotel- Alleta Sampson Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
MATTHEWS	KATRINA	10/30/2025	HILTON HOTELS	829.84	Hotel- Lewis Brown Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
MATTHEWS	KATRINA	10/30/2025	HILTON HOTELS	829.84	Hotel- DeSean Lawson Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
LISER	YVONNE	10/31/2025	ICMA ONLINE	200.00	Membership Renewal - Dr. Unique Morris-Hughes ICMA 200.00 Member ID 98065
MOORE	VERISHA	11/01/2025	AMERICAN AIRLINES	(488.49)	Jason Washington Travel Refund for CES Conference 2026 January 6-9, 2026 Las Vegas NV
MATTHEWS	KATRINA	10/31/2025	HILTON HOTELS	217.89	Hotel- Alleta Sampson Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
MATTHEWS	KATRINA	10/31/2025	HILTON HOTELS	217.89	Hotel- Alem MettaSinshaw Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
MATTHEWS	KATRINA	10/31/2025	HILTON HOTELS	217.89	Hotel- DeSean Lawson Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
MATTHEWS	KATRINA	10/31/2025	HILTON HOTELS	217.89	Hotel- Lewis Brown Apprenticeship Conference 2025 NASTAD in Colorado from October 26th to October 31st, 2025.
LISER	YVONNE	11/03/2025	PUBLIC PERFORMANCE MAN	2,163.00	OIT renewal of O'Reilly Media Platform for staff training.
MOORE	VERISHA	11/05/2025	LANDS END BUS OUTFITTE	29.00	Logo for DSI Uniforms.
HARRIS	WILLIAM	11/04/2025	IN *AD BOX PROMO AGENC	1,185.00	Payment for office supplies for the Office of Youth Programs.
MACE	APRIL	11/06/2025	THE NATIONAL ASSOCIATI	375.00	Registration Janterra McLendon Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025
MACE	APRIL	11/06/2025	THE NATIONAL ASSOCIATI	375.00	Registration for Helen Foster Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025
MACE	APRIL	11/05/2025	AMERICAN AIRLINES	562.18	Airfare Janterra McLendon Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025
MACE	APRIL	11/05/2025	AMERICAN AIRLINES	535.18	Airfare Helen Foster Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025
LISER	YVONNE	11/06/2025	LOEWS HOTELS	726.08	Hotel - Nicole Jackson Training Travel NASWA UI Integrity Symposium December 2-4 2025
LISER	YVONNE	11/06/2025	LOEWS HOTELS	544.56	Hotel- Gayatri Bondili Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ.
LISER	YVONNE	11/06/2025	LOEWS HOTELS	544.56	Hotel - Ikisha Little Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ.
LISER	YVONNE	11/06/2025	LOEWS HOTELS	544.56	Hotel FY25 - Tracie Locke Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ.
BERK	JOSH	11/06/2025	LOEWS HOTELS	726.08	Hotel- Monnika Madison Training Travel 2025 NASWA UI Integrity Symposium Dec 2-5 2025 Tucson AZ.

SHEIKH	MOHAMMAD	11/06/2025	SAWCA.ORG	500.00	Labor Standards Bureau/Office of Workers' Compensation membership dues to the Southern Association of Workers' Compensation Administrators (SAWCA).
SHEIKH	MOHAMMAD	11/06/2025	STANDARD OFFICE SUP	230.88	Office supplies for the Labor Standards Bureau, Administrative Hearings Division.
SHEIKH	MOHAMMAD	11/07/2025	STANDARD OFFICE SUP	259.44	Office supplies for the Labor Standards Bureau, Administrative Hearings Division.
LISER	YVONNE	11/11/2025	IONOS INC.	40.00	Disputed charge.
LISER	YVONNE	11/10/2025	EATON POWER QUALITY	7.60	OIT - 8 additional set of keys for laptop carts.
RIVAS	JENNIFER	11/12/2025	BELLAGIO - ADV DEP	2,795.97	Hotel - Kenneth Walker CES Conference 2026 January 6-9, 2026 Las Vegas NV
MOORE	VERISHA	11/12/2025	SOUTHWEST	(652.93)	Dr Unique Morris-Hughes flight refund for NFBPA 2025-2026 Quarterly Board Meeting & Conf November 12-14 2025 Austin TX
RIVAS	JENNIFER	11/14/2025	SOUTHWEST	229.01	Flight change for Kenya Lewis to attend NAWDP Youth Symposium New Orleans, LA 11/16/25 - 11/19/25.
RIVAS	JENNIFER	11/14/2025	SOUTHWEST	224.01	Flight change for Jasmine Lilly to attend NAWDP Youth Symposium New Orleans, LA 11/16 - 11/19/25.
HARDEMAN	ALBERT	11/14/2025	SOUTHWEST	558.01	Airfare Jennifer Rivas NAWDP Youth Symposium New Orleans, LA 11/16 - 11/20.
HARRIS	WILLIAM	11/14/2025	AMERICAN AIRLINES	622.00	Payment for roundtrip airfare for Penelope Diggs to travel to New Orleans for NAWDP Conference. Original flight was from Nov. 16, 2026 - Nov. 20, 2026.
HARRIS	WILLIAM	11/14/2025	AMERICAN AIRLINES	622.00	Payment for roundtrip airfare for Lee Thompson to travel to New Orleans for NAWDP Conference.
HARRIS	WILLIAM	11/14/2025	SENODA INC	3,893.00	Payment for blazers for MBYLI staff and MBYLI Youth Mayors.
BERK	JOSH	11/17/2025	ABC TECHNICAL SOLUTION	2,747.12	DCIA eight computer monitors.
LISER	YVONNE	11/18/2025	IN *SUPRETECH, INC.	62.40	AJC privacy screens for public computer monitors
THOMPSON	MARVIN	11/17/2025	FORMOST ADVANCED CREAT	511.00	Agency business cards for staff within the agencies Transitional Employment Program
SHEIKH	MOHAMMAD	11/18/2025	IN *INTL ASSN OF INDUS	1,800.00	2026 membership dues to the International Association of Industrial Boards and Commissions (IAIABC).
RIVAS	JENNIFER	11/19/2025	HILTON NEW ORLEANS	592.29	Hotel for Jennifer Rivas to attend NAWDP Youth Symposium in New Orleans, LA 11/16/25 - 11/19/25.
THOMPSON	MARVIN	11/14/2025	STANDARD OFFICE SUP	1,616.60	Office supplies for the Office of the Director.
FINDLEY	FLORA	11/19/2025	ALMA LEGAL	206.80	Legal documents for OGC
RIVAS	JENNIFER	11/19/2025	FOUR SEASONS NEW ORLNS	585.75	Hotel for Kenya Lewis to attend NAWDP Youth Symposium in New Orleans, LA 11/16/25 - 11/19/25.
RIVAS	JENNIFER	11/20/2025	LOEWS HOTELS	413.46	Hotel for Kenneth Walker to attend the NASWA Veterans Committee Tucson, AZ 12/2/25-12/4/25.
THOMPSON	MARVIN	11/20/2025	SPI*DIRECTV SERVICE	2,279.88	DOES Annual Direct TV Services.
HARDEMAN	ALBERT	11/19/2025	FOUR SEASONS NEW ORLNS	1,862.33	Hotel for Jasmine Lilly to attend NAWDP Youth Symposium in New Orleans, LA 11/16/25 - 11/19/25.
BERK	JOSH	11/21/2025	HEYGEN TECHNOLOGY INC.	288.00	HeyGen software.
BERK	JOSH	11/21/2025	TABLESREAD* TRIAL BUSI	1,962.73	AJC Office Supplies
BERK	JOSH	11/21/2025	TABLESREAD* TRIAL BUSI	825.78	AJC Office Supplies
MACE	APRIL	11/20/2025	FORMOST ADVANCED CREAT	547.50	Business cards for UI Tax staff
MOORE	VERISHA	11/25/2025	LANDS END BUS OUTFITTE	2,226.92	DSI Uniforms
ABRAMPAH	DANIELLA	11/24/2025	THE CALVIN PRICE GROUP	85.32	Purchase one drop box to be used in the American Job Center for PFL documents.
MACE	APRIL	11/25/2025	THE NATIONAL ASSOCIATI	6,780.00	UI Tax- FY2026 NASWA UI ITSC Support Subscription for SDDS.
LANDRO	IVY	11/26/2025	ULINE	1,118.41	DCIA Office Supplies
RIVAS	JENNIFER	11/25/2025	SOUTHWEST	676.97	Airfare for Jasmine Lilly to attend CES Conference 2026 Las Vegas, NV 1/5/26 - 1/9/26.
RIVAS	JENNIFER	11/26/2025	DELTA	291.01	Flight change for Kenneth Walker to attend NASWA Board of Directors Meeting 12/1/25-12/2/25 in Tucson, AZ in addition to the NASWA Veterans Committee 12/3/25-12/4/25
RIVAS	JENNIFER	11/27/2025	LOEWS HOTELS	322.70	Hotel for Kenneth Walker to attend NASWA Board of Directors Meeting 12/2/25 in Tucson, AZ in addition to the NASWA Veterans Committee 12/3/25-12/4/25.
THOMPSON	MARVIN	11/19/2025	STANDARD OFFICE SUP	3,856.14	Office supplies for the office of Compliance and Independent Monitoring
MOORE	VERISHA	11/27/2025	THE NATIONAL ASSOCIATI	(375.00)	Dr Unique Morris-Hughes Registration Refund for NASWA Board of Directors Meeting December 3-5 2025 Tucson AZ.
MOORE	VERISHA	11/25/2025	METROPOLITAN	260.38	OTPD Ink Order
MOORE	VERISHA	11/26/2025	DELTA	(848.36)	Dr Unique Morris-Hughes Flight refund for NASWA Board of Directors Meeting December 3-5 2025 Tucson AZ
MATTHEWS	KATRINA	11/26/2025	PROJECT MANAGEMENT INS	203.24	Membership for Project Management
LANDRO	IVY	12/04/2025	EZCATER*PF CHANGS	556.78	Professional Development Day for DCIA/OTCS
MOORE	VERISHA	12/03/2025	METROPOLITAN	167.69	Tablet Keyboard
RICE	KURON	12/05/2025	SURGENT MCCOY SELF ST	539.40	Abdinasir Mohamud is attending Annual CPA virtual training from 12/2/2025 thru 12/2/2026.
LISER	YVONNE	12/10/2025	DISPUTE CREDIT	(40.00)	Disputed charge.
LISER	YVONNE	12/10/2025	BLP	9,882.00	Subscription to Bloomberg Government for OPA

GRANT PROGRAM/TITLE	GRANT NUMBER	OFFICE/DIVISION	AWARD DATE	GRANTEE	DESCRIPTION OF SERVICE	PERFORMANCE BASE PAYMENTS Y/N	PERIOD OF PERFORMANCE	CURRENT YEAR OF GRANT (BASE/OPTION)	PROGRAM/ACTIVITY CODE	SOURCE OF FUNDING	GRANT AWARD AMOUNT FY25
2025 DOES Public Service Program Apprenticeship Grant	2025 DOES Public Service Apprenticeship-1	Office of Apprenticeship, Information, and Training (OAIT)	7/24/25	Center for Innovation, Research and Transformation in Education (CIRTE)	Intermediary Services	Y	7/24/25 - 7/23/26	Base	500182	Local	\$ 450,000.00
District Workforce Innovation Consortium c/o Fiscal Agent: BuildWithin	DOES-WFCP-2024-01	Office of Apprenticeship, Information, and Training (OAIT)	5/21/25	BuildWithin, Inc.	Talent Pipeline Development	N	5/21/25 - 5/21/26	Option		Local	\$ 975,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-01	Office of Youth Programs	8/22/25	Carolina Canyon	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 280,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-03	Office of Youth Programs	8/22/25	College Gurl	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 280,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-04	Office of Youth Programs	8/22/25	IBG Consulting Group	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 280,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-06	Office of Youth Programs	8/22/25	Dramatic Solutions	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 280,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-07	Office of Youth Programs	8/22/25	Center for Innovation, Research and Transformation in Education (CIRTE)	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 280,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-09	Office of Youth Programs	8/22/25	Capital Youth Empowerment Program	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 280,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-10	Office of Youth Programs	8/22/25	Girls and Women Empowerment and Development Organization	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 140,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2025-11	Office of Youth Programs	8/22/25	Excellence through Opportunity	Youth Work Readiness	Y	9/30/25-9/30/26	Option	500186	Local	\$ 140,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP-2026-02	Office of Youth Programs	9/30/25	National Center for Children and families	Youth Work Readiness	Y	9/30/25-9/30/26	Base	500186	Local	\$ 140,000.00
Career Ready Early Scholars Program Grant	DOES-CRESP 2026	Office of Youth Programs	9/30/25	ComPU Recycling	Youth Work Readiness	Y	9/30/25-9/30/26	Base	500186	Local	\$ 140,000.00
College Tour	DOES-OYP-2025-1	Office of Youth Programs	3/19/25	Dolls & Dreams, Inc	College Tour	Y	10/01/25-09/30/26	Base	500186	Local	\$ 120,000.00
MBSYEP Career Exploration	2025-MBSYEP-Youth Explorer-1	Office of Youth Programs	6/17/25	JMG Productions	Youth Work Readiness/Career Exploration Training	Y	6/23/25-6/22/26	Base	500186	Local	\$ 50,000.00
MBSYEP Career Exploration	2025-MBSYEP-Youth Explorer-2	Office of Youth Programs	6/17/25	Tsunami Hair Studio	Youth Work Readiness/Career Exploration Training	Y	6/17/25 - 6/16/26	Base	500186	Local	\$ 50,000.00
MBSYEP Career Exploration	2025-MBSYEP-Youth Explorer-3	Office of Youth Programs	6/17/25	Mommas Safe Haven	Youth Work Readiness/Career Exploration Training	Y	6/23/25-6/22/26	Base	500186	Local	\$ 50,000.00
MBSYEP Career Exploration	2025-MBSYEP-Youth Explorer-4	Office of Youth Programs	6/17/25	The Simmons Advantage LLC	Youth Work Readiness/Career Exploration Training	Y	6/17/25 - 6/16/26	Base	500186	Local	\$ 50,000.00
MBSYEP Career Exploration	2025-MBSYEP-Youth Explorer-5	Office of Youth Programs	6/18/25	Youth Entrepreneur Institute	Youth Work Readiness/Career Exploration Training	Y	6/18/25 - 6/17/26	Base	500186	Local	\$ 50,000.00
MBSYEP Career Exploration	2025-MBSYEP-Empowered Youth-1	Office of Youth Programs	6/17/25	College Gurl	Youth Work Readiness/Career Exploration Training	Y	6/23/25-6/22/26	Base	500186	Local	\$ 160,000.00
MBSYEP Career Exploration	2025 MBSYEP-Literacy Tutoring-1	Office of Youth Programs	6/18/25	Carolina Canyon	Youth Work Readiness/Literacy Tutoring	Y	6/18/25 - 6/17/26	Base	500186	Local	\$ 70,000.00
MBSYEP Youth Pathways to Finance and Healthcare Grant	2025 MBSYEP Youth Pathways - Finance-1	Office of Youth Programs	6/18/25	Carolina Canyon	Youth Work Readiness/Career Exploration Training	Y	6/18/25 - 6/17/26	Base	500186	Local	\$ 150,000.00
MBSYEP Youth Pathways to Finance and Healthcare Grant	2025 MBSYEP Youth Pathways - Healthcare-1	Office of Youth Programs	6/18/25	Young Doctors Project - Mentors of Minorities in Education	Youth Work Readiness/Career Exploration Training	Y	6/18/25 - 6/17/26	Base	500186	Local	\$ 150,000.00
MBYLI Futpreneurs	DOES-MBYLI-Futpreneurs-01	Office of Youth Programs	4/8/25	College Gurl	Entrepreneurship	Y	04/8/25-09/30/25	Base	500186	Local	\$ 50,000.00
OYP Research Grant	DOES-OYP Research 2025-01	Office of Youth Programs	9/30/25	IBG Consulting Group	Research	Y	9/30/25-9/30/26	Base	500186	Local	\$ 120,000.00
College Fellowship Program	2025 DOES College Fellowship-1	Workforce and Federal Programs Office of Apprenticeship	9/30/25	Resource Solutions	Youth Work Readiness/Career Exploration Training	Y	9/30/25 - 9/29/26	Base	500182	Local	\$ 300,000.00



District of Columbia Department of  
 Employment Services (DOES) Office Grants  
 Administration and Resource Allocation

**Monthly Status Report Due by the 10<sup>th</sup>**

<b>Grant:</b>	DOES-WFCP-2024-01
<b>Grantee:</b>	BuildWithin, Inc.
<b>Month &amp; Year:</b>	April 2025

	Target	Month Actual	Year-to-Date
<b>Completion Rate:</b> Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	9	68
<b>Placement Rate:</b> of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	0	10
<b>Retention Rate:</b> of employed participants at the 12-month follow up	60%	N/A	0
<b>Measurable Skills Gain:</b> Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	45	45

**Program Narrative Update**

**Summary of Activities**

**1. Employer-led Training:**

In its continued effort to ensure workforce programs are driven by industry needs, BuildWithin remains focused on fostering strong employer engagement through the DC Workforce Innovation Consortium. Over the past month, the team maintained active dialogue with a diverse array of employers—from established corporations to growing startups and independent entrepreneurs.

BuildWithin is now in the final weeks of its Data Annotation Accelerator, with the cohort scheduled to complete training on May 8th. Through the continued partnership with Enabled Intelligence, a Northern Virginia-based provider of secure data labeling and model training services, 11 participants from the program

were selected to apply for open Data Annotation roles. Of these, four successfully completed and passed the employer-provided assessment, demonstrating strong readiness for the position. Interest in Data Annotation remains high among participants, and BuildWithin is working closely with Enabled Intelligence to strengthen the partnership and explore long-term talent pipeline solutions.

In parallel, BuildWithin is expanding its employer engagement to support entry-level opportunities in digital marketing. BuildWithin launched a Digital Marketing class on April 28th with 9 candidates who were WIOA enrolled. BuildWithin is exploring freelance and project-based work opportunities that allow participants to apply their skills in real-world settings while gaining valuable experience. Early leads include platforms where participants can engage in freelance work for both digital marketing and data annotation projects, such as:

- Upwork
- Fiverr
- Data Annotator
- Amazon Mechanical Turk
- OpenTrain AI

By connecting participants to both traditional employment and freelance pathways, BuildWithin aims to broaden access to income-generating opportunities while supporting varied learner needs and career goals.

BuildWithin is in active communication with local leaders from ServiceNow. BuildWithin is encouraging Service Now to build out offices in the Penn West Equity Innovation District rather than in Virginia. The offices would include training space as well as an executive business meeting space. ServiceNow envisions the space to be used by their partners and for housing their Rise Up upskilling and reskilling training programs. The Service Now team and BuildWithin are actively identifying partners who would hire help desk students. Service Now micro credentialing and training will be the main focus of the upcoming Help Desk training program.

## **2. Consortium Steering Committee Engagement**

As part of ongoing efforts to strengthen regional workforce collaboration, BuildWithin is actively coordinating with the Steering Committee to schedule meetings for the newly formed subcommittees. These subcommittees—Corporate Partnerships and Industry Alignment, Training Innovation, and Employer Engagement—were established during the March 5th Steering Committee meeting, and are designed to address key workforce challenges and opportunities in the region. The BuildWithin team is also working closely with stakeholders to schedule the next full Steering Committee meeting, which is planned for June.

Additionally, BuildWithin celebrated National Apprenticeship Day on May 1st with many Steering Committee members at an event held at the CTA House in Washington, DC.

In another significant milestone, BuildWithin hosted a joint celebration with Enabled Intelligence at their HQ, bringing together DOES leadership, Virginia lawmakers, workforce board leaders, accelerator participants, and Steering Committee members to announce the award of \$20,000 in incentive funding for launching a registered apprenticeship pipeline for Data Annotators.

## **3. Personalized Career Pathway Development (Aligned to Individual Employment Plans)**

Throughout April, BuildWithin maintained its commitment to equipping participants not only with technical training but also with the critical soft skills and materials needed to pursue and secure employment. All Accelerator programs fully integrate job readiness training into the core curriculum, ensuring participants

complete the program with the tools, confidence, and professionalism needed to succeed in today's job market.

Participants receive personalized career coaching through individualized one-on-one sessions with BuildWithin. These sessions are designed to evaluate participants' technical competencies, clarify their career objectives, and create actionable career development plans that align with their personal goals and labor market demand.

Strategic Job Matching and Opportunity Alerts remain a key component of the support structure. BuildWithin leverages smart job-matching technology and industry insights to identify and share employment opportunities that match each participant's skills, interests, and long-term career goals.

Interview Readiness and Continued Coaching are embedded in the Accelerator experience and are also delivered through targeted coaching sessions. These include:

- **Mock Interviews:** Simulations designed to reflect both technical and behavioral expectations for targeted roles.
- **Resume Optimization:** Personalized feedback and refinement to align with industry standards and improve visibility through applicant tracking systems (ATS).
- **Professionalism and Networking:** Review of participants' LinkedIn profiles and review of networking techniques.

By embedding job readiness training directly into all programs and reinforcing it with individualized coaching, BuildWithin ensures participants are not only job-qualified but also job-ready—equipped with the professionalism, clarity, and support they need to take the next step in their careers.

BuildWithin also provides technical support to Vets Group, a training provider and member of the Consortium. BuildWithin assisted Vets Group with setting up communications channels aligned with WIOA required followup services with current and previous students. BuildWithin established strategies for VetsGroup to collect data at intake for reporting and provided career services to students.

#### 4. Job Placement

Throughout April, BuildWithin strengthened job placement efforts and focused on expanding the employer network in preparation for upcoming program cohorts. Employer partnerships remain pivotal in the success of these initiatives, and several exciting job placements and collaborations took place in the region.

- **Baltimore City:** Derek Thomas has secured a position as a CitiStat Inspector with the City of Baltimore, under Chief Data Officer Dartanion Williams. This promotion has led to a significant salary increase. BuildWithin continues to support his transition through bi-weekly coaching sessions focused on workplace professionalism.
- **Metropolitan Engineering:** Three candidates were referred for an IT Help Desk position, and two—Elder Deleon and Jose Hernandez—were invited for second-round interviews. Jose was ultimately selected for the role, with an anticipated start date tied to the completion of Metropolitan Engineering's ongoing contracts, expected early May.
- **Department of Employment Services (DOES):** BuildWithin is collaborating with DOES to fill open Program Analyst positions. Lola Maraiyesa has successfully completed two rounds of interviews, while five other candidates were submitted for consideration in IT Engineer roles. Of the individuals submitted for consideration for an open IT Engineer role, 3 were selected for an interview.

- **Predict Health:** After completing the AI and Python Foundations Accelerator, Juan Pablo and Raman Akinrinsola secured positions as Office Operations Apprentices at Predict Health, where they are now working with AI-driven operations.
- **Wawa:** Malachi Coley, an AI Accelerator graduate, has been hired as a Floor Representative at Wawa, marking a successful job placement through BuildWithin's programs.
- **ITScybersecurity:** Eight participants were referred to ITScybersecurity for open roles, with five advancing to interviews. Conditional job offers were extended to Ayoub Bouriqui, Brian Robinson, Erica King, and KeAirra Speigner, pending funding approval from the DC Venture Fund.
- **Vets Group:** Vets Group, which joined BuildWithin's Train-the-Trainer AI program in December, is now actively delivering technical training programs for women in tech, covering CompTIA A+, Security+, AI Certification and AWS Cloud Computing certifications. Vets Group is working with employers seeking to upskill and hire within technical positions.
- **TransDev:** Ahmani Rivers began a full-time role as Dispatcher-008 at TransDev's call center on February 10th. BuildWithin continues to provide transitional support to ensure his success in the new position.
- **Enabled Intelligence:** Enabled Intelligence has rapidly expanded its presence in the DMV region following new contract wins. To meet the demand, BuildWithin launched an Accelerator in March to prepare talent for open Data Annotator positions. BuildWithin referred 11 candidates to the open position, of which 4 completed the assessment and passed, moving forward to the next step in the interview process.
- **11th Street Bridge:** Laticia Taylor successfully completed her Digital Marketing Apprenticeship in February. BuildWithin is now working to place a new apprentice into this role.

### **Expansion into Freelance Opportunities**

To diversify job placement pathways and meet the evolving needs of today's workforce, BuildWithin has begun incorporating freelance and gig economy opportunities into its employment support strategy. Recognizing that not all job seekers pursue traditional employment routes, this expansion offers greater flexibility and immediate income-generating options, especially for those building digital portfolios or acquiring new skills through short-term engagements.

As part of this initiative, BuildWithin has started guiding current participants in creating professional profiles on freelance platforms that align with their training and career interests. Several students have successfully created accounts on the following platforms:

- **Upwork** – for project-based work in fields such as digital marketing, writing, and tech support.
- **Fiverr** – where students are offering services in graphic design, AI prompting, and entry-level data tasks.
- **Amazon Mechanical Turk** – for micro-tasking roles that help learners get immediate experience and supplemental income.

- **Data Annotator** – accounts have been created for platforms seeking annotated datasets to train AI systems, directly aligning with participants’ recent accelerator training.
- **OpenTrain AI** – students are engaging in open-source model training and evaluation work, contributing to the development of AI technologies.

## 5. Washington DC Occupational Report

Submitted with this month's grant report is the DC Occupational Report which provides a strategic framework for developing career pathways across four high-demand sectors in Washington, DC: Technology, Healthcare, Business & Project Management and Education & Social Impact. The report features detailed, skills-based pathway maps that outline how individuals can enter and advance within these industries without relying on traditional degree requirements. By highlighting stackable credentials, on-the-job training, and micro-certifications, the pathways support a more inclusive and equitable workforce model—particularly for residents in historically underserved communities, including Wards 7 and 8.

The report delivers high-level insights to inform workforce investments, including projected job growth, wage tiers aligned with DC’s living wage standards, and recommended entry points for workers with varying levels of experience. It emphasizes roles that are both accessible and in demand, such as Software Developers in Tech and Home Health Aides in Healthcare, while also identifying opportunities for advancement. These findings are informed by labor market data and local employer needs, ensuring the pathways reflect current and emerging workforce trends across the city.

This occupational report can be utilized by the Department of Employment Services (DOES) and other workforce stakeholders to guide program design, employer engagement, and policy decisions. It offers a practical tool for aligning training investments with labor market demand and supporting equitable access to family-sustaining careers. Additionally, the pathway maps can assist career coaches and front-line staff in helping jobseekers visualize long-term opportunities and navigate training options more effectively. As part of this grant, the report supports efforts to build a more resilient and inclusive workforce ecosystem in Washington, DC.

Prepared by Lillian Speranza of BuildWithin. [Lillian@buildwithin.com](mailto:Lillian@buildwithin.com)





**District of Columbia  
Department of Employment Services  
(DOES) Office Grants Administration and  
Resource Allocation**

**Monthly Status Report Due by the 10<sup>th</sup>**

<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin, Inc.</b>
<b>Month &amp; Year:</b>	<b>August 2025</b>

*\*BuildWithin received a no-cost extension for the base year to complete outcomes by September 30. The outcomes reflected are from the base year.*

	Target	Month Actual	Year-to-Date
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	0	94
Placement Rate: of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	0	27
Retention Rate: of employed participants at the 12-month follow up	60%	N/A	N/A
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	0	94

<b>Program Narrative Update</b>
<p><b>DC Workforce Consortium Training and Participant Outcomes</b></p> <p>In August, BuildWithin focused on delivering the August 11 Help Desk / ServiceNow cohort and tracking completions toward Year 1 goals.</p> <ul style="list-style-type: none"> <li>● <b>Help Desk / ServiceNow Cohort (August):</b> <ul style="list-style-type: none"> <li>○ 50 participants enrolled (based on outcome counts).</li> <li>○ 47 participants completed with certifications and “skills gained.”</li> </ul> </li> </ul>

- 3 participants did not complete their certifications.

These August outcomes, combined with earlier cohorts (Data Analyst, Digital Marketing, prior Help Desk and Data Annotation cohorts), enabled BuildWithin to meet the Year 1 goal of 150 participants enrolled in WIOA-funded training.

The Help Desk cohort officially concludes on September 19. Final completion, certification, and skills-gained outcomes for this cohort will be reported in the September report.

### **Instruction, Workforce Readiness, and Participant Support**

To support the August cohort, BuildWithin:

- Hired a dedicated trainer to teach the ServiceNow and Help Desk technical content.
- Delivered workforce readiness training in parallel with the technical instruction, including:
  - Resume review
  - Cover letter writing workshops
  - Job search techniques
  - Interview workshops
  - Professional communication in the workplace
- Provided weekend office hours (Saturdays and Sundays) so participants who needed additional help had a defined time to ask questions and receive one-on-one support.

This structure allowed participants to actively work on job placement while in training, applying skills and tools from workforce readiness sessions directly to their job search.

### **Key Outcomes and Employer Partnerships**

Several participants from the Help Desk / ServiceNow cohort are now working in roles with Consortium-aligned employer partners, reflecting continued alignment between training and employer talent needs. Detailed employment outcomes will be included in the September report; a few employers to highlight include:

- **Academy of Hope**
  - Under the leadership of **Colin Dawkins**, one participant was hired to **teach a Help Desk class** to Academy of Hope students.
- **Friendship Public Charter School**
  - **Latarsha Kelly** supported the placement of one participant who is now **teaching Help Desk content** to students at Friendship.
- **Program Productions LLC**
  - **Garrni Baker** is employed as a **Project Manager**, applying project coordination and technology-enabled workflow skills.
- **TI Communities**

- **Ashia Gaylor** is employed as a **Project Coordinator**, using organizational, communication, and technology skills developed through training and workforce readiness sessions.

These placements build on the employer network engaged in prior months (Enabled Intelligence, ServiceNow-using employers, Esri, FedEx Kinko's, Baltimore City, Metropolitan Engineering, DOES, Predict Health, Wawa, ITScybersecurity, Vets Group, and TransDev) and show that participants are moving into instructional, project, and support roles tied to Help Desk and IT operations.

### **Steering Committee Engagement and Consortium Alignment**

The Steering Committee remained engaged throughout the summer through local events and ongoing communication. In August, BuildWithin focused on:

- Preparing materials and outcomes for the September Steering Committee meeting, including year-to-date training and enrollment numbers and early results from the August Help Desk / ServiceNow cohort.
- Ensuring alignment between upcoming agenda items (Year 1 closeout, WIOA performance, employer pipelines) and the recommendations discussed at the July 1 Steering Committee meeting.

Overall, August activity consolidated prior planning (WIOA enrollment, curriculum design, employer engagement) into concrete completions, placements, and progress toward Year 1 targets.



## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 Public Service Apprenticeship-1</b>
<b>Grantee:</b>	<b>Center for Innovation, Research and Transformation in Education dBA Chart Academy</b>
<b>Month &amp; Year:</b>	<b>August 2025</b>

Serve up to 30 apprentices who are recent 2025 college and/or university graduates who are committed to pursuing careers in state and local government.

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Program Retention and Engagement	85%	100%	100%
<b>Mentorship Matching</b> (within 2 months of program start)	100%	N/A	N/A
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	100%	100%
<b>Supportive Services:</b> 100% of participants receive and utilize at least two (2) forms of supportive services.	100%	100%	100%

**Program Narrative Update**

The three-day orientation successfully welcomed and prepared 18 apprentices, with full attendance from all participants throughout the entire program. Day One focused on building an inclusive community and grounding apprentices in public service through a DCHR-led orientation, sessions on workplace norms and professionalism, and panels featuring government professionals and DC Water representatives who shared their personal “why” for public service.

Days Two and Three emphasized personal development and practical skill-building, including self-awareness and wellness workshops, alumni engagement, financial literacy training, professional branding, and public speaking. Together, the orientation provided apprentices with a strong introduction to public service while equipping them with the personal, professional, and financial tools needed to succeed in their upcoming placements.

*Alexis Faraway*  
 Program Staff Representative

12/9/25  
 Date



## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	DOES-WFCP-2024-01
<b>Grantee:</b>	BuildWithin
<b>Month &amp; Year:</b>	December 2024

	Target	Month Actual	Year-to-Date
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	0	45
Placement Rate: of training program completion into employment within the targeted sectors within 6 months of program completion.	70%	3	3
Retention Rate: of employed participants at the 12-month follow up	60%	N/A	N/A
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	0	45

<b>Program Narrative Update</b>
<p>BuildWithin is committed to consistently supporting participants in their career journeys by identifying opportunities, preparing them for success in interviews, and connecting them with employers. Our comprehensive approach ensures that participants are well-equipped to secure meaningful roles in their chosen fields. In December key activities included:</p> <p><b>1. Individualized Career Pathway Planning</b></p> <p>Participants receive one-on-one guidance to assess their technical skills, align career aspirations, and create tailored career plans. This personalized approach ensures that each participant is strategically positioned for opportunities that match their strengths and goals.</p>

## 2. Dissemination of Job Opportunities

Using advanced job-matching tools, BuildWithin continuously identifies and shares job openings that align with participants' skills and career objectives. This targeted dissemination increases the likelihood of participants securing roles that fit their professional aspirations.

## 3. Interview Preparation and Ongoing Support

Preparing participants for interviews is a cornerstone of BuildWithin's approach. Comprehensive preparation includes:

- **Mock Interviews:** Tailored simulations that replicate technical and behavioral interview scenarios.
- **Behavioral Question Drills:** Equipping participants with structured frameworks to articulate their experiences effectively.
- **Resume Enhancement:** Refining resumes to meet industry standards, including ATS optimization, to boost visibility and competitiveness.

These activities are complemented by continuous coaching and feedback to build participants' confidence and readiness.

## 4. Coordinating Interviews with Employers

BuildWithin works closely with employer partners to coordinate interviews, ensuring seamless scheduling and follow-up processes. By maintaining strong employer relationships, we create pathways to employment that are both efficient and impactful.

### Key Outcomes and Employer Partnerships

BuildWithin's efforts have yielded meaningful results through collaborations with employers:

1. **BowTrans:**
  - Hired Derek Thomas part-time in December, with plans for a full-time Data Analyst role contingent on funding availability in March.
2. **Baltimore City:**
  - Derek Thomas also received an offer from The City of Baltimore government, pending background check approval.
3. **Metropolitan Engineering:**
  - Referred three candidates for an IT Help Desk position, with Elder Deleon and Jose Hernandez advancing to second-round interviews. A final decision is expected in January.
4. **ITScybersecurity:**
  - Referred eight candidates, with five advancing to interviews. Offers are planned for Ayoub Bouriqui, Brian Robinson, Erica King, and KeAirra Speigner, contingent on funding approval from the DC Venture Fund.
5. **KBEC Group Inc:**
  - Following the DC Startup and Tech Week demonstration, Aji Njie and Lola Maraiyesa received offers. Both declined due to expanded responsibilities in their current roles, reflecting career growth achieved through BuildWithin's training.

### Community Engagement and Events

- **DC Workforce Innovation Consortium Steering Committee Meeting:** On December 2nd, 29 stakeholders convened to discuss workforce initiatives and collaboration opportunities.
- **Graduation Ceremony:** On December 18th, BuildWithin celebrated the achievements of its first three cohorts, recognizing their readiness to contribute to the workforce.
- **AI Product Demonstration Event:** Participants presented innovative AI-driven projects to judges from The Department of Employment Services and The Golden Triangle Business Improvement District. The top three participants earned the opportunity to attend CES in Las Vegas.

## **Looking Ahead**

BuildWithin will continue to prioritize participant placement while preparing for the next training cohort. Participation in CES in Las Vegas with The Department of Employment Services will further enhance employer connections and open doors to new opportunities.

BuildWithin's ongoing commitment to its participants ensures they receive the preparation, support, and opportunities necessary to thrive in their careers while fostering strong partnerships with employers and stakeholders to create impactful workforce solutions.



**District of Columbia  
Department of Employment Services  
(DOES) Office Grants Administration and  
Resource Allocation**

**Monthly Status Report Due by the 10<sup>th</sup>**

<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin, Inc.</b>
<b>Month &amp; Year:</b>	<b>December 2025 (Option Year 1)</b>

*\*The base year of the DC Consortium Grant closed September 30th, 2025. Option Year one outcomes are reflected within the account below.*

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 80 District residents across the targeted sectors within the grant period.	80%	9	9
Placement Rate: of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	3	3
Retention Rate: of employed participants at the 12-month follow up	60%	N/A	N/A
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	10	10

<b>Program Narrative Update</b>
<p><b>DC Workforce Consortium Training and Participant Outcomes</b></p> <p>In December, BuildWithin conducted recruitment and WIOA enrollment activities for the upcoming Project Management Professional (PMP) certification cohort in partnership with George Washington University (GWU), scheduled to begin on January 12, 2026.</p> <p>BuildWithin staff contacted individuals who had previously expressed interest in PMP training, primarily dislocated federal workers, to confirm eligibility and interest. Participants completed intake calls to review WIOA eligibility</p>



requirements, DC Networks account setup, required documentation, and enrollment steps at the American Job Center (AJC).

Following intake, BuildWithin scheduled WIOA enrollment appointments with AJC staff across multiple locations. Participants received pre-appointment preparation, including document checklists and DC Networks verification. BuildWithin coordinated directly with AJC staff throughout the month to ensure participants could be seen by case managers during the holiday period. Enrollment continued on a rolling basis into early January, with final enrollment outcomes to be reported in January.

Throughout December, BuildWithin team members provided one-on-one case management services to District residents through the Talent Capital initiative. This work is part of a regional effort in partnership with the Department of Employment Services to support the increasing number of dislocated federal workers seeking reemployment. Through individualized case management, BuildWithin assisted participants with career navigation, training alignment, and workforce system coordination. Individuals served through this effort were prioritized for the PMP certification cohort based on employer and participant feedback indicating that the PMP credential supports reentry into project management and operations roles. This case management work directly supports the goals of the DC Workforce Consortium by connecting District residents to employer-aligned training pathways and employment opportunities.

### **Partnerships, Governance, and Planning**

In December, BuildWithin finalized planning with George Washington University for delivery of the PMP certification cohort. All parties confirmed a January 12, 2026 start date and a target cohort size of 20–25 participants. December efforts focused on WIOA enrollment completion and participant readiness.

BuildWithin worked closely with DOES and American Job Center staff to coordinate enrollment scheduling during reduced holiday staffing, including flexible appointment coordination and participant preparation to prevent delays.

BuildWithin also worked with the Consortium Steering Committee to prepare for CES 2026. Activities included booth planning, preparation of materials, and coordination of panels focused on workforce innovation, skills-based hiring, apprenticeship models, and emerging technology workforce needs.

### **Employer Engagement and Talent Pipelines**

In December, BuildWithin facilitated interviews with the Northern Virginia Technology Council (NVTC) for three candidates for a digital marketing role. Two candidates were Base Year Consortium participants, and one candidate was a DOES Summer Youth Employment Program (SYEP) participant. NVTC will make a hiring decision in early 2026.

BuildWithin submitted 25 candidates to Tsymmetry for five open roles, with the employer planning to hire up to 20 individuals. BuildWithin will follow up in the new year for feedback and submit an additional group of candidates.

BuildWithin also submitted candidates to GoTogether and GRVO for open roles aligned with operations and support functions.

Additionally, BuildWithin coordinated with the Deputy Mayor for Planning and Economic Development (DMPED) to support workforce needs for Growth Fund recipients. BuildWithin is working with two employers to identify opportunities to place Consortium participants.

BuildWithin will continue employer engagement activities in the new year, including outreach and meetings at CES 2026.



## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 Public Service Apprenticeship-1</b>
<b>Grantee:</b>	<b>Center for Innovation, Research and Transformation in Education dBA Chart Academy</b>
<b>Month &amp; Year:</b>	<b>December 2025</b>

Serve up to 30 apprentices who are recent 2025 college and/or university graduates who are committed to pursuing careers in state and local government.

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Program Retention and Engagement	85%	100%	100%
<b>Mentorship Matching</b> (within 2 months of program start)	100%	100%	100%
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	100%	100%
<b>Supportive Services:</b> 100% of participants receive and utilize at least two (2) forms of supportive services.	100%	100%	100%

### Program Narrative Update

Professional Development 4 continued to support apprentices in strengthening self-awareness, communication skills, and overall workplace readiness. Through intentional reflection, gratitude practices, financial education, and purpose-driven discussions, participants demonstrated ongoing growth in professional maturity and personal alignment. These experiences further equipped apprentices to enter the workforce with clarity, confidence, and a strong sense of purpose.

*Alexis Faunteroy*  
 Program Staff Representative

01/09/2026

Date



**District of Columbia**  
**Department of Employment Services (DOES)**  
**Office Grants Administration and Resource Allocation**

## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 DOES College Fellowship-1</b>
<b>Grantee:</b>	<b>Resource Solutions, LLC</b>
<b>Month &amp; Year:</b>	<b>December 2025</b>

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to Date</b>
Program Retention and Engagement	85%	100%	100%
<b>Mentorship Matching</b> (with 2 months of program start)	100%	100%	100%
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	85% (3 excused)	86.8% (excused)
		100% (17 present)	98.1%
<b>Credential Attainment:</b> 70% of participants receive at least one industry recognized credential.	70%	0	
<b>Employment Placement:</b> 70% of participants transition into full-time employment within 60 days of completing their fellowship program.	70%	0	

## **Program Narrative and Status Report**

Halfway through the program for Cohort II Fellows, Resource Solutions (RS) continues our dedicated partnership with the Department of Employment Services (DOES). December focused on refining professional skills combined with building their professional networks and prioritizing mental well-being to ensure Fellows are prepared for long-term career success.

### **Key Highlights & Accomplishments**

- **Professional Development (PD) Training #3:** On December 12, 2025, RS delivered the third PD session, *Communication, Conflict, and Confidence*. Facilitated by RS leadership and Antoine Trowers of Ubuntu Wellness, the training combined workplace communication strategies with mental health awareness. The session achieved high engagement with 17 of 20 Fellows in attendance (all absences were excused in advance).
- **Quarterly Networking Event:** RS co-hosted the first quarterly networking event on December 16, 2025, at the National Press Club. This gathering brought together DOES, Fellows, Mentors, Employers, the RS team as well as the Pathways to Public Service Program participants. Highlights included a positive presentation from Fellow DaNae Harrison regarding her impactful experience at the Mayor's Office of Communications and remarks from RS CEO Charles Jones on the program's rewarding progress.
- **Operational Excellence:** At this midpoint, RS has maintained a **100% Fellow retention rate**, a **100% Mentor-to-Fellow match rate**, and a **98% cumulative PD attendance rate** (excluding excused absences).

### **Path to Credentialing**

Fellows are actively working toward their **Credential Certifications**, with a target completion date of January 31, 2026. RS continues to provide the necessary oversight and support to ensure 70% or more of participants achieve this milestone.

### **Looking Ahead: January 2026**

- **Wizards Mental Health Awareness Night:** On January 6, RS has arranged a special "bonus" networking and wellness event with the **Washington Wizards**. Fellows will attend a pre-game mental health panel and early team warmups, gaining exposure to wellness advocacy within a professional sports setting.
- **PD Training #4 - Personal Branding Workshop:** The fourth PD session is scheduled for January 16, 2026. This training will focus on Personal Branding, providing actionable guidance on resumes, LinkedIn optimization, and perfecting the "Elevator Pitch" to enhance each Fellow's professional image.



District of Columbia  
 Department of Employment Services (DOES)  
 Office Grants Administration and Resource Allocation

## Monthly Status Report

### Due by the 10<sup>th</sup>

<b>Grant:</b>	DOES-PROP-2023-28
<b>Grantee:</b>	VOW Para Transit and Transportation (Modification #4)
<b>Month &amp; Year:</b>	Dec. 2025

Grantee shall provide services for 20 participants

Deliverable	Target	Number Served	Month Actual	Year-to-Date
Number of participants that successfully completed pre-apprenticeship training and attained and industry-recognized credential or pre-apprenticeship completion certificate.	85%	0	0	0
Number of completers placed into a Registered Apprenticeship, other work-based learning opportunities, or unsubsidized employment. (Placements must offer a minimum of 30 hours per week, and paystubs or apprenticeship agreements must be submitted to validate attainment).	75%	0	0	0

**Program Narrative Update**

DOES is in the process of recruiting participants for VOW's Culinary Arts Program.

*Carl [Signature]*  
 Program Staff Representative

Dec. 8, 2025  
 Date



**District of Columbia  
Department of Employment Services  
(DOES) Office Grants Administration and  
Resource Allocation**

**Monthly Status Report Due by the 10<sup>th</sup>**

<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin, Inc.</b>
<b>Month &amp; Year:</b>	<b>February 2025</b>

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	0	45
Placement Rate: of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	1	10
Retention Rate: of employed participants at the 12-month follow up	60%	0	0
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	10	45

<b>Program Narrative Update</b>
<p>One of the primary goals of the DC Workforce Consortium is to elevate employer voices and ensure that workforce programs reflect the evolving needs of local industry. In alignment with this mission, BuildWithin conducted a series of in-depth interviews with employers across sectors; including major corporations, startups, and small businesses, to assess current and emerging talent demands.</p> <p>A key insight from these conversations was the rapid transformation of the regional economic landscape. In particular, <b>defense technology</b> has emerged as a growing industry cluster in the District, signaling the need for proactive workforce planning in high-tech, robotics, advanced manufacturing, and security-focused fields. Additionally, employers highlighted persistent shortages in <b>healthcare support roles</b>, especially <b>home health</b></p>

**aides, certified nursing assistants (CNAs), and direct support professionals;** positions critical to meeting the needs of DC's aging population and residents with disabilities.

On the technology front, there was consensus that **software developers with applied AI skills are increasingly in demand**. Employers specifically referenced tools like **Cursor**, an AI-powered code editor, as an example of the next generation of technical fluency that developers must master to stay competitive.

In February, BuildWithin also advanced workforce readiness efforts through a series of **job preparation workshops and one-on-one mentoring sessions** for WIOA participants. These engagements provided targeted support in resume development, interview preparation, and digital skills training, ensuring that job seekers are equipped to meet employer expectations.

Also in February we prepared for the **March 5 DC Workforce Consortium meeting**, working closely with employer partners and community stakeholders. The Consortium's **Steering Committee** is now guiding the launch of newly formed **subcommittees** focused on priority areas: **employer engagement, skills development, and policy alignment**. These subcommittees will translate employer feedback into structured action plans that drive coordination across the workforce ecosystem.

Through ongoing labor market research and active conversations with employers, BuildWithin continues to identify emerging employer needs and guide the development of relevant workforce training programs. We have compiled and analyzed up-to-date labor market data, which is shared with Consortium members to support informed planning and targeted action.

## **1. Steering Committee Engagement**

In February, BuildWithin coordinated closely with Steering Committee members to prepare for the March 5 Consortium meeting. This included hosting prep calls with featured speakers to align on key themes and workforce priorities. At the meeting, leaders shared updates and insights, including:

- **Edward Brzytwa**, Vice President of Trade, Consumer Technology Association (CTA/CES)
- **Jennifer Taylor**, President and CEO, Northern Virginia Technology Council
- **Kevin Morgan**, Founder and CEO, DC Tech & Venture Coalition

In addition to supporting the main session, Steering Committee members led newly formed subcommittees focused on critical workforce development areas. BuildWithin is currently preparing draft frameworks and action items to guide these subcommittees in the months ahead.

As part of its role, BuildWithin managed all aspects of meeting logistics, including speaker coordination, communications, and outreach—ensuring strong attendance and engagement from stakeholders across the region.



## **2. Personalized Career Pathway Development**

### **Individualized Career Support**

Participants continue to receive personalized guidance to assess their technical skills, refine career goals, and develop tailored career plans. This takes place through regular one-on-one meetings with BuildWithin staff.

### **Targeted Job Matching and Opportunity Sharing**

Leveraging advanced job-matching tools, BuildWithin proactively identifies and shares job opportunities that align with participants' skills and career interests. This targeted approach increases their likelihood of securing positions that match their professional goals.

### **Interview Preparation and Ongoing Support**

Enhancing participants' confidence and interview readiness remains a key priority. Our comprehensive support includes:

- **Mock Interviews:** Simulated technical and behavioral interview sessions tailored to participants' target roles.
- **Behavioral Interview Strategies:** Training on structured response techniques to effectively showcase skills and experience.
- **Resume Enhancement:** Optimizing resumes for industry standards and applicant tracking system (ATS) compatibility.

BuildWithin assisted 4 individuals with preparation for scheduled interviews with employers to ensure participants received feedback prior to their interviews.

### **Employer Engagement and Interview Coordination**

BuildWithin continues to facilitate direct connections between participants and employer partners. In February, 12 participants were referred to employers for consideration. Of those, four were invited to interview for open positions, and two have advanced to second-round interviews.

## **3. Key Outcomes and Employer Partnerships**

BuildWithin' has secured multiple job placements in February, including key roles in government, tech, and cybersecurity.

### **Baltimore City:**

Derek Thomas secured a position with the City of Baltimore, working under Chief Data Officer Dartanion Williams as a CitiStat Inspector. This role has doubled his previous salary. BuildWithin is providing bi-weekly workplace professionalism sessions to support his transition.

**Metropolitan Engineering:**

BuildWithin referred three candidates for an IT Help Desk position. Elder Deleon and Jose Hernandez advanced to second-round interviews, with Metropolitan Engineering selecting Jose Hernandez for the role. He will onboard once ongoing contracts at Metropolitan Engineering are finalized.

**Department of Employment Services:**

BuildWithin is actively collaborating with the Department of Employment Services to fill Program Analyst positions at their headquarters. Candidate Lola Maraiyesa has successfully completed two interview rounds. We also presented 5 candidates to the CTO for IT roles.

**Predict Health:**

In 2023, BuildWithin placed two Washington, DC residents in apprenticeships at Predict Health, a health tech company. Predict Health is currently seeking two additional customer-facing apprentices, with a preference for bilingual candidates. Interviews are scheduled for February.

**Wawa:**

Following his completion of the AI Accelerator program, Malachi Coley secured a position at Wawa as a floor representative.

**ITScybersecurity:**

BuildWithin referred eight candidates to ITScybersecurity, with five advancing to interviews. Job offers were extended to Ayoub Bouriqui, Brian Robinson, Erica King, and KeAirra Speigner, contingent on funding approval from the DC Venture Fund.

**Vets Group:**

Vets Group joined BuildWithin's Train-the-Trainer program in December, focusing on Artificial Intelligence. They are now collaborating with BuildWithin to manage three training programs and provide career services. These programs support women in technology pursuing industry-recognized credentials: CompTIA A+, CompTIA Security+, and AWS Cloud Computing. AI training sessions have also been integrated into the curriculum. Vets Group has a small employer network for apprenticeship placements, and BuildWithin is working to expand these connections within the District.

**TransDev:**

Ahmani Rivers was hired as a Dispatcher-008 in TransDev's call center. He began full-time employment on February 10th and is receiving ongoing support from BuildWithin during his transition.

**Enabled Intelligence:**

As Enabled Intelligence rapidly expands within the DMV area following recent contract awards, BuildWithin is collaborating with them to meet their hiring needs for over 150 entry-level Data Annotator roles. We plan to conduct a training in March to prepare the candidates.

### **11th Street Bridge:**

In February, Laticia Taylor graduated from a Digital Marketing Apprenticeship sponsored by BuildWithin. BuildWithin is now seeking an additional apprentice to fill this role.

### **Community Engagement and Events**

Throughout this reporting period, BuildWithin sustained robust engagement with employers and prospective pre-apprentices in preparation for upcoming Accelerator sessions. These efforts are strategically aligned to ensure that the training programs are responsive to real-time labor market needs and result in meaningful employment opportunities for participants. Specific activities included:

- **Employer Outreach:** Ongoing communication with current and prospective employer partners, with a focus on identifying high-volume hiring needs and aligning curriculum and training schedules accordingly.
- **Labor Market Analysis:** Targeted research to identify high-growth occupations and major employers in the Washington, DC region. This research informs both recruitment efforts and programmatic planning to ensure alignment with in-demand career pathways.
- **Field Engagement:** Active participation in local hiring fairs and workforce development events to observe employer needs firsthand, strengthen community partnerships, and build visibility for the program.

### **Looking Ahead:**

In March, BuildWithin will convene the second **DC Workforce Consortium Steering Committee Meeting**, bringing together government officials, workforce practitioners, and business leaders from the Golden Triangle BID. This session, hosted in Anacostia, will focus on formalizing subcommittees dedicated to advancing the Consortium's strategic priorities, including youth engagement, employer partnerships, and systems alignment.

In coordination with the **DC Department of Employment Services (DOES)**, BuildWithin will begin the enrollment process for the next Accelerator cohort. Key milestones in this process include:

- Collaborating with DOES to pre-qualify participants for the **Workforce Innovation and Opportunity Act (WIOA)** program.
- Coordinating transportation logistics to ensure reliable access to DOES headquarters for enrollment appointments.
- Providing case management support to help participants prepare all required documentation and set up their **DC Networks** accounts in advance.

- Requesting and reviewing a list of existing WIOA-enrolled individuals from DOES to expedite intake and confirm eligibility.

## **Preparation for Upcoming March Training**

In February, BuildWithin led recruitment efforts for the upcoming March training cohort; part of our ongoing initiative to prepare DC residents for in-demand roles in the artificial intelligence sector. This will be our **second AI training and the first on AI Data Annotator** role.

In alignment with the goals of the **Workforce Innovation and Opportunity Act (WIOA)**, this training was developed using an **industry-first approach**, starting with direct input from an employer to ensure that participants are gaining relevant, job-ready skills. Our ongoing dialogue with the employer has informed both the curriculum design and performance expectations, ensuring strong alignment between training content and actual workplace needs.

The March training will equip participants with hands-on experience in annotation tools, exposure to real-world workflows, and foundational professional skills that support long-term employability in the tech sector. In fact, the employer partner will interview the graduates who complete the program successfully.

### **Learning Objectives of the Training:**

- Understand the role of data annotation in AI/ML systems
- Develop proficiency in using annotation tools for text, image, audio, and video data
- Apply annotation guidelines to ensure accuracy and consistency
- Improve annotation speed and quality through feedback and self-review
- Strengthen core professional skills including communication, time management, and systems thinking
- Prepare for independent work on real-world data annotation projects

The **AI Data Annotator** training and placement program will begin in March. By **June 2025**, the program will have trained a **cumulative total of 150 participants**, marking a significant milestone in advancing WIOA-aligned workforce development and expanding equitable access to high-growth career pathways in the District.

Prepared by Ximena Gates, CEO of BuildWithin. [X@buildwithin.com](mailto:X@buildwithin.com)



**District of Columbia  
Department of Employment Services  
(DOES) Office Grants Administration and  
Resource Allocation**

## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin</b>
<b>Month &amp; Year:</b>	<b>January 2025</b>

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	0	45
Placement Rate: of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	0	9
Retention Rate: of employed participants at the 12-month follow up	60%	0	0
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	0	45

<b>Program Narrative Update</b>
<p>The Capital Workforce Innovation Consortium is a next-generation sector partnership designed to expand access for District residents to quality jobs. As the convener, BuildWithin not only provides direct training to DC residents but also conducts train-the-trainer workshops for training providers and offers technical assistance to instructors in technology. In addition, BuildWithin organizes and facilitates the activities of the Steering Committee, which includes coordinating workshops, strategic planning sessions, and specialized training programs to align workforce development efforts with industry needs.</p>

In January 2025, BuildWithin organized a capacity training for Consortium members at CES, the world's premier innovation show. Ten members of the Consortium completed this capacity training that included curated sessions, workshops, visits to exhibitors showcasing cutting-edge technologies, networking sessions, policy sessions, and discussions about industry trends to enhance their workforce development initiatives.

## 1. Steering Committee Activities

With DOES input, BuildWithin wrote a strategic plan to guide the activities of the Consortium and meet the goals of the NOGA which includes having a membership representative of key stakeholders including:

1. A Higher Education Institution: The George Washington University, the University of the District of Columbia and George Mason University are current Consortium members.
2. A public Charter School: DC Bilingual and Latin American Youth Center are active Consortium members,
3. A training provider focused on Returned Citizens: NARC and We Strategies are active Consortium members
4. Training Providers focused on School Youth: We Strategies, Carolina Canyon, Latin American Youth Center, Consortium members.
5. Training Providers focused on in School Youth: Latin American Youth Center is both an in school and out of school program and is an active member. Other members include Higher Achievement and City Year
6. Employers: Upace, Metropolitan Engineering, V Tech Solutions are current and active members
7. Pre-Apprenticeship Provider and National Apprenticeship Sponsor: BuildWithin is both and now We Strategies. Carolina Canyon and 2Gether International are approved Apprenticeship Sponsors.

Another goal of the consortium is to conduct Steering Committee meetings with the principals of the organizations in the Steering Committee. We are proud to have the presence of the Dean of the George Washington University College Liesl Riddle, the Director of the Center for Excellence in Public Leadership at GWU, Dr. In Gjikondi, the Principal of DC Bilingual Charter School Daniella Anello, the head of Learning at the Latin American Youth Center, the CEO of the Black Chamber of Commerce Aisha Bond, the CEO of the Anacostia Business Improvement District Kristina Noelle, the CEO of DC Tech and Startup Week and others. All of whom are very active and committed to meeting the goals of the Consortium.

A key goal of the Capital Workforce Innovation Consortium is to expand exposure for DC residents to careers in technology and advanced skilled trades. As part of this effort, in January 2025, the Consortium brought three apprentices to CES, the world's premier innovation show, providing them with a unique opportunity to gain firsthand industry experience. These apprentices exhibited at the Consortium's AI-focused booth, where they engaged with industry leaders, explored cutting-edge innovations, and gained valuable insights into emerging career pathways in technology.

The selection process for these apprentices began in December when BuildWithin hosted a Shark Tank-style demo day. Three participants won the contest and were chosen to attend CES in Las Vegas. In the weeks leading up to the event, the BuildWithin team conducted multiple preparation sessions to equip them for exhibiting and networking. BuildWithin also developed key support materials, including formal letters, packing lists, and necessary documentation for their employers.

To ensure a seamless experience for all attendees, BuildWithin hosted two informational sessions for District employees and Steering Committee members attending CES. Additionally, the team created a comprehensive guide covering essential details for navigating the event and a program to assist in maximizing the time at the conference. Beyond logistical coordination, BuildWithin also organized multiple panels, providing Steering Committee members and District employees a platform to discuss the broader goals of the Capital Workforce Innovation Consortium.

Leaders from DOES and BuildWithin participated in panel discussions, sharing insights on workforce development and opportunities for DC residents in emerging industries.

BuildWithin managed all logistics for Steering Committee members, including hotel reservations, ground transportation,

travel arrangements, conference registration, curated workshops, preparing talking points for staff members and the overall execution of the Capacity Training. Through this coordinated effort, the Consortium strengthened its commitment to advancing workforce innovation and ensuring DC residents have access to high-quality career opportunities in technology and skilled trades.

BuildWithin led the development and logistics for the 20'x30' booth in the North Hall of the Las Vegas Convention Center. The booth displays highlighted the investments the District is making into workforce development. Over the course of the conference, the team members at the booth spoke with more than 500 attendees from around the world. The BuildWithin team coordinated the staffing plan and ensured the Booth was properly staffed through the show. The team prepared talking points on the Consortium for anyone at the Booth. BuildWithin also coordinated the fabrication of chic polo shirts for the DOES team and other booth staff members. Attendees who engaged with booth staff, all received a glossy sticker reading, "I got skills" that featured the DOES, Consortium, Skills Nation and BuildWithin logos. The stickers were quite popular.

On January 22nd, the attendees to the capacity training reconvened at DC DOES headquarters to share key takeaways from the capacity training at CES and what are the next steps. The discussion was led by Dr. Unique Morris Hughes and Mr. Kenneth Walker. Common themes included:

- a) Technology is moving at the speed of light and we need to expose training providers and DC residents to these advancements so they can learn the skills to enter careers in the tech fields
- b) Software and Hardware are colliding broadening the opportunities for work
- c) AI is incorporated in most industries
- d) Collaboration is the new way of innovation with brands working together to build better and bigger products
- e) Speed is important. We need to take that as a mission to innovate and execute faster on high quality training programs.

The image shows two promotional banners for CES events. The left banner is titled "From Red Tape to Real-Time: Unlocking Government Efficiency with AI, Data, and Digital Agents" and features speakers Kenneth Walker (Deputy Director Federal Workforce Programs, Washington, D.C.), William Lopez (Co-founder at BuildWithin), and Kristina Noell (CEO Anacostia Business Improvement District (BID) Washington, D.C.). The event is on Thursday, January 9th, from 1:00 PM to 1:40 PM at CTA Stage at LVCC. The right banner is titled "Reinventing Workforce Development in the Era of AI: The Washington DC Workforce Consortium at Work" and features speakers Dr. Unique Morris-Hughes (Secretary of Labor, Washington D.C.), Dr. Liesel Riddle (Dean, College of Professional Studies, The George Washington University), and Aisha Bond (President, The Greater Washington DC Black Chamber of Commerce). The event is moderated by Steffi Baum (Co-Founder at BuildWithin) on Thursday, January 9th, at 10:00 AM at CTA Stage at LVCC. Both banners include the CES logo.

## 2. Personalized Career Pathway Development

Participants receive individualized support to evaluate their technical skills, clarify career aspirations, and develop customized career plans. This tailored approach ensures each participant is strategically positioned for roles that align with their strengths and long-term goals.

### Targeted Job Opportunity Sharing

Utilizing advanced job-matching tools, BuildWithin actively identifies and distributes job postings that align with participants' skills and career interests. This strategic outreach enhances participants' chances of securing positions that fit

their professional objectives.

### **Interview Readiness and Ongoing Support**

Building participants' confidence and interview skills is a key focus at BuildWithin. Our comprehensive preparation includes:

- **Mock Interviews:** Customized practice sessions that simulate technical and behavioral interview settings.
- **Behavioral Question Strategies:** Training participants to effectively structure responses and highlight relevant experience.
- **Resume Optimization:** Enhancing resumes to align with industry standards and improve applicant tracking system (ATS) compatibility.

Ongoing coaching and feedback ensure participants are well-prepared to showcase their skills and experiences effectively.

### **Employer Engagement and Interview Coordination**

BuildWithin collaborates closely with employer partners to streamline interview scheduling and follow-ups. By fostering strong relationships with hiring organizations, we facilitate efficient, high-impact pathways to employment.

## **3. Key Outcomes and Employer Partnerships**

BuildWithin's efforts have yielded meaningful results through collaborations with employers.

### **Baltimore City:**

- Derek Thomas accepted a position with the City of Baltimore working directly under Dartanion Williams, Chief Data Officer, as a Citi Stat Inspector. Derek Thomas will be making double his current salary.

### **Metropolitan Engineering:**

- Referred three candidates for an IT Help Desk position, with Elder Deleon and Jose Hernandez advancing to second-round interviews. Metropolitan Engineering has selected Jose Hernandez as the candidate they will be offering the position to. BuildWithin is working closely with Metropolitan Engineering on the onboarding plan for Jose.

### **Department of Employment Services:**

- BuildWithin is working closely with The Department of Employment Services to assist with filling Program Analyst positions to work within their Headquarters office. In the upcoming month, DOES will be interviewing for the position. Team members sourced two strong candidates and provided interview preparation and facilitated coordinating schedules.

### **Predict Health**

- In 2023, BuildWithin placed two Washington DC residents as apprentices at Predict Health, a health tech company. The Predict health team is currently seeking two additional Apprentices



who will be customer facing. The Predict Health team is seeking bilingual candidates and interviews are being scheduled for February.

## **Wawa**

- After graduating from the AI Accelerator, Malachi Coley received a job with Wawa as a floor representative.

## **ITScybersecurity:**

- BuildWithin referred eight candidates, five of whom advanced to interviews. Offers have been extended to Ayoub Bouriqui, Brian Robinson, Erica King, and KeAirra Speigner contingent on ITScybersecurity receiving funding approval from the DC Venture Fund.

## **Vets Group:**

- Vets Groups joined BuildWithin's Train the Trainer program in December on Artificial Intelligence. They engaged with BuildWithin to assist in the management of their three training programs as well as providing career services. These training programs are for women in technology and are studying for three industry recognized credentials: CompTIA A+, CompTIA Security+ and AWS Cloud Computing. They have also incorporated Artificial Intelligence sessions into their training program. VetsGroup has a small network of employers to place participants in apprenticeships upon successful completion of the program. The BuildWithin team is working to expand this network to include additional employers in the District.

## **Community Engagement and Events:**

In addition to direct job placements, BuildWithin continues to expand apprenticeship opportunities in the District. On January 30th, BuildWithin sponsored two new employers for their DC Apprenticeship Council submissions. As a result, the DC Apprenticeship Council approved 2Gether International for their Startup Leader role and Carolina Canyon for their Office Operations Manager and Digital Marketing Specialist roles. Both employers are dedicated to hiring DC residents into the roles approved by the council and BuildWithin is working closely with both employers to utilize the pipeline of cohort participants in their placement.

BuildWithin, in partnership with Penn West Equity and Innovation District and The Golden Triangle, is promoting training programs within The Golden Triangle. Each month, a participant is featured in the newsletter and on LinkedIn, Instagram, and X. In January, Ayoub Bouriqui, one of the runner-ups for the Shark Tank-style demo day, was highlighted, sharing his journey into the IT field and his recent completion of the CompTIA Security+ course.



**Looking Ahead:**

In February, BuildWithin and DOES will host a WIOA enrollment signing session on February 13, 2025, from 5:00 PM to 7:00 PM to ensure participants complete their enrollment documents.

Additionally, multiple interviews will take place throughout the month to support participants in securing employment. BuildWithin is hosting private job preparation and coaching sessions with participants.



**District of Columbia  
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**Monthly Status Report Due by the 10<sup>th</sup>**

<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin, Inc.</b>
<b>Month &amp; Year:</b>	<b>July 2025</b>

*\*BuildWithin received a no-cost extension for the base year to complete outcomes by September 30. The outcomes reflected are from the base year.*

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	0	94
Placement Rate: of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	0	27
Retention Rate: of employed participants at the 12-month follow up	60%	N/A	N/A
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	0	94

<b>Program Narrative Update</b>
<p><b>DC Workforce Consortium Training and Participant Outcomes</b></p> <p>In July, BuildWithin focused on preparing for the close-out of Year 1 in September and the launch of the next round of training beginning August 11. For this upcoming cohort (Data Analyst and ServiceNow-focused Help Desk), the goal was to recruit and enroll over 50 participants to account for expected attrition in the first week of training and for any participants who may not complete with “skills gained” and a certification.</p>

This preparation included:

- Confirming participant interest through the Skills Nation application and pre-assessment
- Advancing only those who passed the pre-assessment into the next step
- Conducting calls with participants to:
  - Set up or update their DC Networks account
  - Upload resumes, complete skills assessments, and configure job alerts—requirements for WIOA enrollment at the AJCs

BuildWithin also continued operating the Summer Youth Employment Program (SYEP), supporting 75 summer interns whose participation has since been incorporated into Option Year 1 of the grant.

In parallel, BuildWithin actively recruited a trainer with expertise in ServiceNow and Help Desk to ensure the August 11 class would be led by an instructor with strong technical and workplace experience aligned to employer expectations.

### **WIOA Enrollment and AJC Coordination**

Throughout July, BuildWithin worked closely with DOES and the American Job Centers to ensure that participants entering WIOA enrollment were fully prepared before setting foot in an AJC. The process included:

- Screening and confirming interest via Skills Nation
- Using a pre-assessment to evaluate readiness
- Scheduling one-on-one calls for those who passed to:
  - Set up DC Networks accounts
  - Ensure resumes, skills assessments, and job alerts were completed
- Walking participants through each required WIOA document, checking for issues such as:
  - Expired identification
  - Social Security cards without signatures
  - Missing or incomplete supporting documents

BuildWithin then coordinated with DOES to share the schedule and locations where participants would present at AJCs for WIOA enrollment, ensuring AJC staff knew when to expect Consortium participants.

On July 10, BuildWithin staff met with the Southeast (SE) AJC—including the manager and case managers—to walk through the full WIOA enrollment process from the AJC perspective. The purpose was to clarify each step, identify pain points, and make sure BuildWithin staff could effectively prepare participants and troubleshoot issues before they arrived at the center.

### **Steering Committee Engagement and Consortium Alignment**

BuildWithin convened the Capital Workforce Innovation Consortium Steering Committee on July 1, 2025, from 9:00–11:00 AM at the National Press Club. Fourteen (14) Steering Committee members participated (13 in person, 1 via Zoom).

The meeting centered on several key areas:

- **Year 1 outcomes:** 100 DC residents trained in advanced skills (AI data annotation, digital marketing with AI tools, Help Desk with ServiceNow); launch of the first three AI apprenticeships; new employer partnerships and job connections; provider capacity-building and CES-related activities.
- **Key challenges:** youth vulnerability and need for holistic supports; limited non-instructional support for training providers; and K–12 issues related to truancy, disengagement, and career preparation.
- **Youth disconnection data:** high rates in Wards 7 & 8 and parts of Prince George’s County; much lower rates in more affluent areas (e.g., Wards 3 & 4, Montgomery County), informing where to target outreach and supports.
- **Recommendations:** map and formalize referral pathways to support services; create practical frontline tools for case managers; deliver trauma-informed/equity-centered PD; better link Skills Nation and DOES resources; provide input on K–12 co-investment (career exposure, AI literacy, work-based learning); increase branding/visibility; expand events and experiential exposure; and deepen employer involvement in program design and placement.
- **Next steps:** launch/continue working groups (Training Innovation & Career Pathways; Employer Engagement; Events, Outreach, and Visibility; “Big Ideas”) and confirm Steering Committee meetings for September 2025 and December 2025.

## Key Outcomes and Employer Partnerships

While July was primarily focused on pipeline building and systems work (August cohort recruitment, WIOA preparation, SYEP management, and Steering Committee guidance), BuildWithin continued to maintain and support relationships with employers engaged in prior months:

- **Enabled Intelligence** – Ongoing coordination around Data Annotation roles connected to anticipated DoD work; July preparation ensured upcoming data cohorts are aligned with their hiring needs.
- **ServiceNow Employer Partners** – Continued focus on recruiting a ServiceNow/Help Desk trainer and shaping August training content to match the needs of employers using ServiceNow for IT service management.
- **Environmental Systems Research Institute Inc. (Esri)** – Continued support for **Alin Chaponniere**, serving as a manager, as an example of progression into data- and technology-oriented leadership roles.
- **FedEx Kinko’s Office and Print Services** – Ongoing support for **Aujuane Walker** in an IT Specialist role, leveraging help desk and customer-facing skills.
- **Baltimore City** – Sustained follow-up with **Derek Thomas**, CitiStat Inspector, including ongoing workplace professionalism support.
- **Metropolitan Engineering** – Continued relationship following the placement of **Jose Hernandez** in an IT Help Desk role.

- **Department of Employment Services (DOES)** – Ongoing collaboration on Program Analyst and IT opportunities for Consortium participants.
- **Predict Health** – Continued engagement around apprenticeships for DC residents in customer-facing health tech roles.
- **Wawa** – Ongoing tracking of **Malachi Coley's** employment following AI training.
- **ITScybersecurity** – Existing candidates and offers remain part of the broader cybersecurity placement pipeline.
- **Vets Group** – Continued collaboration on IT and cloud-focused training for women in technology, including AI content and joint career services.
- **TransDev** – Ongoing support for **Ahmani Rivers** in the Dispatcher-008 role.

Taken together, July's work focused on building the pipeline for the next major training cohort, tightening WIOA and AJC coordination, engaging the Steering Committee on Year 1 results and strategic recommendations, and maintaining employer relationships established earlier in the grant to support ongoing placement and advancement.



Department of Employment Services

OUT-OF-SCHOOL PROGRAM (OSY)

YOUTH EARN AND LEARN PROGRAM (YEALP)

Status Report For: July 2025  
Month/Year

Service Provider:	<u>Toni Thomas Associates</u>
Contract Number:	<u>52-1912320</u>
Program Director:	<u>Raymond Bell</u>
Telephone Number:	<u>240-596-8665</u>
E-mail Address:	<u>rayona@hopeprojectdc.org</u>

CONTRACTUAL SERVICE LEVEL: <u>50</u>			
Number of New Enrollees	00	Obtained MSG/Financial Literacy Completion	0
Number of Active Enrollees	27	Obtained Occupational Skills Certification	10
Number of Inactive Enrollees	0	Entered into Internship	00
Total Number of Enrollees	27	Obtained Unsubsidized Placement/Entered Post-Secondary Education	0
		Number of Potential Exiters	0

MONTHLY PROGRAM ACTIVITY NARRATIVE

**COMPTIA A+:**

At present, the class stipend has officially concluded, To better accommodate participant schedules and support continued learning, the class was transitioned to an online format during its final phase.

As of this update, two (2) students have successfully earned their full CompTIA A+ certification, marking a significant milestone in their career readiness. Additionally, three (3) students have passed the 1101 portion of the certification and are preparing to complete the remaining exam. The remaining eight (8) students have not yet attempted the exam or have failed.

Despite earlier signs of strong engagement, a few students who attempted the 1101 exam and did not pass have experienced a decline in motivation, resulting in decreased participation. In response, the instructional and case management teams are actively conducting outreach to re-engage these individuals. These efforts are focused on helping students complete their Individual Service Strategy (ISS) goals and ultimately obtain their A+ certification.

Throughout the program, students engaged with CompTIA A+ 1101 content and in-class assessments designed to strengthen core technical skills. Career development support—including resume updates, mock interviews, and LinkedIn guidance—was provided, alongside a financial literacy workshop tailored to prepare students for real-world budgeting and financial transitions.

Moving forward, the program remains committed to providing ongoing support to help all students reach completion. Continued outreach, exam readiness resources, and employer engagement will be critical in ensuring participants are fully equipped to enter the IT workforce with confidence.

**CDL REPORTING:** WE CURRENTLY DO NOT HAVE ANY CDL STUDENTS.

**UNARMED SECURITY :**

The Unarmed Security class has officially concluded. During the course of the program, participants received security training in preparation for licensure and employment. Employment Outcomes: As of this report, three students have successfully obtained employment in the security field. This reflects ongoing efforts to connect participants with job opportunities upon completion of the program. Licenses continue to be submitted to the DOES as they are received. TTA will maintain communication with participants to ensure all eligible individuals complete the licensing process. TTA will provide ongoing assistance to participants, including job placement support and follow-up services, to help ensure successful transitions into the workforce.





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<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin, Inc.</b>
<b>Month &amp; Year:</b>	<b>June 2025</b>

**\*BuildWithin received a no-cost extension for the base year to complete outcomes by September 30. The outcomes reflected are from the base year.**

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Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	36	94

<b>Program Narrative Update</b>
<p><b>DC Workforce Consortium Training and Participant Outcomes</b></p> <p>In June, BuildWithin continued implementation of the DC Workforce Consortium’s training strategy with two major cohorts reaching completion:</p> <ul style="list-style-type: none"> <li>● <b>Data Analyst Training (5/19/2025–6/19/2025):</b> <ul style="list-style-type: none"> <li>○ 16 participants enrolled</li> </ul> </li> </ul>

- 14 participants completed the program and earned their certification
- The cohort focused on data annotation, basic analytics workflows, and tools that prepare participants for entry-level roles such as data annotator and junior data analyst. Participants were encouraged to apply for Enabled Intelligence’s Data Annotation positions, in anticipation of the company’s expected Department of Defense (DoD) award. BuildWithin also highlighted the growing number of freelance and contract data annotation opportunities available on online platforms, giving participants options to earn income independently while building experience.
  
- **Help Desk / IT Support Training (ServiceNow-focused):**
  - 26 participants enrolled
  - 22 participants completed the training
- The cohort focused on core IT support skills (hardware/software troubleshooting, ticket management, customer service, and professional communication), with a specific emphasis on ServiceNow. ServiceNow is used widely across large enterprises, government agencies, and managed service providers as a primary IT service management (ITSM) platform. Help Desk professionals who can navigate ServiceNow incidents, service requests, and workflow dashboards are more competitive for entry-level roles because they can contribute immediately within the systems employers rely on to manage their IT operations.

On June 4, BuildWithin hosted an information session with Enabled Intelligence, open to all participants. The session covered the Data Annotation role, hiring expectations, and the application process, and was scheduled before the end of the Data Analyst cohort so that participants could apply while still in training.

### **Steering Committee Engagement and Consortium Alignment**

As part of the Consortium’s capacity-building work, BuildWithin hosted a **Train-the-Trainer masterclass** on June 12, 2025, for IT training providers:

**Topic:** Leveraging Artificial Intelligence for RFP Response Excellence

**Format:** 2-hour virtual session (Zoom)

Key elements included:

- How to use AI tools to complete real proposal and RFP tasks
- Ways to integrate AI into proposal workflows while maintaining compliance and quality
- How AI can reduce response times and improve competitiveness
- Security and ethical considerations when using AI with sensitive information

Training providers left with practical approaches to: identify more funding opportunities, improve proposal quality, increase win rates, and strengthen reporting—directly supporting the capacity of Consortium-aligned providers.

In June, BuildWithin also formalized its partnership with **ServiceNow** at an event held at ServiceNow's new office. The agenda included:

- Welcome and remarks from Steve Walters, President, Americas, ServiceNow
- A youth apprentice introduction of Mayor Muriel Bowser
- Remarks from Mayor Bowser and Dr. Unique Morris-Hughes
- Presentation of the first checks to employers by Deputy Mayor Albert, Mayor Bowser, Steve Walters, and Ximena Gates (CEO, BuildWithin)
- A tech demonstration of the Mayor's Dashboard and AI Control Towers
- A follow-up executive meeting with a smaller group

This event set the framework for ongoing collaboration between ServiceNow, BuildWithin, and employer partners to support ServiceNow-aligned help desk and apprenticeship pathways for DC residents.

Additionally in June, BuildWithin prepared to provide services to 100 Summer Youth Employment Program participants.

### **Key Outcomes and Employer Partnerships**

June's work built on existing employer relationships while expanding opportunities tied to the newest cohorts.

### **Enabled Intelligence**

- Continued as a key partner for data-focused roles.
- Data Analyst participants were encouraged to apply for Data Annotation positions ahead of an anticipated DoD award.
- BuildWithin hosted a June 4 information session for participants to learn about the role and application process.

### **ServiceNow Employer Partners**

- BuildWithin continued identifying and engaging employers that use ServiceNow in their help desk operations.
- Curriculum from the Help Desk cohort was aligned to ServiceNow workflows to strengthen direct pipelines into these roles.
- The formal partnership event in June laid groundwork for employer-led apprenticeships supported by braided funding and hiring incentives.

### **Environmental Systems Research Institute Inc. (Esri)**

- **Alin Chaponniere** was employed as a manager at Esri.
- BuildWithin continues to monitor this placement as an example of progression into data- and technology-oriented management roles.

## **FedEx Kinko's Office and Print Services**

- **Aujuane Walker** is employed as an IT Specialist.
- The role combines day-to-day technical troubleshooting with customer support, illustrating how IT support skills can translate into stable technology roles in service settings.

## **Ongoing Employer Partnerships from Prior Months**

BuildWithin also continued to track and support earlier placements and pipelines with employers engaged in prior reporting periods, including:

- **Baltimore City – Derek Thomas**, CitiStat Inspector under the Chief Data Officer, remains employed, with ongoing professionalism coaching from BuildWithin.
- **Metropolitan Engineering** – Previously selected candidate **Jose Hernandez** for an IT Help Desk position; this employer remains a key partner for IT support roles.
- **Department of Employment Services (DOES)** – Continued collaboration on Program Analyst and IT roles, with candidates previously advanced through multiple interview rounds.
- **Predict Health** – Ongoing engagement around customer-facing health tech apprenticeships, building on two DC apprentices placed in 2023.
- **Wawa – Malachi Coley** remains employed as a floor representative following completion of an AI-focused program.
- **ITScybersecurity** – Multiple participants with cybersecurity training have been referred and interviewed, with offers previously extended contingent on funding.
- **Vets Group** – Partnership continues around IT and cloud training for women in technology (CompTIA A+, Security+, AWS), with AI content integrated and BuildWithin providing technical assistance and career services.
- **TransDev – Ahmani Rivers** remains employed as a Dispatcher-008, with BuildWithin providing ongoing transition support.

Across these partnerships, June's activities focused on: completing high-demand training cohorts, connecting participants to active employer pipelines, building provider capacity through AI-for-RFP training, and maintaining support for prior placements to ensure retention and advancement.



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<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin, Inc.</b>
<b>Month &amp; Year:</b>	<b>May 2025</b>

**\*BuildWithin received a no-cost extension for the base year to complete outcomes by September 30. The outcomes reflected are from the base year.**

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	27	58
Placement Rate: of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	5	22
Retention Rate: of employed participants at the 12-month follow up	60%	N/A	N/A
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	27	58

<b>Program Narrative Update</b>
<p><b>DC Workforce Consortium Training and Participant Outcomes</b></p> <p>In May, BuildWithin continued to advance the DC Workforce Consortium’s goals of aligning training with employer demand and improving workforce readiness for District residents. Two major training initiatives—Data Analyst (3/31/2025–5/8/2025) and Digital Marketing (4/28/2025–5/23/2025)—were</p>

successfully completed, with 16 participants completing the Data Analyst training and 11 participants completing the Digital Marketing training.

The Digital Marketing cohort completed the program with a HubSpot certification, while the Data Analyst cohort earned a Microsoft Azure certification, ensuring participants gained industry-recognized credentials aligned with in-demand roles. Five individuals from these cohorts have already secured employment, demonstrating the effectiveness of combining technical training with targeted career services.

Building on this momentum, BuildWithin launched a new Data Analyst training and a Help Desk / IT Support training on May 19. The new data-focused cohort, which emphasizes data annotation and entry-level analytics, enrolled 15 participants, while the Help Desk training enrolled 26 participants preparing for IT support roles.

### **WIOA Enrollment and AJC Coordination**

Throughout this period, BuildWithin worked closely with the District's American Job Centers (AJCs) to ensure that all participants were properly enrolled in WIOA and able to access the full range of supportive services. BuildWithin staff visited each AJC site in person to assist participants with eligibility and intake, including conducting screenings with participants prior to their AJC appointments.

Staff supported participants in creating and updating DC Networks accounts, confirming completion of all required steps, and gathering necessary documentation in advance. This hands-on approach reduced barriers to enrollment, strengthened coordination between training and WIOA services, and helped provide a more consistent, streamlined experience for participants across AJC locations.

### **Steering Committee Engagement and Consortium Alignment**

Steering Committee members remained engaged as the Consortium entered the summer months, continuing to guide priorities around employer engagement, skills development, and alignment with regional workforce needs.

In May, BuildWithin deepened its partnerships with ServiceNow employers through the Help Desk training, which was intentionally designed with a ServiceNow focus to reflect employer demand for modern ticketing and workflow tools. The team collaborated with ServiceNow to share information about the DC Workforce Consortium and to demonstrate how BuildWithin can braid funding from another grant to support employer-led apprenticeship pathways. Under this model, employers host apprentices while BuildWithin provides training, career coaching, and employer incentives for hiring, aligning public and private resources to expand access to quality jobs for DC residents.

### **Key Outcomes and Employer Partnerships**

In addition to training completions and new cohort launches, BuildWithin continued to strengthen relationships with employer partners across government, technology, transportation, and health sectors. The employers

highlighted below reflect ongoing collaborations and outcomes that illustrate how Consortium activities are translating into concrete career pathways for District residents.

### **Baltimore City**

BuildWithin supported Derek Thomas in securing a position with the City of Baltimore as a CitiStat Inspector under Chief Data Officer Dartanion Williams. This role has doubled his previous salary. BuildWithin continues to provide bi-weekly workplace professionalism sessions to support his on-the-job success and career progression.

### **Metropolitan Engineering**

BuildWithin referred three candidates for an IT Help Desk position with Metropolitan Engineering. Elder Deleon and Jose Hernandez advanced to second-round interviews, with Metropolitan Engineering selecting Jose Hernandez for the role. His placement demonstrates the value of aligning IT training with employer expectations and facilitating targeted referrals into help desk roles.

### **Department of Employment Services (DOES)**

BuildWithin is actively collaborating with the Department of Employment Services to fill Program Analyst positions at their headquarters. Candidate Lola Maraiyesa successfully completed two interview rounds during the reporting period. BuildWithin also presented five candidates to the Office of the Chief Technology Officer for IT roles, reflecting strong alignment between Consortium training pathways and District government hiring needs.

### **Predict Health**

In 2023, BuildWithin placed two Washington, DC residents in apprenticeships at Predict Health, a health technology company. Predict Health has continued to engage with BuildWithin as it seeks two additional customer-facing apprentices, with a preference for bilingual candidates. Interviews initially scheduled in February illustrate how prior cohorts and employer relationships continue to create ongoing apprenticeship opportunities.

### **Wawa**

Following his completion of the AI Accelerator program, Malachi Coley secured employment with Wawa as a floor representative. This placement highlights how AI-focused training can support transitions into customer-facing roles that offer opportunities for advancement and skill growth.

### **ITScybersecurity**

BuildWithin referred eight candidates to ITScybersecurity, with five advancing to interviews. Job offers were extended to Ayoub Bouriqui, Brian Robinson, Erica King, and KeAirra Speigner, contingent on funding approval from the DC Venture Fund. This partnership showcases how training in cybersecurity and related fields can connect District residents to high-demand, security-focused roles.

### **Vets Group**

Vets Group joined BuildWithin's Train-the-Trainer program in December, focusing on Artificial Intelligence. They are now collaborating with BuildWithin to manage three training programs and provide career services. These programs support women in technology pursuing industry-recognized credentials such as CompTIA A+,

CompTIA Security+, and AWS Cloud Computing, with AI training integrated into the curriculum. BuildWithin continues to work with Vets Group to expand apprenticeship connections within the District.

### **TransDev**

Through Consortium-connected training and career services, Ahmani Rivers was hired as a Dispatcher-008 in TransDev's call center. He began full-time employment on February 10 and is receiving ongoing support from BuildWithin during his transition, including coaching on workplace expectations and professional communication.

### **Enabled Intelligence**

As Enabled Intelligence rapidly expands within the DMV area following recent contract awards, BuildWithin is collaborating with the company to meet its hiring needs for more than 150 entry-level Data Annotator roles. A dedicated training was planned in March to prepare candidates for these positions, connecting data-focused curricula with real employer demand in defense and AI-related sectors.

### **ServiceNow Employer Partners**

In May, BuildWithin engaged ServiceNow and a set of ServiceNow-using employers to align the Help Desk / IT Support training with real-world platform needs. The May 19 Help Desk cohort was designed with a ServiceNow focus, preparing participants to work effectively within ServiceNow environments and modern ticketing systems. BuildWithin is leveraging braided funding to support employer-led apprenticeship programs in which:

- Employers host apprentices in ServiceNow-related help desk and IT support roles; and
- BuildWithin provides pre-employment training, ongoing career coaching, and employer hiring incentives.

This growing ServiceNow ecosystem partnership positions Consortium participants for high-demand IT roles while giving employers access to a prepared, WIOA-enrolled talent pipeline.





**District of Columbia**  
**Department of Employment Services (DOES)**  
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## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>Project Empowerment Job Readiness Training (JRT) Grant</b>
<b>Grantee:</b>	<b>KBEC Group, Inc.</b>
<b>Month &amp; Year:</b>	<b>November, 2025</b>

	<b>Month Actual</b>	<b>Year-to-D ate</b>
Number of participants enrolled in training	<b>13</b>	<b>13</b>
Number of participants who successfully completed training	<b>0</b>	<b>0</b>
Number of participants placed in unsubsidized employment	<b>0</b>	<b>0</b>
Number of participants who retained employment for a minimum of 90 days.	<b>0</b>	<b>0</b>

**Program Narrative Update**

On November 17th, 2025, KBEC launched a new cohort of 13 participants who are receiving training to become direct support professionals. Unfortunately, two participants did not start, and three were dismissed due to attendance and tardiness issues. During the month, participants engaged in a range of job training activities, including Phase III DSP Training and Incident Reporting Training.

*Angelo Telesford* 12/11/2025  
 \_\_\_\_\_  
**Program Staff Representative** **Date**

\_\_\_\_\_  
**Deputy Director** **Date**



**District of Columbia**  
**Department of Employment Services (DOES)**  
**Office Grants Administration and Resource Allocation**

## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>Project Empowerment Job Readiness Training (JRT) Grant</b>
<b>Grantee:</b>	<b>KBEC Group, Inc.</b>
<b>Month &amp; Year:</b>	<b>October, 2025</b>

	<b>Month Actual</b>	<b>Year-to-D ate</b>
Number of participants enrolled in training	<b>0</b>	<b>0</b>
Number of participants who successfully completed training	<b>0</b>	<b>0</b>
Number of participants placed in unsubsidized employment	0	0
Number of participants who retained employment for a minimum of 90 days.	0	0

<b>Program Narrative Update</b>
<p>In preparation for a November 2025 start, KBEC conducted outreach and recruiting in October. Those outreach efforts included developing agency materials and correspondence with prospective participants, as well as a community-based information session.</p>

<i>Angelo Telesford</i>	12/11/2025
<b>Program Staff Representative</b>	<b>Date</b>

<b>Deputy Director</b>	<b>Date</b>



**District of Columbia  
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Office Grants Administration and Resource Allocation**

## Monthly Status Report

<b>Grant:</b>	Job Readiness Training
<b>Grantee:</b>	Marshall Heights Community Development Organization
<b>Month:</b>	November 2025

	<b>Current Month</b>	<b>Cumulative Total</b> <small>(All months combined)</small>
Number of individuals who applied.		
Number of applicants who were accepted by 11/12		
Number of participants who attended classes.	27	27
Number of applicants who received job counseling services.	18	18
Number of group pre-class start workshops held.	2	2

### Program Narrative

**A. Summary of Grant Activities:**

Up until the start of the cohort, MHCDO continued to vet applicants making sure that all documentation was turned in, accurate, signed, etc. Lists were generated and submitted to DOES with strong support from Mr. Dunlap. Two Orientation sessions were held and applicants were informed that they were expected to commit to the full six weeks of classes, etc.

On 11/17, the cohort began with the Culinary Arts component. Meals were served each day in compliance with the NOGA. Several applicants were having trouble meeting the documentation requirements. While there was some confusion about acceptance of several of the applicants, MHCDO did its best to

*Blythe Joy Patenaude*

*December 10, 2025*

comply. A significant number of applicants who were only interested in Culinary Arts and not Construction including the combined December employment strategy were set aside for a Culinary Arts cohort in the future. All individuals were notified via phone and email.

**B. Timeline for Grant Activities and Deliverables**

This monthly report was delayed, but the financial spreadsheet was filed.. Financial organization is going to be key in moving forward with on-time submittals.

Grant activities are scheduled as follows

Culinary Arts and Customer Service 8-10 days

JRT – throughout

Digital Literacy – 5 days

Cognitive Behavior Interventions 5 days

Safety Week 4-5 days

Construction CORE – up to 80 hrs.

Original Plan to complete by 12/31/25

**C. Deliverables:**

Efforts this month concentrated on preparing information for posting in the BOX

**D. Status of Deliverables:**

MHCDO will continue to concentrate on filing Case Notes in a timely manner.


Blythe Joy Patenaude

*December 10, 2025*



**District of Columbia  
Department of Employment Services (DOES)  
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## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 Public Service Apprenticeship-1</b>
<b>Grantee:</b>	<b>Center for Innovation, Research and Transformation in Education dBA Chart Academy</b>
<b>Month &amp; Year:</b>	<b>November 2025</b>

Serve up to 30 apprentices who are recent 2025 college and/or university graduates who are committed to pursuing careers in state and local government.

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Program Retention and Engagement	85%	100%	100%
<b>Mentorship Matching</b> (within 2 months of program start)	100%	100%	N/A
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	100%	100%
<b>Supportive Services:</b> 100% of participants receive and utilize at least two (2) forms of supportive services.	100%	100%	100%

**Program Narrative Update**

Professional Development 3 focused on strengthening communication, mindset, and professional skills, and the cohort welcomed a new apprentice, bringing total attendance to all 19 apprentices for the day. Sessions covered effective feedback, emotional intelligence through affirmations, workplace diplomacy, and professional communication strategies, all designed to build confidence, resilience, and credibility in the workplace.

Apprentices also engaged in a *Start With Why* book discussion connected to mission-driven public service and participated in a financial literacy session focused on long-term financial wellness. The day concluded with reflection and closeout, reinforcing continued growth in professional maturity, interpersonal effectiveness, and readiness for leadership pathways

*Alexis Faurtenay*  
 \_\_\_\_\_  
 Program Staff Representative

12/9/25  
 \_\_\_\_\_  
 Date



**District of Columbia**  
**Department of Employment Services (DOES)**  
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## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 DOES College Fellowship-1</b>
<b>Grantee:</b>	<b>Resource Solutions, LLC</b>
<b>Month &amp; Year:</b>	<b>November 2025</b>

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to Date</b>
Program Retention and Engagement	85%	100%	
<b>Mentorship Matching</b> (with 2 months of program start)	100%	0	
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	90.5%	
<b>Credential Attainment:</b> 70% of participants receive at least one industry recognized credential.	70%	0	
<b>Employment Placement:</b> 70% of participants transition into full-time employment within 60 days of completing their fellowship program.	70%	0	

## **Program Narrative and Status Report**

Following the execution of the FY25 College Fellowship Program (CFP) Grant on September 30, 2025, ResourceSolutions (RS), LLC began providing support to the DC Department of Employment Services (DOES) for Cohort 2. On October 10, 2025, RS was formally introduced to CFP Employers during a virtual kickoff meeting hosted by Jasmine Lilly, DOES Program Manager. This session established foundational relationships, clarified RS's role in supporting Fellows and Employers, and reinforced our shared commitment to guiding Fellows toward unsubsidized employment.

On October 17, 2025, RS facilitated its first Professional Development Training for Fellows, achieving a 90.5% attendance rate with two excused absences. The session, titled *Welcome to the Workforce – Workplace Expectations 101*, was designed to build essential workplace competencies through an engaging curriculum led by key RS leadership. Fellows explored technical and administrative components of professional environments, including strategies for focus, navigating office dynamics, fostering allyships, and balancing new responsibilities. The training featured energetic role-playing exercises that simulated real-world human capital scenarios, creating space for practical learning and peer connection. Fellows especially appreciated the support from RS team members who had graduated college within the past five years, offering relatable insights and mentorship.

The next Professional Development Training, scheduled for November 12, 2025, will focus on *Financial Wellness for Young Professionals: Lessons in Maximizing Financial Excellence in Your Professional and Personal Life*. Designed to help Fellows build sustainable financial habits as they transition into the workforce, the session will explore strategies for budgeting, saving, and investing. The session will also include a fireside chat with a panel of professionals for networking and Q&A, along with a presentation on certification option for credential attainment. On November 25, 2025, Fellows will participate in a virtual Mentor Matching session to connect with their assigned mentors. The December Professional Development Training is scheduled for December 12, 2025, followed by a Holiday Networking Event on December 19, 2025.

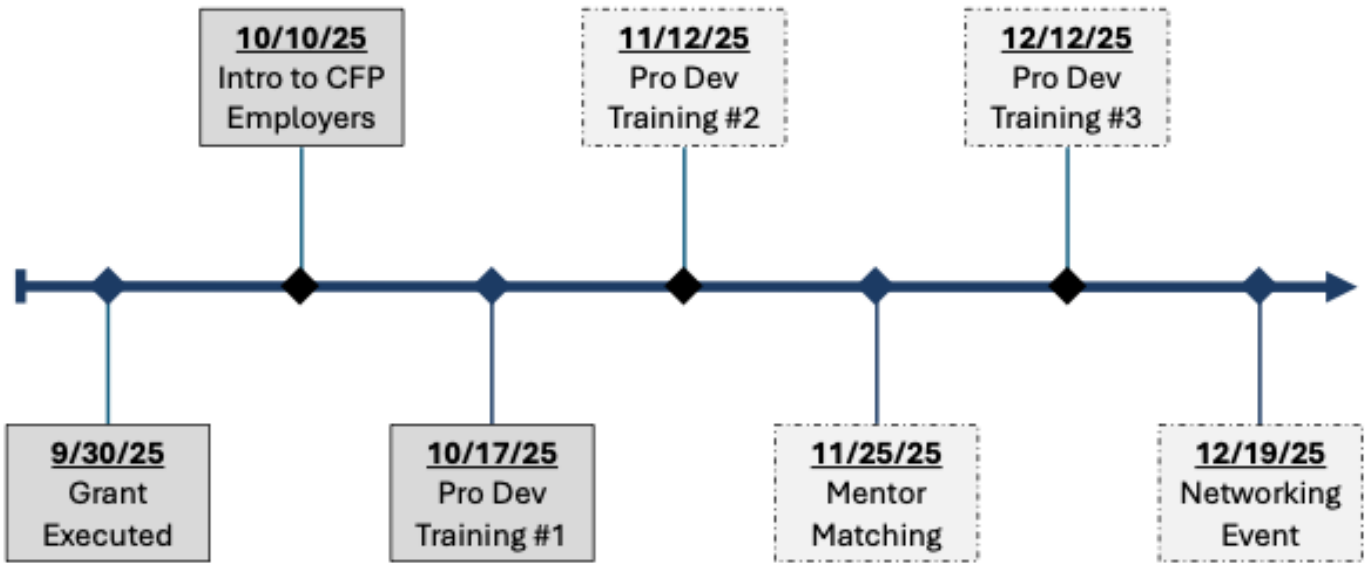
Charles Jones, RS CEO and founder, has initiated and held one-on-one meetings with the CFP Employers to deepen engagement and provide support. To date, he has met with seven Host Sites. Additionally, RS maintains ongoing collaboration with DOES through twice-weekly meetings with Ms. Lilly, ensuring strategic program alignment and agility.





# FY25 DOES College Fellowship Program: Monthly Status Update – 11/10/2025

## KEY PROGRAM MILESTONES



## PROGRAM UPDATE HIGHLIGHTS

### Program Launch

- **Grant executed** on 9/30/25.
- RS support began for **Cohort 2**.
- **CFP Employer kickoff meeting** hosted by Jasmine Lilly on 10/10/25.

### Professional Development Training

- **Training #1 (Oct)** focused on **Workplace Competencies**.
- **Training #2 (Nov)** scheduled, to focus on **Financial Wellness**.
- **Mentor Matching** meeting will be held virtually.
- **Training #3 (Dec)** scheduled.

### Strategic Collaboration & Employer Outreach

- RS CEO Charles Jones initiated **1:1 meetings** with CFP Employers.
- **Seven Host Sites** engaged to date.
- RS and DOES maintain **twice-weekly strategy sessions** with Jasmine Lilly.



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## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	2025 DOES College Fellowship-1
<b>Grantee:</b>	Resource Solutions, LLC
<b>Month &amp; Year:</b>	December 2025

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to Date</b>
Program Retention and Engagement	85%	100%	100%
<b>Mentorship Matching</b> (with 2 months of program start)	100%	100%	100%
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	85% (2 excused)	87.75%
		94.4% (1 absent)	97.2%
<b>Credential Attainment:</b> 70% of participants receive at least one industry recognized credential.	70%	0	
<b>Employment Placement:</b> 70% of participants transition into full-time employment within 60 days of completing their fellowship program.	70%	0	

## **Program Narrative and Status Report**

November marked ResourceSolutions' (RS) continued collaboration with DOES, Cohort II Fellows, and employers, reinforcing our shared commitment to guiding Fellows toward unsubsidized employment. Through weekly alignment meetings, program status reviews, monthly professional development sessions, and the matching of Fellows with highly qualified mentors, RS advanced the program's mission of equipping DC graduates with the skills, networks, and confidence needed to achieve sustainable career success.

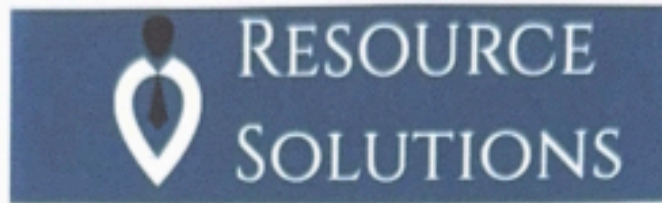
On November 12, 2025, RS successfully delivered the second Professional Development Training for Fellows, achieving a 94% attendance rate. The session, Financial Wellness for Young Professionals, led by Mr. Cedric Nash, equipped Fellows with strategies to build strong financial behaviors in saving, investing, and budgeting. Post-event surveys show 88% of Fellows rated the session as Excellent, citing its unique blend of clear financial literacy instruction, practical resources (books, templates, and guidelines), and engaging dialogue that inspired confidence in wealth-building. This training provided Fellows with actionable tools and relatable guidance to begin their investment journey, reinforcing RS' role in driving measurable impact and long-term financial success through the College Fellowship Program.

On November 25, 2025, RS hosted the virtual Mentor/Mentee Matchmaking event, designed to be both engaging and productive. Ahead of the session, RS held a kick-off meeting with mentors to orient them to the program and their roles, ensuring alignment and readiness. With 12 mentors paired to 20 Fellows, RS took an innovative approach to introductions by gathering personal insights from each participant and presenting them in a fun, interactive format during the meeting. This creative use of resources not only broke the ice but also sparked meaningful connections, laying the foundation for strong mentoring relationships that will support Fellows' professional growth.

On December 12, 2025, RS will deliver the third Professional Development Training for Cohort II, Communication, Conflict, and Confidence: The Key Tenets of Professional Success. This session will equip Fellows with practical strategies to communicate effectively, navigate workplace conflict, and build confidence that strengthens leadership presence and career growth. Guided by Fellows' feedback, RS will continue to integrate future topics such as budgeting, IT skills, negotiation, workplace equity, and entrepreneurship, while offering deeper dives into financial literacy and investing, building on the strong momentum established in earlier sessions.

The quarterly networking event will be held as a Holiday Networking Event on December 16, 2025 at the National Press Club.

**Enrollee Roster and Professional Development Training #1 Attendance Sign-in Sheet**



College Fellowship Program – Sign-in Sheet  
 Event: Professional Development #2: November 12th, 2025  
 Location: 224 2nd Street SE, Washington, DC 20003

#	Fellow Name	Signature	Email Address
1	Jeffrey Williams	<i>[Handwritten Signature]</i>	jelewis.williams@gmail.com
2	Kai Goodall	<i>[Handwritten Signature]</i>	Kai.goodall2002@gmail.com
3	Zerubbabela Artis	<i>[Handwritten Signature]</i>	Zerubbabela81@gmail.com
4	Aniyah Washington	<i>[Handwritten Signature]</i>	aniyah.washington1015@gmail.com
5	Edward Fisher	<i>[Handwritten Signature]</i>	edward1fisher2@gmail.com
6	Michael Hill	<i>[Handwritten Signature]</i>	michael.hill@dc.gov
7	Chelsea Chukwu	<i>[Handwritten Signature]</i>	chelsea.k.chukwu@gmail.com
8	DaNae Harrison	<i>[Handwritten Signature]</i>	danaelharrison@gmail.com
9	Rinella Casseus	<i>[Handwritten Signature]</i>	Rinella.Casseus@5mail.com
10	Ibn Muhammad	<i>[Handwritten Signature]</i>	ibn.muhammad.4x@gmail.com
11	Marquez Phillips	<i>[Handwritten Signature]</i>	marquez.phillips88@gmail.com
12	Adam Crausman	<i>[Handwritten Signature]</i>	adam.crausman
13	Nancy Sorto	<i>[Handwritten Signature]</i>	nancywillatorsorto@gmail.com
14	Robin Griffith	<i>[Handwritten Signature]</i>	Robin.griffith12@gmail.com
15	Trahon Harris	<i>[Handwritten Signature]</i>	Trahon.Harris81@gmail
16	Nina Durham	<i>[Handwritten Signature]</i>	Ninadurham@gmail.com
17	Oluwabunmi Balogun	<i>[Handwritten Signature]</i>	Kunmibalogun025@gmail.com
18	Joshua McCutcheon		





**District of Columbia**  
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## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	-MBSYEP-Youth Explorer-2
<b>Grantee:</b>	Tsunami Hair Studio
<b>Month &amp; Year:</b>	November 2025

Deliverable	Target	Number Served	Month Actual	Year-to-Date
Design and deliver a two-day cosmetology career exploration seminar for Middle School Youth (ages 9-13)	1	0	0	0
Design and deliver a two-day cosmetology career exploration seminar for High School Youth (ages 14-18)	1	0	0	0
Design and deliver a two-day cosmetology career exploration seminar for Young Adults (ages 16-24)	1	0	0	0
Design and deliver a two-day cosmetology career exploration seminar for Adults (ages 22+)	1	0	0	0

**Program Narrative Update**

At this current moment, we have not yet served any members of the community; however, we are actively in the process of bringing the agenda, curriculum, and overall program plan to life. Once we receive all pertinent information from our program directors, we will be able to finalize our agenda for the cosmetology cohort and move forward accordingly.



Program Staff Representative

12/9/25

Date



## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin</b>
<b>Month &amp; Year:</b>	October 2024

	Target	Month Actual	Year-to- Date
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	17	57
Placement Rate: of training program completers into employment within the targeted sectors within 6 months of program completion.	70%	0	0
Retention Rate: of employed participants at the 12-month follow up	60%	0	0
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	0	40

<b>Program Narrative Update</b>
<p>The AI Accelerator program aims to enhance technical skills in Artificial Intelligence for WIOA populations in Washington, DC. Running from October 8th to November 21st, classes are held Monday through Thursday from 5:30 pm to 8:30 pm. Students began with an introduction to Python programming, covering syntax, structure, and foundational steps for building data products. They used Gen AI tools to prototype data visualizations, gaining hands-on Python experience as they prepared for Demo Day. The curriculum then deepened students' understanding of Python fundamentals, focusing on variables, data types, conditional statements, loops, and essential data structures like lists, tuples, and dictionaries.</p> <p>On October 24th, participants had the opportunity to showcase their skills during Demo Day as part of DC Startup and Tech Week. They presented to an audience of employers, investors, and startups, introducing themselves and demonstrating their expertise. Most</p>

participants successfully made connections with employers and have since followed up to explore potential employment opportunities.

BuildWithin is working closely with participants around employment opportunities to ensure gainful employment for individuals who have completed the Accelerator.





**District of Columbia  
Department of Employment Services (DOES)  
Office Grants Administration and Resource Allocation**

## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 Public Service Apprenticeship-1</b>
<b>Grantee:</b>	<b>Center for Innovation, Research and Transformation in Education dBA Chart Academy</b>
<b>Month &amp; Year:</b>	<b>October 2025</b>

Serve up to 30 apprentices who are recent 2025 college and/or university graduates who are committed to pursuing careers in state and local government.

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Program Retention and Engagement	85%	100%	100%
<b>Mentorship Matching</b> (within 2 months of program start)	100%	N/A	N/A
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	94%	100%
<b>Supportive Services:</b> 100% of participants receive and utilize at least two (2) forms of supportive services.	100%	100%	100%

<b>Program Narrative Update</b>
<p>Professional Development 2 strengthened apprentices' interpersonal and professional skills with a focus on trust, emotional intelligence, and project management, with 17 apprentices in attendance. The day opened with Welcome &amp; Intentions and included sessions on building authentic trust, managing emotions to support creative problem-solving, and developing effective project planning and accountability skills. Apprentices also continued the <i>Start with Why</i> book study, connecting its themes to their public service journeys.</p> <p>The day concluded with a financial literacy session covering mortgage rates, savings, and long-term financial planning. Overall, Professional Development 2 built upon earlier learning by deepening apprentices' capacity for collaboration, emotional awareness, and organized execution essential skills for workplace success and continued growth in the program.</p>

*Alexis Fairberry*  
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 Program Staff Representative

12/9/25  
 \_\_\_\_\_  
 Date



**District of Columbia**  
**Department of Employment Services (DOES)**  
**Office Grants Administration and Resource Allocation**

## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 DOES College Fellowship-1</b>
<b>Grantee:</b>	<b>Resource Solutions, LLC</b>
<b>Month &amp; Year:</b>	<b>November 2025</b>

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to Date</b>
Program Retention and Engagement	85%	100%	
<b>Mentorship Matching</b> (with 2 months of program start)	100%	0	
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	90.5%	
<b>Credential Attainment:</b> 70% of participants receive at least one industry recognized credential.	70%	0	
<b>Employment Placement:</b> 70% of participants transition into full-time employment within 60 days of completing their fellowship program.	70%	0	

## **Program Narrative and Status Report**

Following the execution of the FY25 College Fellowship Program (CFP) Grant on September 30, 2025, ResourceSolutions (RS), LLC began providing support to the DC Department of Employment Services (DOES) for Cohort 2. On October 10, 2025, RS was formally introduced to CFP Employers during a virtual kickoff meeting hosted by Jasmine Lilly, DOES Program Manager. This session established foundational relationships, clarified RS's role in supporting Fellows and Employers, and reinforced our shared commitment to guiding Fellows toward unsubsidized employment.

On October 17, 2025, RS facilitated its first Professional Development Training for Fellows, achieving a 90.5% attendance rate with two excused absences. The session, titled *Welcome to the Workforce – Workplace Expectations 101*, was designed to build essential workplace competencies through an engaging curriculum led by key RS leadership. Fellows explored technical and administrative components of professional environments, including strategies for focus, navigating office dynamics, fostering allyships, and balancing new responsibilities. The training featured energetic role-playing exercises that simulated real-world human capital scenarios, creating space for practical learning and peer connection. Fellows especially appreciated the support from RS team members who had graduated college within the past five years, offering relatable insights and mentorship.

The next Professional Development Training, scheduled for November 12, 2025, will focus on *Financial Wellness for Young Professionals: Lessons in Maximizing Financial Excellence in Your Professional and Personal Life*. Designed to help Fellows build sustainable financial habits as they transition into the workforce, the session will explore strategies for budgeting, saving, and investing. The session will also include a fireside chat with a panel of professionals for networking and Q&A, along with a presentation on certification option for credential attainment. On November 25, 2025, Fellows will participate in a virtual Mentor Matching session to connect with their assigned mentors. The December Professional Development Training is scheduled for December 12, 2025, followed by a Holiday Networking Event on December 19, 2025.

Charles Jones, RS CEO and founder, has initiated and held one-on-one meetings with the CFP Employers to deepen engagement and provide support. To date, he has met with seven Host Sites. Additionally, RS maintains ongoing collaboration with DOES through twice-weekly meetings with Ms. Lilly, ensuring strategic program alignment and agility.

**Enrollee Roster and Professional Development Training #1 Attendance Sign-in Sheet**



**College Fellowship Program – Sign-In Sheet**

Event: Professional Development #1: October 17<sup>th</sup>, 2025

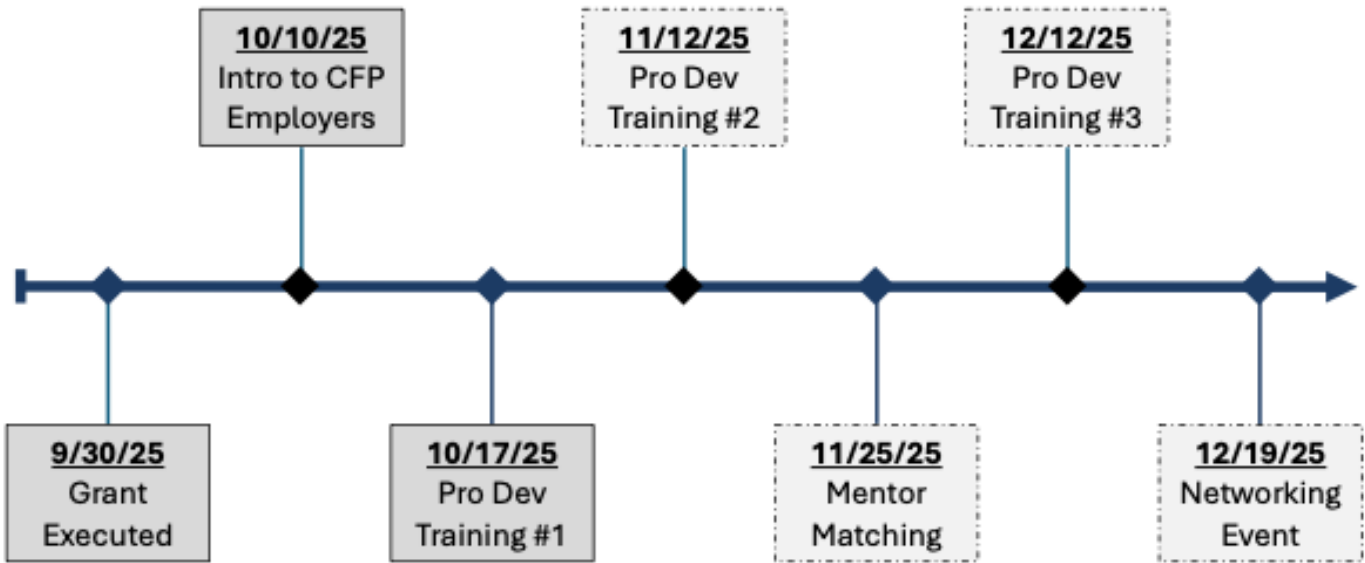
Location: Department of Employment Services

#	Fellow Name	Signature
1	Jeffrey Williams	<i>[Handwritten Signature]</i>
2	Kai Goodall	<i>[Handwritten Signature]</i>
3	Zerubbabela Artis	<i>[Handwritten Signature]</i>
4	Aniyah Washington	<i>[Handwritten Signature]</i>
5	Edward Fisher	<i>[Handwritten Signature]</i>
6	Michael Hill	<i>[Handwritten Signature]</i>
7	Chelsea Chukwu	<i>[Handwritten Signature]</i>
8	Emani Bryan	<i>[Handwritten Signature]</i>
9	DaNae Harrison	<i>[Handwritten Signature]</i>
10	Malik Lansdown	<i>[Handwritten Signature]</i>
12	Rinella Casseus	<i>[Handwritten Signature]</i>
13	Ibn Muhammad	<i>[Handwritten Signature]</i>
14	Marquez Phillips	<i>[Handwritten Signature]</i>
15	Adam Crausman	<i>[Handwritten Signature]</i>
16	Nancy Sorto	<i>[Handwritten Signature]</i>
17	Robin Griffith	<i>[Handwritten Signature]</i>
18	Trahom Harris	<i>[Handwritten Signature]</i>
19	Nina Durham	<i>[Handwritten Signature]</i>
20	Oluwabukunmi Balogun	<i>[Handwritten Signature]</i>
21	Joshua McCutcheon	<i>[Handwritten Signature]</i>



# FY25 DOES College Fellowship Program: Monthly Status Update – 11/10/2025

## KEY PROGRAM MILESTONES



## PROGRAM UPDATE HIGHLIGHTS

### Program Launch

- **Grant executed** on 9/30/25.
- RS support began for **Cohort 2**.
- **CFP Employer kickoff meeting** hosted by Jasmine Lilly on 10/10/25.

### Professional Development Training

- **Training #1 (Oct)** focused on **Workplace Competencies**.
- **Training #2 (Nov)** scheduled, to focus on **Financial Wellness**.
- **Mentor Matching** meeting will be held virtually.
- **Training #3 (Dec)** scheduled.

### Strategic Collaboration & Employer Outreach

- RS CEO Charles Jones initiated **1:1 meetings** with CFP Employers.
- **Seven Host Sites** engaged to date.
- RS and DOES maintain **twice-weekly strategy sessions** with Jasmine Lilly.



**District of Columbia  
Department of Employment Services (DOES)  
Office Grants Administration and Resource Allocation**

## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	-MBSYEP-Youth Explorer-2
<b>Grantee:</b>	Tsunami Hair Studio
<b>Month &amp; Year:</b>	October 2025

<b>Deliverable</b>	<b>Target</b>	<b>Number Served</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Design and deliver a two-day cosmetology career exploration seminar for Middle School Youth (ages 9-13)	1	0	0	0
Design and deliver a two-day cosmetology career exploration seminar for High School Youth (ages 14-18)	1	0	0	0
Design and deliver a two-day cosmetology career exploration seminar for Young Adults (ages 16-24)	1	0	0	0
Design and deliver a two-day cosmetology career exploration seminar for Adults (ages 22+)	1	0	0	0

### Program Narrative Update

At this current moment, we have not yet served any members of the community; however, we are actively in the process of bringing the agenda, curriculum, and overall program plan to life. Once we receive all pertinent information from our program directors, we will be able to finalize our agenda for the cosmetology cohort and move forward accordingly.



Program Staff Representative

12/9/25

Date



## Monthly Status Report Due by the 10<sup>th</sup>

Grant:	DOES-PROP-2023-28
Grantee:	VOW Para Transit and Transportation (Modification #4)
Month & Year:	October 2025

Grantee shall provide services for 20 participants

Deliverable	Target	Number Served	Month Actual	Year-to-Date
Number of participants that successfully completed pre-apprenticeship training and attained and industry-recognized credential or pre-apprenticeship completion certificate.	85%	0	0	0
Number of completers placed into a Registered Apprenticeship, other work-based learning opportunities, or unsubsidized employment. (Placements must offer a minimum of 30 hours per week, and paystubs or apprenticeship agreements must be submitted to validate attainment).	75%	0	0	0

### Program Narrative Update

DOES is in the process of recruiting participants for the Culinary Arts Program.

  
Program Staff Representative

Oct. 2025  
Date



Department of Employment Services

OUT-OF-SCHOOL PROGRAM (OSY)

YOUTH EARN AND LEARN PROGRAM (YEALP)

Status Report For: October 2025  
Month/Year

Service Provider:	<u>Toni Thomas Associates</u>
Contract Number:	<u>52-1912320</u>
Program Director:	<u>Raymond Bell</u>
Telephone Number:	<u>240-596-8665</u>
E-mail Address:	<u>rayona@hopeprojectdc.org</u>

CONTRACTUAL SERVICE LEVEL: <u>50</u>			
Number of New Enrollees	27	Obtained MSG/Financial Literacy Completion	27
Number of Active Enrollees	27	Obtained Occupational Skills Certification	00
Number of Inactive Enrollees	0	Entered into Internship	00
Total Number of Enrollees	27	Obtained Unsubsidized Placement/Entered Post-Secondary Education	0
		Number of Potential Exiters	0

MONTHLY PROGRAM ACTIVITY NARRATIVE

**COMPTIA A+:**

On September 29, 2025, a cohort of 16 students began the CompTIA A+ Information Technology training program. The initial four weeks of the course focused on foundational IT concepts designed to prepare students for the certification exams and real-world technical support environments. During this period, students engaged in both theoretical and hands-on instruction covering topics such as computer hardware assembly and configuration, troubleshooting techniques, system components, peripheral setup, and basic networking principles. They also learned to identify common operating system issues, perform installations, and practice basic command-line functions to reinforce problem-solving and diagnostic skills.

Each student's progress and test scores from class assessments will be documented and reflected in their individual case notes.

In addition to technical training, students participated in several professional development and financial literacy sessions. On October 22, 2025, a Certified Public Accountant (CPA) from 3IT Financing conducted a Financial Literacy Workshop, which focused on budgeting, credit management, and understanding personal and professional finances.



Students also completed Work Readiness Training, which included Mock Interviews facilitated by Raymond Bell and program alumni, a seminar on “How to Get a Job in 30 Days,” and personalized sessions for setting up professional profiles on ClearanceJobs.com, Jobs.com, Indeed, and USAJobs to enhance their employability and job search readiness. Overall, the cohort demonstrated strong engagement during the initial phase of the training, building both their technical and professional skill sets to prepare for certification and future employment in the IT field. Overall class morale started high, and we are hopeful students will maintain this positive momentum. We identified early on a few students whose attendance began to decline and promptly notified DOES of our concerns during the second week. We will continue to keep DOES informed of any attendance issues beyond the regular weekly timesheet submissions.

## **CDL**

Three students have officially begun the CDL training program and have also participated in both Financial Literacy and Workforce Development sessions. While they have shown steady progress, they require additional coaching before we are confident in placing them on a job site. The students are currently focused on mastering their pre-trip inspections, and once they consistently achieve a score of 90% or higher, we will proceed with scheduling their DOT medical card evaluations.

## **Security**

The Security cohort has officially begun training and is currently learning the fundamentals of being a professional security guard, including job readiness, on-the-job conduct, and safety protocols. In addition to their core training, the group also participated in the Financial Literacy session. While most participants are progressing well, a few have required additional support in understanding professional expectations related to punctuality and workplace conduct. Overall, the group demonstrates a mature demeanor, and our security partners have expressed interest in conducting an extended appropriation training with the cohort once they successfully complete the Title 17 exam.



**District of Columbia  
Department of Employment Services  
(DOES) Office Grants Administration and  
Resource Allocation**

**Monthly Status Report Due by the 10<sup>th</sup>**

<b>Grant:</b>	<b>DOES-WFCP-2024-01</b>
<b>Grantee:</b>	<b>BuildWithin, Inc.</b>
<b>Month &amp; Year:</b>	<b>September 2025</b>

*\*BuildWithin received a no-cost extension for the base year to complete outcomes by September 30. The outcomes reflected are from the base year.*

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Completion Rate: Successful training, including the earning of a nationally recognized credential of at least 150 District residents across the targeted sectors within the grant period.	80%	48	142
Placement Rate: of training program completes into employment within the targeted sectors within 6 months of program completion.	70%	12	39
Retention Rate: of employed participants at the 12-month follow up	60%	N/A	N/A
Measurable Skills Gain: Documentation of enhanced hard and soft skills of participants as evidenced by pre and post program assessments.	80%	48	142

<b>Program Narrative Update</b>
<p><b>DC Workforce Consortium Training and Participant Outcomes</b></p> <p>In September, BuildWithin completed the Help Desk / ServiceNow training cohort, which ran from August 11 – September 19, 2025. This cohort marked the final training cycle required to achieve the Base Year goals for the Consortium grant.</p>

Across all BuildWithin-supported training programs delivered during Year 1—including Help Desk, Data Analyst, Digital Marketing, and Cybersecurity—a total of 150 participants were enrolled in WIOA-funded training.

- **142 participants** earned a **certification and skills gained**, resulting in a **95% completion rate**, exceeding the contract's 80% requirement.

## **Help Desk / ServiceNow Completion**

The August–September Help Desk program concluded with:

- 48 participants completing with a certification and skills gained
- 4 participants who did not obtain certification

High completion was supported by extended instructional access, including after-hours support and weekend availability to answer technical questions and reinforce course material.

## **Employer and Workforce Readiness Support**

Throughout the cohort, BuildWithin provided:

- Workforce readiness instruction (resume development, cover letters, job search techniques, interview preparation, and workplace communication)
- Weekend office hours to address participant questions and strengthen certification readiness

Participants continued securing employment with Consortium-aligned employers, demonstrating continuity with employer pipelines established throughout the year. Employer partners with active placements include:

- **Academy of Hope** – one graduate supporting Help Desk instruction (coordinated with Colin Dawkins)
- **Friendship Public Charter School** – one participant contributing to Help Desk instruction (supported by Latarsha Kelly)
- **Program Productions LLC** – **Garrni Baker**, Project Manager
- **TI Communities** – **Ashia Gaylor**, Project Coordinator

Additional previously reported placements remain active, including placements at Environmental Systems Research Institute (Esri), FedEx Kinko's, Baltimore City, Metropolitan Engineering, DOES, Predict Health, Wawa, ITScybersecurity, Vets Group, and TransDev, reflecting the stability of the employer network built across the grant year.

## **DC Tech Hiring Event – September 3, 2025**

BuildWithin collaborated with the DC Tech & Venture Coalition (DCTAV) and DC Tech Meetup to deliver a structured hiring event at MLK Memorial Library prior to the monthly DC Tech gathering. The event focused on curated speed interviews between vetted candidates and hiring teams.

### **Event Participation & Interest**

- 338 individuals indicated interest
- 108 submitted applications
- 42 interview slots were scheduled

### **Employers Engaged**

Participating employers included:

DC OCTO, Cookie YAY, Com-Sec, Shipt, WorkOS, Amruta, Inovalon, VETS Group, All Bets, and Keep Company.

### **Interview & Follow-Up Summary**

Employers collectively selected 47 interviews, with known second-interview decisions (as reported) totaling 7. Several employers are continuing internal review.

### **Event Takeaways**

- Strong alignment between candidates and roles in software, IT, data, product, and security
- High employer interest from early-stage startups to local agencies
- Operational model (curated interviews, structured scheduling) reduced search costs for employers and improved candidate preparation
- Event strengthened visibility of the Consortium within the region's tech ecosystem

### **Steering Committee Preparation**

In September, BuildWithin began preparing materials for the October 15th Steering Committee meeting, which will be held at Station DC. Station DC is a workforce and innovation-focused coworking and convening space led by Steering Committee member James Barlia, serving as a community hub for technology, entrepreneurship, and workforce development events.

Preparation activities included:

- Drafting Year 1 summary materials
- Compiling WIOA enrollment and training outcome data
- Updating employer-engagement and pipeline summaries
- Finalizing agenda items tied to July's recommendations and planned working-group sessions

## Ongoing Employer Partnerships (September Status)

BuildWithin continued engagement with employer partners that have hired or interviewed Consortium participants across the year, including:

- **Enabled Intelligence** – maintaining an active data annotation hiring pipeline
- **ServiceNow employer partners** – continued alignment with ServiceNow-based Help Desk roles
- **Environmental Systems Research Institute (Esri)** – **Alin Chaponniere**, Manager
- **FedEx Kinko's** – **Aujuane Walker**, IT Specialist
- **Baltimore City** – **Derek Thomas**, CitiStat Inspector
- **Metropolitan Engineering** – **Jose Hernandez**, IT Help Desk
- **DOES** – ongoing Program Analyst and IT role engagement
- **Predict Health** – customer-facing apprenticeship roles
- **Wawa** – **Malachi Coley**, floor representative
- **ITScybersecurity, Vets Group, TransDev** – continued participant engagement and retention

These ongoing employer relationships remain central to the Consortium's model of linking WIOA-funded training to real hiring pathways.



**District of Columbia  
Department of Employment Services (DOES)  
Office Grants Administration and Resource Allocation**

## Monthly Status Report Due by the 10<sup>th</sup>

<b>Grant:</b>	<b>2025 Public Service Apprenticeship-1</b>
<b>Grantee:</b>	<b>Center for Innovation, Research and Transformation in Education dBA Chart Academy</b>
<b>Month &amp; Year:</b>	<b>September 2025</b>

Serve up to 30 apprentices who are recent 2025 college and/or university graduates who are committed to pursuing careers in state and local government.

	<b>Target</b>	<b>Month Actual</b>	<b>Year-to-Date</b>
Program Retention and Engagement	85%	100%	100%
<b>Mentorship Matching</b> (within 2 months of program start)	100%	N/A	N/A
<b>Professional Development Sessions:</b> 100% of participants attend at least 80% of professional development sessions, as tracked by attendance records	80%	100%	100%
<b>Supportive Services:</b> 100% of participants receive and utilize at least two (2) forms of supportive services.	100%	100%	100%

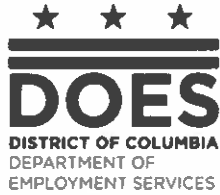
**Program Narrative Update**

All 18 apprentices were in attendance for a full day of professional development that featured three interactive sessions and a working lunch focused on social media professionalism. The day included a Fixed vs. Growth Mindset session, a workshop on strengths and feedback in the workplace, a discussion on professional social media presence, and a financial wellness and budgeting session with hands-on application.

Overall, Professional Development 1 equipped apprentices with essential skills in mindset, emotional intelligence, feedback, financial literacy, and professional presence, establishing a strong foundation for success in the program and the workplace.

*Alexis Fairman*  
Program Staff Representative

12/9/25  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2026 QUARTERLY PERFORMANCE EVALUATION**

Quarter 1: October 1, 2025-December 31, 2025

Date Submitted: 1/12/2026

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WFCP-2024-01	May 21, 2025-May 21, 2026	
Vendor Name, Address, Phone and Email  District Workforce Innovation Consortium C/O Fiscal Agent: BuildWithin, Inc. 900 19th Street NW, 6th Floor Washington, DC 20006 Phone: (202) 577-9317 Email: x@buildwithin.com		Department Completing Evaluation (including POC, name, phone, and email address)  Workforce and Federal Programs Monea Smith, Program Manager <u>monea.smith@dc.gov</u> (240) 909-2857

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			X		
<b>Quality</b>					

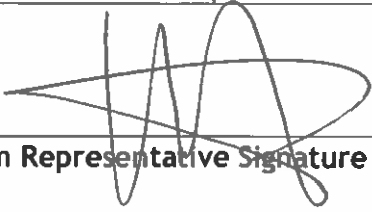
Quality of services or product provided			X		
Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule			X		
Response time to requests			X		
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)					
Customer service to DOES Staff and program participants			X		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
		600,000.00	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	10	
Number of Participant Referred to training	10	
Number of Participants Served	10	100
Number of Participants Enrolled	10	
Number of Participant who Completed the program	9	
Number of Participants that Achieved an Outcome	9	



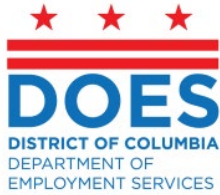
(i.e. Credentials, Employment, Post-Secondary Education, Advance Training)		
Number of Active Participants	0	



Program Representative Signature

1-12-2026

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year \_\_PY2025\_\_ QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10/29/2025

General Grant Data		
NOGA No. DOES-YEALP-2002-01	NOGA Date: 1/5/2024-1/9/2026 Year 2	Purchase Order No. P2360418
Vendor Name, Address, Phone, and Email.  Toni Thomas Associates (TTAI) 101 Xenia Street SW 1st Floor Wash, DC 20032		Department Completing Evaluation. (Include POC Name, phone, and email address  Workforce and Federal Programs Out-of-School Program Carman Wilkins 202.744.4878 Carman.wilkins@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					
Knowledge about the work performed					
<b>Quality</b>					
Quality of services or product provided					
Quality and accuracy of invoices and reports					

Overall reliability	
<b>Timely Performance</b>	
Adherence to project schedule	
Response time to requests	
Response time to questions and performance problems	
Timely submission of invoices, reports, and other required documentation in the proper format	
Product or Services delivered on time based on the requirements of the contract	
<b>Effective Management</b>	
Attendance to required program meetings	
Adequate materials to perform the service or to deliver the product	
Achievement of outcomes or measurements outlined in the contract	
Management of subcontractors (if applicable)	
Customer service to DOES Staff and program participants	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
No Updates since last quarter			

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Nothing to report this quarter		

*Garman 1/15/2026*

\_\_\_\_\_  
Program Representative Signature

\_\_\_\_\_  
Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2026 QUARTERLY PERFORMANCE EVALUATION**

October - December 2025

Date Submitted: \_\_01\_\_ / \_\_21\_\_ / \_\_2026\_\_

General Contract Data	
<b>NOGA:</b> 2025 DOES Public Service Program	Purchase Order NO:
<u><b>Vendor Information</b></u> (Name, Address, Phone, and Email) Cedric Thompson Chief Executive Officer 529 14 <sup>th</sup> Street, NE Washington, DC 20005 Cedric.thompson@we-strategius.com	<u><b>Department Completing Evaluation</b></u> Michael Taylor Associate Director 4058 Minnesota Ave, NE Washington, DC 20019 Michael.taylor1@dg.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
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<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				X	
Knowledge about the work performed				X	
<b>Quality</b>				X	

Quality of services or product provided				X	
Quality and accuracy of invoices and reports				X	
Overall reliability				X	
<b>Timely Performance</b>					
Adherence to project schedule				X	
Response time to requests				X	
Response time to questions and performance problems				X	
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract				X	
<b>Effective Management</b>					
Attendance to required program meetings				X	
Adequate materials to perform the service or to deliver the product				X	
Achievement of outcomes or measurements outlined in the contract				X	
Management of subcontractors (if applicable)				X	
Customer service to DOES Staff and program participants				X	

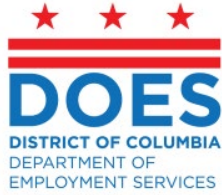
<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>

<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	19	20

Number of Participant Referred to training	19	20
Number of Participants Served	19	20
Number of Participants Enrolled	19	20
Number of Participant who Completed the program	19	N/A (program ongoing)
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	19	20
Number of Active Participants	19	20

**Michel Taylor**  
**Program Representative Signature**

**1/21/26**  
**Date**



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 26 QUARTERLY PERFORMANCE EVALUATION  
October - December 2025**

Date Submitted: 01/21/2026

General Grant Data		
NOGA No.  2025 DOES College Fellowship 8204335431	NOGA Date:	Purchase Order No.
Vendor Name, Address, Phone and Email Charles Jones Resource Solutions LLC, Founder charles.jones@theresourcesolutions.com		Department Completing Evaluation (including POC, Name, phone, and email address Michael Taylor Associate Director 4058 Minnesota Ave, NE Washington, DC 20019 Michae'taylor1@dg.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
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<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				x	



Knowledge about the work performed				X	
<b>Quality</b>					
Quality of services or product provided				X	
Quality and accuracy of invoices and reports				X	
Overall reliability				X	
<b>Timely Performance</b>					
Adherence to project schedule				X	
Response time to requests				X	
Response time to questions and performance problems				X	
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract				X	
<b>Effective Management</b>					
Attendance to required program meetings				X	
Adequate materials to perform the service or to deliver the product				X	
Achievement of outcomes or measurements outlined in the contract				X	
Management of subcontractors (if applicable)				X	
Customer service to DOES Staff and program participants				X	

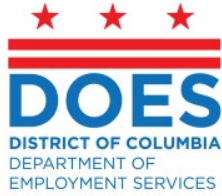
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	18	40 (1 <sup>st</sup> of 2 cohorts)
Number of Participant Referred to training	18	40 (1 <sup>st</sup> of 2 cohorts)

Number of Participants Served	18	40 (1 <sup>st</sup> of 2 cohorts)
Number of Participants Enrolled	18	40 (1 <sup>st</sup> of 2 cohorts)
Number of Participant who Completed the program	18	N/A (program ongoing)
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	18	40 (1 <sup>st</sup> of 2 cohorts)
Number of Active Participants	18	40 (1 <sup>st</sup> of 2 cohorts)

**Michael Taylor**  
**Program Representative Signature**

**1/21/26**  
**Date**



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 26 QUARTERLY PERFORMANCE EVALUATION  
October - December 2025  
Date Submitted: 01/21/2026**

<b>General Grant Data</b>		
NOGA No.  2025 DOES -PROP 2023-28	NOGA Date: 9/30/2025	Purchase Order No.
Vendor Name, Address, Phone and Email Lorenzo Stewart VOW Culinary & Arts Program lorenzo@vowtransportation.com		Department Completing Evaluation (including POC, Name, phone, and email address Michael Taylor Associate Director 4058 Minnesota Ave, NE Washington, DC 20019 Michae'taylor1@dg.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

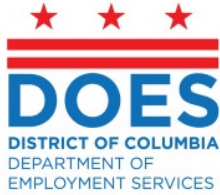
	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			X		
<b>Quality</b>					
Quality of services or product provided			X		
Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule			X		
Response time to requests			X		
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)			X		
Customer service to DOES Staff and program participants			X		

<b>Financial Report</b>			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	N/A	20
Number of Participant Referred to training	N/A	20
Number of Participants Served	N/A	20
Number of Participants Enrolled	N/A	20
Number of Participant who Completed the program	N/A	N/A (program ongoing)
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	20
Number of Active Participants	N/A	20

Michael Taylor  
**Program Representative Signature**

1/21/26  
**Date**



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year:2026: QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   01   /   16   /    2026  

General Grant Data		
NOGA No. <b>DOES-JRT-2025-04</b>	NOGA Date: <b>August 15, 2025</b>	Purchase Order No.
Vendor Name, Address, Phone and Email <b>Carolina Canyon 600. Massachusetts AVE, NW Washington, DC 20001</b>		Department Completing Evaluation (including POC, Name, phone, and email address  <b>DSI/ DOES 4058. Minnesota AVE NE Washington, DC 20019  Carolyn Berry</b>

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			x		
<b>Quality</b>			X		

Quality of services or product provided			X		
Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule			X		
Response time to requests			X		
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product				X	
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)					
Customer service to DOES Staff and program participants			X		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$375,000.00	\$375,000.00		

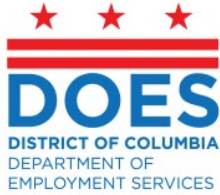
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	90
Number of Participant Referred to training	50	90
Number of Participants Served	38	40
Number of Participants Enrolled	38	90
Number of Participant who Completed the program	25	76
	14	67

Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)		
Number of Active Participants	13	90

*Victor O. Robertson Jr.*  
\_\_\_\_\_  
Program Representative Signature

**01/16/2026/ DATE**





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2026 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 01/20/2026

General Grant Data		
NOGA No.  DOES-JRT-2025-09	NOGA Date:  9/15/2025	Purchase Order No.
Vendor Name, Address, Phone and Email  Marshall Heights Community Development Organization, Inc. Blythe Patenaude, Director of Business Development 3732 Minnesota Ave, NE Washington, DC 20019 (202)386-0906		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Dante Dunlap, Program Analyst (202)698-5815 Dante.dunlap1@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		

Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports		✓			
Overall reliability		✓			
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests		✓			
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract		✓			
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract		✓			
Management of subcontractors (if applicable)					
Customer service to DOES Staff and program participants			✓		

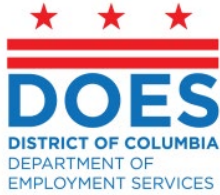
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$300,000.00	\$300,000.00		

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	53	100
Number of Participant Referred to training	53	100
Number of Participants Served	53	100
Number of Participants Enrolled	53	100

Number of Participant who Completed the program	38	85
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	10	75
Number of Active Participants	27	100

*Victor O. Robertson Jr.*  
 \_\_\_\_\_  
**Program Representative Signature**

1/20/26  
 \_\_\_\_\_  
**Date**



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   26   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   01   /   20   /   2026  

General Grant Data		
NOGA No.  DOES-JRT-2025-05	Date:  09/ 30/ 2025	Purchase Order No.
Vendor Name, Address, Phone and Email  KBEC Group, Inc. Kimberly Hood- Berry Jelks, President 3230 Pennsylvania Avenue Southeast, Suite 200 Washington, D.C. 20020 Phone: 202-590-8388 Email: khbjelks@kbecgroup.com		Department Completing Evaluation (including POC, Name, phone, and email address)  DC Dept. of Employment Services- Division of State Initiatives' Davona C. Johnson, 202-899-3754, Davona.johnson@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			X		

<b>Quality</b>					
Quality of services or product provided			X		
Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule		X			
Response time to requests		X			
Response time to questions and performance problems		X			
Timely submission of invoices, reports, and other required documentation in the proper format		X			
Product or Services delivered on time based on the requirements of the contract		X			
<b>Effective Management</b>					
Attendance to required program meetings		X			
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract		X			
Management of subcontractors (if applicable)	N/A				
Customer service to DOES Staff and program participants			X		

<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>
\$175,000.00	\$175,000.00		

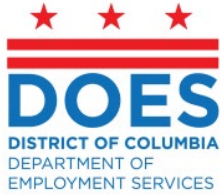
<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	38	40
Number of Participant Referred to training	38	40
Number of Participants Served	38	40
Number of Participants Enrolled	38	40
Number of Participant who Completed the program	31	34

Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post- Secondary Education, Advance Training)	15	30
Number of Active Participants	7	40

*Victor O. Robertson Jr.*

Program Representative Signature

**01/20/2026**  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-PROP-2021-01	August 24, 2021	P2364816
Vendor Name, Address, Phone and Email Babie Girl Productions 4221 Gorman St S.E, Washington, D.C, 20019 hmfoushee98@gmail.com (202) 256-0980		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

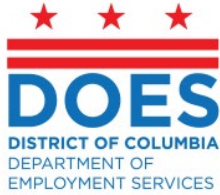
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participant Referred to training	25	25
Number of Participants Served	15	25
Number of Participants Enrolled	25	25
Number of Participant who Completed the program	15	25
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	15	25



*Jameah Peters*  
\_\_\_\_\_  
Program Representative Signature

11/17/2025  
\_\_\_\_\_  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-01	June 6, 2021	P2364805
Vendor Name, Address, Phone and Email Bay Atlantic University 1510 H ST NW, Washington D.C, 20005 (202) 644-7215 Rwjones@bau.edu		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

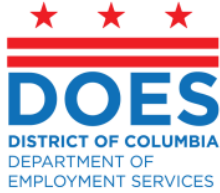
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	37	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	37	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	37	50

*Jameah Peters*

Program Representative Signature

11/17/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11/13/2025

General Grant Data		
NOGA No. DOES-CRESP 2025-10	NOGA Date: September 27, 2024	Purchase Order No. Direct Voucher-\$140,000.00
Vendor Name, Address, Phone and Email Girls and Women Empowerment and Development Organization Georgette Hatcheu <a href="mailto:ghatcheu@gmail.com">ghatcheu@gmail.com</a> 202-704-3425		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					

Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format					X
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					NA
Customer service to DOES Staff and program participants					X

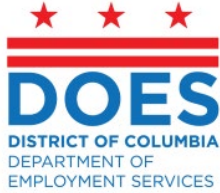
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$140,000.00	\$140,000.00	0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	22	20 (page 4)
Number of Participant Referred to training	22	20
Number of Participants Served	22	20
Number of Participants Enrolled	22	20
Number of Participant who Completed the program	19	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	19	20
Number of Active Participants	19	20

Ashley Green  
Program Representative Signature

11-18-2025  
Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year \_\_PY2025\_\_ QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10/29/2025

General Grant Data		
NOGA No. DOES-YEALP-2002-01	NOGA Date: 1/5/2024-1/9/2026 Year 2	Purchase Order No. P2360418
Vendor Name, Address, Phone, and Email.  Toni Thomas Associates (TTAI) 101 Xenia Street SW 1st Floor Wash, DC 20032		Department Completing Evaluation. (Include POC Name, phone, and email address  Workforce and Federal Programs Out-of-School Program Carman Wilkins 202.744.4878 Carman.wilkins@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided		X			
Knowledge about the work performed			X		
<b>Quality</b>					
Quality of services or product provided			X		
Quality and accuracy of invoices and reports		X			



Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule		X			
Response time to requests		X			
Response time to questions and performance problems		X			
Timely submission of invoices, reports, and other required documentation in the proper format		X			
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)		n/a			
Customer service to DOES Staff and program participants			X		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
117,500	73,000	44,500	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	29	
Number of Participant Referred to training	9/24/2025 cohort is currently in session	
Number of Participants Served	9/24/2025 cohort is currently in session	
Number of Participants Enrolled	9/24/2025 cohort is currently in session	
Number of Participant who Completed the program		
Number of Participants that Achieved an Outcome	9/24/2025 cohort is	

(i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	currently in session	
Number of Active Participants	29	

*Garman Wilkins*

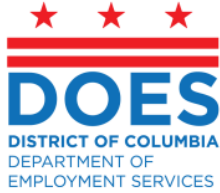
10/29/2025

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Program Representative Signature

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Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025\_ QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: \_11/\_12/\_2025\_

General Grant Data		
NOGA No. DOES-CRESP 2025-06	NOGA Date: September 26. 2024	Purchase Order No. Direct Voucher \$350,000.00 P2363629- \$210,000.00
Vendor Name, Address, Phone and Email Dramatic Solution Inc., Dr. Carmen White <a href="mailto:dramadoctors@gmail.com">dramadoctors@gmail.com</a> 202-438-7031		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports					X
Overall reliability					X

<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format					X
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					N/A
Customer service to DOES Staff and program participants					X

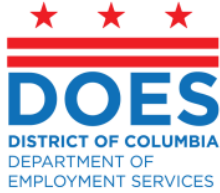
<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>
\$560,000.00 (first page of MOD)	\$560,000.00	0	100%

<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	90	50 (page 4)
Number of Participant Referred to training	90	50
Number of Participants Served	90	50
Number of Participants Enrolled	90	50
Number of Participant who Completed the program	86	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	86	50
Number of Active Participants	86	50

**Ashley Green**  
Program Representative Signature

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**11-18-25**  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025\_ QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  13  /  2025  

General Grant Data		
NOGA No. DOES-CRESP 2025-05	NOGA Date: September 27, 2024	Purchase Order No. Direct Voucher-\$140,000.00
Vendor Name, Address, Phone and Email DC Independent Film Deirda Evans-Prichard <a href="mailto:deirfreep@fmail.com">deirfreep@fmail.com</a> 323-333-3125		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided				X	
Quality and accuracy of invoices and reports					X
Overall reliability				X	
<b>Timely Performance</b>					

Adherence to project schedule					
Response time to requests				X	
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract				X	
<b>Effective Management</b>					
Attendance to required program meetings				X	
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					NA
Customer service to DOES Staff and program participants					X

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$140,000.00	\$140,000.00	0	100%

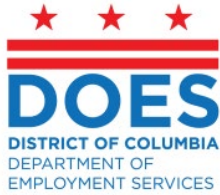
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	27	20
Number of Participant Referred to training	27	20
Number of Participants Served	27	20
Number of Participants Enrolled	27	20
Number of Participant who Completed the program	16	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	16	20
Number of Active Participants	16	20

Ashley Green  
Program Representative Signature

11-18-2025  
Date







**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 /   20   /    2025   

General Grant Data		
NOGA No.  DOES-PYAP-2024-02	NOGA Date: 11/3/2024-6/30/2025	Purchase Order No. P2360419 & P2363211
Vendor Name, Address, Phone and Email  Center for Innovation, Research and Transformation in Education (CIRTE) 529 14th St NW Wash, DC 20005 Cedric.thompson@we-strategies.us 202-730-8980		Department Completing Evaluation (including POC, Name, phone, and email address Workforce and Federal Programs Out-of-School Program Carman Wilkins 202.744.4878 Carman.wilkins@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided		X			
Knowledge about the work performed			X		
<b>Quality</b>					
Quality of services or product provided			X		

Quality and accuracy of invoices and reports		X			
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule		X			
Response time to requests				X	
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format		X			
Product or Services delivered on time based on the requirements of the contract	X				
<b>Effective Management</b>					
Attendance to required program meetings				X	
Adequate materials to perform the service or to deliver the product				X	
Achievement of outcomes or measurements outlined in the contract				X	
Management of subcontractors (if applicable)	n/a				
Customer service to DOES Staff and program participants			X		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
231,375	\$227,875	\$3,500	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	28	
Number of Participant Referred to training	28	
Number of Participants Served	23	
Number of Participants Enrolled	23	
Number of Participant who Completed the program	Participants are still in the 8/27/2025 cohort	
Number of Participants that Achieved an Outcome	Participants are still in the 8/27/2025 cohort	

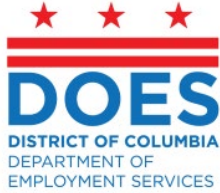
(i.e. Credentials, Employment, Post-Secondary Education, Advance Training)		
Number of Active Participants	23	

*Garman Wilkins*

**10/20 /2025**

\_\_\_\_\_  
**Program Representative Signature**

\_\_\_\_\_  
**Date**



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   PY2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   10/27   /    /   2025  

General Grant Data		
NOGA No.  DOES-PYAP-2024-03	NOGA Date 12/6/2023-6/30/2025	Purchase Order No. P2354078 P2348063 P2340584 P2337028
Vendor Name, Address, Phone, and Email.  Time For Change 101 Xenia St SE Suite 200 Washington, DC 20020		Department Completing Evaluation. (Include POC Name, phone, and email address  Workforce and Federal Programs Out-of-School Program Carman Wilkins 202.744.4878 Carman.wilkins@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			X		
<b>Quality</b>					
Quality of services or product provided			X		

Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule			X		
Response time to requests			X		
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)			X		
Customer service to DOES Staff and program participants			X		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
48,250	48,250	0	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	0	
Number of Participant Referred to training	0	
Number of Participants Served	0	
Number of Participants Enrolled	0	
Number of Participant who Completed the program	0	
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	0	

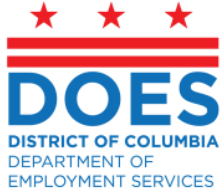
Number of Active Participants		
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Program was unable to completely provide Certification due to ongoing issues with Dept of Health with participants scheduling for testing. Program did not receive any participants during this quarter due to awaiting for 2<sup>nd</sup> modification for contract.

*Garman Wilkins*      **10/27/2025**

\_\_\_\_\_  
Program Representative Signature

\_\_\_\_\_  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025\_ QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: \_\_11/\_13/\_2025

General Grant Data		
NOGA No. DOES-CRESP- 2025-02	NOGA Date: September 30, 2024	Purchase Order No. Direct Voucher-\$490,000.00
Vendor Name, Address, Phone and Email Captivate Dr. Tony Johnson <a href="mailto:Tony.johnson@dccaptivate.com">Tony.johnson@dccaptivate.com</a> 202-302-6202		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					

Adherence to project schedule					
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format					X
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					NA
Customer service to DOES Staff and program participants					X

<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>
\$490,000.00(page 1 of NOGA)	\$490,000.00	0	100%

<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	60	50 (PAGE 4 of NOGA)
Number of Participant Referred to training	60	50
Number of Participants Served	60	50
Number of Participants Enrolled	60	50
Number of Participant who Completed the program	56	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	56	50
Number of Active Participants	56	50

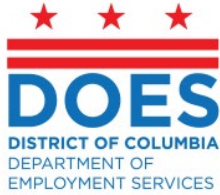
**Ashley Green**

\_\_\_\_\_  
Program Representative Signature

11-18-2025  
Date







**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-CRESP-2025-03	June 23, 2025	PO2365169
Vendor Name, Address, Phone and Email Center for Innovation, Research, Transformation in Education Cedric Thompson 529 14th St, NW Suite 718, Washington, D.C 20045 (202) 730-8980 cedric.thompson@we-strategies.us		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				✓	
Knowledge about the work performed				✓	
<b>Quality</b>					
Quality of services or product provided				✓	
Quality and accuracy of invoices and reports				✓	

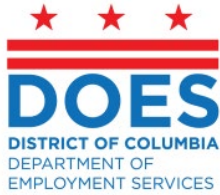
Overall reliability				✓	
<b>Timely Performance</b>					
Adherence to project schedule				✓	
Response time to requests				✓	
Response time to questions and performance problems				✓	
Timely submission of invoices, reports, and other required documentation in the proper format				✓	
Product or Services delivered on time based on the requirements of the contract				✓	
<b>Effective Management</b>					
Attendance to required program meetings				✓	
Adequate materials to perform the service or to deliver the product				✓	
Achievement of outcomes or measurements outlined in the contract				✓	
Management of subcontractors (if applicable)				✓	
Customer service to DOES Staff and program participants				✓	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$25,000	\$25,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participant Referred to training	25	25
Number of Participants Served	25	25
Number of Participants Enrolled	25	25
Number of Participant who Completed the program	25	25
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	25	25

*Jameah Peters*  
\_\_\_\_\_  
Program Representative Signature

11/17/2025  
\_\_\_\_\_  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   25   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10/22/2025

General Grant Data		
NOGA No.  2025 DOES Public Service Apprenticeship-1	NOGA Date: 7/24/2025	Purchase Order No.
Vendor Name, Address, Phone and Email <b>Cedric Thompson</b> Chief Executive Officer 529 14 <sup>th</sup> Street, NW Washington, DC 20005 <a href="mailto:cedric.thompson@we-strategies.us">cedric.thompson@we-strategies.us</a> 202.730.8980		Department Completing Evaluation (including POC, Name, phone, and email address <b>Michael Taylor</b> Associate Director 4058 Minnesota Ave., NE Washington, DC 20017

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				x	
Knowledge about the work performed				x	
<b>Quality</b>					

Quality of services or product provided				X	
Quality and accuracy of invoices and reports				X	
Overall reliability				X	
<b>Timely Performance</b>					
Adherence to project schedule			X		
Response time to requests				X	
Response time to questions and performance problems				X	
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract				X	
<b>Effective Management</b>					
Attendance to required program meetings				X	
Adequate materials to perform the service or to deliver the product				X	
Achievement of outcomes or measurements outlined in the contract				X	
Management of subcontractors (if applicable)				X	
Customer service to DOES Staff and program participants				X	

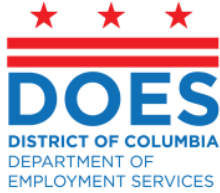
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	20	20
Number of Participant Referred to training	20	20
Number of Participants Served	18	20
Number of Participants Enrolled	18	20
Number of Participant who Completed the program	N/A	20
Number of Participants that Achieved an Outcome	18	20

(i.e. Credentials, Employment, Post-Secondary Education, Advance Training)		
Number of Active Participants	18	20

\_\_\_\_\_  
**Program Representative Signature**

\_\_\_\_\_  
**Date**



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11/12/2025

General Grant Data		
NOGA No. DOES-CRESP 2025-03	NOGA Date: September 27, 2024	Purchase Order No. Direct Voucher-\$435,000.00 P236322-\$105,000.00
Vendor Name, Address, Phone and Email The College Gurl Foundation Jessica Brown <a href="mailto:collegegurljb@gmail.com">collegegurljb@gmail.com</a> 908-930-0200		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green <a href="mailto:Ashley.green4@dc.gov">Ashley.green4@dc.gov</a>

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports					X
Overall reliability					X



<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					N/A
Customer service to DOES Staff and program participants					X

<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>
\$540,000.00(page 1 of MOD)	\$540,000.00	0	100%

<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	72	55 (page 4)
Number of Participant Referred to training	72	55
Number of Participants Served	72	55
Number of Participants Enrolled	72	55
Number of Participant who Completed the program	61	55
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	61	55
Number of Active Participants	61	55

**Ashley Green**

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**Program Representative Signature**

**11-18-2025**

**Date**



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 06 / 25

General Grant Data		
NOGA No. DOES-MBYLI Futurepreneurs-01	NOGA Date: <b>04/07/2025</b>	Purchase Order No. <b>P2362665</b>
Vendor Name, Address, Phone and Email College Gurl Foundation 3910 Georgia Avenue, NW Washington, DC 20011		Department Completing Evaluation (including POC, Name, phone, and email address) Ciara Boderick-Hager ciara.boderick@dc.gov 202-724-5131

**PERFORMANCE RATING DESCRIPTION**

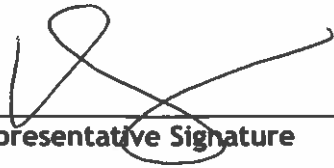
<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge about the work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quality</b>					
Quality of services or product provided	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality and accuracy of invoices and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Timely Performance</b>					
Adherence to project schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response time to requests	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response time to questions and performance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely submission of invoices, reports, and other required documentation in the proper format	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product or Services delivered on time based on the requirements of the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Effective Management</b>					
Attendance to required program meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate materials to perform the service or to deliver the product	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievement of outcomes or measurements outlined in the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of subcontractors (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service to DOES Staff and program participants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000.00	\$50,000.00	\$0.00	100%

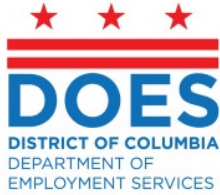
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	20	
Number of Participant Referred to training	20	
Number of Participants Served	20	
Number of Participants Enrolled	20	
Number of Participant who Completed the program	19	
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	19	
Number of Active Participants	19	

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Program Representative Signature

11/10/25

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-15	June 17, 2021	P2364246
Vendor Name, Address, Phone and Email Dance Institute of Washington 3400 14th St NW, Washington D.C 20010 (202) 371-9656 Development@danceinstitute.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	30	30
Number of Participant Referred to training	30	30
Number of Participants Served	14	30
Number of Participants Enrolled	30	30
Number of Participant who Completed the program	14	30
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	14	30

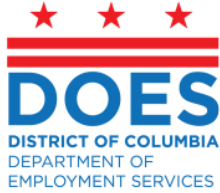
*Jameah Peters*

Program Representative Signature

11/17/2025

Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11/13/2025

General Grant Data		
NOGA No. DOES-CRESP 2025-11	NOGA Date: September 27, 2024	Purchase Order No. Direct Voucher-\$140,000.00
Vendor Name, Address, Phone and Email Excellence Through Opportunity Carletta Fellows <a href="mailto:cfellows@excelthruopp.com">cfellows@excelthruopp.com</a> 301-580-3983		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					

Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format					X
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					NA
Customer service to DOES Staff and program participants					X

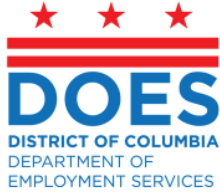
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$140,000.00	\$140,000.00	0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	21	20 (page 4)
Number of Participant Referred to training	21	20
Number of Participants Served	21	20
Number of Participants Enrolled	21	20
Number of Participant who Completed the program	19	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	19	20
Number of Active Participants	19	20

Ashley Green  
Program Representative Signature

11-18-2025  
Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  13  /  2025  

General Grant Data		
NOGA No. DOES-CRESP 2025-04	NOGA Date: September 27, 2025	Purchase Order No. Direct Voucher-\$140,000.00
Vendor Name, Address, Phone and Email IBG Consulting Group Iris Bond-Gill <a href="mailto:iris@ibgconsultinggroup.com">iris@ibgconsultinggroup.com</a> 202-750-5710		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					

Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format					X
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					NA
Customer service to DOES Staff and program participants					X

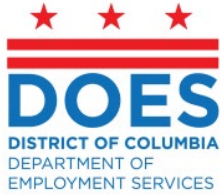
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$140,000.00	\$140,000.00	0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	22	20 (PAGE 4)
Number of Participant Referred to training	22	20
Number of Participants Served	22	20
Number of Participants Enrolled	22	20
Number of Participant who Completed the program	18	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	18	20
Number of Active Participants	18	20

Ashley Green  
Program Representative Signature

11-18-25  
Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-09	June 17, 2021	P2364254
Vendor Name, Address, Phone and Email JMG Productions INC 1455 Pennsylvania Ave NW Suite 400 Washington D.C 20004 (202) 744-1692 Joelle.Goode@JMGProductionsinc.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	125	125
Number of Participant Referred to training	125	125
Number of Participants Served	123	125
Number of Participants Enrolled	125	125
Number of Participant who Completed the program	123	125
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	123	125

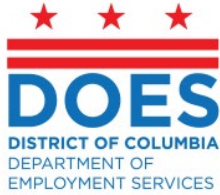


*Jameah Peters*

Program Representative Signature

11/17/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-10	06/15/2021	P2364250
Vendor Name, Address, Phone and Email Kencove Holding 1115 Branch Ave SE Washington, D.C 20019 (202) 744-2884 dawnc@kencovepartners.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

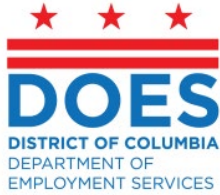
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	40	40
Number of Participant Referred to training	40	40
Number of Participants Served	22	40
Number of Participants Enrolled	40	40
Number of Participant who Completed the program	22	40
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	22	40

*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-18	June 17, 2021	P2364236
Vendor Name, Address, Phone and Email Yaay Me Inc 316 34th Street NE, Washington D.C 20019 (202) 531-7327 admin@yaayme.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

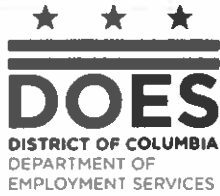
Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participant Referred to training	25	25
Number of Participants Served	17	25
Number of Participants Enrolled	25	25
Number of Participant who Completed the program	17	25
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	17	25

*Jameah Peters*  
\_\_\_\_\_  
Program Representative Signature

11/17/2025  
\_\_\_\_\_  
Date



**District of Columbia  
 Department of Employment Services (DOES)**

**Fiscal Year 2025 QUARTERLY PERFORMANCE EVALUATION**

Quarter 4: July 1, 2025-September 30, 2025

Date Submitted: 10/10/2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WFCP-2024-01	May 22, 2024-May 21, 2025	
Vendor Name, Address, Phone and Email  District Workforce Innovation Consortium C/O Fiscal Agent: BuildWithin, Inc. 900 19th Street NW, 6th Floor Washington, DC 20006 Phone: (202) 577-9317 Email: x@buildwithin.com		Department Completing Evaluation (including POC, name, phone, and email address)  Workforce and Federal Programs Monea Smith, Program Manager <u>monea.smith@dc.gov</u> (240) 909-2857

**PERFORMANCE RATING DESCRIPTION**

5	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
4	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
3	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
2	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
1	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			X		
<b>Quality</b>			X		

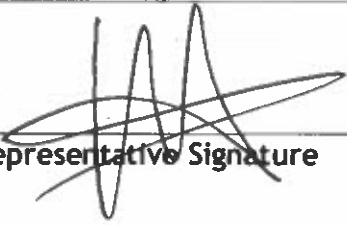


Quality of services or product provided			X		
Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule			X		
Response time to requests			X		
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)					
Customer service to DOES Staff and program participants			X		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
	300,000.00	600,000.00	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	60	60
Number of Participant Referred to training	55	55
Number of Participants Served	53	150
Number of Participants Enrolled	53	53
Number of Participant who Completed the program	49	49
Number of Participants that Achieved an Outcome	47	47

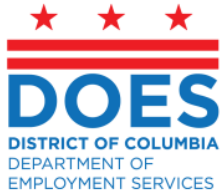
(i.e. Credentials, Employment, Post-Secondary Education, Advance Training)		
Number of Active Participants	0	0



Program Representative Signature

10-10-25

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-02	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  Capital Hill Arts Deb Gottesman, Co-Executive Director The Theatre Lab 545 7 <sup>th</sup> Street SE Washington, DC 20003 (202) 824-0449 deb@theatrelab.org		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed				X	

<b>Quality</b>				
Quality of services or product provided			X	
Quality and accuracy of invoices and reports				X
Overall reliability				X
<b>Timely Performance</b>				
Adherence to project schedule			X	
Response time to requests				X
Response time to questions and performance problems				X
Timely submission of invoices, reports, and other required documentation in the proper format				X
Product or Services delivered on time based on the requirements of the contract				X
<b>Effective Management</b>				
Attendance to required program meetings				X
Adequate materials to perform the service or to deliver the product				X
Achievement of outcomes or measurements outlined in the contract				X
Management of subcontractors (if applicable)				X
Customer service to DOES Staff and program participants				X

<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>
\$18,975.00	\$18,975.00	N/A	

<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	5	5
Number of Participants Referred to training	5	5
Number of Participants Served	5	5
Number of Participants Enrolled	5	5
Number of Participants who Completed the program	5	4.25 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	3	3.75 or 75%

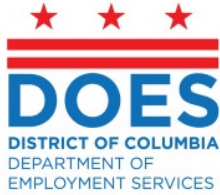
Number of Active Participants	0	0
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*Kevin A. Trussell*

11/20/25

\_\_\_\_\_  
Program Representative Signature

\_\_\_\_\_  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-03	June 16, 2021	P2364554
Vendor Name, Address, Phone and Email The Capstone Group 2211 Douglas Street N.E, Washington D.C 20018 (240) 528-1343 meccaminded@gmail.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participant Referred to training	25	25
Number of Participants Served	19	25
Number of Participants Enrolled	25	25
Number of Participant who Completed the program	19	25
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	19	25

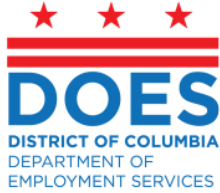
*Jameah Peters*

Program Representative Signature

11/17/2025

Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-08	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  Captivate Perspectives Dr. Tony Johnson, President/CEO The READY Center 3640 Martin Luther King Jr. Ave SE Washington, DC 20032 (202)302-6202 <a href="mailto:Tony.Johnson@dccaptivate.com">Tony.Johnson@dccaptivate.com</a>		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			X		
<b>Quality</b>					
Quality of services or product provided		X			

Quality and accuracy of invoices and reports		X			
Overall reliability		X			
<b>Timely Performance</b>					
Adherence to project schedule		X			
Response time to requests				X	
Response time to questions and performance problems				X	
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract		X			
Management of subcontractors (if applicable)			X		
Customer service to DOES Staff and program participants				X	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$125,000.00	\$125,000.00	N/A	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participants Referred to training	25	25
Number of Participants Served	25	25
Number of Participants Enrolled	25	25
Number of Participants who Completed the program	20	21.25 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	12	18.75 or 75%
Number of Active Participants	0	0

*Kevin A. Trussell*

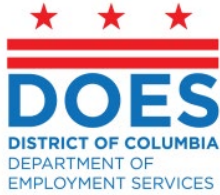
11/20/25

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Program Representative Signature

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Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 15 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Youth Payways-Finance-1	June 18, 2025	P2364960
Vendor Name, Address, Phone and Email Carolina Canyon Corporation 1720 I St NW, Washington, D.C, 20006 813-520-7895 kortney.grant@invest3c.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peterd@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				✓	
Knowledge about the work performed				✓	
<b>Quality</b>					
Quality of services or product provided				✓	
Quality and accuracy of invoices and reports				✓	

Overall reliability				✓	
<b>Timely Performance</b>					
Adherence to project schedule				✓	
Response time to requests				✓	
Response time to questions and performance problems				✓	
Timely submission of invoices, reports, and other required documentation in the proper format				✓	
Product or Services delivered on time based on the requirements of the contract				✓	
<b>Effective Management</b>					
Attendance to required program meetings				✓	
Adequate materials to perform the service or to deliver the product				✓	
Achievement of outcomes or measurements outlined in the contract				✓	
Management of subcontractors (if applicable)				✓	
Customer service to DOES Staff and program participants				✓	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$150,000	\$150,000	0	100%

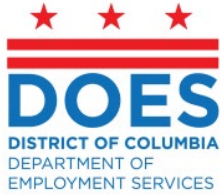
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	20	20
Number of Participant Referred to training	20	20
Number of Participants Served	16	20
Number of Participants Enrolled	20	20
Number of Participant who Completed the program	16	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	16	20

*Jameah Peters*

Program Representative Signature

10/15/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 15 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025 DOES MBSYEP-Literacy Tutoring-1	06/18/2025	P2365158
Vendor Name, Address, Phone and Email Carolina Canyon Corporation 1720 I St NW, Washington, D.C 20006 813-520-7895 kortney.grant@invest3c.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				✓	
Knowledge about the work performed				✓	
<b>Quality</b>					
Quality of services or product provided				✓	
Quality and accuracy of invoices and reports				✓	

Overall reliability				✓	
<b>Timely Performance</b>					
Adherence to project schedule				✓	
Response time to requests				✓	
Response time to questions and performance problems				✓	
Timely submission of invoices, reports, and other required documentation in the proper format				✓	
Product or Services delivered on time based on the requirements of the contract				✓	
<b>Effective Management</b>					
Attendance to required program meetings				✓	
Adequate materials to perform the service or to deliver the product				✓	✓
Achievement of outcomes or measurements outlined in the contract				✓	
Management of subcontractors (if applicable)				✓	
Customer service to DOES Staff and program participants				✓	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$70,000	\$70,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participant Referred to training	25	25
Number of Participants Served	22	25
Number of Participants Enrolled	25	25
Number of Participant who Completed the program	22	25
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	22	25

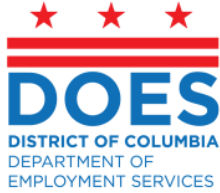


*Jameah Peters*

Program Representative Signature

10/15/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-04	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  Carolina Canyon Kortney Grant, President 1720 I St NW Washington, DC 20006 (813) 520-7895 <a href="mailto:Kortney.Grant@invest3c.com">Kortney.Grant@invest3c.com</a>		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					x
Knowledge about the work performed					x
<b>Quality</b>					
Quality of services or product provided					x

Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)					X
Customer service to DOES Staff and program participants					X

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$125,000.00	\$125,000.00	N/A	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participants Referred to training	25	25
Number of Participants Served	25	25
Number of Participants Enrolled	25	25
Number of Participants who Completed the program	25	21.25 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	14	18.75 or 75%
Number of Active Participants	0	0

*Kevin A. Trussell*

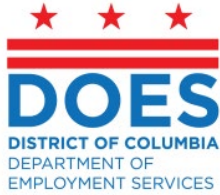
11/20/25

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Program Representative Signature

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Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-05	06/16/2021	P2364252
Vendor Name, Address, Phone and Email Children & Charity International 1614 17th Street NW # 306 Washington D.C 2009 202-701-4479 marilynj2@prodigy.net		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

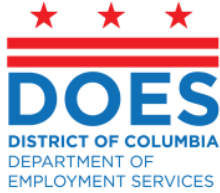
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	75	75
Number of Participant Referred to training	75	75
Number of Participants Served	74	75
Number of Participants Enrolled	75	75
Number of Participant who Completed the program	74	75
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	74	75

*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11/12/2025

General Grant Data		
NOGA No. DOES-CRESP 2025-03(from MOD)	NOGA Date: September 26, 2024	Purchase Order No. Direct Voucher- \$350,000.00 P2363621-\$210,000.00
Vendor Name, Address, Phone and Email  Center for Innovation Research and Transformation in Education (CITRE)- The CHART Academy Cedric Thompson Cedric.thompson@we-strategies.us		Department Completing Evaluation (including POC, Name, phone, and email address  Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports					X
Overall reliability					X



<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					NA
Customer service to DOES Staff and program participants					X

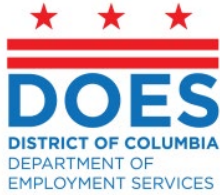
<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>
\$560,000.00	\$560,000.00	\$0	100%

<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	91	50 (page 4 of NOGA)
Number of Participant Referred to training	91	50
Number of Participants Served	91	50
Number of Participants Enrolled	91	50
Number of Participant who Completed the program	73	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	73	50
Number of Active Participants	73	50

Ashley Green  
Program Representative Signature

11/18/2025  
Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 15 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Empowered Youth-1	06/17/2025	P2364961
Vendor Name, Address, Phone and Email The College Gurl Foundation 3910 Georgia Ave, NW, Washington, D.C 20011 202-699-1558 collegegurljb@gmail.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				✓	
Knowledge about the work performed				✓	
<b>Quality</b>					
Quality of services or product provided				✓	
Quality and accuracy of invoices and reports				✓	

Overall reliability				✓	
<b>Timely Performance</b>					
Adherence to project schedule				✓	
Response time to requests				✓	
Response time to questions and performance problems				✓	
Timely submission of invoices, reports, and other required documentation in the proper format				✓	
Product or Services delivered on time based on the requirements of the contract				✓	
<b>Effective Management</b>					
Attendance to required program meetings				✓	
Adequate materials to perform the service or to deliver the product				✓	
Achievement of outcomes or measurements outlined in the contract				✓	
Management of subcontractors (if applicable)				✓	
Customer service to DOES Staff and program participants				✓	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$160,000	\$160,000	\$0	100%

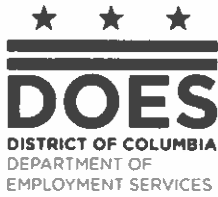
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	50	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	50	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	50	50

*Jameah Peters*

Program Representative Signature

10/15/2025

Date



**District of Columbia  
 Department of Employment Services (DOES)**

**Fiscal Year 2025 QUARTERLY PERFORMANCE EVALUATION**

Quarter 4: July 1, 2025-September 30, 2025

Date Submitted: 10 / 10 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-P.O.W.E.R.-2024-02	April 9, 2024-September 30, 2025	P2344452
Vendor Name, Address, Phone and Email		Department Completing Evaluation (including POC, Name, phone, and email address)
Constituent Services Worldwide Public Benefit Corporation 201 Massachusetts Avenue NE, B-1 Washington, DC 20002 <u>robert.jordan@cswpbc.org</u> (202) 798-5914		Workforce and Federal Programs Monea Smith, Program Manager <u>monea.smith@dc.gov</u> (240) 909-2857

**PERFORMANCE RATING DESCRIPTION**

5	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
4	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
3	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
2	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
1	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			X		
Knowledge about the work performed			X		
<b>Quality</b>					
Quality of services or product provided			X		

Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule		X			
Response time to requests			X		
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)					
Customer service to DOES Staff and program participants			X		

<b>Financial Report</b>			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
	31,500.00		

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	0	
Number of Participant Referred to training	0	
Number of Participants Served	0	50
Number of Participants Enrolled	0	
Number of Participant who Completed the program	0	
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	0	

Number of Active Participants



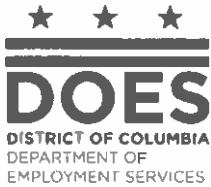
A handwritten signature in black ink, consisting of several overlapping loops and a vertical stroke, positioned above a horizontal line.

Program Representative Signature

10-10-25

Date





**District of Columbia**  
**Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 06 / 25

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-College Tour 2025-01	03/18/2025	P2362129
Vendor Name, Address, Phone and Email Dolls and Dreams Inc 1231 B Good Hope Road, SE Washington, DC 20020		Department Completing Evaluation (including POC, Name, phone, and email address Ciara Boderick-Hager ciara.boderick@dc.gov 202-724-5131

**PERFORMANCE RATING DESCRIPTION**

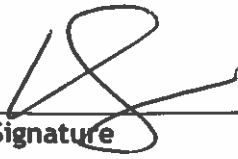
5	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
4	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
3	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
2	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
1	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge about the work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Quality</b>					
Quality of services or product provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quality and accuracy of invoices and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

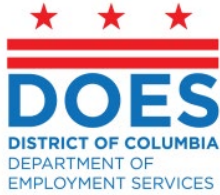
Overall reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Timely Performance</b>					
Adherence to project schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Response time to requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Response time to questions and performance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Timely submission of invoices, reports, and other required documentation in the proper format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Product or Services delivered on time based on the requirements of the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Effective Management</b>					
Attendance to required program meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adequate materials to perform the service or to deliver the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Achievement of outcomes or measurements outlined in the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Management of subcontractors (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customer service to DOES Staff and program participants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$120,000.00	\$120,000.00	\$0.00	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	40	
Number of Participant Referred to training	40	
Number of Participants Served	32	
Number of Participants Enrolled	32	
Number of Participant who Completed the program	32	
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	32	
Number of Active Participants	32	

  
\_\_\_\_\_  
Program Representative Signature

11/12/25  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-06	06/16/2021	P2364245
Vendor Name, Address, Phone and Email Dramatic Solutions INC 719 31st St SE Washington D.C 20019 (202) 438-6985 dramadoctors01@gmail.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$100,000	\$100,000	\$0	100%

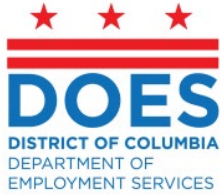
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	100	100
Number of Participant Referred to training	100	100
Number of Participants Served	48	100
Number of Participants Enrolled	100	100
Number of Participant who Completed the program	48	100
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	48	100

*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-07	10/16/2025	P2364251
Vendor Name, Address, Phone and Email Echelon Community Services 5009 E Capitol St SE Unit 3 Washington, D.C 2019 301-213-4626 smattress@echeloncommunityservice.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	40	40
Number of Participant Referred to training	40	40
Number of Participants Served	31	40
Number of Participants Enrolled	40	40
Number of Participant who Completed the program	31	40
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	NA/	N/A
Number of Active Participants	31	40



*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 06 / 25

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-MBYLI Futurepreneurs-01	04/07/2025	P2362665
Vendor Name, Address, Phone and Email		Department Completing Evaluation (including POC, Name, phone, and email address)
College Gurl Foundation 3910 Georgia Avenue, NW Washington, DC 20011		Ciara Boderick-Hager ciara.boderick@dc.gov 202-724-5131

**PERFORMANCE RATING DESCRIPTION**

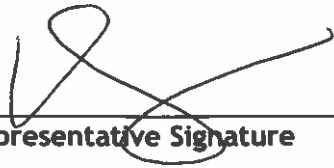
5	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
4	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
3	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
2	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
1	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge about the work performed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Quality</b>					
Quality of services or product provided	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality and accuracy of invoices and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Timely Performance</b>					
Adherence to project schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response time to requests	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response time to questions and performance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely submission of invoices, reports, and other required documentation in the proper format	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Product or Services delivered on time based on the requirements of the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Effective Management</b>					
Attendance to required program meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate materials to perform the service or to deliver the product	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achievement of outcomes or measurements outlined in the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of subcontractors (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service to DOES Staff and program participants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000.00	\$50,000.00	\$0.00	100%

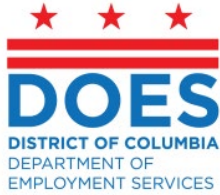
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	20	
Number of Participant Referred to training	20	
Number of Participants Served	20	
Number of Participants Enrolled	20	
Number of Participant who Completed the program	19	
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	19	
Number of Active Participants	19	

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Program Representative Signature

11/10/25

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-08	06/15/2021	P2364807
Vendor Name, Address, Phone and Email Honor U Performance Arts 1301 Whittier PI NW, Washington D.C 20012 (202) 607-8786 la@honorupaa.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

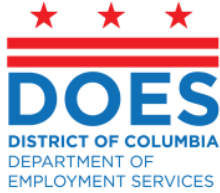
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	34	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	34	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	NA/	N/A
Number of Active Participants	34	50

*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 2024-2025 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11/13/2025

General Grant Data		
NOGA No. DOES-CRESP 2025-08	NOGA Date: September 27, 2024	Purchase Order No. Direct Voucher-\$140,000.00
Vendor Name, Address, Phone and Email Horton's Kids Erica Ahdoot <a href="mailto:erica@hortonskids.org">erica@hortonskids.org</a> 202-544-5033		Department Completing Evaluation (including POC, Name, phone, and email address Ashley Green Ashley.green4@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				X	
Knowledge about the work performed					X
<b>Quality</b>					
Quality of services or product provided					X
Quality and accuracy of invoices and reports				X	
Overall reliability				X	
<b>Timely Performance</b>					



Adherence to project schedule				X	
Response time to requests				X	
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract				X	
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					NA
Customer service to DOES Staff and program participants					X

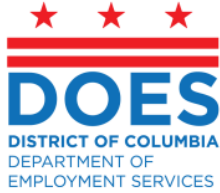
Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$140,000.00	\$140,000.00	0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	22	20 (page 4)
Number of Participant Referred to training	22	20
Number of Participants Served	22	20
Number of Participants Enrolled	22	20
Number of Participant who Completed the program	20	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	20	20
Number of Active Participants	20	20

Ashley Green  
Program Representative Signature

11-18-25  
Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-07	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  IBG Consulting Group Iris Bond-Gill, CEO 200 Massachusetts Ave NW Washington, DC 20001 (202) 750-5710 iris@ibgconsultinggroup.com		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			x		
Knowledge about the work performed					x
<b>Quality</b>					
Quality of services or product provided				x	

Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					X
Customer service to DOES Staff and program participants					X

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$125,000.00	\$125,000.00	N/A	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	30	30
Number of Participants Referred to training	30	30
Number of Participants Served	30	30
Number of Participants Enrolled	30	30
Number of Participants who Completed the program	30	25.50 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	17	22.50 or 75%
Number of Active Participants	0	0

*Kevin A. Trussell*

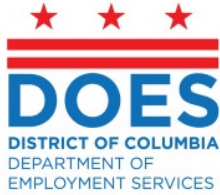
11/20/25

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Program Representative Signature

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Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2026

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Youth Explorer-1	06/17/2025	P2364956
Vendor Name, Address, Phone and Email JMG Productions INC 1455 Pennsylvania Ave NW Suite 400 Washington D.C 20004 (202) 744-1692 Joelle.Goode@JMGProductionsinc.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	34	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	34	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	NA/	N/A
Number of Active Participants	34	50

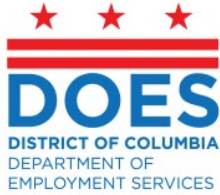
*Jameah Peters*

Program Representative Signature

10/16/2025

Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 11 / 17 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-JRT-2025-05	June 23, 2025	P2365231
Vendor Name, Address, Phone and Email KBEC Group Inc 3230 Pennsylvania Ave, S.E, Suite 200 Washington D.C 20020 (202) 590-8388 khhjelks@kbecgroup.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$20,000	\$20,000	\$0	100%

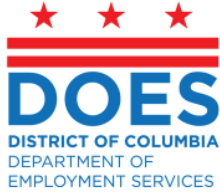
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	20	20
Number of Participant Referred to training	20	20
Number of Participants Served	1	20
Number of Participants Enrolled	20	20
Number of Participant who Completed the program	1	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	1	20

*Jameah Peters*

Program Representative Signature

11/17/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-06	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  The MINT Project Michael Wallace, President Covenant House 2001 Mississippi Ave SE Washington, DC 20020 202-552-1664 join@mintproject.org		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Knowledge</b>					
Knowledge about the contract and services provided	x				
Knowledge about the work performed	x				
<b>Quality</b>					
Quality of services or product provided	x				

Quality and accuracy of invoices and reports		X			
Overall reliability		X			
<b>Timely Performance</b>					
Adherence to project schedule		X			
Response time to requests		X			
Response time to questions and performance problems		X			
Timely submission of invoices, reports, and other required documentation in the proper format		X			
Product or Services delivered on time based on the requirements of the contract		X			
<b>Effective Management</b>					
Attendance to required program meetings		X			
Adequate materials to perform the service or to deliver the product		X			
Achievement of outcomes or measurements outlined in the contract		X			
Management of subcontractors (if applicable)		X			
Customer service to DOES Staff and program participants		X			

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$125,000.00	\$125,000.00	N/A	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participants Referred to training	24	25
Number of Participants Served	24	25
Number of Participants Enrolled	24	25
Number of Participants who Completed the program	23	21.25 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	10	18.75 or 75%
Number of Active Participants	0	0

*Kevin A. Trussell*

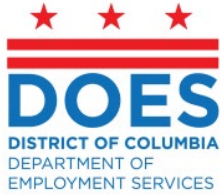
11/20/25

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Program Representative Signature

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Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Youth Explorer-3	06/17/2025	P2364963
Vendor Name, Address, Phone and Email Mommass Safe Haven 3227 Dubois PI SE Washington D.C 20019 (202) 315-9095 info@mommassafehaven.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	36	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	36	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	36	50

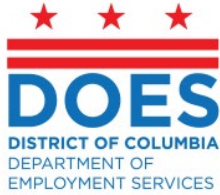


*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Youth Explorer-4	06/17/2025	P2364962
Vendor Name, Address, Phone and Email The Simmons Advantage 3000 Town Center, Suite 40 Southfield, MI 48075 (313)205-7788 ksimmons@simmonsadvantage.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

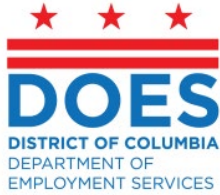
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	29	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	29	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	29	50

*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-14	06/17/2021	P2364555
Vendor Name, Address, Phone and Email Solutions By SF 4945 Sargent Rd NE #304 Washington, D.C 20017 (202) 798-2984 shermica@solutionsbysf.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

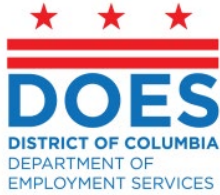
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	30	30
Number of Participant Referred to training	30	30
Number of Participants Served	12	30
Number of Participants Enrolled	30	30
Number of Participant who Completed the program	12	30
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	12	30

*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 15 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Youth Explorer-2	July 17, 2025	P2364817
Vendor Name, Address, Phone and Email Tsunami Hair Studio 4248 Benning Rd NE, Washington D.C 20019 202-498-1299 tsunamihairstudio@gmail.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				✓	
Knowledge about the work performed				✓	
<b>Quality</b>					
Quality of services or product provided				✓	
Quality and accuracy of invoices and reports				✓	



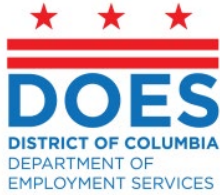
Overall reliability				✓	
<b>Timely Performance</b>					
Adherence to project schedule				✓	
Response time to requests				✓	
Response time to questions and performance problems				✓	
Timely submission of invoices, reports, and other required documentation in the proper format				✓	
Product or Services delivered on time based on the requirements of the contract				✓	
<b>Effective Management</b>					
Attendance to required program meetings				✓	
Adequate materials to perform the service or to deliver the product				✓	
Achievement of outcomes or measurements outlined in the contract				✓	
Management of subcontractors (if applicable)				✓	
Customer service to DOES Staff and program participants				✓	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	41	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	41	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	41	50

*Jameah Peters*  
\_\_\_\_\_  
Program Representative Signature

10/15/2025  
\_\_\_\_\_  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Youth Explorer-5	06/18/2025	P2365166
Vendor Name, Address, Phone and Email Youth Entrepreneur Institute 1231 Good Hope Rd SE Suite B Washington, D.C 20020 (202) 930-7574 tcrump@yeidc.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$50,000	\$50,000	\$0	100%

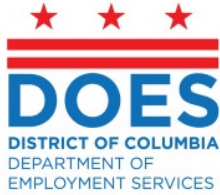
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	50	50
Number of Participant Referred to training	50	50
Number of Participants Served	36	50
Number of Participants Enrolled	50	50
Number of Participant who Completed the program	36	50
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	36	50

*Jameah Peters*

Program Representative Signature

10/16/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 16 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
DOES-WRGI-2021-19	06/17/2021	P2364237
Vendor Name, Address, Phone and Email Youth Entrepreneur Institute 1231 Good Hope Rd SE Suite B Washington, D.C 20020 (202) 930-7574 tcrump@yeidc.org		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided			✓		
Knowledge about the work performed			✓		
<b>Quality</b>					
Quality of services or product provided			✓		
Quality and accuracy of invoices and reports			✓		

Overall reliability			✓		
<b>Timely Performance</b>					
Adherence to project schedule			✓		
Response time to requests			✓		
Response time to questions and performance problems			✓		
Timely submission of invoices, reports, and other required documentation in the proper format			✓		
Product or Services delivered on time based on the requirements of the contract			✓		
<b>Effective Management</b>					
Attendance to required program meetings			✓		
Adequate materials to perform the service or to deliver the product			✓		
Achievement of outcomes or measurements outlined in the contract			✓		
Management of subcontractors (if applicable)			✓		
Customer service to DOES Staff and program participants			✓		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$100,000	\$100,000	\$0	100%

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	130	130
Number of Participant Referred to training	130	130
Number of Participants Served	126	130
Number of Participants Enrolled	130	130
Number of Participant who Completed the program	126	130
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	126	130

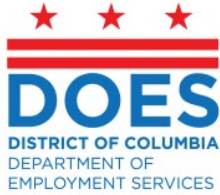
*Jameah Peters*

Program Representative Signature

10/16/2025

Date





**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year 25 QUARTERLY PERFORMANCE EVALUATION**

Date Submitted: 10 / 15 / 2025

General Grant Data		
NOGA No.	NOGA Date:	Purchase Order No.
2025-MBSYEP-Youth Pathways- Healthcare- 1	06/18/2025	P2364958
Vendor Name, Address, Phone and Email Malcolm Woodland 1231B Marion Barry Ave SE, Washington, D.C 20020 302-540-9895 hwoodland@gmail.com		Department Completing Evaluation (including POC, Name, phone, and email address Department of Employment Services Jameah Peters 202-519-3330 jameah.peters@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				✓	
Knowledge about the work performed				✓	
<b>Quality</b>					
Quality of services or product provided				✓	
Quality and accuracy of invoices and reports				✓	

Overall reliability				✓	
<b>Timely Performance</b>					
Adherence to project schedule				✓	
Response time to requests				✓	
Response time to questions and performance problems				✓	
Timely submission of invoices, reports, and other required documentation in the proper format				✓	
Product or Services delivered on time based on the requirements of the contract				✓	
<b>Effective Management</b>					
Attendance to required program meetings				✓	
Adequate materials to perform the service or to deliver the product				✓	
Achievement of outcomes or measurements outlined in the contract				✓	
Management of subcontractors (if applicable)				✓	
Customer service to DOES Staff and program participants				✓	

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$150,000	\$150,000	\$0	100%

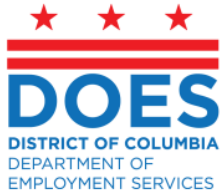
Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	20	20
Number of Participant Referred to training	20	20
Number of Participants Served	20	20
Number of Participants Enrolled	20	20
Number of Participant who Completed the program	20	20
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	N/A	N/A
Number of Active Participants	20	20

*Jameah Peters*

Program Representative Signature

10/15/2025

Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-03	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  Center for Innovation, Research, and Transformation in Education (CIRTE) DbA The Chart Academy Cedric Thompson, CEO National Press Building 529 14 <sup>th</sup> St NW, Ste 460 Washington, DC 20045 202-730-8980 Cedric.thompson@we-strategies.us		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Knowledge</b>					
Knowledge about the contract and services provided				X	
Knowledge about the work performed					X

<b>Quality</b>					
Quality of services or product provided				X	
Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format					X
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract					X
Management of subcontractors (if applicable)					X
Customer service to DOES Staff and program participants					X

<b>Financial Report</b>			
<b>Purchase Order Amount</b>	<b>Invoice Amount</b>	<b>Amount Left to Invoice</b>	<b>Spend Rate</b>
\$125,000.00	\$125,000.00	N/A	

<b>Performance/Outcome Data</b> (if applicable to the contract or grant)	<b>Actual</b>	<b>Goal Established in the Contract</b>
Number of Participants Referred	25	25
Number of Participants Referred to training	25	25
Number of Participants Served	25	25
Number of Participants Enrolled	25	25
Number of Participants who Completed the program	24	21.25 or 85%
Number of Participants that Achieved an Outcome	12	18.75 or 75%

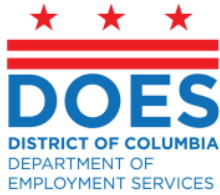
(i.e. Credentials, Employment, Post-Secondary Education, Advance Training)		
Number of Active Participants	0	0

*Kevin A. Trussell*

11/20/25

\_\_\_\_\_  
Program Representative Signature

\_\_\_\_\_  
Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-01	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  Capitol Youth Empowerment Program(CYEP) Erick King, Executive Director Covenant House 2001 Mississippi Ave SE Washington, DC 20020 202-321-8704 eking@cyep.org		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					
					X

Quality of services or product provided					
Quality and accuracy of invoices and reports					X
Overall reliability					X
<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract				X	
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract				X	
Management of subcontractors (if applicable)					X
Customer service to DOES Staff and program participants					X

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$125,000.00	\$125,000.00	N/A	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	20	20
Number of Participants Referred to training	20	20
Number of Participants Served	20	20
Number of Participants Enrolled	20	20
Number of Participants who Completed the program	20	17 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	9	15 or 75%
Number of Active Participants	0	0



*Kevin A. Trussell*

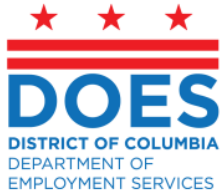
11/20/25

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Program Representative Signature

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Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-05	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  KBEC Kimberly Hood-Berry Jelks, President 3230 Pennsylvania Ave SE Washington, DC 20020 (202)590-8388 khhjelks@kbecgroup.com		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided				X	
Knowledge about the work performed				X	
<b>Quality</b>					
			X		

Quality of services or product provided					
Quality and accuracy of invoices and reports			X		
Overall reliability			X		
<b>Timely Performance</b>					
Adherence to project schedule			X		
Response time to requests			X		
Response time to questions and performance problems			X		
Timely submission of invoices, reports, and other required documentation in the proper format			X		
Product or Services delivered on time based on the requirements of the contract			X		
<b>Effective Management</b>					
Attendance to required program meetings			X		
Adequate materials to perform the service or to deliver the product			X		
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)			X		
Customer service to DOES Staff and program participants			X		

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$125,000.00	\$125,000.00	N/A	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participants Referred to training	25	25
Number of Participants Served	25	25
Number of Participants Enrolled	25	25
Number of Participants who Completed the program	24	21.25 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	8	18.75 or 75%
Number of Active Participants	0	0

*Kevin A. Trussell*

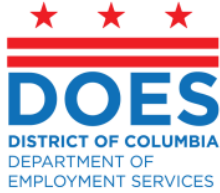
11/20/25

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Program Representative Signature

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Date



**District of Columbia  
Department of Employment Services (DOES)**

**Fiscal Year   2025   QUARTERLY PERFORMANCE EVALUATION**

Date Submitted:   11  /  20  /  25  

General Grant Data		
NOGA No. DOES-JRT 2025-09	NOGA Date: 09/30/2024	Purchase Order No.
Vendor Name, Address, Phone and Email  Marshall Heights Community Development Organization, Inc. Blythe Patenaude, Director of Business Development 3732 Minnesota Ave, NE Washington, DC 20019 (202)386-0906 bpatenaude@mhcdco.org		Department Completing Evaluation (including POC, Name, phone, and email address  The Division of State Initiatives Kevin Trussell, Associate Director (202) 698-4960 kevin.trussell@dc.gov

**PERFORMANCE RATING DESCRIPTION**

<b>5</b>	<b>Outstanding</b>	Performance is consistently superior (Please include details and/or supporting documentation)
<b>4</b>	<b>Exceeds Expectations</b>	Performance is routinely above contract/grant requirements and/or product specifications
<b>3</b>	<b>Meets Expectations</b>	Performance is regularly in compliance with requirements, specifications, regulations and standards provided by the agency
<b>2</b>	<b>Below Expectations</b>	Performance fails to meet contract requirements on a frequent basis (Please include details and/or supporting documentation)
<b>1</b>	<b>Unsatisfactory</b>	Performance is consistently unacceptable (Please include details and/or supporting documentation)

	1	2	3	4	5
<b>Knowledge</b>					
Knowledge about the contract and services provided					X
Knowledge about the work performed					X
<b>Quality</b>					

Quality of services or product provided					X
Quality and accuracy of invoices and reports				X	
Overall reliability					X
<b>Timely Performance</b>					
Adherence to project schedule					X
Response time to requests					X
Response time to questions and performance problems					X
Timely submission of invoices, reports, and other required documentation in the proper format				X	
Product or Services delivered on time based on the requirements of the contract					X
<b>Effective Management</b>					
Attendance to required program meetings					X
Adequate materials to perform the service or to deliver the product					X
Achievement of outcomes or measurements outlined in the contract			X		
Management of subcontractors (if applicable)					X
Customer service to DOES Staff and program participants					X

Financial Report			
Purchase Order Amount	Invoice Amount	Amount Left to Invoice	Spend Rate
\$125,000.00	\$125,000.00	N/A	

Performance/Outcome Data (if applicable to the contract or grant)	Actual	Goal Established in the Contract
Number of Participants Referred	25	25
Number of Participants Referred to training	25	25
Number of Participants Served	25	25
Number of Participants Enrolled	25	25
Number of Participants who Completed the program	22	21.25 or 85%
Number of Participants that Achieved an Outcome (i.e. Credentials, Employment, Post-Secondary Education, Advance Training)	8	18.75 or 75%
Number of Active Participants	0	0

*Kevin A. Trussell*

11/20/25

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Program Representative Signature

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Date

## Q57 DOES POH 2026

Position Number	Title	Date Vacated	Days Vacant	Hiring Status
00024336	Unemploy. Comp. Claims Officer	06/29/25	205	Revising job posting
00010226	Program Analyst	07/16/22	1284	Tentative Selection Made
00099319	AUDITOR	10/05/25	107	Updating Question Set for Posting
00073476	Auditor	07/14/24	555	Candidate Selection Made
00046186	Auditor	03/08/25	318	Hiring Packet Being Finalized
00077359	Auditor	03/14/25	312	Tentative Selection Made
00086094	Program Analyst	09/08/24	499	Candidate Selection Made
00038416	Supervisory Program Manager	12/28/25	23	Pending Program
00007240	Program Analyst	10/16/25	96	Hiring Packet Being Finalized
00083192	Program Analyst	09/11/25	131	Screening Resumes
00038419	Program Analyst	04/05/25	290	Screening Resumes
00008799	Staff Assistant	12/11/25	40	Pending Program
00105928	Workforce Development Spec.	09/07/25	135	Hiring Packet Being Finalized
00102612	Assoc. Director Unempl. Comp.	05/18/24	612	Pending Program
00104623	Assoc. Director Unempl. Comp.	09/21/25	121	Pending DCHR
00001206	Unemployment Tax Officer	01/11/26	9	Conducting Interviews
00047931	HEARING APPEALS EXAMINER	09/22/24	485	Pending Program
00017943	Public Affairs Specialist	10/04/25	108	Awaiting Posting
00047304	Supvy Unemp Comp Claims Exam.	11/16/25	65	Pending Program
00051471	Supvy Unemp Comp Claims Exam.	01/15/26	5	Pending Program
00102624	Unemployment Compensation Busi	08/01/25	172	Tentative Selection Made
00015819	Adjudication Specialist	10/03/25	109	Pending Program
00097100	Program Analyst	09/12/25	130	Pending Program
00000468	Unemployment Tax Examiner	10/05/25	107	Pending PD Reclassification
00014179	Unemployment Tax Examiner	10/29/25	83	Pending PD Reclassification
00101869	Program Support Specialist	07/27/25	177	Pending Program
00051467	Program Support Specialist	12/09/25	42	Pending Program
00084775	UNEMPLOYMENT COMPENSATION CLAI	08/10/24	528	Screening Resumes
00051464	UNEMPLOYMENT COMPENSATION CLAI	06/15/25	219	Pending Program
00101812	UNEMPLOYMENT COMPENSATION CLAI	06/15/25	219	Screening Resumes
00051473	UNEMPLOYMENT COMPENSATION CLAI	05/15/25	250	Pending Program
00051459	UNEMPLOYMENT COMPENSATION CLAI	08/13/25	160	Screening Resumes
00051460	UNEMPLOYMENT COMPENSATION CLAI	08/05/25	168	Pending Program
00051483	UNEMPLOYMENT COMPENSATION CLAI	08/10/25	163	Screening Resumes
00051461	UNEMPLOYMENT COMPENSATION CLAI	08/09/25	164	Tentative EOD 1/25/26
00101807	UNEMPLOYMENT COMPENSATION CLAI	07/19/25	185	Pending Program
00046448	UNEMPLOYMENT COMPENSATION CLAI	08/10/25	163	Pending Program
00048756	UNEMPLOYMENT COMPENSATION CLAI	09/21/25	121	Pending Program
00027229	UNEMPLOYMENT COMPENSATION CLAI	02/25/25	329	Pending DCHR
00085661	UNEMPLOYMENT COMPENSATION CLAI	10/23/25	89	Pending Program
00042680	UNEMPLOYMENT COMPENSATION CLAI	11/15/25	66	Pending Program
00102611	UNEMPLOYMENT COMPENSATION CLAI	08/19/25	154	Pending Program
00009451	UNEMPLOYMENT COMPENSATION CLAI	01/11/26	9	Pending DCHR
00063269	Unemployment Tax Examiner	04/05/25	290	Pending Program
00094616	Associate Director Paid Famil	11/06/22	1171	Pending DCHR



Q57 DOES POH 2026

00103106	Program Analysis Officer	01/11/26	9	Pending Program
00103107	Program Manager	09/21/25	121	Pending Program
00095349	Program Analyst	10/05/25	107	Pending Program
00102675	Executive Assistant	12/07/24	409	Pending Program
00097098	Program Analyst	02/23/25	331	Awaiting Posting
00094618	Program Analyst	07/24/25	180	Tentative EOD 2/9/26
00100197	Quality Assurance Specialist	01/11/26	9	Pending Program
00097097	Paid Family Leave Claims Exami	09/21/25	121	Conducting Interviews
00100219	Paid Family Leave Claims Exami	12/14/25	37	Pending Program
00097729	Paid Family Leave Tax Examiner	11/07/25	74	Revising job posting
00102677	Paid Family Leave Tax Examiner	11/01/25	80	Revising job posting
00097677	Tax Examiner (Paid Family Leav	01/14/24	737	Revising job posting
00103105	Staff Assistant	11/02/25	79	Revising job posting
00016188	Program Analysis Officer	05/03/25	262	Awaiting Candidate Response
00044875	Program Analyst	10/10/25	102	Pending PD Reclassification
00046398	Program Manager	12/14/25	37	Vacancy Posted
00022376	Youth Programs Officer	10/20/24	457	Selected Candidate Pending MOTA Approval
00102541	Operations Manager	01/26/25	359	Screening Resumes
00105345	Workforce Development Spec.	03/29/25	297	Hiring Packet Being Finalized
00106800	Workforce Development Spec.	04/20/25	275	Hiring Packet Being Finalized
00106801	Workforce Development Spec.	08/10/25	163	Hiring Packet Being Finalized
00036302	Workforce Development Spec.	10/07/25	105	Summer youth employment recruitment will
00115300	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115301	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115302	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115303	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115309	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115311	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115312	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115631	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115633	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115634	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115635	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115638	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115640	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115293	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115295	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115296	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115297	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115298	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115305	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115314	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115308	Workforce Development Spec.	10/01/25	111	Summer youth employment recruitment will
00115313	Workforce Development Spec.	08/19/25	154	Summer youth employment recruitment will
00115637	Workforce Development Spec.	08/19/25	154	Summer youth employment recruitment will
00115639	Workforce Development Spec.	08/19/25	154	Summer youth employment recruitment will
00115641	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115642	Workforce Development Spec.	06/16/25	218	Summer youth employment recruitment will
00115643	Workforce Development Spec.	08/19/25	154	Summer youth employment recruitment will
00115645	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115646	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115647	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115307	Workforce Development Spec.	08/19/25	154	Summer youth employment recruitment will
00115632	Workforce Development Spec.	08/19/25	154	Summer youth employment recruitment will
00115636	Workforce Development Spec.	08/19/25	154	Summer youth employment recruitment will
00115648	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will

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00115649	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115650	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00115651	Workforce Development Spec.	08/16/25	157	Summer youth employment recruitment will
00002916	ADMIN LAW JUDGE	05/03/25	262	Pending Program
00044896	Administrative Law Judge	04/23/23	1003	Pending Program
00020542	Program Analyst	10/11/25	101	Pending Program
00014172	Program Analyst	09/21/25	121	Screening Resumes
00018989	Program Analyst	05/25/24	605	Awaiting Posting
00003302	Program Analyst	11/30/24	416	Screening Resumes
00024198	Workers' Compensation Claims E	12/27/25	24	Pending Program
00025818	Workers' Comp Claims Examiner	11/02/25	79	Pending Program
00019893	Investigator Worker's Compensa	03/22/24	669	Screening Resumes
00015223	Program Support Specialist	07/12/25	192	Hiring Packet Being Finalized
00018647	Program Support Specialist	12/14/24	402	Pending Program
00021690	Program Support Specialist	03/01/25	325	Hiring Packet Being Finalized
00022357	Program Support Specialist	07/01/25	203	Hiring Packet Being Finalized
00009111	Associate Director for Wage-Ho	07/16/23	919	Pending DCHR
00108290	Program Manager	11/28/25	53	Pending Program
00019122	Safety & Occup. Health Spec.	10/15/25	97	Pending Program
00082555	Administrative Law Judge	11/29/25	52	Pending Program
00094159	Wage & Hour Comp Spec	12/14/25	37	Pending Program
00041742	Attorney Advisor	09/21/25	121	Temporary promotion
00041741	Supervisory Attorney Advisor	07/26/25	178	Tentative EOD 1/25/26
00073471	Program Manager	06/01/25	233	Conducting Interviews
00018526	DEPUTY DIRECTOR	02/02/22	1448	Job Posting Pending DCHR Approval
00008195	Human Resources Officer	08/24/25	149	Conducting Interviews
00011639	Senior Policy Advisor	10/05/25	107	Pending Program
00010143	Executive Assistant	12/14/25	37	Job Posting Pending DCHR Approval
00099860	Program Analyst	06/01/25	233	Pending Program
00023063	Executive Assistant	05/01/25	264	Job Posting Pending DCHR Approval
00008035	Chief Strategy Officer	12/14/25	37	Pending Approval
00112069	Program Manager	12/18/25	33	Pending Program
00016808	Support Services Specialist	06/08/24	591	Revising job posting
00001377	Program Manager	02/23/25	331	Pending PD Reclassification
00098184	CUSTOMER SERVICE REPRESENTATIV	03/09/25	317	Pending Program
00108937	Staff Assistant	04/20/25	275	Pending PD Reclassification
00102668	Customer Service Representativ	09/07/25	135	Vacancy Posted
00016847	Unemployment Call Center Repre	03/23/25	303	Candidate Selection Made
00025506	Unemployment Call Center Repre	09/21/25	121	Screening Resumes
00047303	Unemployment Call Center Repre	01/28/24	723	Candidate Selection Made
00108934	Unemployment Call Center Repre	06/15/25	219	Candidate Selection Made
00108936	Unemployment Call Center Repre	01/15/23	1101	Screening Resumes
00099203	Supervisory Project Manager	08/16/25	157	Tentative Selection Made
00013736	Program Manager	12/28/25	23	Pending Program
00075068	Security Risk Officer	04/20/25	275	Vacancy Posted
00075201	Program Analyst	12/17/25	34	Pending Program
00075069	Staff Assistant	10/18/25	94	Pending Program
00019745	Program Manager	11/16/25	65	Vacancy Posted
00001539	Workforce Development Spec.	03/01/24	690	Tentative Selection Made
00026096	Workforce Development Spec.	08/02/25	171	Screening Resumes
00099313	Workforce Development Speciali	10/05/25	107	Screening Resumes
00006079	Executive Assistant	03/28/25	298	Revising job posting
00075197	Program Analyst	11/16/25	65	Pending PD Reclassification
00084816	Program Analyst	12/15/24	401	Vacancy Posted
00034053	Program Manager	12/20/25	31	Vacancy Posted
00037260	Program Analyst	10/11/25	101	Tentative Selection Made
00105571	Apprenticeship & Training Rep	09/21/25	121	Pending Program

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00094733	Workforce Development Spec.	08/23/25	150	Tentative EOD 1/25/26
00010843	Workforce Development Speciali	05/23/25	242	Pending Program



00115649	3/23/2025	Workforce Development Spec.	POS	NEW	Position will be posted in December 2025 for 2026 SYEP seasonal hires.
00115650	3/23/2025	Workforce Development Spec.	POS	NEW	Position will be posted in December 2025 for 2026 SYEP seasonal hires.
00115651	3/23/2025	Workforce Development Spec.	POS	NEW	Position will be posted in December 2025 for 2026 SYEP seasonal hires.
00115310	1/12/2025	Workforce Development Spec.	POS	NEW	PN Inactive
00115299	1/12/2025	Workforce Development Spec.	POS	NEW	PN Inactive
00115644	3/23/2025	Workforce Development Spec.	POS	NEW	PN Inactive
00115306	1/12/2025	Workforce Development Spec.	POS	NEW	PN Inactive
00115307	11/14/2024	Workforce Development Spec.	POS	NEW	Position will be posted in December 2025 for 2026 SYEP seasonal hires.

**District of Columbia**  
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*FY 2025 Agency Training Plan*

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**DC Department of Employment Services  
Training Needs Assessment**

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# DC Department of Employment Services

## FY 2025 Agency Training Plan

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### 1.1 Introduction

The purpose of the training plan is to identify gaps in the provision of staff training and professional development, to identify minimum training standards for each position description, reduce redundant training efforts and unnecessary expenditures and help direct resources to areas of greatest need.

### 1.2 Background

The fiscal year 2025 agency training plan was developed based on the data obtained from the needs survey, post-training feedback surveys, input from managers from the Office of Youth Programs, the Division of State Initiatives, the Office of Program and Provider Monitoring, the Office of Labor Market Research, the Office of the Director, and members from the agency's Training Advisory Group. Interviewees were initially selected using purposeful sampling and then later using a snowball sampling process. The following key themes were identified:

Respondents expressed an interest in continued leadership training and project management. Their preferences for training methods vary, with in-person classroom training being favored for many technical and soft skill topics, but with virtual instructor-led and online presentations also finding favor in specific areas. There is a need for training in and training beyond basic skills in Microsoft Word and Excel. Less than 5% of the respondents were interested in participating in an independent study program.

An analysis of the data obtained through the training needs survey indicates there would be a benefit to offering a blended training methodology in providing training resources in the areas of technology, data management, project management, leadership skills, and knowledge about the agency's organizational structure and leadership.

One half of the of the managers who responded to the survey felt they were prepared for their role as a manager that they had the tools necessary to be effective in their job and felt supported at work. Non-managers requested coaching and training on policies and procedures to support their work performance.

Additionally, the data highlights a need for enhanced awareness of the executive team within the organization. While there is a reasonably good understanding of the agency's mission and vision, there appears to be room for improvement in terms of knowledge about the executive team. There is an understanding of the mission of the agency but a general inability among non-managers to name all executive team members. Reinforcing employee familiarity with the executive team can promote better communication and understanding across the agency. It may prove beneficial to provide additional information on the roles of executive team members to increase employee understanding of the roles of the executive team in the agency. Engaging executive team members in training events can provide staff with opportunities to interact with team members. In turn, the executive team's participation in training events can reinforce staff engagement and model the importance of continued professional development.



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### Interview Responses

#### Customer Service

The most common recurring theme was the need for internal and external customer service training. Respondents explained that a failure to work well with other people is detrimental to getting the job done. Responses included:

- *We need real customer service; it should include telephone etiquette and people etiquette and listening skills*
- *We need to broaden our understanding of how to deal with difficult people*
- *Customer service should be about people we work with too*

#### Communication

There is an interest in improving channels of communication within the agency and communication with external stakeholders. Respondents explained:

- *You don't know what's going on if you don't work at Minnesota Avenue*
- *Our group collaborates and communicates very well. Everyone is happy to help out.*
- *People don't always read their email.*
- *We need to learn how to be more visible to the community. They don't really know what we do. We should work more with the schools too.*
- *You shouldn't assume they have these skills (communication) just because they are supervisors. Poor communication skills impact the team and staff morale.*

#### Current Training Opportunities

DGS personnel rely primarily on courses offered through the DCHR Center for Learning and Development (CLD) for training and professional development opportunities. CLD typically offers soft skills training; courses on software applications are offered by Knowology, an off-site contracted training provider.

- *DCHR could do a better job of letting us know about training*
- *I don't really see a difference in skill level when they (staff) return from training.*
- *I know we have cybersecurity training that we have to do every year. Not sure about what else is required. I think we have good leadership programs.*

#### Interest in Future Training Opportunities

In general, staff are not aware of the District's University Partners program or opportunities to advance in their role with the agency. They have little to no information about training opportunities, university partnerships, or resources for reduced tuition programs offered through DCHR. Staff reported an interest in training opportunities and identified training that would be beneficial to them.

- *My bureau doesn't have money for training. We just go to training on Peoplesoft.*
- *There is no time to go to training. I signed up but couldn't go. Everything is too*

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*busy at work.*

- *My team needs to go to training to learn to use Teams and outlook. Classes in writing would be a good idea too. Computer skills are definitely needed; we need to be more tech savvy.*
- *I think we need some training on dealing with union employees*
- *A lot of times there is too much work to take time for training.*

### **Orientation and Onboarding**

The statements of those interviewed indicated support for an enhanced orientation program and the inception of an onboarding process. Their statements reflected the perception that a more robust orientation and onboarding system would reduce the learning curve for new employees and for current employees who are transferred or promoted to another position. An enhanced orientation and onboarding process could result in staff working effectively in a shorter period.

- *I think a lot of people come on and don't really know what's going on. It takes a long time to know your job. I think we need a longer orientation.*
- *It takes a long time to know how everything works.*
- *Somebody on my team had to wait almost two weeks before they could get into Peoplesoft. I don't know why it takes so long.*
- *The managers should do their own orientation session too. Maybe even have a manual about how we work.*
- *I think new staff should do all of the mandatory training in orientation so they can get it done sooner.*

### **Survey and Interview Key Themes**

- The interest in continued leadership training and in project management.
- The need for training in and training beyond basic skills in Microsoft Word and Excel.
- The preference for in-person classroom training followed by a preference for virtual instructor-led training.
- The need for a more extensive onboarding plan
- The need for enhanced awareness of the executive team. While there is a reasonably good understanding of the agency's missions and vision, there appears to be room for improvement in terms of knowledge about the executive team.

## **2.0 ROLES & RESPONSIBILITIES**

### **Executive and Senior Management**

Management's leadership plays an important role in supporting the agency's training plan. Executive and senior management staff can demonstrate a commitment to professional development by actively participating in staff training events and encouraging mid-level managers to do the same. Managers are responsible for engaging staff in discussions about their professional development needs and how training can prepare them for career advancement.

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Managers will consult with the OTPD Program Manager to secure industry-specific training for their teams.

### **Program Manager, Office of Training and Professional Development**

The program manager will support the training plan by identifying and securing training opportunities that will advance the skills and knowledge of all staff and maintain oversight over all training programs. The program manager will continue to develop additional training programs and facilitate informal training activities such as the bi-weekly Ted Talk discussion sessions and quarterly book discussion groups.

**Program Analyst, Office of Training and Professional Development** The program analyst will support the training plan by creating training needs and satisfaction surveys, collect, analyze, and report data that identifies training staff training compliance, monitor the spend-down of all pre-paid accounts, and maintain training rosters.

## **3.0 D.C. DEPARTMENT OF EMPLOYMENT SERVICES PROFILE**

### **3.1 Mission and Vision**

The mission of the D.C. Department of Employment Services (DOES) is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. We provide comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all.

The new DOES strategic work plan, entitled “HOPE: Helping Others Persevere Equitably” reaffirms the agency’s mission to prepare District residents to compete locally and globally for in-demand jobs and providing DC-based businesses with a skilled workforce from which to hire and emphasizes how DOES will engage, build, and promote the District’s workforce. OTPD will continue to offer education and training resources to enhance the staff’s ability to implement the agency’s strategic planning effort.

HOPE’s key focus areas are:

- Achieve Organizational Excellence
- Serve as a World-Class Labor and Workforce Agency
- Promote the District’s Human Capital
- Create Diversity, Equity, Inclusion, and Access

## **4.0 THEORETICAL FOUNDATIONS OF DOES TRAINING PROGRAMS**

The DC Department of Employment Services training plan was developed based on the theoretical frameworks of adult learning theory, stakeholder theories and technology acceptance models. The premise of adult learning theory is that adult learners demonstrate a preference for

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independent and self-directed learning activities that have relevance to their needs and roles. OTPD will therefore offer both formal and informal learning activities that make clear connections to skills staff will need to effectively execute their job responsibilities and provide resources for work/life balance.

According to Stakeholder theory, the success of an organization rests in part on its leaders' efforts to understand and to balance the needs of the stakeholders with the needs of the organization. This theory supports a collaborative stakeholder planning process for both formal and informal training opportunities. This process will be offered through two programs. Staff feedback will be solicited through the DOES Training Advisory Group. The Group will serve to engage staff in the identification of staff training needs and opportunities that meet the needs and interests of staff and that support the agency's mission and vision. Additional input will be solicited from staff participation in the Innovation Lab, where they will receive training in presenting their ideas to advance the programs or internal processes of the agency.

The various Technology Acceptance Models have identified user perceptions and behaviors as the determinants for the acceptance of the use of technology. As the agency continues to offer virtual training events, it will become increasingly important to address staff's perception of the value and ease of use of technology. The implication is the need for organizational leaders to adopt strategies to enhance multiple influences that increase behavioral intent and acceptance of the use of computer technology. The technology acceptance theories support the DOES strategic plan and FY 25 OTPD training objectives.

### **5.0 ALIGNING TRAINING WITH THE DOES STRATEGIC H.O.P.E. PLAN**

#### **DOES Strategic Objective 1: Achieve organizational excellence**

- OTPD Strategy 1.1: Introduce minimum digital literacy requirements for all staff.
- OTPD Strategy 1.2: Schedule technology training offered through OCTO
- OTPD Strategy 1.3: Set minimum number of hours for annual training
- OTPD Strategy 1.4: Recognize graduates of leadership programs in an annual event

#### **DOES Strategic Objective 2: Serve as a world-class labor and workforce agency**

- OTPD Strategy 2.1: Partner with industry related training providers (NASWA, Department of Labor, Skillsoft, etc.) to ensure the staff receive information on current industry standards.
- OTPD Strategy 2.2: Create a marketing plan to recruit staff for all leadership development programs to improve service delivery by staff

#### **DOES Strategic Objective 3: Promote the District's Human Capital**

- OTPD Strategy 3.1: Introduce a training series on public speaking and presentation skills to equip staff with effective tools to interface with communities about available DOES programs and resources.

#### **DOES Strategic Objective 4: Create diversity, equity, inclusion, and access**

- OTPD Strategy 4.1: Schedule DEI and access presentations during the annual Learning Expo

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OTPD Strategy 4:2: Increase the number of formal and informal learning experiences to engage staff in discussions and identifying changes toward achieving diversity, equity, inclusion, and accessibility.

### **6.0 TRAINING INITIATIVES FOR FISCAL YEAR 2025**

#### **6.1 MSS training series**

OTPD will collaborate with DOES Human Resources to create a series of MSS training sessions that will be held onsite at the DOES Headquarters following the Senior Management Meeting. OTPD will coordinate the scheduling of the sessions and will be the point of contact for all external presenters. The MSS series will begin no later than the second quarter of FY25 and will be held quarterly. The topics are Performance Management, Understanding Types of Leave, and Managing Union Employees.

#### **6.2 DOES Power Hour Series**

OTPD will schedule bi-weekly presentations first from subject matter experts from the Office of Public Affairs, the Office of Information Technology, and the Office of Administrative Services for the purpose of providing information about their policies and procedures and how to best work with their respective teams. Additional presentations throughout the year will provide information technology-related information from OCTO, and useful resource information from District agencies and other community resources. A list of sessions is in Appendix I. 7.3 Professional development certificate programs

Certificate programs in Project Management (Associate and Master tracks), Supervision, and Analytics will be offered to staff. The programs will be facilitated onsite through Management Concepts. The certificate programs were selected to offer staff the opportunity for continued professional growth in areas that would execute the mission and vision of the agency.

#### **6.3 Training requirements by position title**

A recommendation is being proposed that the agency establish training requirements for specific position titles. The selection of foundational training classes was determined based on each position's primary responsibilities and the selection of skills that would be beneficial to advancing the agency. Training requirements have been identified for an initial five position titles and will increase by two additional position titles each subsequent year.

#### **6.4 Public Speaking and Presentation Skills Series**

OTPD will develop a series of training classes designed to prepare staff with skills to effectively communicate and interface with communities to provide information about available agency programs and resources. The program will also be offered to all front-facing program staff. Classes will be facilitated by DCHR Center for Learning and Development and Graduate School, USA. The program will also be beneficial to managers as part of their efforts to continue their professional development.

#### **6.5 Enhanced Use of a Learning Management System (LMS)**

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LMS platforms can be used to house individualized self-paced learning, flexibility, unlimited review of material, efficiency of study time, and accommodation to a variety of learning styles. In addition, an LMS will free up classroom space, offer instructional consistency, and support a paradigm shift from reliance on instructor-centered training approaches.

DOES has adopted the use of the Microsoft LMS 365 and it is currently used primarily to house training materials and courses related to unemployment insurance and the paid family leave program. OTPD will develop additional training courses and upload them to the platform. This system will be used to maintain a record of training completed by DOES staff and will be used to generate compliance reports. OTPD will collaborate with the Office of Information Technology to explore the additional functionalities within the Microsoft LMS 365. Consideration will also be given to the possibility of uploading course content and materials to the DCHR account on the Percipio platform.

### 7.0 TRAINING RESOURCES BY VENDOR

A training and professional development matrix is provided that matches training resources with specific training needs identified in this report. This matrix can be used as reference when planning training activities throughout the year. Classes will be classified as required for competencies by an initial five position titles, later in this document.

The following list of classes will be offered to staff to fulfill mandatory and elective training requirements that are later outlined in section 9.0.

#### Harvard University Extension School

Staff will complete an application for selection to attend any two classes listed below. The names selected by OTPD will be reviewed and cleared by DOES Human Resources and forwarded to the agency director for final approval.

Course Title	Description	Target Audience
Foundations of Data-Driven Decision Making	Topics include types of data and sources to make effective decisions, leveraging data to improve operations, using customer segments to identify opportunities for data-driven decision making.	All staff are eligible
Managing Yourself and Others	Topics include management myth vs reality, recognizing strengths and blind spots in yourself and others, building emotional intelligence to communicate effectively, and managing within organizational hierarchies.	All staff are eligible
Behavioral Decision Making	Topics include human biases that affect judgment, the effects of emotion on judgment, ways to “de-bias” judgment, and decision making under uncertainty.	All staff are eligible
Innovation and Strategy	Topics include evaluating strategic options and allocation of resources and designing innovative strategies that capitalize the organization’s resources and capabilities	All staff are eligible
Leading More Effective Teams	Topics include common pitfalls and how to avoid them, building team infrastructure, and recognizing the sources of conflict and paths to resolution.	All staff are eligible

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Creative Thinking: Innovative Solutions to Complex Challenges	Topics include an introduction to divergent and convergent thinking, creative problem-solving problem, clarification and ideation.	All staff are eligible
Becoming a Leader	Topics include leadership styles, becoming a more effective leader, leadership through emotional intelligence, tools to manage self and others during times of increased pressure.	All staff are eligible
Advanced Leadership Skills	Topics include enhanced skills in team building and group motivation.	MSS
Authentic Leadership	Topics include helpful and unhelpful authentic behaviors, leveraging your unique leadership strengths, building trust and transparency in your team, cultivating a team based on each member's individual and aggregate strengths.	All staff are eligible
Executive Leadership: Skills Experienced Leaders Need to Succeed	Topics include principles of building leadership presence, communication in the hybrid workplace, explicit and implicit persuasion and influencing through charisma, and leveraging diversity to drive collaboration.	Executive Team
Strategic Project Management	Topics include identifying key strategies for setting up a project's success, different project roles and leadership characteristics, assembling a highly functional team, facilitating success, understanding tools and frameworks for each stage of the project.	MSS Program Analysts
Building Organizational Cultures: A Framework for Leaders	Topics include activating the 10 elements of adaptive cultures, exploring the continuum of corporate culture, advancing cultures through a proven framework, and translating understanding into action and impact.	Executive Team

### Management Concepts

OTPD will schedule group classes throughout the year and during the annual Learning Expo. All classes will be listed in Peoplesoft for registration. Registration will be confirmed pending manager approval.

Course Title	Description	Target Audience
Introduction to Analytics	Learn to evaluate and solve problems using key analytics skills, including a structured six-step Analytics Process Model which will be applied through guided collaborative scenarios. Conduct analysis projects using Microsoft Excel.	Program Analysts
Evaluating and Presenting Analysis Data	Presenting key data analyses and capturing, analyzing, and determining relevance to organizational needs. Evaluate analytic findings and learn how to communicate findings to an audience.	Program Analysts
Project Management Principles	This comprehensive foundational course focuses on the project management principles aligned with <i>A Guide to the Project Management Body of Knowledge (PMBOK® Guide)</i> and many of the GAO guides.	Program Mangers
Project Management Essentials for Non-Project Managers	The basics of project management through a focus on terms and definitions, class discussion, and exercises that challenge	All staff are eligible

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	participants to develop the collateral often used in managing projects.	
The Integrated Project Team	Effective ways to design, charter, and utilize an Integrated Project Team (IPT) to increase the project’s production of acceptable deliverables for stakeholders and end users.	Project Analysts Program Mangers
Program and Budget Analysis Using Microsoft Excel	Skills to navigate Excel for more productive analyses and the ability to graphically represent data, aiding in organizational efforts to track expenditures and control budget execution	Program Mangers Program Analysts
Leading and Maintaining High Performance Teams	The core competencies in interpersonal skills such as fostering self-understanding, team building, motivation, and conflict resolution to better manage teams	MSS
Persuasive Speaking	Through engaging and dynamic activities, apply best practices and gain experience with delivery techniques for effective persuasion—ultimately expanding personal impact through speeches designed to convince, incite action, or enhance belief.	All staff are eligible
Engaging Leadership	Through interactive discussions and exercises, engage your team members and promote a workplace environment that supports adaptability, innovation, and growth. In addition, participants will practice conversations that sustain engagement during times of change and conflict.	All staff are eligible
Business Writing	Using real-life scenarios, examples, and exercises that relate directly to the knowledge needed back on the job, Business Writing provides the tools and skills necessary to refine and hone business writing skills.	All staff are eligible
Running Effective Meetings	Strategies to plan before, during, and after the meeting that will address the challenges of wasted time, inefficiency, and ineffectiveness.	MSS Team Leads
Getting Effective: Optimizing HR Operations	Increase HR operational efficiencies and performance through streamlining operations and optimizing processes on both a department and individual level.	HR Team
HR Analytics	Overview of HR analytics, the analytics Process Model, Human Resources Value Proposition, Key Systems of Record for HR data, Excel Visualization, Excel analytic techniques, HR laws, policies, procedures, and guidelines, and Key Regulations and Reporting Requirements.	HR Team
Fostering a Public Service Mindset	This course will help participants align personal motivators and values to the broader agency mission.	All staff are eligible
Customer Service Skills and Techniques	The processes and techniques that build strong customer relationships, practicing customer focus, determining customer expectations, communicating with customers and dealing with challenging customers, through the use of demonstrations, role plays and discussions.	All staff are eligible
Critical Thinking for Problem Solving	Critical thinking to solve problems, identify opportunities, and effectively manage change. Explore characteristics of critical thinkers and identify strategies for overcoming common thinking patterns.	All staff are eligible

**Graduate School, USA**



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OTPD will schedule group classes throughout the year and during the annual Learning Expo. All classes will be listed in Peoplesoft for registration. Registration will be confirmed pending manager approval.

Class	Description	Target Audience
Writing for Results	Topics include sentence structure, grammar, and creating concise statements	All staff are eligible
Leadership Skills for Non-Supervisors	Topics include communication skills, emotional intelligence, and working within a team	All staff are eligible
Managing Multiple Priorities	Topics include strategies to prioritize and organize tasks	All staff are eligible
Introduction to Supervision	Topics include the roll of a supervisor, supervision vs management, and staff motivation strategies	Program Managers and New Hire Managers
Data Collection Methods	Topics include an overview of common collection methods and strategies to ensure reliable data	Program Managers and Program Analysts
Data Analysis and Storytelling	Topics include data analysis and reporting, research design,	Program Managers and Program Analysts
Auditing Grants	Topics include an understanding of various types of audits and the audit process	Compliance and Auditing
Descriptive Statistics for Data Analysts	Topics include using quantitative analysis using statistics	Program Managers and Program Analysts
Effective Communication with Customers	Topics include methods and styles of communicating with internal and external customers	All staff are eligible

## 8.0 RECOMMENDED MANDATORY TRAINING BY POSITION TITLE

### 8.1 Rationale for position-specific training requirements.

Position-specific training can be beneficial to ensuring staff excel in the execution of their job responsibilities. In FY2025, mandatory training will be required for an initial five position titles. These are Program Manager, Program Analyst, Administrative Assistant, DSI Workforce Specialist, and OYP Workforce Specialist. Additional staff positions will be added in FY 2025.

It is understood that a specific class may not be available when the staff are available to enroll. In addition, staff within a position title may have different levels of skill and may require different training. To address these challenges, a specific number of classes rather than a specific training

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class will be required of staff annually. Additionally, a minimum of two elective classes from any of the training series is also required.

Each staff position will be required to complete 1 class in the Training Series and a minimum of 2 elective classes, one of which will come from the Customer Service Training Series. A detailed description of the classes in each series is provided below this table.

	Program Manager	Program Analyst	Admin. Assistant	DSI Workforce Specialist	OYP Workforce Specialist
<b>Training Series</b>					
Series A Software applications			*	*	
Series B Data management	*	*			
Series C Leadership and Management	*				*
Series D Communication			*	*	*
Series E Customer Service	*	*	*	*	*
Series F Project Management		*			
Series G Administrative Support			*		

**8.2 Training resources categorized by series**

<b>Training Series A: Software Applications</b>	
Microsoft Word, Outlook, Excel, Teams	OCTO Tech Training Team
Microsoft Project	OCTO Tech Training Team
Excel Power Tools: Power Query and Power Pivot	SkillPath

<b>Training Series B: Data Management</b>	
Introduction to Analytics	Management Concepts
Evaluating and Presenting Analysis of Data	Management Concepts
Descriptive Statistics for Data Analysts	Graduate School, USA

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<b>Training Series C: Leadership and Management</b>	
Leading and Maintaining High Performance Teams	Management Concepts
Engaging Leadership	Management Concepts
Running Effective Meetings	Management Concepts
Leadership Skills for Non-supervisors	Graduate School, USA
Managing Multiple Priorities	Graduate School, USA
Introduction to Supervision	Graduate School, USA
Introduction to Program Evaluation	Graduate School, USA
Critical Thinking for Problem Solving	Management Concepts
Becoming a Leader	Harvard University Extension School
Managing Yourself and Others	Harvard University Extension School
Advanced Leadership Skills	Harvard University Extension School
Leading More Effective Teams	Harvard University Extension School
Authentic Leadership	Harvard University Extension School
Innovation and Strategy	Harvard University Extension School
Executive Leadership: Skills Experienced Leaders Need to Succeed	Harvard University Extension School
Managing Up	DCHR Center for Learning and Development
Grants Management 101	DCHR Center for Learning and Development

<b>Training Series D: Communication</b>	
Persuasive Speaking	Management Concepts
Business Writing	Management Concepts
Fostering a Public Mindset	Management Concepts
Writing for Results	Graduate School, USA

<b>Training Series E: Customer Service</b>	
Fostering a Public Service Mindset	Management Concepts
Customer Service Skills and Techniques	Management Concepts
Quality Customer Care	DCHR Center for Learning and Development
Effective Communication with Customers	Graduate School, USA
Communicate Strategically	DCHR Center for Learning and Development
Communicating Non-Defensively	DCHR Center for Learning and Development
Customer Service (required of all staff)	DCHR Center for Learning and Development

<b>Training Series E: Project Management</b>	
Project Management Principles	Management Concepts

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Project Management Essentials for Non-Project Managers	Management Concepts
Program and Budget Analysis Using Microsoft Excel	Management Concepts
Introduction to Program Evaluation	Graduate School, USA
Data Collection Methods	Graduate School, USA
Data Analysis and Storytelling	Graduate School, USA
Strategic Project Management	Harvard University Extension School

<b>Training Series F: Human Resources</b>	
Getting Effective: Optimizing HR Operations	Management Concepts
HR Analytics	Management Concepts

<b>Training Series G: Administrative Support</b>	
The Extraordinary Administrative Professional	SkillPath
Business Grammar and Proofreading	SkillPath

## **9.0 SUMMARY**

The agency training plan was developed based on data collected from a training needs survey, a review of post-training surveys, a review of archived documents and individual interviews. Based on the data collected, the Office of Training and Professional Development (OTPD) will continue to expand learner-centered training at all agency locations using a hybrid format of in-person, virtual, and online training resources. Initiatives for FY 2025 include requiring a minimum number of training hours within position-specific categories and creating a public speaking workshop.

OTPD will continue to support the director’s initiative to prepare staff for internal mobility and increase data management proficiency throughout the agency. Specifically position-specific training and the introduction of certificate programs will support the professional development of staff and ensure staff have training specific to their role and responsibilities within the agency.

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Grant No.	ward Numb	Award Name	Phase	Start	End	Award #	PMS Document #	Funding Source	Award Amount in PMS	Total Expenditures L-T-D Thru 09/30/2025	Remaining Balance	Justifications
WOTCFY	2000130	CF0.8200.WOTCFY.WORK OPPORTUNITIES TAX CREDIT	24	10/01/23	09/30/25	24A55WT009055	WT009055TW0	Department of Labor	79,131.00	53,347.42	25,783.58	Lapse funding attributed to vacancy savings.
APPREN	2002803	CF0.8200.APPREN.REGISTERED APPRENTICESHIP	22	07/01/23	06/30/25	23A60AP000022	AP000022SX1	Department of Labor	390,921.00	170,908.35	220,012.65	Lapse funding attributed to vacancy savings and interagency agreement funding returned by DCPS.
		CF0.8200.VETERAN'S OPPORTUNITY PROGRAM	24	10/01/23	12/31/25	24555DV000062	DV000062SG4	Department of Labor	500,363.00	495,359.00	5,004.00	Lapse funding attributed to personnel services performance award savings.

**How does DOES's First, In, First Out Accounting process ensure full utilization of federal funds?** DOES applies the FIFO method of accounting by ensuring that the oldest grant funds are expended first for multi-year awards. Budget authority for the federal grant awards are established in the Districts Integrated Financial System (DIFS) with a unique set of funding attributes that ties to the award period. Funding associated with the oldest award is expended first.

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	Count of Credential	Count of Employment
<b>Agilian, LLC</b>		1
<i>Services</i>		
College Fellowship Program		1
<b>American Job Center Operations Department of Employment Serv</b>		1
<i>Services</i>		
Outreach Specialist		1
<b>Angelique iCONiQ</b>		2
<i>Services</i>		
WEX - Content Creator		1
WEX - Fashion Stylist		1
<b>Aurora Market</b>		1
<i>Services</i>		
WEX - Teams Member 1		1
<b>BuildWithin</b>	109	125
<i>Services</i>		
Artificial Intelligence and Python Foundations Training	4	4
College Fellowship - Event Planner and Project Manager		1
College Fellowship Program- Instructor	1	1
Cybersecurity Specialist Training	1	1
Data Analyst Training	25	30
Digital Marketing Specialist	10	10
Help Desk Tier 1 Training	64	74
Youth Apprenticeship Program	4	4
<b>CAPITAL BUSINESS SOLUTIONS LLC</b>		6
<i>Services</i>		
Pre-Apprenticeship Carpentry Training		6
<b>Carolina Canyon</b>		2
<i>Services</i>		
College Fellowship Program		2
<b>Center Innovation, Research &amp; Transformation in Education</b>	59	178
<i>Services</i>		
Career Pro	3	16
Child Development Associate		5
College Fellowship Program		1
CompTIA A+ Training	14	29
CompTIA Security+	1	3
Custodial Technician Specialist Program	10	22
Custodial Technician Training Program	8	16
Pre-Employment Training / Work Maturity	14	15
Youth Individual Service Plan Strategy Development	5	15
Youth Internship	1	1
Youth Objective Assessment	1	4
Youth Orientation		2
Youth WIOA Core Elements (See List)	2	49
<b>COLLEGE BOUND INC</b>		1
<i>Services</i>		
College Fellowship - Virtual Monitoring Program Coordinator		1
<b>CONGRESS HEIGHTS COMMUNITY TRAINING DEVE</b>		1
<i>Services</i>		
College Fellowship - Digital Media		1
<b>Constituent Services Worldwide</b>	12	21
<i>Services</i>		
A+ Training		1
A+ Training (Distance)	1	4
Electronic Medical Records Certificate	4	7

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Governance, Risks, and Compliance (GRCP) Training	3	4
Paralegal Career Diploma	3	4
Pharmacy Technician Career Diploma	1	1
Constituent Services Worldwide Public Benefit Corporation	15	24
<i>Services</i>		
Career Coaching Pro	1	8
POWER: Certified Professional Collector (Drug Testing)	5	5
POWER: Culinary Training	4	4
POWER: Dartmouth Lean Six Sigma Yellow Belt	1	1
POWER: Property Manager	2	2
POWER: Unarmed Security Guard	2	4
CORE DMV	1	3
<i>Services</i>		
College Fellowship - Brand & Visibility Strategy Intern		1
College Fellowship - Strategic Project & Program Support Intern	1	1
WEX - Creative Media Production Assistant		1
DC Department of Buildings		2
<i>Services</i>		
College Fellowship - Building Inspector		1
College Fellowship - Housing Code Inspector		1
DC Department of Fire & Emergency Services	11	21
<i>Services</i>		
EMT Training and NREMT Exam Prep	11	21
DC Head Start Association		3
<i>Services</i>		
College Fellowship - Community Engagement Assistant		3
DC Infrastructure Academy		2
<i>Services</i>		
WEX - Certified Cisco Network Associate CCNA TA		2
DC Office of Communications		1
<i>Services</i>		
College Fellowship - Communications Fellow		1
DC Office of the Chief Technology Officer		4
<i>Services</i>		
WEX-Network Tech/Engineer		4
DC Students Construction Trades Foundation		1
<i>Services</i>		
College Fellowship Program		1
Executive Office of the Mayor		2
<i>Services</i>		
College Fellowship Program		2
Foundation Entertainment		7
<i>Services</i>		
OJT - Market Research Analyst and Marketing Specialist		1
WEX - Administrative Support Events Specialist		4
WEX - Author Assistant		1
WEX- Audiovisual Tech Trainee		1
Friendship Place		3
<i>Services</i>		
Services to Individuals Seeking Employment		3
Future IT		2
<i>Services</i>		
WEX - Education Administrator		2
George Washington University		2
<i>Services</i>		
College Fellowship Program		2

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Greater Washington Urban League Inc.		3
<i>Services</i>		
College Fellowship Program		3
GRIFFIN LEGACY & ASSOCIATES, LLC		1
<i>Services</i>		
College Fellowship Program		1
GRUBBS PHARMACY SE INC		3
<i>Services</i>		
WEX- Timekeeper		3
IBG Consulting Group LLC dba Opportunity Consulting		2
<i>Services</i>		
College Fellowship Program		2
INSPIRED TEACH DMNSTRN PBLC CHT SCHOOL		1
<i>Services</i>		
College Fellowship Program		1
KALORAMA PHARMACY		4
<i>Services</i>		
WEX - Pharmacy Technichian Trainee		4
KROUSSAW FOUNDATION		2
<i>Services</i>		
College Fellowship Program		2
Lip Nation Media		1
<i>Services</i>		
Music Director and Composer (WEX, 480 hours)		1
MARKHAM & ASSOCIATES, LLC		1
<i>Services</i>		
College Fellowship Program		1
MIRROR GROUP LLC		1
<i>Services</i>		
College Fellowship Program		1
National Black Movie Association		4
<i>Services</i>		
WEX - Videographer		3
WEX- Social Media Specialist		1
NEW PARTNERS COMMUNITY SOLAR		1
<i>Services</i>		
College Fellowship Program		1
Office of apprenticeship, Information and Training OAIT		1
<i>Services</i>		
Workforce Development Specialist		1
Precision Wellness		2
<i>Services</i>		
WEX - Medical Support Specialist		1
WEX- Healthcare Customer Service Associate		1
Prism International, LLC		1
<i>Services</i>		
OJT- IT Engineer (1040 hrs)		1
Royale Nationwide Ventures		1
<i>Services</i>		
OJT- Project Manager		1
STUDIO THEATRE INC		1
<i>Services</i>		
College Fellowship Program		1
The Chart Academy		1
<i>Services</i>		
College Fellowship - IT Fellow		1



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The DRIPBaR D.C.		1
<i>Services</i>		
Front Office Communication Specialist		1
Time For Change	3	14
<i>Services</i>		
Nursing Assistant Training (CNA)	3	12
Youth Individual Service Plan Strategy Development		1
Youth Objective Assessment		1
Toni Thomas Associates	58	154
<i>Services</i>		
Commercial Drivers License (CDL) - Class B	3	8
CompTIA A+	15	44
Youth - Commercial Driver's License (CDL), Class B	2	8
Youth - Security Guard (Unarmed)	11	24
Youth Individual Service Plan Strategy Development	4	6
Youth Orientation	1	2
Youth Pre_Employment Training / Work Maturity	20	32
Youth WIOA Core Elements (See List)	2	30
Trinity Washington University	1	13
<i>Services</i>		
Nursing Assistant Training	1	12
UHS EAST END SUB LLC dba Cedar Hill Medical Center		1
<i>Services</i>		
Phlebotomist Trainee		1
UPO/CONSTRUCTION & SKILLS TRADE CENTER	9	36
<i>Services</i>		
Broadband Telecommunications Network Technician	2	2
Culinary Arts Professional	1	1
Electrical Technician	1	4
IT Help desk	1	1
Plumbing Technician	1	1
Professional Building Maintenance		1
WEX - Child Development Associate CDA		12
WEX- Child Development Associate (CDA)		5
WEX- Professional Building Maintenance		1
Youth WIOA Core Elements (See List)	3	8
US INSTITUTE OF DIPLOMACY AND HUMAN RIGH		1
<i>Services</i>		
College Fellowship - Diplomatic Protocol Coordinator		1
Veterans on the Rise - WEX		1
<i>Services</i>		
College Fellowship Program		1
VETS Group Training Academy	4	13
<i>Services</i>		
Project Management Professional (PMP)	4	13
V-Tech Solutions, Inc.		1
<i>Services</i>		
College Fellowship - Business Analyst		1
Whitman-Walker Clinic		1
<i>Services</i>		
College Fellowship Program		1
<b>Total: 54</b>	<b>Total: 282</b>	<b>Total: 683</b>

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FY 2025 DCIA Occupational Skills Training Plan							
Course Name	Provider	Industry	Planned Enrollment	Enrollment	Completion	Name of Credential	Virtual Live, In-Person, Virtual Pre-recorded
Commercial Drivers License (CDL) Class B	Battle Transportation	CDL	50	50	50	CDL License B	In-Person
CompTIA A+ Training	Center Innovation, Research & Transformation in Education	IT	50	26	26	Occupational Skills Certificate or Credential - CompTIA A+ Certified	In-Person
CompTIA Security+	Center Innovation, Research & Transformation in Education	IT	35	28	28	Occupational Skills Certificate or Credential - Security+ Certified	In-Person
Washington Gas Training Program	CNI, LLC	Energy	50	22	22	Occupational Skills Certificate or Credential - OSHA 10	In-Person
A+ Training	Constituent Services Worldwide	IT		30	29	Occupational Skills Certificate or Credential - CompTIA A+ Certified	In-Person
Green Infrastructure Certificate	Constituent Services Worldwide		40	8	8		In-Person
Cisco CCNA Training	DC Department of Employment Services	IT	50	48	48	Occupational Skills Certificate or Credential - CCST - Networking Certified	In-Person
Pharmacy Technician	Howard University	Healthcare	60	20	6	Pharmacy Certification	In-Person
Pepco Utility Training Class	Pepco Holdings, Inc.	Energy	55	53	53	Occupational Skills Certificate or Credential - OSHA 10	In-Person
Quick Path to Energy	University of the District of Columbia (UDC)	Energy	55	53	53	CSM Certificate	In-Person
Path to Transportation - Electro-Mechanical Prep	University of the District of Columbia (UDC)	Energy	40	22	22		

Data Disclaimer: Data is reflective of data provided via Evaluation and Strategy Tool as of 12/17/25.

## Utility Advisory Board Written Recommendation for Council

### Committee Recommendation Notes:

- DCIA should incorporate higher quality work readiness training that gives trainees stronger soft skills
- DCIA should add programming that qualifies trainees to attain a National Green Building Standard Certification, as professions in green infrastructure continue to rise and remain high in demand – the certification is ANSI-approved green building certification program, specifically focused on single-family and multi-family residential buildings, remodeling projects and land developments
- The above-mentioned cert could lead to several green entry-level positions that consist of: Green Roof, Water Retention, Drainage/Irrigation, Flood Water, Water Supply, Stormwater

### Recommendations to Council:

- **Recommend 2 to 4 specific occupational skills trainings DCIA *should* offer:**
  - Roofers
  - Carpentry
  - Electricians
  - HVAC
  - Plumbing (pipefitters/streamfitters)
  - Insulation workers, floor, ceiling and wall
  - Painters
  - Glaziers
- **Number of District residents DCIA should train in the occupations identified in bullet #1:**

#### *Occupational Employment and Wage Statistics, May 2021*

- Roofer –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
Washington, DC	70	\$26.83	\$55,810
National Estimate	129,890	\$23.51	\$48,890

#### Recommendation:

The Construction Advisory Committee recommends that DCIA not pursue trainings in Green Roofing/Roofing due to low demand in the District:

- **Top Industries:** Construction
- **Entry Level Positions:** Green roof/roofer

- Carpentry –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	12,050	\$26.98	\$56,120
National Estimate	668,060	\$26.53	\$55,190

**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings in Carpentry, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of carpentry jobs throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Carpentry

○ Electricians –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	13,220	\$32.85	\$68,340
National Estimate	650,580	\$30.44	\$63,310

**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings for Electricians, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of jobs for electricians throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Electrician

○ HVAC –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
Washington, DC	460	\$33.72	\$70,130
National Estimate	356,960	\$26.29	\$54,690

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in HVAC due to low demand in the District:

- **Top Industries:** Construction
- **Entry Level Positions:** HVAC

○ Plumbing –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	7,890	\$30.44	\$63,310
National Estimate	417,620	\$30.46	\$63,350

**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings in Plumbing, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of plumbing jobs throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Plumbing

○ Insulation Workers –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	770	\$26.91	\$55,970
National Estimate	28,010	\$27.05	\$56,260

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Insulation due to low demand in the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Insulation

○ Painters –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	N/A	N/A	N/A
National Estimate	214,220	\$22.66	\$47,140

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Painting due to the national estimated hourly mean wage being below 150% of the District’s minimum wage:

- **Top Industries:** Construction
- **Entry Level Positions:** Painters

○ Glaziers –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	1,190	\$26.64	\$55,410
National Estimate	52,700	\$24.98	\$51,950

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Glazing due to low demand in the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Glaziers

● **Occupational skills required to obtain employment in the occupations identified in bullet #1:**

- Skills required to obtain employment in construction trades:
  - Safety procedures and personal protective equipment (PPE)
  - Communication skills
  - Growth mindset
  - Critical thinking
  - Literacy and numeracy
  - Technological skills
  - Time management
  - Organization

- Physical strength and stamina
  - Attention to detail
- **A description of tools, equipment, and services necessary to conduct trainings to acquire the skills identified in bullet #1:**
  - Hard hat helmet
  - Steel toe boots
  - Safety vest
  - Respirator mask
  - Tool belt with basic tools
- **Industry-recognized credentials required for obtaining employment in the occupations identified in bullet #1:**
  - National Center for Construction Education n& Research (NCCR)
  - Occupational Safety and Health Administration (OSHA)
  - Electrician certification
  - Plumbing license
  - National Association of the Remodeling Industry (NARI)
  - Certified Lead Carpenter (CLC)
  - National Association of Home Builders (NAHB)
- The feasibility of providing virtual training or distance learning and recommendations to implement virtual training:
  - Most trainings providing credentials now provide virtual trainings in tandem with in-person trainings. Trainings for carpentry, plumbing and electrical have online components, all of the aforementioned trainings have been approved by DCIA's Construction Advisory Committee to have at least up to two (2) cohorts should DCIA pursue construction trade trainings.

## Utility Advisory Board Written Recommendation for Council

### Committee Recommendation Notes:

- DCIA should incorporate higher quality work readiness training that gives trainees stronger soft skills
- DCIA should add programming that qualifies trainees to attain a National Green Building Standard Certification, as professions in green infrastructure continue to rise and remain high in demand – the certification is ANSI-approved green building certification program, specifically focused on single-family and multi-family residential buildings, remodeling projects and land developments
- The above-mentioned cert could lead to several green entry-level positions that consist of: Green Roof, Water Retention, Drainage/Irrigation, Flood Water, Water Supply, Stormwater

### Recommendations to Council:

- **Recommend 2 to 4 specific occupational skills trainings DCIA should offer:**
  - Roofers
  - Carpentry
  - Electricians
  - HVAC
  - Plumbing (pipefitters/streamfitters)
  - Insulation workers, floor, ceiling and wall
  - Painters
  - Glaziers
- **Number of District residents DCIA should train in the occupations identified in bullet #1:**

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Washington, DC	70	\$26.83	\$55,810
National Estimate	129,890	\$23.51	\$48,890

#### Recommendation:

The Construction Advisory Committee recommends that DCIA not pursue trainings in Green Roofing/Roofing due to low demand in the District:

- **Top Industries:** Construction
  - **Entry Level Positions:** Green roof/roofer
- Carpentry –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	12,050	\$26.98	\$56,120
National Estimate	668,060	\$26.53	\$55,190

**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings in Carpentry, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of carpentry jobs throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Carpentry

○ Electricians –

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DMV	13,220	\$32.85	\$68,340
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State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
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**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings in Plumbing, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of plumbing jobs throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Plumbing



○ Insulation Workers –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	770	\$26.91	\$55,970
National Estimate	28,010	\$27.05	\$56,260

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Insulation due to low demand in the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Insulation

○ Painters –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	N/A	N/A	N/A
National Estimate	214,220	\$22.66	\$47,140

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Painting due to the national estimated hourly mean wage being below 150% of the District’s minimum wage:

- **Top Industries:** Construction
- **Entry Level Positions:** Painters

○ Glaziers –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
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**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Glazing due to low demand in the District, Maryland and Virginia:

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- **Entry Level Positions:** Glaziers

● **Occupational skills required to obtain employment in the occupations identified in bullet #1:**

- Skills required to obtain employment in construction trades:
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  - Communication skills
  - Growth mindset
  - Critical thinking
  - Literacy and numeracy
  - Technological skills
  - Time management
  - Organization

- Physical strength and stamina
  - Attention to detail
- **A description of tools, equipment, and services necessary to conduct trainings to acquire the skills identified in bullet #1:**
  - Hard hat helmet
  - Steel toe boots
  - Safety vest
  - Respirator mask
  - Tool belt with basic tools
- **Industry-recognized credentials required for obtaining employment in the occupations identified in bullet #1:**
  - National Center for Construction Education n& Research (NCCR)
  - Occupational Safety and Health Administration (OSHA)
  - Electrician certification
  - Plumbing license
  - National Association of the Remodeling Industry (NARI)
  - Certified Lead Carpenter (CLC)
  - National Association of Home Builders (NAHB)
- The feasibility of providing virtual training or distance learning and recommendations to implement virtual training:
  - Most trainings providing credentials now provide virtual trainings in tandem with in-person trainings. Trainings for carpentry, plumbing and electrical have online components, all of the aforementioned trainings have been approved by DCIA's Construction Advisory Committee to have at least up to two (2) cohorts should DCIA pursue construction trade trainings.

## Utility Advisory Board Written Recommendation for Council

### Committee Recommendation Notes:

- DCIA should incorporate higher quality work readiness training that gives trainees stronger soft skills
- DCIA should add programming that qualifies trainees to attain a National Green Building Standard Certification, as professions in green infrastructure continue to rise and remain high in demand – the certification is ANSI-approved green building certification program, specifically focused on single-family and multi-family residential buildings, remodeling projects and land developments
- The above-mentioned cert could lead to several green entry-level positions that consist of: Green Roof, Water Retention, Drainage/Irrigation, Flood Water, Water Supply, Stormwater

### Recommendations to Council:

- **Recommend 2 to 4 specific occupational skills trainings DCIA should offer:**
  - Roofers
  - Carpentry
  - Electricians
  - HVAC
  - Plumbing (pipefitters/streamfitters)
  - Insulation workers, floor, ceiling and wall
  - Painters
  - Glaziers
- **Number of District residents DCIA should train in the occupations identified in bullet #1:**

#### *Occupational Employment and Wage Statistics, May 2021*

- Roofer –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
Washington, DC	70	\$26.83	\$55,810
National Estimate	129,890	\$23.51	\$48,890

#### Recommendation:

The Construction Advisory Committee recommends that DCIA not pursue trainings in Green Roofing/Roofing due to low demand in the District:

- **Top Industries:** Construction
- **Entry Level Positions:** Green roof/roofer

- Carpentry –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	12,050	\$26.98	\$56,120
National Estimate	668,060	\$26.53	\$55,190

**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings in Carpentry, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of carpentry jobs throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Carpentry

○ Electricians –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	13,220	\$32.85	\$68,340
National Estimate	650,580	\$30.44	\$63,310

**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings for Electricians, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of jobs for electricians throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Electrician

○ HVAC –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
Washington, DC	460	\$33.72	\$70,130
National Estimate	356,960	\$26.29	\$54,690

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in HVAC due to low demand in the District:

- **Top Industries:** Construction
- **Entry Level Positions:** HVAC

○ Plumbing –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	7,890	\$30.44	\$63,310
National Estimate	417,620	\$30.46	\$63,350

**Recommendation:**

The Construction Advisory Committee recommends that should DCIA pursue trainings in Plumbing, that DCIA has one (1) to two (2) cohort(s) per year due to the amount of plumbing jobs throughout the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Plumbing

○ Insulation Workers –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	770	\$26.91	\$55,970
National Estimate	28,010	\$27.05	\$56,260

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Insulation due to low demand in the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Insulation

○ Painters –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	N/A	N/A	N/A
National Estimate	214,220	\$22.66	\$47,140

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Painting due to the national estimated hourly mean wage being below 150% of the District’s minimum wage:

- **Top Industries:** Construction
- **Entry Level Positions:** Painters

○ Glaziers –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
DMV	1,190	\$26.64	\$55,410
National Estimate	52,700	\$24.98	\$51,950

**Recommendation:**

The Construction Advisory Committee recommends that DCIA not pursue trainings in Glazing due to low demand in the District, Maryland and Virginia:

- **Top Industries:** Construction
- **Entry Level Positions:** Glaziers

● **Occupational skills required to obtain employment in the occupations identified in bullet #1:**

- Skills required to obtain employment in construction trades:
  - Safety procedures and personal protective equipment (PPE)
  - Communication skills
  - Growth mindset
  - Critical thinking
  - Literacy and numeracy
  - Technological skills
  - Time management
  - Organization

- Physical strength and stamina
  - Attention to detail
- **A description of tools, equipment, and services necessary to conduct trainings to acquire the skills identified in bullet #1:**
  - Hard hat helmet
  - Steel toe boots
  - Safety vest
  - Respirator mask
  - Tool belt with basic tools
- **Industry-recognized credentials required for obtaining employment in the occupations identified in bullet #1:**
  - National Center for Construction Education n& Research (NCCR)
  - Occupational Safety and Health Administration (OSHA)
  - Electrician certification
  - Plumbing license
  - National Association of the Remodeling Industry (NARI)
  - Certified Lead Carpenter (CLC)
  - National Association of Home Builders (NAHB)
- The feasibility of providing virtual training or distance learning and recommendations to implement virtual training:
  - Most trainings providing credentials now provide virtual trainings in tandem with in-person trainings. Trainings for carpentry, plumbing and electrical have online components, all of the aforementioned trainings have been approved by DCIA's Construction Advisory Committee to have at least up to two (2) cohorts should DCIA pursue construction trade trainings.

## IT Advisory Board Written Recommendation for Council

### Recommended-to-date:

- The IT Helpdesk technician track as a “Quickpath” to an IT career is not sustainable
- DCIA should eliminate the IT track and pour resources into a more suitable “Quickpath” infrastructure track that can benefit DCIA’s target population
- CompTIA A+ cert is a low-level certification that does not carry much merit in the IT workforce
- Forthcoming Cisco and AWS programs will be rigorous courses that will require trainees to already have an extensive background in IT in order to be successful
- Technical aptitude, lack of technology experience/exposure
- Current IT track is only suitable for people who have been displaced in the IT career field or already have 3-5 years experience working with computers
- Less than 10% of graduating participants are receiving a CompTIA A+ certification
- There is not enough helpdesk positions in the IT workforce in comparison the past. Due to the low cost of replacing hardware nowadays, companies are trending toward replacing equipment rather than paying individuals to fix them

### What each Committee should report to Council:

- **Recommend 2 to 4 specific occupational skills trainings DCIA *should* offer:**
  - Cisco
  - AWS
- **Number of District residents DCIA should train in the occupations identified in bullet #1:**

#### ***Occupational Employment and Wage Statistics, May 2021***

- Information Technology Cisco/AWS –

State/Pay	Employment	Hourly Mean Wage	Annual Mean Wage
Washington, DC	310	\$45.32	\$94,260
2021 Median Pay	350,300	\$38.75	\$80,600

#### **Recommendation:**

The IT Advisory Committee recommends DCIA to not train District residents in both AWS and Cisco due to the rigorous nature of both programs and District residents having previous experience in IT for both programs to be palpable:

- **Top Industries:** Information Technology
- **Entry Level Positions:** Network and Computer Systems Administrators

- **Occupational skills required to obtain employment in the occupations identified in bullet #1:**
  - Skills required to obtain employment as a Network and Computer Systems Administrator:
    - Coding
    - Communication
    - Knowledge and Computer Networks
    - Time and Project Management
    - Analytical
    - Audit databases
    - Attention to detail
    - Critical thinking
    - Configuration management
    - Internet
    - Optimization
    - Logical thinking
    - Operating systems
    - Problem solving
    - Web design/development
    - Quality Assurance
    - Mobile applications
    - Cloud systems
  
- **A description of tools, equipment, and services necessary to conduct trainings to acquire the skills identified in bullet #1:**
  - Laptop/Computer with Cloud access
  - Internet
  - Telecommunications equipment
  - Keyboards
  - Drives
  - Servers
  - Printers
  - Network HUBs
  
- **Industry-recognized credentials required for obtaining employment in the occupations identified in bullet #1:**
  - AWS
  - Cisco Certified Network Administrator (CCNA)
  - Cisco Certified DevNet Associate
  - Cisco Certified CyberOps Associate
  - Google IT Support
  
- **The feasibility of providing virtual training or distance learning and recommendations to implement virtual training:**



Most trainings providing credentials now provide virtual trainings in tandem with in-person trainings. All information technology trainings provide a virtual option as trainings are cloud-based.

## IT Advisory Board Written Recommendation for Council

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## Q86 - DOES POH 2026

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Breakthrough Montessori PCS	3	Less than 10	<p> <b>Job Title</b> Summer Youth Office Assistant  <b>Location</b> Breakthrough Montessori PCS  <b>Position Type</b> Temporary, Full Time (Summer)  <b>Reports To</b> Manager of Operations &amp; Data Compliance  <b>Position Overview</b> We are seeking a responsible, motivated, and reliable Summer Youth Office Assistant to support our school's administrative team during the summer months. This entry level position is ideal for individuals looking to gain professional office experience in a dynamic educational setting. The Summer Youth Office Assistant will assist with general office duties, assist staff, and provide support to school operations, all while developing valuable skills that will be beneficial in future career endeavors.  <b>Key Responsibilities</b>  <b>General Office Support</b> Answer phones, take messages, and route calls as necessary. Greet visitors, students, and parents with a positive attitude and direct them to appropriate staff. Assist with filing, organizing, and maintaining school records and documents. Help with preparing materials for upcoming school events or activities.  <b>Data Entry &amp; Record Keeping</b> Input data into spreadsheets and databases accurately. Assist in organizing and updating student records and attendance data.  <b>Mail and Package Management</b> Sort, organize, and distribute incoming mail and packages. Prepare outgoing mail and assist with deliveries.  <b>Office Organization</b> Assist with organizing office supplies, keeping track of inventory, and ensuring the office is clean and orderly. Help prepare and organize materials for teachers, staff, and summer programs.  <b>Other Duties as Assigned</b> Assist with special projects, filing tasks, and other administrative duties as directed by office staff.  <b>Qualifications</b>  <b>Skills &amp; Abilities</b> Strong communication skills (both written and verbal). Proficient in basic computer tasks (e.g., Microsoft Office or Google Suite). Organized with attention to detail. Ability to handle tasks in a timely and efficient manner. Positive, friendly attitude         </p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Capital City Public Charter School	3	Less than 10	<p>Capital City Public Charter School is seeking hardworking and dependable high school students to serve as Building Engineer Operations Interns during the summer. Under the supervision of the Director of Facilities, selected students will gain hands on experience in school operations, maintenance, and building systems. This is an excellent opportunity for students interested in engineering, construction, or facilities management.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>Assist with basic maintenance tasks, such as painting, repairs, and equipment upkeep.</li> <li>Support cleaning, organizing, and preparing classrooms and common areas for the upcoming school year.</li> <li>Help monitor and restock supplies and maintenance materials.</li> <li>Shadow facility staff to learn about HVAC, plumbing, and electrical systems.</li> <li>Participate in safety inspections and assist with minor landscaping projects.</li> <li>Perform other operational duties as assigned by the Director of Facilities.</li> </ul>
Charter School	Capital City Public Charter School	2	Less than 10	<p>Capital City Public Charter School is seeking hardworking and dependable high school students to serve as Building Engineer Operations Interns during the summer. Under the supervision of the Director of Facilities, selected students will gain hands on experience in school operations, maintenance, and building systems. This is an excellent opportunity for students interested in engineering, construction, or facilities management.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>Assist with basic maintenance tasks, such as painting, repairs, and equipment upkeep.</li> <li>Support cleaning, organizing, and preparing classrooms and common areas for the upcoming school year.</li> <li>Help monitor and restock supplies and maintenance materials.</li> <li>Shadow facility staff to learn about HVAC, plumbing, and electrical systems.</li> <li>Participate in safety inspections and assist with minor landscaping projects.</li> <li>Perform other operational duties as assigned by the Director of Facilities.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Capital City Public Charter School	3	Less than 10	As a Garden Intern, you will skill up in growing plants, maintaining natural landscapes, and building / repairing tools and fixtures in the varied gardens at Capital City PCS. The work of interns includes time to Plant, water, prune, weed, mulch, fertilize, propagate, and manage pests using ecological methods. Learn to identify different plants and describe their attributes. Develop and carry out special projects related to the gardens and their maintenance. Support group projects and act as a role model during Lower and Middle school student garden work. This role requires a willingness to do physical and sometimes dirty work in varied weather conditions including heat and rain. Additionally, we will prioritize applicants with an interest in gardening, growing food, and/or carpentry/construction.
Charter School	Capital City Public Charter School	2	Less than 10	As a Garden Intern, you will skill up in growing plants, maintaining natural landscapes, and building / repairing tools and fixtures in the varied gardens at Capital City PCS. The work of interns includes time to Plant, water, prune, weed, mulch, fertilize, propagate, and manage pests using ecological methods. Learn to identify different plants and describe their attributes. Develop and carry out special projects related to the gardens and their maintenance. Support group projects and act as a role model during Lower and Middle school student garden work. This role requires a willingness to do physical and sometimes dirty work in varied weather conditions including heat and rain. Additionally, we will prioritize applicants with an interest in gardening, growing food, and/or carpentry/construction.

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Capital City Public Charter School	8	Less than 10	<p>Capital City PCS is seeking a motivated and tech savvy high school student for a summer IT assistant position. This role provides hands on experience in troubleshooting, maintaining, and supporting technology systems within the school. The selected candidate will work under the guidance of the IT department to ensure smooth operations of hardware, software, and network systems.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Assist with setting up, troubleshooting, and maintaining school computers, printers, and other devices.</li> <li>• Provide basic technical support for staff and students.</li> <li>• Organize and inventory IT equipment and supplies.</li> <li>• Install and update software and security patches.</li> <li>• Assist in preparing devices for the upcoming school year.</li> <li>• Perform other tasks as assigned by the IT team.</li> </ul>
Charter School	Capital City Public Charter School	3	Less than 10	<p>Capital City PCS is seeking responsible and enthusiastic high school students to serve as Camp Care Interns, working under the guidance of the Aftercare Director. This internship provides hands on experience in childcare, activity coordination, and student supervision, making it ideal for students interested in education, child development, or leadership roles.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Assist in supervising and engaging campers in daily activities.</li> <li>• Help facilitate games, arts and crafts, and enrichment programs.</li> <li>• Ensure a safe, fun, and inclusive camp environment.</li> <li>• Support snack distribution, clean up, and transitions between activities.</li> <li>• Assist with attendance tracking and camper pick up procedures.</li> <li>• Perform other duties as assigned by the Aftercare Director.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Capital City Public Charter School	2	Less than 10	Capital City PCS is seeking responsible and enthusiastic high school students to serve as Camp Care Interns, working under the guidance of the Aftercare Director. This internship provides hands on experience in childcare, activity coordination, and student supervision, making it ideal for students interested in education, child development, or leadership roles. Responsibilities • Assist in supervising and engaging campers in daily activities. • Help facilitate games, arts and crafts, and enrichment programs. • Ensure a safe, fun, and inclusive camp environment. • Support snack distribution, clean up, and transitions between activities. • Assist with attendance tracking and camper pick up procedures. • Perform other duties as assigned by the Aftercare Director.
Charter School	Capital City Public Charter School	15	10	Capital City PCS is seeking enthusiastic and responsible high school students to serve as New Student Orientation Counselors during the summer. Selected students will work under the guidance of the Coordinator of School Culture to welcome, mentor, and guide incoming students, helping them transition smoothly into the school community. This is an excellent leadership opportunity for students looking to gain experience in mentorship, event coordination, and school culture development. Responsibilities • Serve as a mentor and role model for incoming students. • Assist with orientation events, including campus tours, icebreakers, and Q&A sessions. • Help new students understand school expectations, traditions, and resources. • Facilitate small group discussions and team building activities. • Support logistics, such as setup, sign in, and materials distribution. • Provide a welcoming and inclusive environment for all new students. • Perform other duties as assigned by the Coordinator of School Culture.
Charter School	Capital City Public Charter School	25	10	Students who are new to Capital City Public Charter school High School division are required to complete a 4 week New Student Orientation program. The orientation provides students with first hand experience of the culture, academics and team building with each other. Students receive half a credit for successfully completing the orientation.

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Capital City Public Charter School	3	Less than 10	<p>Capital City PCS is seeking enthusiastic high school students for a Summer Sports Management Internship working under the guidance of the Athletic Director. This internship provides hands on experience in sports administration, event planning, and athletic program operations, ideal for students interested in sports management, coaching, or athletic administration. Responsibilities</p> <ul style="list-style-type: none"> <li>• Assist in organizing and coordinating summer athletic programs and events.</li> <li>• Support inventory management of sports equipment and uniforms.</li> <li>• Help with scheduling, logistics, and communication for teams and coaches.</li> <li>• Assist in maintaining athletic facilities and ensuring they are event ready.</li> <li>• Support marketing and social media efforts for school athletics.</li> <li>• Attend and help manage summer sports camps, practices, and events.</li> <li>• Perform other administrative and operational duties as assigned by the Athletic Director.</li> </ul>
Charter School	Capital City Public Charter School	2	Less than 10	<p>Capital City PCS is seeking enthusiastic high school students for a Summer Sports Management Internship working under the guidance of the Athletic Director. This internship provides hands on experience in sports administration, event planning, and athletic program operations, ideal for students interested in sports management, coaching, or athletic administration. Responsibilities</p> <ul style="list-style-type: none"> <li>• Assist in organizing and coordinating summer athletic programs and events.</li> <li>• Support inventory management of sports equipment and uniforms.</li> <li>• Help with scheduling, logistics, and communication for teams and coaches.</li> <li>• Assist in maintaining athletic facilities and ensuring they are event ready.</li> <li>• Support marketing and social media efforts for school athletics.</li> <li>• Attend and help manage summer sports camps, practices, and events.</li> <li>• Perform other administrative and operational duties as assigned by the Athletic Director.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Cedar Tree Academy PCS	2	Less than 10	As a Teen Camp Leader, you will play a vital role in supporting young campers' learning and development. You'll assist adult staff with educational activities such as reading, phonics games, and Mandarin lessons, helping younger students stay engaged and focused. During physical activities like outdoor play, basketball, and cheer clinics, you'll help organize games, encourage teamwork, and model positive behavior. You'll also help lead morning greetings and affirmations, building confidence and connection. This role is perfect for teens who enjoy working with children, want to develop leadership skills, and are passionate about creating a fun, safe, and supportive camp environment.
Charter School	Cedar Tree Academy PCS	10	Less than 10	As a Teen Camp Leader, you will play a vital role in supporting young campers' learning and development. You'll assist adult staff with educational activities such as reading, phonics games, and Mandarin lessons, helping younger students stay engaged and focused. During physical activities like outdoor play, basketball, and cheer clinics, you'll help organize games, encourage teamwork, and model positive behavior. You'll also help lead morning greetings and affirmations, building confidence and connection. This role is perfect for teens who enjoy working with children, want to develop leadership skills, and are passionate about creating a fun, safe, and supportive camp environment.
Charter School	Center City Public Charter Schools	32	30	Youth will work in a dynamic makerspace environment that inspires creativity and skill development. They will learn to use tools and equipment such as 3D printers, laser cutters, sewing machines and low tech hand tools for woodworking. They will collaborate with other youth to create ideas and projects that cater to various interests and skill levels. Youth will document and share project outcomes through photos, videos and live demonstrations. Youth assigned to this site should be ready to engage in hands on projects across science, technology, engineering, arts and math.

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Cesar Chavez PCS	15	Less than 10	Chavez Media group Captures the Chavez school's experience through multimedia. Chavez Media Group allows students to document the action in their school community. Chavez media group provides a clear view of the culture at what our scholars and staff experience daily. Interns will be able to express their thoughts, feelings, and opinions through the media they produce.
Charter School	Cesar Chavez PCS	15	Less than 10	Chavez Media group Captures the Chavez school's experience through multimedia. Chavez Media Group allows students to document the action in their school community. Chavez Media Group provides a clear view of the culture at what our scholars and staff experience daily. Interns will be able to express their thoughts, feelings, and opinions through the media they produce. Painting the hallways, doors, handrails, cleaning the hallways. Carpentry, electrical and HVAC duties as assigned,
Charter School	Cesar Chavez PCS	1	Less than 10	Painting the hallways, doors, handrails, cleaning the hallways. Carpentry, electrical and HVAC duties as assigned,
Charter School	Cesar Chavez PCS	4	Less than 10	Painting the hallways, doors, handrails, cleaning the hallways. Carpentry, electrical and HVAC duties as assigned,
Charter School	Cesar Chavez PCS	10	Less than 10	Chavez Media group Captures the Chavez school's experience through multimedia. Chavez Media Group allows students to document the action in their school community. Chavez media group provides a clear view of the culture at what our scholars and staff experience daily. Interns will be able to express their thoughts, feelings, and opinions through the media they produce.

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Cesar Chavez PCS	4	Less than 10	Under the supervision of the task supervisor, performs routine administrative and operations support activities. The person will also be a member of the Chavez summer enrollment street team. This will include, but is not limited to Inventory Support Enrollment support Marketing Data Entry Locker Management Space clean up and organization File maintenance and document management support Qualifications Basic Clerical Skills Basic use of computer applications such as Microsoft Word and Excel for data entry and/or the ability and willingness to learn Must take initiative to ask questions when necessary to complete tasks correctly. Positive solutions oriented approach with a 'can do' spirit
Charter School	Digital Pioneers Academy	50	47	Scholars will participate in physical training and a academic tutoring. This is the second year of the program and if open to Digital Pioneers Academy scholars! This program will build on the work that scholars have been doing during the school year and help prepare them for the field and the classroom next school year. The program will run 4 days a week and attendance is mandatory. Scholars must also complete the academic portion of the program.
Charter School	Digital Pioneers Academy	50	53	Scholars will participate in physical training and a academic tutoring. This is the second year of the program and if open to Digital Pioneers Academy scholars! This program will build on the work that scholars have been doing during the school year and help prepare them for the field and the classroom next school year. The program will run 4 days a week and attendance is mandatory. Scholars must also complete the academic portion of the program. Subset programs include Football, Cheer, Basketball, Credit Recovery, and Operations Support.
Charter School	E.L. Haynes Public Charter School	4	Less than 10	(MS)2 provides academic and personal enrichment to nurture the competencies and self confidence of motivated high school students of color interested in careers in math and science related fields. This program challenges students intellectually with rigorous curriculum (math, science, English, and college counseling). Scholars develop leadership and individual living skills through exposure to peers and educators with diverse backgrounds, life experiences, and aspirations.



Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Friendship Public Charter School	1	Less than 10	The intern position will support the SYEP Coordinator in facilitating a quality program, including handling time and attendance. Duties may include fulfilling tasks assigned by a supervisor; performing clerical duties; managing social media accounts; event handling or planning; job shadowing; learning technical skills related to the industry. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination. Assist in managing the flow of paperwork. Assist and facilitate staff as necessary whenever and however needed.
Charter School	Friendship Public Charter School	15	11	The intern position will support the SYEP Coordinator in facilitating a quality program, including handling time and attendance. Duties may include fulfilling tasks assigned by a supervisor; performing clerical duties; managing social media accounts; event handling or planning; job shadowing; learning technical skills related to the industry. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination. Assist in managing the flow of paperwork. Assist and facilitate staff as necessary whenever and however needed.
Charter School	Friendship Public Charter School	10	Less than 10	The intern position will support the SYEP Coordinator in facilitating a quality program, including handling time and attendance. Duties may include fulfilling tasks assigned by a supervisor; performing clerical duties; managing social media accounts; event handling or planning; job shadowing; learning technical skills related to the industry. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination. Assist in managing the flow of paperwork. Assist and facilitate staff as necessary whenever and however needed.

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Friendship Public Charter School	10	Less than 10	The intern position will support the SYEP Coordinator in facilitating a quality program, including handling time and attendance. Duties may include fulfilling tasks assigned by a supervisor; performing clerical duties; managing social media accounts; event handling or planning; job shadowing; learning technical skills related to the industry. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination. Assist in managing the flow of paperwork. Assist and facilitate staff as necessary whenever and however needed.
Charter School	Friendship Public Charter School	150	76	The Ninth Grade Summer Bridge Program is mandatory for all incoming ninth graders enrolled at Friendship Collegiate Academy next school year. Friendship's Bridge Program strengthens student's Algebra and English skills; helps them develop study skills and time management strategies; and introduces them to the important role high school plays in getting to and through college. The Summer Bridge Program will introduce students to the different career pathways and academies offered at Collegiate and Tech Prep. Introduce students to project based learning. Ensure students' familiarity with the high school campus. Build leadership and collaboration. Enhance student confidence, self esteem, and motivation. Ease the transition from middle school to high school.
Charter School	Friendship Public Charter School	50	26	The Ninth Grade Summer Bridge Program is mandatory for all incoming ninth graders enrolled at Friendship Technology Preparatory Academy next school year. Friendship's Bridge Program strengthens student's Algebra and English skills; helps them develop study skills and time management strategies; and introduces them to the important role high school plays in getting to and through college. The Summer Bridge Program will introduce students to the different career pathways and academies offered at Collegiate and Tech Prep. Introduce students to project based learning. Ensure students' familiarity with the high school campus. Build leadership and collaboration. Enhance student confidence, self esteem, and motivation. Ease the transition from middle school to high school.

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Friendship Public Charter School	7	11	<p>This camp is designed to teach the basic fundamentals and techniques of blocking and tackling, as well as learning how to run, throw, and catch the football. The camp will also feature agility work, stretching techniques, and guest speakers focusing on academics and hard work. Positive Choices football camps are led by industry leading coaches within a world class, all inclusive campus. No matter your skill level, Positive Choices offers a camp training program designed to achieve your goals, including personalized coaching sessions or training specializations focused on topics such as mental performance or strength &amp; power. Summer football camps are designed to incorporate group training, position specific skill work, and game like scenarios.</p>
Charter School	Friendship Public Charter School	30	22	<p>This camp is designed to teach the basic fundamentals and techniques of blocking and tackling, as well as learning how to run, throw, and catch the football. The camp will also feature agility work, stretching techniques, and guest speakers focusing on academics and hard work. Positive Choices football camps are led by industry leading coaches within a world class, all inclusive campus. No matter your skill level, Positive Choices offers a camp training program designed to achieve your goals, including personalized coaching sessions or training specializations focused on topics such as mental performance or strength &amp; power. Summer football camps are designed to incorporate group training, position specific skill work, and game like scenarios.</p>
Charter School	Friendship Public Charter School	30	43	<p>This camp is designed to teach the basic fundamentals and techniques of blocking and tackling, as well as learning how to run, throw, and catch the football. The camp will also feature agility work, stretching techniques, and guest speakers focusing on academics and hard work. Positive Choices football camps are led by industry leading coaches within a world class, all inclusive campus. No matter your skill level, Positive Choices offers a camp training program designed to achieve your goals, including personalized coaching sessions or training specializations focused on topics such as mental performance or strength &amp; power. Summer football camps are designed to incorporate group training, position specific skill work, and game like scenarios.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Friendship Public Charter School	100	70	<p>This position covers an array of afternoon summer camps available to all students. These camps focus on careers and provide work experience. Enrichment camps include dance, music, entrepreneurship, esports, creative writing, modeling and more. Students will be given the opportunity to hone their art skills through drawing, painting, and sculptural projects. They will be given the opportunity to explore new mediums and benefit from more one on one time with the instructor. Curriculum will be provided by partner organization SWBAT gain and sharpen knowledge of dance through enrichment and field experiences. SWBAT experiences in the dance field both in the classroom and outside gaining real world experiences becoming competitive in the art form of dance. Students will be working on the next documentary focusing on Gun Violence. Students will conduct research, interviews, write a script and storyboard. Music/Choir teaching kids to perform/sing and write music I will be teaching a poetry enrichment course that will include; writing sessions, performance studies, public speaking techniques, and preparing the students for a poetry showcase. The mission of Urban L.U.X.E. is to encourage and inspire high school students to pursue a career in fashion. Students will learn about the fashion design, trends, careers, runway, and sewing. Our goal is to promote fashion forward creativity among student members. We will host and participate in a variety of events throughout the year such as, guest speaking events, sewing classes, fashion field trips, and a High school fashion show just to name a few.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Friendship Public Charter School	300	85	<p>This position covers an array of afternoon summer camps available to all students. These camps focus on careers and provide work experience. Enrichment camps include dance, music, entrepreneurship, esports, creative writing, modeling and more. Students will be given the opportunity to hone their art skills through drawing, painting, and sculptural projects. They will be given the opportunity to explore new mediums and benefit from more one on one time with the instructor. Curriculum will be provided by partner organization SWBAT gain and sharpen knowledge of dance through enrichment and field experiences. SWBAT experiences in the dance field both in the classroom and outside gaining real world experiences becoming competitive in the art form of dance. Students will be working on the next documentary focusing on Gun Violence. Students will conduct research, interviews, write a script and storyboard. Music/Choir teaching kids to perform/sing and write music I will be teaching a poetry enrichment course that will include; writing sessions, performance studies, public speaking techniques, and preparing the students for a poetry showcase. The mission of Urban L.U.X.E. is to encourage and inspire high school students to pursue a career in fashion. Students will learn about the fashion design, trends, careers, runway, and sewing. Our goal is to promote fashion forward creativity among student members. We will host and participate in a variety of events throughout the year such as, guest speaking events, sewing classes, fashion field trips, and a High school fashion show just to name a few.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Friendship Public Charter School	75	52	<p>This position covers an array of afternoon summer camps available to all students. These camps focus on careers and provide work experience. Enrichment camps include dance, music, entrepreneurship, esports, creative writing, modeling and more. Students will be given the opportunity to hone their art skills through drawing, painting, and sculptural projects. They will be given the opportunity to explore new mediums and benefit from more one on one time with the instructor. Curriculum will be provided by partner organization SWBAT gain and sharpen knowledge of dance through enrichment and field experiences. SWBAT experiences in the dance field both in the classroom and outside gaining real world experiences becoming competitive in the art form of dance. Students will be working on the next documentary focusing on Gun Violence. Students will conduct research, interviews, write a script and storyboard. Music/Choir teaching kids to perform/sing and write music I will be teaching a poetry enrichment course that will include; writing sessions, performance studies, public speaking techniques, and preparing the students for a poetry showcase. The mission of Urban L.U.X.E. is to encourage and inspire high school students to pursue a career in fashion. Students will learn about the fashion design, trends, careers, runway, and sewing. Our goal is to promote fashion forward creativity among student members. We will host and participate in a variety of events throughout the year such as, guest speaking events, sewing classes, fashion field trips, and a High school fashion show just to name a few.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Friendship Public Charter School	50	50	<p>This position covers an array of afternoon summer camps available to all students. These camps focus on careers and provide work experience. Enrichment camps include dance, music, entrepreneurship, esports, creative writing, modeling and more. Students will be given the opportunity to hone their art skills through drawing, painting, and sculptural projects. They will be given the opportunity to explore new mediums and benefit from more one on one time with the instructor. Curriculum will be provided by partner organization SWBAT gain and sharpen knowledge of dance through enrichment and field experiences. SWBAT experiences in the dance field both in the classroom and outside gaining real world experiences becoming competitive in the art form of dance. Students will be working on the next documentary focusing on Gun Violence. Students will conduct research, interviews, write a script and storyboard. Music/Choir teaching kids to perform/sing and write music I will be teaching a poetry enrichment course that will include; writing sessions, performance studies, public speaking techniques, and preparing the students for a poetry showcase. The mission of Urban L.U.X.E. is to encourage and inspire high school students to pursue a career in fashion. Students will learn about the fashion design, trends, careers, runway, and sewing. Our goal is to promote fashion forward creativity among student members. We will host and participate in a variety of events throughout the year such as, guest speaking events, sewing classes, fashion field trips, and a High school fashion show just to name a few.</p>
Charter School	Friendship Public Charter School	20	Less than 10	<p>The intern position will support the SYEP Coordinator in facilitating a quality program, including handling time and attendance. Duties may include fulfilling tasks assigned by a supervisor; performing clerical duties; managing social media accounts; event handling or planning; job shadowing; learning technical skills related to the industry. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination. Assist in managing the flow of paperwork. Assist and facilitate staff as necessary whenever and however needed.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Friendship Public Charter School	20	12	The intern position will support the SYEP Coordinator in facilitating a quality program, including handling time and attendance. Duties may include fulfilling tasks assigned by a supervisor; performing clerical duties; managing social media accounts; event handling or planning; job shadowing; learning technical skills related to the industry. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination. Assist in managing the flow of paperwork. Assist and facilitate staff as necessary whenever and however needed.
Charter School	Inspired Teaching Demonstration	1	Less than 10	Students employed at ITDS during the summer will provide administrative support to the leadership team and year round staff as they work to prepare for the upcoming school year. Employees can expect to support administrative and clerical work, such as organizing photos and content into folders for future communications projects and staffing the front desk; support facility preparation and summer tasks, such as organizing supplies and office moves as a result of a newly renovated space; provide administrative support to the Principal or other members of the administrative team that might include helping with scheduling, emails and communications, special events, and documents planning the upcoming school year. Employees may also provide administrative and classroom support for the school's summer programming for students.
Charter School	Kingsman Academy Public Charter	20	Less than 10	This position is designed to provide a transformative and enriching experience for youth aged 22-24, focusing on career readiness and exploration. It will inspire young participants to develop essential skills for future career success. Will introduce participants to various career paths and industries. Facilitate discussions, activities, and guest speaker sessions to broaden their understanding of potential career options. Also, developing essential workplace skills, including communication, teamwork, problem solving, time management, and professionalism. Encourage hands on activities to enhance practical learning.



Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Kingsman Academy Public Charter	20	Less than 10	This position is designed to provide a transformative and enriching experience for youth aged 14-15, focusing on career readiness and exploration. It will inspire young participants to develop essential skills for future career success. Will introduce participants to various career paths and industries. Facilitate discussions, activities, and guest speaker sessions to broaden their understanding of potential career options.
Charter School	Kingsman Academy Public Charter	30	38	This position is designed to provide a transformative and enriching experience for youth aged 16-21, focusing on career readiness and exploration. It will inspire young participants to develop essential skills for future career success. Will introduce participants to various career paths and industries. Facilitate discussions, activities, and guest speaker sessions to broaden their understanding of potential career options. Also, developing essential workplace skills, including communication, teamwork, problem solving, time management, and professionalism. Encourage hands on activities to enhance practical learning.
Charter School	LAYCCA PCS	40	39	The LAYC Career Academy is a tuition free adult charter school serving district students ages 16-24 years old. We prepare students with industry training while helping to award industry recognized certifications. Employees will be active students at the LAYC Career Academy in Columbia Heights, WDC pursuing the completion of one of the following courses ELL (English Language Learning) training, GED Diploma Courses, Medical Assistance Certification Courses, IT Certification Courses or College Prep Courses. Employees are required to be at work by 8:55am until 3:00pm Monday through Friday. The LAYC Career Academy (LAYCCA) understands that some students may have been out of the classroom for some time. We aim to meet all students where they are, regardless of level.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Charter School	LAYCCA PCS	11	15	The LAYC Career Academy is a tuition free adult charter school serving district students ages 16 24 years old. We prepare students with industry training while helping to award industry recognized certifications. Employees will be active students at the LAYC Career Academy in Columbia Heights, WDC pursuing the completion of one of the following courses ELL (English Language Learning) training, GED Diploma Courses, Medical Assistance Certification Courses, IT Certification Courses or College Prep Courses. Employees are required to be at work by 855am until 300pm Monday through Friday. The LAYC Career Academy (LAYCCA) understands that some students may have been out of the classroom for some time. We aim to meet all students where they are, regardless of level.
Charter School	Maya Angelou GED (YALC)	40	30	Support marketing campaign planning and execution. Write copy for social media posts, promotional and other marketing collateral. Assist in the creation of branding.
Charter School	Maya Angelou GED (YALC)	40	43	Support marketing campaign planning and execution. Write copy for social media posts, promotional and other marketing collateral. Assist in the creation of branding.
Charter School	Maya Angelou GED (YALC)	50	15	Job Description Support marketing campaign planning and execution. Write copy for social media posts, promotional and other marketing collateral. Assist in the creation of branding.
Charter School	Maya Angelou GED (YALC)	50	57	Support marketing campaign planning and execution. Write copy for social media posts, promotional and other marketing collateral. Assist in the creation of branding.
Charter School	Maya Angelou GED (YALC)	80	71	Support marketing campaign planning and execution. Write copy for social media posts, promotional and other marketing collateral. Assist in the creation of branding.



Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	Paul Public Charter School	75	40	Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities.
Charter School	Paul Public Charter School	75	63	Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities. Students will participate in a variety of summer enrichment activities.
Charter School	RICHARD WRIGHT PUBLIC CH	20	Less than 10	Position is to increase educational and physical disposition over the summer for student athletes. Hired youth will engage in classroom studies and creative writing. Hired youth will assist with moving school furniture as deemed. Hire youth will deliver mail and packages to appropriate staff daily. Hired youth will participate in studying film and training methods for different sports. Hired youth will practice for sports. Hire youth must wear uniform to be provided by employer. Hired youth will have breakfast and lunch provided for them. Physicals will be offered at RWPCS.
Charter School	RICHARD WRIGHT PUBLIC CH	40	Less than 10	Position is to increase educational and physical disposition over the summer for student athletes. Hired youth will engage in classroom studies and creative writing. Hired youth will assist with moving school furniture as deemed. Hire youth will deliver mail and packages to appropriate staff daily. Hired youth will participate in studying film and training methods for different sports. Hired youth will practice for sports. Hire youth must wear uniform to be provided by employer. Hired youth will have breakfast and lunch provided for them. Physicals will be offered at RWPCS.

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	RICHARD WRIGHT PUBLIC CH	47	Less than 10	Position is to increase educational and physical disposition over the summer for student athletes. Hired youth will engage in classroom studies and creative writing. Hired youth will assist with moving school furniture as deemed. Hire youth will deliver mail and packages to appropriate staff daily. Hired youth will participate in studying film and training methods for different sports. Hired youth will practice for sports. Hired youth must wear summer athletic to be provided by RWPCS Hired youth will have breakfast and lunch provided for them. Physicals will be offered at RWPCS.
Charter School	Sela PCS	4	Less than 10	<p>MissionSela Public Charter School offers children of all ethnic and socioeconomic backgrounds in the District of Columbia, from PreK3 to 5th grade, the opportunity to achieve academic excellence in a safe, nurturing environment that focuses on Hebrew language immersion, promotes the value of diversity and provides the skills for taking action in the world.School CultureSela PCS’s vision is of a community of learners striving towards excellence, where children of all backgrounds and abilities are valued members of a safe, nurturing community, in which differences are appreciated and families are active participants in school life. Through exposure to the Hebrew language and contemporary Israeli culture, students learn broad lessons about how to appreciate and participate in cultures that are different from their own.</p> <p>Summer Camp Position DescriptionThe Summer Camp counselor is responsible for conducting day to day operations as well as teaching curriculum for Summer Camp. The program consists of academics, enrichment, recess, and field trips that vary over the 5 week program. The position reports to the Director of Summer Camp.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	St. Coletta of Greater Washington	8	Less than 10	<p>Daily Goals restock the second floor kitchen in the Administration area and check with the House 4 and House 5 SECs or AHAs for the list of duties for that day. They may include delivering document packets to House 4 teachers, shredding documents, making copies, and organizing the changing room. Procedures for restocking Administration area kitchen</p> <p>1. Clock in. 2. Check visual checklist of items needed for that day's job. 3. Travel to second floor Administration kitchen. 4. Take inventory of forks, knives, spoons, napkins, coffee filters, coffee cups, coffee stirrers, and sugar packs. 5. Restock these items. Procedures for organizing the changing rooms</p> <p>1. Travel to the House 4 and then the House 5 changing rooms. 2. Check visual checklist of items needed to do this job. 3. Enter the changing room. 4. Open clothing cabinet. 5. Sort clothing by category (tops, bottoms, shoes, etc.). 6. Fold and stack clothing in correct bin. 7. Sort other items in changing room by category (towels, chucks, etc.). 8. Clock out if this is the last activity completed during the work session.</p>
Charter School	St. Coletta of Greater Washington	10	Less than 10	<p>Goal provide janitorial services such as sweeping hallways and stairwell, check restrooms and conference rooms, and clean windows. Procedures</p> <p>1. Clock in. 2. Check visual schedule for job/jobs to be performed that day. 3. Check visual checklist of items needed for that day's job/jobs. 4. Check visuals showing where janitorial services are to be performed. 5. Sweep hallways and stairwells in Houses 1 5 depending on the day of the week. 6. Don gloves and clean sink, mirror, faucet, and door handle in House 1 5 restrooms depending on the day of the week. 7. Clean windows and doors of classrooms and office (outside only). 3.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	St. Coletta of Greater Washington	5	Less than 10	<p>Goal beautify school exterior inside fence from the basketball court area to end of Village Green.</p> <p>Job skills &amp; duties</p> <ol style="list-style-type: none"> <li>1. Clock in.</li> <li>2. Go to shed and enter code 6521 to open.</li> <li>3. Check visual schedule for job/jobs to be performed that day.</li> <li>4. Get visual checklist of items needed for that day's job.</li> <li>5. Retrieve gloves, lawn mower, and rake from the shed after the staff member unlocks the shed.</li> <li>Directions for mowing</li> <li>6. Check visual of areas to be mowed and raked.</li> <li>7. Mow the first section of grass. (Demarcated by Staff member using traffic cones.)</li> <li>8. Empty the lawn mower's basket into a wheelbarrow when it gets full or all grass is mowed. Put debris into bags.</li> <li>9. Repeat steps for 6 8 for the next section of grass and continue until all sections are completed.</li> <li>Directions for raking</li> <li>10. Rake behind the lawn mower and rake any extra debris into small piles.</li> <li>11. Put any small piles into the wheelbarrow.</li> <li>12. Travel to each tree and remove debris (leaves/seed pods, etc.) and put into wheelbarrow.</li> <li>13. When wheelbarrow is full, fill lawn bags with debris.</li> <li>14. When lawn bags are full, set on the side of the shed to be picked up.</li> <li>Directions for concluding</li> <li>15. Wipe off/clean lawn mower and rake.</li> <li>16. Return gloves, lawn mower, and rake to shed and wait for Staff member to lock the shed.</li> <li>17. Return to time clock and clock out.</li> <li>18. Return to class.</li> </ol>
Charter School	St. Coletta of Greater Washington	8	Less than 10	<p>Goal collect, wash, dry, and fold laundry.</p> <ol style="list-style-type: none"> <li>1. Collect dirty clothing from classrooms.</li> <li>2. Put laundry in washer.</li> <li>3. Put in detergent.</li> <li>4. Turn on washer.</li> <li>5. Set timer. (Return to washer when timer goes off.)</li> <li>6. Leave changing room.</li> <li>7. Take out laundry from washer.</li> <li>8. Open dryer.</li> <li>9. Put laundry in dryer.</li> <li>10. Turn on dryer.</li> <li>11. Set timer. Return to dryer when timer goes off.</li> <li>12. Open dryer.</li> <li>13. Take out dry laundry.</li> <li>14. Place laundry in basket.</li> <li>15. Fold laundry.</li> </ol>

Sector	Host	Total Slots	Slots Assigne	Job Description
Charter School	St. Coletta of Greater Washington	15	15	Gather orders, travel to stocking closet, unlock stocking closet, place items to be delivered on cart, and then deliver paper towels, tissues, medium gloves, large gloves, extra large gloves, wipes, and cleaning solution to classrooms in House 1, House 2, House 3, House 4, House 5, and the Nursing Suite. Travel to the Administrative Office on the second floor, report to the Receptionist, gather mail, and deliver to recipients.
Charter School	St. Coletta of Greater Washington	4	Less than 10	Provide van washing services such as vacuum carpet, cleaning tires and windows. 1. Clock in. 2. Check visual checklist of items need for that day's job. 3. Travel to loading dock to vans. 4. Fill 2 buckets with soapy water. 5. Hose/Rinse off the van from top to bottom. 6. Wash tires with stiff brush. • Dip stiff brush into 1 bucket of soapy water. • Brush to clean tires. • Rinse the wheels of with the hose. 7. Dip a van wash mitt or sponge into soapy water. 8. Wipe the van from top to bottom. 9. Rinse the van off as soon as possible. 10. Dry the van with microfiber towels. Cleaning Windows 1. Spray windows with cleaning solution. 2. Wiped up and down, and then left to right until clean. Vacuum 1. Open all of the van doors. 2. Clear out trash and other large items in advance. 3. Remove the floor mats. 4. Use vacuum's brush attachment. 5. Vacuum the front and back floors of van. 6. Vacuum the seats and seat backs. 7. Shake the dirt of the floor mats and vacuum. 8. Then remove any trash from trunk and vacuum. 9. Place all floor mats back in the van, closed trunk and all doors. Cleaning Car Seats with Wet Vac 1. Spray cleaning solution all over the van seats. 2. Use the wet vac to vacuum the cleaning solution the seats at least 2 times. 3. Use dry microfiber towel to dry seats. 4. Clock out.
Charter School	Statesmen College Preparatory Aca	3	Less than 10	The Summer Youth Worker will assist Statesmen staff with the implementation of summer programming. This includes the following Facilities set up and management Assembling classroom desks and chairs, classroom set up, materials distribution



Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Statesmen College Preparatory Academy	5	Less than 10	The Summer Youth Worker will assist Statesmen staff with the implementation of summer programming. This includes the following: Facilities set up and management, Assembling classroom desks and chairs, classroom set up, materials distribution, Program activities assistance, Assisting program staff in implementing daily program activities to include math and reading activities, movement breaks and physical activities. Snack distribution, Youth worker will assist in breakfast, lunch and snack distribution and clean up, Administrative tasks, Youth workers will help with attendance and light office work such as making copies and organizing work.
Charter School	The Next Step Public Charter School	15	Less than 10	The SYEP Student works closely with their SSS Case Manager or CLS Advisor to apply to SYEP and complete all steps of the checklist by the set deadlines. The SYEP Students will also work with the school enrollment team to ensure he/she is enrolled for TNS Summer Session (July 11th – Aug 3rd). During the TNS Summer Session, the SYEP Student will attend school during the TNS provided class schedule to learn and earn. Hours will be submitted to SYEP for payment based on recorded class attendance. Candidates for this position should be responsible to complete all tasks for TNS enrollment, tasks for SYEP, and scan in everyday they are in attendance.
Charter School	The Next Step Public Charter School	100	Less than 10	The SYEP Student works closely with their SSS Case Manager or CLS Advisor to apply to SYEP and complete all steps of the checklist by the set deadlines. The SYEP Students will also work with the school enrollment team to ensure he/she is enrolled for TNS Summer Session (July 11th – Aug 3rd). During the TNS Summer Session, the SYEP Student will attend school during the TNS provided class schedule to learn and earn. Hours will be submitted to SYEP for payment based on recorded class attendance. Candidates for this position should be responsible to complete all tasks for TNS enrollment, tasks for SYEP, and scan in everyday they are in attendance. Primary Responsibilities • Complete SYEP application and checklist • Enroll in TNS Summer Session • Scan in everyday during TNS Summer Session • Attend provided TNS class schedule for TNS Summer Session

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	The Next Step Public Charter School	100	Less than 10	<p>The SYEP Student works closely with their SSS Case Manager or CLS Advisor to apply to SYEP and complete all steps of the checklist by the set deadlines. The SYEP Students will also work with the school enrollment team to ensure he/she is enrolled for TNS Summer Session (July 11th – Aug 3rd). During the TNS Summer Session, the SYEP Student will attend school during the TNS provided class schedule to learn and earn. Hours will be submitted to SYEP for payment based on recorded class attendance. Candidates for this position should be responsible to complete all tasks for TNS enrollment, tasks for SYEP, and scan in everyday they are in attendance. Primary responsibilities • Complete SYEP application and checklist • Enroll in TNS Summer Session • Scan in everyday during TNS Summer Session • Attend provided TNS class schedule for TNS Summer Session</p>
Charter School	The Next Step Public Charter School	100	Less than 10	<p>The SYEP Student works closely with their SSS Case Manager or CLS Advisor to apply to SYEP and complete all steps of the checklist by the set deadlines. The SYEP Students will also work with the school enrollment team to ensure he/she is enrolled for TNS Summer Session (July 11th – Aug 3rd). During the TNS Summer Session, the SYEP Student will attend school during the TNS provided class schedule to learn and earn. Hours will be submitted to SYEP for payment based on recorded class attendance. Candidates for this position should be responsible to complete all tasks for TNS enrollment, tasks for SYEP, and scan in everyday they are in attendance. Primary responsibilities • Complete SYEP application and checklist • Enroll in TNS Summer Session • Scan in everyday during TNS Summer Session • Attend provided TNS class schedule for TNS Summer Session</p>
Charter School	THE SEED PUBLIC CHARTER SCHOOL	10	Less than 10	<p>Youth will be engaged in a comprehensive curriculum tailored to those interested in administrative support. This program will provide hands on training, industry relevant skills, and career readiness tools, ensuring participants are well prepared for success in college and the workforce. There will also be a music enrichment component that emphasizes creativity, teamwork, and cultural appreciation, fostering confidence and musical skills in participants.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	THE SEED PUBLIC CHARTER S	10	Less than 10	Youth will be engaged in a comprehensive curriculum tailored to those interested in administrative support. This program will provide hands on training, industry relevant skills, and career readiness tools, ensuring participants are well prepared for success in college and the workforce. There will also be a music enrichment component that emphasizes creativity, teamwork, and cultural appreciation, fostering confidence and musical skills in participants.
Charter School	The Washington Latin PCS	3	Less than 10	helps to install, operate, and maintain computer networks and communication systems
Charter School	The Washington Latin PCS	47	43	Participant(s) will engage in academic and career exploration activities while developing their soft skills which will be needed for future endeavors.
Charter School	The Washington Latin PCS	60	44	Participant(s) will engage in academic and career exploration activities while developing their soft skills which will be needed for future endeavors.
Charter School	The Washington Latin PCS	3	Less than 10	Support summer school staff with administrative responsibilities including not limited to the following grading assignments, assisting students, clerical/inputting and more.
Charter School	The Washington Latin PCS	2	Less than 10	Teacher's assistant duties and responsibilities are included but not limited to the following Support summer school staff with administrative responsibilities including not limited to the following grading assignments, assisting students, clerical/inputting and more. Teacher's assistant may be asked to serve as a primary teacher in the even the main teacher is unavailable. We highly recommend that applicants have an interest working with school aged youth.

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Thurgood Marshall Academy PCH	10	Less than 10	<p>Assistant to the Leadership Team Job Description Summer 2024</p> <p>Assistants will help leadership team members such as the Executive Director, the Head of School, the Director of Student Affairs, etc. The assistant will be responsible for the following:</p> <ul style="list-style-type: none"> <li>Manage scheduling for leadership team member</li> <li>Draft, review and send communications on behalf of leadership team member</li> <li>Organize and prepare for meetings, including gathering documents and attending to logistics of meetings</li> <li>Answer and respond to phone calls, communicate messages and information to the leadership team member</li> <li>Prioritize emails and respond when necessary</li> <li>Maintain various records and documents</li> <li>Shredding, restocking supplies, etc.</li> </ul> <p>Qualifications include:</p> <ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Time management skills</li> <li>Ability to pay attention to detail</li> <li>Organization skills</li> <li>Ability to multitask</li> <li>Basic understanding of frequently used computer software and programs, such as Microsoft Office and Google Suite</li> <li>Interpersonal skills</li> </ul>
Charter School	Thurgood Marshall Academy PCH	10	Less than 10	<p>Assistants will help leadership team members such as the Executive Director, the Head of School, the Director of Student Affairs, etc. The assistant will be responsible for the following:</p> <ul style="list-style-type: none"> <li>Manage scheduling for leadership team member</li> <li>Draft, review and send communications on behalf of leadership team member</li> <li>Organize and prepare for meetings, including gathering documents and attending to logistics of meetings</li> <li>Answer and respond to phone calls, communicate messages and information to the leadership team member</li> <li>Prioritize emails and respond when necessary</li> <li>Maintain various records and documents</li> <li>Shredding, restocking supplies, etc.</li> </ul> <p>Qualifications include:</p> <ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Time management skills</li> <li>Ability to pay attention to detail</li> <li>Organization skills</li> <li>Ability to multitask</li> <li>Basic understanding of frequently used computer software and programs, such as Microsoft Office and Google Suite</li> <li>Interpersonal skills</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Thurgood Marshall Academy PCH	10	Less than 10	This position is for 10th, 11th, 12th grade students, and TMA Alumni that are interested in supporting the Summer Athletic Program. TMA's Summer Athletic Program is designed to help athletes build their skills on and off the field by participating in drills, strength training, and leadership skills. The main areas of responsibility are Administration Assist with daily administrative tasks like attendance, calling parents, etc. Activities Help set up and break down programming each day Lead activities for camp participants Assist coaches with instruction and small groups Help athletes develop leadership skills Attend other field trip opportunities as presented by the school Building Relationships Mentor and coach new students Get to know the coaches and athletic director
Charter School	Thurgood Marshall Academy PCH	20	Less than 10	College counseling summer program through Thurgood Marshall Academy Student will prepare for college and life after high school by participating in the following activities 1. dual enrollment courses through Virginia State, Marymount, UDC, Trinity, and George Mason 2. college prep enrichment sessions about scholarships and life on campus 3. prep for life after college like financial literacy, networking, etc. 4. mentorship with community partners
Charter School	Thurgood Marshall Academy PCH	10	Less than 10	This position is for 10th, 11th, 12th grade students, and TMA Alumni that are interested in supporting the Summer Enrichment Program. TMA Summer Enrichment is designed to help students build academic skills as well as social emotional skills. The main areas of responsibility are Administration Assist with daily administrative tasks like attendance, calling parents, etc. Data entry and comfort with google platform Academics & Enrichment Assist teachers with instruction, small group, and grading Assist enrichment leaders with facilitation and activity planning Building Relationships Tutor students Get to know the teachers, deans, and TMA staff

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Thurgood Marshall Academy PCH	75	Less than 10	This position is for rising 10th, 11th, and 12th grade students. TMA Summer Enrichment is designed to help students build academic skills as well as social emotional skills. The main areas of responsibility are Attendance Report each day according to your schedule Academics Ask for help when needed Complete all coursework Participate in one or two academic activities Enrichment Participate in the enrichment activity block in the afternoon
Charter School	Thurgood Marshall Academy PCH	75	Less than 10	This position is for rising 10th, 11th, and 12th grade students. TMA Summer Enrichment is designed to help students build academic skills as well as social emotional skills. The main areas of responsibility are Attendance Report each day according to your schedule Academics Ask for help when needed Complete all coursework Participate in one or two academic activities Enrichment Participate in the enrichment activity block in the afternoon
Charter School	Thurgood Marshall Academy PCH	10	Less than 10	This position is for 10th, 11th, 12th grade students, and TMA Alumni that are interested in supporting the Summer Prep Program. TMA Summer Prep is designed to help new students prepare for high school, including academics, school activities, and building relationships with peers. The main areas of responsibility are Administration Assist with daily administrative tasks like attendance, calling parents, etc. Academics Assist teachers with instruction, small group, and grading Help students understand expectations of high school courses Activities Lead after school activities like clubs and athletics Attend college visits Lead a Law Day group Attend other field trip opportunities as presented by the school Building Relationships Mentor and coach new students Get to know the teachers, deans, and TMA staff

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Thurgood Marshall Academy PCH	10	Less than 10	<p>This position is for 10th, 11th, 12th grade students, and TMA Alumni that are interested in supporting the Summer Prep Program. TMA Summer Prep is designed to help new students prepare for high school, including academics, school activities, and building relationships with peers. The main areas of responsibility are:</p> <ul style="list-style-type: none"> <li>Administration: Assist with daily administrative tasks like attendance, calling parents, etc.</li> <li>Academics: Assist teachers with instruction, small group, and grading</li> <li>Help students understand expectations of high school courses</li> <li>Activities: Lead after school activities like clubs and athletics</li> <li>Attend college visits</li> <li>Lead a Law Day group</li> <li>Attend other field trip opportunities as presented by the school</li> <li>Building Relationships: Mentor and coach new students</li> <li>Get to know the teachers, deans, and TMA staff</li> </ul>
Charter School	Thurgood Marshall Academy PCH	20	17	<p>This position is for rising 9th and 10th grade students that are new to Thurgood Marshall Academy Public Charter High School. TMA Summer Prep is designed to help new students prepare for high school, including academics, school activities, and building relationships with peers. The main areas of responsibility are:</p> <ul style="list-style-type: none"> <li>Academics: Adjust to rigorous high school academic schedule</li> <li>Understand expectations of high school courses</li> <li>Activities: Participate in after school activities like clubs and athletics</li> <li>Attend college visits</li> <li>Participate in Law Day</li> <li>Attend other field trip opportunities as presented by the school</li> <li>Building Relationships: Get to know your fellow students</li> <li>Get to know your teachers, deans, and TMA staff</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Charter School	Thurgood Marshall Academy PCH	100	25	This position is for rising 9th and 10th grade students that are new to Thurgood Marshall Academy Public Charter High School. TMA Summer Prep is designed to help new students prepare for high school, including academics, school activities, and building relationships with peers. The main areas of responsibility are Academics Adjust to rigorous high school academic schedule Understand expectations of high school courses Activities Participate in after school activities like clubs and athletics Attend college visits Participate in Law Day Attend other field trip opportunities as presented by the school Building Relationships Get to know your fellow students Get to know your teachers, deans, and TMA staff
Charter School	Washington Leadership Academy	5	Less than 10	Students will participate in a summer school program designed to strengthen their academic skills across multiple subjects. These subjects will include core areas such as English, Math, and History, along with additional topics based on individual student needs. The program aims to provide students with extra support, reinforce foundational knowledge, and prepare them for success in the upcoming school year. Through engaging lessons and targeted instruction, students will have the opportunity to improve their understanding, close learning gaps, and build confidence in their academic abilities. Attendance is expected and will contribute to their overall academic growth and achievement.
Community Bas	[Duplicate] FIGHTING APARTH	0	0	afdfdsf
Community Bas	Alliance of Concerned Men	10	10	Create and participate in activities, and chaperone field trips. Prepare lunch and must participate in the Conflict Resolution Training for 1 hour daily.
Community Bas	Alliance of Concerned Men	10	Less than 10	Create and participate in activities, and chaperone field trips. Prepare lunch and must participate in the Conflict Resolution Training for 1 hour daily.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	American Biotechnology Associati	11	10	<p>The program supports the expressed career interests of students in fields such as medicine, dermatology, precision medicine, genetics, psychology, and biological research. Students will question the process of science, what characteristics unite all living things, and how living things are connected in ecosystems. Students will support the assembly of biotech kits, help test new products for quality control testing, and complete research and development (R&amp;D). Both BTBC and BSI students will</p> <ul style="list-style-type: none"> <li>• (BSI only) Earn 4 college credits during 6 week period</li> <li>• Completion of up to 25 hours of community service</li> <li>• Completion of internship requirement</li> <li>• Biotechnician Assistant Credentialing Exam (BACE) preparation</li> <li>• Intensive work based learning opportunities in biotechnology</li> <li>• Professional development and learning opportunities in biotechnology</li> <li>• College admissions presentation given to students</li> </ul>
Community Bas	American Biotechnology Associati	0	0	<p>The program supports the expressed career interests of students in fields such as medicine, dermatology, precision medicine, genetics, psychology, and biological research. Students will question the process of science, what characteristics unite all living things, and how living things are connected in ecosystems. Both BTBC and BSI students will</p> <ul style="list-style-type: none"> <li>• (BSI only) Earn 4 college credits during 6 week period</li> <li>• Completion of up to 25 hours of community service</li> <li>• Completion of internship requirement</li> <li>• Biotechnician Assistant Credentialing Exam (BACE) preparation</li> <li>• Intensive work based learning opportunities in biotechnology</li> <li>• Professional development and learning opportunities in biotechnology</li> <li>• College admissions presentation given to students from host. Students will support the assembly of biotech kits, help test new products for quality control testing, and complete research and development (R&amp;D).</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	American Biotechnology Associati	3	Less than 10	The program supports the expressed career interests of students in fields such as medicine, dermatology, precision medicine, genetics, psychology, and biological research. Students will question the process of science, what characteristics unite all living things, and how living things are connected in ecosystems. Both BTBC and BSI students will • (BSI only) Earn 4 college credits during 6 week period • Completion of up to 25 hours of community service • Completion of internship requirement • Biotechnician Assistant Credentialing Exam (BACE) preparation • Intensive work based learning opportunities in biotechnology • Professional development and learning opportunities in biotechnology • College admissions presentation given to students from host. Students will support the assembly of biotech kits, help test new products for quality control testing, and complete research and development (R&D).
Community Bas	Angels of Hope Ministries	2	Less than 10	To effectively communicate and complete assignments. You will work closely with the Director and Staff to ensure that our site run efficiently. Must have a positive and cordial attitude and able to multitask. Work independently and with group projects. Timely and possess excellent follow through. Apt to learn and teach. Respectful, Patient, Leadership Skills, Professionalism including dress attire, and Compassionate. Clerical and Admin skills a must with some research. Work with Performing Arts .
Community Bas	Angels of Hope Ministries	3	Less than 10	Clerical Skill. Excellent Follow through and independent worker. Pleasant personality and a people person. Apt to learn and follow instructions. Organized and Teachable. A Multitasker. Well learned in Microsoft word, Power Point, Excel. PhotoShop and other Art programs geared towards Creating Fliers and T.Shirts for marketing purposes. Project and research Oriented . Social Media platforms
Community Bas	Angels of Hope Ministries	5	Less than 10	Using the performing arts Vocal, Dance, Instrumental Music, Drama, Poetry to bring Awareness to Social Ills that plague our community. Each artist will engage in selecting and writing a powerful play, Perform, using their talent to inform and prevent improving the lives of our communities and city. Photography and Videography.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Angels of Hope Ministries	6	Less than 10	Using the performing arts Vocal, Dance, Instrumental Music, Drama, Poetry to bring Awareness to Social Ills that plague our community. Each artist will engage in selecting and writing a powerful play, Perform, using their talent to inform and prevent improving the lives of our communities and city. Photography and Videography.
Community Bas	Angels of Hope Ministries	4	Less than 10	Cleaning, Organization, Staging. Project Oriented.
Community Bas	Angels of Hope Ministries	2	Less than 10	Professional and excellent cleaning service. Attention to detail, cool headed, teacheable and takes pride in his work. Can work independently or with others. Good work ethics. Pleasant and mannerable. Will also help with set up and break down. Removal of trash cans, sweeping, mopping, ordering supplies and other maintenance engineering duties.Do your job. Complete task and go home. 🔄 Get paid.
Community Bas	Angels of Hope Ministries	2	Less than 10	Community Service and the ability to multitask, Apt to learn and work independently, and in group setting. Must be Respectful and teachable. Creative and a mind to work. Punctual. Professional. Advocacy and Project oriented. Personal Development and training. Organize and Clean. Problem solver. Success and Goal achiever. Angels of Hope Ministries, is a non profit, Faith Base Community Service Organization. Our mission is to minister holistically to the mind, body and soul of children. Building a safe, structured fun environment, where children can be children. We are an organization advocating on behalf of the needs of children and elderly. Our summer program is enriching in that it provides not only training and development, but opportunities to show case the hidden talent of our youth and young adults. We have transformed lives and help youth reach their goals with degrees and non degree career paths. We take pride in our programs and have become a positive and respectable organization within our ward.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Arts Haven School of Dance and M	31	29	Looking for well trained dancers who would like to explore the world of dance. Must have trained in ballet, jazz, modern, Broadway, hip hop, tap and lyrical dance. Must be serious, dedicated and ready to work hard and learn from amazing teachers and choreographers. Must be willing to put in the work and see the final project through, and must be able to perform outdoors. Must have a positive attitude towards learning, must be a team player, must come prepared and dress in the proper dance attire that is required.
Community Bas	Arts Haven School of Dance and M	10	Less than 10	Are you looking to expand your craft, then if so we are looking for singers, dancers, actors, musicians, and tech crew. If you have the skills and love to perform on stage then this will be the best place for you. You will get training in vocal, music, dance, acting, stage help. You are being trained by nothing but the best of the best Master teachers in the DMV area. If you have what it takes to be on stage then this is the place for you. Hope to see you in the summer.
Community Bas	Arts Haven School of Dance and M	15	13	We are looking for singers, dancers, actors, musicians, and tech crew. If you love performing then Arts Haven and Theatre 202 is the place for you. So come on and share your gifts with the world, this will be the best summer yet If you think you think you have what it takes, then bring it. We will perform around the DC area! and take a trip to New York to perform and see a Broadway show. If any of this sparks excitement in heart then this is the place for you.
Community Bas	Artsgroup Inc	10	Less than 10	Production Hosts support live productions, events, and site management while ensuring smooth studio operations. Responsibilities include assisting with sound setup, organizing the studio, and helping artists and guests navigate the space. Ideal candidates are passionate about the creative industry, have strong organizational skills, and can work flexible hours, including weekends. To Learn More about this position visit <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Artsgroup Inc	18	Less than 10	We are seeking creative youth with a strong interest in animation, digital art, or illustration to learn industry fundamentals in a professional studio setting. Participants will develop skills in character design, storytelling, and animation software while receiving mentorship and portfolio support. This merit based program requires you to meet basic training requirements. To Learn More About This Position Visit <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a>
Community Bas	Artsgroup Inc	8	Less than 10	We are seeking strongly passionate and talented youth in animation, illustration, or digital art to develop industry fundamentals in a hands on studio environment. Participants will refine their skills in character design, storytelling, and animation software while receiving mentorship and professional training. This merit based program requires meeting basic training standards. Please Visit Our Website For more details on this position <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a> .
Community Bas	Artsgroup Inc	10	Less than 10	The Muralist role is for skilled artists to design and paint large scale murals for indoor and outdoor spaces at StudioPlace. Responsibilities include collaborating on creative installations, preparing surfaces, and executing professional mural work. For more details on this position visit <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a> .
Community Bas	Artsgroup Inc	20	Less than 10	This program is designed for aspiring producers, artists, and engineers to gain hands on experience in music production, from beat making to recording and music business fundamentals. Participants will learn to use professional studio equipment, collaborate on songwriting and mixing, and receive A&R development. No prior experience is required—just a passion for music and a willingness to learn in a creative studio environment. For more details for this position, visit <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Artsgroup Inc	10	Less than 10	We are seeking motivated college students or recent graduates with experience in digital media, journalism and social media to join our Innovation Team (cohort). Participants will assist with the pre launch of an FCC licensed radio station and assist with managing animation projects. This program will include hands on experience, leadership development, and professional mentorship. To Learn More About This Position Visit <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a>
Community Bas	Artsgroup Inc	10	Less than 10	The Voiceover Artist role involves recording voiceovers for radio, animation, and digital content while developing professional vocal performance techniques. Responsibilities include creating character voices, working with AI voice cloning tools, and collaborating on various creative projects. For more details on this position, visit <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a> .
Community Bas	Asian American LEAD	10	Less than 10	With the guidance of AALEAD staff, Summer Student Youth Aides will be responsible for the following work assignments in the AALEAD summer program co leading and mentoring teams of 5 10 program participants, facilitating day to day logistics and activities for program participants, leading program participants through team, and community building activities. In addition, youth will participate in leadership and workforce training throughout the summer. SYEP Duties and Responsibilities 1) Youth Program Coordination (50%)Support leading and facilitating program activities with AALEAD staff guidance. Prepare and lead mini workshops and community building activities during programs to develop leadership and facilitation skills2) Event Planning (25%)Assist with weekly field trip logistics including setting youth expectation, field trip agenda, and data tracking. Assist with planning and acting as youth ambassadors during the end of summer activities and closing field trips.3) Administrative Duties (25%)Assist in program data management, including attendance tracking, enrollment form completion, SSL hour tracking, and field trip logistics.Other duties as assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Assure Financial Group	25	12	Assure Financial Group is a licensed insurance agency specializing in life and health protection solutions. We offer a full range of products including mortgage protection, term and whole life insurance, critical illness coverage, and children's policies. Our mission is to provide personalized, reliable coverage through top rated carriers to help individuals and families achieve lasting financial security.
Community Bas	Atlas Performing Arts Center	35	12	Within the six week grant period, participants will create, build and manage an original musical based on their experiences. During the process, the program participants will train with area theater professionals in the areas of acting, singing, dancing, stage management, wardrobe design, light and sound design, set and properties design. The six week training program will culminate with a presentation created, produced and performed by the participants. The three primary goals for participants in the program are Proficiency in technical theater; Proficiency in story telling using acting, singing, dancing; skills in collaboration and leadership; and employability in the arts.
Community Bas	Atlas Performing Arts Center	1	Less than 10	Within the six week grant period, participants will create, build and manage an original musical based on their experiences. During the process, the program participants will train with area theater professionals in the areas of acting, singing, dancing, stage management, wardrobe design, light and sound design, set and properties design. The six week training program will culminate with a presentation created, produced and performed by the participants. The three primary goals for participants in the program are Proficiency in technical theater; Proficiency in story telling using acting, singing, dancing; skills in collaboration and leadership; and employability in the arts.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Atlas Performing Arts Center	35	23	Within the six week grant period, participants will create, build and manage an original musical based on their experiences. During the process, the program participants will train with area theater professionals in the areas of acting, singing, dancing, stage management, wardrobe design, light and sound design, set and properties design. The six week training program will culminate with a presentation created, produced and performed by the participants. The three primary goals for participants in the program are Proficiency in technical theater; Proficiency in story telling using acting, singing, dancing; skills in collaboration and leadership; and employability in the arts.
Community Bas	AWHA INC African Wholistic A	25	Less than 10	youth will be working with community outreach programs providing information about drug and substance abuse and anti violence programs featuring local artist and entertainers and media personalities who will speak and perform at community rallies, shows, parties, social gatherings for youth, their families and DC community
Community Bas	Be the Blessing Foundation	0	0	Deliver program apparel designs Research top brands and artist Product and sales management. Learn how to make something unique.
Community Bas	Be the Blessing Foundation	5	Less than 10	Conduct research and case studies on the intricacies of health and wellness in our communities and abroad. Facilitate learning and insights into program plans to help develop holistic living practices that incorporate your research.
Community Bas	Be the Blessing Foundation	5	Less than 10	Develop our outreach platforms (website, Social media, communications, etc.)
Community Bas	Be the Blessing Foundation	10	Less than 10	These individuals will help facilitate projects by leading groups (cohorts) of interns under a specific topic. They will be responsible for sharing project information tracking intern participation and timekeeping coordinating meetings
Community Bas	Be the Blessing Foundation	8	Less than 10	Engage in meaningful political activities discussing and solving critical challenges in our communities through outreach and program development Topics of interest Incarceration Gentrification Housing Systemic Oppression Civil Rights



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Beacon House Community Ministr	9	Less than 10	Assisting youth ages 7years old 13 years old with day to day activitiesAccompanying youth on field trips Assisting youth with community service events and activities in the community. Community Service Networking with other agencies in the communityDay to day actives and assignmentsAssisting youth with both on and off site assignments. Sports and Fitness Assistance with projects at Beacon House
Community Bas	Beacon House Community Ministr	11	10	Assisting youth ages 7years old 13 years old with day to day activitiesAccompanying youth on field trips Assisting youth with community service events and activities in the community. Community Service Networking with other agencies in the communityDay to day actives and assignmentsAssisting youth with both on and off site assignments. Sports and Fitness Assistance with projects at Beacon House
Community Bas	Beacon House Community Ministr	15	15	Assisting youth ages 7years old 13 years old with day to day activitiesAccompanying youth on field trips Assisting youth with community service events and activities in the community. Community Service Networking with other agencies in the communityDay to day actives and assignmentsAssisting youth with both on and off site assignments. Sports and Fitness Assistance with projects at Beacon House
Community Bas	BeGreatDC	1	Less than 10	The communications intern will help with social media management and content creation. They will also work with communications professionals on our board to learn about the media pitching process to try and secure media coverage for the organization's initiatives.
Community Bas	BeGreatDC	2	Less than 10	The executive intern will provide administrative and operational support for the board of directors. Tasks will include event project management for our community service events, grant research and support, and preparation of materials for meetings with the board or community partners.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Beta Omega Social Services	1	Less than 10	PROGRAM ASSOCIATE Job Description • Model professionalism • Servered breakfast and lunch to students • Prepare resources as needed to carry out daily/weekly lessons plans goals • Maintain a level of professionalism at all times • Supervise restroom and water breaks • Work with small groups and one on one during instructional time • Monitor student behaviors • Maintain a clean and neat environment • Follow the classroom schedule as best to your ability • Maintain a current classroom inventory, that includes supplies and equipment to avoid shortages in the classroom • Responsible for training and supervision of two staff members • Conducted small group sessions to check in students to gage their social and emotional temperature(s) monitor and supervise campers on camp outing/trips
Community Bas	Beta Omega Social Services	4	Less than 10	• Model professionalism• Servered breakfast and lunch to students• Prepare resources as needed to carry out daily/weekly lessons plans goals• Maintain a level of professionalism at all times • Supervise restroom and water breaks• Work with small groups and one on one during instructional time• Monitor student behaviors• Maintain a clean and neat environment• Follow the classroom schedule as best to your ability • Maintain a current classroom inventory, that includes supplies and equipment to avoid shortages in the classroom• Responsible for training and supervision of two staff members• Conducted small group sessions to check in students to gage their social and emotional temperature(s)monitor and supervise campers on camp outing/trips
Community Bas	Black Student Fund	0	0	The ideal intern will work with database management, and with social media to include Facebook and Instagram. Other media products might include GIMP and Adobe Express. The database to be maintained will be in Excel. To improve intern writing skills, interns will also be asked to maintain a daily log of both work activities and outside activities, as the intern deems appropriate. As time permits, interns will improve math skills through daily IXL drills.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Boys & Girls Club of Greater Was	2	Less than 10	Join the Best Buy Teen Tech Center team as a summer intern and gain hands on experience in technology, mentorship, and community engagement. As an intern, you'll assist with program facilitation, provide support to teens exploring various tech projects, and help maintain a welcoming and creative environment. This position offers an exciting opportunity to develop leadership skills, enhance your knowledge of emerging technologies, and make a positive impact on the lives of local youth.
Community Bas	Boys & Girls Club of Greater Was	2	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with camp operations, activities and events.
Community Bas	Boys & Girls Club of Greater Was	2	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with camp activities and events.
Community Bas	Boys & Girls Club of Greater Was	2	Less than 10	Youth will receive hands on experience by assisting BGCGW staff with managing Jr Camp Counselors, camp operations, camp activities and events.
Community Bas	Boys & Girls Club of Greater Was	2	Less than 10	Assist with children throughout the camp day. Will assist with art & crafts, STEM and also attend field trips, to include getting into the pool on pool day trips. This person will also assist with handing out meals and other daily duties as assigned. The shift will vary between the open camp hours of 8am 6pm. This person will report directly to our Best Buy Teen Tech Coordinator.
Community Bas	Boys & Girls Clubs of Greater Wa	6	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with day to day camp operations, activities and events.
Community Bas	Boys & Girls Clubs of Greater Wa	6	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with camp activities and events.
Community Bas	Boys & Girls Clubs of Greater Wa	1	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with managing Jr Camp Counselors, day to day camp operations, camp activities and events.
Community Bas	Boys & Girls Clubs of Greater Wa	3	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with managing Jr Camp Counselors, day to day camp operations, camp activities and events.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Community Bas	Boys & Girls Clubs of Greater Wa	10	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with day to day camp operations, activities and events.
Community Bas	Boys & Girls Clubs of Greater Wa	10	Less than 10	Youth will receive hands on experience in the youth services/ child care field by assisting BGCGW staff with camp activities and events.
Community Bas	Bravo Zulu Chess Academy	19	19	The ideal candidate will love children, have a positive attitude, and love to laugh and have fun. He or she will be punctual, polite, and committed to doing a great job each and every day. They won't mind sweating a little, and will eagerly join campers as they play chess, basketball, kickball or capture the flag. They will commit themselves daily to listening and learning, and will show initiative in helping to create a fun and exciting camp experience for the children.
Community Bas	Bravo Zulu Chess Academy	20	20	The ideal candidate will love children, have a positive attitude, and love to laugh and have fun. He or she will be punctual, polite, and committed to doing a great job each and every day. They won't mind sweating a little, and will eagerly join campers as they play chess, basketball, kickball or capture the flag. Additionally, they will consistently set a positive example for their peers and campers.
Community Bas	Bravo Zulu Chess Academy	10	Less than 10	The ideal candidate will love children, have a positive attitude, and love to laugh and have fun. He or she will be punctual, polite, and committed to doing a great job each and every day. They won't mind sweating a little, and will eagerly join campers as they play chess, basketball, kickball or capture the flag.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Building Bosses	25	Less than 10	<p>Join one of the DMV’s most dynamic youth summer camps, Boss Up Summer Camp, where we don’t just babysit – we BUILD FUTURE BOSSES. As a Camp Counselor, you’ll lead and mentor youth ages 4–14 in fun, hands on activities centered around STEM, leadership, arts, sports, and field trips. You’ll help run robotics workshops, rocket building sessions, money management games, and more.If you love giving back, have energy, leadership skills, and want to make a difference this summer, this job is for you.Responsibilities include</p> <ul style="list-style-type: none"> <li>• Leading group activities and STEM projects</li> <li>• Mentoring young campers and encouraging creativity</li> <li>• Supervising during field trips</li> <li>• Assisting with event setup and daily routines</li> <li>• Bringing a positive, hype, and fun energy daily!</li> </ul> <p>This is more than a job—it’s a movement. Help shape the next generation of leaders.</p>
Community Bas	Camp Bennett of Central Union M	2	Less than 10	<p>As part of the Summer Youth Employment Program (SYEP), students will have the opportunity to develop valuable leadership skills while working at a summer camp. This role offers hands on experience in leading and supporting camp activities, engaging with younger campers, and developing essential skills for future employment in youth development and event coordination.Key ResponsibilitiesLeadership Development Participate in leadership training sessions focused on building effective communication, teamwork, and problem solving skills.Activity Leadership Lead and supervise groups of younger children in various camp activities, including arts and crafts, outdoor games, and team building exercises.Camp Program Support Assist in the planning and execution of daily camp schedules, ensuring that activities run smoothly and safely for all participants.Game Coordination Plan, set up, and lead engaging games that promote teamwork, creativity, and physical activity.Group Management Serve as a mentor and role model for younger campers, ensuring positive behavior and a supportive camp environment.Collaboration Work closely with camp counselors and staff to ensure the overall success of the camp, sharing ideas and assisting with any necessary tasks.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Camp Bennett of Central Union M	4	Less than 10	<p>As part of the Summer Youth Employment Program (SYEP), students will have the opportunity to develop valuable leadership skills while working at a summer camp. This role offers hands on experience in leading and supporting camp activities, engaging with younger campers, and developing essential skills for future employment in youth development and event coordination.</p> <p><b>Key Responsibilities</b></p> <p><b>Leadership Development</b> Participate in leadership training sessions focused on building effective communication, teamwork, and problem solving skills.</p> <p><b>Activity Leadership</b> Lead and supervise groups of younger children in various camp activities, including arts and crafts, outdoor games, and team building exercises.</p> <p><b>Camp Program Support</b> Assist in the planning and execution of daily camp schedules, ensuring that activities run smoothly and safely for all participants.</p> <p><b>Game Coordination</b> Plan, set up, and lead engaging games that promote teamwork, creativity, and physical activity.</p> <p><b>Group Management</b> Serve as a mentor and role model for younger campers, ensuring positive behavior and a supportive camp environment.</p> <p><b>Collaboration</b> Work closely with camp counselors and staff to ensure the overall success of the camp, sharing ideas and assisting with any necessary tasks.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Camp Bennett of Central Union M	4	Less than 10	<p>As part of the Summer Youth Employment Program (SYEP), students will have the opportunity to develop valuable leadership skills while working at a summer camp. This role offers hands on experience in leading and supporting camp activities, engaging with younger campers, and developing essential skills for future employment in youth development and event coordination.</p> <p><b>Key Responsibilities</b></p> <p><b>Leadership Development</b> Participate in leadership training sessions focused on building effective communication, teamwork, and problem solving skills.</p> <p><b>Activity Leadership</b> Lead and supervise groups of younger children in various camp activities, including arts and crafts, outdoor games, and team building exercises.</p> <p><b>Camp Program Support</b> Assist in the planning and execution of daily camp schedules, ensuring that activities run smoothly and safely for all participants.</p> <p><b>Game Coordination</b> Plan, set up, and lead engaging games that promote teamwork, creativity, and physical activity.</p> <p><b>Group Management</b> Serve as a mentor and role model for younger campers, ensuring positive behavior and a supportive camp environment.</p> <p><b>Collaboration</b> Work closely with camp counselors and staff to ensure the overall success of the camp, sharing ideas and assisting with any necessary tasks.</p>
Community Bas	Capitol Hill Arts Workshop	4	Less than 10	<p>Theatre Technicians are responsible for maintaining the theater spaces and running performances for our youth theater camp. Theatre technicians will operate power tools, build scenery and props, and operate lighting and sound equipment. They will be filling the roles of designers and stage managers.</p>
Community Bas	Capitol Hill Arts Workshop	4	Less than 10	<p>Theatre Technicians are responsible for maintaining the theater spaces and running performances for our youth theater camp. Theatre technicians will operate power tools, build scenery and props, and operate lighting and sound equipment. They will be filling the roles of designers and stage managers.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Capitol Hill Arts Workshop	5	Less than 10	Theatre Technicians are responsible for maintaining the theater spaces and running performances for our youth theater camp. Theatre technicians will operate power tools, build scenery and props, and operate lighting and sound equipment. They will be filling the roles of designers and stage managers.
Community Bas	Capitol Hill Arts Workshop	5	Less than 10	Theatre Technicians are responsible for maintaining the theater spaces and running performances for our youth theater camp. Theatre technicians will operate power tools, build scenery and props, and operate lighting and sound equipment. They will be filling the roles of designers and stage managers.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	CapoeiraDC	2	Less than 10	<p>Capoeira Teaching Assistant CapoeiraDC is a nonprofit whose mission is to promote the Afro Brazilian martial art of capoeira in the DC community. Capoeira was developed by African warriors enslaved in Brazil and wielded to fight for their freedom. Today, CapoeiraDC empowers kids and adults to grow stronger together through capoeira's art form, history, and culture. Learn more at <a href="http://capoeiradc.com">capoeiradc.com</a>. We are seeking teens and young adults who are already proficient in Capoeira to participate in our teaching assistant and leadership development program. You will assist the current teachers with all aspects of running classes. This is an in person position. This includes demonstrating and teaching Capoeira movements, music and game; light administrative work (eg taking attendance); and light cleaning (eg, cleaning the mats when class is over. The ultimate goal is to develop a larger group of competent capoeira teachers who can pass on this beautiful and liberating art form and to develop youth leadership and teaching skills.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> <li>• Attend didactic sessions on teaching and learning, leadership, human developmental stages, classroom safety, Capoeira history and language and culture in Brazil. The participants themselves will be coached to lead some of these didactic sessions</li> <li>• Attend post class debriefing sessions to discuss and learn from experiences that day</li> <li>• Learn to instruct a class of adults, and of children of various ability levels and ages and increase athlete's skill level through developmentally appropriate skill progressions</li> <li>• Provide a high energy and positive learning environment for all classes</li> <li>• Attend and perform at public performances, many of which include a teaching component</li> <li>• Learn to communicate with children effectively and positively regarding their behavior, skill development, and overall progress</li> <li>• Assist the teacher in all aspects of class preparation, teaching, and clean up with humility, enthusiasm and</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	CapoeiraDC	5	Less than 10	<p>Capoeira Teaching Assistant CapoeiraDC is a nonprofit whose mission is to promote the Afro Brazilian martial art of capoeira in the DC community. Capoeira was developed by African warriors enslaved in Brazil and wielded to fight for their freedom. Today, CapoeiraDC empowers kids and adults to grow stronger together through capoeira's art form, history, and culture. Learn more at <a href="http://capoeiradc.com">capoeiradc.com</a>. We are seeking teens and young adults who are already proficient in Capoeira to participate in our teaching assistant and leadership development program. You will assist the current teachers with all aspects of running classes. This is an in person position. This includes demonstrating and teaching Capoeira movements, music and game; light administrative work (eg taking attendance); and light cleaning (eg, cleaning the mats when class is over. The ultimate goal is to develop a larger group of competent capoeira teachers who can pass on this beautiful and liberating art form and to develop youth leadership and teaching skills.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> <li>• Attend didactic sessions on teaching and learning, leadership, human developmental stages, classroom safety, Capoeira history and language and culture in Brazil. The participants themselves will be coached to lead some of these didactic sessions</li> <li>• Attend post class debriefing sessions to discuss and learn from experiences that day</li> <li>• Learn to instruct a class of adults, and of children of various ability levels and ages and increase athlete's skill level through developmentally appropriate skill progressions</li> <li>• Provide a high energy and positive learning environment for all classes</li> <li>• Attend and perform at public performances, many of which include a teaching component</li> <li>• Learn to communicate with children effectively and positively regarding their behavior, skill development, and overall progress</li> <li>• Assist the teacher in all aspects of class preparation, teaching, and clean up with humility, enthusiasm and</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Carnegie Academy for Science Edu	2	Less than 10	<p>Worksite Carnegie Academy for Science Education            Career Category STEM            Job Title CASE Summer RESEARCH ASSISTANT            Job Description Learn STEM and science hands on! Participants work in a lab and are trained in basic cell and molecular biology, biotechnology, and forensics research techniques. Participants learn, use, and master the following skills pouring LB agar plates for bacterial growth, making chemicals, determining the best way to measure liquids, using a micropipette, proper use of a laboratory balance, restriction enzyme digestion of specific DNA genes, identifying DNA bands in an agarose gel, making agarose gels, conducting PCR experiments, and many other techniques. Participants assist with other CASE programs to increase outreach to the community.</p>
Community Bas	Carnegie Academy for Science Edu	4	Less than 10	<p>Learn STEM and science hands on! Participants work in a lab and are trained in basic cell and molecular biology, biotechnology, and forensics research techniques. Participants learn, use, and master the following skills pouring LB agar plates for bacterial growth, making chemicals, determining the best way to measure liquids, using a micropipette, proper use of a laboratory balance, restriction enzyme digestion of specific DNA genes, identifying DNA bands in an agarose gel, making agarose gels, conducting PCR experiments, and many other techniques. Following the training, participants conduct and complete independent research projects and present findings to scientists, family, friends, and peers at the end of the program.</p>
Community Bas	Cathedral Scholars Program at The	17	15	<p>Cathedral Scholars are pre selected DCPS and DCPCS high school students involved in a 4 year college preparatory program offered through The Washington National Cathedral. Academic English Fundamentals the emphasis is on grammar, spelling, punctuation, sentence structure, writing and revising techniques, and proofreading. Math – Algebra &amp; Geometry. Chemistry – establish a foundation to prepare them to review introductory materials and prepare them for the following school year.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Cathedral Scholars Program at The	37	32	Cathedral Scholars are pre selected DCPS and DCPCS high school students involved in a 4 year college preparatory program offered through The Washington National Cathedral. Academic We will continue to build upon the Scholars academic level and prepare them for their following school year. Classes may include English II/III, college level writing; Math Algebra II, Advanced Math, College level Intro course; SAT Prep, college transition workshops, college application; Leadership and Professional Development; Social Justice Workshops; Community Service and College Tours.
Community Bas	Cathedral Scholars Program at The	2	Less than 10	Facilitate interactive and reflective educational experiences for approximately 16 high school students that focus on leadership, college readiness skills, postsecondary preparation and transition. These can include but are not limited to assisting rising scholars with leadership assessment, public speaking and presentation skills, identify prospective colleges, write essays/personal statements, and research scholarship opportunities. Chaperone scholars on field trips, college campus visits, local and abroad community service trips and other trips. Assist in organizing summer events which includes but is not limited to the Scholars End of Summer Presentation, No Talent Talent Show, and alumni panel.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Catholic Charities ADW-Compass	4	Less than 10	<p>CCADW Compass Program Internship Program Come explore the world of social work with the Compass Program! Throughout this internship, we hope you will learn about the wide range of opportunities within the field of social work that occur at the community/local and policy levels. You will also develop essential communication, conflict resolution, and other professional skills, and job training skills. Additionally, you will learn how to set goals, become a change maker in your community through advocacy, and plan for your future career. You will also gain foundational public speaking skills, program development skills, direct service social work skills, and crucial administrative and organizational skills. This internship will give you hands on experience as a social worker in training, and you'll be able to help directly in the community through the completion of activities related to social work, service events and food distributions. Activities include Program Design , Networking ,Professional/Personal Development ,College Prep that includes college tours, Community Service, Advocacy, Event Planning ,Hands on experience that include resource fairs, Engaging with other health care practitioners and more. Expectations Students will work Tuesday through Thursday (9am– 4pm in person) and Friday (4) Virtual (25 hours per week, 20 hours during the week of the 4th of July) Earn \$9/hour. Attend weekly professional development workshops, field work, and other social work related presentations Engage in direct service with the community i.e. food distributions and service events Complete mini presentations and activities throughout the course of the internship related to social work. Have skills related to utilizing apps like Microsoft on the computer Have reliable transportation to work site Requirements DC resident. Be a rising junior and or senior during Summer of 2024 Be available to work Tuesday Thursday (9am–4pm) and Virtual Friday 9</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	CDMA Business Model Academy	2	Less than 10	This internship provides hands on experience in video production and content creation. Interns will assist in brainstorming and developing video concepts, support filming and editing processes, and help manage production logistics. Responsibilities also include maintaining equipment, incorporating creative elements into videos, and tracking basic performance metrics. By staying informed on industry trends, interns will contribute to engaging and high quality digital content while gaining valuable skills in multimedia production.
Community Bas	CDMA Business Model Academy	3	Less than 10	A Multimedia Production Intern supports video production teams by assisting with filming, editing, and organizing digital content. This role involves setting up equipment, managing video assets, enhancing footage with effects, and ensuring smooth production workflows. Interns gain hands on experience with editing software, camera operation, and content creation for various platforms. This opportunity provides valuable industry skills while contributing to dynamic multimedia projects.
Community Bas	CDMA Business Model Academy	3	Less than 10	Planning and Pre Production Developing video concepts and storyboards. Writing scripts and collaborating with clients to define project goals. Creating timelines and budgets for projects. Scouting locations and casting talent. Production (Shooting) Operating and managing cameras and other equipment. Setting up and managing lighting for shoots. Directing on set activities and talent. Recording audio and video. Post Production Editing footage using software like Adobe Premiere Pro. Adding graphics, titles, and visual effects. Mixing and mastering audio. Ensuring final product meets required specifications.
Community Bas	CDMA Business Model Academy	3	Less than 10	This internship provides hands on experience in video production and content creation. Interns will assist in brainstorming and developing video concepts, support filming and editing processes, and help manage production logistics. Responsibilities also include maintaining equipment, incorporating creative elements into videos, and tracking basic performance metrics. By staying informed on industry trends, interns will contribute to engaging and high quality digital content while gaining valuable skills in multimedia production.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	CENTRAL COMMUNITY DEVE	1	Less than 10	Manage daily administrative tasks, including answering phones, scheduling, and organizing documents. Coordinate team meetings and events and prepare agendas. Assist in project management by tracking deadlines and facilitating communication. Handle expense reporting, invoicing, and basic accounting tasks.
Community Bas	CENTRAL COMMUNITY DEVE	1	Less than 10	Youth will assist executive assistant with daily administrative tasks such as filing, copying, scanning and shredding documents. Help with answering the phones and doors and directing guests to the correct employee. Keeping up with the office supply inventory etc.
Community Bas	CENTRAL COMMUNITY DEVE	1	Less than 10	Youth will work as a retail associate at our Soufside Creative Retail store located at Sycamore & Oak. They will greet guests as they come in and answer any questions they might have about our inventory. They will collect payments and complete sales. They will keep the inventory neat and make note of low inventory.
Community Bas	CENTRAL COMMUNITY DEVE	1	Less than 10	Operating the point of sale (POS) system, processing payments, handling returns, and managing customer transactions efficiently and accurately. Assisting in inventory management tasks, including receiving shipments, conducting stock counts, and reporting low stock or product discrepancies to management

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	CENTRAL COMMUNITY DEVE	3	Less than 10	<p>CHACC is a Black woman led arts and cultural hub in the heart of Southeast D.C., dedicated to exposing, inspiring, and educating youth and adults about the power of creativity in Wards 7 &amp; 8.</p> <p><b>Position Overview</b> We're looking for a creative, reliable, and community minded Apprentice to join us this summer. You'll work side by side with our team on real projects that support art, culture, and community in Southeast D.C. This is a hands on opportunity to learn the ins and outs of running a cultural center, while also building your own skills and voice.</p> <p><b>What You'll Do</b></p> <ul style="list-style-type: none"> <li>• Assist with setting up and supporting youth art programs + workshops</li> <li>• Help manage materials, supplies, and event logistics</li> <li>• Shadow artists, educators, and creatives to learn about arts programming</li> <li>• Support our team in keeping the space welcoming and organized</li> <li>• Capture content (photos/videos) for social media and documentation</li> <li>• Attend weekly team check ins and provide input and ideas</li> </ul> <p><b>What We're Looking For</b></p> <ul style="list-style-type: none"> <li>• Passion for the arts, culture, or community work</li> <li>• A respectful attitude and ability to work with people of all ages</li> <li>• Willingness to learn, take initiative, and try new things</li> <li>• Basic computer, phone, or social media skills a plus</li> <li>• Must be reliable and able to commit to scheduled hours</li> </ul>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	0	0	<p><b>Job Title</b> Camp Counselor  <b>Position Summary</b> The Camp Counselor will assist in the supervision and engagement of campers at the Nike Basketball and Youth Development Summer Camp, focusing on creating a positive and inclusive environment. The Camp Counselor will work under the direction of the Senior Camp Counselor, Program Coordinator, and Program Manager to ensure the safety and well being of all campers. The Camp Counselor will bring a positive, disciplined, and enthusiastic attitude to work each day. The Camp Counselor will report directly to the organization's Camp Director.  <b>Roles and Responsibilities</b>  <b>Camper Engagement</b> Engage with campers during all camp activities, including drills, games, and recreational activities. Encourage campers to participate and have fun while promoting sportsmanship and teamwork.  <b>Supervision and Safety</b> Supervise campers to ensure their safety and well being at all times. Enforce camp rules and policies to maintain a safe and respectful environment.  <b>Assistance with Program Activities</b> Assist in the setup and facilitation of basketball drills, games, and other activities. Provide support to the Senior Camp Counselor, Program Coordinator, and Program Manager in implementing the camp program.  <b>Behavior Management</b> Help maintain a positive and respectful atmosphere among campers. Assist in managing camper behavior and resolving conflicts when necessary.  <b>Communication and Relationship Building</b> Build positive relationships with campers, parents/guardians, and fellow staff members. Communicate effectively with campers and staff to ensure a smooth and enjoyable camp experience.  <b>Assistance with Camp Operations</b> Assist with daily camp operations, including check in/check out procedures and equipment setup. Help maintain cleanliness and organization of camp facilities and equipment. Work in support of the Camp Senior Counselor, Program Coordinator, and Program Coordinator</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	0	Less than 10	<p><b>Job Title</b> Camp Counselor  <b>Position Summary</b> The Camp Counselor will assist in the supervision and engagement of campers at the Nike Basketball and Youth Development Summer Camp, focusing on creating a positive and inclusive environment. The Camp Counselor will work under the direction of the Senior Camp Counselor, Program Coordinator, and Program Manager to ensure the safety and well being of all campers. The Camp Counselor will bring a positive, disciplined, and enthusiastic attitude to work each day. The Camp Counselor will report directly to the organization's Camp Director.</p> <p><b>Roles and Responsibilities</b></p> <p><b>Camper Engagement</b> Engage with campers during all camp activities, including drills, games, and recreational activities. Encourage campers to participate and have fun while promoting sportsmanship and teamwork.</p> <p><b>Supervision and Safety</b> Supervise campers to ensure their safety and well being at all times. Enforce camp rules and policies to maintain a safe and respectful environment.</p> <p><b>Assistance with Program Activities</b> Assist in the setup and facilitation of basketball drills, games, and other activities. Provide support to the Senior Camp Counselor, Program Coordinator, and Program Manager in implementing the camp program.</p> <p><b>Behavior Management</b> Help maintain a positive and respectful atmosphere among campers. Assist in managing camper behavior and resolving conflicts when necessary.</p> <p><b>Communication and Relationship Building</b> Build positive relationships with campers, parents/guardians, and fellow staff members. Communicate effectively with campers and staff to ensure a smooth and enjoyable camp experience.</p> <p><b>Assistance with Camp Operations</b> Assist with daily camp operations, including check in/check out procedures and equipment setup. Help maintain cleanliness and organization of camp facilities and equipment. Work in support of the Camp Senior Counselor, Program Coordinator, and Program Coordinator</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	0	Less than 10	<p><b>Job Title</b> Camp Counselor  <b>Position Summary</b> The Camp Counselor will assist in the supervision and engagement of campers at the Nike Basketball and Youth Development Summer Camp, focusing on creating a positive and inclusive environment. The Camp Counselor will work under the direction of the Senior Camp Counselor, Program Coordinator, and Program Manager to ensure the safety and well being of all campers. The Camp Counselor will bring a positive, disciplined, and enthusiastic attitude to work each day. The Camp Counselor will report directly to the organization's Camp Director.</p> <p><b>Roles and Responsibilities</b></p> <p><b>Camper Engagement</b> Engage with campers during all camp activities, including drills, games, and recreational activities. Encourage campers to participate and have fun while promoting sportsmanship and teamwork.</p> <p><b>Supervision and Safety</b> Supervise campers to ensure their safety and well being at all times. Enforce camp rules and policies to maintain a safe and respectful environment.</p> <p><b>Assistance with Program Activities</b> Assist in the setup and facilitation of basketball drills, games, and other activities. Provide support to the Senior Camp Counselor, Program Coordinator, and Program Manager in implementing the camp program.</p> <p><b>Behavior Management</b> Help maintain a positive and respectful atmosphere among campers. Assist in managing camper behavior and resolving conflicts when necessary.</p> <p><b>Communication and Relationship Building</b> Build positive relationships with campers, parents/guardians, and fellow staff members. Communicate effectively with campers and staff to ensure a smooth and enjoyable camp experience.</p> <p><b>Assistance with Camp Operations</b> Assist with daily camp operations, including check in/check out procedures and equipment setup. Help maintain cleanliness and organization of camp facilities and equipment. Work in support of the Camp Senior Counselor, Program Coordinator, and Program Coordinator</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	0	0	<p><b>Job Title</b> Communications and Content Manager  <b>Position Summary</b>The Communications and Content Manager will lead our organization’s communication strategies and content development within Chase Your Dreams Academy and for all of its Nike Basketball and Youth Development Summer Camps. The ideal candidate will be responsible for enhancing our brand presence, engaging our community, and effectively conveying our mission to various stakeholders. This role requires a creative and strategic thinker with a passion for storytelling and a commitment to empowering youth in underserved communities. The Communications and Content Manager will report to the organization’s President &amp; Chief Executive Officer.  <b>Roles and Responsibilities</b>  <b>Content Creation and Management</b>Develop, write, and edit compelling content for various platforms, including website, social media, newsletters, press releases, and marketing materials. Ensure all content aligns with the organization’s mission, values, and branding guidelines.  <b>Social Media and Online Presence</b>Manage and grow the organization as a whole and Nike Basketball and Youth Development Summer Camps’ social media presence across platforms such as Facebook, Twitter, Instagram, LinkedIn and YouTube. Create and implement social media strategies to increase engagement and reach. Monitor analytics to assess the effectiveness of online campaigns and adjust strategies accordingly.  <b>Media Relations</b>Serve as the primary point of contact for media inquiries. Draft and distribute press releases and media advisories. Build and maintain relationships with local and national media outlets to secure coverage of programs and events.  <b>Brand Management</b>Maintain consistency in messaging and branding across all communication channels. Develop and update communication materials to reflect current programs and initiatives.  <b>Event Promotion</b>Collaborate with program staff</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	0	Less than 10	<p><b>Job Title</b> Communications and Content Manager  <b>Position Summary</b>The Communications and Content Manager will lead our organization’s communication strategies and content development within Chase Your Dreams Academy and for all of its Nike Basketball and Youth Development Summer Camps. The ideal candidate will be responsible for enhancing our brand presence, engaging our community, and effectively conveying our mission to various stakeholders. This role requires a creative and strategic thinker with a passion for storytelling and a commitment to empowering youth in underserved communities. The Communications and Content Manager will report to the organization’s President &amp; Chief Executive Officer.  <b>Roles and Responsibilities</b>  <b>Content Creation and Management</b>Develop, write, and edit compelling content for various platforms, including website, social media, newsletters, press releases, and marketing materials. Ensure all content aligns with the organization’s mission, values, and branding guidelines.  <b>Social Media and Online Presence</b>Manage and grow the organization as a whole and Nike Basketball and Youth Development Summer Camps’ social media presence across platforms such as Facebook, Twitter, Instagram, LinkedIn and YouTube. Create and implement social media strategies to increase engagement and reach. Monitor analytics to assess the effectiveness of online campaigns and adjust strategies accordingly.  <b>Media Relations</b>Serve as the primary point of contact for media inquiries. Draft and distribute press releases and media advisories. Build and maintain relationships with local and national media outlets to secure coverage of programs and events.  <b>Brand Management</b>Maintain consistency in messaging and branding across all communication channels. Develop and update communication materials to reflect current programs and initiatives.  <b>Event Promotion</b>Collaborate with program staff</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	2	Less than 10	<p><b>Job Title</b> Communications and Content Manager  <b>Position Summary</b>The Communications and Content Manager will lead our organization’s communication strategies and content development within Chase Your Dreams Academy and for all of its Nike Basketball and Youth Development Summer Camps. The ideal candidate will be responsible for enhancing our brand presence, engaging our community, and effectively conveying our mission to various stakeholders. This role requires a creative and strategic thinker with a passion for storytelling and a commitment to empowering youth in underserved communities. The Communications and Content Manager will report to the organization’s President &amp; Chief Executive Officer.  <b>Roles and Responsibilities</b>  <b>Content Creation and Management</b>Develop, write, and edit compelling content for various platforms, including website, social media, newsletters, press releases, and marketing materials. Ensure all content aligns with the organization’s mission, values, and branding guidelines.  <b>Social Media and Online Presence</b>Manage and grow the organization as a whole and Nike Basketball and Youth Development Summer Camps’ social media presence across platforms such as Facebook, Twitter, Instagram, LinkedIn and YouTube. Create and implement social media strategies to increase engagement and reach. Monitor analytics to assess the effectiveness of online campaigns and adjust strategies accordingly.  <b>Media Relations</b>Serve as the primary point of contact for media inquiries. Draft and distribute press releases and media advisories. Build and maintain relationships with local and national media outlets to secure coverage of programs and events.  <b>Brand Management</b>Maintain consistency in messaging and branding across all communication channels. Develop and update communication materials to reflect current programs and initiatives.  <b>Event Promotion</b>Collaborate with program staff</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	1	Less than 10	<p><b>Job Title</b> Data Coordinator  <b>Position Summary</b> The Data Coordinator will manage and oversee all data related activities within Chase Your Dreams Academy and Nike and Youth Development Summer Camps, ensuring the accuracy, integrity, and security of organizational and camp data. This role involves collecting, analyzing, and reporting data to support program development, performance monitoring, and strategic decision making. The Data Coordinator will work closely with various departments to ensure data driven insights are effectively integrated into organizational processes. The Data Coordinator will report directly to the organization's Operations Manager.  <b>Roles and Responsibilities</b>  <b>Data Management and Integrity</b> Develop and maintain databases to ensure accurate and efficient data storage and retrieval. Implement data quality assurance processes to maintain data integrity and accuracy. Regularly update and manage data entries related to program participants, outcomes, and other relevant metrics.  <b>Data Analysis and Reporting</b> Analyze data to generate insights that inform program development and organizational strategy. Prepare comprehensive reports and dashboards for internal stakeholders, including program managers and executive leadership.  <b>Assist in the development of data driven narratives for grant applications and donor reports.</b>  <b>Collaboration and Support</b> Work closely with program staff to understand data needs and provide training on data collection tools and methodologies. Support the evaluation team in designing and implementing assessment tools to measure program impact. Collaborate with IT personnel to ensure data systems are secure and functioning optimally.  <b>Compliance and Security</b> Ensure all data collection and storage practices comply with relevant privacy laws and organizational policies. Monitor data access and implement protocols to safeguard sensitive information.  <b>Qualifications</b> Bachelor's degree in Data Science,</p>

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Community Bas	Chase Your Dreams Academy	1	Less than 10	<p><b>Job Title</b> Data Coordinator  <b>Position Summary</b> The Data Coordinator will manage and oversee all data related activities within Chase Your Dreams Academy and Nike and Youth Development Summer Camps, ensuring the accuracy, integrity, and security of organizational and camp data. This role involves collecting, analyzing, and reporting data to support program development, performance monitoring, and strategic decision making. The Data Coordinator will work closely with various departments to ensure data driven insights are effectively integrated into organizational processes. The Data Coordinator will report directly to the organization's Operations Manager.  <b>Roles and Responsibilities</b>  <b>Data Management and Integrity</b> Develop and maintain databases to ensure accurate and efficient data storage and retrieval. Implement data quality assurance processes to maintain data integrity and accuracy. Regularly update and manage data entries related to program participants, outcomes, and other relevant metrics.  <b>Data Analysis and Reporting</b> Analyze data to generate insights that inform program development and organizational strategy. Prepare comprehensive reports and dashboards for internal stakeholders, including program managers and executive leadership.  <b>Assist in the development of data driven narratives for grant applications and donor reports.</b>  <b>Collaboration and Support</b> Work closely with program staff to understand data needs and provide training on data collection tools and methodologies. Support the evaluation team in designing and implementing assessment tools to measure program impact. Collaborate with IT personnel to ensure data systems are secure and functioning optimally.  <b>Compliance and Security</b> Ensure all data collection and storage practices comply with relevant privacy laws and organizational policies. Monitor data access and implement protocols to safeguard sensitive information.  <b>Qualifications</b> Bachelor's degree in Data Science,</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	0	0	<p><b>Job Title</b> Grant Writer  <b>Position Summary</b> The Grant Writer for Chase Your Dreams Academy is responsible for researching, writing, and submitting grant proposals to secure funding for the organization's programs, services, and initiatives aimed at serving low income and underserved youth. The Grant Writer will work closely with the President &amp; CEO, Board of Directors, organizational staff, program staff, and supporters to identify funding opportunities (including grants, investments, endowments, donations), develop proposals, and manage relationships with funders. The Grant Writer will report directly to the organization's President &amp; Chief Executive Officer.</p> <p><b>Roles and Responsibilities</b>  <b>Grant and Funding Research and Identification</b> Research potential grant opportunities from foundations, corporations, and government agencies that support youth focused programs. Identify and prioritize grants that align with the organization's mission and programs.  <b>Proposal Development</b> Develop grant proposals, letters of inquiry, and concept papers in collaboration with program staff. Ensure that proposals are well written, persuasive, and tailored to meet the requirements of each funder.  <b>Grant and Funding Management</b> Manage the grant application process, including writing, editing, and submitting proposals. Maintain a calendar of grant deadlines and ensure timely submission of proposals and reports.  <b>Relationship Building</b> Cultivate and maintain relationships with foundation, corporate, and government funders. Communicate regularly with funders to provide updates on programs and initiatives and seek feedback.  <b>Collaboration and Communication</b> Collaborate with program staff to gather information and data for grant proposals. Work closely with the Development team to ensure alignment of grant proposals with fundraising goals.  <b>Grant and Funding Reporting</b> Prepare and submit grant reports as required by</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Chase Your Dreams Academy	2	Less than 10	<p>Job Title Grant Writer Location Combination of remote and on site at sports facilities in Alexandria, VA. Duration July 21 25 Position Summary The Grant Writer for Chase Your Dreams Academy is responsible for researching, writing, and submitting grant proposals to secure funding for the organization's programs, services, and initiatives aimed at serving low income and underserved youth. The Grant Writer will work closely with the President &amp; CEO, Board of Directors, organizational staff, program staff, and supporters to identify funding opportunities (including grants, investments, endowments, donations), develop proposals, and manage relationships with funders. The Grant Writer will report directly to the organization's President &amp; Chief Executive Officer. Roles and Responsibilities Grant and Funding Research and Identification Research potential grant opportunities from foundations, corporations, and government agencies that support youth focused programs. Identify and prioritize grants that align with the organization's mission and programs. Proposal Development Develop grant proposals, letters of inquiry, and concept papers in collaboration with program staff. Ensure that proposals are well written, persuasive, and tailored to meet the requirements of each funder. Grant and Funding Management Manage the grant application process, including writing, editing, and submitting proposals. Maintain a calendar of grant deadlines and ensure timely submission of proposals and reports. Relationship Building Cultivate and maintain relationships with foundation, corporate, and government funders. Communicate regularly with funders to provide updates on programs and initiatives and seek feedback. Collaboration and Communication Collaborate with program staff to gather information and data for grant proposals. Work closely with the Development team to ensure alignment of grant proposals with fundraising goals. Grant and</p>

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Community Bas	Chase Your Dreams Academy	2	Less than 10	<p>Job Title Grant Writer Location Combination of remote and on site at sports facilities in Washington, DC Duration July 7 18 Position Summary The Grant Writer for Chase Your Dreams Academy is responsible for researching, writing, and submitting grant proposals to secure funding for the organization's programs, services, and initiatives aimed at serving low income and underserved youth. The Grant Writer will work closely with the President &amp; CEO, Board of Directors, organizational staff, program staff, and supporters to identify funding opportunities (including grants, investments, endowments, donations), develop proposals, and manage relationships with funders. The Grant Writer will report directly to the organization's President &amp; Chief Executive Officer. Roles and Responsibilities Grant and Funding Research and Identification Research potential grant opportunities from foundations, corporations, and government agencies that support youth focused programs. Identify and prioritize grants that align with the organization's mission and programs. Proposal Development Develop grant proposals, letters of inquiry, and concept papers in collaboration with program staff. Ensure that proposals are well written, persuasive, and tailored to meet the requirements of each funder. Grant and Funding Management Manage the grant application process, including writing, editing, and submitting proposals. Maintain a calendar of grant deadlines and ensure timely submission of proposals and reports. Relationship Building Cultivate and maintain relationships with foundation, corporate, and government funders. Communicate regularly with funders to provide updates on programs and initiatives and seek feedback. Collaboration and Communication Collaborate with program staff to gather information and data for grant proposals. Work closely with the Development team to ensure alignment of grant proposals with fundraising goals. Grant and</p>

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Community Bas	Chase Your Dreams Academy	2	Less than 10	<p><b>Job Title</b> Grant Writer  <b>Position Summary</b> The Grant Writer for Chase Your Dreams Academy is responsible for researching, writing, and submitting grant proposals to secure funding for the organization's programs, services, and initiatives aimed at serving low income and underserved youth. The Grant Writer will work closely with the President &amp; CEO, Board of Directors, organizational staff, program staff, and supporters to identify funding opportunities (including grants, investments, endowments, donations), develop proposals, and manage relationships with funders. The Grant Writer will report directly to the organization's President &amp; Chief Executive Officer.  <b>Roles and Responsibilities</b> Grant and Funding Research and Identification Research potential grant opportunities from foundations, corporations, and government agencies that support youth focused programs. Identify and prioritize grants that align with the organization's mission and programs.  <b>Proposal Development</b> Develop grant proposals, letters of inquiry, and concept papers in collaboration with program staff. Ensure that proposals are well written, persuasive, and tailored to meet the requirements of each funder.  <b>Grant and Funding Management</b> Manage the grant application process, including writing, editing, and submitting proposals. Maintain a calendar of grant deadlines and ensure timely submission of proposals and reports.  <b>Relationship Building</b> Cultivate and maintain relationships with foundation, corporate, and government funders. Communicate regularly with funders to provide updates on programs and initiatives and seek feedback.  <b>Collaboration and Communication</b> Collaborate with program staff to gather information and data for grant proposals. Work closely with the Development team to ensure alignment of grant proposals with fundraising goals.  <b>Grant and Funding Reporting</b> Prepare and submit grant reports as required by</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	City Blossoms	18	15	Mighty Greens youth staff will work closely with one another at the City Blossoms Studio, Eastern SHS and Cardozo EC to help maintain the gardens and greenhouses, grow the Mighty Greens business, and participate in fun and engaging field trips throughout the duration of the SYEP program. Youth staff will gain a greater understanding of urban agriculture techniques, prepare recipes, create value added products, promote the business, and participate in weekly markets.
Community Bas	City Kids Wilderness Project	7	Less than 10	You should select this placement if you are coming for CE, Intern, Outdoor Session or working as a JCL. You should also select this if you are participating in a partner program. When you are not working as CE, Intern, Outdoor Session, or as a JCL, you will go to the office from 11am - 530pm Monday - Thursday for programming, including workshops, field trips & more! This position is only for youth who are participants in the City Kids program.
Community Bas	City Kids Wilderness Project	15	Less than 10	You should select this placement if you are coming for CE, Intern, Outdoor Session or working as a JCL. You should also select this if you are participating in a partner program. When you are not working as CE, Intern, Outdoor Session, or as a JCL, you will go to the office from 11am - 530pm Monday - Thursday for programming, including workshops, field trips & more! This position is only for youth who are participants in the City Kids program.
Community Bas	City Kids Wilderness Project	8	Less than 10	This position is for current Elite & Leadership campers in City Kids Wilderness Project who wish to do their SYEP placement with City Kids this year. This position is NOT open to youth who are not in the City Kids program. We will be doing a series of trips, activities and workshops focused on developing work readiness skills. You will join the JETs in their weekly field trips, independent work time & facilitated workshops focused on post high school planning & readiness.
Community Bas	College Bound Inc	4	Less than 10	As interns, you will be supporting our social media efforts and creating graphics, ensuring our online presence is engaging and up to date. You'll also assist with record keeping, updating files to ensure accuracy and accessibility. Additionally, you'll play a key role in event outreach, helping to promote and coordinate events for the program.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Community Bas	College Track	75	41	Scholars will gain career exposure though field trips to different industries. They will have an opportunity to join a STEAM business development camp, and also have the opportunity to be planning consultants for 9th grade summer bridge programming. This is just a snippet of the career exposure and college preparation work they will engage in.
Community Bas	College Track	75	41	Scholars will gain career exposure though field trips to different industries. They will have an opportunity to join a STEAM business development camp, and also have the opportunity to be planning consultants for 9th grade summer bridge programming. This is just a snippet of the career exposure and college preparation work they will engage in.
Community Bas	College Track	30	Less than 10	Scholars will gain career exposure though field trips to different industries. They will have an opportunity to join a STEAM business development camp, and also have the opportunity to be planning consultants for 9th grade summer bridge programming. This is just a snippet of the career exposure and college preparation work they will engage in.
Community Bas	College Track	35	19	Scholars will gain career exposure though field trips to different industries. They will have an opportunity to join a STEAM business development camp, and also have the opportunity to be planning consultants for 9th grade summer bridge programming. This is just a snippet of the career exposure and college preparation work they will engage in.
Community Bas	College Tribe	6	Less than 10	Supervise 30 elementary and middle school children in STEM, Arts, and recreational activities. Escort children on field trips and on outside activities. Assist instructors in conducting lessons and implementing projects. Escort children throughout the facility to restrooms, and lunch. Work with camp staff for implementation of a successful summer camp. Maintain professional standards of the workplace and attend meetings as scheduled.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	College Tribe	6	Less than 10	Camp Counselors needed to work with 30 elementary and middle school children on STEM, Arts, and Reading activities. Counselors will also supervise recreational and sports activities and accompany campers on field trips. Counselors will assist summer Instructors with classroom activities, as well, and escort children throughout the building. This is a position that has a variety of duties and responsibilities.
Community Bas	Columbia Heights Village TA	5	Less than 10	Staff the remote “front desk,” responding promptly to emails, calls, and texts from current and prospective volunteers, current and prospective host site partners, and the public Coordinate therapy dog visits, including scheduling and communicating with PAL volunteers and staff of prospective and existing host sites (facilities where PAL teams visit) Maintain, update, monitor, and evaluate data in multiple databases, software applications, and calendars Create and distribute e newsletters and outreach materials Draft email correspondence and develop content at the direction of the Executive Director Generate reports using software applications as requested by Executive Director Assist with tasks and logistics related to fundraising campaigns, outreach events, volunteer appreciation events, and special events and initiatives in support of CHVTA' mission Regularly create and share social media content Support and assist the Executive Director and other team members with administrative tasks, volunteer management, and program delivery
Community Bas	Columbia Heights Village TA	5	Less than 10	Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc) Carry out daily cleaning tasks Perform proper dilution of concentrated chemicals Maintain working condition of cleaning equipment Manage cleaning supply inventory Organize custodial closets and spaces Possess strong communication skills and customer service Follow all health and safety regulations



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Columbia Heights Village TA	10	Less than 10	Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)Carry out daily cleaning tasksPerform proper dilution of concentrated chemicalsMaintain working condition of cleaning equipmentManage cleaning supply inventoryOrganize custodial closets and spacesPosses strong communication skills and customer serviceFollow all health and safety regulations
Community Bas	Columbia Heights Village TA	2	Less than 10	Create and distribute e newsletters and outreach materialsDraft email correspondence and develop content at the direction of the Executive DirectorGenerate reports using software applications as requested by Executive DirectorAssist with tasks and logistics related to fundraising campaigns, outreach events, volunteer appreciation events, and special events and initiatives in support of CHVTA missionRegularly create and share social media contentSupport and assist the Executive Director and other team members with administrative tasks, volunteer management, and program delivery
Community Bas	Columbia Heights Village TA	2	Less than 10	Create and distribute e newsletters and outreach materialsDraft email correspondence and develop content at the direction of the Executive DirectorGenerate reports using software applications as requested by Executive DirectorAssist with tasks and logistics related to fundraising campaigns, outreach events, volunteer appreciation events, and special events and initiatives in support of CHVTA missionRegularly create and share social media contentSupport and assist the Executive Director and other team members with administrative tasks, volunteer management, and program delivery
Community Bas	Columbia Heights Village TA	2	Less than 10	Greet students, staff, faculty and guestsAnswer phonesRespond to some emailsAssist in office clerical dutiesPerform general administrative duties, including managing phone calls, emails, and correspondence.Assist with scheduling and coordinating appointments, meetings, and events for restaurant management.Take a proactive approach in managing multiple projects simultaneously, ensuring timely completion and high quality results

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Columbia Heights Village TA	5	Less than 10	<p>Support the site SupervisorStaff the remote “front desk,” responding promptly to emails, calls, and texts from current and prospective volunteers, current and prospective host site partners, and the public Coordinate therapy dog visits, including scheduling and communicating with PAL volunteers and staff of prospective and existing host sites (facilities where PAL teams visit) Maintain, update, monitor, and evaluate data in multiple databases, software applications, and calendars Create and distribute e newsletters and outreach materials Draft email correspondence and develop content at the direction of the Executive Director Generate reports using software applications as requested by Executive Director Assist with tasks and logistics related to fundraising campaigns, outreach events, volunteer appreciation events, and special events and initiatives in support of CHVTA' mission Regularly create and share social media content Support and assist the Executive Director and other team members with administrative tasks, volunteer management, and program delivery</p>
Community Bas	Columbia Heights Village TA	9	Less than 10	<p>Staff the remote “front desk,” responding promptly to emails, calls, and texts from current and prospective volunteers, current and prospective host site partners, and the public Coordinate therapy dog visits, including scheduling and communicating with PAL volunteers and staff of prospective and existing host sites (facilities where PAL teams visit) Maintain, update, monitor, and evaluate data in multiple databases, software applications, and calendars Create and distribute e newsletters and outreach materials Draft email correspondence and develop content at the direction of the Executive Director Generate reports using software applications as requested by Executive Director Assist with tasks and logistics related to fundraising campaigns, outreach events, volunteer appreciation events, and special events and initiatives in support of CHVTA' mission Regularly create and share social media content Support and assist the Executive Director and other team members with administrative tasks, volunteer management, and program delivery</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Common Good City Farm	2	Less than 10	Participants will work as a team to learn about garden businesses and future food system careers. Workshops on cooking and other farm related topics will be a key part of the program along with youth development and building skills for school and job readiness. Program will take place in LeDroit Park and will involve participating in entrepreneurial business development, cooking and lunch with other program participants and other learning activities including hands on gardening. Come join us for the summer to build your food system knowledge, spend time outdoors and work with your community.
Community Bas	Common Good City Farm	7	Less than 10	Participants will work as a team to learn about garden businesses and future food system careers. Workshops on cooking and other farm related topics will be a key part of the program along with youth development and building skills for school and job readiness. Program will take place in LeDroit Park and will involve participating in entrepreneurial business development, cooking and lunch with other program participants and other learning activities including hands on gardening. Come join us for the summer to build your food system knowledge, spend time outdoors and work with your community.
Community Bas	Common Good City Farm	8	Less than 10	Participants will work as a team to learn about garden businesses and future food system careers. Workshops on cooking and other farm related topics will be a key part of the program along with youth development and building skills for school and job readiness. Program will take place in LeDroit Park and will involve participating in entrepreneurial business development, cooking and lunch with other program participants and other learning activities including hands on gardening. Come join us for the summer to build your food system knowledge, spend time outdoors and work with your community.
Community Bas	Community Services Foundation	4	Less than 10	The Summer Intern will assist the Site Coordinator with all the day to day operations for any Youth programs assigned. This could include tutoring, mentoring, being a chaperone on field trips, and special events and activities throughout the summer.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Community Services Foundation	4	Less than 10	The Summer Intern will assist the Site Coordinator with all the day to day operations for any Youth programs assigned. This could include tutoring, mentoring, being a chaperone on field trips, and special events and activities throughout the summer.
Community Bas	Community Services Foundation	4	Less than 10	Assist with day to day operations in the main office. Must have a great positive manner and dress appropriately. Be able to establish relationships with managers, co workers, and guest. Being tech savvy is a must!
Community Bas	CompuRecycling Center's Medical	2	Less than 10	As a transformative healthcare pipeline, Medical Ascension provides youth interested in entering the healthcare profession with the opportunity to gain real world clinical skills using healthcare instruments (such as stethoscopes, ophthalmoscopes, blood pressure cuffs, etc.), improve their healthcare career readiness, and strengthen their health literacy through its hands on learning experiences, its Medical Ascension Community Health Stations, and its innovative project based activities.
Community Bas	CompuRecycling Center's Medical	4	Less than 10	As a transformative healthcare pipeline, Medical Ascension provides youth interested in entering the healthcare profession with the opportunity to gain real world clinical skills using healthcare instruments (such as stethoscopes, ophthalmoscopes, blood pressure cuffs, etc.), improve their healthcare career readiness, and strengthen their health literacy through its hands on learning experiences, its Medical Ascension Community Health Stations, and its innovative project based activities.
Community Bas	Congress Heights Community Trai	10	10	The following duties are associated with this role Building planter boxes Planting flowers, watering plants, upkeeping plants Organizing storage site Painting and upkeep of mural
Community Bas	Congress Heights Community Trai	1	Less than 10	Below are the following duties associated with this position Answering Emails and phone calls Organizing files and creating new filing systems Organizing and cleaning desk space.
Community Bas	Congress Heights Community Trai	2	Less than 10	Below are the following duties associated with this position Answering Emails and phone calls Organizing files and creating new filing systems Organizing and cleaning desk space

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Congress Heights Community Trai	1	Less than 10	The following duties are associated with this role Building planter boxes Planting flowers, watering plants, upkeeping plants Organizing storage site Painting and upkeep of mural
Community Bas	Critical Exposure	0	0	<p>Program Description Critical Exposure's Summer Youth Facilitation Institute (SYFI) is an opportunity for current student leaders to learn facilitation skills and take a deeper leadership role within youth organizing work and the organization overall. During the summer, Critical Exposure partners with community based organizations to run a six week program to discuss ideas for solutions, work together to create change and tell stories about those issues and solutions through photography techniques. CE's Summer Youth Facilitators (SYF), with the support of a CE staff mentor will lead these summer programs. SYFs will receive training in CE's curriculum, as trainers/ facilitators, in making social change and in photography. Overview of Position SYFs will be trained in CE's Summer Curriculum, facilitation and classroom management skills. At the end of this training, each SYF will be paired with another student to become a youth co facilitator team. Each pair will be assigned a CE Staff Mentor. Each trio will be responsible for one CE Summer Program. The co facilitators will meet with their mentor at the beginning of each week to plan for their roles and responsibilities for their classes. At the end of each week, the SYFI team will debrief how classes went, troubleshoot challenges, and suggest skill based trainings for the upcoming weeks. SYF Job Responsibilities Act as a representative for Critical Exposure with partner organizations Plan and lead two, 2 hour classes with D.C. youth every week Discuss and document the strengths and areas for change in their program with their co facilitator and CE Mentor Lead political education trainings with the full SYFI team Attend weekly trainings Be on time to all programs, trainings and other meetings Qualified young people will Be successfully registered for D.C.'s Summer Youth Employment Program (SYEP) Be available to come to the Critical Exposure office for an interview (dates</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Critical Exposure	1	Less than 10	<p><b>Program Description</b> Critical Exposure's Summer Youth Facilitation Institute (SYFI) is an opportunity for current student leaders to learn facilitation skills and take a deeper leadership role within youth organizing work and the organization overall. During the summer, Critical Exposure partners with community based organizations to run a six week program to discuss ideas for solutions, work together to create change and tell stories about those issues and solutions through photography techniques. CE's Summer Youth Facilitators (SYF), with the support of a CE staff mentor will lead these summer programs. SYFs will receive training in CE's curriculum, as trainers/ facilitators, in making social change and in photography.</p> <p><b>Overview of Position</b> SYFs will be trained in CE's Summer Curriculum, facilitation and classroom management skills. At the end of this training, each SYF will be paired with another student to become a youth co facilitator team. Each pair will be assigned a CE Staff Mentor. Each trio will be responsible for one CE Summer Program. The co facilitators will meet with their mentor at the beginning of each week to plan for their roles and responsibilities for their classes. At the end of each week, the SYFI team will debrief how classes went, troubleshoot challenges, and suggest skill based trainings for the upcoming weeks.</p> <p><b>SYF Job Responsibilities</b></p> <ul style="list-style-type: none"> <li>Act as a representative for Critical Exposure with partner organizations</li> <li>Plan and lead two, 2 hour classes with D.C. youth every week</li> <li>Discuss and document the strengths and areas for change in their program with their co facilitator and CE Mentor</li> <li>Lead political education trainings with the full SYFI team</li> <li>Attend weekly trainings</li> <li>Be on time to all programs, trainings and other meetings</li> <li>Qualified young people will be successfully registered for D.C.'s Summer Youth Employment Program (SYEP)</li> <li>Be available to come to the Critical Exposure office for an interview (dates</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Critical Exposure	3	Less than 10	<p>Program Description  Critical Exposure's Summer Youth Facilitation Institute (SYFI) is an opportunity for current student leaders to learn facilitation skills and take a deeper leadership role within youth organizing work and the organization overall. During the summer, Critical Exposure partners with community based organizations to run a six week program to discuss ideas for solutions, work together to create change and tell stories about those issues and solutions through photography techniques. CE's Summer Youth Facilitators (SYF), with the support of a CE staff mentor will lead these summer programs. SYFs will receive training in CE's curriculum, as trainers/ facilitators, in making social change and in photography. Overview of Position  SYFs will be trained in CE's Summer Curriculum, facilitation and classroom management skills. At the end of this training, each SYF will be paired with another student to become a youth co facilitator team. Each pair will be assigned a CE Staff Mentor. Each trio will be responsible for one CE Summer Program. The co facilitators will meet with their mentor at the beginning of each week to plan for their roles and responsibilities for their classes. At the end of each week, the SYFI team will debrief how classes went, troubleshoot challenges, and suggest skill based trainings for the upcoming weeks. SYF Job Responsibilities  Act as a representative for Critical Exposure with partner organizations  Plan and lead two, 2 hour classes with D.C. youth every week  Discuss and document the strengths and areas for change in their program with their co facilitator and CE Mentor  Lead political education trainings with the full SYFI team  Attend weekly trainings  Be on time to all programs, trainings and other meetings  Qualified young people will be successfully registered for D.C.'s Summer Youth Employment Program (SYEP)  Be available to come to the Critical Exposure office for an interview (dates</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Crossroads College and Career	5	Less than 10	Assist senior project managers in overseeing schedules and milestone management. Obtain weekly project status from all team members. Learn and use project management software. Implement and improve the project management mechanisms. Prepare and assist in project documentation. Document resource needs and availability. Organize and schedule team meetings. Identify project scope, risks, constraints, dependencies, assumptions, and deadlines. Keep track of the project costs. Provide consistent updates on the project to all stakeholders. Monitor project progress and help in adjustments. Measure the project performance to suggest areas of improvement.
Community Bas	Crossroads College and Career	5	Less than 10	Assist senior project managers in overseeing schedules and milestone management. Obtain weekly project status from all team members. Learn and use project management software. Implement and improve the project management mechanisms. Prepare and assist in project documentation. Document resource needs and availability. Organize and schedule team meetings. Identify project scope, risks, constraints, dependencies, assumptions, and deadlines. Keep track of the project costs. Provide consistent updates on the project to all stakeholders. Monitor project progress and help in adjustments. Measure the project performance to suggest areas of improvement.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Crossroads College and Career	5	Less than 10	<p>Assist with the design and execution of social media campaigns Create weekly and monthly editorial calendars to promote company brands on various social media websites Create and distribute content such as blogs, infographics, videos and press releases on social media and traditional news outlets Track social media engagement to identify high performing ideas and campaigns for scalability Support marketing team at live and online event Perform social media marketing research Assist on influencer campaign strategy Respond to comments and DMs on social media platforms Brainstorm and research ideas for original content Create compelling graphics to share across social channels Write social media captions that speak to the company’s target audience Help create and edit short form videos Develop new strategies for increasing engagement Assist with photo/video content shoots Ensure brand message is consistent</p>
Community Bas	Crossroads College and Career	7	Less than 10	<p>Assist with the design and execution of social media campaigns Create weekly and monthly editorial calendars to promote company brands on various social media websites Create and distribute content such as blogs, infographics, videos and press releases on social media and traditional news outlets Track social media engagement to identify high performing ideas and campaigns for scalability Support marketing team at live and online event Perform social media marketing research Assist on influencer campaign strategy Respond to comments and DMs on social media platforms Brainstorm and research ideas for original content Create compelling graphics to share across social channels Write social media captions that speak to the company’s target audience Help create and edit short form videos Develop new strategies for increasing engagement Assist with photo/video content shoots Ensure brand message is consistent</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Crossroads College and Career	5	Less than 10	Projects may include, but will not be limited to Write custom HTML, PHP, CSS and JavaScript for existing websites and applications. Design, recommend and pitch improvements to new and existing features. Assist in troubleshooting issues on web based systems. Update and edit website content, posts and pages. Provide technical support related to web based systems to internal teams. Test and give feedback on new and existing technologies. Create prototypes and experiment with new technologies and features as assigned.
Community Bas	Crossroads College and Career	5	Less than 10	Projects may include, but will not be limited toWrite custom HTML, PHP, CSS and JavaScript for existing websites and applications.Design, recommend and pitch improvements to new and existing features.Assist in troubleshooting issues on web based systems.Update and edit website content, posts and pages.Provide technical support related to web based systems to internal teams.Test and give feedback on new and existing technologies.Create prototypes and experiment with new technologies and features as assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	CYEP	2	Less than 10	<p>Job Title Summer Youth Program Assistant (MBSYEP Placement) Program Capital Youth Empowerment Program (CYEP) – CRESP Summer Camp Location Cramer Middle School, SE Washington, DC Reports to Lead Counselor or Site Coordinator Pay Hourly wage or MBSYEP stipend (meets or exceeds DC minimum wage; paid bi-weekly) Schedule Mon–Fri • June 16 – Aug 8 • 815 AM – 315 PM</p> <p>Must-Haves Ages 14-21 and pre-enrolled in MBSYEP 2025 Consistent weekday availability for full six-week term Genuine enthusiasm for mentoring kids and trying new things Willingness to complete CYEP background check + online youth-safety training (30 min) Team-player mindset—ready to jump in where needed</p> <p>Key Responsibilities % of Day What You’ll Do 40 % Activity Leadership Co-run games, STEM challenges, and arts sessions; keep energy high and everyone safe. 20 % Camper Mentoring Model positive behavior, resolve minor conflicts, and celebrate wins (big &amp; small). 15 % Setup &amp; Breakdown Prep materials, set up fields/classrooms, maintain a clean workspace, manage equipment check-in/out. 10 % Field-Trip Support Take attendance, lead small groups, and hype safety rules on buses/train rides. 10 % Social-Media Moments Capture photos &amp; 10-sec clips (with consent) for CYEP’s Insta/TikTok—training provided. 5 % Daily Debriefs Log highlights &amp; challenges in a quick Google Form; pitch ideas for tomorrow.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	D.I.V.A.S. IN SISTAHOOD	1	Less than 10	<p>We are seeking an organized and detail oriented Administrative Assistant Intern to support our team and enhance operational efficiency. The ideal candidate will be responsible for a variety of tasks, including Composing and sending appreciation letters to stakeholders. Filing and organizing invoices in the organization's shared drive. Updating and maintaining the organization's budget spreadsheet. Writing CRM reports to track project progress and outcomes. Composing short articles for the organization's newsletter. Coordinating and setting up weekly conference calls. Filing MBSYEP timesheets accurately in the organization's drive. Providing assistance to the Project Manager as needed. Skills in Microsoft Office Suite (Word, Excel, PowerPoint) are essential, with opportunities for additional training. The successful candidate will demonstrate strong communication skills, attention to detail, and the ability to manage multiple tasks effectively. Join us to contribute to a dynamic team and support our organizational goals!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	D.I.V.A.S. IN SISTAHOOD	1	Less than 10	<p>We are looking for a passionate and proactive Community Liaison Intern to support our fundraising and community engagement efforts. The ideal candidate will work closely with our team to develop and implement new initiatives aimed at benefiting local nonprofits and underserved communities in Washington, DC. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>Developing innovative fundraising ideas and campaigns to support our organization's mission.</li> <li>Researching and identifying corporations that provide donations to nonprofit organizations in Washington, DC.</li> <li>Securing hygiene product donations to aid homeless individuals in the community.</li> <li>Sourcing food donations for nonprofit organizations to address food insecurity.</li> <li>Identifying potential community partners in Wards 5 &amp; 8 to enhance collaboration and impact.</li> <li>Researching and finding food donation opportunities for local nonprofits.</li> <li>Discovering and promoting community events to increase our organization's visibility.</li> <li>Writing CRM reports to document engagement and outreach efforts.</li> <li>Composing short articles for the organization's newsletter to highlight initiatives and successes.</li> <li>Posting newsletter flyers in the community to raise awareness of our programs and fundraising efforts.</li> <li>Designing and creating event flyers for upcoming initiatives and activities.</li> <li>Participating in Microsoft training to enhance skills in Office applications (Word, Excel, PowerPoint).</li> </ul> <p>The successful candidate will possess strong organizational and communication skills, a commitment to community service, and the ability to work collaboratively in a dynamic environment. If you are excited about making a positive impact in the community, we encourage you to apply!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	D.I.V.A.S. IN SISTAHOOD	2	Less than 10	We are seeking a creative and motivated Social Media Intern to enhance our online presence and engage with our community through various platforms. This intern will play a vital role in sharing our organization's updates, promoting events, and raising awareness about key issues such as homelessness. Key responsibilities include Posting regular updates on social media platforms, including Twitter, Instagram, and Facebook, to keep our audience informed about upcoming D.I.V.A.S. IN SISTAHOOD events, homelessness statistics, mentoring and volunteering opportunities, program photos, group activities, and newsletters. Hosting daily live podcasts that cover a range of topics, including D.I.V.A.S. IN SISTAHOOD duties and goals, facts about homelessness in Washington, DC.
Community Based	Dance Place	6	Less than 10	The Teen Leadership Program is an enrichment program for ages 13-22. The program's mission is to build the youth up in a way that allows them to discover themselves through multiple art forms and interdisciplinary studies. This program gives on-the-job training that allows our youth to work directly with staff members onsite. This teaches the youth about many facets of working in and out of a non-profit organization. During the summer, the youth will have the chance to take multiple forms of art that includes, dancing, collage building, cheer, and more. The youth will also prepare to present group performances onstage at the end of the summer for Dance Place's annual summer camp showcase live in the theater. Parents, friends, and family will be allowed to attend the showcase and experience the greatness of Dance Place's summer camp!

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Dance Place	3	Less than 10	<p>The Teen Leadership Program is an enrichment program for ages 13 22. The program's mission is to build the youth up in a way that allows them to discover themselves through multiple art forms and interdisciplinary studies. This program gives on the job training that allows our youth to work directly with staff members onsite. This teaches the youth about many facets of working in and out of a non profit organization. During the summer, the youth will have the chance to take multiple forms of art that includes, dancing, collage building, cheer, and more. The youth will also prepare to present group performances onstage at the end of the summer for Dance Place's annual summer camp showcase live in the theater. Parents, friends, and family will be allowed to attend the showcase and experience the greatness of Dance Place's summer camp!</p>
Community Bas	Dance Place	5	Less than 10	<p>The Teen Leadership Program is an enrichment program for ages 13 22. The program's mission is to build the youth up in a way that allows them to discover themselves through multiple art forms and interdisciplinary studies. This program gives on the job training that allows our youth to work directly with staff members onsite. This teaches the youth about many facets of working in and out of a non profit organization. During the summer, the youth will have the chance to take multiple forms of art that includes, dancing, collage building, cheer, and more. The youth will also prepare to present group performances onstage at the end of the summer for Dance Place's annual summer camp showcase live in the theater. Parents, friends, and family will be allowed to attend the showcase and experience the greatness of Dance Place's summer camp!</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Dance Place	8	Less than 10	The Teen Leadership Program is an enrichment program for ages 13 22. The program's mission is to build the youth up in a way that allows them to discover themselves through multiple art forms and interdisciplinary studies. This program gives on the job training that allows our youth to work directly with staff members onsite. This teaches the youth about many facets of working in and out of a non profit organization. During the summer, the youth will have the chance to take multiple forms of art that includes, dancing, collage building, cheer, and more. The youth will also prepare to present group performances onstage at the end of the summer for Dance Place's annual summer camp showcase live in the theater. Parents, friends, and family will be allowed to attend the showcase and experience the greatness of Dance Place's summer camp!
Community Bas	Dance Place	10	Less than 10	The Teen Leadership Program is an enrichment program for ages 13 22. The program's mission is to build the youth up in a way that allows them to discover themselves through multiple art forms and interdisciplinary studies. This program gives on the job training that allows our youth to work directly with staff members onsite. This teaches the youth about many facets of working in and out of a non profit organization. During the summer, the youth will have the chance to take multiple forms of art that includes, dancing, collage building, cheer, and more. The youth will also prepare to present group performances onstage at the end of the summer for Dance Place's annual summer camp showcase live in the theater. Parents, friends, and family will be allowed to attend the showcase and experience the greatness of Dance Place's summer camp!
Community Bas	Dance Visions of Art	3	Less than 10	Assist program director with teaching dance and assisting with other sport activity. Ensure students are signed in and out. Assist with program curriculum outside of dance (gardening, art, health nutrition). Provide support with performances and everyday dance activity.
Community Bas	Dance Visions of Art	4	Less than 10	Assist with stem projects that are incorporated with our summer curriculum for youth!



Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Dance Visions of Art	7	Less than 10	Assist youth with daily program activities that are appointed by program director!
Community Bas	Dance Visions of Art	5	Less than 10	Assist youth with camp activities
Community Bas	Dance Visions of Art	8	Less than 10	Assist youth with basic life skills and tasks that are experienced through our summer camp!
Community Bas	Data Science Camp Inc.	3	Less than 10	<p>Instruction &amp; Hands On Learning Lead interactive sessions that make STEAM subjects engaging and relevant for high school students. Explain real world applications of science, technology, engineering, agriculture, and math concepts. Facilitate hands on projects like coding exercises, engineering design challenges, and agricultural experiments. 2. Curriculum &amp; Activity Implementation Teach structured lessons while allowing flexibility for student driven exploration. Guide students in using technology tools, lab equipment, and creative problem solving techniques. Foster project based learning where students apply skills in real world challenges. 3. Communication &amp; Collaboration Create a safe, inclusive environment where students feel comfortable asking questions and expressing ideas. Facilitate group discussions and teamwork exercises to encourage collaboration. Engage with parents, educators, and industry professionals to connect students with future opportunities. 4. Career Exposure &amp; Industry Insights Introduce students to STEAM career pathways through guest speakers, virtual tours, or industry panels. Help students develop professional skills such as public speaking, networking, and problem solving. Share information about internships, scholarships, and post secondary STEAM programs.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	Data Science Camp Inc.	7	Less than 10	<p>1. Instruction &amp; Hands On Learning Lead interactive sessions that make STEAM subjects engaging and relevant for high school students. Explain real world applications of science, technology, engineering, agriculture, and math concepts. Facilitate hands on projects like coding exercises, engineering design challenges, and agricultural experiments.</p> <p>2. Curriculum &amp; Activity Implementation Teach structured lessons while allowing flexibility for student driven exploration. Guide students in using technology tools, lab equipment, and creative problem solving techniques. Foster project based learning where students apply skills in real world challenges.</p> <p>3. Communication &amp; Collaboration Create a safe, inclusive environment where students feel comfortable asking questions and expressing ideas. Facilitate group discussions and teamwork exercises to encourage collaboration. Engage with parents, educators, and industry professionals to connect students with future opportunities.</p> <p>4. Career Exposure &amp; Industry Insights Introduce students to STEAM career pathways through guest speakers, virtual tours, or industry panels. Help students develop professional skills such as public speaking, networking, and problem solving. Share information about internships, scholarships, and post secondary STEAM programs.</p>
Community Based	Day Eight	4	Less than 10	<p>Spend the summer supporting fellow DC youth exploring poetry and other forms of artistic self expression at Day Eight's summer writing camp at the Shepherd Park Library in upper ward 4. The camp staff assistant is an important member of the team working in collaboration with the full time adult staff at the camp.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	DC Doors Inc.	0	0	<p>Responsible for performing basic clerical tasks such as answering phones, sorting mail, filing documents, scheduling appointments, data entry, managing office supplies, and providing general administrative support to ensure the smooth operation of an office, often interacting with clients and staff to provide information and assistance. Reception duties Answering phone calls, greeting visitors, directing them to the appropriate person Mail management Sorting and distributing incoming mail, preparing outgoing mail Data entry Entering information into computer systems, updating spreadsheets File management Maintaining filing systems, retrieving and organizing documents Scheduling Coordinating appointments and meetings Copy and fax services Making copies and sending faxes as needed Basic administrative tasks Creating and distributing documents, preparing reports, maintaining office supplies Customer service Providing general information to clients and staff</p>
Community Bas	DC Doors Inc.	5	Less than 10	<p>Clean and disinfect a variety of spaces to keep them safe and healthy. Cleaning Sweep, mop, vacuum, scrub, and polish floors, walls, ceilings, and windows Sanitizing Disinfect rooms and common areas, and sanitize equipment Waste management Empty trash and biohazard waste bins, and dispose of hazardous waste Furniture and equipment Move, arrange, and store furniture and equipment Laundry Sort, classify, and launder linen and garments Safety Follow safety protocols and infection control procedures Communication Interact with co workers, supervisors, and other staff Other duties Refill bathroom dispensers, maintain storage closets, respond to environmental emergencies, and perform special projects.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	DC Doors Inc.	5	Less than 10	Cleaning Sweep, mop, vacuum, scrub, and polish floors, walls, ceilings, and windows Sanitizing Disinfect rooms and common areas, and sanitize equipment Waste management Empty trash and biohazard waste bins, and dispose of hazardous waste Furniture and equipment Move, arrange, and store furniture and equipment Laundry Sort, classify, and launder linen and garments Safety Follow safety protocols and infection control procedures Communication Interact with co workers, supervisors, and other staff Other duties Refill bathroom dispensers, maintain storage closets, respond to environmental emergencies, and perform special projects.
Community Bas	DC Independent Film Festival	1	Less than 10	On Site daily support for the director and two teachers at the Career Ready Early Scholar Program (CRESP) which provides District scholars aged 9 to 13 a chance to engage in comprehensive college and career exploration programming. The DCIFF program provides a diverse and hands on experience during the summer, helping young scholars discover college and career pathways and develop essential skills for their future in the film, edit and entertainment business. The program includes making films, learning how to run a production company and social media and marketing. The young participants also go on field trips. MBSYP participants will be assigned duties to make sure the program is running smoothly to include welcomes, equipment care, documentation and surveys, organization, website work and maintaining a positive, creative and valuable experience for all participants.
Community Bas	DC Independent Film Festival	1	Less than 10	Helping run the CRESP Summer Program as administered by DCIFF in the entertainment industry and financial management.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	DC Independent Film Festival	6	Less than 10	<p>The first week will involve some hands on animation learning and then you will transition to the main film program on July 8th for four weeks. You will be expected to attend the August 5th final public screening and take part. Learn from professionals about the media and entertainment industry and about pathways to college and careers. Join a summer filmmaking and/or animation program as both participant and one of the production assistants responsible for either a) taking photos and video and making sure that all materials are posted on social media, shared with all participants and formatted for the final public screening of films at the end of the course or b) in charge of equipment maintenance and preparation or c) lead the feedback sessions and surveys and care for the equipment and materials. The program A practical hands on course in digital film or animation production. Cinematography, sound, script, performance, directing, lighting and editing. Each team produces a short fiction film. Our teaching team has a wealth of experience in filmmaking and we know students love them and the program! Get ready to unleash your creativity and learn the art of A fantastic opportunity for teens to explore their passion for storytelling through film. You will also have a unique chance to meet interesting professionals and visit film related spaces.</p>
Community Bas	DC SCORES	1	Less than 10	<p>support with daily art and soccer activities for 15 20 campers Develop a collaborative classroom environment where staff and youth are valued; Assist with management of student behavior during programming assist to implement daily activities and drills to be performed at camp; assist to manage and maintain supervision of all youth during programming; assist to manage and maintain all art and soccer equipment; Manage the classrooms – ensuring daily that all trash has been picked up and equipment cleaned up; Ensure compliance with all heat and inclement weather policies</p>
Community Bas	DC SCORES	5	Less than 10	<p>Duties &amp; Responsibilities support with daily art and soccer activities for 15 20 campers Develop a collaborative classroom environment where staff and youth are valued; Assist with management of student</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	DC SCORES	5	Less than 10	support with daily art and soccer activities for 15 20 campers Develop a collaborative classroom environment where staff and youth are valued; Assist with management of student behavior during programming assist to implement daily activities and drills to be performed at camp; assist to manage and maintain supervision of all youth during programming; assist to manage and maintain all art and soccer equipment; Manage the classrooms – ensuring daily that all trash has been picked up and equipment cleaned up; Ensure compliance with all heat and inclement weather policies
Community Bas	DC SCORES	5	Less than 10	Duties & Responsibilities support with daily art and soccer activities for 15 20 campers Develop a collaborative classroom environment where staff and youth are valued; Assist with management of student behavior during programming assist to implement daily activities and drills to be performed at camp; assist to manage and maintain supervision of all youth during programming; assist to manage and maintain all art and soccer equipment; Manage the classrooms – ensuring daily that all trash has been picked up and equipment cleaned up; Ensure compliance with all heat and inclement weather policies
Community Bas	DC SCORES	5	Less than 10	Duties & Responsibilitiesupport with daily art and soccer activities for 15 20 campers Develop a collaborative classroom environment where staff and youth are valued;Assist with management of student behavior during programmingassist to implement daily activities and drills to be performed at camp; assist to manage and maintain supervision of all youth during programming;assist to manage and maintain all art and soccer equipment;Manage the classrooms – ensuring daily that all trash has been picked up and equipment cleaned up;Ensure compliance with all heat and inclement weather policies;

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	DC Special Education Cooperative	10	Less than 10	This summer, don't just get a job—get a jumpstart on your future! DC3C Summer Pathways 2025 is a paid summer experience where students with disabilities can explore careers, build confidence, and unlock new possibilities. As part of the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP), students participating in the DC3C Summer Pathways 2025 program will Tour real workplaces across D.C. through exciting Work Based Learning Experience (WBLE) trips Learn job skills like communication, professionalism, and time management Strengthen their voice by learning how to advocate for themselves at school, at work, and in life Get paid while preparing for life after high school.
Community Bas	DC Special Education Cooperative	15	Less than 10	This summer, don't just get a job—get a jumpstart on your future! DC3C Summer Pathways 2025 is a paid summer experience where students with disabilities can explore careers, build confidence, and unlock new possibilities. As part of the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP), students participating in the DC3C Summer Pathways 2025 program will Tour real workplaces across D.C. through exciting Work Based Learning Experience (WBLE) trips Learn job skills like communication, professionalism, and time management Strengthen their voice by learning how to advocate for themselves at school, at work, and in life Get paid while preparing for life after high school
Community Bas	DC Special Education Cooperative	30	11	This summer, don't just get a job—get a jumpstart on your future!DC3C Summer Pathways 2025 is a paid summer experience where students with disabilities can explore careers, build confidence, and unlock new possibilities.As part of the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP), students participating in the DC3C Summer Pathways 2025 program willTour real workplaces across D.C. through exciting Work Based Learning Experience (WBLE) tripsLearn job skills like communication, professionalism, and time managementStrengthen their voice by learning how to advocate for themselves at school, at work, and in lifeGet paid while preparing for life after high school

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Discover Fun Camp	20	Less than 10	Supports camp instructors during camp activities, facilitates camp recreation activities and supervises campers. He/she is responsible for knowing the whereabouts of each camper in his/her charge at all times during duty hours.
Community Bas	Discover Fun Camp	20	Less than 10	Supports camp instructors during camp activities, facilitates camp recreation activities and supervises campers. He/she is responsible for knowing the whereabouts of each camper in his/her charge at all times during duty hours.
Community Bas	Discover Fun Camp	25	Less than 10	Supports camp instructors during camp activities, facilitates camp recreation activities and supervises campers. He/she is responsible for knowing the whereabouts of each camper in his/her charge at all times during duty hours.
Community Bas	Discover Fun Camp	25	Less than 10	Supports camp instructors during camp activities, facilitates camp recreation activities and supervises campers. He/she is responsible for knowing the whereabouts of each camper in his/her charge at all times during duty hours.
Community Bas	Discover Fun Camp	35	Less than 10	Specialty Club Instructors who can create a fun, engaging, and educational environment for our campers. As a Specialty Club Instructor, your primary responsibility is to ensure children enjoy each club session while learning new skills and completing the full lesson plan. You will guide participants through progressive lessons that culminate in an exciting “grand completion” or final project/performance.
Community Bas	East of the River Steelband	2	Less than 10	Assist lead instructors in planning and facilitating performing arts workshops, rehearsals, and performances.Help set up and organize performance spaces, equipment, and materials.Support participants in learning and practicing performance techniques,Assist with participant check in, attendance trackingProvide general administrative support to the program team as needed.
Community Bas	East of the River Steelband	3	Less than 10	*Support the planning and execution of daily program activities, including workshops, performances.* Help prepare and organize supplies, equipment, and materials for program sessions. *Assist in maintaining a clean, safe, and welcoming environment for participants* Assist with participant check in and attendance *Help distribute program materials



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Educare DC-IDEA	10	Less than 10	The Teacher Aide works cooperatively with the Infant Toddler Teacher and Teacher Assistant to plan and implement the daily education program for the children. Under the reflective supervision of the Lead Teacher, the Teacher Aide will execute classroom activities and help maintain a classroom environment that is developmentally appropriate and meets the individual needs of children as mandated by federal, state, and local standards, and that reflect Educare's philosophy and curriculum. Assist in daily routines, including bottle feedings, meal preparations, diapering, toileting, hand washing, monitoring sleep times, cleanup, and supervision of children at all times, including outdoor play. Must be able to physically interact with children, including talking, hearing, sitting, standing, walking, using hands to finger, handling or feeling objects, tools, or controls; reaching with hands and arms; and stooping, kneeling, crouching, or crawling and lifting and or moving items of up to 40 pounds
Community Bas	EHB	1	Less than 10	Assist director with administrative assistance with leadership of personnel in office and school setting. Attend to all tasks in educational, legal, and office setting and child care assistance. Will be asked to do educational tasks, research, writing briefs, lesson planning, clerical work, occasional child care. Work will occur indoor and outdoor as needed. Youth will receive hands on experience and on the job training in both traditional and untraditional setting assigned to some specific duties,
Community Bas	EHB	2	Less than 10	Assist director with administrative assistance with leadership of personnel in office and school setting. Attend to all tasks in educational, legal, and office setting and child care assistance. Will be asked to do educational tasks, research, writing briefs, lesson planning, clerical work, occasional child care. Work will occur indoor and outdoor as needed. Youth will receive hands on experience and on the job training in both traditional and untraditional setting assigned to some specific duties.
Community Bas	ELECTRIFY DC	1	Less than 10	Conduct activities per the direction of the Executive Director

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	ELECTRIFY DC	1	Less than 10	Work on strategies under the direction of the Executive Director to engage sustainability partners. Reach out to partners via email. Network with partners to fulfill the mission of the organization.
Community Bas	ELECTRIFY DC	1	Less than 10	Assist executive director in research, drafting, editing for grant applications
Community Bas	Emmanuel Baptist Church	10	Less than 10	Assist the summer camp instructors with all camp activities during devotion in the sanctuary, in the dining room area during breakfast, lunch and snacks, in the classrooms, during arts and crafts, and during inside recreational time. Escort campers to and from the dining area, classrooms, the recess area, and restrooms ensuring all wash their hands before departing. The SYEPs are also required to engage with the campers and provide security wherever the campers are i.e., recess on church parking lot, field trips to the park, skating rink, bowling alley, movies etc. Clean and straighten the dining room after breakfast and lunch and classrooms before departing at the end of the duty day to include straightening desks, chairs and papers. Assist kitchen staff with serving food, set up, break down of tables and chairs, cleaning tables, chairs and dining room floors. SYEP EMPLOYEES WILL NOT BE ALLOWED TO USE THEIR PHONES WHILE ON DUTY, ONLY DURING THEIR 30 MINUTE LUNCH BREAK.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Emmanuel Baptist Church	5	Less than 10	Liaison between Camp Leader and SYEP Supervisor. Assist the summer camp instructors with all camp activities during devotion, in the dining room area during breakfast, lunch and snacks, in the classrooms, during arts and crafts, and during inside recreational time. Escort campers to and from the dining area, classrooms, the recess area, and restrooms ensuring all wash their hands before departing. The SYEPs are also required to engage with the campers and provide security wherever the campers are i.e., recess on church parking lot, field trips to the park, skating rink, bowling alley, movies etc. Clean and straighten the dining room after breakfast and lunch and classrooms before departing at the end of the duty day to include straightening desks, chairs and papers. Assist kitchen staff with serving food, set up, break down of tables and chairs, cleaning tables, chairs and dining room floors. SYEP employees will not be allowed to use their phones while on duty, only during their 30 minute lunchbreak.
Community Bas	Ethiopian Community Service and	50	41	Workplace readiness employees will work in many career fields including community and educational services. Having these skills will improve their competitive advantage and develop workplace readiness skills through practice. Youth reps will conduct a Town Hall, and develop projects through AI and the latest technology apps in production management.
Community Bas	Fairmount Heights Community De	2	Less than 10	Door to door intake Collect residents and business information Input data into data entry site Website builder Social media management Systems and database set up
Community Bas	Fairmount Heights Community De	1	Less than 10	Prepare snacks Prepare meals Serve snacks and meals Maintain inventory
Community Bas	Fairmount Heights Community De	1	Less than 10	Receive campers Registration Transport to and from off site camp location Organize and oversee daily camp activities
Community Bas	Fairmount Heights Community De	2	Less than 10	Create daily activities Implement daily group activities
Community Bas	Fairmount Heights Community De	3	Less than 10	Assist summer camp instructor with daily duties and activities related to summer camp Monday Thursday Participation registration Field trip monitor Assist with meal times Assist with outdoor activities

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Faith for the city	10	Less than 10	Job Description Most interventions used to modify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.
Community Bas	Faith for the city	10	Less than 10	Job Description Most interventions used to modify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.
Community Bas	Faith for the city	10	Less than 10	Job Description Most interventions used to modify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Faith for the city	10	11	Job Description Most interventions used to motify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.
Community Bas	Family Voices of DC	2	Less than 10	Assist with the set up of the bookstore, file books, arrange and re arrange magazines, assist with the checkout scanner, organize shelves, and receive book requests.
Community Bas	Family Voices of DC	2	Less than 10	Assist the Podcaster with light equipment set up and break down, align notes for the reader, assist with minor technical issues, such as audio difficulties
Community Bas	Family Voices of DC	3	Less than 10	Assist the Podcaster with light equipment set up and break down, align notes for the reader, assist with minor technical issues, such as audio difficulties
Community Bas	Family Voices of DC	1	Less than 10	An intermediate experience young and ambitious individual developer of a short cast to extend to a portfolio presentation of production. With accommodations and collaboration from the podcast presenters. Assist with editing, framework, outlines, interviews, location setup, sound, and schedule coordination. An intermediate experience young and ambitious individual developer of a short cast to extend to a portfolio presentation of production. With accommodations and collaboration from the podcast presenters. Assist with editing, framework, outlines, interviews, location setup, sound, and schedule coordination.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FAR SOUTHEAST FAMILY STR	1	Less than 10	The Community Outreach Specialist will play a vital role in fostering positive relationships with youth and community members. This summer position aims to engage young individuals in various community outreach initiatives, promoting participation in educational, recreational, and skill building activities. The specialist will work closely with the youth program coordinator to plan, organize, and execute events and programs that align with the organization's goals and values.
Community Bas	FAR SOUTHEAST FAMILY STR	1	Less than 10	The Community Outreach & Youth Engagement Specialist will play a vital role in fostering positive relationships with youth and community members. This summer position aims to engage young individuals in various community outreach initiatives, promoting participation in educational, recreational, and skill building activities. The specialist will work closely with the youth program coordinator to plan, organize, and execute events and programs that align with the organization's goals and values.
Community Bas	FAR SOUTHEAST FAMILY STR	2	Less than 10	The Community Outreach & Youth Engagement Specialist will play a vital role in fostering positive relationships with youth and community members. This summer position aims to engage young individuals in various community outreach initiatives, promoting participation in educational, recreational, and skill building activities. The specialist will work closely with the youth program coordinator to plan, organize, and execute events and programs that align with the organization's goals and values.
Community Bas	FAR SOUTHEAST FAMILY STR	4	11	The Community Outreach & Youth Engagement Specialist will play a vital role in fostering positive relationships with youth and community members. This summer position aims to engage young individuals in various community outreach initiatives, promoting participation in educational, recreational, and skill building activities. The specialist will work closely with the youth program coordinator to plan, organize, and execute events and programs that align with the organization's goals and values.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FAR SOUTHEAST FAMILY STR	1	Less than 10	The Youth Administrative Assistant will provide essential administrative support to the Far Southeast Family Strengthening Collaborative Congress Heights Senior Wellness Center. This position plays a crucial role in ensuring the smooth operation of youth focused activities by assisting with clerical tasks, record keeping, and communication with program participants, families, and staff members.
Community Bas	FAR SOUTHEAST FAMILY STR	2	Less than 10	The Frame Your Future (FYF) Youth Empowerment Program is a youth centered initiative that provides participants with meaningful opportunities to develop leadership skills, career readiness, and creative expression while actively engaging in their community. As part of the program, participants will take part in a variety of structured activities including workforce development workshops, resume building, interview preparation, financial literacy, and leadership training. A key component of the program is Photovoicing, a creative storytelling method where participants use photography to capture personal and community experiences, identify issues that impact their lives, and share their perspectives through visual narratives. In addition to skill building sessions, participants will collaborate with peers and staff on group projects, engage in service learning opportunities, and interact with mentors, community leaders, and guest speakers. Participants are expected to attend all scheduled sessions, actively participate in discussions, complete assignments, and represent the program in a professional manner. This experience is designed to help youth strengthen their confidence, develop transferable life and job skills, and prepare for future educational and employment opportunities. Full participation, a positive attitude, openness to learning, and the ability to work well with others are essential for success in the program.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FAR SOUTHEAST FAMILY STR	20	18	<p>The Frame Your Future (FYF) Youth Empowerment Program is a youth centered initiative that provides participants with meaningful opportunities to develop leadership skills, career readiness, and creative expression while actively engaging in their community. As part of the program, participants will take part in a variety of structured activities including workforce development workshops, resume building, interview preparation, financial literacy, and leadership training. A key component of the program is Photovoicing, a creative storytelling method where participants use photography to capture personal and community experiences, identify issues that impact their lives, and share their perspectives through visual narratives. In addition to skill building sessions, participants will collaborate with peers and staff on group projects, engage in service learning opportunities, and interact with mentors, community leaders, and guest speakers. Participants are expected to attend all scheduled sessions, actively participate in discussions, complete assignments, and represent the program in a professional manner. This experience is designed to help youth strengthen their confidence, develop transferable life and job skills, and prepare for future educational and employment opportunities. Full participation, a positive attitude, openness to learning, and the ability to work well with others are essential for success in the program.</p>
Community Bas	FAR SOUTHEAST FAMILY STR	2	Less than 10	<p>The Youth Engagement Specialist will play a pivotal role in fostering positive relationships with youth in the community and facilitating engaging programs and activities to promote their holistic development. This position requires a passionate individual with a deep understanding of youth development principles, strong communication skills, and the ability to collaborate effectively with various stakeholders</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Fellowship of Christian Athletes D	2	Less than 10	As FCA Ambassador, students will learn the core values of integrity, serving, teamwork and excellence. They will engaged their community with sport services and grow as individual leaders. Work as a camp counselor for DC summer sports camp Assist in the planning of softball camp Attend weekly staff meetings and grow in professionalism Attend community meetings Network with community leaders Cultivate community with other DC high school students Work under the guidance of DC college students Travel to various parts of the city to learn about different areas
Community Bas	Fellowship of Christian Athletes D	3	Less than 10	As FCA Ambassador, students will learn the core values of integrity, serving, teamwork and excellence. They will engaged their community with sport services and grow as individual leaders. Work as a camp counselor for DC summer sports camp Assist in the planning of softball camp Attend weekly staff meetings and grow in professionalism Attend community meetings Network with community leaders Cultivate community with other DC high school students Work under the guidance of DC college students Travel to various parts of the city to learn about different areas
Community Bas	Fellowship of Christian Athletes D	14	11	As FCA Ambassador, students will learn the core values of integrity, serving, teamwork and excellence. They will engaged their community with sport services and grow as individual leaders. Work as a camp counselor for DC summer sports camp Assist in the planning of softball camp Attend weekly staff meetings and grow in professionalism Attend community meetings Network with community leaders Cultivate community with other DC high school students Work under the guidance of DC college students Travel to various parts of the city to learn about different areas

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	2	Less than 10	The Assistant Coach – Soccer Training will support the Head Coach in organizing and delivering daily soccer activities for youth participants at FH Faunteroy Center. This role includes helping with warm ups, drills, and supervising participants to ensure a fun, safe, and inclusive experience for all skill levels. Assistant Coaches will also help encourage teamwork, model good sportsmanship, and assist in providing feedback and motivation to younger players. This is a great opportunity for youth interested in leadership, athletics, coaching, or working with children.
Community Bas	FH Faunteroy Center & Resilience	2	Less than 10	The Assistant Coach – Volleyball will support the Head Coach in organizing and delivering daily volleyball practices for youth at FH Faunteroy Center. This role is focused on helping youth build fundamental volleyball skills, encouraging team spirit, and maintaining a fun, safe, and inclusive practice environment. Assistant Coaches will assist with drills, set up, demonstrations, and supervision. This is a great opportunity for youth interested in coaching, leadership, or athletic development.
Community Bas	FH Faunteroy Center & Resilience	2	Less than 10	The Camera Person – Broadcast & Media will work as part of the media team to capture high quality footage for FH Faunteroy Center & Resilience Incubator’s digital content. This role gives youth the opportunity to develop hands on experience with camera operation, framing, lighting, and basic directing techniques while documenting events, interviews, and creative projects. Camera operators will be guided through both technical skills and creative storytelling as they learn how to visually capture the spirit and energy of summer events throughout Washington, DC.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	<p>The Director of Broadcast &amp; Media will lead and oversee the development of multimedia content for FH Faunteroy Center &amp; Resilience Incubator’s summer programs and events. This role is responsible for managing youth participants in content creation, editing, and production for platforms such as YouTube, Instagram, TikTok, and internal showcases. This position blends technical skills with creative leadership, providing youth with hands on experience in media production, digital storytelling, and content strategy. The Director will guide participants in filming, directing, and editing short videos, interviews, and promotional content — ensuring each project aligns with the organization’s messaging and values. Responsibilities include managing a small production team, planning weekly media projects, teaching basic video and editing techniques, delegating roles (camera, scriptwriting, on screen, etc.), and ensuring content is engaging, appropriate, and high quality. The Director will also support youth in developing confidence behind and in front of the camera while fostering teamwork and creativity. This role is ideal for individuals with a background in media, communications, digital production, or performing arts who enjoy mentoring and leading youth in collaborative, project based learning.</p>
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	<p>The Editor – Broadcast &amp; Media will work alongside the media team to shape, refine, and finalize creative digital content for FH Faunteroy Center &amp; Resilience Incubator. This role supports the post production process of videos, photos, and social media content created by youth participants throughout the summer. Editors are responsible for compiling footage, trimming clips, adding music or voiceovers, inserting captions or titles, and helping ensure content is clean, engaging, and brand aligned. This position is perfect for individuals with a passion for digital editing, visual creativity, and youth mentorship.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	The Head Coach – Soccer Training will lead and coordinate daily soccer activities for youth participating in FH Faunteroy Center’s summer sports program. This role focuses on teaching soccer fundamentals, promoting teamwork, and creating a fun and inclusive environment where youth can build confidence, fitness, and discipline. The Head Coach will be responsible for planning drills, supervising youth during practices, and encouraging skill development for all levels of experience. This position is ideal for someone with a passion for soccer, leadership, and mentoring youth through sports.
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	The Computer Tech Trainee position is an invitation only opportunity designed for youth interested in exploring careers in technology, computer repair, and IT support. Participants will gain hands on experience working with hardware, software, and digital tools while learning how to troubleshoot devices, perform basic repairs, and assist with system setup. This role is ideal for youth who are curious about tech careers, enjoy working with computers, and want to develop practical skills in a supportive learning environment.
Community Bas	FH Faunteroy Center & Resilience	5	Less than 10	The Assistant Football Coach position at McKinley Tech High School is a selective, invitation only opportunity for youth interested in leadership, athletics, and coaching. Participants in this role will support the football coaching team during training sessions by helping lead warm ups, organizing drills, and assisting with team logistics. Youth in this role will develop hands on skills in communication, discipline, and mentorship while gaining a deeper understanding of sports instruction and team coordination. This is a strong fit for youth who have experience in football or are interested in athletic training, coaching, or sports management careers.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	5	Less than 10	The Assistant Football Coach position at McKinley Tech High School is a selective, invitation only opportunity for youth interested in leadership, athletics, and coaching. Participants in this role will support the football coaching team during training sessions by helping lead warm ups, organizing drills, and assisting with team logistics. Youth in this role will develop hands on skills in communication, discipline, and mentorship while gaining a deeper understanding of sports instruction and team coordination. This is a strong fit for youth who have experience in football or are interested in athletic training, coaching, or sports management careers.
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	The Football Manager position at McKinley Tech High School is an invitation only opportunity for youth interested in team support, organization, and leadership within an athletic environment. Football Managers play a vital behind the scenes role in helping the coaching staff and players stay prepared, focused, and game day ready. Participants will assist with equipment setup, uniform coordination, hydration, and tracking team logistics. This role is ideal for youth who want to be part of a competitive sports team, but focus more on management, organization, and leadership support than active play.
Community Bas	FH Faunteroy Center & Resilience	15	Less than 10	The Football Trainee position at McKinley Tech High School is an invitation only opportunity for youth interested in athletic development, leadership, and discipline through structured football training. Participants will engage in hands on practice sessions focused on physical fitness, teamwork, and technical skills relevant to competitive football. Youth in this role will be expected to follow coaching instructions, maintain a high level of commitment, and demonstrate strong sportsmanship both on and off the field.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	15	11	<p>The Football Trainee position at McKinley Tech High School is an invitation only opportunity for youth interested in athletic development, leadership, and discipline through structured football training. Participants will engage in hands on practice sessions focused on physical fitness, teamwork, and technical skills relevant to competitive football. Youth in this role will be expected to follow coaching instructions, maintain a high level of commitment, and demonstrate strong sportsmanship both on and off the field. This position is ideal for individuals interested in pursuing athletics, coaching, or physical education.</p>
Community Bas	FH Faunteroy Center & Resilience	5	Less than 10	<p>The Program Monitor position is an invitation only role designed for youth interested in program management, organization, and leadership. Program Monitors support day to day operations by observing activities, assisting with attendance, and helping ensure programs run smoothly and safely. This role is perfect for youth who are detail oriented, responsible, and interested in exploring careers in administration, education, or nonprofit work. Monitors serve as extra eyes and ears for program staff, helping document participation, identify areas of improvement, and provide feedback to support staff and youth engagement.</p>
Community Bas	FH Faunteroy Center & Resilience	3	Less than 10	<p>The Program Assistant – Elementary STEAM will support daily programming for elementary aged youth in a hands on, creative learning environment focused on Science, Technology, Engineering, Art, and Math (STEAM). This role is ideal for individuals who enjoy working with children, have a passion for learning, and want to experience assisting with educational activities. Program Assistants will help set up and lead small group activities, supervise students during lessons and playtime, and support coordinator in managing a safe, fun, and engaging space for learning and exploration.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	<p>Exposure 1 is seeking Program Assistants to serve as chaperones during our 6 week program. Program Assistants will attend daily field trips, support the Program Facilitator, and be responsible for tracking youth attendance. Program participants will be 14 and 15 years old, with no more than 12 youth assigned to each SYEP group. See below for the position description provided for youth participants. Exposure 1 is designed to inspire 9th and 10th graders. Selected youth will spend the summer experiencing the joy of Washington, DC, through activities that offer relaxation after a stressful school year. The program also introduces new opportunities and possibilities, helping participants better understand their own interests, likes, and dislikes, encouraging growth, self discovery, and an expanded sense of what's possible. Exposure Experiences focus on five key areas: museums, DPR pools, physical activities, local parks, and restaurant outings. Every day is a field trip — and it's completely free for all youth participants! Plus, we offer breakfast and lunch each day for anyone who would like it. Exposure often serves as an introduction to the FH Faunteroy Center and our Resilience Incubator. Many youth participants return for another summer of Exposure or to join other programs we offer, continuing their journey of growth and exploration with us.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	<p>Exposure 1 is seeking Program Assistants to serve as chaperones during our 6 week program. Program Assistants will attend daily field trips, support the Program Facilitator, and be responsible for tracking youth attendance. Program participants will be 14 and 15 years old, with no more than 12 youth assigned to each SYEP group. See below for the position description provided for youth participants Exposure 1 is designed to inspire 9th and 10th graders. Selected youth will spend the summer experiencing the joy of Washington, DC, through activities that offer relaxation after a stressful school year. The program also introduces new opportunities and possibilities, helping participants better understand their own interests, likes, and dislikes, encouraging growth, self discovery, and an expanded sense of what's possible. Exposure Experiences focus on five key areas museums, DPR pools, physical activities, local parks, and restaurant outings. Every day is a field trip — and it's completely free for all youth participants! Plus, we offer breakfast and lunch each day for anyone who would like it. Exposure often serves as an introduction to the FH Faunteroy Center and our Resilience Incubator. Many youth participants return for another summer of Exposure or to join other programs we offer, continuing their journey of growth and exploration with us.</p>
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	<p>The Program Coordinator – A Call for Artists will oversee the planning and coordination of FH Faunteroy Center's youth centered art initiative, which invites participants to explore a variety of visual art forms and techniques. This role includes managing daily programming, supporting young artists in project development, and ensuring that all creative sessions are organized, inclusive, and impactful. The coordinator will be responsible for helping youth brainstorm ideas, gather materials, stay on track with project deadlines, and prepare for community exhibitions or showcases. This position is ideal for someone passionate about youth mentorship, creative expression, and project based learning.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Fauntery Center & Resilience	1	Less than 10	The Program Coordinator for Exposure 1 plays a vital role in supporting the summer experience for 9th and 10th grade youth at FH Fauntery Center & Resilience Incubator. This role involves guiding participants through a variety of daily enrichment activities — including field trips, workshops, and group sessions — designed to promote personal growth, leadership, and community awareness. Coordinators are responsible for supervising youth, fostering a welcoming and respectful environment, and supporting daily logistics. Duties include assisting with program setup, tracking attendance, managing transitions between activities, and ensuring overall safety and engagement. Program Coordinators serve as role models, encouraging participation, positive behavior, and teamwork throughout the summer. This position is ideal for individuals interested in youth development, education, or community work, and provides hands on experience in group leadership, mentoring, and program coordination.
Community Bas	FH Fauntery Center & Resilience	2	Less than 10	The Reporter – Broadcast & Media will serve as the voice and face of FH Fauntery Center’s summer media coverage. In this role, youth will report on events and conduct interviews about events throughout Washington, DC. Reporters will gain experience in public speaking, storytelling, scriptwriting, and building on camera confidence. This position is perfect for youth interested in journalism, hosting, communications, or entertainment. Reporters will work closely with the media team to create engaging, youth led content for platforms like TikTok, YouTube, and Instagram.
Community Bas	FH Fauntery Center & Resilience	2	Less than 10	The Sound Person – Broadcast & Media plays a key role in capturing high quality audio for all media projects at FH Fauntery Center & Resilience Incubator. This position supports the broadcast team by managing microphones, monitoring sound levels, and ensuring clear, crisp audio for interviews, performances, and video content. This role is ideal for someone interested in music production, film, or technical roles in media who enjoys working behind the scenes to bring stories to life.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	1	Less than 10	The Volleyball Coach will lead youth participants through skills training, drills, and team building exercises as part of FH Faunteroy Center’s summer sports program. This role is focused on creating a supportive environment where youth can learn the fundamentals of volleyball, improve their technique, and build confidence on and off the court. The coach will be responsible for organizing daily practice sessions, guiding small scrimmages, teaching rules and positions, and encouraging teamwork, discipline, and good sportsmanship. This position is ideal for someone passionate about sports, leadership, and youth development.
Community Bas	FH Faunteroy Center & Resilience	6	Less than 10	The Volleyball Player role offers youth the opportunity to build athletic skills, teamwork, and discipline through daily volleyball practice and recreational play. Participants will learn the fundamentals of the game—including serving, passing, setting, and court communication—while staying active and engaged in a supportive team environment. This role promotes personal growth through physical activity, team collaboration, and leadership development, and is ideal for youth who enjoy sports, want to improve their fitness, or are interested in athletics.
Community Bas	FH Faunteroy Center & Resilience	6	Less than 10	The Volleyball Player role offers youth the opportunity to build athletic skills, teamwork, and discipline through daily volleyball practice and recreational play. Participants will learn the fundamentals of the game—including serving, passing, setting, and court communication—while staying active and engaged in a supportive team environment. This role promotes personal growth through physical activity, team collaboration, and leadership development, and is ideal for youth who enjoy sports, want to improve their fitness, or are interested in athletics.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	FH Faunteroy Center & Resilience	4	Less than 10	The Youth Artist – A Call for Artists position invites creative participants to explore and express themselves through visual art while working on individual and group projects. Youth will be guided through a summer long experience where they’ll learn different art techniques, experiment with materials, and develop original artwork for community display. This role encourages creative thinking, artistic exploration, and collaboration. Participants will also gain experience in presenting their work and engaging in conversations about art, culture, and personal expression.
Community Bas	FH Faunteroy Center & Resilience	6	Less than 10	Exposure 1 is designed to inspire 9th and 10th graders. Selected youth will spend the summer experiencing the joy of Washington, DC, through activities that offer relaxation after a stressful school year. The program also introduces new opportunities and possibilities, helping participants better understand their own interests, likes, and dislikes, encouraging growth, self discovery, and an expanded sense of what’s possible. Exposure Experiences focus on five key areas museums, DPR pools, physical activities, local parks, and restaurant outings. Every day is a field trip — and it’s completely free for all youth participants! Plus, we offer breakfast and lunch each day for anyone who would like it. Exposure often serves as an introduction to FH Faunteroy Center and Resilience Incubator. Many youth participants return for another summer of Exposure or join the other programs we offer, continuing their journey of growth and exploration.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Fighting Apartheid Confrontation	0	0	<p>FIGHTING APARTHEID CONFRONTATION TRANSFORMATION SYSTEMS (FACTS) INC. WILL ASSIST IN PROVIDING INFORMATION ON PROJECTS FOR SUMMER YOUTH EMPLOYMENT 2023 (SYE) Job Title EDUCATIONAL AIDE Worksite Description FACTS INC IJob Description FIGHTING APARTHEID CONFRONTATION TRANSFORMATION SYSTEMS, INC. (FACTS,INC.)License Number #C4 4010588 Rank 501c4Social Welfare Organization Civic leagues or organizations not organized for profit but operated exclusively forthe promotion of social welfare operate exclusively to promote social welfare, opportunity, and nationalachievement which further the common good and general welfare for people of the community (such as bybringing appropriate civic betterment and social improvements).FACTS, INC. IS A NON PROFIT ORGANIZATION GEARED TOWARDS EDUCATING AND UPLIFTING THEGRASSROOTS OF RACISM, IN WASHINGTON, D.C. &amp; ALL AROUND THE WORLD.FACTS, INC. FILE WITH THE FEDERAL REGULATION &amp; LOBBY ACT. DISTRICT OF COLUMBIACERTIFICATE  file:///C:/Users/harold.hunter/Downloads/GoodStandingCombinedCertificate.pdf DC File #894251 DC Type Non Profit Corporation</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Fighting Apartheid Confrontation	0	0	<p>Job Description FIGHTING APARTHEID CONFRONTATION TRANSFORMATION SYSTEMS, INC. (FACTS,INC.)License Number #C4 4010588 Rank 501c4Social Welfare Organization Civic leagues or organizations not organized for profit but operated exclusively forthe promotion of social welfare operate exclusively to promote social welfare, opportunity, and nationalachievement which further the common good and general welfare for people of the community (such as bybringing appropriate civic betterment and social improvements).FACTS, INC. IS A NON PROFIT ORGANIZATION GEARED TOWARDS EDUCATING AND UPLIFTING THEGRASSROOTS OF RACISM, IN WASHINGTON, D.C. &amp; ALL AROUND THE WORLD.FACTS, INC. FILE WITH THE FEDERAL REGULATION &amp; LOBBY ACT. DISTRICT OF COLUMBIACERTIFICATE</p> <p>file:///C:/Users/harold.hunter/Downloads/GoodStandingCombinedCertificate.pdf DC File #894251 DC Type Non Profit Corporation</p>
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Community Bas	Fighting Apartheid Confrontation	5	Less than 10	<p>FACTS INC II Job Description FIGHTING APARTHEID CONFRONTATION TRANSFORMATION SYSTEMS, INC. (FACTS,INC.)License Number #C4 4010588 Rank 501c4Social Welfare Organization Civic leagues or organizations not organized for profit but operated exclusively forthe promotion of social welfare operates exclusively to promote social welfare, opportunity, and nationalan achievement that further the common good and general interest for people of the community (such as bybringing appropriate civic betterment and social improvements).FACTS, INC. IS A NON PROFIT ORGANIZATION GEARED TOWARD EDUCATING AND UPLIFTING THEGRASSROOTS OF RACISM, IN WASHINGTON, D.C. &amp; ALL AROUND THE WORLD.FACTS, INC. FILED WITH THE FEDERAL REGULATION &amp; LOBBY ACT. DISTRICT OF COLUMBIACERTIFICATE</p> <p>file:///C:/Users/harold.hunter/Downloads/GoodStandingCombinedCertificate.pdf DC File #894251 DC Type Non Profit Corporation</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Fihankra Akoma Ntoaso (FAN DC	10	Less than 10	Professional Development Work with youth ages 9-13. Facilitate group mentoring, team building, academic, and cultural activities for a fixed group of 10-12 young people. Work with youth to develop, plan, and execute community service projects. Support youth to plan field trips. Build positive, supportive, caring, respectful, relationships with youth, and support youth to develop these types of relationships with each other. Includes phone contact and meetings with youth off site and outside of program hours as needed. Support and collaborate with other like organizations. Advocate for and with youth/ Peer Support
Community Bas	First Fruit	25	Less than 10	Employee will be introduced to concepts on the responsibilities for planning and directing daily operations, coming up with new ideas, managing conflicts, supervision, sales and marketing. Employee will be exposed and educated on the following.* Market Research Identify opportunities by researching the market and competitors.* Business Planning Develop and execute strategies to grow the business* Team Management Build and lead a team to achieve goals.* Financial Management Secure funding and manage finances to keep the business healthy.* Sales Sell products, services, ideas, and visions to attract customers.* Communication Convey ideas and strategies to investors, employees, and suppliers.* Risk Analysis Listen to clients and analyze competitors to identify and mitigate risk.
Community Bas	Forever True	2	Less than 10	As a Junior Team Leader, you'll have the opportunity to grow both personally and professionally by attending workshops designed to prepare you for College and Career. You'll take on assignments that encourage teamwork and problem solving with your peers, helping you develop valuable skills for your future. What We Offer Personal & Professional Development Workshops focused on College and Career Readiness and Skill Training. Collaboration Opportunities to work with peers on creative and team building projects. Leadership Experience Hands on assignments that build leadership and decision making abilities.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Forever True	2	Less than 10	As a Junior Team Leader, you'll have the opportunity to grow both personally and professionally by attending workshops designed to prepare you for College and Career. You'll take on assignments that encourage teamwork and problem solving with your peers, helping you develop valuable skills for your future. What We Offer Personal & Professional Development Workshops focused on College and Career Readiness and Skill Training. Collaboration Opportunities to work with peers on creative and team building projects. Leadership Experience Hands on assignments that build leadership and decision making abilities.
Community Bas	Forever True	10	Less than 10	As a Junior Team Leader, you'll have the opportunity to grow both personally and professionally by attending workshops designed to prepare you for College and Career. You'll take on assignments that encourage teamwork and problem solving with your peers, helping you develop valuable skills for your future. What We Offer Personal & Professional Development Workshops focused on College and Career Readiness and Skill Training. Collaboration Opportunities to work with peers on creative and team building projects. Leadership Experience Hands on assignments that build leadership and decision making abilities.
Community Bas	Forever True	3	Less than 10	What We're Looking For Graphic Design & Canva Experience Strong skills in visual design, both digital and traditional. Creative Writing Ability to craft poetry or short stories that complement art. Collaboration Open to feedback and working together on creative projects. Passion A love for creating art that tells a story and evokes emotion.
Community Bas	Francis on the Hill	1	Less than 10	Pickup, unloading, and processing food items donated by wholesale and retail grocery companies. Packing grocery bags and boxes for weekly distribution at area sites to help alleviate food insecurity in DC. Summer employees work with Francis on the Hill volunteer supervisors on a wide range of tasks, to include preparation of grocery bags, loading and unloading food crates, operating manual and electric pallet jacks and refrigerated truck lift gate.



<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigned</b>	<b>Job Description</b>
Community Bas	Francis on the Hill	3	Less than 10	Pickup, unloading, and processing food items donated by wholesale and retail grocery companies. Packing grocery bags and boxes for weekly distribution at area sites to help alleviate food insecurity in DC. Summer employees work with Francis on the Hill volunteer supervisors on a wide range of tasks, to include preparation of grocery bags, loading and unloading food crates, operating manual and electric pallet jacks and refrigerated truck lift gate.
Community Bas	FRBC Child Development Center	1	Less than 10	Youth will assist the classroom teachers in setting up their classrooms for the summer. Assist in implementing projects and activities for students and assisting them in completing the activities. Summer Aids will help in announcing via a walkie talkie when a student arrives and when they depart. Aid will assist in the kitchen helping the cook to put away groceries and washing the breakfast, lunch and snack dishes. Assist the students with daily walks as the weather permits,
Community Bas	FRBC Child Development Center	3	Less than 10	Youth will assist the classroom teachers in setting up their classrooms for the summer. Assist in implementing projects and activities for students and assisting them in completing the activities. Summer Aids will help in announcing via a walkie talkie when a student arrives and when they depart. Aid will assist in the kitchen helping the cook to put away groceries and washing the breakfast, lunch and snack dishes. Assist the students with daily walks as the weather permits,
Community Bas	Freddie Simmons Developmental H	4	Less than 10	Joining FREDDIE SIMMONS DEVELOPMENTAL FOOTBALL CAMP participants will learn life teaching skills, such as developing boys into men. We will prepare participants for college. Also we will have weight lifting, safe educational/ recreational programs. We will be training participants on outdoor experiences and group activities while away from home during the summer months. The youth development organization will be supervised by former student athletes, and other professional adults.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Freddie Simmons Developmental F	20	11	Joining FREDDIE SIMMONS DEVELOPMENTAL FOOTBALL CAMP participants will learn life teaching skills, such as developing boys into men. We will prepare participants for college. Also we will have weight lifting, safe educational/ recreational programs. We will be training participants on outdoor experiences and group activities while away from home during the summer months. The youth development organization will be supervised by former student athletes, and other professional adults.
Community Bas	Freddie Simmons Developmental F	45	49	Joining FREDDIE SIMMONS DEVELOPMENTAL FOOTBALL CAMP participants will learn life teaching skills, such as developing boys into men. We will prepare participants for college. Also we will have weight lifting, safe educational/ recreational programs. We will be training participants on outdoor experiences and group activities while away from home during the summer months. The youth development organization will be supervised by former student athletes, and other professional adults.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Base	Friends of Anacostia Park	2	Less than 10	<p>As a part of our Grounds Support team, you will ensure that the Anacostia Park grounds are kept clean for parkgoers' daily use. You will work with 1 lead adult and 3 support adults on the Grounds Support team. Primary responsibilities are working alongside the National Park Service maintenance team to steward the land, roads, trails, and waters of Anacostia Park. You will help maintain and visit an assigned zone within the park on a regular basis. This will include inspecting zones, removal of litter, invasive species removal, trail maintenance along the Anacostia River Trail, and clean up along the water's edge. During special events, the grounds team will lead the setup and breakdown of equipment, ensuring (in partnership with the visitor engagement team) that all Friends equipment is taken care of and returned. While out in the Park the grounds team will greet park goers, answer questions, and report feedback received about the infrastructure of the park. Every Saturday there will be an opportunity to engage volunteers in support of the work. As a part of professional development, you will be responsible for attending weekly team meetings and participating in team building activities.</p>
Community Base	Friends of Anacostia Park	3	Less than 10	<p>As a part of our Visitor Engagement team, you will ensure all guests who come to Anacostia Park on ordinary days or for special events are greeted with warmth and encouragement. You will work with 1 lead adult and 2 support on the Visitor Engagement team. Primary responsibilities are welcoming visitors, managing the loaning and return of gear to official Friends Members, visiting groups that have a permit to host an event in the park, handing out and collecting skate rentals at the Anacostia Skate Pavilion, and answering questions regarding the park/programs. The Visitor Engagement team will also collect feedback from park visitors about their experience in the park and at events. The team will also share time hosting special event welcome tables, engaging with event attendees, answering questions, and sharing information on behalf of FoAP. As a part of professional development, you will be responsible for attending weekly team meetings and participating in team building activities.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Friends of Sumner School Museum	1	Less than 10	<p>Charles Sumner School Museum and Archives is the official Museum and Repository charged with preserving and documenting the history of the DC Public School System. This nearly 40 year old Museum is housed in a 150 year hold historic African American School, one of the first in the District of the Columbia and nation. The Museum collection contains the official board of education meeting minutes, vertical files, documents, artifacts and memorabilia pertaining to the history of public schools, faculty and staff, and alumni. The selected candidates will support the Museum Staff in a variety of collections care and management tasks. These duties include, but not limited to rehousing and stabilizing collections, creating finding aids and descriptions, handling precious historic material, digitizing the collection through photography and scanning, developing metadata and sorting and organizing materials and relevant content in spreadsheets. The core collection that students will be working with is the William T. Webb Jr. Photograph Collection. Webb was a pioneering photojournalist and former teacher who documented DC Public Schools through photography, officially from 1968 until 1991. Ideal candidates will have an interest in Museums and Archival work, photography, history. Ideal candidates will also have a working knowledge of photoshop and Microsoft Programs. Training on the job will be available in artifact handling, and rehousing and processing collections.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Friends of Sumner School Museum	3	Less than 10	Charles Sumner School Museum and Archives is the official Museum and Repository charged with preserving and documenting the history of the DC Public School System. This nearly 40 year old Museum is housed in a 150 year hold historic African American School, one of the first in the District of the Columbia and nation. The Museum collection contains the official board of education meeting minutes, vertical files, documents, artifacts and memorabilia pertaining to the history of public schools, faculty and staff, and alumni. The selected candidates will support the Museum Staff in a variety of collections care and management tasks. These duties include, but not limited to rehousing and stabilizing collections, creating finding aids and descriptions, handling precious historic material, digitizing the collection through photography and scanning, developing metadata and sorting and organizing materials and relevant content in spreadsheets. The core collection that students will be working with is the William T. Webb Jr. Photograph Collection. Webb was a pioneering photojournalist and former teacher who documented DC Public Schools through photography, officially from 1968 until 1991. Ideal candidates will have an interest in Museums and Archival work, photography, history. Ideal candidates will also have a working knowledge of photoshop and Microsoft Programs. Training on the job will be available in artifact handling, and rehousing and processing collections.
Community Bas	Future IT	1	Less than 10	Analyze and select appropriate technology. Manage data securely. Design and maintain a secure network. Respond to and resolve security access. Assist in web design and development.
Community Bas	Future IT	5	Less than 10	Analyze and select appropriate technology. Manage data securely. Design and maintain a secure network. Respond to and resolve security access. Assist in web design and development.
Community Bas	Future IT	3	Less than 10	Analyze and select appropriate technology. Manage data securely. Design and maintain a secure network. Respond to and resolve security access. Assist in web design and development.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Future IT	2	Less than 10	* IT Specialist will participate with programs that focus on computer training, financial literacy, and personal development. * IT Specialist will play a key role in learning software, digital design, and cybersecurity, while also integrating financial skills such as saving, investing, and understanding the stock market. * IT Specialist will become workplace leaders, technologically proficient, and financially savvy.
Community Bas	Future IT	6	Less than 10	* IT Specialist will participate with programs that focus on computer training, financial literacy, and personal development. * IT Specialist will play a key role in learning software, digital design, and cybersecurity, while also integrating financial skills such as saving, investing, and understanding the stock market. * IT Specialist will become workplace leaders, technologically proficient, and financially savvy.
Community Bas	Future IT	2	Less than 10	* IT Specialist will participate with programs that focus on computer training, financial literacy, and personal development. * IT Specialist will play a key role in learning software, digital design, and cybersecurity, while also integrating financial skills such as saving, investing, and understanding the stock market. * IT Specialist will become workplace leaders, technologically proficient, and financially savvy.
Community Bas	GALA Hispanic Theatre	10	Less than 10	Over the course of six weeks, participants will produce a bilingual (Spanish/English) play to be performed for the community on GALA's mainstage at the end of the session. Based on their interests and production needs, participants will learn the performing arts, technical, and marketing skills needed to put on a successful production. Areas that students can choose from include acting, creative writing, translation, dance, music (guitar, keyboard, bass, violin, and drums), wardrobe and makeup design, backstage work, lighting and sound design and operation, set design and building, and graphic design for the creation of marketing materials and social media campaigns.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	GENERATION TEACH INC.	1	Less than 10	<p>Create and maintain hallway signs and decorations Maintain an organized, welcoming work space to inventory deliveries, track supply distribution, and support with technology requests Serve as a warm, welcoming presence in our front office, making Generation Teach a place where students, families, and staff feel a strong sense of belonging Help collect and store student cell phones Check in students when they arrive Assist with special event set up and clean up Respond to Leader and Teaching Fellow service requests, including (but not limited to) site decorations, data reports, phone calls, etc.</p>
Community Bas	George Washington University Up	3	Less than 10	<p>Upward Bound is a federal TRIO college prep program funded to serve a population of predominantly low income and first generation college students. Upward Bound at George Washington University (GWU) has been in existence since 1999 and currently serves approximately 60 participants from local Washington DC public or public charter schools. We are the only Upward Bound to exist in a medical school and are proud to call GWU's School of Medicine &amp; Health Sciences (SMHS) our home. Upward Bound provides academic and socio emotional support to each participant. Services include weekly tutoring, SAT/ACT prep workshops and bi weekly supplemental instruction in Math, Science, English and Foreign Language. We also proudly offer several out of state college tours, experiential learning trips throughout the year, and a six week summer enrichment program..</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	George Washington University Up	20	Less than 10	<p>Upward Bound is a federal TRIO college prep program funded to serve a population of predominantly low income and first generation college students. Upward Bound at George Washington University (GWU) has been in existence since 1999 and currently serves approximately 60 participants from local Washington DC public or public charter schools. We are the only Upward Bound to exist in a medical school and are proud to call GWU's School of Medicine &amp; Health Sciences (SMHS) our home. Upward Bound provides academic and socio emotional support to each participant. Services include weekly tutoring, SAT/ACT prep workshops and bi weekly supplemental instruction in Math, Science, English and Foreign Language. We also proudly offer several out of state college tours, experiential learning trips throughout the year, and a six week summer enrichment program..</p>
Community Bas	George Washington University Up	20	Less than 10	<p>Upward Bound is a federal TRIO college prep program funded to serve a population of predominantly low income and first generation college students. Upward Bound at George Washington University (GWU) has been in existence since 1999 and currently serves approximately 60 participants from local Washington DC public or public charter schools. We are the only Upward Bound to exist in a medical school and are proud to call GWU's School of Medicine &amp; Health Sciences (SMHS) our home. Upward Bound provides academic and socio emotional support to each participant. Services include weekly tutoring, SAT/ACT prep workshops and bi weekly supplemental instruction in Math, Science, English and Foreign Language. We also proudly offer several out of state college tours, experiential learning trips throughout the year, and a six week summer enrichment program..</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Georgia Avenue Family Support C	1	Less than 10	The program assistant will play a crucial role in planning, organizing, and implementing a variety of program related activities designed to benefit the GAFSC Brightwood Family Success Center communities. This individual will focus on coordinating events that foster community engagement and provide support to local initiatives. Responsibilities will include collaborating with community members to identify their needs, developing programming that addresses those needs, and ensuring that all activities run smoothly. The program assistant will also handle logistics, promote events, and gather feedback to continuously improve future offerings, thereby enhancing the overall impact on the community and ensuring that their voices are heard and valued.
Community Bas	Georgia Avenue Family Support C	1	Less than 10	The program assistant will play a crucial role in planning, organizing, and implementing a variety of program related activities designed to benefit the GAFSC/ SUSO communities. This individual will focus on coordinating events that foster community engagement and provide support to local initiatives. Responsibilities will include collaborating with community members to identify their needs, developing programming that addresses those needs, and ensuring that all activities run smoothly. The program assistant will also handle logistics, promote events, and gather feedback to continuously improve future offerings, thereby enhancing the overall impact on the community and ensuring that their voices are heard and valued.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Girls' and Women's Empowerment	10	Less than 10	<p><b>Job Description</b>Health Ambassadors are individuals who are committed to helping to improve the health and wellbeing of individuals in their community. As a community member with knowledge and experience, they can make a difference in the lives of families, friends, neighbors, and other members in their community who may be experiencing symptoms of a physical health, mental illness and/or a substance use problem. Community Health Ambassadors will be trained to conduct general health education and health promotion activities. By practicing healthy habits and promoting healthy lifestyles, they can inspire others to do the same. This can have a ripple effect throughout the city, leading to a more motivated, engaged, and productive community and workforce.</p> <p><b>Position Requirements</b></p> <ul style="list-style-type: none"> <li>• Passion for community health work and advancing the Community Health</li> <li>• Basic English proficiency</li> <li>• Interest in writing, storytelling, and advocacy</li> <li>• Capacity to work both independently and collaboratively</li> <li>• Desire to lead and speak for and about Community Health or to embrace any health career pathway.</li> </ul> <p>The Community Health Ambassador will be responsible for creating and implementing effective outreach strategies to assist GWED in implementing the EmpowerHealth A Program to Build Health Literacy in underserved and at risk communities. The program focuses on health equity, prevention of chronic and infectious diseases, and activities that support optimal physical/ behavioral holistic health among DC residents. Participants will receive the necessary knowledge and training to complete their tasks.</p> <p><b>Responsibilities</b>Participants will Work with Health Promotion Staff in the development and implementation of health and wellness education outreach programs. Develop their own educational materials for diseases prevention and management. Create and market test health education print and online materials. Distribute health and wellness education</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	Girls' and Women's Empowerment	2	Less than 10	<p><b>Overview</b>The Career Ready Early Scholars Program (CRESP) is a six week initiative designed to empower youth aged 9-13 in Washington, DC, through career exploration, leadership development, and hands on learning experiences. The CRESP Program Intern will play a crucial role in supporting program implementation, assisting with daily operations, and engaging with youth participants to ensure a meaningful and impactful experience.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with program coordination, including setup, logistics, and participant engagement.</li> <li>• Support youth participants in activities related to career exploration, leadership, and hands on learning.</li> <li>• Help facilitate workshops, guest speaker sessions, and experiential learning activities.</li> <li>• Monitor attendance and track participant progress.</li> <li>• Assist in maintaining a safe and inclusive environment for all participants.</li> <li>• Support administrative tasks such as organizing materials, taking notes, and preparing reports.</li> <li>• Provide feedback and contribute ideas to improve program effectiveness.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Current college student or recent graduate in education, social work, public health, youth development, or a related field.</li> <li>• Experience working with youth in an educational or community based setting is preferred.</li> <li>• Strong organizational and communication skills.</li> <li>• Ability to work collaboratively in a team oriented environment.</li> <li>• Passion for youth empowerment, education, and community development.</li> <li>• Ability to adapt to a fast paced, dynamic environment.</li> </ul> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>• Hands on experience in youth programming and nonprofit operations.</li> <li>• Professional development and networking opportunities.</li> <li>• Opportunity to make a meaningful impact on the lives of young people.</li> <li>• Letter of recommendation upon successful completion of the internship.</li> </ul> <p><b>How to Apply</b>Interested candidates should submit a resume outlining their qualifications while applying for MBSYEP.</p>
Community Based	Global Kids, Inc	3	Less than 10	<p>GK Summer Youth Leader will learn about critical issues impacting the world and their communities and address select issues through action projects. Youth will also gain career readiness skills and a professional network through field trips and guest speakers.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Global Kids, Inc	10	Less than 10	GK Summer Youth Leader will learn about critical issues impacting the world and their communities and address select issues through action projects. Youth will also gain career readiness skills and a professional network through field trips and guest speakers.
Community Bas	Global Kids, Inc	15	11	GK Summer Youth Leader will learn about critical issues impacting the world and their communities and address select issues through action projects. Youth will also gain career readiness skills and a professional network through field trips and guest speakers.
Community Bas	Global Kids, Inc	30	23	GK Summer Youth Leader will learn about critical issues impacting the world and their communities and address select issues through action projects. Youth will also gain career readiness skills and a professional network through field trips and guest speakers.
Community Bas	Global Kids, Inc	5	Less than 10	<ul style="list-style-type: none"> <li>•Workson projects as assigned by the Director, Global Kids Washington DC</li> <li>•Collaborates with staff and students to implement field trips, special events and action projects with Washington area community groups and NGOs</li> <li>•Collects, inputs, and reviews data for evaluation related to student progress</li> <li>•Maintainsdocumentationand provides periodic progress reports</li> <li>•Conducts outreach services related to conferences, program participation, parent community building, travel planning, and socialmedia</li> <li>•Coordinates, develops, and co facilitate experiential workshops for GK's global education academic enrichment programs and afterschool leadership groups</li> <li>•Internship position is initially unpaid with possibility for long term employment with proven success</li> </ul>
Community Bas	GOOD Projects	2	Less than 10	Supervise campers, ensuring their safety and well being. Assist with fostering a fun, educational, and engaging camp environment where learning thrives. Provide high quality educational and recreational activities, creating enjoyable and memorable experiences for all camp participants. Assist with leading activities, mentoring campers, and ensure strict adherence to safety protocols. Promote positive interactions and skill development. Be a positive role model, fostering growth and independence

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	GOOD Projects	3	Less than 10	Provides leadership and guidance for a group of campers, ensuring a quality experience. Supervise activities of children, including but not limited to music, games, art, swimming, and outside activities. Create a positive and inclusive environment where campers feel safe, respected, and valued. Assist with the maintenance and cleanliness of camp facilities, ensuring a safe and enjoyable environment for campers.
Community Bas	Greater Washington Urban League	12	Less than 10	<ul style="list-style-type: none"> <li>• Support daily operations and projects across various different departments.</li> <li>• Assist with administrative tasks, such as filing, data entry, and scheduling.</li> <li>• Help implement departmental initiatives and programs, ensuring tasks are completed efficiently and accurately.</li> <li>• Collaborate with team members to support the development of departmental programs or services.</li> <li>• Participate in meetings, training sessions, and workshops.</li> <li>• Assist in customer service, outreach efforts, and event coordination where needed.</li> <li>• Maintain a professional demeanor and adhere to the organization's policies and procedures.</li> <li>• Complete any other duties as assigned by the supervisor or program coordinator.</li> </ul>
Community Bas	Greater Washington Urban League	4	Less than 10	<ul style="list-style-type: none"> <li>• Support daily operations and projects across various different departments.</li> <li>• Assist with administrative tasks, such as filing, data entry, and scheduling.</li> <li>• Help implement departmental initiatives and programs, ensuring tasks are completed efficiently and accurately.</li> <li>• Collaborate with team members to support the development of departmental programs or services.</li> <li>• Participate in meetings, training sessions, and workshops.</li> <li>• Assist in customer service, outreach efforts, and event coordination where needed.</li> <li>• Maintain a professional demeanor and adhere to the organization's policies and procedures.</li> <li>• Complete any other duties as assigned by the supervisor or program coordinator.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Growing Up	2	Less than 10	The Administrative Assistant provides high level support to ensure smooth office operations. Responsibilities include managing schedules, handling correspondence, organizing files, preparing reports, and assisting with meetings and events. This role requires excellent communication skills, attention to detail, and proficiency with office software such as Microsoft Office or Google Workspace. The ideal candidate is organized, dependable, and able to multitask in a fast paced environment.
Community Bas	Growing Up	8	Less than 10	The Youth Community Support Worker engages directly with young people to provide guidance, support, and access to critical resources. Responsibilities include mentoring youth, facilitating life skills development, connecting families to services, and supporting positive youth development. This role requires strong communication skills, cultural awareness, and a passion for empowering youth to overcome barriers and thrive in their communities.
Community Bas	Growing Up	2	Less than 10	The Youth Liaison for Community Projects serves as a bridge between young people and community initiatives, ensuring youth voices are represented in planning and decision making. Responsibilities include coordinating youth involvement in programs, gathering feedback, facilitating outreach, and supporting project implementation. This role requires strong relationship building skills, youth advocacy experience, and the ability to collaborate with diverse stakeholders.
Community Bas	Guns Down Friday	10	Less than 10	The Guns Down Friday Voices for Change program is committed to empowering youth who have been directly impacted by gun violence, whether through personal experience, the loss of a family member, or friend. This program provides these young ambassadors with the skills, confidence, and support needed to become advocates for gun violence prevention. Through mentorship, community engagement, and leadership development, we equip them to drive positive change in their communities, turning their pain into purpose and advocating for a safer future for all.
Community Bas	HILLCREST CHILDREN & FAM	25	Less than 10	outlines the specific tasks, responsibilities, and requirements for a part time position designed for students restorative justice circle cbt training

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	HILLCREST CHILDREN & FAM	30	28	Will lead younger youth in the facility on day to day scheduled activities
Community Bas	Hoops Sagrado	3	Less than 10	As a youth basketball coach, your primary responsibility is to teach the fundamentals of basketball, develop players' skills, and foster a love for the game. This position includes a paid trip to Guatemala, so candidates must have a current passport or the ability to obtain one. Please note that the children will primarily speak Spanish, but the camp will provide a translator to facilitate communication. Key Responsibilities 1. Teaching Basic Skills Instruct players on essential basketball skills such as dribbling, passing, shooting, and defending. 2. Developing Game Strategies Create game plans that enhance the team's strengths and address weaknesses. 3. Organizing Practice Sessions Plan and coordinate practice sessions, ensuring players have the necessary equipment and facilities. 4. Providing Feedback and Guidance Offer constructive feedback to help players improve their skills and techniques. 5. Motivating Players Inspire players to perform at their best and encourage them to strive for improvement. 6. Managing Team Dynamics Oversee team interactions to promote effective collaboration and positive relationships among players. 7. Encouraging Sportsmanship Foster an environment of fair play, sportsmanship, and a love for the game. Join us in nurturing the next generation of basketball players!
Community Bas	Hoops Sagrado	5	Less than 10	As an assistant basketball coach, you will teach basketball fundamentals, develop players' skills, and foster a love for the game. This position includes a paid trip to Guatemala, and candidates must have a valid passport. The children will primarily speak Spanish, but a translator will be provided. Key Responsibilities Instruct players on essential skills such as dribbling, passing, shooting, and defending. Create game strategies that enhance strengths and address weaknesses. Plan and coordinate practice sessions with necessary equipment. Provide constructive feedback and motivate players. Promote teamwork, collaboration, and sportsmanship. Join us in nurturing the next generation of basketball players!

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Hoops Sagrado	2	Less than 10	<p>We are seeking a creative youth content creator to document a journey in rural Guatemala! This role involves trying indigenous Mayan foods, learning to cook traditional dishes, and exploring the Mayan language while following DC youth at a basketball camp. Key Responsibilities Create content for social media platforms (Instagram, TikTok, BlueSky, Threads, Facebook). Document cooking experiences and local cuisine. Capture cultural interactions and adventures. Collaborate with camp participants to share their stories. Qualifications Must have a smartphone or camera. Familiarity with social media; Spanish skills are a plus. This job includes a paid trip to Guatemala. Candidates must have a valid passport.</p>
Community Bas	Hoops Sagrado	4	Less than 10	<p>As a youth basketball coach, your primary responsibility is to teach the fundamentals of basketball, develop players' skills, and foster a love for the game. This position includes a paid trip to Guatemala, so candidates must have a current passport or the ability to obtain one. Please note that the children will primarily speak Spanish, but the camp will provide a translator to facilitate communication. Key Responsibilities</p> <ol style="list-style-type: none"> <li>1. Teaching Basic Skills Instruct players on essential basketball skills such as dribbling, passing, shooting, and defending.</li> <li>2. Developing Game Strategies Create game plans that enhance the team's strengths and address weaknesses.</li> <li>3. Organizing Practice Sessions Plan and coordinate practice sessions, ensuring players have the necessary equipment and facilities.</li> <li>4. Providing Feedback and Guidance Offer constructive feedback to help players improve their skills and techniques.</li> <li>5. Motivating Players Inspire players to perform at their best and encourage them to strive for improvement.</li> <li>6. Managing Team Dynamics Oversee team interactions to promote effective collaboration and positive relationships among players.</li> <li>7. Encouraging Sportsmanship Foster an environment of fair play, sportsmanship, and a love for the game.</li> </ol> <p>Join us in nurturing the next generation of basketball players!</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Hoops Sagrado	1	Less than 10	We seek a bilingual candidate to serve as an English to Spanish Translator at our youth basketball camp. This role facilitates communication between campers, coaches, and staff to ensure an inclusive experience. Key Responsibilities Translate communication between English and Spanish during camp activities. Assist coaches in delivering instructions to Spanish speaking campers. Participate in a trip to Guatemala as part of the camp's cultural exchange program. Qualifications Fluent in English and Spanish. Strong communication skills and a passion for youth sports. Must have or be able to obtain a valid passport. Benefits Gain experience in translation and youth engagement. Travel to Guatemala and immerse yourself in a new culture.
Community Bas	Horton's Kids	4	Less than 10	CRESP Program Assistant will provide support to elementary and middle school participants on our college and career exploration programming. This program provides a diverse and hands on experience during the summer, helping young scholars discover various college and career pathways and develop essential skills for their future.
Community Bas	Horton's Kids	10	11	Horton's Kids is a non profit that serves two ward 8 communities. Our goal is to prepare children for college, career, and life. This summer, Horton's Kids will like to be a SYEP site that helps our kids to get real world experience as they work in various capacities. Children will get the chance to experience hospitality, law, and administrative duties through a conjoined partnership with the Fairmont, Venn Strategies, Cleary Gotlieb Our Horton's Kids participants will be able to engage in hospitality at as Horton's Kids are a site within the site. The goal is to get kids to get real world experience.
Community Bas	Horton's Kids	15	Less than 10	Participants will be responsible for completing 16 hours a week of learning and preparing of transitioning from Middle School to High School; 2 hours of enrichment programming (Art, financial literacy, etc.); 2 hours of Career speaker series. They will complete an end of summer project based their work experience.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Howard University Upward Bound	20	Less than 10	Students will engage in high impact tutoring within the core subjects that they will take in the upcoming school year. Students will also attend workshops to better self awareness, attend STEM and cultural field trips and attend college tours of local colleges and universities.
Community Bas	Howard University Upward Bound	30	Less than 10	Students will engage in high impact tutoring within the core subjects that they will take in the upcoming school year. Students will also attend workshops to better self awareness, attend STEM and cultural field trips and attend college tours of local colleges and universities.
Community Bas	Hung Tao Choy Mei Leadership In	1	Less than 10	Individual will have responsibility for assisting instructors lead students through Martial Arts training which will also include training students on lion and dragon dance and Chinese and African drumming. It's expected the assistants will also learn as well as help train. Assistants will welcome children and youth each day and assist them with signing in and preparing for the days activities.. Individuals selected will have some expeirence with Microsoft Word and Excel.
Community Bas	Hung Tao Choy Mei Leadership In	1	Less than 10	Individual will have responsibility for assisting instructors lead students through Martial Arts training which will also include training students on lion and dragon dance and Chinese and African drumming. It's expected the assistants will also learn as well as help train. Assistants will welcome children and youth each day and assist them with signing in and preparing for the days activities.. Individuals selected will have some expeirence with Microsoft Word and Excel.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	Inner City Family Services, LLC	1	Less than 10	<p>Position Summary Inner City Family Services is seeking a motivated and responsible youth intern to support our programs and general administrative operations. This internship offers valuable experience and mentorship for youth interested in behavioral health and community based services. The intern will perform tasks in compliance with HIPAA and 42 CFR Part II regulations. Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Provide administrative support such as filing, faxing, scanning, organizing supplies, distributing mail, and general office upkeep.</li> <li>• Assist with updating and maintaining the organization's website (under supervision) including company events, resource links, and announcements.</li> <li>• Participate in creating flyers, brochures, and other program literature to raise awareness of available services.</li> <li>• Contribute to other non confidential operations, such as setting up meeting spaces and distributing resources.</li> <li>• Perform other duties as assigned by the Director and other Administrative Staff.</li> </ul> <p>Qualifications</p> <ul style="list-style-type: none"> <li>• High school student or recent graduate with an interest in social services or behavioral health.</li> <li>• Comfortable using office management software tools (Word, Excel, Outlook, Teams, Zoom, etc.) or willingness to learn.</li> <li>• Basic knowledge of office equipment (phones, fax, printer, scanner).</li> <li>• Professional demeanor, and willingness to work with staff and visitors in a respectful manner.</li> </ul> <p>Schedule</p> <ul style="list-style-type: none"> <li>• Part time (up to 3 days per week)</li> <li>• In person (Tues Thursday)</li> <li>• Supervised by Clinical Director, Assistant Clinical Director, and other key personnel</li> </ul>
Community Based	Iona Senior Services / Adult Day P	2	Less than 10	<p>Assist with checking in participants and guest. Assist with light filing and answering phones. Assist with escorting participants to there scheduled transportation. Assist with putting away office supplies.</p>
Community Based	Iona Senior Services / Adult Day P	5	Less than 10	<p>Assist with programs. Assist with lunch set up, serving lunch, and light snacks. Assist with escorting participants on outings. Provide some 11 conversation with the participants. Assist with some light filing and answering phones.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	James Creek Resident Council	1	Less than 10	Office assistant duties and responsibilities Greet all visitors to ensure they sign in,direct all visitors to the correct location, provide all visitors with the correct information, maintain the sign in sheets in the computer lab, Time keeper for the summer youth, Use computer applications, Answer the front desk telephone, sort and file documents, use photocopiers, create flyers, maintain all food bank data, maintain the food pantry, document all deliveries and donations associated with the food pantry, sort through clothes for distribution,
Community Bas	James Creek Resident Council	1	Less than 10	Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required. Opens and routes incoming mail; distributes correspondence and other material to department. Assist with Food distribution, receive food for daily distribution in addition to weekly produce bags and sort and label clothes, maintain the food pantry. data entry, copy materials, must maintain a positive attitude when dealing with residents. Sort and file documents.
Community Bas	James Creek Resident Council	1	Less than 10	o maintain the Resident Council Office inside and out Inside Mop and sweep the floors, clean tables, wipe down desk and chairs, light switches, hand rails, clean restrooms and remove trash and Debre. outside Remove Trash and Debre from around the building, cut grass, clean and maintain the peace gardens, water and dead head plants. Participate with our bi weekly food and clothes distribution, receiving and separating clothes by size and gender. Participate in special event
Community Bas	James Creek Resident Council	3	Less than 10	To maintain the Resident Council Office inside and out Inside Mop and sweep the floors, clean tables, wipe down desk and chairs, light switches, hand rails, clean restrooms and remove trash and Debre. outside Remove Trash and Debre from around the building, cut grass, clean and maintain the peace gardens, water and dead head plants. Participate with our bi weekly food and clothes distribution, receiving and separating clothes by size and gender. Participate in special events.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	6	Less than 10	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b> Prepare Youth for Success</p> <ul style="list-style-type: none"> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6-18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> </ul> <p><b>Additional duties as assigned</b></p> <p><b>RELATIONSHIPS</b> Internal Maintains valued, daily contact with Club staff (professional and volunteer), Club</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	23	21	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b> Prepare Youth for Success</p> <ul style="list-style-type: none"> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6-18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> </ul> <p><b>Additional duties as assigned</b></p> <p><b>RELATIONSHIPS</b> Internal Maintains valued, daily contact with Club staff (professional and volunteer), Club</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	30	29	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b> Prepare Youth for Success</p> <ul style="list-style-type: none"> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6-18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> <li>• Additional duties as assigned</li> </ul> <p><b>RELATIONSHIPS</b> Internal Maintains valued, daily contact with Club staff (professional and volunteer), Club</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	8	Less than 10	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b></p> <ul style="list-style-type: none"> <li>• Prepare Youth for Success</li> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6-18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> </ul> <p><b>Additional duties as assigned</b></p> <p><b>RELATIONSHIPS</b></p> <p>Internal Maintains valued, daily contact with Club staff (professional and volunteer), Club</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	8	Less than 10	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b></p> <ul style="list-style-type: none"> <li>• Prepare Youth for Success</li> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6-18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> </ul> <p><b>Additional duties as assigned</b></p> <p><b>RELATIONSHIPS</b></p> <p>Internal Maintains valued, daily contact with Club staff (professional and volunteer), Club</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	6	Less than 10	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b> Help[ supervise and teach dance in a 3 day special camp. Prepare Youth for Success</p> <ul style="list-style-type: none"> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6 18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> <li>• Additional duties as assigned</li> </ul> <p><b>RELATIONSHIPS</b> Internal Maintains</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	5	Less than 10	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b></p> <ul style="list-style-type: none"> <li>• Prepare Youth for Success</li> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6-18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> </ul> <p><b>Additional duties as assigned</b></p> <p><b>RELATIONSHIPS</b></p> <p><b>Internal</b> Maintains valued, daily contact with Club staff (professional and volunteer), Club</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jelleff BGCGW/DPR	6	Less than 10	<p><b>POSITION SUMMARY</b> Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. <b>KEY ROLES (Essential Job Responsibilities)</b> Prepare Youth for Success</p> <ul style="list-style-type: none"> <li>• Create a SAFE environment that facilitates the achievement of Youth Development Outcomes</li> <li>• Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily</li> </ul> <ol style="list-style-type: none"> <li>1. Fun</li> <li>2. Supportive Relationships</li> <li>3. Safe and Positive Environment</li> <li>4. Opportunities</li> <li>5. Expectations and recognition</li> <li>6. Ensure the physical and emotional health and safety of club members at all times</li> <li>7. Provide guidance and act as a role model / mentor to assure conduct, safety and development of all members</li> </ol> <ul style="list-style-type: none"> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.</li> </ul> <p><b>Program Development and Implementation</b></p> <ul style="list-style-type: none"> <li>• Effectively implement and administer programs, services and activities for drop in members and visitors ages 6-18</li> <li>• Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times.</li> <li>• Work with branch staff to prepare periodic activity reports and receive instruction and constructive feedback to develop skills in program areas.</li> <li>• Ensure a productive work environment by participating in weekly branch staff meetings.</li> </ul> <p><b>ADDITIONAL RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Participate in the implementation and delivery of other unit activities and events as necessary</li> <li>• May assist in new member registration and orientation.</li> </ul> <p><b>Additional duties as assigned</b></p> <p><b>RELATIONSHIPS</b> Internal Maintains valued, daily contact with Club staff (professional and volunteer), Club</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	JMG PRODUCTIONS INC	10	Less than 10	Assistant Producer will work alongside researcher and producer to help create, write, produce and edit a Public Service Announcement (PSA) to address bullying and violence, as well as other social justice issues. The Associate Producer will help to research and gather information to support summer program topics of discussion. The Assistant Producer will work with the JMG Leadership Team and Outfront Media in helping to develop a billboard campaign on addressing violence in the Washington, DC area and beyond.
Community Bas	JMG PRODUCTIONS INC	10	10	Photo Journalist will serve as a still photographer and for some who are skilled, a videographer. Photo Journalist will help to shoot compelling images to be used in anti bullying youth violence prevention billboard campaign, as well as the Listen To Our Voices Youth Town Hall. Photo Journalist will help to film interviews, work with internal and external staff. Field Production work will be required, along with flexibility in work schedules. Photo Journalist will work indoors and outdoors.
Community Bas	JMG PRODUCTIONS INC	10	45	JMG's Youth Producer will help to oversee one or more aspects of video production on a mini public service announcement, documentary and Youth Town Hall Series. Some producers (depending upon skill) will take more of an executive role, in that they conceive new programs and pitch them to the JMG Team, but upon acceptance they focus on business matters, such as learning about budgets, creating a concept idea, researching and fact checking the idea, help to write the idea, planning a story board to help shoot the visual concept and working with the videography team. The Producer will focus a great deal on content that addresses social justice issues in Washington, DC and beyond. For example key components include addressing bullying, violence prevention, mass incarceration, overhauling the criminal justice system and more. The Youth Producer will go out with a trained videography and photography Team to film and capture elements that will be ideal to help the story being produced.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	JMG PRODUCTIONS INC	15	15	Production Assistant will work closely with the entire team to provide support and assist where help is needed. Production Assistant will help with youth town hall and anti bullying violence prevention campaign. Production Assistant will go on field production shoots with production team and help to capture elements and sound in the field. For example, interviews (one on one) and/or group discussions. Production Assistant holds a valuable role in this program.
Community Bas	JMG PRODUCTIONS INC	10	Less than 10	Reporter will work in collaboration with videographer and photographer to cover and shoot compelling images to be used in anti bullying youth violence prevention billboard campaign, as well as the Listen To Our Voices Youth Town Hall. Reportert will help to film interviews, work with internal and external staff. Field Production work will be required along with flexibility in work schedules. Reporter will work indoors and outdoors. Depending upon pre experience, Reporter will help to lead other aspiring Journalists/Reporters with training and including mock interviews.
Community Bas	JMG PRODUCTIONS INC	15	15	Junior Researcher will work alongside the Senior Researcher in gathering important elements, information and interviews to help with the JMG Productions, Inc. Listen To Our Voices Anti Bullying and Youth Violence Prevention Campaign Youth Town Hall and Billboard Campaign. Junior Researcher will help to fact check, engage in community service projects and attend meetings with the JMG Team, City Council and Mayor's Office.
Community Bas	JMG PRODUCTIONS INC	15	15	Social Media Specialist is responsible for developing and executing social media campaigns and strategies. Social Media Specialist will work in closely with Creative Team (Producers, Associate Producers, etc..) to help take the content of the anti bullying youth violence prevention art work and turn it into an informative and educational piece marketing campaign. This is a big position and a great way for anyone to get their foot in the door and grow.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	JMG PRODUCTIONS INC	5	Less than 10	Videographer will work in collaboration with Photo Journalist. Videographer will help to shoot compelling images to be used in anti bullying youth violence prevention billboard campaign, as well as the Listen To Our Voices Youth Town Hall. Videographer will help to film interviews, work with internal and external staff. Field Production work will be required, along with flexibility in work schedules. Videographer will work indoors and outdoors. There may be times that Videographer will attend various events that take place on the weekend to help capture extra compelling images to support Public Service Announcement (PSA), and educational documentary.
Community Bas	Joshua Treasures Family Collabora	2	Less than 10	Supervise and show care for campers, ensuring their safety and well being, plan and facilitate activities, including sports, arts and crafts, outdoor adventures, and special events. Act as a positive role model.
Community Bas	Joshua Treasures Family Collabora	4	Less than 10	Supervise and show care for campers, ensuring their safety and well being, plan and facilitate activities, including sports, arts and crafts, outdoor adventures, and special events. Act as a positive role model.
Community Bas	Joshua Treasures Family Collabora	2	Less than 10	Assist Camp counselor to facilitate activities, including sports, arts and crafts, outdoor adventures, and special events. Act as a positive role model. Help in Community service activities such as outreaching and networking.
Community Bas	Journey of A Dreamer INC	6	Less than 10	As a Creative Arts & Human Services Apprentice, you will gain hands on experience in both creative arts and human services fields. This program offers training in digital media, graphic design, film production, community outreach, and social services. You will work on real world projects, develop essential career skills, and earn certifications in areas like Adobe Creative Suite, Mental Health First Aid, and CPR. By the end of the program, you will have a professional portfolio, increased job readiness, and valuable connections to help launch your future career or education.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Joy of Motion Dance Center	1	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. The Administrative Assistant will assist the Program Associate Director and Camp Manager with routine office tasks including printing and copying documents, editing documents, preparing invoices for payment, restocking supplies, and handling mail. The Administrative Assistant will also draft and disburse thank you letters to our individual donors and update donation lists.
Community Bas	Joy of Motion Dance Center	1	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. Counselors will assist dance instructors during camp hours with students age 5 14 years old. Camp counselors will assist with classroom management, behavior management, snack/lunch time, crafts and games. Counselors may be assigned to before or after care where they will be the main supervisor of students (counselor will be supervised by Camp Manager).
Community Bas	Joy of Motion Dance Center	1	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. Counselors will assist dance instructors during camp hours with students age 5 14 years old. Camp counselors will assist with classroom management, behavior management, snack/lunch time, crafts and games. Counselors may be assigned to before or after care where they will be the main supervisor of students (counselor will be supervised by Camp Manager).



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Joy of Motion Dance Center	2	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. Counselors will assist dance instructors during camp hours with students age 5 14 years old. Camp counselors will assist with classroom management, behavior management, snack/lunch time, crafts and games. Counselors may be assigned to before or after care where they will be the main supervisor of students (counselor will be supervised by Camp Manager).
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Community Bas	Joy of Motion Dance Center	20	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. Dancers will participate in a Ballet and Hip Hop dance intensive summer workshops, where participants undergo rigorous daily Ballet and Hip Hop classes with multiple instructors, focusing on developing advanced technique, stamina, and artistry, often including variations, partnering work, and exposure to different choreographers, all aimed at significantly improving their dance skills for aspiring Ballet and Hip Hop dancers.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Joy of Motion Dance Center	4	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. Dancers will participate in a Ballet and Hip Hop dance intensive summer workshops, where participants undergo rigorous daily Ballet and Hip Hop classes with multiple instructors, focusing on developing advanced technique, stamina, and artistry, often including variations, partnering work, and exposure to different choreographers, all aimed at significantly improving their dance skills for aspiring Ballet and Hip Hop dancers.
Community Bas	Joy of Motion Dance Center	3	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. Dancers will participate in a Ballet and Hip Hop dance intensive summer workshops, where participants undergo rigorous daily Ballet and Hip Hop classes with multiple instructors, focusing on developing advanced technique, stamina, and artistry, often including variations, partnering work, and exposure to different choreographers, all aimed at significantly improving their dance skills for aspiring Ballet and Hip Hop dancers.
Community Bas	Joy of Motion Dance Center	3	Less than 10	Joy of Motion Dance Studio has been a staple of the DMV dance community for 48 years. We are proud of our relationship with the District of Columbia Department of Employment Services and look forward to exciting summer and year round opportunities for our DC youth. Dancers will participate in a Ballet and Hip Hop dance intensive summer workshops, where participants undergo rigorous daily Ballet and Hip Hop classes with multiple instructors, focusing on developing advanced technique, stamina, and artistry, often including variations, partnering work, and exposure to different choreographers, all aimed at significantly improving their dance skills for aspiring Ballet and Hip Hop dancers.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Jubilee Housing	6	Less than 10	The Youth Services (YS) Program Assistant will work directly with Youth Services Program Coordinators to assist with the implementation of its high quality out of school time programs designed to enhance academic performance, healthy growth and development, and social skill building for youth in grades K 12th grade
Community Bas	Jubilee Housing	2	Less than 10	Assist with enrichment activities related to socio emotional learning, math and literacy enrichment, art,cooking, gardening, service learning, college and career prep, sports and more in a safe, professional,and respectful manner•Float between Early Start, Activity Zone and the Teen Center as needed•Develop positive relationships with youth•
Community Bas	Jubilee Housing	2	Less than 10	The Youth Services (YS) Program Assistant will work directly with Youth Services Program Coordinators to assist with the implementation of its high quality out of school time programs designed to enhance academic performance, healthy growth and development, and social skill building for youth in grades K 12th grade
Community Bas	Jubilee Housing	2	Less than 10	The Youth Services (YS) Program Assistant will work directly with Youth Services Program Coordinators to assist with the implementation of its high quality out of school time programs designed to enhance academic performance, healthy growth and development, and social skill building for youth in grades K 12th gradeThe YS Program Associate will report to the YS Program Coordinators. Work hours are Mon. –Thurs 830 am 330 pm.
Community Bas	Jubilee Housing	8	Less than 10	The Youth Services (YS) Program Assistant will work directly with Youth Services Program Coordinators to assist with the implementation of its high quality out of school time programs designed to enhance academic performance, healthy growth and development, and social skill building for youth in grades K 12th grade
Community Bas	Jubilee Housing	2	Less than 10	The Youth Services (YS) Program Assistant will work directly with Youth Services Program Coordinators to assist with the implementation of its high quality out of school time programs designed to enhance academic performance, healthy growth and development, and social skill building for youth in grades K 12th grade

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jubilee JumpStart	1	Less than 10	<p><b>POSITION DESCRIPTION</b> We are seeking a dedicated and organized Entry Level Administrative Assistant to join the front office team at our childcare center. This position is vital to supporting daily operations and ensuring compliance with licensing, local, federal, and funding partner regulations. The ideal candidate will be welcoming, detail oriented, and able to handle multiple responsibilities professionally and carefully.</p> <p><b>KEY RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. ERSEA Support • Assist with collecting, organizing, and managing data related to Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA).</li> <li>2. Health, Safety, and Security Compliance • Help uphold and streamline health, safety, and security policies and protocols. • Aid the enforcement of compliance standards to maintain a safe and secure environment for children, staff, and visitors.</li> <li>3. Front Office Operations • Greet and welcome all visitors, parents, and community members with a friendly and professional demeanor. • Provide accurate and timely information about the center’s mission, programs, and services.</li> <li>4. Clerical and Administrative Support • Offer occasional general clerical support to the leadership team, teachers, and other staff as needed. • Assist with filing, data entry, document preparation, and other administrative tasks.</li> <li>5. Customer Service • Maintain a high level of customer service by addressing inquiries or concerns promptly and professionally. • Serve as a resource for parents and community members seeking information or assistance.</li> <li>6. Other Duties as Assigned • Perform additional responsibilities as needed to support the smooth operation of the childcare center.</li> </ol> <p><b>QUALIFICATIONS AND SKILLS</b> Must be 18 years of age or older. High school senior or graduate (required). Bilingual in English and Spanish is preferred but not required. Good verbal and written communication skills. Strong organizational skills with attention to</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Jubilee JumpStart	2	Less than 10	<p><b>POSITION</b> Entry Level Classroom Assistant (Infant through Pre K)</p> <p><b>ORGANIZATION</b> Jubilee JumpStart</p> <p><b>POSITION OVERVIEW</b> Jubilee JumpStart is seeking a dedicated and enthusiastic Entry Level Classroom Assistant to support the smooth daily operations of our classrooms for children ranging from infants to Pre K4. The Classroom Assistant will work closely with teachers to maintain a safe, welcoming, and joyful environment that fosters learning through play. This role is ideal for someone dependable, eager to learn, and passionate about supporting young children’s growth and development.</p> <p><b>KEY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Assist teachers in preparing for and co facilitating classroom activities, including transitions between activities.</li> <li>• Maintain a safe and nurturing environment that aligns with Jubilee JumpStart’s mission and policies.</li> <li>• Support teachers in implementing developmentally appropriate practices tailored to each child’s strengths, needs, and developmental goals.</li> <li>• Follow classroom routines and adhere to instructions from lead teachers.</li> <li>• Foster positive and respectful interactions with children, families, and staff.</li> <li>• Assist in maintaining classroom cleanliness, organization, and supply inventory.</li> <li>• Collaborate proactively with classroom staff to ensure the success of daily operations.</li> <li>• Communicate effectively and in a timely manner with team members and supervisors.</li> <li>• Uphold compliance with all center policies and procedures.</li> </ul> <p><b>QUALIFICATIONS &amp; SKILLS</b> Strong interpersonal skills and the ability to build positive relationships with children, families, and colleagues are necessary. Dependable, flexible, and open to feedback for personal and professional growth. Knowledge of or willingness to learn about developmentally appropriate practices in early childhood education. Ability to adapt to the dynamic needs of the classroom environment. Experience working with young children in a professional setting or</p>
Community Bas	Judah Project	8	10	<p><b>Work Experience</b> – youth will receive hands on experience and on the job training in a traditional work environment with specifically assigned duties.</p>
Community Bas	Judah Project	4	Less than 10	<p><b>Work Readiness</b> – youth will receive basic skills training and enrichment services in a non traditional work environment.</p>
Community Bas	Judah Project	2	Less than 10	<p><b>Leadership Development, Communication Skills, Soft Skills</b></p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Kid Power, Inc.	1	Less than 10	As a Youth Ambassador, you'll work closely with a small team of 2-4 fellow Kid Power protégés to create real change in programs! Kid Power's mentoring program proudly serves DC youth by providing mentors, career readiness, financial literacy, and more. The Youth Ambassador's role will be to make sure these programs truly meet the needs of youth in DC by creating surveys for youth & families, organizing youth listening sessions, developing community engagement projects, and reviewing program elements to keep them as youth centered.
Community Bas	Kid Power, Inc.	2	Less than 10	As a Youth Ambassador, you'll work closely with a small team of 2-4 fellow Kid Power protégés to create real change in programs! Kid Power's mentoring program proudly serves DC youth by providing mentors, career readiness, financial literacy, and more. The Youth Ambassador's role will be to make sure these programs truly meet the needs of youth in DC by creating surveys for youth & families, organizing youth listening sessions, developing community engagement projects, and reviewing program elements to keep them as youth centered.
Community Bas	Kids Elite Sports	40	33	Camp Counselor provide support and leadership for campers ages 4-12 in sports, games, and character building. Camp Counselors also participate and accomplish assignments and tasks that foster character development, educational preparedness & success, and professional skill building.
Community Bas	Kids Elite Sports	3	Less than 10	Camp Counselor provide support and leadership for campers ages 4-12 in sports, games, and character building. Camp Counselors also participate and accomplish assignments and tasks that foster character development, educational preparedness & success, and professional skill building.
Community Bas	Kids Elite Sports	20	18	Camp Counselor provide support and leadership for campers ages 4-12 in sports, games, and character building. Camp Counselors also participate and accomplish assignments and tasks that foster character development, educational preparedness & success, and professional skill building.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Kids Elite Sports	45	43	Support Counselors lead children ages 4–12 in sports, games, and character building activities in a fun, high energy environment. Job Requirements Demonstrated interest in working with children ages 4–12 Ability to lead and actively participate in sports, games, and physical activities Strong communication and teamwork skills Ability to create a safe, inclusive, and positive environment Reliable, punctual, and able to follow daily schedules Willingness to complete tasks supporting character development, academic readiness, and life skill growth CPR/First Aid certification preferred (or willingness to obtain)
Community Bas	Kingman Boys and Girls Club	6	Less than 10	A KBGC Camp Counselor helps to create exciting and impactful experiences for campers; will build connections with our program staff, families, campers, and associated professionals, and expand his or her leadership skills. Additionally, counselors will *Help to create a place for campers to have fun, learn, explore, and make new friends* Assist with leading small and large groups of campers in a variety of activities* Aide the KBGC staff with planning events, field trips, and special activities* Support and assist program staff with implementing a variety of camp activities, including but not limited to arts & crafts, swimming/water play, sports & recreation, games, and other related camp activities *Participate in camp wide activities and special events* Support a safe and healthy environment for all campers
Community Bas	Kingman Boys and Girls Club	6	Less than 10	A KBGC Camp Counselor helps to create exciting and impactful experiences for campers; will build connections with our program staff, families, campers, and associated professionals, and expand his or her leadership skills. Additionally, counselors will *Help to create a place for campers to have fun, learn, explore, and make new friends *Assist with leading small and large groups of campers in a variety of activities *Aide the KBGC staff with planning events, field trips, and special activities *Support and assist program staff with implementing a variety of camp activities, including but not limited to arts & crafts, swimming/water play, sports & recreation, games, and other related camp activities *Participate in camp wide activities and special events *Support a safe and healthy environment for all campers

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Kingman Boys and Girls Club	4	Less than 10	*Help to create exciting and impactful experiences for campers, build connections with KBGC staff and campers, and expand your leadership skills*Aide KBGC staff with planning events, field trips, and special activities*Support and assist program staff with implementing a variety of camp activities, including but not limited to arts & crafts, swimming/water play, sports & recreation, games, and other related camp activities *Support a safe and healthy environment for all campers
Community Bas	Kingman Boys and Girls Club	7	Less than 10	*Help to create exciting and impactful experiences for campers, build connections with Kingman staff and campers, and expand your leadership skills*Aide Kingman staff with planning events, field trips, and special activities*Support and assist program staff with implementing a variety of camp activities, including but not limited to arts & crafts, swimming/water play, sports & recreation, games, and other related camp activities *Support a safe and healthy environment for all campers
Community Bas	Kingman Boys and Girls Club	1	Less than 10	Participant will be responsible for answering phone, some light typing, faxing, and other light administrative duties and task
Community Bas	Kingman Boys and Girls Club	2	Less than 10	The social media and marketing intern will support the daily functions of the programs' social media platforms. S/he will help to maintain a positive online presence. The position will focus on assisting with digital media and marketing projects; aiding with the development of content, documenting activities and events through photography/videography, and help to organize content for promotional efforts.



Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	KSOProductions Brothers and Sist	2	Less than 10	<p>No Experience Necessary Must Expressed a willingness to learn Analog and Digital processes. Test In / Test Out Process during work season. == Light Production Assisting the production team with lights, cameras and set up where needed == Camera Field Production assistants Camera This person works during the shooting of a film or series and is sometimes assigned to a specific department. ==Internet Radio Programming daily entering data for digital on air programming. Creating and Editing Radio Content Editing Daily Democracy Now Content for future broadcast. Editing Daily Knowledge is Powerful Programming.</p> <p>==Production Services Assisting KSOBSUI Projects [ AVC } Digital Audio Editing Basic Recording [ Radio Content / Artist Recording &amp; Editing Sessions Restoring LEG Radio Data Base these duties consist of entering physical CD into computers transferring files into music data bases.==Basic Disc Jockey / DJ Programming and Test Out Will learn background of DJ &amp; Services provided. Business &amp; Branding ==This is extensive work with precision a major part of duties, ==Understanding the epidemics with 420 and our Youth please do not enter workspace under the influence.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	KSOProductions Brothers and Sist	1	Less than 10	<p>KS OBSUI Youth Video Production Assistant Job Description</p> <p>Willingness to Learn This person performs production &amp; audio and clerical work in our Satellite Production Office. Test In / Test Out Process during work season. == Light Production Assisting the production team with lights, cameras and set up where needed == Camera Field Production assistants Camera This person works during the shooting of a film or series and is sometimes assigned to a specific department. == Office Production assistants This person performs clerical work in the production office, handling the paperwork involved in making a movie or series. == Post Production assistants Editor Video Projects Finalized This person helps the professionals who organize and finish the project after filming. == Moving equipment up to 50 lbs. via production assignments. Answering phones Handling paperwork related to production. Office Clerical &amp; Production Assistants This person performs clerical work in the Satellite Production Office. == Answering phones Assisting in the Handling of digital paperwork entering related info to Grants Processing Portals to meet deadlines. Calling Donations Requesters for Follow Up on Donation Request. Operating common office equipment like copiers, scanners and fax machines = Understanding the epidemics with 420 and our Youth please do not enter workspace under the influence.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	KSOProductions Brothers and Sist	1	Less than 10	<p>KSOSUI Youth Video Production Assistant Job Description</p> <p>Willingness to Learn This person performs production &amp; audioand clerical work in our Satellite Production Office. Test In / Test Out Process during work season. == Light Production Assisting the production team with lights, cameras and set up where needed == Camera Field Production assistants Camera This person works during the shooting of a film or series and is sometimes assigned to a specific department. == Office Production assistants This person performs clerical work in the production office, handling the paperwork involved in making a movie or series. == Post Production assistants Editor Video Projects Finalized This person helps the professionals who organize and finish the project after filming. == Moving equipment up to 50 lbs. via production assignments. Answering phones Handling paperwork related to production. Office Clerical &amp; Production Assistants This person performs clerical work in the Satellite Production Office. == Answering phones Assisting in the Handling of digital paperwork entering related info to Grants Processing Portals to meet deadlines. Calling Donations Requesters for Follow Up on Donation Request. Operating common office equipment like copiers, scanners and fax machines = Understanding the epidemics with 420 and our Youth please do not enter workspace under the influence.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	KSOProductions Brothers and Sist	1	Less than 10	<p>No Experience Necessary Must Express a willingness to learn Analog and Digital Video processes. =Test In / Test Out Process during work season. == Light Production Assisting the production team with lights, cameras and set up where needed == Camera Field Production assistants Camera This person works during the shooting of a film or series and is sometimes assigned to a specific department. =Production Series Content Creating and Editing TV &amp; Internet Content Editing Daily Democracy Now and other news Content for future broadcast. Editing Daily Knowledge is Powerful Programming. == Production Services Assisting KSOBSUI Projects [ AVC } Digital Audio Editing Basic Recording [ Radio Content / Artist Recording &amp; Editing Sessions / Uploading to Social Platforms = Restoring LEG Radio Data Base these duties consist of entering physical CD into computers transferring files into music data bases. =Basic Disc Jockey / DJ Programming and Test Out Will learn background of DJ &amp; Services provided. Business &amp; Branding =This is extensive work with precision a major part of duties,=Understanding the epidemics with 420 and our Youth please do not enter workspace under the influence.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	Laces To Bows Inc.	1	Less than 10	<p>Administrative Support • Assist in administrative tasks such as filing, data entry, and maintaining organized salon records. • Manage and update client databases and information. • Handle email correspondence and maintain a professional and organized workspace. Phone Operations • Answer incoming calls in a courteous and friendly manner. • Provide information to clients regarding salon services, pricing, and appointment availability. • Take messages accurately and relay important information to the salon team. Appointment Scheduling • Schedule and confirm appointments for clients using salon management software. • Coordinate with stylists and other staff to optimize the salon's appointment calendar. • Ensure accurate and timely scheduling to maximize salon efficiency. Client Interaction • Greet clients warmly and create a welcoming atmosphere. • Assist clients with filling out necessary forms and gathering information for their appointments. • Communicate effectively with clients to understand their needs and preferences. Assist Stylists and Salon Operations • Support stylists in preparing and organizing tools and equipment. • Keep salon areas clean and organized. • Handle product inventory and restocking. Problem Resolution • Address client inquiries, concerns, or complaints in a professional and timely manner. • Collaborate with the salon team to find effective solutions to challenges. Requirements • Excellent communication and customer service skills. • Proficient in basic computer skills and salon management software. • Ability to multitask and stay organized in a fast paced environment. • Previous experience in a salon or customer service role is a plus.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	Laces To Bows Inc.	2	Less than 10	This position is ideal for a creative and social savvy mentee. The fellow will help document and amplify Laces to Bows programming using youth led digital content on Instagram, TikTok, and YouTube. Key Responsibilities • Film and edit short video clips (reels, TikToks, interviews) • Capture behind the scenes content from programming/events • Create weekly content calendars for IG stories or posts • Support the growth of our youth led podcast visibility Skills Developed Content creation, digital storytelling, branding, teamwork
Community Based	Laces To Bows Inc.	3	Less than 10	The Podcast Intern will help produce episodes of “IDK What to Call This,” a podcast by Laces to Bows Inc. for youth and parents. The intern will work behind the scenes to help with pre production, guest coordination, and post episode engagement. Key Responsibilities • Draft pre interview questions and coordinate guests • Promote episodes via social media or text blasts • Help plan youth mini segments and special content • Collect listener feedback from peers Skills Developed Audio production, storytelling, interviewing, editing
Community Based	Laces To Bows Inc.	3	Less than 10	The Youth Engagement & Outreach Coordinator will serve as the voice of Laces to Bows Inc. on the ground and in the community. This youth leader will assist with event promotion, peer recruitment, and direct engagement by visiting schools and helping share program opportunities with other young people. Key Responsibilities • Hand out flyers at community events and schools • Text/email peers to invite them to programs or events • Keep a contact list of youth and school outreach efforts • Represent Laces to Bows Inc. with professionalism and pride Skills Developed Public speaking, community organizing, networking, professionalism

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	LAYC	4	Less than 10	Enjoy engaging with youth as a junior camp counselor at the Rita Bright Family and Youth Center. At the Rita Bright 2025 Summer camp, counselors will assist camp groups from ages 6-13 as they participate in enrichment activities such as art, music, cooking, sports and more. The camp also features free lunch, where counselors are asked to help serve meals to youth and oversee the lunch and recess periods. Counselors will also travel as chaperones on field trips, local events, and community activities promoting safety to the youth participants, Each Junior Counselor will be partnered with a Senior Counselor or Staff to assist with their assigned group.
Community Bas	LAYC	4	Less than 10	At the Rita Bright 2025 Summer camp, counselors will assist camp groups from ages 6-13 they participate in enrichment activities such as art, music, cooking, sports and more. The camp also features free lunch, where counselors are asked to help serve meals to youth and oversee the lunch and recess periods. Counselors will also travel as chaperones on field trips, local events, and community activities promoting safety to the youth participants, will be Senior Counselor will be partnered with Staff to assist with their assigned group and be a positive role model and mentor.
Community Bas	LAYC	1	Less than 10	The summer meals program assistant will be responsible for receiving and distribution regular meals for youth attending summer programming. This involves receiving meals, ensuring proper food safety compliance, meal temperature check, serving food, and cleaning up.
Community Bas	LAYC	9	Less than 10	Discover the power of your art! You will learn technical skills from teaching artists in visual art, digital media, or spoken word. You will choose one creative track to focus on for the summer. The whole group will work together to curate and design a final community exhibition.
Community Bas	LAYC	21	19	Discover the power of your art! You will learn technical skills from teaching artists in visual art, digital media, or spoken word. You will choose one creative track to focus on for the summer. The whole group will work together to curate and design a final community exhibition.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	LAYC	7	Less than 10	Dive into the food system while developing leadership skills! You'll be honing cooking skills, learn about nutrition, gardening, and broader food justice topics.
Community Bas	LAYC	10	10	Dive into the food system while developing leadership skills! You'll be honing cooking skills, learn about nutrition, gardening, and broader food justice topics.
Community Bas	LAYC	17	15	Join this team for the summer to engage in a diverse program, full of activities that will help you grow while having fun with peers and LAYC facilitators! This position gives opportunity to engage with many different topic areas including College Readiness Professional Development Academic Support Art Projects Project Development Individual and Community Wellness Activities include workshop in topic areas, group projects, field trips, resume building, interview practice, vision board creation, and completion of portfolio of summer accomplishments. As a team, you will have an opportunity to teach back what you have learned and present projects to family and friends through an end of summer showcase. This experience emphasizes community building, learning, and curiosity. We hope this summer gives you a variety of experiences that will help you prepare for your future and better care for yourself and your community.



Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	LAYC	18	12	Join this team for the summer to engage in a diverse program, full of activities that will help you grow while having fun with peers and LAYC facilitators! This position gives opportunity to engage with many different topic areas including College Readiness Professional Development Academic Support Art Projects Project Development Individual and Community Wellness Activities include workshop in topic areas, group projects, field trips, resume building, interview practice, vision board creation, and completion of portfolio of summer accomplishments. As a team, you will have an opportunity to teach back what you have learned and present projects to family and friends through an end of summer showcase. This experience emphasizes community building, learning, and curiosity. We hope this summer gives you a variety of experiences that will help you prepare for your future and better care for yourself and your community.
Community Bas	LAYC	4	Less than 10	Assist youth in discovering the power of their art! You will support staff and Teaching Artists in organizing art & media studios, supporting group activities and helping youth participants aged 14 17 to work together to curate, design, and put on a final community exhibit.
Community Bas	LAYC	2	Less than 10	Assist youth in hands on gardening, cooking, and food justice activities. You will support staff and teachers in prepping for class, buying materials and groceries, supporting group cooking, and helping youth aged 14 17 learn about our food system and put on a final project.
Community Bas	Lean On Us Unity House of Faith	5	Less than 10	Role Overview The Life Skills Apprentice will focus on developing essential life skills through workshops, mentorships, and projects to prepare youth for adulthood and career readiness. Responsibilities Learn budgeting and financial literacy to manage household expenses. Receive guidance on balancing work, school, and life responsibilities. Explore self care and mental health strategies for stress management. Engage in mentorship and peer support activities. Skills & Benefits Exploration of personal interest. Enhanced financial and time management skills. Emotional support through peer and mentor relationships.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Lean On Us Unity House of Faith	5	Less than 10	<p><b>Role Overview</b>The Life Skills Apprentice will focus on developing essential life skills through workshops, mentorships, and projects to prepare youth for adulthood and career readiness.</p> <p><b>Responsibilities</b>Learn budgeting and financial literacy to manage household expenses.Receive guidance on balancing work, school, and life responsibilities.Explore self care and mental health strategies for stress management.Engage in mentorship and peer support activities.</p> <p><b>Skills &amp; Benefits</b>Exploration of personal interest.Enhanced financial and time management skills.Emotional support through peer and mentor relationships.</p>
Community Bas	Legendary Creators	0	Less than 10	<p>Get ready to Discover and create your brand identity, highlighting your skills and experiences. Build a professional resume showcasing your qualifications and achievements. Understand the importance of a positive online presence and managing your digital footprint. Develop written, verbal, and public speaking skills. Master the art of providing positive and constructive feedback. Collaborate with peers in various activities and challenges. Gain skills in digital media, photography, graphic design, website building, and content creation.You will need access to a computer/laptop with a working camera, microphone, and Internet.</p>
Community Bas	LETS GO	5	Less than 10	<p>The 5 week LETS GO Teen Science Café Leadership Program empowers students ages 14 18 to explore STEM careers and concepts and develop leadership skills. Working alongside STEM professionals, students organize and host events featuring presentations and hands on activities aimed at inspiring and educating their local community. Throughout the program, teens take the lead in planning and executing the Café event, fostering teamwork, leadership, and communication skills, while gaining experience in financial planning, decision making, and public relations. Additionally, participants will engage in hands on learning in Biomedical Science, Mechanical and Electrical Engineering, and Coding.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	LETS GO	7	10	The 5 week LETS GO Teen Science Café Leadership Program empowers students ages 14 18 to explore STEM careers and concepts and develop leadership skills. Working alongside STEM professionals, students organize and host events featuring presentations and hands on activities aimed at inspiring and educating their local community. Throughout the program, teens take the lead in planning and executing the Café event, fostering teamwork, leadership, and communication skills, while gaining experience in financial planning, decision making, and public relations. Additionally, participants will engage in hands on learning in Biomedical Science, Mechanical and Electrical Engineering, and Coding.
Community Bas	Liberty Mission Church Communit	5	Less than 10	Projects including gardening, working with soil and plants, painting projects inside and outside of building, working with plants, organizing projects, in doors and outdoors, assembling, some cleaning ,sorting projects and tasks, other misc. projects. Worker works at both Liberty Mission work sites per task at Church Site and Center Site. Sites are located across the street from each other.
Community Bas	Little Brown Boys & Girls Society	6	Less than 10	Cleaning public spaces This could include park cleanup, litter removal, or maintaining community gardens. Assisting non profit organizations Volunteering at food banks, animal shelters, or other charities. Tutoring Providing academic support to students. Supporting community events Helping with festivals, health fairs, or holiday celebrations. Twice a week go to numerous homeless shelters to provide necessary support to those in need of clothing,food assistance and or basic necessities.Engaging in youth support, support for the community.Gardening Supporting each other in food production.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Little Lights Urban Ministries	2	Less than 10	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in the discipline of participants, and oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during the academic time (Reading/Math subjects)Other duties as assigned
Community Bas	Little Lights Urban Ministries	11	11	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in the discipline of participants, and oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during the academic time (Reading/Math subjects)Other duties as assigned
Community Bas	Little Lights Urban Ministries	0	Less than 10	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in the discipline of participants, and oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during the academic time (Reading/Math subjects)Other duties as assigned
Community Bas	Little Lights Urban Ministries	9	Less than 10	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in the discipline of participants, and oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during the academic time (Reading/Math subjects)Other duties as assigned

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Little Lights Urban Ministries	2	Less than 10	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in discipline of participants, oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during academic time (Reading/Math subjects)Other duties as assigned
Community Bas	Little Lights Urban Ministries	1	Less than 10	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in the discipline of participants, and oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during the academic time (Reading/Math subjects)Other duties as assigned
Community Bas	Little Lights Urban Ministries	1	Less than 10	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in the discipline of participants, and oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during the academic time (Reading/Math subjects)Other duties as assigned
Community Bas	Little Lights Urban Ministries	6	Less than 10	DUTIES AND RESPONSIBILITIES Program Assistant Duties Assist in Summer Program Assist during lunch time, help to pass out lunch meals, clean up Assist students with field trips (Swimming/playground/museums) Assist in the discipline of participants, and oversee classroom management. Create a learning environment that is educational and fun. Ensure timeliness of program schedule and cleanliness of program space. Assist students during the academic time (Reading/Math subjects)Other duties as assigned

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Living Classrooms National Capita	1	Less than 10	<p>Join us this summer for a unique paid internship where the Anacostia's historic islands become your living laboratory. As a Jr Ranger, you'll dive deep into hands on environmental conservation, learning crucial skills from storm water management to green infrastructure development. Master the art of plant identification while discovering the rich history of our urban waterways. Build your professional toolkit through public speaking opportunities and real world conservation projects. You'll gain practical experience in trail maintenance, pollution management, and environmental problem solving all while developing the professional skills that will set you apart in your future career. Transform your summer into a meaningful adventure that bridges urban living with environmental stewardship.</p>
Community Bas	Living Classrooms National Capita	2	Less than 10	<p>Join us this summer for a unique paid internship where the Anacostia's historic islands become your living laboratory. As a Jr Ranger, you'll dive deep into hands on environmental conservation, learning crucial skills from storm water management to green infrastructure development. Master the art of plant identification while discovering the rich history of our urban waterways. Build your professional toolkit through public speaking opportunities and real world conservation projects. You'll gain practical experience in trail maintenance, pollution management, and environmental problem solving all while developing the professional skills that will set you apart in your future career. Transform your summer into a meaningful adventure that bridges urban living with environmental stewardship.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Living Classrooms National Capita	3	Less than 10	Join us this summer for a unique paid internship where the Anacostia's historic islands become your living laboratory. As a Jr Ranger, you'll dive deep into hands on environmental conservation, learning crucial skills from storm water management to green infrastructure development. Master the art of plant identification while discovering the rich history of our urban waterways. Build your professional toolkit through public speaking opportunities and real world conservation projects. You'll gain practical experience in trail maintenance, pollution management, and environmental problem solving all while developing the professional skills that will set you apart in your future career. Transform your summer into a meaningful adventure that bridges urban living with environmental stewardship.
Community Bas	Living Classrooms National Capita	1	Less than 10	Music Production and Songwriting program @Dent HouseOver the course of our 6 week program , we will cover the 5 basic stages of music production songwriting, arranging, tracking, editing and mixing. The summer program will also offer unique opportunities to learn about the various aspects of todays music industry in a fun and exciting way. Hands on studio experiences, artist development, masterclasses (and more) are all apart of the Summer program @the Dent House!
Community Bas	Living Classrooms National Capita	5	Less than 10	Music Production and Songwriting program @Dent HouseOver the course of our 6 week program , we will cover the 5 basic stages of music production songwriting, arranging, tracking, editing and mixing. The summer program will also offer unique opportunities to learn about the various aspects of todays music industry in a fun and exciting way. Hands on studio experiences, artist development, masterclasses (and more) are all apart of the Summer program @the Dent House!

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Maple Springs Community Service	5	Less than 10	The Assistant Camp Counselor is responsible for greeting new campers and offering emotional support when necessary, facilitating morning warm up activities. They will act as telecommunications and technical support liaison. They are responsible for carrying out established roles in enforcing camp safety regulations, encourage respect for personal property, and equipment, and help prepare, set up and clean up for daily activities and meals. They will be required to assist in teaching or leading an activity as assigned.
Community Bas	Maple Springs Community Service	4	Less than 10	The Camp Counselor will be responsible for overseeing transitions to and from scheduled lessons, and activities, and facilitating and participating in group activities. The ideal candidate will be an excellent multi tasker with a genuine passion for working with and empowering young people. They should possess leadership ability and a willingness to mentor Assistant Camp Counselors.
Community Bas	Mary's Center	2	Less than 10	Will gain knowledge about health services provided to community members in Washington DC through Mary's Center, such as Social Services, Fundraising, Medical Care, Dental Care, and Mental Health. Will take 6 week training of Career Edge, program in which students will learn about career readiness.
Community Bas	Mary's Center	25	17	Greet & welcome patients, visitors, and others to Mary's Center. Facilitate a positive and efficient office environment by modeling professional performance and conduct. Communicate pertinent information to patients and clinic team members. Adhere to all Mary's Center's confidentiality & HIPPA policies. Participate as a member of the clinical team to improve quality and health outcomes. Other duties as assigned by supervisors.
Community Bas	Mary's Center	10	Less than 10	Provide administrative support for various Mary's Center's community programs. Research specific topic areas and report on details as requested. Organize documents and participate as a member of the team to improve quality and health outcomes. Adhere to all Mary's Center's policies and procedures, including confidentiality and HIPAA. Other duties as assigned by supervisors.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Mary's Center	2	Less than 10	The Youth Development team's responsibilities are to plan, prepare, and implement a variety of preventive workshops, college preparation workshops, jobs internships internally/externally, and job related workshops for the summer jobs programs.
Community Bas	Mikva Challenge	19	19	Mikva Challenge DC aims to connect young people in DC with opportunities to become engaged, active and informed citizens and to help elevate youth perspective and ideas. With our Fellows Program, we place high school students in paid summer fellowship positions in local government and advocacy offices for 20 hours a week during the summer. Guided and supervised by Mikva Challenge DC staff, student fellows conduct a research project to gather youth input on a specific policy issue. Fellows conduct participatory research, gathering youth perspectives, ideas and concerns on a key policy issue. In addition to their hours working in public officials' offices, student fellows will attend weekly Mikva DC professional development workshops where they develop critical thinking, public speaking, and teamwork skills.
Community Bas	Mint Project, Inc.	5	Less than 10	Join our Music Ministry DC Recording Studio Beautification Project and work with other interns to learn how to be your own boss; Right next to Rhode Island Metro, collaborate to build your very own Recording Studio; and, be transformed along the Way! Interns get to learn skills in creativity and content creation, as well as other professional skills in the Multi Media Industry (Intro to cameras, song writings, producing), social emotional skills, go on field tours and meet influential mentors, Increase your Faith, and more! #FreeFood #HW Time #Life Skills #Career #Mentoring #SELF Development

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Mint Project, Inc.	10	Less than 10	Interested in a Construction Job!?! Graduates of this Summer Program get ongoing career development support to get placed in a construction job! You will have an opportunity to help Beautify a Church and learn about carpentry, flooring, painting, drywall, and other employable skills. You will get an opportunity to get multiple certifications that will help you be employable in construction. Then our Team will help you find a job afterwards. In partnership with the Mint Project, Carpenters Union, and local non profit agencies, Building Paths consists of both construction pre apprenticeship training opportunities and professional development training. The program is designed to ensure participants are equipped with the technical know how to enter the construction and skilled trades field through a job or apprenticeship program.
Community Bas	Mint Project, Inc.	3	Less than 10	Are you ready to throw the most love filled, fun filled, Christ filled fashion show for homeless and at risk youth in DC! We are looking for a Program Assistant who wants to take a chance in co planning, designing, and executing our third Annual Youth Fashion Show! DJ, Food, Fashion, Encouragement, Preachers, Inspirational Speakers, Free Give Aways, you name it, you build it. You will have a small budget and a little over one month to pull it off. Are you up for the challenge? This role is hybrid, and will involve mostly independent online work, planning, communication, as well as some time in person at the Event Site location for planning, design, and set up. You may serve as a point of contact with our Marketing Team as you develop your marketing plan. Be prepared to hit the ground running! Let's Plant Love in the Hearts that Need it Most! Mint Project

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Mint Project, Inc.	0	Less than 10	Join our Music Ministry DC Recording Studio Beautification Project and work with other interns to learn how to be your own boss; Right next to Rhode Island Metro, collaborate to build your very own Recording Studio; and, be transformed along the Way! Interns get to learn skills in creativity and content creation, as well as other professional skills in the Multi Media Industry (Intro to cameras, song writings, producing), social emotional skills, go on field tours and meet influential mentors, Increase your Faith, and more!#FreeFood #HW Time #Life Skills #Career #Mentoring #SELF Development
Community Bas	Mint Project, Inc.	3	Less than 10	Work Directly with the Lead Pastor of a Local DC Church supporting their Media and Marketing team that Feeds the Hungry, Gives Drink to the Thirsty and Clothes Those in Need. Plan special events and tell the story of what it looks like to serve those in DC who need it most.Help us create new footage, create social media posts, and share our Christ like love to the world with compelling content!

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Mission First Housing Group	0	Less than 10	<p>As a Summer Camp Counselor, you will be responsible for creating a fun, safe, and engaging environment for youth living in the residential complex. You will lead and supervise a variety of recreational, educational, and team building activities, ensuring that each child has an enjoyable and positive experience. You will also foster relationships with the youth, acting as a role model, providing support, and helping to resolve any conflicts that arise. Additionally, you will maintain a safe environment by enforcing camp rules, managing group dynamics, and ensuring proper supervision at all times. The role requires flexibility, strong communication skills, and the ability to work collaboratively with other camp staff.</p> <p><b>Key Responsibilities</b>  Lead and facilitate age appropriate activities (sports, arts &amp; crafts, games, etc.).  Foster positive relationships with campers and encourage teamwork and cooperation.  Monitor and supervise campers during activities and breaks.  Provide emotional and behavioral support to campers as needed.  Assist with setting up, cleaning, and maintaining the camp space.  Communicate effectively with parents, staff, and youth regarding camp progress and needs.</p> <p><b>Qualifications</b>  Experience working with children or youth in group settings.  Strong interpersonal and communication skills.  Ability to work well in a team environment.  Enthusiasm for working with youth and fostering a positive camp experience.  CPR/First Aid certification (preferred but not required).</p>
Community Bas	MJT-TV Excel, Inc	1	Less than 10	<p>Youth will participate in a communications/Media/Journalism summer program that entails co producing a television styled town hall that will later air on Howard U's WHUT (PBS) Television Station and the District Knowledge (Educational) Network. As co producers, youth will learn and take on the role/job(s) of TV anchor/host, town hall panelist, script writer, poetry writer/performer, TV tech i.e. graphic artist, TV camera operator, grip, editor, TV commercial spot developer.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	MJT-TV Excel, Inc	30	27	Youth will participate in a communications/Media/Journalism summer program that entails co producing a television styled town hall that will later air on Howard U's WHUT (PBS) Television Station and the District Knowledge (Educational) Network. As co producers, youth will learn and take on the role/job(s) of TV anchor/host, town hall panelist, script writer, poetry writer/performer, TV tech i.e. graphic artist, TV camera operator, grip, editor, TV commercial spot developer.
Community Bas	Momma's Safe Haven	10	Less than 10	Summer Camp Counselors are responsible for creating a fun, safe, and engaging environment for campers. In this role, you will lead activities such as arts and crafts, sports, and educational games, ensuring every camper has a memorable and positive experience. You will supervise campers to promote safety, resolve conflicts, and foster teamwork and inclusivity. Additionally, you'll collaborate with other staff members to implement daily programming and ensure camp policies are followed. Ideal candidates are energetic, patient, and excellent communicators, with a passion for working with children. This position is an opportunity to make a meaningful impact while enjoying a rewarding summer experience.
Community Bas	Momma's Safe Haven	10	Less than 10	Summer Camp Counselors are responsible for creating a fun, safe, and engaging environment for campers. In this role, you will lead activities such as arts and crafts, sports, and educational games, ensuring every camper has a memorable and positive experience. You will supervise campers to promote safety, resolve conflicts, and foster teamwork and inclusivity. Additionally, you'll collaborate with other staff members to implement daily programming and ensure camp policies are followed. Ideal candidates are energetic, patient, and excellent communicators, with a passion for working with children. This position is an opportunity to make a meaningful impact while enjoying a rewarding summer experience.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	MORE	10	11	<p>Our services under this grant will include a comprehensive Social Entrepreneurship Program that leverages VR and AR technologies to foster entrepreneurial skills and global social awareness among DC youth aged 13-18. The program will encompass workshops, mentorship sessions, and project-based learning experiences, focusing on the development and implementation of tech-driven business concepts that aim for positive social impact. To ensure the delivery of high-quality training, we will employ experienced educators and entrepreneurs who complement the leadership who brings over 30 years of combined expertise in entrepreneurship and technology. Our curriculum will be enhanced by our leaders' international experiences, including in countries like Mexico, providing participants with a global perspective. Historically, we have demonstrated our capacity to engage and educate the targeted demographic through innovative and impactful programming, reaching over 200 youths in 2023 alone. Our planned activities under this grant will further build on this foundation, aligning closely with the Rec for All Core Values of equity, inclusion, empowerment, community, sustainability, and innovation.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	MORE	10	Less than 10	<p>Our services under this grant will include a comprehensive Social Entrepreneurship Program that leverages VR and AR technologies to foster entrepreneurial skills and global social awareness among DC youth aged 13-18. The program will encompass workshops, mentorship sessions, and project-based learning experiences, focusing on the development and implementation of tech-driven business concepts that aim for positive social impact. To ensure the delivery of high-quality training, we will employ experienced educators and entrepreneurs who complement the leadership who brings over 30 years of combined expertise in entrepreneurship and technology. Our curriculum will be enhanced by our leaders' international experiences, including in countries like Mexico, providing participants with a global perspective.</p> <p>Historically, we have demonstrated our capacity to engage and educate the targeted demographic through innovative and impactful programming, reaching over 200 youths in 2023 alone. Our planned activities under this grant will further build on this foundation, aligning closely with the Rec for All Core Values of equity, inclusion, empowerment, community, sustainability, and innovation.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	MORE	3	Less than 10	<p>Our services under this grant will include a comprehensive Social Entrepreneurship Program that leverages VR and AR technologies to foster entrepreneurial skills and global social awareness among DC youth aged 13-18. The program will encompass workshops, mentorship sessions, and project-based learning experiences, focusing on the development and implementation of tech-driven business concepts that aim for positive social impact. To ensure the delivery of high-quality training, we will employ experienced educators and entrepreneurs who complement the leadership who brings over 30 years of combined expertise in entrepreneurship and technology. Our curriculum will be enhanced by our leaders' international experiences, including in countries like Mexico, providing participants with a global perspective.</p> <p>Historically, we have demonstrated our capacity to engage and educate the targeted demographic through innovative and impactful programming, reaching over 200 youths in 2023 alone. Our planned activities under this grant will further build on this foundation, aligning closely with the Rec for All Core Values of equity, inclusion, empowerment, community, sustainability, and innovation.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	MORE	1	Less than 10	This unique internship offers hands on administrative experience supporting both a mission driven nonprofit and a licensed insurance agency. Interns will assist with day to day office operations, develop core professional skills, and gain exposure to entrepreneurship, management, and social impact work. This is an ideal opportunity for a motivated young adult interested in business, community service, and leadership. Key Responsibilities • Provide administrative support filing, data entry, scheduling, and document preparation • Answer phones, greet visitors, and support client intake at both sites • Assist with social media content, marketing materials, and community engagement tasks • Support nonprofit programming focused on youth development and social justice • Participate in brainstorming and planning meetings for creative campaigns and events • Shadow business and nonprofit leaders to learn the basics of office management and entrepreneurship • Maintain confidentiality and uphold professionalism in client facing tasks—Qualifications • Strong interpersonal and organizational skills • Basic computer literacy (Microsoft Office, Google Workspace, email) • Interest in entrepreneurship, creative expression, and/or social justice • Positive attitude, willingness to learn, and professional conduct • Reliable and able to manage time between two work environments
Community Bas	Multi-Media Training Institute	2	Less than 10	Students will be allowed to learn how to use Canva and Adobe to learn digital graphic design.
Community Bas	Multi-Media Training Institute	15	13	Students will be allowed to learn how to use Canva to learn digital graphic design
Community Bas	Multi-Media Training Institute	0	Less than 10	Students will be taken on a field trip to different organizations/companies to learn various organizational structures and how companies operate. They will also be taken to museums and movie theaters. All 60 students will be going to the field trips.
Community Bas	Multi-Media Training Institute	15	10	Student will learn mathematics and the art of disc jockeying simultaneously
Community Bas	Multi-Media Training Institute	15	Less than 10	Students will learn theater production like lighting and audio, and stage management
Community Bas	Multi-Media Training Institute	15	10	Students will learn skills regarding cameras, lighting, and audio.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	My Safe Space DC	2	Less than 10	Youth Assistant provides support to young people in various settings, such as community centers, youth programs, or libraries. Their responsibilities often include assisting with program planning and delivery, providing supervision, and creating a positive and engaging environment for youth. They may also help with administrative tasks, maintain records, and ensure the safety and well being of the youth in their care.
Community Bas	My Safe Space DC	1	Less than 10	My Safe Space DC Participants will help manage the youth campers Assist with activities, and process necessary documents. Participants will be taught and learn nonprofit processes, generate work experience as well as have access to the MSSDC Mentor experience while earning and working for SYEP. Will assist in any projects or activities that are needed The Difference Camp
Community Bas	My Safe Space DC	2	Less than 10	My Safe Space DC Participants will help manage the youth campers Assist with activities, and process necessary documents. Participants will be taught and learn nonprofit processes, generate work experience as well as have access to the MSSDC Mentor experience while earning and working for SYEP.
Community Bas	My Safe Space DC	2	Less than 10	The SYEP MSSDC participants will serve as program assistants for the nonprofit. They will assist My Safe Space DC in creating and executing programs and activities for the community throughout the Summer as well as use Microsoft Office software to complete writing and data analysis. The position's focus is to provide team building and networking experience as well as gain community service experience while earning money and gaining
Community Bas	My Safe Space DC	2	Less than 10	The SYEP MSSDC participants will serve as program assistants for the nonprofit. They will assist My Safe Space DC in creating and executing programs and activities for the community throughout the Summer as well as use Microsoft Office software to complete writing and data analysis. The position's focus is to provide team building and networking experience as well as gain community service experience while earning money and gaining

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Community Bas	My Safe Space DC	3	Less than 10	he SYEP MSSDC participants will serve as program assistants for the nonprofit. They will assist My Safe Space DC in creating and executing programs and activities for the community throughout the Summer as well as use Microsoft Office software to complete writing and data analysis. The position's focus is to provide team building and networking experience as well as gain community service experience while earning money and gaining
Community Bas	National Association for Kidprene	3	Less than 10	Accompany group on field trips including outdoor activities using public transportation Monitor recreational and educational activities (such as computer use, swimming, or crafting) Escort and oversee youth on campus Educate participants through games and explorations Set up and maintain equipment Make sure all safety rules are followed Assist with record keeping, including time sheet management Supervise activities
Community Bas	National Association for Kidprene	25	Less than 10	Are you a high school student who loves to create, experiment, and show the world your unique point of view? Do you dream of turning that passion into a real business one day? The Creative Careers Fellowship is your backstage pass to five of today's hottest creative industries—photography, podcasting & video, clothing & sneaker design, bath & beauty, and culinary arts—guided by kidpreneurs who have already built thriving companies before age 18. What You'll Do Dive Into Weekly "Studios." Each week you'll step inside a new creative studio, mastering pro level tools and techniques. Snap magazine worthy portraits, record and edit your own podcast episode, design wearable art, craft spa quality products, and whip up farm fresh culinary creations. Meet the Pros (Who Are Your Age!). We will bring you teen entrepreneurs who've landed retail deals, Spotify streams, and pop up cafés. They'll share insider tips on pricing, branding, and balancing school with business.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	National Black Movie Association	2	Less than 10	The National Black Movie Association will provide educational experiences and resources to aspiring filmmakers in the District of Columbia. Student filmmakers will write scripts, gain hands on experience with film equipment and produce a short film as a team within the allotted time period. This is an intense program for students interested in pursuing film as a college major and/or career. A cohort of 15 District of Columbia students will learn the basics of filmmaking and will gain valuable hands on experience training as visual storytellers. The group will gain access and resources to filmmaking as an educational and career opportunity. By the end of the six week period, the students will produce a short film that will be released and shared with the public. Week One
Community Bas	National Black Movie Association	4	Less than 10	The National Black Movie Association will provide educational experiences and resources to aspiring filmmakers in the District of Columbia. Student filmmakers will write scripts, gain hands on experience with film equipment and produce a short film as a team within the allotted time period. This is an intense program for students interested in pursuing film as a college major and/or career. A cohort of 15 District of Columbia students will learn the basics of filmmaking and will gain valuable hands on experience training as visual storytellers. The group will gain access and resources to filmmaking as an educational and career opportunity. By the end of the six week period, the students will produce a short film that will be released and shared with the public.
Community Bas	National Black Movie Association	5	Less than 10	The student filmmaker will participate in hands on training for careers in the film industry to include the role and responsibilities of a filmmaker, cinematographer, producer, screenwriter, costume designer/stylist, makeup artist, editor and marketer. The student will train at various locations in the Washington, DC area and will be required to carry equipment up to 15 pounds on occasion. National Black Movie Association Job training consists of five weeks of intense studying, creative analysis and development and production of the final product.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	National Center for Children & fam	4	Less than 10	<p>Youth Workers placed in the NCCF Sports &amp; Leadership program will support coaches in delivering an enriching and empowering summer learning experience for children. Assist coaches and teachers with daily lessons, activities and sportsSupport scholars (students) during academic time, activities, field trips, meals and sportsHelp prepare and organize classroom materials and suppliesServe as a positive role model and mentor to younger studentsMonitor and encourage student participation and engagementHelp maintain a safe, clean, and welcoming classroom environmentParticipate in staff meetings, trainings, and team building activitiesSupport afternoon sports or recreational programming as neededOther duties as assigned by the Site Coordinator or Lead Teacher/Coach</p>
Community Bas	National Center for Children & fam	7	Less than 10	<p>Youth Workers placed in the NCCF Sports &amp; Leadership program will support coaches in delivering an enriching and empowering summer learning experience for children. Assist coaches and teachers with daily lessons, activities and sportsSupport scholars (students) during academic time, activities, field trips, meals and sportsHelp prepare and organize classroom materials and suppliesServe as a positive role model and mentor to younger studentsMonitor and encourage student participation and engagementHelp maintain a safe, clean, and welcoming classroom environmentParticipate in staff meetings, trainings, and team building activitiesSupport afternoon sports or recreational programming as neededOther duties as assigned by the Site Coordinator or Lead Teacher/Coach</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	National Center for Children & fam	5	Less than 10	Youth Workers placed in the NCCF Freedom School program will support classroom teachers (also known as Servant Leader Interns) in delivering an enriching and empowering summer learning experience for children. Assist classroom teachers with daily activities and lessonsSupport scholars (students) during reading time, activities, field trips, and mealsHelp prepare and organize classroom materials and suppliesServe as a positive role model and mentor to younger studentsMonitor and encourage student participation and engagementHelp maintain a safe, clean, and welcoming classroom environmentParticipate in staff meetings, trainings, and team building activitiesSupport afternoon enrichment or recreational programming as neededOther duties as assigned by the Site Coordinator or Lead Teacher
Community Bas	National Center for Children & fam	5	Less than 10	Youth Workers placed in the NCCF Freedom School program will support classroom teachers (also known as Servant Leader Interns) in delivering an enriching and empowering summer learning experience for children. Assist classroom teachers with daily activities and lessonsSupport scholars (students) during reading time, activities, field trips, and mealsHelp prepare and organize classroom materials and suppliesServe as a positive role model and mentor to younger studentsMonitor and encourage student participation and engagementHelp maintain a safe, clean, and welcoming classroom environmentParticipate in staff meetings, trainings, and team building activitiesSupport afternoon enrichment or recreational programming as neededOther duties as assigned by the Site Coordinator or Lead Teacher
Community Bas	National Children's Center	4	Less than 10	Serve as a positive role model for campers and staff. Maintain positive relationships with parents and other camp staff. Encourage camper participation and create a fun and engaging environment. Ensure the safety of campers by adhering to camp rules and policies.Be available and approachable to campers and parents. Provide campers with personal assistance as neededBe alert and mobile at when present with campers

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Neighborhood Associates Corporat	5	Less than 10	Working with other camp staff members to plan and coordinate camp events. Leading and supporting campers as they participate in age appropriate activities. Monitoring campers to ensure compliance with camp rules and prevent accidents. Cleaning, maintaining and ensuring proper use of camp facilities and equipment. Reporting and recording details of incidents, such as accidents or rule violations, to parents and camp staff. Memorizing all emergency procedures and enforcing camp rules. Participating in staff meetings.
Community Bas	Neighborhood Associates Corporat	1	Less than 10	Working with other camp staff members to plan and coordinate camp events. Leading and supporting campers as they participate in age appropriate activities. Monitoring campers to ensure compliance with camp rules and prevent accidents. Cleaning, maintaining and ensuring proper use of camp facilities and equipment. Reporting and recording details of incidents, such as accidents or rule violations, to parents and camp staff. Memorizing all emergency procedures and enforcing camp rules. Participating in staff meetings.
Community Bas	Neighborhood Associates Corporat	5	Less than 10	Working with other camp staff members to plan and coordinate camp events. Leading and supporting campers as they participate in age appropriate activities. Monitoring campers to ensure compliance with camp rules and prevent accidents. Cleaning, maintaining and ensuring proper use of camp facilities and equipment. Reporting and recording details of incidents, such as accidents or rule violations, to parents and camp staff. Memorizing all emergency procedures and enforcing camp rules. Participating in staff meetings.
Community Bas	Neighborhood Associates Corporat	6	Less than 10	Working with other camp staff members to plan and coordinate camp events. Leading and supporting campers as they participate in age appropriate activities. Monitoring campers to ensure compliance with camp rules and prevent accidents. Cleaning, maintaining and ensuring proper use of camp facilities and equipment. Reporting and recording details of incidents, such as accidents or rule violations, to parents and camp staff. Memorizing all emergency procedures and enforcing camp rules. Participating in staff meetings.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Neighborhood Associates Corporat	2	Less than 10	Each Summer Youth Jr Activity Lead will have the opportunity to experience hands on training to lead a group of children for the summer throughout plenty of the Steam Activities and Projects. Each Summer Youth Jr Activity Lead will work inside and outside to complete steam activities and projects. You will need to create a schedule for the group that you will be assigned to you. You will be required to keep all working areas clean. You must organize all the materials needed for activities and projects in the space allotted. Create an area to store all projects until the end of summer camp.
Community Bas	Neverblackdown	4	Less than 10	The youth program facilitator will support the successful daily operations of the SYEP summer program by helping oversee younger participants. This role includes assist with day to day scheduling, managing attendance, guiding participants through daily task and activities and ensuring a positive safe and productive environment.
Community Bas	Neverblackdown	3	Less than 10	Join E.P.U Printing this summer as a Print Shop Assistant and gain valuable hands on experience in a fast paced creative business environment. As a part of our team, you will help with day to day operations in a local Black and woman owned print shop specializing in custom apparel, merchandise, and design services.You'll learn how to assist with print production, prep materials, organize inventory, interact with customers, and gain insight into entrepreneurship and small business management. This is a great opportunity for youth interested in graphic design, fashion, marketing, or running a business.
Community Bas	Neverblackdown	15	11	Join our Work Life Ready Summer Program, where you'll gain real world experience while learning essential life, career, and personal development skills. As a participant, you will explore topics like financial literacy, workplace communication, time management, resume building, entrepreneurship, wellness, and more. You'll engage in interactive workshops, hands on projects, guest speaker sessions, and group activities—all designed to help you grow professionally and personally.This program is perfect for youth interested in building a strong foundation for adulthood and career readiness in a fun, supportive, and empowering environment.



Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	NOMIS Youth Network	4	Less than 10	Supervise, and engage youth participants aged 8 to 13 who are enrolled in our Junior Olympic Boxing and Sports Enrichment summer camp which operates from 830 am to 4 pm, Monday through Friday. These summer camp participants are introduced to the fundamentals of Olympic Style boxing, physical health / sports programming, and sports mentoring. A field trip is taken daily. All summer camp workers are required to dress in swim wear attire on Tuesday and Thursdays for are swimming field trips. Summer camp Youth Worker / Coaches also have an option to work in our older youth Olympic Training Camp for youth aged 14 to 24 which operates Monday through Friday from 4 pm to 9 pm.
Community Bas	Northeast Performing Arts Group	6	Less than 10	Serve as a camp counselor for summer arts camp (ages 4 14).
Community Bas	Northeast Performing Arts Group	3	Less than 10	Serve as a camp counselor for summer arts camp (ages 4 14) for the Northeast Performing Arts Group.
Community Bas	Northeast Performing Arts Group	3	Less than 10	Serve as a camp counselor for summer arts camp (ages 4 14).
Community Bas	Northeast Performing Arts Group	6	Less than 10	Serve as a camp counselor for summer arts camp (ages 4 14).
Community Bas	Open Goal Project	4	Less than 10	Open Goal Project Summer Skills Camp Program Assistants help with all aspects of the camp experience, from helping with check in daily, to setting up the field equipment and breaking it down, to assisting lead coaches with camp activities.
Community Bas	Open Goal Project	9	Less than 10	Open Goal Project Summer Skills Camp Program Assistants help with all aspects of the camp experience, from helping with check in daily, to setting up the field equipment and breaking it down, to assisting lead coaches with camp activities.
Community Bas	Open Goal Project	14	12	Open Goal Project Summer Skills Camp Program Assistants help with all aspects of the camp experience, from helping with check in daily, to setting up the field equipment and breaking it down, to assisting lead coaches with camp activities.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Oye Palaver Hut, Inc.	15	Less than 10	Oye Palaver Hut, Inc. workshops promote Health, Wellness, Art, and culture through applied storytelling. We teach valuable skills for success in any field. Cooking and Nutrition workshops offer hands on experience in preparing affordable and fresh dishes. Our Storytelling, Visual Arts, Singing, Drumming, and West African dancing allow us to build confidence and pride.
Community Bas	Oye Palaver Hut, Inc.	11	Less than 10	Oye Palaver Hut, Inc. workshops promote Health, Wellness, Art, and culture through applied storytelling. We teach valuable skills for success in any field. Cooking and Nutrition workshops offer hands on experience in preparing affordable and fresh dishes. Our Storytelling, Visual Arts, Singing, Drumming, and West African dancing allow us to build confidence and pride.
Community Bas	Paramount Child Development Cen	4	Less than 10	<ul style="list-style-type: none"> <li>• Assist the classroom teacher with lesson preparation, materials, and instructional support.</li> <li>• Provide assistance one on one or small group assistance to students who need additional help.</li> <li>• Help monitor students during class, recess, lunch, and transitions to ensure safety and proper behavior.</li> <li>• Help maintain an organized and clean classroom environment.</li> <li>• Reinforce classroom rules and help manage behavior using positive techniques.</li> <li>• Communicate effectively with teachers, staff, students (as needed).</li> <li>• Participate in school related activities</li> </ul>
Community Bas	Planned Parenthood of Metropolita	0	Less than 10	B.O.L.D Is a digital art based program where participants will learn/build the skills to be able to express themselves through art, technology and communication. Understanding the basics of graphic design and the need for graphic design skills in today's industry. While incorporating those skills learned to build out campaigns that will raise awareness about sexual reproductive justice topics in the community.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Play Footy Inc.	5	Less than 10	<p>Are you passionate about soccer and making a positive impact on young players? If so, we have an exciting opportunity for you! Play Footy Inc. and DC Eleven Football Club (DCXI) are seeking enthusiastic and dedicated Soccer Camp Counselors to join us this summer. As a Soccer Camp Counselor, you will play a key role in helping campers achieve their goals of developing new skills and fostering lasting friendships. Our camp is designed to be exciting yet structured, providing a safe and nurturing environment for campers to thrive. With a conflict free atmosphere, campers can fully focus on honing their soccer abilities and leave our camp as better individuals, players, and members of our community. This is not just a job; it's an opportunity to be part of something special. If you're ready to inspire and empower young soccer enthusiasts, apply now to join our dynamic team at Play Footy Inc. and DC Eleven Football Club (DCXI)! We look forward to welcoming you aboard for an unforgettable summer experience. Apply today and kickstart your journey with us!</p>
Community Bas	Play Footy Inc.	5	Less than 10	<p>Are you passionate about soccer and making a positive impact on young players? If so, we have an exciting opportunity for you! Play Footy Inc. and DC Eleven Football Club (DCXI) are seeking enthusiastic and dedicated Soccer Camp Counselors to join us this summer. As a Soccer Camp Counselor, you will play a key role in helping campers achieve their goals of developing new skills and fostering lasting friendships. Our camp is designed to be exciting yet structured, providing a safe and nurturing environment for campers to thrive. With a conflict free atmosphere, campers can fully focus on honing their soccer abilities and leave our camp as better individuals, players, and members of our community. This is not just a job; it's an opportunity to be part of something special. If you're ready to inspire and empower young soccer enthusiasts, apply now to join our dynamic team at Play Footy Inc. and DC Eleven Football Club (DCXI)! We look forward to welcoming you aboard for an unforgettable summer experience. Apply today and kickstart your journey with us!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	PLOE Placing Love Over Everything	4	Less than 10	Care for and interact with campers using fun, engaging, interactive learning, games and activities. Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, library, etc.) for the purpose of enforcing camp rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment. Performs daily camp attendance (e.g. copying, correcting papers, form preparation, attendance, phone calls, etc.) for the purpose of providing necessary records/materials and helping students succeed. Responsible for care and maintenance of the camp environment. Reports any and all accidents/incidents to the Lead Teacher or Camp Director. Notifies the Camp Director or Lead teacher of personal or professional difficulties with campers, parents or staff. Presents public, school, and private programs in an interactive, fun and educational way, including, but not limited to o Painting o Dancing o Music Cares for and organizes teaching tools related to the program. Maintains cleanliness and organization in the classroom, education storage, and dining area. Performs other related duties as required.
Community Based	Prevention of Blindness Society of	2	Less than 10	The Prevention of Blindness Society of Metropolitan Washington (POB) is a 501(c)3 nonprofit community based organization dedicated to the improvement and preservation of sight by providing services, education, advocacy, and innovation. Optical Interns will be apprenticed in assisting with helping clients select eyeglass frames that best suit their needs, sorting eyeglass inventory, dispensing glasses, repairing frames that need adjustment, and educating clients on proper eyeglass care. Interns will also be expected to provide exceptional customer service, support client related office duties, and maintain client confidentiality conforming to HIPAA privacy. POB requires a background check. (POB will cover the cost as long as interns go through our background check company.)

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Project Create	0	Less than 10	<p>Overview The Summer Art Intern will support the facilitation of art activities for campers, assist teaching artists, and contribute to a fun, engaging, and creative summer camp environment. Responsibilities Assist teaching artists with setting up and leading art activities. Support campers in exploring various art techniques and materials. Help maintain a safe, organized, and inspiring creative space. Provide one on one or small group assistance to campers as needed. Document camp activities through photos and/or written reflections. Assist with preparing and organizing art supplies. Participate in staff meetings and contribute ideas for activities. Qualifications Passion for the arts and working with children. Strong communication and teamwork skills. Ability to take initiative and adapt to a dynamic camp setting. Experience in visual arts (painting, drawing, sculpture, etc.) is a plus. Must be available for the duration of the summer camp session.</p>
Community Bas	Project Create	2	Less than 10	<p>OverviewThe Summer Art Intern will support the facilitation of art activities for campers, assist teaching artists, and contribute to a fun, engaging, and creative summer camp environment.ResponsibilitiesAssist teaching artists with setting up and leading art activities.Support campers in exploring various art techniques and materials.Help maintain a safe, organized, and inspiring creative space.Provide one on one or small group assistance to campers as needed.Document camp activities through photos and/or written reflections.Assist with preparing and organizing art supplies.Participate in staff meetings and contribute ideas for activities.QualificationsPassion for the arts and working with children.Strong communication and teamwork skills.Ability to take initiative and adapt to a dynamic camp setting.Experience in visual arts (painting, drawing, sculpture, etc.) is a plus.Must be available for the duration of the summer camp session.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Reach Education Incorporated (Du	30	Less than 10	Summer Leadership Academy (SLA) builds on gains made during the school year. During the SLA, teens gain academic skills, learn how to leverage their voices to serve the community and prepare for life beyond high school. The SLA brings together young people from Reach's school year sites for a rigorous and engaging summer experience – including mock interviews, workshops, projects and more. Participants will build on academic skills, and demonstrate to teens how they can leverage their voices to improve their communities They will also create a product that will exist in the world beyond this summer and learn something new.
Community Bas	REACH Incorporated	10	Less than 10	Reach, Incorporated is excited to offer another opportunity for a fulfilling summer experience. Reach, Incorporated's Summer Leadership Academy allows participants to learn about their community, participate in projects, and consider life after high school. Programming is from Monday, JuneParticipants will enjoy a mixture of the following activities meet local professionals to discuss career pathways, build literacy skills, provide grants to local charitable organizations, create resumes and participate in mock interviews, build on public speaking skills through the Teen Philanthropy Challenge, participate in a summer project based on your interest and practice skills necessary to become a better tutor.
Community Bas	REACH Incorporated	20	11	Reach, Incorporated is excited to offer another opportunity for a fulfilling summer experience. Reach, Incorporated's Summer Leadership Academy allows participants to learn about their community, participate in projects, and consider life after high school. Programming is from Monday, JuneParticipants will enjoy a mixture of the following activities meet local professionals to discuss career pathways, build literacy skills, provide grants to local charitable organizations, create resumes and participate in mock interviews, build on public speaking skills through the Teen Philanthropy Challenge, participate in a summer project based on your interest and practice skills necessary to become a better tutor.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	Resources to Inspire Students & Educators	5	Less than 10	<p>Improve your reading, writing, and comprehension skills this summer with a private tutor. Students will have individualized lesson plans developed including relevant, meaningful texts designed to improve one's reading level as much as two grades. Work hard but play harder, right? We agree! In addition to reading sessions, there will be alternative activities like golf, fellowship outings, movies and other field trips. Let RISE assist in being better prepared and more marketable for college! The class will be at Southeast Ministries Center, June 26 –August 4th, not including July 4. July 31st August 4 will be paid, off site activities. Typical day 830 2 (3hrs of Instruction), includes breakfast and lunch.</p>
Community Based	Resources to Inspire Students & Educators	15	Less than 10	<p>Improve your reading, writing, and comprehension skills this summer with a private tutor. Students will have individualized lesson plans developed including relevant, meaningful texts designed to improve one's reading level as much as two grades. Work hard but play harder, right? We agree! In addition to reading sessions, there will be alternative activities like golf, fellowship outings, movies and other field trips. Let RISE assist in being better prepared and more marketable for college! The class will be at Southeast Ministries Center, June 26 –August 4th, not including July 4. July 31st August 4 will be paid, off site activities. Typical day 830 2 (3hrs of Instruction), includes breakfast and lunch.</p>
Community Based	RISE DC LLC	2	Less than 10	<p>The youth employee will complete office tasks such as printing, shredding, laminating, organizing, etc. They will also support with basic cleaning tasks such as wiping tables, cleaning materials, and vacuuming. Additional work tasks will be assigned based on the needs of office staff as well as based on the interests of the youth. RISE DC provides day services to young adults with disabilities so this position is created for youth with disabilities who are looking for a supportive place to gain employment and pre employment skills in a supportive environment. Accommodations will be put in place as needed for youth employees.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	RISE DC LLC	4	Less than 10	The youth employee will complete office tasks such as printing, shredding, laminating, organizing, etc. They will also support with basic cleaning tasks such as wiping tables, cleaning materials, and vacuuming. Additional work tasks will be assigned based on the needs of office staff as well as based on the interests of the youth. RISE DC provides day services to young adults with disabilities so this position is created for youth with disabilities who are looking for a supportive place to gain employment and pre employment skills in a supportive environment. Accommodations will be put in place as needed for youth employees.
Community Based	Rock Creek Conservancy	4	Less than 10	Rock Creek Conservation Corps (RC3) is a youth conservation program that connects high school students to nature. Through community driven restoration and conservation projects, RC3 crew members learn to be good stewards of their communities and ambassadors for Rock Creek Park.
Community Based	Rock Creek Conservancy	5	Less than 10	Rock Creek Conservation Corps (RC3) is a youth conservation program that connects high school students to nature. Through community driven restoration and conservation projects, RC3 crew members learn to be good stewards of their communities and ambassadors for Rock Creek Park.
Community Based	SchoolTalk, Inc.	2	Less than 10	SchoolTalk's JumpStart is a summer youth employment program for D.C. youth with disabilities designed to provide individualized supports and skill building opportunities to successfully complete their Marion S. Barry Summer Youth Employment Program (MBSYEP) experience. JumpStart is a Pre Employment Transition Service (Pre ETS), funded by the D.C. Rehabilitation Services Administration (RSA) and the Department of Employment Services (DOES), Office of Youth Programs (OYP). In order to participate in JumpStart, youth must be an RSA client and be referred to JumpStart by their RSA counselor by March 22, 2025.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Based	SchoolTalk, Inc.	7	Less than 10	SchoolTalk's JumpStart is a summer youth employment program for D.C. youth with disabilities designed to provide individualized supports and skill building opportunities to successfully complete their Marion S. Barry Summer Youth Employment Program (MBSYEP) experience. JumpStart is a Pre Employment Transition Service (Pre ETS), funded by the D.C. Rehabilitation Services Administration (RSA) and the Department of Employment Services (DOES), Office of Youth Programs (OYP). In order to participate in JumpStart, youth must be an RSA client and be referred to JumpStart by their RSA counselor by March 22, 2025.
Community Based	SchoolTalk, Inc.	32	30	SchoolTalk's JumpStart is a summer youth employment program for D.C. youth with disabilities designed to provide individualized supports and skill building opportunities to successfully complete their Marion S. Barry Summer Youth Employment Program (MBSYEP) experience. JumpStart is a Pre Employment Transition Service (Pre ETS), funded by the D.C. Rehabilitation Services Administration (RSA) and the Department of Employment Services (DOES), Office of Youth Programs (OYP). In order to participate in JumpStart, youth must be an RSA client and be referred to JumpStart by their RSA counselor by March 22, 2025.
Community Based	Shaw Community Center	5	Less than 10	Plans, leads, and implements camp programs for children. Provides high quality educational and recreational opportunities and enjoyable experiences for camp participants. Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans along with Program Coordinator for daily activities. Organizes and leads various small and large group activities. Knows and understands all emergency procedures associated with the camp program. Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your assigned youth at all times. Maintains constant surveillance of the pool/body of water areas. Assist and support snack and lunch times for campers. Assist Program Coordinators on Field trips.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Shaw Community Center	7	Less than 10	Plans, leads, and implements camp programs for children.Provides high quality educational and recreational opportunities and enjoyable experiences for camp participants.Supervises campers and ensures their safety, development, growth, skill achievement, and general well being.Maintains a schedule for camp participants.Facilitates and creates lesson plans along with Program Coordinator for daily activities.Organizes and leads various small and large group activitiesKnows and understands all emergency procedures associated with the camp program.Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your assigned youth at all times.Maintains constant surveillance of the pool/body of water areas.Assist and support snack and lunch times for campers
Community Bas	Shaw Community Center	5	Less than 10	Plans, leads, and implements camp programs for children.Provides high quality educational and recreational opportunities and enjoyable experiences for camp participants.Supervises campers and ensures their safety, development, growth, skill achievement, and general well being.Maintains a schedule for camp participants.Facilitates and creates lesson plans along with Program Coordinator for daily activities.Organizes and leads various small and large group activitiesKnows and understands all emergency procedures associated with the camp program.Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your assigned youth at all times.Maintains constant surveillance of the pool/body of water areas.Assist and support snack and lunch times for campersAssist Program Coordinators on Feild trips

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Shaw Community Center	2	Less than 10	Plans, leads, and implements camp programs for children.Provides high quality educational and recreational opportunities and enjoyable experiences for camp participants.Supervises campers and ensures their safety, development, growth, skill achievement, and general well being.Maintains a schedule for camp participants.Facilitates and creates lesson plans along with Program Coordinator for daily activities.Organizes and leads various small and large group activitiesKnows and understands all emergency procedures associated with the camp program.Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your assigned youth at all times.Maintains constant surveillance of the pool/body of water areas.Assist and support snack and lunch times for camper
Community Bas	Sitar Arts Center	3	Less than 10	IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application.Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will attend workshops to learn public art/ and painting techniques. Interns will work collaboratively to develop a design, select colors, and paint murals on outdoor and indoor walls around DC. Interns will work on independent paintings. Interns will hear from local public artists around the DMV about their career and best practices. Interns will need to complete all deliverables and projects by deadlines. Interns will learn how to develop their portfolio of artwork. Interns will attend professional development workshops. Interns will learn how to take and give feedback for artwork.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Sitar Arts Center	6	Less than 10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will support art teachers in the classroom during Sitar Summer Camp by ensuring students have materials needed for art projects. Interns will supervise students during outdoor activity breaks and engage with students through activities and games. Interns will participate in weekly workshops for professional development including how to work with students in the classroom. Interns who are interested in this role must also apply directly through Sitar's application by no later than March 16, 2025 here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a></p>
Community Bas	Sitar Arts Center	11	10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will support art teachers in the classroom during Sitar Summer Camp by ensuring students have materials needed for art projects. Interns will supervise students during outdoor activity breaks and engage with students through activities and games. Interns will participate in weekly workshops for professional development including how to work with students in the classroom. Interns who are interested in this role must also apply directly through Sitar's application by no later than March 16, 2025 here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a></p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Sitar Arts Center	0	Less than 10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will support art teachers in the classroom during Sitar Summer Camp by ensuring students have materials needed for art projects. Interns will supervise students during outdoor activity breaks and engage with students through activities and games. Interns will participate in weekly workshops for professional development including how to work with students in the classroom. Interns who are interested in this role must also apply directly through Sitar's application by no later than March 16, 2025 here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a></p>
Community Bas	Sitar Arts Center	6	Less than 10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will attend workshops to learn public art/ and painting techniques. Interns will work collaboratively to develop a design, select colors, and paint murals on outdoor and indoor walls around DC. Interns will work on independent paintings. Interns will hear from local public artists around the DMV about their career and best practices. Interns will need to complete all deliverables and projects by deadlines. Interns will learn how to develop their portfolio of artwork. Interns will attend professional development workshops. Interns will learn how to take and give critique.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Sitar Arts Center	1	Less than 10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will attend workshops to learn public art/ and painting techniques. Interns will work collaboratively to develop a design, select colors, and paint murals on outdoor and indoor walls around DC. Interns will work on independent paintings. Interns will hear from local public artists around the DMV about their career and best practices. Interns will need to complete all deliverables and projects by deadlines. Interns will learn how to develop their portfolio of artwork. Interns will attend professional development workshops. Interns will learn how to take and give critique.</p>
Community Bas	Sitar Arts Center	3	Less than 10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will perform as part of the summer musical. In order to participate, interns must be present for performance dates of July 31 August 3, 2025. Interns must be available for up to two tech Saturdays during the summer. Interns will participate in workshops on stage production, lighting, costume design, acting, and other theater related skills. Interns will assist younger actors to memorize and practice lines. Interns who are interested in this role must also apply directly through Sitar's application by no later than March 16, 2025 here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a></p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Sitar Arts Center	9	Less than 10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will perform as part of the summer musical. In order to participate, interns must be present for performance dates of July 31 August 3, 2025. Interns must be available for up to two tech Saturdays during the summer. Interns will participate in workshops on stage production, lighting, costume design, acting, and other theater related skills. Interns will assist younger actors to memorize and practice lines. Interns who are interested in this role must also apply directly through Sitar's application by no later than March 16, 2025 here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a></p>
Community Bas	Sitar Arts Center	2	Less than 10	<p>IMPORTANT Individuals who are interested in this internship MUST complete Sitar's Intern Application in addition to the SYEP application. Sitar's Intern Application can be found here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a> DEADLINE MARCH 16, 2025 Interns will perform as part of the summer musical. In order to participate, interns must be present for performance dates of July 31 August 3, 2025. Interns must be available for up to two tech Saturdays during the summer. Interns will participate in workshops on stage production, lighting, costume design, acting, and other theater related skills. Interns will assist younger actors to memorize and practice lines. Interns who are interested in this role must also apply directly through Sitar's application by no later than March 16, 2025 here <a href="https://form.jotform.com/243386321310144">https://form.jotform.com/243386321310144</a></p>
Community Bas	SOME(So Other Might Eat)- Cente	1	Less than 10	<p>Greet customers and manage walk ins Monitor the front desk Answer phones, emails and provide customer service Follow up with applicants and leads Monitor inventory Train volunteers on the front desk process Support with administrative duties as assigned</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	SOME(So Other Might Eat)- Cente	1	Less than 10	Conduct Outreach and Flyering in local communities Interact with community members Attend outreach events Support with the planning of outreach events Support with the facilitation of outreach events and campaigns Support with facilitating New Student Orientation Follow up with applicants and leads Collect and upload lead documents Create a resource guide
Community Bas	Soul Programs	2	Less than 10	This Person will help office support to either an individual or team and is vital for the smooth running of our summer camp. Their duties may include fielding telephone calls, receiving and directing, word processing, creating spreadsheets and presentations, and filing
Community Bas	Soul Programs	5	Less than 10	This Person will help office support to either an individual or team and is vital for the smooth running of our summer camp. Their duties may include fielding telephone calls, receiving and directing, word processing, creating spreadsheets and presentations, and filing
Community Bas	Soul Programs	5	Less than 10	This position will be able to led small and large groups. In addition having the ability to demonstrate basketball drills, along with physical and athletic ability's. As well as good articulation and vocabulary to explain proper technique.
Community Bas	Soul Programs	10	Less than 10	This position will be able to led small and large groups. In addition having the ability to demonstrate basketball drills, along with physical and athletic ability's. As well as good articulation and vocabulary to explain proper technique.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Stoddard Baptist Global Care	1	Less than 10	<p>Healthcare clerical, answer phones, file and record paperwork. Some data entry. Work with the Social work, Finance, Activities and Administration department. Social Work Department Support social workers as they help residents transition into nursing home life while meeting their emotional and psychological requirements. Finance Department Help manage resident billing by maintaining accurate records and sending invoices on time. Assist with filing, and coping. The Activities Aide assists in planning, organizing, and conducting recreational and therapeutic activities for residents in a nursing home setting. The Activities Aide works closely with the Activities Director and nursing staff to ensure that activities meet the needs and preferences of each resident, fostering a positive and stimulating environment. Administration Keep filing systems for resident documents, and other administrative paperwork well organized. Take charge of phone communications and general interactions with residents, their families, vendors and staff members. Human Resources The task includes drafting and making available job descriptions for multiple positions, including nurses and administrative staff.</p>
Community Bas	Stoddard Baptist Global Care	1	Less than 10	<p>The Dietary Aide ensures that residents get safe nutritionally balanced meals which meet their individual dietary needs and taste preferences. The Dietary Aide supports food preparation tasks alongside meal delivery and works to sustain a dining environment that prioritizes cleanliness and safety while welcoming residents. The position requires employees to provide both culinary assistance and administrative tasks including the proper filing and copying of residents' confidential dietary documentation. The Dietary Aide maintains high food quality standards and efficient kitchen operations by adhering to rigorous health and safety protocols. Prepare meal trays for residents who cannot dine in the dining room and deliver their meals to their rooms safely.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Community Bas	Stoddard Baptist Nursing Home	1	Less than 10	Work under the supervision of a Nurses Assistant but you will not be performing clinical duties. Serve and pass out trays to residents. Pass out water when directed by staff. Be a resident companion, Assist the clinical work force with duties such as filing, answering phones. On occasion clean resident draws and closets. Help to make beds. Assist residents to and from room or to various locations in the Nursing Home.
Community Bas	Stoddard Baptist Nursing Home	1	Less than 10	Assist the Activity staff with activity programs, social events, games, arts and crafts, 1;1 visits with the residents. Assist with lunch dining for the residents either in the dining room or on the unit. Assist staff with facility trips. Assist residents to and from various locations in the Nursing Home. Assist in the planning of the monthly calendar. Be energetic with an beat and positive attitude.
Community Bas	Stoddard Baptist Nursing Home	1	Less than 10	Answering phones, filing and recording paperwork. Some data entry. Social media. Typing. Assist other staff members when needed. Working with the Social Work department or finance, Administration, as well as Activity department.
Community Bas	Stoddard Baptist Nursing Home	1	Less than 10	Filing, input computer data, creating and organizing electronic files. Assisting medical record department and material and supply department.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Suited for Change	1	Less than 10	<p>Suited for Change, welcomes a passionate Program/Development intern to join our Development and Program Admin Team and, dedicated program volunteers for the Summer '25. This internship is a part time position (20 30 hours a week) for 12 weeks. Qualified candidates will exhibit strategic thinking, strong interpersonal skills, a positive attitude, comfort with technology, a willingness to hit the ground running, and a love for fashion and women empowerment!The responsibilities for the Program/Development intern, include</p> <ul style="list-style-type: none"> <li>• Assist all planning, preparation, and execution of SFC events and sales, including annual spring gala;</li> <li>• Assist with Supervision, in the creation of content across multiple platforms to drive engagement, helping to produce website blog posts, articles, pictures, and written communication for social media and the website.</li> <li>• Represent SFC at public facing events.</li> <li>• Supporting with incoming and outgoing calls</li> <li>• Engage with clients and community partners.</li> <li>• Work alongside a large corporation of volunteers.</li> <li>• Handle processing of drop off clothing donations.</li> <li>• Call clients to confirm appointments and update statuses in Appointment Plus</li> </ul> <p>Preferred Qualifications include</p> <ul style="list-style-type: none"> <li>• Student of Bachelor of Arts, Bachelor of Science.</li> <li>• Exceptional writing and verbal communication skills.</li> <li>• Strong organizational skills.</li> <li>• Keen attention to detail.</li> <li>• Team first mentality.</li> <li>• Working familiarity with Windows and Mac operating systems, Microsoft Office and G Suite software, and other platforms necessary for accomplishing the position's day to day tasks.</li> <li>• Results oriented mindset.</li> <li>• Willingness to interact with clients and engage with stakeholders both online and offline.</li> <li>• Additional Preferred Skills and Knowledge CRM, basic graphic design, and website management.</li> </ul> <p>Internship positions are Part time, up to 30 hours a week. This is an unpaid internship. Seasonal. In person, 4 days a week. Remote, 1 day a</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Swanson Family Academy	0	0	<p><b>Position Summary</b>Participants will engage in a dynamic six week accelerator designed to empower and prepare youth for successful careers and entrepreneurial ventures. You will develop critical skills in business planning, financial management, personal branding, digital marketing, and workplace readiness. This role includes hands on projects, group collaboration, and interactions with industry leaders and local entrepreneurs. Join Swanson Family Academy’s fast paced accelerator to master 21st century job skills and launch a passion based micro business. Fellows split time between interactive workshops, virtual labs, field experiences, and independent project work.  <b>Key Responsibilities</b>Attend all sessions (Mon–Fri, 10 AM–2 PM) and arrive on time.Engage in teamwork, discussions, and leadership rotations.Draft and revise résumé, business plan, and pitch materials.Apply financial literacy lessons to create a personal &amp; business budget.Uphold SFA’s Nguzo Saba aligned code of conduct and contribute to a respectful learning community.  <b>Ideal Candidate</b>16 21, DC resident enrolled in MBSYEP.Curious about entrepreneurship or eager to sharpen employability skills.Comfortable using (or willing to learn) Google Workspace, Canva, and Zoom.Able to travel to DC area worksites on selected Thursdays.  <b>Benefits</b>Paid professional development (MBSYEP stipend).Mentoring from local founders, creatives, and hiring managers.Portfolio items and certification recognized by community employers.Lifetime access to the SFA Entrepreneur Alumni network.</p>
Community Bas	teach Reach Inspire Build Empowe	5	Less than 10	<p><b>Summer Digital Content Intern – Job Summary</b>The Summer Digital Content Intern will support the creation, scheduling, and management of engaging digital content across our social media platforms, website, and email campaigns. This intern will work closely with the communications and marketing team to develop graphics, write copy, and assist in multimedia storytelling that amplifies our brand and mission. Ideal candidates are creative, detail oriented, and passionate about digital media, with a strong interest in community engagement and content strategy.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	TGF legal group	3	Less than 10	Document Management Organizing and maintaining case files, drafting legal documents and correspondence, and preparing court materials. Scheduling and Communication Scheduling appointments and court dates, communicating with clients, and coordinating with courts and other parties
Community Bas	The College Gurl Foundation	2	Less than 10	The Career Ready Early Scholars (CRESP) Intern will support the planning, coordination, and implementation of summer programming for youth participants. Interns will work closely with CGF staff and program facilitators to create a safe, supportive, and inspiring environment where scholars can explore various career paths, develop soft skills, and enjoy recreational activities. Key Responsibilities Assist with the preparation and facilitation of daily programming, workshops, and activities. Support youth participants in small group and one on one settings. Serve as a positive role model by demonstrating professionalism, leadership, and enthusiasm. Help maintain a safe and inclusive environment for all scholars. Collaborate with staff to document program activities, attendance, and scholar progress. Contribute creative ideas to enhance program engagement and effectiveness. Perform general administrative tasks, such as organizing supplies and preparing materials. Assist with special events, field trips, and program celebrations.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The College Gurl Foundation	3	Less than 10	<p>The Career Ready Early Scholars (CRESP) Intern will support the planning, coordination, and implementation of summer programming for youth participants. Interns will work closely with CGF staff and program facilitators to create a safe, supportive, and inspiring environment where scholars can explore various career paths, develop soft skills, and enjoy recreational activities.</p> <p><b>Key Responsibilities</b></p> <p>Assist with the preparation and facilitation of daily programming, workshops, and activities. Support youth participants in small group and one on one settings. Serve as a positive role model by demonstrating professionalism, leadership, and enthusiasm. Help maintain a safe and inclusive environment for all scholars. Collaborate with staff to document program activities, attendance, and scholar progress. Contribute creative ideas to enhance program engagement and effectiveness. Perform general administrative tasks, such as organizing supplies and preparing materials. Assist with special events, field trips, and program celebrations.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The College Gurl Foundation	23	17	<p>The Empower Youth Enable Dreams program provides professional development, career exposure, and hands on training for DC youth ages 18–24 who receive SNAP benefits. Through this opportunity, participants gain workforce readiness skills, certifications, and direct experience that prepares them for meaningful employment and long term career success.</p> <p><b>Position Summary</b> As a program participant, students will engage in structured training, workshops, and field experiences designed to build critical professional and life skills. Participants will also take part in career coaching, mock interviews, resume development, and certification preparation to help transition into the workforce or further education.</p> <p><b>Key Responsibilities</b> Attend all scheduled program workshops, trainings, and activities Actively participate in group discussions, professional development sessions, and hands on learning opportunities Complete assigned tasks, projects, or fieldwork related to career exploration Work collaboratively with peers, instructors, and mentors Demonstrate consistent punctuality, professionalism, and respect Maintain communication with program staff and respond to feedback Meet all program expectations and deadlines</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The College Gurl Foundation	27	15	The Empower Youth Enable Dreams program provides professional development, career exposure, and hands on training for DC youth ages 18–24 who receive SNAP benefits. Through this opportunity, participants gain workforce readiness skills, certifications, and direct experience that prepares them for meaningful employment and long term career success. Position Summary As a program participant, students will engage in structured training, workshops, and field experiences designed to build critical professional and life skills. Participants will also take part in career coaching, mock interviews, resume development, and certification preparation to help transition into the workforce or further education. Key Responsibilities Attend all scheduled program workshops, trainings, and activities Actively participate in group discussions, professional development sessions, and hands on learning opportunities Complete assigned tasks, projects, or fieldwork related to career exploration Work collaboratively with peers, instructors, and mentors Demonstrate consistent punctuality, professionalism, and respect Maintain communication with program staff and respond to feedback Meet all program expectations and deadlines
Community Bas	The College Success Foundation -	15	Less than 10	TBD
Community Bas	The College Success Foundation -	180	118	TBD
Community Bas	The College Success Foundation -	110	65	TBD
Community Bas	The Community Builders	4	Less than 10	Sweeping, mopping, and vacuuming common areas (hallways, lobbies, stairwells) Emptying trash and recycling bins Maintain cleanliness of building common areas, including lobbies, hallways, stairwells, elevators, and restrooms Remove trash and recycling from common areas and designated bins Perform light maintenance tasks (changing light bulbs, unclogging drains, etc.) Respond to cleaning or minor repair requests from property management Maintain cleanliness and upkeep of exterior grounds (sweeping, snow removal, seasonal landscaping tasks) Monitor and report any safety or maintenance issues to the building superintendent or manager



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The Community Builders	6	Less than 10	Sweeping, mopping, and vacuuming common areas (hallways, lobbies, stairwells)Emptying trash and recycling bins Maintain cleanliness of building common areas, including lobbies, hallways, stairwells, elevators, and restroomsRemove trash and recycling from common areas and designated binsPerform light maintenance tasks (changing light bulbs, unclogging drains, etc.)Respond to cleaning or minor repair requests from property managementMaintain cleanliness and upkeep of exterior grounds (sweeping, snow removal, seasonal landscaping tasks)Monitor and report any safety or maintenance issues to the building superintendent or manager
Community Bas	The Community Builders	4	Less than 10	The Community Life Services Aide plays a vital role in enhancing the well being and quality of life for residents in our community. This role supports resident engagement, connects individuals to social services, and helps coordinate events, activities, and wellness initiatives. The ideal candidate is compassionate, organized, and passionate about community support and advocacy.Assist with the planning and delivery of resident events, workshops, and wellness programsProvide residents with information about available services, including food assistance, healthcare, education, and transportationSupport residents with completing forms, accessing online services, or making referralsMaintain records of resident participation and outreach effortsConduct wellness checks or home visits as needed (non medical)Collaborate with property staff, local nonprofits, and community partnersPromote resident involvement and foster a sense of community

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	The Community Builders	4	Less than 10	The Community Life Services Aide plays a vital role in enhancing the well being and quality of life for residents in our community. This role supports resident engagement, connects individuals to social services, and helps coordinate events, activities, and wellness initiatives. The ideal candidate is compassionate, organized, and passionate about community support and advocacy. Assist with the planning and delivery of resident events, workshops, and wellness programs Provide residents with information about available services, including food assistance, healthcare, education, and transportation Support residents with completing forms, accessing online services, or making referrals Maintain records of resident participation and outreach efforts Conduct wellness checks or home visits as needed (non medical) Collaborate with property staff, local nonprofits, and community partners Promote resident involvement and foster a sense of community
Community Bas	The Community Builders	4	Less than 10	Leasing Intern to join our residential property management team. This internship offers hands on experience in leasing, resident relations, and daily property operations. It's a great opportunity for someone interested in real estate, property management, or customer service careers. ☘ Key Responsibilities Greet prospective residents and provide tours of the property Assist with processing lease applications and renewals Respond to inquiries via phone, email, and in person Help prepare leasing documents and resident communications Support marketing efforts (flyers, online listings, social media posts) Maintain accurate records of leads and follow ups Help plan resident events and support community engagement Provide general office support to the leasing and management team
Community Bas	The Community Builders	8	Less than 10	Assisting residents with daily living activities (not full healthcare) Helping organize community events or wellness programs Providing transportation support or helping schedule appointments Acting as a liaison between residents and management Supporting social services coordination (like food, housing, or medical referrals)
Community Bas	The George Washington University	5	Less than 10	Helping Answer phones, answer questions, interact with students and staff, help with assignments, take on projects as assigned

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	The George Washington University	9	Less than 10	Helping to keep our campus beautiful.
Community Bas	The George Washington University	3	Less than 10	We are seeking a dependable and organized Office Assistant to support daily administrative tasks and ensure smooth office operations. Responsibilities include filing documents, answering phones, responding to emails, managing office supplies, and assisting with data entry and scheduling. The ideal candidate is detail oriented, a strong communicator, and comfortable using basic computer programs. This role is perfect for someone eager to learn and contribute to a team environment. No prior experience required—training will be provided. This is a part time position, ideal for students or individuals looking to gain professional experience in a friendly and supportive workplace. Flexible hours available.
Community Bas	The George Washington University	6	Less than 10	The purpose of this entry level position is to provide basic administrative support to and on behalf of an academic program or initiative. This role will serve as a first point of contact, will answer routine program questions, and will assist the program staff with basic administrative support. Support could include answering basic inquiries, enrollment assistance, updating websites and list serves, supporting event preparation and execution, scheduling rooms, ordering equipment, data entry, preparing basic reports, and similar duties. Often these entry level roles are tasked with outreach to other GW stakeholders in order to assist in maintaining standard operational efficiencies.
Community Bas	The House, Inc.	2	Less than 10	Intern will be staffed at The House, Inc.'s 2025 Summer Camp program site. Duties include engaging with children and youth in a variety of mentoring capacities including electives which span pre teen and teen interests (i.e. sports, academic coaching, field trips, and service learning projects). Monday Friday 9am 1pm. Sites may include Washington DC Public Schools in Ward 5 and 6. We hope you will consider joining Team HOUSE.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The House, Inc.	7	Less than 10	Intern will be staffed at The House, Inc.'s 2025 Summer Camp program site. Duties include engaging with children and youth in a variety of mentoring capacities including electives which span pre teen and teen interests (i.e. sports, academic coaching, field trips, and service learning projects). Monday Friday 9am 2pm. Sites may include Washington DC Public Schools in Ward 5 and 6. We hope you will consider joining Team HOUSE.
Community Bas	The Point DMV	5	Less than 10	The Point DMV is seeking a creative and motivated Digital Media Intern to support our outreach and engagement efforts. The intern will be responsible for creating compelling social media content across platforms such as Instagram, Facebook, and TikTok. Duties include recording video content, editing footage, designing graphics, writing captions, and posting updates that reflect the mission and programs of The Point DMV. This is a hands on opportunity to develop media skills while uplifting our community voice.
Community Bas	The Salvation Army - National Cap	1	Less than 10	Under the general supervision of the Community Outreach Manager, this position will assist The Salvation Army National Capital Area Command with a multitude of tasks and have the chance to work with at least 2 of the following departments Community Resource Development and Administration. Specifically, you will help with a combination of the following customer service, volunteer recruitment, social media, and general administrative duties.
Community Bas	The Salvation Army - National Cap	1	Less than 10	Under the direct supervision of the Social Services Manager, the Emergency Assistance Intern will support the Program Department and Emergency Assistance (EMAST) Team by assisting with the administration of the social services program.
Community Bas	The Salvation Army - National Cap	2	Less than 10	Under the direct supervision of local corps leaders, the Youth Engagement Intern will support youth music programs by assisting with after school lessons during summer or summer youth camp.
Community Bas	The Salvation Army - National Cap	6	Less than 10	Under the direct supervision of local corps leaders, the Youth Engagement Intern will support youth music programs by assisting with after school lessons during summer or summer youth camp

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The VIVA School of Dance	2	Less than 10	The VIVA School of Dance is a 501c3 nonprofit dance education and performance organization based in Washington, DC with a mission to transform the field of dance through excellence in dance education and a commitment to centering young dancers of color. The VIVA School seeks creative and charismatic youth to fill the Arts Administrative Assistant positions available during the summer training season. The ArtsAdministrative Assistant works closely with the programs and operations departments to ensure smooth execution of all summer programming activities at The VIVA School of Dance. The Arts Administrative Assistant reports directly to the Student Life Manager for all tasks and assignments. This is strictly an in person position.
Community Bas	The VIVA School of Dance	1	Less than 10	The VIVA School of Dance is a 501c3 nonprofit dance education and performance organization based in Washington, DC with a mission to transform the field of dance through excellence in dance education and a commitment to centering young dancers of color. The VIVA School seeks creative and charismatic youth to fill the Arts Administrative Assistant positions available during the summer training season. The Arts Administrative Assistant works closely with the programs and operations departments to ensure smooth execution of all summer programming activities at The VIVA School of Dance. The Arts Administrative Assistant reports directly to the Student Development Coordinator for all tasks and assignments. This is strictly an in person position.
Community Bas	The Washington Ballet	1	Less than 10	Duties of this job will include, but not be limited to Welcoming students and parents to the school Handling check in and check out at the beginning and end of each day Taking and recording attendance for classes Answering the phone Being available to answer questions for students and parents Supervising lunch for campers Laundry as needed (dancewear and costumes) Assisting backstage during performances

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The Washington Jazz Arts Institute	15	Less than 10	This position requires the participant to have experience in the reading , interpreting and performing on a musical instrument in preparation for live concert presentations during the final week go this program. Each participant will attend rehearsals, working sessions in music theory, technique and repertoire development daily throughout the hours of 900am until 200pm.The participants will perform in uniforms provided by the Washington Jazz Arts Institute. Transportation off campus for performances or workshops will be provided by The Washington Jazz Arts Institute.
Community Bas	The Washington Jazz Arts Institute	15	Less than 10	This position requires the participant to have experience in the reading , interpreting and performing on a musical instrument in preparation for live concert presentations during the final week go this program. Each participant will attend rehearsals, working sessions in music theory, technique and repertoire development daily throughout the hours of 900am until 200pm.The participants will perform in uniforms provided by the Washington Jazz Arts Institute. Transportation off campus for performances or workshops will be provided by The Washington Jazz Arts Institute.
Community Bas	The Washington Jazz Arts Institute	10	Less than 10	This position requires the participant to have experience in the reading , interpreting and performing on a musical instrument in preparation for live concert presentations during the final week go this program. This position requires the participant to assist the director in training, rehearsing younger participants in preparation for live performances. Each participant will attend rehearsals, working sessions in music theory, technique and repertoire development daily throughout the hours of 900am until 200pm.The participants will perform in uniforms provided by the Washington Jazz Arts Institute. Transportation off campus for performances or workshops will be provided by The Washington Jazz Arts Institute.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	The Washington Jazz Arts Institute	15	Less than 10	The Musicians Aide will be required attend daily to read, interpret, rehearse and perform on at least one musical instrument in various jazz ensembles in preparation of live concert performances during the final week of our program. Each participant will be required to participate daily and complete assignments in sight reading, music theory, performance technique and etiquette. The participant will be required to perform in uniforms provided by the Washington Jazz Arts Institute. If any performances take place off campus, transportation will be provided by the Washington Jazz Arts Institute.
Community Bas	Thurgood Marshall Student Progra	2	Less than 10	This position will work on various projects in healthcare. Workshops that enhance a deep learning about healthcare careersb. Content creation of activities that promote healthy habitsThis position will engage with the community via healthcare expos and information sessions on healthy lifestyles. The healthcare interns will visit hospitals and universities that offer training in medical careers. The intern will be expected to travel with the group to our out of town visits.
Community Bas	Thurgood Marshall Student Progra	2	Less than 10	This position will serve as lead manager for one of the following student programsa. Financial Literacyb. STEMc. Entrepreneur AcademyEach position will support leadership development and all the education events through planning, serving and other duties as assigned.
Community Bas	Tina's Baby	3	Less than 10	Teach individuals how to swim, focusing on water safety and proper swimming techniques
Community Bas	TOGETHER WE RISE COMMUN	12	Less than 10	Youth, who will work in these positions will learn customer service, financial literacy, community engagement, community outreach and basic computer skills. Each participant will be provided the skills to gain employment and learn what it required of them in the workplace. They will also learn how to reduce trauma, work with all individuals and groups so they will be able to live and work in any community within the District.

Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	TOGETHER WE RISE COMMUN	16	15	Youth, who are selected to work in these positions will learn customer service, financial literacy, community engagement, community outreach and basic computer skills. The goal is to offer the youth soft skills, which will assist them in job readiness and preparation as many of these youth are unable to work traditional jobs outside of their communities. We desire to show them a path to overcome trauma, reduce community violence and have the ability to live and work anywhere within the District.
Community Bas	TOGETHER WE RISE COMMUN	28	Less than 10	The youth selected will learn the following skills financial literacy, customer service, basic computer skills and community outreach
Community Bas	Tragedy Assistance Program for St	1	Less than 10	TAPS is seeking highly motivated and talented student to participate in its Summer Internship Program. This program provides an opportunity for the student to gain hands on experience working alongside experienced professionals on legislative projects and initiatives. You will be exposed to a wide range of tasks and responsibilities, from conducting research and preparing for our annual event on Capital HillThis is an excellent opportunity for students to develop their skills and knowledge in a real world setting.
Community Bas	Trans Pro Transportation	10	10	Check ID's for events and counting products.
Community Bas	Trans Pro Transportation	10	Less than 10	We will Pick Up & Drop Off @ Southern Ave Metro Station Daily.Program counselor's are responsible for supervising campers and keeping them safe. Their duties include teaching children and teenagers outdoor and recreational skills, overseeing and planning camp activities and learning and implementing emergency protocol efforts to ensure the protection of campers.Typical duties of a Camp Counselor might includeOrganizing team games such as soccer, softball and basketball, explaining the rules and acting as referee or umpire throughout the gameLeading activities such as crafts and art, demonstrating various techniques and encouraging children to come up with ideasCommunicating with parents, providing updates where required and answering questions about the campChecking on children with medical needs to ensure they have taken any required medicationProviding guidance, motivation and support all camp visitors.



Sector	Host	Total Slots	Slots Assigne	Job Description
Community Bas	Trans Pro Transportation	20	Less than 10	<p>We will Pick Up &amp; Drop Off @ Southern Ave Metro Station Daily. Program counselor's are responsible for supervising campers and keeping them safe. Their duties include teaching children and teenagers outdoor and recreational skills, overseeing and planning camp activities and learning and implementing emergency protocol efforts to ensure the protection of campers. Typical duties of a Camp Counselor might include Organizing team games such as soccer, softball and basketball, explaining the rules and acting as referee or umpire throughout the game Leading activities such as crafts and art, demonstrating various techniques and encouraging children to come up with ideas Communicating with parents, providing updates where required and answering questions about the camp Checking on children with medical needs to ensure they have taken any required medication Providing guidance, motivation and support all camp visitors.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Tumaini DC, Inc.	25	22	<p>Join Tumaini DC's Pathways to Success Summer College and Career Readiness Academy this summer and gain the tools, skills, and experiences needed for a successful future. As part of the Marion Barry Summer Youth Employment Program (MBSYEP), this program offers students aged 16-17 the opportunity to prepare for both college and career success—while exploring hands on, creative vocational training that could ignite new passions and career possibilities.</p> <p><b>Creative Vocational Exploration</b> This year, we're offering an exciting opportunity to engage in creative CTE (Career and Technical Education) and vocational classes every week. These courses will help you explore new fields and develop skills that go beyond the classroom. The creative courses include Braiding and Basic Cosmetology, Photography and Videography, Lash Extension Certification, Music Production and Engineering. In addition to these creative hands on classes, participants will also dive into traditional college and career readiness training, equipping you with the essential skills needed to succeed in today's competitive workforce.</p> <p><b>Participants will engage in a dynamic and immersive program where they will:</b></p> <ul style="list-style-type: none"> <li><b>Build Resumes</b> Create a professional resume that highlights your strengths and experiences.</li> <li><b>Master Interviewing Skills</b> Gain confidence and learn strategies for successful job interviews.</li> <li><b>Explore College and Career Opportunities</b> Discover pathways that align with your passions and goals.</li> <li><b>Learn Professional Etiquette</b> Develop the skills to navigate professional environments with confidence.</li> <li><b>Write Personal Statements</b> Craft compelling personal statements for college or scholarship applications.</li> <li><b>Receive Career Application Support</b> Get hands on help with job and internship applications.</li> <li><b>Workforce Development Skills</b> Learn critical workplace skills to stand out in today's job market.</li> <li><b>Engage in College and Career Exploration</b> Broaden your horizons through insightful</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Tumaini DC, Inc.	1	Less than 10	<p>Learn essential business strategies, including creating a business model, marketing, and operational planning. Master the Art of Pitching Gain the skills and confidence to pitch your business idea effectively to potential investors. The Grand Opportunity At the end of the program, you'll have the chance to pitch your business idea in Washington, DC, to a panel of investors. Compete for seed funding to kickstart your entrepreneurial venture and take your vision to the next level! Creative Vocational Exploration In addition to building your business skills, you'll also have the chance to explore creative CTE (Career and Technical Education) and vocational classes every week. These hands on classes will expose you to exciting fields like Braiding and Basic Cosmetology Photography and Videography Lash Extension Certification Music Production and Engineering The intersectionality of entrepreneurship and creative vocational programs allows you to blend business acumen with hands on creativity, giving you a unique advantage in today's competitive job market. By combining these two areas, you'll gain a diverse skill set that will not only help you create a successful business but also open doors to a variety of career opportunities in both creative industries and entrepreneurial ventures</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Tumaini DC, Inc.	41	33	<p>Calling all ambitious young people, ages 16-21, with dreams of entrepreneurship! Tumaini DC's Innovation Academy is the ultimate opportunity to turn your passions into sustainable business solutions that address real world problems. This immersive program is designed for entrepreneurial youth who are ready to take the first step toward building their dream businesses and securing funding to bring their ideas to life. Throughout the program, participants will:</p> <ul style="list-style-type: none"> <li>Identify a Problem and Passion</li> <li>Explore challenges that matter to you and design innovative, sustainable solutions.</li> <li>Develop Entrepreneurial Skills</li> <li>Learn essential business strategies, including creating a business model, marketing, and operational planning.</li> <li>Master the Art of Pitching</li> <li>Gain the skills and confidence to pitch your business idea effectively to potential investors.</li> </ul> <p><b>The Grand Opportunity</b> At the end of the program, you'll have the chance to pitch your business idea in Washington, DC, to a panel of investors. Compete for seed funding to kickstart your entrepreneurial venture and take your vision to the next level!</p> <p><b>Creative Vocational Exploration</b> In addition to building your business skills, you'll also have the chance to explore creative CTE (Career and Technical Education) and vocational classes every week. These hands-on classes will expose you to exciting fields like Braiding and Basic Cosmetology, Photography and Videography, Lash Extension Certification, Music Production and Engineering.</p> <p>The intersectionality of entrepreneurship and creative vocational programs allows you to blend business acumen with hands-on creativity, giving you a unique advantage in today's competitive job market. By combining these two areas, you'll gain a diverse skill set that will not only help you create a successful business but also open doors to a variety of career opportunities in both creative industries and entrepreneurial ventures. This is the perfect program for youth with big</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Tumaini DC, Inc.	5	Less than 10	This dynamic youth entrepreneurship program empowers students to explore the fundamentals of business development while cultivating their creativity and leadership. Participants will engage in interactive workshops on market research, branding, financial literacy, product development, and marketing strategies. With guidance from experienced mentors, youth will learn how to build sustainable business models that address real world challenges and reflect their passions. The program culminates in a high energy Pitch Off event, where students will present their business ideas to a panel of investors, community leaders, and entrepreneurs for feedback, recognition, and potential seed funding to launch or grow their ventures.
Community Bas	Tutoring Cafe	10	Less than 10	Staff will arrive at work on time daily. Provide a safe and positive atmosphere for elementary school children to learn and grow during the summer camp program. Participate in the activities with students which include academics, fitness, sports and daily camp curriculum. Communicate clearly and promptly with supervisor regarding daily campers and camp duties. Wear staff uniform to work. Create and administer learning games and activities with youth.
Community Bas	Tutoring Cafe	5	Less than 10	Staff will be responsible for reporting to work on time daily and assist with the leadership of camp staff and students. Keep track of daily attendance and dismissals of students. Create and organize activities that are fun and educational for elementary school aged youth. Communicate clearly and promptly with directors and managers.
Community Bas	Tutoring Cafe	10	Less than 10	Staff will arrive at work on time daily. Provide a safe and positive atmosphere for elementary school children to learn and grow during the summer camp program. Participate in the activities with students which include academics, fitness, sports and daily camp curriculum. Communicate clearly and promptly with supervisor regarding daily campers and camp duties. Wear staff uniform to work. Create and administer learning games and activities with youth.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	United Planning Organization	3	Less than 10	Youth will learn in hybrid environment about UPO Workforce Training Programs from Culinary Arts, Childcare, Plumbing, Professional Building Maintenance, Broadband Telecommunications, IT, and CDL. Youth will have on site training at UPO Building Careers Academy and will have hybrid exploration through hands on and research projects that prepare them for post secondary Skilled Trades opportunities. In person and hybrid activities include in person and online lectures from area construction trades union and private company leaders who will inform students about how to have successful careers in the construction trades including electrical, plumbing, masonry, ironworks, telecommunications, etc.
Community Bas	United Planning Organization	35	31	Youth from the SYIP Workforce Construction Trades Explorer program will continue their workshops in a hybrid environment Youth will have weekly on site training at UPO Building Careers Academy and will have hybrid exploration through hands on and research projects that prepare them for post secondary Skilled Trades opportunities. In person and hybrid activities include in person and online lectures from area construction trades union and private company leaders who will inform students about how to have successful careers in the construction trades including electrical, plumbing, masonry, ironworks, telecommunications, etc. Students will learn from interns in the DC Students Construction Trades Foundation ACAD.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	United Planning Organization	3	Less than 10	<p>POSITION Administrative Support – Foster Grandparent Program  OFFICE/DIVISION Foster Grandparent Program  LOCATION UPO Anacostia Community Service Center 1649 Good Hope Road SE WDC 20020  TERM DATE June 24th – August 2nd 2024  SALARY Internship  BRIEF DESCRIPTION United Planning Organization (UPO's) Foster Grandparents are role models, mentors, and friends to children with exceptional needs. The program provides a way for volunteers aged 55 and over to stay active by serving children and youth in their communities. Also, the candidate must be committed to UPO's mission Uniting People with Opportunities. This is a job training program that will enhance current computer and administrative skills in addition to learning techniques in Program Support  RESPONSIBILITIES (Report to FGP Program Coordinator)  Administrative Task  • Oversee volunteer worksite compliance with program policies  • Coordinate effective administration of volunteer worksites and manage volunteer support services  • Plan and administer a schedule for monitoring all FGP volunteer worksites within each program year  • Evaluate the work of volunteer worksite managers to ensure that assigned volunteers are used effectively  • Provide direct service and support to volunteer worksite managers' advocacy issues and to resolving complaints  • Establish and maintain relationships with volunteer worksite managers to ensure  Training Roles Task  With the supervision of the FGP Program Coordinator  • Follow up on New Volunteer inquiries  • Provide Support for Current Volunteer  • Worksite Administrative Support  • Use Voltrax (data management)  • Update Monthly, Semi Annual, and Annual Reporting</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	United Planning Organization	15	Less than 10	<p>Attend POWER Summer Program for Debate training, college and career preparedness. Support CREATE elementary summer program as needed, Participate in community revitalization efforts. To foster a sense of civic responsibility and social awareness, the program will include community service projects and advocacy initiatives related to issues discussed in debates taking into consideration the needs of Ward 8. Participants will learn about the importance of civic engagement and how to make a positive impact in their communities. Participants will collect research information about local colleges, and universities. The program will incorporate sessions devoted to college and career readiness, providing information and resources on college admissions, financial aid, career pathways, internships, and professional development. Attend Debate Camp 7/21 8/3. The camp would offer intensive workshops on debate skills, including research techniques, argumentation, public speaking, and rebuttal strategies. These workshops would be led by experienced debate coaches and instructors who can provide personalized feedback and guidance And complete any additional required tasks as instructed by POWER Program Coordinator (Kiara Jones)</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	United Planning Organization	15	Less than 10	Attend POWER Summer Program for Debate training, college and career preparedness. Support CREATE elementary summer program as needed, Participate in community revitalization efforts. To foster a sense of civic responsibility and social awareness, the program will include community service projects and advocacy initiatives related to issues discussed in debates taking into consideration the needs of Ward 8. Participants will learn about the importance of civic engagement and how to make a positive impact in their communities. Participants will collect research information about local colleges, and universities. The program will incorporate sessions devoted to college and career readiness, providing information and resources on college admissions, financial aid, career pathways, internships, and professional development. Attend Debate Camp 7/21 8/3. The camp would offer intensive workshops on debate skills, including research techniques, argumentation, public speaking, and rebuttal strategies. These workshops would be led by experienced debate coaches and instructors who can provide personalized feedback and guidance And complete any additional required tasks as instructed by POWER Program Coordinator (Kiara Jones)
Community Bas	United Planning Organization	6	Less than 10	Support the program assistants with the planning and implementation social emotional learning activities that help youth develop goal oriented behaviors, establish a sense of personal responsibility, encourage optimistic thinking, and enhance self management skills. Attend field trips and assist with the supervision of youth during off site excursions aligned with classroom instruction. Assist with the administration of pre and post tests and other evaluation tools to assess youth progress.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	United Planning Organization	12	10	Youth will participate in professional development for UPO Workforce Training programs. Youth will have Virtual training using NCCER Career Starter Application and online and Zoom professional development via UPO Building Careers Academy. In person and hybrid activities include learning about the qualifications and disposition necessary to complete the UPO Workforce Certification Training and to become hireable in these industries. Youth will connect with our partners from unions and private construction companies for apprenticeships opportunities.
Community Bas	United to Rise (Formerly Youth O	5	Less than 10	Camp On The Go, a dynamic summer program offered by United to Rise, provides enriching and educational activities for children in grades 1-8. The program focuses on outdoor adventures, creative arts, STEM activities, and leadership development. We are seeking enthusiastic and dedicated Camp Counselors to join our team and help create a memorable summer experience for our campers. As a Camp Counselor for the Camp On The Go program, you will play a vital role in delivering fun, safe, and engaging activities for campers. You will work closely with other counselors and the Camp Director to ensure a positive and enriching environment for all participants. This is an excellent opportunity for individuals passionate about working with children and fostering their growth and development.
Community Bas	United to Rise (Formerly Youth O	20	13	The YOUR Productions Program is a dynamic performing arts initiative that provides youth with hands on experience in theater production, acting, and stage management. Designed to cultivate creativity, confidence, and teamwork, the program engages students in all aspects of theatrical performance, including script development, set design, costume creation, and marketing. Beyond the stage, YOUR Productions fosters personal and professional growth, teaching discipline, communication, and project management skills. By combining arts education with historical awareness, the program empowers young individuals to express themselves artistically while developing essential life skills for future success.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Urban Alliance	10	Less than 10	Exclusive to Urban Alliance DC Alumni this is a 6 week paid internship opportunity. Only open to Urban Alliance alumni. You must have completed the Urban Alliance AIP application in addition to the SYEP application in order to be considered for this program. This program will require attendance at an in person orientation and participation in 2 3 professional development workshops. Exclusive to Urban Alliance DC Alumni this is a 6 week paid internship opportunity. Only open to Urban Alliance alumni. You must have completed the Urban Alliance AIP application in addition to the SYEP application in order to be considered for this program. This program will require attendance at an in person orientation and participation in 2 3 professional development workshops.
Community Bas	Urban Alliance	10	Less than 10	Exclusive to Urban Alliance DC Alumni this is a 6 week paid internship opportunity. Only open to Urban Alliance alumni. You must have completed the Urban Alliance AIP application in addition to the SYEP application in order to be considered for this program. This program will require attendance at an in person orientation and participation in 2 3 professional development workshops. Exclusive to Urban Alliance DC Alumni this is a 6 week paid internship opportunity. Only open to Urban Alliance alumni. You must have completed the Urban Alliance AIP application in addition to the SYEP application in order to be considered for this program. This program will require attendance at an in person orientation and participation in 2 3 professional development workshops.
Community Bas	Veterans On The Rise	5	Less than 10	is responsible for performing a range of clerical and administrative tasks to support daily operations in an office setting. Their duties include sorting and distributing mail throughout the office, greeting office visitors and directing them to employees and coordinating with Managers to schedule appointments or update schedules.
Community Bas	Veterans On The Rise	4	Less than 10	Participants are responsible for performing a range of clerical and administrative tasks to support daily operations in an office setting. Their duties include sorting and distributing mail throughout the office, greeting office visitors and directing them to employees and coordinating with Managers to schedule appointments or update schedules. Posting is reserved for participants ages 18 21 ONLY

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Washington Area Bicyclist Associat	5	Less than 10	As a Youth Bicycle Mechanic at Gearin' Up, you will be part of our dedicated team working under the supervision of the Program Director. In the shop, you will work alongside the Shop Manager, part time mechanics, and the Program Director, contributing to a collaborative environment focused on bicycle maintenance, repair, and education. This role is essential in fostering community engagement and upholding the high standards of WABA's cycling initiatives. The Job Bicycle Maintenance and Repair Inspect and diagnose customers' bicycles for repair issues Write work orders and document parts used and labor performed Perform professional tune ups Perform professional level repairs Replace worn out or damaged components with high quality replacements. Ensure that repairs meet minimum safety standards Refurbishing Bicycles for Sale From our inventory of donations, identify bikes suitable for refurbishment Value used bikes and parts for resale Customer Interaction Greet customers and identify their repair or maintenance needs Help customers with selecting a bicycle or part Provide excellent customer service by addressing questions and concerns Be able and willing to show customers how to perform basic maintenance on their bikes
Community Bas	Washington Nationals Youth Base	2	Less than 10	Participants will support on field activity and offer experience learned from supporting the program in years past and as alumni.
Community Bas	Washington Nationals Youth Base	9	Less than 10	Sports Development Supervisors will support on field set up/breakdown, light supervision/support of sports development trainee schedule adherence and on classroom material support.
Community Bas	Washington Nationals Youth Base	3	Less than 10	Sports Development Supervisors will support peers with on field set up/breakdown, organizing timesheets in proper areas and general summer programming support.
Community Bas	Washington Nationals Youth Base	13	13	Participants will support facilitation of on field and in classroom activities for Academy campers. Specifically with on field activity set up and breakdown, sports station support, lunch distribution and job readiness trainings (ex. financial literacy, resume creation, etc.)

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Base	Washington Nationals Youth Base	4	Less than 10	Trainees will support the facilitation of field set up, sports programming, and general facility upkeep. Youth will support a team of youth developers through mentorship, tutoring, and activity preparation support. Youth will participate in professional development training sessions geared at preparing them for the workplace including but not limited to resume building, financial literacy, and interview skills.
Community Base	Washington Nationals Youth Base	8	Less than 10	Trainees will support the facilitation of field set up, sports programming, and general facility upkeep. Youth will support a team of youth developers through mentorship, tutoring, and activity preparation support. Youth will participate in professional development training sessions geared at preparing them for the workplace including but not limited to resume building, financial literacy, and interview skills.
Community Base	Washington Nationals Youth Base	15	Less than 10	Trainees will support the facilitation of field set up, sports programming, and general facility upkeep. Youth will support a team of youth developers through mentorship, tutoring, and activity preparation support. Youth will participate in professional development training sessions geared at preparing them for the workplace including but not limited to resume building, financial literacy, and interview skills.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Washington Tennis & Education F	2	Less than 10	<p>Essential Duties/Responsibilities Supervise participants while maintaining order, providing a conducive learning environment, ensuring their safety. Develop weekly activity lesson plans in area(s) of specialty. Facilitate purposeful activities that foster the development of new skills in children, while reinforcing skills/information previously taught. Assist in all activities needed for the orderly operation of the program, inclusive of supervising children during meals, facilitating dismissal, conducting field trips, hosting special events, etc. Provide strong classroom and behavioral management skills, ensuring that all participants follow organization and program rules. Complete all projects and tasks as requested, while ensuring the safety and security of all participants and the smooth operation of programming. Attend and supervise children during special projects and field trips. Attend all meetings, training workshops and special events, as required. Serve as a positive and engaging role model for students; work with students one on one when necessary and be flexible to meet their needs. For those applying to be a tennis coach, previous experience playing or coaching is preferred Perform other duties and responsibilities as assigned.</p>
Community Bas	Washington Urban Debate	2	Less than 10	<p>This position supports Washington Urban Debate League's SYEP program with younger students as they go through our advocacy series and immerse themselves in debate skill building. Staff will work with younger students to help them build their advocacy plans, learn about local civic institutions, and build skills that will help them in their future plans, regardless of industry. It is designed for alumni of our 6 12 programs.</p>
Community Bas	Washington Urban Debate	25	Less than 10	<p>Join the Washington Urban Debate League (WUDL) for a fun and hands on experience working to improve their city. Students will develop their skills, research, and advocate on an issue of their choice in their community, before attending the Matthew Harris Ornstein Summer Debate Institute for the final two weeks of the program. They'll meet with a range of people who advocate for change for a living, and take tangible steps to improve the world around them. This program is very flexible but does require a bit of independent work.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Washington Urban Debate	50	11	Join the Washington Urban Debate League (WUDL) for a fun and hands on experience working to improve their city. Students will develop their skills, research, and advocate on an issue of their choice in their community, before attending the Matthew Harris Ornstein Summer Debate Institute for the final two weeks of the program. They'll meet with a range of people who advocate for change for a living, and take tangible steps to improve the world around them. This program is very flexible but does require a bit of independent work.
Community Bas	Washington Urban Debate	60	14	Join the Washington Urban Debate League (WUDL) this summer to learn more about the law, public policy, advocacy, and debate. Interns will work with League staff to do research about legal issues, then join us for our three week summer debate institute to get hands on advocacy training. No previous debate experience necessary. About WUDL The WUDL is a local, D.C. based non profit that supports debate programs in more than 80 public schools across the region. We support debaters of all ages and experience levels as they learn to support their advocacy with evidence and find their voice on key issues of the day. We work closely with a number of law offices and public policy professionals to ensure that folks have a deep understanding of the political and legal system so students can not just learn to advocate for change but do so in a way that can actually make a difference. The position If accepted, students will participate in a hybrid work environment, working remotely for the first few weeks of the summer, researching and developing ideas on various legal topics and meeting with experts to help guide their research (in person and remote). They'll then be enrolled in our summer debate institute, a 9 5 program hosted at D.C. Bilingual to learn more about debate and develop their advocacy skills.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Washington Urban Debate	35	11	Join the Washington Urban Debate League (WUDL) this summer to learn more about the law, public policy, advocacy, and debate. Interns will work with League staff to do research about legal issues, then join us for our three week summer debate institute to get hands on advocacy training. No previous debate experience necessary. About WUDL The WUDL is a local, D.C. based non profit that supports debate programs in more than 80 public schools across the region. We support debaters of all ages and experience levels as they learn to support their advocacy with evidence and find their voice on key issues of the day. We work closely with a number of law offices and public policy professionals to ensure that folks have a deep understanding of the political and legal system so students can not just learn to advocate for change but do so in a way that can actually make a difference. The position If accepted, students will participate in a hybrid work environment, working remotely for the first few weeks of the summer, researching and developing ideas on various legal topics and meeting with experts to help guide their research (in person and remote). They'll then be enrolled in our summer debate institute, a 9 5 program hosted at D.C. Bilingual to learn more about debate and develop their advocacy skills.
Community Bas	Washington Youth Garden	1	Less than 10	Participants begin GAP in the Farm Crew, a six week paid summer internship where they learn hands on skills such as gardening, cooking, and carpentry as well as interpersonal skills like communication and collaboration. *This position was created for a host selected intern. Please DO NOT auto assign.
Community Bas	Washington Youth Garden	5	Less than 10	Participants begin GAP in the Farm Crew, a six week paid summer internship where they learn hands on skills such as gardening, cooking, and carpentry as well as interpersonal skills like communication and collaboration.
Community Bas	Washington Youth Garden	1	Less than 10	Participants begin GAP in the Farm Crew, a six week paid summer internship where they learn hands on skills such as gardening, cooking, and carpentry as well as interpersonal skills like communication and collaboration.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Westminster Presbyterian Church	3	Less than 10	<p>We are looking for a creative and motivated Social Media Manager to lead the development and management of our Instagram, TikTok, and YouTube accounts. This role is perfect for someone passionate about digital content, social media trends, and storytelling through video and photography. As the Social Media Manager, you will play a key role in shaping our online presence, capturing and editing engaging content, and building a strategy that keeps our audience engaged. No extensive experience is required—just a strong eye for creativity, a willingness to learn, and a passion for digital media!</p> <p><b>Key Responsibilities</b>  Develop and execute a social media strategy that aligns with our goals. Plan and maintain a content calendar for consistent posting. Capture, edit, and post engaging content on Instagram, TikTok, and YouTube (videos, photos, reels, and stories). Stay updated on social media trends to create fresh and engaging content that resonates with youth. Monitor engagement and adjust strategy based on audience feedback. Collaborate with the team to brainstorm new ideas for content and campaigns.</p> <p><b>What We're Looking For</b>  Age 18-20, with a passion for social media, digital content, and storytelling. Experience using Instagram, TikTok, and YouTube (as a user or content creator). A good eye for photography, videography, and editing (basic editing skills preferred). Ability to work independently while also collaborating with a team. Creativity and enthusiasm for bringing ideas to life in a fun and engaging way.</p> <p><b>Why Join Us?</b>  Hands on experience managing social media for a brand/organization. Creative freedom to experiment and develop content. Build a portfolio of work that can help you in future opportunities. Gain experience in digital marketing, content creation, and strategy development. Be part of a fun and dynamic team making an impact!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Westminster Presbyterian Church	3	Less than 10	<p>Are you the person your family or friends go to for tech help? Do you enjoy breaking things down and explaining them clearly? We're looking for a patient, tech savvy, and friendly Helpdesk Technician to support seniors and older adults with using technology—everything from smartphones and tablets to laptops and apps. You'll provide one on one support, helping them feel confident and connected in today's digital world. This is an ideal opportunity for someone aged 18–20 who wants to build professional experience in tech while making a real impact in someone's life.</p> <p><b>Key Responsibilities</b>  Provide patient and clear assistance with everyday tech questions. Support basic troubleshooting of computers, tablets, mobile phones, printers, and other devices. Help seniors navigate common apps (email, Zoom, texting, photos, etc.). Explain technology in a way that's easy to understand—no jargon! Assist in setting up or organizing devices and digital tools. Keep a log of issues and solutions to help track common questions. Work independently or with a team during scheduled sessions.</p> <p><b>What We're Looking For</b>  Age 18–20, with a passion for helping people and an interest in tech. Basic understanding of computers, mobile devices, apps, and hardware. Ability to explain things clearly, slowly, and patiently. Strong communication and listening skills. Friendly, respectful, and comfortable working with older adults. A self starter who takes initiative and can manage time well.</p> <p><b>Bonus (Not Required)</b>  Experience helping family members or friends with tech. Interest in tech support, IT, digital literacy, or community service. Bilingual or multilingual is a plus.</p> <p><b>Why This Role is Great for You</b>  Build real world IT and customer service experience.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Westminster Presbyterian Church	25	14	<p>About the Role Are you curious about how technology shapes the world around us? Do you love music and dream of working in the studio, behind the scenes, or building the next big app? We're looking for motivated, organized, and eager to learn Student Ambassadors (ages 16–18) who are passionate about pursuing careers in Technology and/or Music Engineering. This is a unique opportunity to gain hands on experience through three days of immersive, in person training and weekly field trips where you'll connect with professionals in tech, audio production, music engineering, and other innovative industries. This role is for you if you're ready to learn, grow, and represent your peers.</p> <p><b>Key Responsibilities</b> Participate in interactive classroom sessions focused on technology, music engineering, and career readiness. Attend and actively engage in weekly field trips and industry meetups. Represent your peers by sharing ideas, asking thoughtful questions, and participating in group discussions. Participate in weekly professional empowerment day. Serve as a positive role model and ambassador for the program. Maintain attendance, meet deadlines, and manage time effectively.</p> <p><b>What We're Looking For</b> Ages 16–18, with a strong interest in technology, music, or both. Reliable, punctual, and eager to engage in hands on learning. Willing to speak up, ask questions, and explore new career paths. Excellent organization and communication skills. Able to commit to in person training sessions and field trips. A team player who's respectful, enthusiastic, and responsible.</p> <p><b>Bonus (Not Required)</b> Experience using music production tools (GarageBand, FL Studio, etc.). Familiarity with coding, DJing, podcasting, or audio editing. Interest in STEM, creative tech, or performing arts. Leadership experience at school, clubs, or in the community.</p> <p><b>Why This Role is Great for You</b> Gain valuable exposure to real world careers in tech and music. Build a network of peers, mentors,</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Wisconsin Ave Baptist Church /Ci	4	Less than 10	Summer Camp Counselor provides a safe, engaging, and enriching environment for campers. They supervise activities, lead groups, and ensure campers' well being and safety. Responsibilities include planning and implementing activities, communicating with parents, and assisting with camp operations. Assist with camp tasks such as setting up and maintaining equipment and preparing for activities. Plan, organize, and lead a variety of activities, including sports, arts and crafts, and team building exercises. Serve as a positive role model for campers, demonstrating good character and leadership skills.
Community Bas	Wisconsin Ave Baptist Church /Ci	1	Less than 10	Summer Camp Counselor provides a safe, engaging, and enriching environment for campers. They supervise activities, lead groups, and ensure campers' well being and safety. Responsibilities include planning and implementing activities, communicating with parents, and assisting with camp operations. Assist with camp tasks such as setting up and maintaining equipment and preparing for activities. Plan, organize, and lead a variety of activities, including sports, arts and crafts, and team building exercises. Serve as a positive role model for campers, demonstrating good character and leadership skills.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Words Beats and Life	30	27	<p>Job Title WBL Academy Apprentice  Organization Words Beats &amp; Life (WBL)  Location Washington, DC  Program Marion Barry Summer Youth Employment Program (MBSYEP)  Age Requirement 14 15 years old  About Words Beats &amp; Life (WBL) Academy  Words Beats &amp; Life Academy is a pre vocational after school Hip Hop program dedicated to engaging youth interested in Hip Hop culture. We cultivate a passion for learning in a non traditional classroom setting by promoting skillset mastery in the artistic elements of Hip Hop. These include DJ'ing, Beat Production, Emceeing, Spoken Word, Chess, Fine Art, Street Art, and Graffiti Art workshops. Our program is built on the belief that education based in Hip Hop and the arts can transform individual lives and entire communities. We provide all programming free of charge to youth in the DC Metro area, integrating innovative Hip Hop curricula with youth development principles. Academy Apprentices will be trained by Master Artists to develop skills in Self Mastery, Employability, and Community Engagement.</p> <p><b>Job Description</b>  As a WBL Academy Apprentice, you will participate in hands on learning experiences in various Hip Hop art forms. This position is ideal for young people interested in building creative, leadership, and professional skills while working in a dynamic, arts based environment. Apprentices will gain exposure to professional artists and mentors while actively contributing to the Academy's vibrant community.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attend daily workshops in DJ'ing, Beat Production, Emceeing, Spoken Word, Chess, Fine Art, Street Art, and Graffiti Art.</li> <li>• Learn from professional artists and educators through hands on training and skill building activities.</li> <li>• Engage in discussions and reflections about Hip Hop culture and its impact on communities.</li> <li>• Work collaboratively on creative projects that showcase your skills and artistic growth.</li> <li>• Participate in team building exercises and professional</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Words Beats and Life	45	39	<p>Job Title WBL Academy Apprentice  Organization Words Beats &amp; Life (WBL)  Location Washington, DC  Program Summer Youth Employment Program (SYEP)  Age Requirement 16 17 years old  About Words Beats &amp; Life (WBL) Academy  Words Beats &amp; Life Academy is a pre vocational after school Hip Hop program dedicated to engaging youth interested in Hip Hop culture. We cultivate a passion for learning in a non traditional classroom setting by promoting skillset mastery in the artistic elements of Hip Hop. These include DJ'ing, Beat Production, Emceeing, Spoken Word, Chess, Fine Art, Street Art, and Graffiti Art workshops. Our program is built on the belief that education based in Hip Hop and the arts can transform individual lives and entire communities. We provide all programming free of charge to youth in the DC Metro area, integrating innovative Hip Hop curricula with youth development principles. Academy Apprentices will be trained by Master Artists to develop skills in Self Mastery, Employability, and Community Engagement.</p> <p>Job Description  As a WBL Academy Apprentice, you will participate in hands on learning experiences in various Hip Hop art forms. This position is ideal for young people interested in building creative, leadership, and professional skills while working in a dynamic, arts based environment. Apprentices will gain exposure to professional artists and mentors while actively contributing to the Academy's vibrant community.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Attend daily workshops in DJ'ing, Beat Production, Emceeing, Spoken Word, Chess, Fine Art, Street Art, and Graffiti Art.</li> <li>• Learn from professional artists and educators through hands on training and skill building activities.</li> <li>• Engage in discussions and reflections about Hip Hop culture and its impact on communities.</li> <li>• Work collaboratively on creative projects that showcase your skills and artistic growth.</li> <li>• Participate in team building exercises and professional</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Wrestling to Beat the Streets DC	11	Less than 10	Participants will be introduced to the fundamentals of wrestling from basic moves to advanced strategies to increase their knowledge of the sport, the importance of teamwork, and provided with leadership opportunities through our tutoring/mentoring program. The assistants will have opportunities to connect with wrestling experts and through this collaboration, increase their understanding of the sport from both a technical level and historical lens. The assistants will also have opportunities to develop their outreach skills by collaborating with one another to create strategies to increase the awareness of wrestling as a growing sport in the DMV.
Community Bas	Wrestling to Beat the Streets DC	11	Less than 10	Participants will be introduced to the fundamentals of wrestling from basic moves to advanced strategies to increase their knowledge of the sport, the importance of teamwork, and provided with leadership opportunities through our tutoring/mentoring program. The assistants will have opportunities to connect with wrestling experts and through this collaboration, increase their understanding of the sport from both a technical level and historical lens. The assistants will also have opportunities to develop their outreach skills by collaborating with one another to create strategies to increase the awareness of wrestling as a growing sport in the DMV.
Community Bas	Y-KNOT Inc.	2	Less than 10	Detail oriented professional orchestrating seamless events from conception to execution. Adept at planning, coordinating, and overseeing various aspects, including venue selection, vendor management, logistics, and on site operations. Exceptional organizational skills ensure timelines and budgets are met, while creative flair enhances event aesthetics. Proficient in communication, collaborating with clients, vendors, and team members to fulfill event objectives. Expert problem solver, anticipating and addressing challenges for flawless event experiences. Diligent in managing multiple tasks, maintaining composure under pressure, and delivering events that leave lasting impressions.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Y-KNOT Inc.	2	Less than 10	A Marketing Specialist is a skilled professional who plays a pivotal role in designing, creating, and overseeing marketing initiatives. Their primary responsibility is to enhance and effectively communicate the value of a company's products and services to the target audience. By collaborating with cross functional teams, they contribute to brand visibility, customer engagement, and overall business growth. Whether it's crafting compelling ad campaigns, analyzing market trends, or managing social media channels, Marketing Specialists are essential in driving successful marketing strategies.
Community Bas	Y-KNOT Inc.	4	Less than 10	Y KNOT Inc. is hiring an Outreach Specialist to expand our mission. This role is crucial for building community partnerships and promoting inclusivity through assistive technologies. Join us and make a positive impact! Y KNOT Inc. is hiring an Outreach Specialist to expand our mission. This role is crucial for building community partnerships and promoting inclusivity through assistive technologies. Join us and make a positive impact!
Community Bas	YMCA of Metropolitan Washingto	5	Less than 10	Help campers have fun, learn, explore, and make new friends. Assist Counselors in leading a group of campers in the Y camp program. Assist in implementing the daily camp program activities. Assist in guiding campers and helping them adjust and grow in relationships with one another. Lead a small group of children in activities that include music, games, art or story telling. Support a safe and healthy environment for all campers. Interact with the campers at all times, participating in activities alongside the campers. Participate in all camp wide activities and special events. Participate in staff trainings, meetings, and conferences as required.



Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	YMCA of Metropolitan Washingtc	16	15	Create a place for campers to have fun, learn, explore, and make new friends Lead a group of campers in the Y camp program Assist team members with planning events Promote good personal relationships Plan and lead activities Support a safe and healthy environment for all campers Interact with the campers at all times, participating in activities alongside the campers Assist with and participate in all camp wide activities and special events Support the program goals of the Y Participate in staff trainings and meetings as required
Community Bas	YMCA of Metropolitan Washingtc	5	Less than 10	Create a place for campers to have fun, learn, explore, and make new friends Lead a group of campers in the Y camp program Assist team members with planning events Promote good personal relationships Plan and lead activities Support a safe and healthy environment for all campers Interact with the campers at all times, participating in activities alongside the campers Assist with and participate in all camp wide activities and special events Support the program goals of the Y Participate in staff trainings and meetings as required
Community Bas	YMCA of Metropolitan Washingtc	5	Less than 10	Create a place for campers to have fun, learn, explore, and make new friends Lead a group of campers in the Y camp program Assist team members with planning events Promote good personal relationships Plan and lead activities Support a safe and healthy environment for all campers Interact with the campers at all times, participating in activities alongside the campers Assist with and participate in all camp wide activities and special events Support the program goals of the Y Participate in staff trainings and meetings as required
Community Bas	YMCA of Metropolitan Washingtc	2	Less than 10	Create a place for campers to have fun, learn, explore, and make new friends Lead a group of campers in the Y camp program Assist team members with planning events Promote good personal relationships Plan and lead activities Support a safe and healthy environment for all campers Interact with the campers at all times, participating in activities alongside the campers Assist with and participate in all camp wide activities and special events Support the program goals of the Y. Participate in staff trainings and meetings as required.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Young Ladies of Tomorrow LLC t	5	Less than 10	Business/Professional Training Program. Youth will have the opportunities to participate in 3 of the project based learning components Employability Skills Training, Work Readiness Training, and Leadership Skills. There will be seminars/workshops, hands on activities and min internships that focus on life and employability skills, for e.g., job etiquette, budgeting and financing, time management, problem solving, communication skills, dressing for success, and mock interviews. Field trips will consist of DC Fire Department camp, Bennett Career Institute, Bennett Babies, Wells Fargo Bank, and Artlab+ Design studio at the Smithsonian. Just to name a few.
Community Bas	Young Ladies of Tomorrow LLC t	1	Less than 10	Youth will participate in workforce development training designed to equip them with the essential skills and knowledge needed to prepare for future employment opportunities. This includes building job readiness skills such as resume writing, interview preparation, time management, communication, and professional conduct. Upon completion, youth will be better positioned to enter the workforce with confidence and competence.
Community Bas	Young Ladies of Tomorrow LLC t	5	Less than 10	Job Training ProgramsGoal The overall goal of the job training programs are to prepare the youth for future employment opportunities

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Young Women's Project	5	Less than 10	<p>YWP's Youth Advocate position is open to all DC Public and Charter Schools. Youth Advocates work with a team of 10-15 peers and an adult staff leader to:</p> <ol style="list-style-type: none"> <li>1) Define annual campaign priorities;</li> <li>2) Collect and analyze data;</li> <li>3) Engage, educate, and mobilize youth members through training and social media; and</li> <li>4) Work with DC policy makers to create and implement policies that advance youth rights and opportunities.</li> </ol> <p>Campaign priorities for 2022-23 include school-based mental health &amp; wellness, sexual health education &amp; service access, school safety, and expanding youth workforce opportunities.</p> <ol style="list-style-type: none"> <li>2. Educate peers through social media, classroom presentations, group training, and zoom seminars</li> <li>3. Connect peers to sexual health and mental health services and resources</li> <li>4. Advocate with city leaders to create and improve youth-serving systems. Meet with and present testimony to DC Council and SBOE about DC problems and solutions</li> <li>5. Expand and Create programs in sexual health, mental health, workforce, school safety, and other areas you are interested in!</li> <li>6. Develop, educate, and mobilize a network of youth members, using email, social media, and in person</li> <li>7. Build relationships and take action at your school to improve school environment, opportunities</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Your Neighborhood Clinic	3	Less than 10	<p>We are seeking a passionate and creative Social Media Intern to join our team this summer at Your Neighborhood Clinic. As a Social Media Intern, you will assist in the creation, curation, and management of our social media platforms to raise awareness about mental health issues, promote resources, and engage with our community. This internship is a great opportunity for individuals interested in social media marketing, public health, and mental health advocacy.</p> <p><b>Key Responsibilities</b></p> <p><b>Content Creation &amp; Design</b> Develop visually appealing posts, graphics, and videos that align with our brand, voice, and mission. This includes creating content related to mental health education, events, services, and mental wellness tips.</p> <p><b>Social Media Management</b> Assist in scheduling, posting, and monitoring content across multiple platforms (Instagram &amp; LinkedIn). Ensure all posts are consistent with the organization's values and brand guidelines.</p> <p><b>Community Engagement</b> Respond to comments, messages, and inquiries from the community. Help foster positive interactions and conversations around mental health topics.</p> <p><b>Campaign Support</b> Help with the planning, execution, and tracking of social media campaigns aimed at increasing awareness of mental health resources and initiatives.</p> <p><b>Research</b> Stay up to date with mental health trends, news, and best practices in social media marketing to ensure our content is relevant and impactful.</p> <p><b>Analytics &amp; Reporting</b> Assist in tracking social media metrics and creating reports to measure the success of our campaigns and engagement.</p> <p><b>Qualifications</b></p> <p><b>Education</b> Currently pursuing or recently completed a degree in Marketing, Communications, Psychology, Social Work, Public Health, or a related field.</p> <p><b>Skills</b> Strong writing and communication skills with the ability to adapt tone and language for various audiences. Experience with social media platforms (Facebook, Instagram, Twitter, LinkedIn, TikTok). Basic knowledge of graphic design</p>
Community Bas	Youth Guidance DC	30	12	<p>Participants will engage in post secondary training and workshops at Howard University. Will be able to gain life skills that will be applicable for life after high school through field trips such as college tours and exploration trips. Students will get to learn Cybersecurity, e sport tournaments, aerospace, and plenty of more engaging workshops and hands on experience.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Youth Guidance DC	60	24	Participants will engage in post secondary training and workshops at Howard University. Will be able to gain life skills that will be applicable for life after high school through field trips such as college tours and exploration trips. Students will get to learn Cybersecurity, e sport tournaments, aerospace, and plenty of more engaging workshops and hands on experience.
Community Bas	Youth Guidance DC	20	Less than 10	Participants will engage in post secondary training and workshops at Howard University. Will be able to gain life skills that will be applicable for life after high school through field trips such as college tours and exploration trips. Students will get to learn Cybersecurity, e sport tournaments, aerospace, and plenty of more engaging workshops and hands on experience.
Community Bas	Youth Leadership Foundation	4	Less than 10	Work alongside TAP leaders to engage 3 8 grade students in enrichment and sports activities. Program features character development mentorship and manhood. TAP is a fraternity where boys are challenged to grow in character and leadership potential from 3rd to 8th grade and where parents find a reinforcement in raising successful, bright, and generous young men. Our program introduces engaging topics in familiar subjects to spark students' passion for learning. Each program day TAP offers help with homework, mentorship, sports and other extra curricular activity. What our students value most from their time at TAP is the meaningful friendship they develop with their mentor.
Community Bas	Youth Leadership Foundation	2	Less than 10	The 2025 High School Summer Program is a five week immersive experience for high school students across the DC area. Through workshops, guest speakers, field trips, and a culminating business plan competition, students will explore entrepreneurship through the lens of agribusiness. Our mission is to empower the next generation of innovators to tackle real world problems in food systems, sustainability, and agriculture.

Sector	Host	Total Slots	Slots Assigned	Job Description
Community Bas	Youth Leadership Foundation	5	Less than 10	The 2025 High School Summer Program is a five week immersive experience for high school students across the DC area. Through workshops, guest speakers, field trips, and a culminating business plan competition, students will explore entrepreneurship through the lens of agribusiness. Our mission is to empower the next generation of innovators to tackle real world problems in food systems, sustainability, and agriculture.
Community Bas	YWCA NCA (Girls only)	15	10	Empower STEAM is a 5 week, interactive, STEAM Learning Academy that introduces STEAM in a fun and low pressure environment.SYEP youth who sign up for this role will engage in a variety of STEAM and Social/Emotional Learning activities, while serving as role models for younger participants.
Community Bas	YWCA NCA (Girls only)	15	12	Empower STEAM is a 5 week, interactive, STEAM Learning Academy that introduces STEAM in a fun and low pressure environment.SYEP youth who sign up for this role will engage in a variety of STEAM and Social/Emotional Learning activities, while serving as role models for younger participants.
Contract	ADC Management Solutions	40	30	The ADC Work Readiness Programs consists of technical employability skills training required for entry into the world of work. This refers to at a minimum career/job search techniques; values clarification and personal development; preparation of resumes and job applications, interview techniques, appropriate follow up, and professional dress appropriate to various occupations. There is also a financial literacy component that teaches basic personal financial management skills such as balancing a checkbook and understanding the basic principles of earning, spending, saving, and credit.

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	ADC Management Solutions	40	30	The ADC Work Readiness Programs consists of technical employability skills training required for entry into the world of work. This refers to at a minimum career/job search techniques; values clarification and personal development; preparation of resumes and job applications, interview techniques, appropriate follow up, and professional dress appropriate to various occupations. There is also a financial literacy component that teaches basic personal financial management skills such as balancing a checkbook and understanding the basic principles of earning, spending, saving, and credit.
Contract	ADC Management Solutions	2	Less than 10	Performs a range of basic office support activities for a unit/department, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry, and/or word processing work as assigned. Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required. Opens and routes incoming mail; distributes correspondence and other material to department staff/faculty. Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters. Copies and/or duplicates materials as requested; may oversee day to day operation of copy machine; may prepare and transmit facsimiles for the unit. Establishes, maintains, processes, and/or updates files, records, and/or other documents. May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position. May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position. May order, stock, and distribute office supplies. May run various routine errands, as required, for the unit/department. Performs miscellaneous job related duties as assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Associates For Renewal In Educati	100	85	Under the supervision of the coordinator, the program aide assist in implementing the daily activities. Assist in maintaining order and monitor children to ensure a safe environment. Assist with classroom design and decoration for daily activity themes
Contract	Bradley & Associates, LLC Work	1	Less than 10	This role will assist agency administrative staff in carrying out daily admin duties as assigned. Such as filing, answering the phone, time and attendance. All work work will be performed under the direct oversight of the Office Manager.
Contract	Bradley & Associates, LLC Work	80	73	This position is primarily a work readiness position exposing and engaging youth to job readiness activities. Youth will explore career paths and participate in daily career path workshops. Youth will be taught how write a resume, how to ace a job interview, how to communicate with co workers, the importance of networking and how to understand their paystubs.
Contract	Calvin Woodland Sr. Foundation (	1	Less than 10	We will develop and revise appropriate job search plans and materials. Prepare for and execute effective information on Interviewing skills and Identify career opportunities/entrepreneurship and target specific occupation that matches current skills and careers. Proper listening and communications skills, Financial Management and Introduction to college prep. Our objective is a large percent of our youth will become knowledgeable in obtaining careers, higher education, financial literacy, and awareness while implementing better life skills.
Contract	Calvin Woodland Sr. Foundation (	100	85	We provide an array of training which includes; Listening Skills, Communication Skills, Behavioral Modification, Violence Prevention, Resume Preparation, Jobs vs. Careers, Financial Management, Team Building and Time Management along with Entrepreneurship and College Prep. We will be In person. Monday Fridays in person at Emmanuel Baptist Church at 2409 Ainger Pl, SE entering from parking lot only.



Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Captivate Perspectives Corporation	6	Less than 10	<p>The Career Ready Early Scholar Program (CRESP) is a locally funded initiative sponsored by the Department of Employment Services (DOES). You will work as an intern to assist teachers and students. CRESP provides District scholars aged 9 to 13 who are in middle school or elementary school – a chance to engage in comprehensive college and career exploration programming. This program provides a diverse and hands on experience during the summer, helping young scholars discover various college and career pathways and develop essential skills for their future. Through CRESP, we empower scholars to</p> <ol style="list-style-type: none"> <li>1) Earn money while developing valuable skills in academic, leadership and personal enrichment, setting them up for success in their educational pursuits from grade school to higher education and beyond</li> <li>2) Gain exposure to various topics such as financial literacy, college readiness, healthcare</li> <li>3) Experience learning in various settings throughout the District, including colleges and universities, as well as DCPS public, private or charter schools.</li> </ol> <p>Though CRESP is a short term exploration program, our goal is to introduce our scholars to career and college readiness, workforce and leadership development and self awareness and advocacy.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Captivate Perspectives Corporation	26	19	<p>The 6 Week General Construction Pre Apprenticeship program is designed to provide participants with the foundational skills and knowledge necessary for a successful career in the construction industry. This intensive program combines classroom instruction with hands on training, preparing individuals for entry level positions and further apprenticeship opportunities in various construction trades. Upon successful completion, participants will earn the Pre Apprenticeship Certificate Training (PACT) certificate from the Home Builders Institute (HBI) signifies that an individual has completed a program recognized by the U.S. Department of Labor (DOL) and is qualified for entry level or semi skilled jobs in the construction industry. Program Objectives• Equip participants with basic construction skills and safety practices. • Provide hands on experience with tools and materials commonly used in the construction industry. • Introduce participants to various construction trades, including carpentry, masonry, plumbing, and electrical work. • Develop essential soft skills such as teamwork, communication, and problem solving. • Prepare participants for further apprenticeship programs and entry level employment in the construction sector.</p>
Contract	Captivate Perspectives Corporation	1	Less than 10	<p>Program is designed to equip youth participants with essential workforce readiness skills and direct exposure to Washington, DC's most promising growth industries, including technology, healthcare, green energy, and public service. Through a structured blend of hands on projects, interactive workshops, and mentorship from industry professionals, participants will develop critical competencies such as effective communication, problem solving, time management, and digital literacy. They will also gain practical experience through real world assignments, virtual site visits, and career simulations that provide a clear understanding of industry expectations and career pathways. This immersive experience not only enhances participants' employability but also empowers them with the confidence and insight needed to make informed decisions about their academic and professional futures.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Captivate Perspectives Corporation	44	35	<p>Program is designed to equip youth participants with essential workforce readiness skills and direct exposure to Washington, DC's most promising growth industries, including technology, healthcare, green energy, and public service. Through a structured blend of hands on projects, interactive workshops, and mentorship from industry professionals, participants will develop critical competencies such as effective communication, problem solving, time management, and digital literacy. They will also gain practical experience through real world assignments, virtual site visits, and career simulations that provide a clear understanding of industry expectations and career pathways. This immersive experience not only enhances participants' employability but also empowers them with the confidence and insight needed to make informed decisions about their academic and professional futures.</p>
Contract	Captivate Perspectives Corporation	0	Less than 10	<p>The 6 Week General Construction Pre Apprenticeship program is designed to provide participants with the foundational skills and knowledge necessary for a successful career in the construction industry. This intensive program combines classroom instruction with hands on training, preparing individuals for entry level positions and further apprenticeship opportunities in various construction trades. Upon successful completion, participants will earn the Pre Apprenticeship Certificate Training (PACT) certificate from the Home Builders Institute (HBI) signifies that an individual has completed a program recognized by the U.S. Department of Labor (DOL) and is qualified for entry level or semi skilled jobs in the construction industry. Program Objectives</p> <ul style="list-style-type: none"> <li>• Equip participants with basic construction skills and safety practices.</li> <li>• Provide hands on experience with tools and materials commonly used in the construction industry.</li> <li>• Introduce participants to various construction trades, including carpentry, masonry, plumbing, and electrical work.</li> <li>• Develop essential soft skills such as teamwork, communication, and problem solving.</li> <li>• Prepare participants for further apprenticeship programs and entry level employment in the construction sector.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Captive Perspectives Corporation	0	Less than 10	<p>The MBSYEP Employability Skills SNAP Program offers youth participants a fast paced, high impact introduction to the foundational skills needed for workplace success. Focused on sharpening soft skills and workplace behaviors, the program guides participants through interactive modules on professional communication, teamwork, adaptability, time management, and interview preparation. Through role playing, peer collaboration, and guided reflection, participants will learn how to navigate real world workplace scenarios with confidence and professionalism. Additionally, they will engage in resume building exercises and mock interviews, giving them practical tools and direct feedback to enhance their job readiness. This condensed yet comprehensive experience prepares SNAP participants to transition smoothly into internships, jobs, or further training with a clear understanding of employer expectations and career growth potential.</p>
Contract	Captive Perspectives Corporation	56	52	<p>The MBSYEP Employability Skills offers youth participants a fast paced, high impact introduction to the foundational skills needed for workplace success. Focused on sharpening soft skills and workplace behaviors, the program guides participants through interactive modules on professional communication, teamwork, adaptability, time management, and interview preparation. Through role playing, peer collaboration, and guided reflection, participants will learn how to navigate real world workplace scenarios with confidence and professionalism. Additionally, they will engage in resume building exercises and mock interviews, giving them practical tools and direct feedback to enhance their job readiness. This condensed yet comprehensive experience prepares participants to transition smoothly into internships, jobs, or further training with a clear understanding of employer expectations and career growth potential.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Captivate Perspectives Corporation	0	Less than 10	<p>The Career Ready Early Scholars Program (CRESP) is a transformative initiative by the DC Department of Employment Services and Captivate Perspectives. This program is designed to introduce young scholars, ages 9-13, to the world of healthcare and inspire future careers in the field. Through hands-on activities, engaging workshops, and mentorship opportunities, CRESP provides participants with foundational knowledge of healthcare professions, emphasizing a basic understanding of the biological sciences and chemistry, prevention and treatment of illnesses, nutrition and wellness, the importance of public health, medical innovation, and community care. The program not only fosters curiosity about medical sciences but also cultivates essential skills such as teamwork, critical thinking, and empathy. By nurturing an early interest in healthcare, CRESP aims to build a pipeline of passionate scholars interested in addressing future prospects and challenges in this vital industry.</p>
Contract	Captivate Perspectives Corporation	73	60	<p>The MBSYEP Employability and Growth Industry Program is designed to equip youth participants with essential workforce readiness skills and direct exposure to Washington, DC's most promising growth industries, including technology, healthcare, green energy, and public service. Through a structured blend of hands-on projects, interactive workshops, and mentorship from industry professionals, participants will develop critical competencies such as effective communication, problem solving, time management, and digital literacy. They will also gain practical experience through real-world assignments, virtual site visits, and career simulations that provide a clear understanding of industry expectations and career pathways. This immersive experience not only enhances participants' employability but also empowers them with the confidence and insight needed to make informed decisions about their academic and professional futures.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Carolina Canyon Corporation (HC)	75	69	Carolina Canyon's 6 Week Growth Industry Training Program, hosted at Trinity Washington University, is designed for youth ages 14 to 17 who are ready to explore the future of work through the lens of financial literacy and STEM innovation. This hands on experience equips participants with essential money management skills—like budgeting, credit basics, and digital banking—while introducing them to high growth tech fields such as robotics, coding, and virtual reality. Through real world simulations, engaging workshops, and exposure to industry professionals, students build confidence, creativity, and clarity about their career paths. Join us this summer for a powerful opportunity where learning meets leadership—and preparation meets purpose.
Contract	Carolina Canyon Corporation (HC)	0	0	Carolina Canyon's 1 Week Professional Development Workshop, hosted at Trinity Washington University, is designed to equip participants with the tools, mindset, and skills needed to thrive in today's economy. Through a dynamic mix of hands on learning, expert led sessions, and real world simulations, participants will explore workforce readiness, leadership development, financial literacy, and STEM innovation. From mastering personal budgeting and credit basics to engaging with emerging tech like VR and coding, this experience empowers individuals to build confidence, expand their skill set, and take actionable steps toward career advancement and financial stability. Join us in a transformative journey where purpose meets preparation—and opportunity begins.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Center for Innovation, Research and	10	Less than 10	<p>Reach Independence through Successful Employment! Welcome to the RISE Program! The RISE program is designed using a Human centered approach to workforce training which gives the power of making career development decisions to the participant and places your goals at the center of learning. Through this program, participants will Learn about the job search process, resume writing, interview skills, workplace communication, and other essential skills necessary to succeed in today's job market. Understand how to create a personal brand, and how to market their skills and abilities to potential employers. Learn about different career paths and industries, as well as explore your own interests and aptitudes. By the end of the program, participants will Walk away with strategic documents like resume and an online professional profile. Be empowered with labor market research to help you navigate the workforce and be a proactive job seeker. Be confident and equipped with the tools you need to start and continue their career development goals.</p>
Contract	Center for Innovation, Research and	1	Less than 10	<p>The Chart Academy is hosting a summer program for middle school aged youth, between 9-13 years old. We are looking for people who enjoy working with children and know how to maintain a balance between instruction and fun. The Program Assistant will aid in the coordination and execution of the program. This position involves interacting with youth participants, providing administrative support, ensuring a positive safe and productive environment. The ideal candidate will have some experience working with youth. Background check required. Possible duties include Assist in facilitating outdoor activities and ensuring youth safety. Assist in Coordinating program activities, ensuring all youth participants are engaging in a safe environment. Support site instructors, supervisors in organizing schedule, field trips, etc.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Center for Innovation, Research and	1	Less than 10	<p>The Chart Academy is hosting a summer program for middle school aged youth, between 9-13 years old. We are looking for people who enjoy working with children and know how to maintain a balance between instruction and fun. The Program Assistant will aid in the coordination and execution of the program. This position involves interacting with youth participants, providing administrative support, ensuring a positive safe and productive environment. The ideal candidate will have some experience working with youth. Background check required. Possible duties include Assist in facilitating outdoor activities and ensuring youth safety. Assist in Coordinating program activities, ensuring all youth participants are engaging in a safe environment. Support site instructors, supervisors in organizing schedule, field trips, etc.</p>
Contract	Center for Innovation, Research and	68	60	<p>We're looking for a supportive and enthusiastic Instructor Assistant to help facilitate the Summer Youth Employment Program (SYEP) for youth ages 14–17. The Instructor Assistant will work closely with lead instructors to deliver engaging lessons, support classroom management, assist with activities, and encourage youth participation. Responsibilities include helping prepare materials, tracking attendance, providing one on one support to participants, and fostering a positive, respectful learning environment. Ideal candidates are patient, reliable, and enjoy working with teens. This is a great opportunity to build experience in youth development and education while making a difference in the summer experience of young people.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Center for Innovation, Research and	3	Less than 10	We're seeking an organized and proactive Operations Associate to help oversee the Summer Youth Employment Program (SYEP) for participants ages 14–17. This role involves supporting program coordination, supervising youth, ensuring alignment with SYEP goals, and maintaining smooth daily operations. The Operations Associate will assist with scheduling, attendance tracking, site logistics, and communication between staff, youth, and partners. Ideal candidates are detail oriented, strong communicators, and passionate about youth development. Prior experience working with teens or in youth employment programs is a plus. Join our team and help create a positive, impactful summer experience for our youth participants.
Contract	Center for Innovation, Research and	0	0	This intensive, immersive one week program is designed to equip participants with essential career advancement skills and knowledge. Attendees will engage in interactive workshops on resume building, interview techniques, and personal branding, helping them craft standout resumes, gain interview confidence, and develop a unique professional identity. Additionally, basic financial literacy sessions will empower participants to manage their finances effectively and make informed economic decisions. By the end of the week, participants will be well prepared to enter the workforce with a robust skill set and a clear understanding of how to navigate their career paths successfully.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Center for Innovation, Research and	17	15	<p>Reach Independence through Successful Employment! Welcome to the RISE Program! The RISE program is designed using a Human centered approach to workforce training which gives the power of making career development decisions to the participant and places your goals at the center of learning. Through this program, participants will Learn about the job search process, resume writing, interview skills, workplace communication, and other essential skills necessary to succeed in today's job market. Understand how to create a personal brand, and how to market their skills and abilities to potential employers. Learn about different career paths and industries, as well as explore your own interests and aptitudes. By the end of the program, participants will Walk away with strategic documents like resume and an online professional profile. Be empowered with labor market research to help you navigate the workforce and be a proactive job seeker. Be confident and equipped with the tools you need to start and continue their career development goals.</p>
Contract	Center for Innovation, Research and	75	80	<p>Are you passionate about basketball, journalism, and the exciting world of media and entertainment? This hands on summer program offers an incredible opportunity for you to dive into the world of sports, media and entertainment. You'll be given the opportunity to learn new skills, gain experience and choose your pathway for the summer!</p> <p><b>Pathways</b></p> <p><b>Basketball</b> Get drafted to your team and work together in a basketball tournament versus other teams. <b>Journalism</b> learn about media, sports reporting and digital arts. <b>Operations</b> Learn about the behind the scenes skills needed to run a basketball tournament and other activities. Participants also get to choose from daily clubs focused on Cultural Arts, Gaming and Sports.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Children's Focus Foundation (HCA)	1	Less than 10	<p>THE CHILDREN'S FOCUS FOUNDATION STAFF WILL ASSIST ALL PARTICIPANTS WITH EMPLOYMENT OPPORTUNITIES( RESEARCHING JOBS/CAREERS, COVER LETTERS, RESUMES, MOCK INTERVIEWS, NETWORKING EVENTS, AND MUCH MORE) *Retail Job Description/Customer Service Location 1200 G. Street NW #800 Washington, DC 20005 Children's Focus Foundation(CFF) Overview CFF will prepare participants who are interested in working in Retail, Customer Service or help you to pursue a job of your interest. Retail Associates are responsible for assisting customers in retail environments, ensuring a positive shopping experience, and maintaining store appearance. This role requires excellent customer service skills, a friendly demeanor, and the ability to handle transactions accurately. Key Responsibilities Customer Assistance *Greet customers and ascertain their needs. *Assist customers in locating merchandise and provide information on products. *Offer recommendations and product suggestions. Sales Transactions *Operate cash registers, process sales transactions, and handle returns and exchanges. *Ensure accurate pricing and handling of cash, credit, and debit card transactions. Store Maintenance *Keep the store clean, organized, and well stocked. *Arrange merchandise displays and ensure items are properly labeled. *Conduct inventory checks and report discrepancies to management. Product Knowledge *Stay informed about the latest products and promotions. *Provide detailed information about product features and benefits. Customer Service *Address customer complaints and resolve issues promptly. *Follow up with customers to ensure satisfaction and encourage repeat business. Team Collaboration *Work closely with other team members to ensure smooth store operations. *Participate in team meetings and contribute ideas for</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Children's Focus Foundation (HCA)	30	28	<p>THE CHILDREN'S FOCUS FOUNDATION STAFF WILL ASSIST ALL PARTICIPANTS WITH EMPLOYMENT OPPORTUNITIES( RESEARCHING JOBS/CAREERS, COVER LETTERS, RESUMES, MOCK INTERVIEWS, NETWORKING EVENTS, AND MUCH MORE) *Retail Job Description/Customer ServiceLocation 1200 G. Street NW #800 Washington, DC 20005Children's Focus Foundation(CFF) OverviewCFF will prepare participants who are interested in working in Retail, Customer Service or help you to pursue a job of your interest. Retail Associates are responsible for assisting customers in retail environments, ensuring a positive shopping experience, and maintaining store appearance. This role requires excellent customer service skills, a friendly demeanor, and the ability to handle transactions accurately.Key ResponsibilitiesCustomer Assistance*Greet customers and ascertain their needs.*Assist customers in locating merchandise and provide information on products.*Offer recommendations and product suggestions.Sales Transactions*Operate cash registers, process sales transactions, and handle returns and exchanges.*Ensure accurate pricing and handling of cash, credit, and debit card transactions.Store Maintenance*Keep the store clean, organized, and well stocked.*Arrange merchandise displays and ensure items are properly labeled.*Conduct inventory checks and report discrepancies to management.Product Knowledge*Stay informed about the latest products and promotions.*Provide detailed information about product features and benefits.Customer Service*Address customer complaints and resolve issues promptly.*Follow up with customers to ensure satisfaction and encourage repeat business.Team Collaboration*Work closely with other team members to ensure smooth store operations.*Participate in team meetings and contribute ideas for</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Children's Focus Foundation (HCA)	40	34	Learn about work readiness and entrepreneurship from real estate, marketing, customer service skills, financial literacy, data entry, public speaking, engage in community events, cultural activities (museums/field trips, and health & wellness activities and gain real world experience in a supportive environment. Trainees will participate in hands on tasks and professional development workshops to prepare for future employment. Letters of recommendation (upon successful completion)
Contract	Children's Focus Foundation (HCA)	20	20	Learn about work readiness and entrepreneurship from real estate, marketing, customer service skills, financial literacy, data entry, public speaking, engage in community events, cultural activities (museums/field trips, and health & wellness activities and gain real world experience in a supportive environment. Trainees will participate in hands on tasks and professional development workshops to prepare for future employment. Letters of recommendation (upon successful completion)
Contract	Children's Legacy Theatre	40	43	An Actor's Performance is Enhanced By • an ability to put personal skills like imagination, emotional honesty and empathy at the service of a creative process• an ability to focus and listen• vocal training for greater power, expressiveness and clarity• physical training stressing general fitness, flexibility and grace• insight into the psychology of human behavior• a ready understanding of and love for language• high level reading, research and text analysis skills

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Childrens Legacy Theatre	0	0	<p>The Choreographer's Work  A Choreographer designs and directs the dance or stylized movement in musical productions, working closely with the director and musical director. A choreographer works with dancers to interpret and develop ideas and transform them into the finished performance. This might mean taking overall control of a production, or working under the director of an opera, play or musical. Typical Responsibilities</p> <ul style="list-style-type: none"> <li>• Creates original choreography, teaches and notates dance steps and formations, cleans dance combinations, teaches techniques and dance steps, and may run fitness conditioning warm ups with actors</li> <li>• Works collaboratively with the Director and Designers to fulfill the vision or concept of the production</li> <li>• Works with Director and Music Director to integrate choreography into the production</li> <li>• Empowers and motivates participants to perform to the best of their capabilities</li> <li>• Attend all scheduled rehearsals</li> <li>• Attend all production meetings</li> </ul>
Contract	Childrens Legacy Theatre	0	0	<p>The Costume Designer's Work  Costume designers begin their work by reading the script to be produced. If the production is set in a specific historical era, the fashions of this period will need to be researched. To stimulate the flow of ideas at the first meeting with the director and the design team (set, costume, lighting and sound designers), the costume designer may want to present a few rough costume sketches. This is also an appropriate time to check with the director on the exact number of characters needing costumes, as any non speaking characters the director plans to include may not have been listed in the script. Stage costumes can provide audiences with information about a character's occupation, social status, gender, age, sense of style and tendencies towards conformity or individualism. As well, costumes can</p> <ul style="list-style-type: none"> <li>• reinforce the mood and style of the production</li> <li>• distinguish between major and minor characters</li> <li>• suggest relationships between characters</li> <li>• change an actor's appearance</li> <li>• suggest changes in character development and age</li> <li>• be objects of beauty in their own right.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Childrens Legacy Theatre	0	0	<p>The Director's Work The director has the challenging task of bringing together the many complex pieces of a production—the script, actors, set, costuming, lighting and sound and music—into a unified whole. To accomplish this task, a director needs to</p> <ul style="list-style-type: none"> <li>• Interpret the script</li> <li>• Cast the production</li> <li>• Collaborate with designers</li> <li>• Plan the rehearsals</li> <li>• Guide the actors in their work during rehearsals.</li> </ul> <p>The director's work is most often based on a detailed study and analysis of the script to be produced. Many careful readings of the script help the director develop an individual vision of the playwright's intentions, which will form the core of his or her interpretation. This sense of "what the play is really about" will shape a director's thinking about every other aspect of the production.</p>
Contract	Childrens Legacy Theatre	15	17	<p>Hospitality is meant to care for not only the actors in the play but also bring their best when it comes to taking care of guest and Making sure the food service is great. They will make flyers and manage the press release. They will research things regarding the play and show their work and make sure the show runs smoothly. They are required to entertain guest and give kind reception. They will show care, kindness and compatibility as well.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Childrens Legacy Theatre	5	Less than 10	<p>The Light Designer's Work</p> <p>The lighting designer begins by reading the script to be produced noting the type of light it calls for in each scene. Designer and director share their ideas about how light could be used to enhance the production concept at their first meeting. Early meetings with the set designer are also important because the set and lighting designers must collaborate on how to achieve the desired look for the play. The plan for the set may influence the placement and direction of the necessary lighting instruments, so flagging any potential problems in this area as early as possible makes sense. Lighting designers attend rehearsals to get a feel for the lighting cues and to plan how to light the actors as they move from place to place on stage. When the blocking is set, the lighting designer can start to work out which lighting instruments will be used and where each one will be located. At its most basic, stage lighting functions to make the actors and their environs visible to the audience. But it can also be used to</p> <ul style="list-style-type: none"> <li>• Evoke the appropriate mood</li> <li>• Indicate time of day and location</li> <li>• Shift emphasis from one stage area to another</li> </ul> <p>Reinforce the style of the production</p> <ul style="list-style-type: none"> <li>• Make objects on stage appear flat or three dimensional</li> <li>• Blend the visual elements on stage into a unified whole</li> </ul>
Contract	Childrens Legacy Theatre	5	Less than 10	<p>Under the guidance of professional Playwrights, youth workers will write 10 10 minute plays. These plays will be presented in CLT's 10 Minute play festival. Young Playwrights is an interactive, three part playwriting experience designed for teens ages 14 to 18. It combines the best of in person and remote educational experiences to empower students to share their unique stories, while developing their writing skills and learning about the theater arts.</p>
Contract	Childrens Legacy Theatre	0	0	<p>The Props Designer/ Manager is responsible for obtaining all props needed for the production. They also work with the Stage Manager in gathering appropriate rehearsal props early in the rehearsal process. They may also be called upon to help the Scene Designer dress the set. they will also learn the importance and be able to under stand the responsibilities the job carries along with showing that they are able to manage the stage dressings and set up.</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Childrens Legacy Theatre	5	Less than 10	<p>The Set Designer's Tools The set designer will normally read the script many times, both to get a feel for the flavor and spirit of the script and to list its specific requirements for scenery, furnishings and props. The time of day, location, season, historical period and any set changes called for in the script are noted. The set designer's focus here is on figuring out everything that may be needed based on the dialogue in the script. Stage directions tend to be ignored at this point in the process. Set designers use several tools to communicate their ideas to the director and the other designers. These include</p> <ul style="list-style-type: none"> <li>• a rough sketch of the set in the preliminary phase</li> <li>• floor plans drawn to scale showing from above the general layout of each set and the placement of the furniture and large props</li> <li>• front elevations giving a view of the elements of the set from the front and showing details like windows or platforms</li> <li>• miniature three dimensional models showing how each set will look when finished.</li> </ul>
Contract	Childrens Legacy Theatre	5	Less than 10	<p>The Sound Designer's Work Sound designers and composers begin their work by studying the script, gathering as much information as they can about any sound or music it calls for. As in all other aspects of design, an early meeting with the director and the design team is essential to get a clear understanding of the production concept. Some directors will already have very clear ideas about what the sound effects and/or music should sound like, while others may request that the sound designer/composer sit in on rehearsals to assist with developing effects and music to fit the specific contexts in which they will be used. Once they have a precise sense of what the production needs out of the music or sound, the composer begins composing the necessary musical pieces and the sound designer begins to gather and create the necessary sounds. Sounds and music in the theatre can</p> <ul style="list-style-type: none"> <li>• motivate actions onstage and indicate events taking place offstage</li> <li>• establish the time of day, season and weather</li> <li>• locate the action in a specific place</li> <li>• create mood and changes in mood</li> <li>• stimulate audience expectations of what is to come</li> <li>• provide information about the characters</li> <li>• build transitions between scenes</li> <li>• offer shortcuts that rapidly advance the plot or recall past events</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Childrens Legacy Theatre	5	Less than 10	<p>The Stage Manager's Work</p> <p>Stage managers have several key responsibilities and tasks to perform in each phase of a production, including</p> <ul style="list-style-type: none"> <li>• scheduling and running rehearsals</li> <li>• communicating the director's wishes to designers and crafts people</li> <li>• coordinating the work of the stage crew</li> <li>• calling cues and possibly actors' entrances during performance</li> <li>• overseeing the entire show each time it is performed</li> </ul> <p>In conjunction with the director, the stage manager determines the scheduling of all rehearsals and makes sure everyone involved is notified of rehearsal times, meetings, costume/wig fittings and coaching sessions. During the rehearsal phase, stage managers also</p> <ul style="list-style-type: none"> <li>• mark out the dimensions of the set on the floor of the rehearsal hall</li> <li>• make sure rehearsal props and furnishings are available for the actors</li> <li>• attend all rehearsals</li> <li>• notify the designers and crafts people of changes made in rehearsal</li> </ul> <p>In rehearsals the stage manager also records all blocking, plus all the light, sound and set change cues, in a master copy of the script called the prompt book. The information in the prompt book also allows the stage manager to run the technical rehearsals, calling each technical cue in turn to determine precisely how it needs to be timed to coordinate with the onstage action. The stage manager and the technical director also work out a smooth and efficient plan for the stage crew to follow during set changes. Furniture and prop plans for complicated sets are drawn up by the stage manager and technical designer to show exactly where the furniture and props are to be positioned on stage at the beginning of each scene and sometimes in the wings.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	D.O.L.L.S & DREAMS INC.	5	Less than 10	<p>Unlock Your Future at The Dream Academy! Ready to turn your dreams into reality? At The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program, we'll empower you to succeed in both business and the job market. Through hands on workshops and real world experiences, you'll gain the skills and confidence to lead, innovate, and grow. Let's start your journey to success! What to expect at The Dream Academy? At The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program, our mission is to empower and educate youth through innovative work readiness, entrepreneurship, and vocational training. Whether you aspire to become an entrepreneur or enhance your skills for the evolving job market, you are in the right place. The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program focuses on unlocking potential and nurturing entrepreneurial leadership skills among young individuals. What Participants Will Be Doing Our six week program covers essential life skills, including social and emotional awareness, work readiness, entrepreneurship, and vocational training.</p> <ol style="list-style-type: none"> <li>1. Participants will engage in hands on workshops, which include practical sessions designed to develop skills in communication, leadership, entrepreneurship, and financial literacy.</li> <li>2. Mock Interviews Realistic interview practice to build confidence and improve job application skills.</li> <li>3. Networking Opportunities to connect with peers, mentors, and business professionals.</li> <li>4. Meetings with Business Owners Interactions with successful entrepreneurs to gain business insights.</li> <li>5. Business Pitch Competition in collaboration with The United States Patent &amp; Trademark Office A chance to present business ideas and receive constructive feedback.</li> <li>6. Community Exploration Activities to engage with the local community and foster social responsibility.</li> <li>7. HBCU College Tours Visits to Historically Black</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	D.O.L.L.S & DREAMS INC.	36	35	<p>Unlock Your Future at The Dream Academy! Ready to turn your dreams into reality? At The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program, we'll empower you to succeed in both business and the job market. Through hands on workshops and real world experiences, you'll gain the skills and confidence to lead, innovate, and grow. Let's start your journey to success! What to expect at The Dream Academy? At The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program, our mission is to empower and educate youth through innovative work readiness, entrepreneurship, and vocational training. Whether you aspire to become an entrepreneur or enhance your skills for the evolving job market, you are in the right place. The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program focuses on unlocking potential and nurturing entrepreneurial leadership skills among young individuals.</p> <p>What Participants Will Be Doing</p> <p>Our six week program covers essential life skills, including social and emotional awareness, work readiness, entrepreneurship, and vocational training. Participants will engage in:</p> <ol style="list-style-type: none"> <li>1. Hands On Workshops: Practical sessions to develop skills in communication, leadership, entrepreneurship, and financial literacy.</li> <li>2. Mock Interviews: Realistic interview practice to build confidence and improve job application skills.</li> <li>3. Networking: Opportunities to connect with peers, mentors, and business professionals.</li> <li>4. Meetings with Business Owners: Interactions with successful entrepreneurs to gain business insights.</li> <li>5. Business Pitch Competition: In collaboration with The United States Patent &amp; Trademark Office, a chance to present business ideas and receive constructive feedback.</li> <li>6. Community Exploration: Activities to engage with the local community and foster social responsibility.</li> <li>7. HBCU College Tours: Visits to Historically Black Colleges and Universities to explore higher</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	D.O.L.L.S & DREAMS INC.	65	60	<p>Unlock Your Future at The Dream Academy! Ready to turn your dreams into reality? At The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program, we'll empower you to succeed in both business and the job market. Through hands on workshops and real world experiences, you'll gain the skills and confidence to lead, innovate, and grow. Let's start your journey to success! What to expect at The Dream Academy? At The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program, our mission is to empower and educate youth through innovative work readiness, entrepreneurship, and vocational training. Whether you aspire to become an entrepreneur or enhance your skills for the evolving job market, you are in the right place. The Dream Academy's Entrepreneurial Mastery &amp; Workforce Readiness Program focuses on unlocking potential and nurturing entrepreneurial leadership skills among young individuals. What Participants Will Be Doing Our six week program covers essential life skills, including social and emotional awareness, work readiness, entrepreneurship, and vocational training. Participants will engage in:</p> <ol style="list-style-type: none"> <li>1. Hands On Workshops Practical sessions to develop skills in communication, leadership, entrepreneurship, and financial literacy.</li> <li>2. Mock Interviews Realistic interview practice to build confidence and improve job application skills.</li> <li>3. Networking Opportunities to connect with peers, mentors, and business professionals.</li> <li>4. Meetings with Business Owners Interactions with successful entrepreneurs to gain business insights.</li> <li>5. Business Pitch Competition in collaboration with The United States Patent &amp; Trademark Office A chance to present business ideas and receive constructive feedback.</li> <li>6. Community Exploration Activities to engage with the local community and foster social responsibility.</li> <li>7. HBCU College Tours Visits to Historically Black Colleges and Universities to explore higher</li> </ol>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Do The Write Thing of DC	125	100	Youth will write poetry and songs dealing with various social issues, including gun violence, racism, economic inequality, mental health, etc. and also publish a book of their poems and participate in book signings. They will also become script writers, producers, hosts and panelists for a Youth Town Hall through which they will discuss social ills with community stakeholders and leaders. In addition, youth will also participate in leadership training to develop their workplace confidence, improve basic job skills, and increase professionalism.
Contract	EMPOWERMENT ENTERPRISE	80	63	THIS IS AN IN PERSON PROGRAMMonday FRIDAY at 5201 Ames Street NE Washington, DC 20019.Life Skills Training, Financial Literacy Training, Work Readiness Training. Peer Leaders will be expected to attend sessions daily. They will be required to sign in daily to secure online platform which they will receive in their welcome packets. Life Skills sessions include and are not limited to filling out an application, professionalism, interviewing, resume writing, creating a budget, habits, leadership, peer pressure, and conflict resolution. Musicology Senior Peer Leaders will also participate in the Musicology program where they will be introduced to, learn to play, and perform through drumline and dance.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	EMPOWERMENT ENTERPRISE	5	Less than 10	<p>As a Senior Peer Leader, you will play a vital role in supporting and guiding younger participants (ages 14–15) in our summer youth employment program. Peer Leaders are expected to model leadership, responsibility, and teamwork while assisting in daily program activities, workshops, and special events.</p> <p><b>Key Responsibilities*</b></p> <ul style="list-style-type: none"> <li>* Serve as a positive role model for younger youth participants</li> <li>* Help lead group activities, workshops, and team building exercises</li> <li>* Support staff with attendance, setup, and transitions between activities</li> <li>* Encourage participation, cooperation, and respect among all participants</li> <li>* Help maintain a safe, inclusive, and engaging environment</li> <li>* Assist with field trips and guest facilitator sessions</li> </ul> <p><b>Qualifications*</b></p> <ul style="list-style-type: none"> <li>* Must be 16 or 17 years old and enrolled in the summer program</li> <li>* Strong communication and interpersonal skills</li> <li>* Willingness to lead by example and take initiative</li> <li>* Ability to follow directions and work as part of a team</li> <li>* Punctual, reliable, and committed to the full summer schedule</li> </ul> <p><b>**This is a paid opportunity**</b> for youth to build leadership skills, earn work experience, and make a positive impact in their community while preparing for future academic and career.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	FLINT, LLC	6	17	<p>Join our comprehensive Hospitality Training and AHLEI (American Hotel &amp; Lodging Educational Institute) Customer Service Gold Certification program designed to equip aspiring hospitality professionals with the essential skills and knowledge to excel in the hospitality industry. This program offers a blend of theoretical knowledge, practical training, and industry recognized certification to ensure participants are job ready and competitive in the marketplace.</p> <p><b>Key Components</b></p> <p><b>Hospitality Training</b> Gain insights into various aspects of the hospitality industry, including front desk operations, housekeeping, food and beverage service, and guest relations.</p> <p><b>Customer Service Excellence</b> Learn the principles and best practices of exceptional customer service, with a focus on communication, problem solving, and creating memorable guest experiences.</p> <p><b>AHLEI Customer Service Gold Certification</b> Achieve a prestigious certification that validates your customer service skills and enhances your employability in the hospitality sector.</p> <p><b>Responsibilities</b> Participate actively in all training sessions, workshops, and hands on activities. Complete all assigned coursework and assessments on time. Engage with industry professionals and guest speakers to gain real world insights. Demonstrate acquired skills through practical exercises and role playing scenarios. Maintain a high standard of professionalism and commitment throughout the program.</p> <p><b>Requirements</b> High school diploma or equivalent. Strong interest in pursuing a career in the hospitality industry. Excellent communication and interpersonal skills. Ability to work well in a team oriented environment. Willingness to learn and adapt to new concepts and practices. Basic proficiency in English; additional language skills are a plus.</p> <p><b>Benefits</b> Comprehensive training covering all facets of hospitality operations. Hands on experience with industry standard tools and</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	FLINT, LLC	25	43	<p>Join our comprehensive Hospitality Training and AHLEI (American Hotel &amp; Lodging Educational Institute) Customer Service Gold Certification program designed to equip aspiring hospitality professionals with the essential skills and knowledge to excel in the hospitality industry. This program offers a blend of theoretical knowledge, practical training, and industry recognized certification to ensure participants are job ready and competitive in the marketplace. Key Components</p> <p><b>Hospitality Training</b> Gain insights into various aspects of the hospitality industry, including front desk operations, housekeeping, food and beverage service, and guest relations. <b>Customer Service Excellence</b> Learn the principles and best practices of exceptional customer service, with a focus on communication, problem solving, and creating memorable guest experiences. <b>AHLEI Customer Service Gold Certification</b> Achieve a prestigious certification that validates your customer service skills and enhances your employability in the hospitality sector.</p> <p><b>Responsibilities</b> Participate actively in all training sessions, workshops, and hands on activities. Complete all assigned coursework and assessments on time. Engage with industry professionals and guest speakers to gain real world insights. Demonstrate acquired skills through practical exercises and role playing scenarios. Maintain a high standard of professionalism and commitment throughout the program.</p> <p><b>Requirements</b> High school diploma or equivalent. Strong interest in pursuing a career in the hospitality industry. Excellent communication and interpersonal skills. Ability to work well in a team oriented environment. Willingness to learn and adapt to new concepts and practices. Basic proficiency in English; additional language skills are a plus.</p> <p><b>Benefits</b> Comprehensive training covering all facets of hospitality operations. Hands on experience with industry standard tools and practices. Networking opportunities with industry</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	H Street Main Street	2	Less than 10	Provide clerical and organizational support to ensure the smooth operation of the Summer Youth Employment Program. Responsibilities include maintaining accurate records, filing documents, data entry, answering phones and emails, scheduling meetings, assisting with participant onboarding, distributing materials, and supporting program staff with daily tasks. Must be detail oriented, professional, and able to maintain confidentiality. Strong communication and time management skills are essential.
Contract	H Street Main Street	20	17	Mindfulness & Design Thinking   AI Integrating Kemetic Principles, Yoga, Meditation and Design for SYEP H Street In this creative 6 week course, students aged 16 17 will have an innovative encounter with Artificial Intelligence (AI) combined with design thinking, ancient Kemetic principles, yoga, and meditation techniques. The course empowers students to harness AI technology while fostering personal well being through mindfulness practices. Moreover, the program also aims to encourage self expression and identity appreciation through creativity. Students will apply their newfound knowledge and skills to collaborate with small businesses in the marketing and design space, driving growth and innovation. Throughout the course, students will engage in discussions, hands on activities, and reflections to deepen their understanding of AI, design principles, Kemetic teachings, and the intersection of technology with personal well being and community impact. By the end of the program, students will have not only developed practical AI solutions for small businesses but also cultivated mindfulness practices that enhance their creativity, resilience, and holistic growth.
Contract	H Street Main Street	2	Less than 10	Explore the science and tech behind racing in this hands on summer program. Use racing simulators, play motorsports games, and learn from NASCAR driver Rajah Caruth. Great for youth interested in STEM, gaming, or cars!

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	H Street Main Street	60	56	Explore the science and tech behind racing in this hands on summer program. Use racing simulators, play motorsports games, and learn from NASCAR driver Rajah Caruth. Great for youth interested in STEM, gaming, or cars!
Contract	H Street Main Street	20	20	Retail Associates are responsible for handling various activities in a retail store, including customer service. The specific duties and responsibilities of a Retail Sales Associate vary widely but typically include the following • Greeting customers when they walk through the door• Inviting customers to search the company’s website for coupons and other ways to save money• Informing customers of any extra charges if necessary• Inviting the customer to join a loyalty program if there is one• Assisting in maintaining the back stock room and setting up merchandise displays on the sales floor
Contract	Healthy Babies Project(DUPLICA	0	0	The Life Empowerment Program is a dynamic summer initiative designed to equip youth with the tools needed for professional and personal success. This program focuses on career and college readiness, offering workshops on resume building, cover letter creation, and exploring entrepreneurial opportunities and nontraditional career paths. Participants have the unique opportunity to learn directly from professionals in diverse fields, gaining valuable insight into the pathways to success. In addition to career development, the program emphasizes essential soft skills, the importance of establishing healthy relationships—whether with partners, friends, or colleagues—and the power of self advocacy. Through guided discussions and interactive sessions, youth are encouraged to reflect on their interconnected role within the larger community, empowering them to become impactful leaders and engaged citizens.

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Healthy Babies Project, Inc.	30	31	<p>Youth will gain life skills, explore careers, visit job sites, and prepare for entering the workplace in this high quality, structured, short term employment readiness summer opportunity. Programming is structured in two phases. During Phase 1 (three weeks), youth meet according to gender, using an evidence based program, to acquire foundational life skills. During Phase 2 (three weeks), youth combine for work readiness classes, where they are introduced to a variety of career options in the Business/Professional sector and are equipped with practical tools they need to enter the workplace. HBP will collaborate with community partners who will provide referrals, meeting locations, speakers, job shadowing, and internship opportunities. HBP's SYEP uses HBP staff to present life skills training and recruits community business leaders to present a series of workplace and career readiness workshops. The program will purposefully prepare this unique segment of youth with life skills absent in their upbringing.</p>
Contract	Healthy Babies Project, Inc.	50	52	<p>Youth will gain life skills, explore careers, visit job sites, and prepare for entering the workplace in this high quality, structured, short term employment readiness summer opportunity. Programming is structured in two phases. During Phase 1 (three weeks), youth meet according to gender, using an evidence based program, to acquire foundational life skills. During Phase 2 (three weeks), youth combine for work readiness classes, where they are introduced to a variety of career options in the Business/Professional sector and are equipped with practical tools they need to enter the workplace. HBP will collaborate with community partners who will provide referrals, meeting locations, speakers, job shadowing, and internship opportunities. HBP's SYEP uses HBP staff to present life skills training and recruits community business leaders to present a series of workplace and career readiness workshops. The program will purposefully prepare this unique segment of youth with life skills absent in their upbringing. This job placement is virtual.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	IBG consulting Group LLC	60	45	<p>Ready to turn your creativity into cash? IBG Consulting Group has developed the DC Launch Lab, where you'll spend six weeks building and managing your own business, creating and selling custom T shirts, Wall Art, Home Goods, and more! You'll design products, learn organic marketing on TikTok &amp; Instagram, and master financial literacy to track your sales and profits. Plus, we're taking an exclusive field trip to Planet Word to discover how powerful language can make your brand stand out! This isn't just a summer program—it's your first step toward becoming your own boss. If you're 14-17 and ready to launch your own online store, market your brand, and see real results, this is the opportunity you've been waiting for. No experience needed—just bring your creativity and hustle!</p>
Contract	IBG consulting Group LLC	40	32	<p>Ready to turn your creativity into cash? IBG Consulting Group has developed the DC Launch Lab, where you'll spend six weeks building and managing your own business, creating and selling custom T shirts, Wall Art, Home Goods, and more! You'll design products, learn organic marketing on TikTok &amp; Instagram, and master financial literacy to track your sales and profits. Plus, we're taking an exclusive field trip to Planet Word to discover how powerful language can make your brand stand out! This isn't just a summer program—it's your first step toward becoming your own boss. If you're 14-17 and ready to launch your own online store, market your brand, and see real results, this is the opportunity you've been waiting for. No experience needed—just bring your creativity and hustle!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Inspire Consulting, LLC bda Inspire	13	21	<p><b>Position Overview</b>The Support and Aid Worker is responsible for providing direct assistance and support to clients of Inspire Consulting's programs, particularly those served by Core Service Agencies (CSAs). This role involves assisting clients with daily activities, providing emotional and social support, and ensuring clients have access to the resources and services they need to improve their quality of life.</p> <p><b>Key Responsibilities</b></p> <p><b>Client Assistance</b> Assist clients with daily living activities such as personal hygiene, meal preparation, and transportation. Provide support with household tasks, including cleaning and organizing. Help clients manage their medications and attend medical appointments.</p> <p><b>Emotional and Social Support</b> Build positive relationships with clients to understand their needs and preferences. Offer emotional support and companionship to clients. Encourage client participation in social and recreational activities to promote well being.</p> <p><b>Resource Coordination</b> Connect clients with community resources and services, including healthcare, social services, and educational programs. Assist clients in accessing financial assistance programs, such as SSI or SNAP. Provide information and guidance on available resources and how to utilize them effectively.</p> <p><b>Advocacy and Case Management</b> Advocate on behalf of clients to ensure their needs and rights are met. Collaborate with case managers and other service providers to develop and implement individualized care plans. Monitor client progress and report any changes or concerns to the supervisor.</p> <p><b>Documentation and Reporting</b> Maintain accurate records of client interactions, services provided, and progress notes. Prepare and submit regular reports on client activities and outcomes. Ensure all documentation is completed in compliance with organizational and regulatory standards.</p> <p><b>Qualifications</b> Education High school diploma or equivalent. Additional training or certification in social</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Inspire Consulting, LLC bda Inspir	17	13	<p><b>Position Overview</b> The Support and Aid Worker is responsible for providing direct assistance and support to clients of Inspire Consulting's programs, particularly those served by Core Service Agencies (CSAs). This role involves assisting clients with daily activities, providing emotional and social support, and ensuring clients have access to the resources and services they need to improve their quality of life. <b>Key Responsibilities</b></p> <p><b>Client Assistance</b> Assist clients with daily living activities such as personal hygiene, meal preparation, and transportation. Provide support with household tasks, including cleaning and organizing. Help clients manage their medications and attend medical appointments.</p> <p><b>Emotional and Social Support</b> Build positive relationships with clients to understand their needs and preferences. Offer emotional support and companionship to clients. Encourage client participation in social and recreational activities to promote well being.</p> <p><b>Resource Coordination</b> Connect clients with community resources and services, including healthcare, social services, and educational programs. Assist clients in accessing financial assistance programs, such as SSI or SNAP. Provide information and guidance on available resources and how to utilize them effectively.</p> <p><b>Advocacy and Case Management</b> Advocate on behalf of clients to ensure their needs and rights are met. Collaborate with case managers and other service providers to develop and implement individualized care plans. Monitor client progress and report any changes or concerns to the supervisor.</p> <p><b>Documentation and Reporting</b> Maintain accurate records of client interactions, services provided, and progress notes. Prepare and submit regular reports on client activities and outcomes. Ensure all documentation is completed in compliance with organizational and regulatory standards.</p> <p><b>Qualifications</b> Education High school diploma or equivalent. Additional training or certification in social</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Contract	KBEC Group Inc.	12	11	As a Cosmetologist Intern, you will dive into the world of beauty and self care, gaining foundational knowledge and hands on experience in hair care, skincare, nail care, and makeup artistry. You'll also learn how to develop and market your own beauty brand or service, combining creativity with entrepreneurship. This internship is perfect for students interested in turning their passion for beauty into a professional or business opportunity.
Contract	KBEC Group Inc.	13	11	As a Cosmetologist Intern, you will dive into the world of beauty and self care, gaining foundational knowledge and hands on experience in hair care, skincare, nail care, and makeup artistry. You'll also learn how to develop and market your own beauty brand or service, combining creativity with entrepreneurship. This internship is perfect for students interested in turning their passion for beauty into a professional or business opportunity.
Contract	KBEC Group Inc.	12	19	As a Culinary Intern, you will gain exposure to the fundamentals of culinary arts while exploring how to transform your passion for food into a business opportunity. The program includes virtual learning sessions led by Junior Achievement, focusing on student led business development, and in person culinary training where you will learn cooking techniques and food service skills.
Contract	KBEC Group Inc.	13	14	As a Culinary Intern, you will gain exposure to the fundamentals of culinary arts while exploring how to transform your passion for food into a business opportunity. The program includes virtual learning sessions led by Junior Achievement, focusing on student led business development, and in person culinary training where you will learn cooking techniques and food service skills.



Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	KBEC Group Inc.	11	25	As a DSP intern, you will gain hands on experience supporting individuals with developmental, intellectual, and/or cognitive disabilities. You'll assist in helping them build essential life and social skills, fostering independence and community integration. Interns will learn to implement individualized support plans, promote dignity, and ensure a safe, respectful environment. This internship is ideal for those passionate about making a difference in the lives of others. Please note this position is only open to candidates committed to pursuing a career in direct support after completing the training. Your work will have a lasting impact on the individuals you support.
Contract	KBEC Group Inc.	13	14	As a Graphic Design/Merchandising Intern, you will learn how to turn artistic talent and digital tools into real world design of products for sale. You'll develop visual content for use in branding, custom merchandise, social media, and marketing, while also learning how to launch and manage a design based business. You will gain experience with digital design tools and techniques and have the chance to showcase your work as part of a final business pitch.
Contract	KBEC Group Inc.	33	29	As a Graphic Design/Merchandising Intern, you will learn how to turn artistic talent and digital tools into real world design of products for sale. You'll develop visual content for use in branding, custom merchandise, social media, and marketing, while also learning how to launch and manage a design based business. You will gain experience with digital design tools and techniques and have the chance to showcase your work as part of a final business pitch.
Contract	KBEC Group Inc.	12	12	As a Jewelry Maker Intern, you will explore the art of handmade jewelry design and production while learning how to turn your creativity into a business. Through virtual business development sessions and in person skill building workshops, you will design, create, market, and pitch your own line of custom jewelry products.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Contract	KBEC Group Inc.	13	13	As a Jewelry Maker Intern, you will explore the art of handmade jewelry design and production while learning how to turn your creativity into a business. Through virtual business development sessions and in person skill building workshops, you will design, create, market, and pitch your own line of custom jewelry products.
Contract	KBEC Group Inc.	3	Less than 10	The Teacher's Assistant (TA) will support the Instructor in delivering a comprehensive work readiness and job training program. The TA will assist with program capstone planning, documentation, virtual instruction management, and daily classroom operations. The TA plays a crucial role in ensuring the smooth delivery of the program and fostering a positive, supportive learning environment
Contract	KBEC Group Inc.	1	Less than 10	The Teacher's Assistant (TA) will support the Instructor in delivering a comprehensive work readiness and job training program. The TA will assist with program capstone planning, documentation, virtual instruction management, and daily classroom operations. The TA plays a crucial role in ensuring the smooth delivery of the program and fostering a positive, supportive learning environment
Contract	KBEC Group Inc.	1	Less than 10	The Teacher's Assistant (TA) will support the Instructor in delivering a comprehensive work readiness and job training program. The TA will assist with program capstone planning, documentation, virtual instruction management, and daily classroom operations. The TA plays a crucial role in ensuring the smooth delivery of the program and fostering a positive, supportive learning environment
Contract	KBEC Group Inc.	2	Less than 10	The Teacher's Assistant (TA) will support the Instructor in delivering a comprehensive work readiness and job training program. The TA will assist with program capstone planning, documentation, virtual instruction management, and daily classroom operations. The TA plays a crucial role in ensuring the smooth delivery of the program and fostering a positive, supportive learning environment

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	KBEC Group Inc.	1	Less than 10	The Teacher's Assistant (TA) will support the Instructor in delivering a comprehensive work readiness and job training program. The TA will assist with program capstone planning, documentation, virtual instruction management, and daily classroom operations. The TA plays a crucial role in ensuring the smooth delivery of the program and fostering a positive, supportive learning environment. Through virtual business development sessions and in person skill building workshops, the TA will help peers accomplish their goals.
Contract	KBEC Group Inc.	20	Less than 10	As a DSP intern, you will gain hands on experience supporting individuals with developmental, intellectual, and/or cognitive disabilities. You'll assist in helping them build essential life and social skills, fostering independence and community integration. Interns will learn to implement individualized support plans, promote dignity, and ensure a safe, respectful environment. This internship is ideal for those passionate about making a difference in the lives of others. Please note this position is only open to candidates committed to pursuing a career in direct support after completing the training. Your work will have a lasting impact on the individuals you support
Contract	KBEC Group Inc.	19	21	As a DSP intern, you will gain hands on experience supporting individuals with developmental, intellectual, and/or cognitive disabilities. You'll assist in helping them build essential life and social skills, fostering independence and community integration. Interns will learn to implement individualized support plans, promote dignity, and ensure a safe, respectful environment. This internship is ideal for those passionate about making a difference in the lives of others. Please note this position is only open to candidates committed to pursuing a career in direct support after completing the training. Your work will have a lasting impact on the individuals you support.

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Life Success Center for Children, Y	4	Less than 10	Youth will learn employability and work readiness skills then be grouped in various departments for a workout experience in Performing Arts. Departments include Modeling, Choreography, T shirt design, clothing design, stage management, set design artist, social media and marketing and more. Week1 Youth will gain work readiness skills Week 2 Interview phase into designated career discipline in the Arts. Week 3 Work experience in assigned department Week 4 Work experience in designated department. Week 5 Master skills in designated department, finalize projects, prepare for production of xyz (TBA) Week 6 Merge departments to prepare for capstone event, Capstone event/production. Youth led show.
Contract	Life Success Center for Children, Y	63	56	Youth will learn employability and work readiness skills then be grouped in various departments for a workout experience in Performing Arts. Departments include Modeling, Choreography, T shirt design, clothing design, stage management, set design artist, social media and marketing and more. Week1 Youth will gain work readiness skills Week 2 Interview phase into designated career discipline in the Arts. Week 3 Work experience in assigned department Week 4 Work experience in designated department. Week 5 Master skills in designated department, finalize projects, prepare for production of xyz (TBA) Week 6 Merge departments to prepare for capstone event, Capstone event/production. Youth led show.
Contract	Life Success Center for Children, Y	79	70	Youth will learn employability and work readiness skills then be grouped in various departments for a workout experience in Performing Arts. Departments include Modeling, Choreography, T shirt design, clothing design, stage management, set design artist, social media and marketing and more. Week1 Youth will gain work readiness skills Week 2 Interview phase into designated career discipline in the Arts. Week 3 Work experience in assigned department Week 4 Work experience in designated department. Week 5 Master skills in designated department, finalize projects, prepare for production of xyz (TBA) Week 6 Merge departments to prepare for capstone event, Capstone event/production. Youth led show.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	NEAN Consulting, LLC.	40	30	<p>This in person position is designed to inspire youth to pursue careers in the social and/or environmental sciences. Trainees will work closely with experienced supervisors to conduct research on various environmental topics. Youth will train in person between Monday Thursday and participate in in person field experiences on Fridays. Youth will be responsible for the following task Participate in trainings on research methodologies. Conduct literature reviews. Work in research teams to identify and complete an environment related research project. Develop a data collection methodology. Maintain accurate records, safeguarding the confidentiality of subjects, as necessary. Utilize appropriate techniques to analyze research data. Present research findings at an annual research symposium.</p>
Contract	NEAN Consulting, LLC.	40	30	<p>This is an in person position designed to inspire youth to pursue careers in the social and/or environmental sciences. Trainees will work closely with experienced supervisors to conduct research on various environmental topics. Youth will train in person between Monday Thursday and participate in in person field experiences on Fridays. Youth will be responsible for the following task Participate in trainings on research methodologies. Conduct literature reviews. Work in research teams to identify and complete an environment related research project. Develop a data collection methodology. Maintain accurate records, safeguarding the confidentiality of subjects, as necessary. Utilize appropriate techniques to analyze research data. Present research findings at an annual research symposium.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	NEAN Consulting, LLC.	10	Less than 10	<p>The research lead will be responsible for leading small groups (7-8) of youth in an interactive and engaging environmental research project. This in-person position consists of experiential learning between Monday-Thursday and in-person field experiences on Fridays. The ideal candidate will have a strong background in research methodologies and data collection techniques. Core duties include the following: Conduct literature searches and other research on the respective research topic; Develop and guide data collection activities including surveys, interviews, observations and site visits; Preparing data for analysis (both qualitative and quantitative); Conduct preliminary data analyses using basic statistical methods. Lead the development of a research presentation.</p> <p><b>Required Qualifications:</b> Bachelor's degree in relevant field and/or current Graduate student. At least one year of relevant work experience in a similar role. Proficiency in MS Excel, including basic functions and formulas. Solid interpersonal skills and communication skills, including strong writing skills. Organizational skills and attention to detail required. Ability to work both independently and as a team member. Ability to work discreetly with sensitive and confidential data required.</p> <p><b>Preferred Qualifications:</b> Undergraduate or Graduate student in STEM major. Demonstrated quantitative and qualitative skills and experience in data/statistical analysis.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	5	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b>Engineering InternsInterns will learn about robotics and sensors as well as testing and evaluation of computer electronic controls and related devices. Testing and Evaluation is a highly sought skill in many industries. Students will work in small teams supported by two teachers and a college level mentor. Students will also work on professional business skills and meet in person 4 5 times per week except for the first week, which will be one day in person and 4 days virtual.Students will spend the first part of the internship learning how to integrate hardware and software solutions using the Arduino micro controller. The remainder of the summer will be spent designing a solution to a company project. Past projects have included interactive toys and an animatronic skull for Halloween.</p>
Contract	On-Ramps to Careers	1	Less than 10	<p>This intern must have been interviewed prior to the start of SYEP. This is an engineering focused internship. Students will spend the first part of the internship learning how to integrate hardware and software solutions using the Arduino micro controller. The remainder of the summer will be spent designing a solution to a company project. Past projects have included interactive toys and an animatronic skull for Halloween.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	1	Less than 10	<p> <b>**Participants must have interviewed and selected by On Ramps for this position**</b>Smart Hive Tech &amp; Data Intern Assist in the design and setup of low cost sensors and cameras for beehives across multiple apiaries. Support integration of data streams (e.g., hive temperature, humidity, weight, activity) into a centralized Google Site “command center.”Conduct tests to troubleshoot and optimize sensor placement and data accuracy. Document system performance and assist with standardization across locations. May assist with EMF/RF monitoring tools related to another specific research project. Follow Bee CARE protocols and support on site installations at research hostsites such as NPR or the Park Hyatt.Skills needed Basic understanding of hardware (e.g., sensors, Raspberry Pi, or Arduino type systems). Familiarity with Wi Fi/network setup and troubleshooting Coding or scripting ability (Python, JavaScript, or similar) a plus. Willingness to learn new platforms and adapt to creative problem solving. Teamwork, clear documentation, and attention to detailBonus Interest in environmental science, sustainability, or urban ecology.What Interns will learn about Designing and implementing tech systems for real world environmental research. How to collect and visualize environmental data from live field sites. Internet of Things (IoT) applications for ecological monitoringUrban beekeeping and pollinator research. Collaborative tech development within a mission driven nonprofit.The basics of working safely and responsibly at rooftop and secured urban sitesPollinator Mapping &amp; App InternHelp build a website or app to support a regional citizen science project mapping native pollinators and plants.Integrate tools like iNaturalist, ArcGIS, or Google Maps to collect and visualizecommunity observations.Assist with layout, user experience design, and platform functionality.Contribute to the scalability plan for </p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	2	Less than 10	<p> <b>**Participants must have interviewed and selected by On Ramps for this position**</b>Smart Hive Tech &amp; Data Intern Assist in the design and setup of low cost sensors and cameras for beehives across multiple apiaries. Support integration of data streams (e.g., hive temperature, humidity, weight, activity) into a centralized Google Site “command center.”Conduct tests to troubleshoot and optimize sensor placement and data accuracy. Document system performance and assist with standardization across locations. May assist with EMF/RF monitoring tools related to another specific research project. Follow Bee CARE protocols and support on site installations at research hostsites such as NPR or the Park Hyatt.Skills needed Basic understanding of hardware (e.g., sensors, Raspberry Pi, or Arduino type systems). Familiarity with Wi Fi/network setup and troubleshooting Coding or scripting ability (Python, JavaScript, or similar) a plus. Willingness to learn new platforms and adapt to creative problem solving. Teamwork, clear documentation, and attention to detailBonus Interest in environmental science, sustainability, or urban ecology.What Interns will learn about Designing and implementing tech systems for real world environmental research. How to collect and visualize environmental data from live field sites. Internet of Things (IoT) applications for ecological monitoringUrban beekeeping and pollinator research. Collaborative tech development within a mission driven nonprofit.The basics of working safely and responsibly at rooftop and secured urban sitesPollinator Mapping &amp; App InternHelp build a website or app to support a regional citizen science project mapping native pollinators and plants.Integrate tools like iNaturalist, ArcGIS, or Google Maps to collect and visualizecommunity observations.Assist with layout, user experience design, and platform functionality.Contribute to the scalability plan for </p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	4	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b></p> <p><b>1 Literature Review &amp; Research</b> Read recent papers (e.g., NeurIPS, ICLR, CVPR) relevant to the project. Summarize findings and identify gaps/opportunities for innovation.</p> <p><b>2 Prototyping New Models</b> Design and implement novel ML/AI models or improve existing architectures. Experiment with new training techniques, loss functions, or optimization methods.</p> <p><b>3 Data Exploration &amp; Preprocessing</b> Analyze datasets to understand distribution, noise, and patterns. Develop pipelines for cleaning, augmenting, and preparing data for model training.</p> <p><b>4 Model Evaluation</b> Evaluate performance using metrics like F1 score, BLEU, ROUGE, etc. Visualize results and create dashboards or reports.</p> <p><b>5 Collaboration</b> Work with mentors and other researchers or engineers. Participate in weekly syncs or lab meetings; present progress.</p> <p><b>6 Publication or Documentation</b> Draft internal research notes or external whitepapers/blog posts. Assist in writing academic papers if results are significant.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	4	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b>UIS Student Technology Consultants UIS Student Technology Consultants (STCs) play an important role in the support of Georgetown technology resources for the university community. STCs primarily support technology services for students including computer labs, SaxaNet, h.Print, and Google Apps on Windows, Macintosh, iOS, and Android platforms. However, as an STC, you may also help faculty and staff with technology problems. STCs will be asked to configure new Macintosh and Windows computers for use by the University community. Training is provided. STCs don't deal just with computer problems. Behind every computer problem is a frustrated person. STCs need to be able to speak clearly and patiently with technology users in order to diagnose problems and to convey information to users about how to solve problems. Be respectful and courteous to all customers, which include faculty, staff, students, affiliates, and visitors. Hold Customer Service at the highest level responding to customer requests in a timely fashion. Use Computer resources for work purposes and not engage in any activities which would be violation of any university technology policies. Be timely in arrival and let staff know when running late or needing to be absent from a shift. Attend mandatory meetings and training sessions. Willingness and Ability to Learn While we don't expect everyone who walks in the door to be a computer expert, all STCs need to learn how to solve technical problems to get the job done. It is important to leverage Google, colleagues, and knowledge base articles to solve issues. Troubleshooting Ability and Critical Thinking Solving a computer problem quickly is often about asking the right questions. STCs need to be able to ask users the right questions and make on the spot evaluations to identify the source of a problem. Computer Experience and</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	On-Ramps to Careers	7	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b>Your duties will include• Developing and implementing overall campaign strategy• Technical SEO tasks• Competition analysis• Assessing site's current state of optimization• Performing keyword research• Following ranking trends• Developing content strategies• Building links/citations• Developing website content• Analyzing traffic• Utilizing latest SEO tools for insights• Keyword Research• Managing outside contractors for writing, link building, and citations.Skills Needed for the JobMarketing skillsDigital design skillsCommunication skillsHow to utilize Chat GPTWhat will they learn aboutHow to market a businessHow to use AI to enhance marketingHow to manipulate AI tools</p>
Contract	On-Ramps to Careers	1	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b>Your duties will include• Developing and implementing overall campaign strategy• Technical SEO tasks• Competition analysis• Assessing site's current state of optimization• Performing keyword research• Following ranking trends• Developing content strategies• Building links/citations• Developing website content• Analyzing traffic• Utilizing latest SEO tools for insights• Keyword Research• Managing outside contractors for writing, link building, and citations.Skills Needed for the JobMarketing skillsDigital design skillsCommunication skillsHow to utilize Chat GPTWhat will they learn aboutHow to market a businessHow to use AI to enhance marketingHow to manipulate AI tools</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	3	Less than 10	<p>**Participants must have interviewed and selected by On Ramps for this position** Kids and Culture seeks interns who enjoy learning about world cultures and working with children. Interns in our program will explore world cultures by using KCC's social media platforms and various tools to capture the global educational journey of KCC's participants. We seek interns who have an interest in intersecting STEM and world cultures while honing leadership skills in a fast paced summer camp environment. Interns will provide assistance in the classroom to lead teachers and young campers to aid in developing leadership skills and assist with workplace readiness. No prior experience working with technology or younger children is needed.</p>
Contract	On-Ramps to Careers	2	Less than 10	<p>**Participants must have interviewed and selected by On Ramps for this position** Kids and Culture seeks interns who enjoy learning about world cultures and working with children. Interns in our program will explore world cultures by using KCC's social media platforms and various tools to capture the global educational journey of KCC's participants. We seek interns who have an interest in intersecting STEM and world cultures while honing leadership skills in a fast paced summer camp environment. Interns will provide assistance in the classroom to lead teachers and young campers to aid in developing leadership skills and assist with workplace readiness. No prior experience working with technology or younger children is needed.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	7	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b></p> <p><b>Content Creator, Intern Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Collaborate with team members to conceptualize, plan, script and storyboard short form video content ideas.</li> <li>2. Film and edit short form videos.</li> <li>3. Stay up to date with video production trends and techniques to continuously improve the quality of content.</li> <li>4. Experiment with different video styles, effects, and editing techniques to continuously improve the quality and performance of our content.</li> <li>5. Plan and maintain content calendars to keep projects on schedule.</li> </ol> <p><b>Skills Needed for the Job</b></p> <ol style="list-style-type: none"> <li>1. Excellent writing and editing skills with a keen eye for detail.</li> <li>2. Proficiency in using various content creation tools and platforms, such as Canva, Adobe Creative Suite, or similar.</li> <li>3. Basic knowledge of social media platforms and content management systems.</li> <li>4. Strong research skills to gather information and stay informed about relevant topics. Create your own automated PDFs with Jotform PDF Editor It's free</li> <li>2 5. Strong organizational skills and the ability to manage multiple tasks simultaneously.</li> <li>6. Good communication skills and the ability to collaborate effectively with team members.</li> <li>7. Willingness to learn and adapt to new technologies and trends in content creation.</li> </ol> <p><b>What will they learn about</b></p> <ol style="list-style-type: none"> <li>1. Develop hands on videography skills in shooting videos, including framing, composition, and lighting.</li> <li>2. Gain proficiency in video editing software and techniques to create polished and engaging video content.</li> <li>3. Acquire skills in project planning, organization, and time management to successfully execute video projects from concept to completion.</li> <li>4. Experience working collaboratively in a team environment, contributing ideas and feedback to enhance video projects.</li> <li>5. Learn to adapt to changing priorities and requirements in a fast paced and dynamic work environment.</li> </ol> <p><b>QA Tester Intern Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Conduct thorough testing of the Learnie mobile app</li> </ol>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	On-Ramps to Careers	2	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b></p> <p><b>Content Creator, Intern Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Collaborate with team members to conceptualize, plan, script and storyboard short form video content ideas.</li> <li>2. Film and edit short form videos.</li> <li>3. Stay up to date with video production trends and techniques to continuously improve the quality of content.</li> <li>4. Experiment with different video styles, effects, and editing techniques to continuously improve the quality and performance of our content.</li> <li>5. Plan and maintain content calendars to keep projects on schedule.</li> </ol> <p><b>Skills Needed for the Job</b></p> <ol style="list-style-type: none"> <li>1. Excellent writing and editing skills with a keen eye for detail.</li> <li>2. Proficiency in using various content creation tools and platforms, such as Canva, Adobe Creative Suite, or similar.</li> <li>3. Basic knowledge of social media platforms and content management systems.</li> <li>4. Strong research skills to gather information and stay informed about relevant topics. Create your own automated PDFs with Jotform PDF Editor It's free 2</li> <li>5. Strong organizational skills and the ability to manage multiple tasks simultaneously.</li> <li>6. Good communication skills and the ability to collaborate effectively with team members.</li> <li>7. Willingness to learn and adapt to new technologies and trends in content creation.</li> </ol> <p><b>What will they learn about</b></p> <ol style="list-style-type: none"> <li>1. Develop hands on videography skills in shooting videos, including framing, composition, and lighting.</li> <li>2. Gain proficiency in video editing software and techniques to create polished and engaging video content.</li> <li>3. Acquire skills in project planning, organization, and time management to successfully execute video projects from concept to completion.</li> <li>4. Experience working collaboratively in a team environment, contributing ideas and feedback to enhance video projects.</li> <li>5. Learn to adapt to changing priorities and requirements in a fast paced and dynamic work environment.</li> </ol> <p><b>QA Tester Intern Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Conduct thorough testing of the Learnie mobile app</li> </ol>
Contract	On-Ramps to Careers	16	18	Students must interview for this position in advance.
Contract	On-Ramps to Careers	2	Less than 10	Students must interview for this position in advance.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	15	16	<p>Get ready for a hands on, six week summer experience where you'll dive into real world tech skills, build your own computer, and explore exciting careers in STEM and digital media. Each week covers a new theme—from computer repair and coding to digital art, website design, and even a live Help Desk simulation. You'll also build important life skills every Friday through fun and practical workshops on financial literacy, digital wellness, and professional communication. Bonus If you need a device, you'll take home the computer you build—helping close the digital divide and setting you up for future success. What You'll Explore Help Desk Support &amp; Troubleshooting App &amp; Web Development Digital Media &amp; Communications Project Management Network Engineering You'll connect with mentors, gain real experience, and learn how to succeed in today's tech driven world. Lunch will be provided.</p>
Contract	On-Ramps to Careers	20	21	<p>Get ready for a hands on, six week summer experience where you'll dive into real world tech skills, build your own computer, and explore exciting careers in STEM and digital media. Each week covers a new theme—from computer repair and coding to digital art, website design, and even a live Help Desk simulation. You'll also build important life skills every Friday through fun and practical workshops on financial literacy, digital wellness, and professional communication. Bonus If you need a device, you'll take home the computer you build—helping close the digital divide and setting you up for future success. What You'll Explore Help Desk Support &amp; Troubleshooting App &amp; Web Development Digital Media &amp; Communications Project Management Network Engineering You'll connect with mentors, gain real experience, and learn how to succeed in today's tech driven world. Lunch will be provided.</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	On-Ramps to Careers	2	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b>One Love Co Op Intern            Intern Responsibilities Social Media Content Creation Website Editing Curriculum Development Community Organizing Civic Training Grant Writing Training Small Business Training &amp; Bookkeeping  <b>Skills Needed for the Job Creativity &amp; Imagination (Canva) Digital Communication (Zoom) Cooperative Teamwork Efficiency Promptness &amp; Punctuality Analysis &amp; Problem Solving Graphic Design Video Editing Website Development Writing</b>            What will they learn about            Operating a small business, creating content for the small business, how to develop educational curriculum and content, holistic &amp; civics training</p>
Contract	On-Ramps to Careers	42	43	<p>This position is for On Ramps to Careers students who were selected for a STEM internship through the interview process. Please do not apply if you have not been in contact with On Ramps. Students will work with On Ramps Employer partners on STEM related projects. Specifics of intern projects will be provided during orientation. On Ramps Lead Interns will work on IT and Engineering projects with various On Ramps partner employers.</p>
Contract	On-Ramps to Careers	12	13	<p>Must be interviewed and selected by On Ramps to qualify for this position. Working with IT/STEM employers on various projects</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	On-Ramps to Careers	2	Less than 10	<p><b>**Participants must have interviewed and selected by On Ramps for this position**</b>We are seeking a creative and data driven <b>**Digital Marketing Specialist**</b> to develop, implement, and optimize our digital marketing campaigns. The ideal candidate will have expertise in SEO, PPC, social media, email marketing, and content strategy to drive brand awareness, lead generation, and customer engagement.### <b>**Key Responsibilities**</b></p> <p>Plan and execute <b>**digital marketing campaigns**</b> across multiple channels (SEO, PPC, social media, email, content marketing). Manage and optimize <b>**paid advertising campaigns**</b> (Google Ads, Meta Ads, LinkedIn, etc.) to maximize ROI. Conduct <b>**keyword research, on page &amp; off page SEO**</b>, and content optimization to improve organic search rankings. Develop and manage <b>**social media strategies**</b> (Facebook, Instagram, LinkedIn, Twitter, TikTok) to increase engagement and followers. Create and schedule <b>**email marketing campaigns**</b> (newsletters, drip campaigns, automation) to nurture leads and retain customers. Monitor and analyze <b>**campaign performance**</b> (Google Analytics, Google Search Console, HubSpot, etc.) and adjust strategies accordingly. Collaborate with design and content teams to produce high quality <b>**digital assets**</b> (blogs, videos, infographics, ads). Stay updated on <b>**industry trends**</b>, competitor strategies, and emerging digital marketing tools.<b>**Job Title Website Developer**</b><b>**Location**</b> [Remote/On site/Hybrid]<b>**Job Type**</b> [Full time/Part time/Contract]<b>**Department**</b> IT / Development<b>**Reports To**</b> IT Manager / Lead Developer### <b>**Job Summary**</b>We are looking for a skilled <b>**Website Developer**</b> to design, build, and maintain high performance, user friendly websites and web applications. The ideal candidate will have expertise in front end and/or back end development, ensuring seamless functionality, responsiveness, and security across all</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	On-Ramps to Careers	1	Less than 10	<p>**Participants must have interviewed and selected by On Ramps for this position**  **Skills Needed for the Job**  Social media marketing  Graphic design  Communications  Research  Managing LinkedIn page , discord , and all ambassador communication channels  Providing digital resources in the form of a monthly newsletter to ambassadors and users on unchainedplatform  Organizing our ambassadors directory by university classification and major</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	On-Ramps to Careers	2	Less than 10	<p> <b>**Participants must have interviewed and selected by On Ramps for this position**</b>Marketing Intern (2) Interns will be asked to help support VEA marketing and branding. In addition, weekly the students will be exposed to professional development opportunities. Learning will be used to help develop their technical and support skills needed to provide great service in the present and future. The students will also be able to gain hands on experience. Market company at job fairs and networking events. Maintain contacts and distribution lists. Create and publish marketing materials. Create and publish proposal graphics and models. Develop marketing strategies to grow the company. Increase presence and develop a strategy for social marketing (i.e. Facebook, Linked in, Twitter and Govloop). Develop the holiday newsletters. Create marketing templates. Search business development websites for proposal opportunities. Provide updates to social networking sites. Develop recommendations to improve the company intranet and extranet. Assist in the development of marketing scripts and videos and deploy them to the company Youtube channel. Organize Business Development contacts. Develop innovative and creative ways to present materials and data on the company website and intranet. Candidate must have a degree or major related to digital marketing, desktop publishing, marketing/sales. Maintain a 3.0 Cumulative GPA. Must have experience with MS Office applications (i.e. Excel, Word, PowerPoint). Must have great oral and written communications skills. Must be internet and technology savvy.         </p> <p> <b>Cybersecurity Intern</b> Helping develop a database to automate the collection and aggregation of attributes; Supporting efforts to automate the collection of forensics from Linux distributions; Importing PowerShell queries into a .net framework to use in Cobalt Strike where queries can be used to determine whether DCSynch can be executed; Developing a Python script to help analyze         </p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	On-Ramps to Careers	3	Less than 10	<p>**Participants must have interviewed and selected by On Ramps for this position**Engineering Intern Microelectronics, programming, and IOT/SmartCities engineering intern, Virginia Tech (or Science and Engineering Intern, Virginia Tech) Support a 2400 square foot maker space lab for school aged students and adults at the Northern Virginia Center graduate student campus in Falls Church, VA. Assist lab leaders in developing and implementing STEM education programs for schools, administrators, teachers and students in technical career exploration, microelectronics, engineering design processes, Arduino (C, C++) programming, RoboCrafting (arts integrated creative robotics), VEX Robotics, and IOT (Internet of Things)/SmartCities initiatives. Support integrated environment and technology projects, and also pursued my own independent or small team projects. Teach students of all ages from elementary school groups to senior citizen lifelong learning programs. Willingness to learn new things. Desire to help others learn comfortably. Willingness to do whatever tasks need doing. Willingness to research answers/or solutions to challenging questions.</p>
Contract	On-Ramps to Careers	5	Less than 10	<p>**Participants must have interviewed and selected by On Ramps for this position**Students will support creative projects with WUTW and the clients that we support. In the process, students will gain skills and experience in the areas of research, marketing, asset creation, time management, team building, portfolio development, filmmaking, public speaking and digital art.</p>
Contract	On-Ramps to Careers	1	Less than 10	<p>**Participants must have interviewed and selected by On Ramps for this position**Students will support creative projects with WUTW and the clients that we support. In the process, students will gain skills and experience in the areas of research, marketing, asset creation, time management, team building, portfolio development, filmmaking, public speaking and digital art.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Redsprinkle, LLC	30	24	Redsprinkle Fashion Bootcamp seeks highly motivated youth participants, with a keen interest in various creative facets, including, but not limited to fashion design, cosmetology, media, modeling, photography, music production, and more. Ideal candidates are punctual, innovative, self starters, and enjoy working as a collective, towards the interests of a common goal. As the overall mission of the organization is to facilitate high caliber, hands on programming, which provide career options within creative industries; Redsprinkle seeks 180 female candidates, ages 14 17, who not only reflect the drive and ambition reflective of the company, but also those who seek to be creative innovators of the future.
Contract	Redsprinkle, LLC	70	63	Redsprinkle Fashion Bootcamp seeks highly motivated youth participants, with a keen interest in various creative facets, including, but not limited to fashion design, cosmetology, media, modeling, photography, music production, and more. Ideal candidates are punctual, innovative, self starters, and enjoy working as a collective, towards the interests of a common goal. As the overall mission of the organization is to facilitate high caliber, hands on programming, which provide career options within creative industries; Redsprinkle seeks 180 female candidates, ages 14 17, who not only reflect the drive and ambition reflective of the company, but also those who seek to be creative innovators of the future.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Sewing Opportunity Never Ending	4	Less than 10	<p><b>POSITION SUMMARY</b> SONE is partnering with ACW Workforce Center to recruit motivated and reliable interns to join the ACW team as Administrative Support Assistants at their headquarters. This is a great opportunity for interns to gain real world office experience and build valuable workplace skills. As an intern, you will work at the front desk and support the day to day operations of the center. You will learn how to communicate professionally, stay organized, and support our mission of helping job seekers succeed.</p> <p><b>KEY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Greet visitors, clients, and staff in a friendly and respectful manner</li> <li>• Answer incoming phone calls and transfer them to the right person</li> <li>• Take messages clearly and accurately when needed</li> <li>• Write and respond to emails in a professional tone using proper grammar and formatting</li> <li>• Help with filing, copying, scanning, and organizing documents</li> <li>• Keep the front office space neat and stocked with supplies</li> <li>• Support staff with scheduling, sign in sheets, and data entry tasks</li> <li>• Assist with preparing materials for meetings or events</li> <li>• Perform other duties as assigned to support the team</li> </ul> <p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Currently enrolled in MBSYEP</li> <li>• Strong verbal and written communication skills</li> <li>• Comfortable using a computer and typing</li> <li>• Friendly, respectful, and willing to learn</li> <li>• Able to follow directions and complete tasks on time</li> <li>• Interested in learning about professional office environments</li> <li>• Reliable attendance and a positive attitude are required</li> </ul> <p><b>WHAT YOU WILL LEARN</b></p> <ul style="list-style-type: none"> <li>• How to communicate professionally in person, on the phone, and through email</li> <li>• Office organization, time management, and customer service skills</li> <li>• Real world experience that can be added to your resume</li> <li>• Insight into career paths in workforce development and administrative support</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Sewing Opportunity Never Ending	2	Less than 10	<p>The Sew N Know (SNK) Fashion Enrichment Fellowship is an educational program aimed at introducing participants to fashion design and apparel production. Fellows will participate in design projects that cover essential techniques in garment construction while also developing professional skills through a structured work readiness series. Additionally, participants will be introduced to the basics of entrepreneurship to help them understand how to navigate the fashion industry. The fellowship is primarily conducted in person, with a limited virtual engagement option available. Participants are required to attend both morning and afternoon sessions from Monday through Friday to receive full daily work credit. Virtual engagement is available as an optional alternative to support those with summer obligations who want to earn partial work credit for the day. In person sessions will be held at UDC CC Backus Campus. Fellows must enter the building through the South Dakota Ave. entrance and check in at the security desk upon arrival, presenting a valid photo ID for access. The SNK Fashion Enrichment Fellowship provides participants with the opportunity to develop their creativity, enhance their professional skills, and explore entrepreneurial opportunities within the fashion industry. The program is intended for individuals seeking to learn, create, and grow in a structured environment.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Sewing Opportunity Never Ending	1	Less than 10	<p>The Sew N Know (SNK) Fashion Enrichment Fellowship is an educational program aimed at introducing participants to fashion design and apparel production. Fellows will participate in design projects that cover essential techniques in garment construction while also developing professional skills through a structured work readiness series. Additionally, participants will be introduced to the basics of entrepreneurship to help them understand how to navigate the fashion industry. The fellowship is primarily conducted in person, with a limited virtual engagement option available. Participants are required to attend both morning and afternoon sessions from Monday through Friday to receive full daily work credit. Virtual engagement is available as an optional alternative to support those with summer obligations who want to earn partial work credit for the day. In person sessions will be held at UDC CC Backus Campus. Fellows must enter the building through the South Dakota Ave. entrance and check in at the security desk upon arrival, presenting a valid photo ID for access. The SNK Fashion Enrichment Fellowship provides participants with the opportunity to develop their creativity, enhance their professional skills, and explore entrepreneurial opportunities within the fashion industry. The program is intended for individuals seeking to learn, create, and grow in a structured environment.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Sewing Opportunity Never Ending	99	94	<p>The Sew N Know (SNK) Fashion Enrichment Fellowship is an educational program aimed at introducing participants to fashion design and apparel production. Fellows will participate in design projects that cover essential techniques in garment construction while also developing professional skills through a structured work readiness series. Additionally, participants will be introduced to the basics of entrepreneurship to help them understand how to navigate the fashion industry. The fellowship is primarily conducted in person, with a limited virtual engagement option available. Participants are required to attend both morning and afternoon sessions from Monday through Friday to receive full daily work credit. Virtual engagement is available as an optional alternative to support those with summer obligations who want to earn partial work credit for the day. In person sessions will be held at UDC CC Backus Campus. Fellows must enter the building through the South Dakota Ave. entrance and check in at the security desk upon arrival, presenting a valid photo ID for access. The SNK Fashion Enrichment Fellowship provides participants with the opportunity to develop their creativity, enhance their professional skills, and explore entrepreneurial opportunities within the fashion industry. The program is intended for individuals seeking to learn, create, and grow in a structured environment.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	TAILORMADE STRATEGIES CO	30	30	<p>Job Summary The BIZ Bar, located on the Trinity University campus, seeks motivated and ambitious youth participants aged 14-17 to join our program. As a paid participant, you'll enhance financial literacy, develop soft skills, and earn money while learning. Join us to bridge the wealth gap through comprehensive education. Apply now for this life-changing opportunity! NOTE THIS IS A HYBRID PROGRAM MON &amp; FRI ARE VIRTUAL</p> <p>Responsibilities Engage in interactive workshops, field trips, and activities focused on financial literacy and soft skill development. Attend Millionaire Mindset Mondays featuring inspiring guest speakers sharing financial expertise. Collaborate with peers on group projects to enhance teamwork and problem-solving skills. Apply practical financial management strategies such as budgeting and investing. Explore micro-entrepreneurship projects to gain work experience and earn money. Set and work towards personal goals with guidance from program mentors. Contribute to a positive and inclusive learning environment.</p> <p>Qualifications Youth aged 14-17 passionate about financial literacy and reducing the wealth gap. Interest in budgeting, saving, investing, and entrepreneurship. Strong communication and teamwork skills. Reliable attendance and willingness to learn using technology. Adherence to program guidelines and professionalism. Join The BIZ Bar program to transform your financial future while making a meaningful impact. Apply now as a Youth Program Participant on the Trinity University campus!</p> <p>Regenerate response</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	TAILORMADE STRATEGIES CO	45	38	<p><b>Job Summary</b>The BIZ Bar, located on the Trinity University campus, seeks motivated and ambitious youth participants aged 14-17 to join our program. As a paid participant, you'll enhance financial literacy, develop soft skills, and earn money while learning. Join us to bridge the wealth gap through comprehensive education. Apply now for this life-changing opportunity! <b>NOTE THIS IS A HYBRID PROGRAM MON &amp; FRI ARE VIRTUAL</b></p> <p><b>Responsibilities</b>Engage in interactive workshops, field trips, and activities focused on financial literacy and soft skill development. Attend Millionaire Mindset Mondays featuring inspiring guest speakers sharing financial expertise. Collaborate with peers on group projects to enhance teamwork and problem-solving skills. Apply practical financial management strategies such as budgeting and investing. Explore micro-entrepreneurship projects to gain work experience and earn money. Set and work towards personal goals with guidance from program mentors. Contribute to a positive and inclusive learning environment.</p> <p><b>Qualifications</b>Youth aged 14-17 passionate about financial literacy and reducing the wealth gap. Interest in budgeting, saving, investing, and entrepreneurship. Strong communication and teamwork skills. Reliable attendance and willingness to learn using technology. Adherence to program guidelines and professionalism. Join The BIZ Bar program to transform your financial future while making a meaningful impact. Apply now as a Youth Program Participant on the Trinity University campus!</p> <p>Regenerate response</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	TAILORMADE STRATEGIES CO	6	Less than 10	<p>Are you interested in a career that involves making a social impact while learning a new skillset? Do you have a future career in financing, accounting, tax law, bookkeeping or business management? Are you creative, passionate and a leader? If this describes you then we would love to have you at your location this summer. Tailormade Strategies Consulting is a firm that focuses on closing the racial wealth gap by providing financial services and resources to entrepreneurs and start up that service our community to encourage financial sustainability for long term growth. In addition to our company's larger initiative we focus on providing financial literacy programming and work readiness through our summer programming called The BIZ Bar. Here at The BIZ Bar we make financing fun by delivering engaging programming, field trips, and exposure for youth who join our program. The highlight of our program is Millionaire Mindset Mondays where we bring community leaders onto our platform and have them share their story and resources with our youth. We are looking for young adults who are able to Engage our youth Serve as a program assistant/ mentor Find creative ways to deliver our curriculum Willing to learn or have working knowledge on basic financial literacy concepts NOTE This position is hybrid so access to a computer or laptop and camera is a must. Mondays and Fridays a virtual Tue Thu are in person Please note that outside of our summer program we are looking to hire someone long term within our primary office to work as a Customer Relations Coordinator and we will consider young adults from the program to fill this position.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	The Fresh Food Factory Market	15	14	<p>We are seeking a motivated and hands on Construction Trainee to assist our team in the build out and renovation of retail and restaurant locations. This is a temporary, full time role designed for someone interested in gaining real world experience in commercial construction, with a focus on fast paced retail and food service environments.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support site supervisors and contractors in daily construction tasks</li> <li>• Assist with material handling, site prep, cleanup, and deliveries</li> <li>• Help track project progress and maintain schedules</li> <li>• Participate in demolition, framing, painting, and fixture installation as needed</li> <li>• Adhere to safety guidelines and maintain a clean, organized job site</li> <li>• Attend team meetings and provide input on process improvements</li> <li>• Document site conditions and progress through photos or reports</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Interest in construction, carpentry, or facilities management</li> <li>• Ability to lift up to 50 lbs and work on your feet for extended periods</li> <li>• Willingness to work flexible hours and travel to multiple job sites if needed</li> <li>• Strong communication skills and a team first attitude</li> <li>• Must be 18 years or older</li> <li>• Previous construction or labor experience is a plus, but not required</li> </ul> <p><b>What You'll Gain</b></p> <ul style="list-style-type: none"> <li>• Hands on training in commercial construction practices</li> <li>• Exposure to retail and restaurant development projects</li> <li>• Mentorship from experienced professionals</li> <li>• Potential for long term opportunities based on performance</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	The Fresh Food Factory Market	30	30	<p>We're looking for an enthusiastic and reliable trainees to join our team and learn the ins and outs of food preparation, packaging, sales, and customer service. This is a great opportunity for someone looking to build experience in the food and retail industry in a fast paced, hands on environment.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Food Preparation &amp; Packaging</li> <li>• Assist with basic food prep tasks, including washing, chopping, portioning, and assembling</li> <li>• Follow food safety and hygiene protocols at all times</li> <li>• Package products accurately and efficiently, maintaining presentation standards</li> <li>• Support inventory rotation and ingredient restocking</li> </ul> <p><b>Customer Service &amp; Sales</b></p> <ul style="list-style-type: none"> <li>• Greet customers warmly and provide helpful, friendly service</li> <li>• Take orders, handle transactions, and operate POS systems</li> <li>• Answer customer questions about menu items, ingredients, and promotions</li> <li>• Keep service areas clean, organized, and fully stocked</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>• Maintain a clean and sanitary work environment</li> <li>• Communicate effectively with team members and supervisors</li> <li>• Learn and follow all company procedures and safety standards</li> <li>• Take initiative and show willingness to learn and grow</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Interest in food, hospitality, or customer service</li> <li>• Strong work ethic and attention to detail</li> <li>• Ability to work on your feet and handle a fast paced environment</li> <li>• Good communication and interpersonal skills</li> <li>• Reliable, punctual, and a team player</li> <li>• No prior experience necessary – training provided!</li> </ul> <p><b>What You'll Gain</b></p> <ul style="list-style-type: none"> <li>• Hands on experience in a food production and retail setting</li> <li>• Skills in customer interaction, sales, and basic kitchen work</li> <li>• Exposure to food safety standards and best practices</li> <li>• Opportunities for growth and potential long term employment</li> </ul> <p><b>Duration</b></p> <p>This is a trainee role with flexible hours and a focus on skill development. Length of the position can vary depending on business needs and performance.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	The Fresh Food Factory Market	10	16	<p>We will be offering varying shifts at this site THE FRESH FOOD FACTORY MARKET To promote economic, health and food equity of the District’s residents, specifically of wards 7 &amp; 8, The Fresh Food Factory Market was established as a social enterprise. It is an incubator market that sells local, healthy and ethnic foods as medicine, supports the purveyors who make them, and train other residents to make these healthy foods, and create events and expos to promote trade, international food and healthy life styles.</p> <p><b>TRAINING OUTCOMES</b></p> <ul style="list-style-type: none"> <li>•Focus on career opportunities to improve skill and wages.</li> <li>•Professional Development gaining industry specific training, offered certifications, and leadership experience.</li> <li>•Planning Long and short term strategies and re sources required.</li> <li>•Business management and business start up technical assistance*Event Planning</li> </ul> <p><b>WORKPLACE TRAINING SUMMARY</b></p> <p>The Market creates a platform to deploy retail operations and management training, business and entrepreneurial development, food safety, nutrition and wellness training. In addition, trainees will be offered financial literacy, food prep and will offer serve safe training to obtain certifications. This offering is to increase the quality of our communities’ professional, financial and nutritional welfare. Trade, event planning, business, nutrition and financial literacy training are not a luxury for our communities, they are a necessity.</p> <p><b>POSITION QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Interest in personal and community development.</li> <li>• Interest in healthy foods, nutrition and holistic wellness.</li> <li>• Willing to be lead and to learn.</li> </ul>



Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	The Fresh Food Factory Market	0	0	<p>THE FRESH FOOD FACTORY MARKET To promote economic, health and food equity of the District’s residents, specifically of wards 7 &amp; 8, The Fresh Food Factory Market was established as a social enterprise. It is an incubator market that sells local, healthy and ethnic foods as medicine, supports the purveyors who make them, and train other residents to make these healthy foods.</p> <p><b>TRAINING OUTCOMES</b>•Focus on career opportunities to improve skill and wages. •Professional Development gaining industry specific training, offered certifications, and leadership experience. •Planning Long and short term strategies and resources required. •Business management and business start up technical assistance</p> <p><b>WORKPLACE TRAINING SUMMARY</b> The Market creates a platform to deploy construction and retail operations and management training, business and entrepreneurial development, food safety, nutrition and wellness training. In addition, trainees will be offered financial literacy, and offered serve safe and other training to obtain certifications. This offering is to increase the quality of our communities’ professional, financial and nutritional welfare. Trade, business, nutrition and financial literacy training are not a luxury for our communities, they are a necessity.</p> <p><b>POSITION QUALIFICATIONS</b>• Interest in personal and community development. • Interest in real estate, construction, and entrepreneurship. • Willing to be lead and to learn.</p>
Contract	The MusicianShip	5	Less than 10	<p>Choir employees learn vocal techniques, harmonization, and performance etiquette. You will collaborate with fellow singers to prepare vocal pieces/selections, and develop your musical expression for live performances. Physical Activity Level Low Experience is not required, but recommended. Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Contract	The MusicianShip	10	Less than 10	Choir employees learn vocal techniques, harmonization, and performance etiquette. You will collaborate with fellow singers to prepare vocal pieces/selections, and develop your musical expression for live performances. Physical Activity Level LowExperience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
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Contract	The MusicianShip	3	Less than 10	Dance employees train in various dance styles, learn choreography, and rehearse for dynamic group performances. The program emphasizes creativity, endurance, and stage presence in a fast paced, supportive environment.Physical Activity Level VigorousExperience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
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Contract	The MusicianShip	3	Less than 10	Drumline employees develop their rhythmic ability, precision, and coordination by playing in a high energy percussion ensemble. You will engage in regular practices and build performance skills through group routines and exercises. Physical Activity Level Moderate. Experience is not required, but recommended. Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	The MusicianShip	5	Less than 10	Drumline employees develop their rhythmic ability, precision, and coordination by playing in a high energy percussion ensemble. You will engage in regular practices and build performance skills through group routines and exercises. Physical Activity Level Moderate.Experience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
Contract	The MusicianShip	5	Less than 10	Drumline employees develop their rhythmic ability, precision, and coordination by playing in a high energy percussion ensemble. You will engage in regular practices and build performance skills through group routines and exercises. Physical Activity Level Moderate.Experience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
Contract	The MusicianShip	3	Less than 10	Marching Band employees participate in daily rehearsals, learn fundamental marching techniques, and improve their musicianship alongside peers and the Band Director. This experience promotes discipline, teamwork, and performance readiness. Physical Activity Level Moderate.Experience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
Contract	The MusicianShip	5	Less than 10	Marching Band employees participate in daily rehearsals, learn fundamental marching techniques, and improve their musicianship alongside peers and the Band Director. This experience promotes discipline, teamwork, and performance readiness. Physical Activity Level Moderate.Experience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.

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Contract	The MusicianShip	5	Less than 10	Marching Band employees participate in daily rehearsals, learn fundamental marching techniques, and improve their musicianship alongside peers and the Band Director. This experience promotes discipline, teamwork, and performance readiness. Physical Activity Level Moderate.Experience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
Contract	The MusicianShip	5	Less than 10	Business/Media employees explore media, branding, and marketing supporting the music and entertainment industry. You will gain hands on experience managing content, supporting events, and learning about entrepreneurship and digital storytelling in a creative environment.Physical Activity Level LowExperience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
Contract	The MusicianShip	5	Less than 10	Business/Media employees explore media, branding, and marketing supporting the music and entertainment industry. You will gain hands on experience managing content, supporting events, and learning about entrepreneurship and digital storytelling in a creative environment.Physical Activity Level LowExperience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
Contract	The MusicianShip	14	Less than 10	Business/Media employees explore media, branding, and marketing supporting the music and entertainment industry. You will gain hands on experience managing content, supporting events, and learning about entrepreneurship and digital storytelling in a creative environment.Physical Activity Level LowExperience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	The MusicianShip	15	12	Business/Media employees explore media, branding, and marketing supporting the music and entertainment industry. You will gain hands on experience managing content, supporting events, and learning about entrepreneurship and digital storytelling in a creative environment.Physical Activity Level LowExperience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
Contract	The MusicianShip	5	Less than 10	Production/Audio Engineering employees learn about sound systems, live mixing, and audio recording. You will assist with setting up and managing equipment for rehearsals and live shows, gaining technical and teamwork skills.Physical Activity Level Low to moderateExperience is not required, but recommended.Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.
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Contract	The MusicianShip	5	Less than 10	Production/Audio Engineering employees learn about sound systems, live mixing, and audio recording. You will assist with setting up and managing equipment for rehearsals and live shows, gaining technical and teamwork skills. Physical Activity Level Low to moderate Experience is not required, but recommended. Overall Expectation Participation and performance in the summer showcase, Dianne's Recital (7/31) is REQUIRED.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	Time For Change	1	21	<p>Title Employment Specialist Department Employment Services Reports to Program Coordinator Employment Status Independent Contractor Overall Function Carries out the services of the Time For Change Employment program by assisting participants to obtain and maintain employment that is consistent with their vocational goals.</p> <p>Responsibilities Engages participants and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers who do not necessarily have disabilities. Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for participants to make good decisions about employment opportunities. Refers participant to benefits counseling, as needed. Helps clients report earnings, as needed. Assesses clients' vocational functioning on ongoing basis utilizing background information and work experiences. With the client's permission, provides education and support to family members. Discusses client's preference for disclosure of psychiatric status to employers. Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of IPS supported employment. Conducts a minimum of six employer contacts per week. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position. Provides individualized follow along supports to assist clients in maintaining employment. Writes job support plans with clients and incorporating input from the mental health team. Adjusts plan according to clients' needs and preferences. Provides education and support to employers as agreed upon by clients, which may</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Time For Change	15	26	<p>Title Employment Specialist Department Employment Services Reports to Program Coordinator Employment Status Independent Contractor Overall Function Carries out the services of the Time For Change Employment program by assisting participants to obtain and maintain employment that is consistent with their vocational goals.</p> <p>Responsibilities Engages participants and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers who do not necessarily have disabilities. Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for participants to make good decisions about employment opportunities. Refers participant to benefits counseling, as needed. Helps clients report earnings, as needed. Assesses clients' vocational functioning on ongoing basis utilizing background information and work experiences. With the client's permission, provides education and support to family members. Discusses client's preference for disclosure of psychiatric status to employers. Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of IPS supported employment. Conducts a minimum of six employer contacts per week. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position. Provides individualized follow along supports to assist clients in maintaining employment. Writes job support plans with clients and incorporating input from the mental health team. Adjusts plan according to clients' needs and preferences. Provides education and support to employers as agreed upon by clients, which may</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	Time For Change	18	18	<p>Description Title Employment Specialist Department Employment Services Reports to Program Coordinator Employment Status Independent Contractor Overall Function Carries out the services of the Time For Change Employment program by assisting participants to obtain and maintain employment that is consistent with their vocational goals. Responsibilities Engages participants and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers who do not necessarily have disabilities. Assists clients in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for participants to make good decisions about employment opportunities. Refers participant to benefits counseling, as needed. Helps clients report earnings, as needed. Assesses clients' vocational functioning on ongoing basis utilizing background information and work experiences. With the client's permission, provides education and support to family members. Discusses client's preference for disclosure of psychiatric status to employers. Conducts job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the people on his/her caseload, following the principles and procedures of IPS supported employment. Conducts a minimum of six employer contacts per week. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position. Provides individualized follow along supports to assist clients in maintaining employment. Writes job support plans with clients and incorporating input from the mental health team. Adjusts plan according to clients' needs and preferences. Provides education and support to employers as agreed upon by clients, which may</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Contract	UNITING OUR YOUTH	10	Less than 10	Support Specialist responsibilities include Advising businesses on optimizing their recruitment processes Responding to user queries with friendly and pragmatic advice Troubleshooting and providing support for customer issues Reviewing job descriptions to ensure their success on job boards Train customers on how to use a product or service effectively Work closely with the product development team to improve products based on customer feedback Keep abreast of product changes, new products, and services Maintain a positive, empathetic and professional attitude toward
Contract	UNITING OUR YOUTH	15	15	THE UNITING OUR YOUTH YOUTH SUMMER ENGAGEMENT PROGRAM WILL CONSIST OF A VARIETY OF PROVEN LIFE SKILL WORKSHOPS, SOCIAL ENRICHMENT ACTIVITIES , AND BASIC JOBS SKILLS TRAINING. THE PROGRAM AND ACTIVITIES ARE DESIGNED TO ENHANCE BASIC LIFE ACHIEVEMENT.

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	UNITING OUR YOUTH	15	16	<p>Uniting Our Youth 2025 SYEP Program</p> <p>The Uniting Our Youth (UOY) youth Summer engagement program will consist of a variety of proven life skills workshops, social enrichment activities, and basic jobs skills training. The program and activities are designed to enhance basic life achievement goals. The “non technical” skills development and life skills will consist of the following training.</p> <ul style="list-style-type: none"> <li>• Communication and Conflict Youth will learn skills that promote resolving conflict in a non violent and confrontational manner.</li> <li>• Time Management The youth will build valuable time management skills as they learn to balance multiple tasks.</li> <li>• Workplace Etiquette Workplace etiquette lessons will focus on how proper decorum in the workplace. They will also build effective communication skills, learn good manners, and show respect for others. Youth are given the opportunity to suggest topics of discussion, outside field trips, and other activities to enhance the program and make it more meaningful to them.</li> </ul> <p>Work force development training will consist of the following</p> <ul style="list-style-type: none"> <li>The Right Attitude For Success</li> <li>Preparing My Resume to Fit the Job Description</li> <li>Job Search techniques for online searches</li> <li>Completing online job applications</li> <li>Interviewing for a job</li> <li>Applying for a local government job.</li> <li>Money Management</li> <li>Careers in the Hospitality Industry</li> <li>Technology for the Future Youth learn how to use IT to develop new skills.</li> <li>Entrepreneurship Training Starting Your Own Business</li> <li>Entrepreneurship Training Creating A Business Plan</li> </ul> <p>There will be a series of 10 Workshops/Speeches by professionals and businessmen and women on the following topics</p> <ul style="list-style-type: none"> <li>a) Anger Management and Peaceful Conflict Resolution Techniques</li> <li>b) Drug and Alcohol Avoidance/Abstinence</li> <li>c) Peer Pressure and How to Deal With It</li> <li>d) Basic Life Skills Management</li> <li>e) Exploring High Growth Careers</li> <li>f) Financial Literacy</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Contract	UNITING OUR YOUTH	25	24	<p>Uniting Our Youth 2025 SYEP Program</p> <p>The Uniting Our Youth (UOY) youth Summer engagement program will consist of a variety of proven life skills workshops, social enrichment activities, and basic jobs skills training. The program and activities are designed to enhance basic life achievement goals. The “non technical” skills development and life skills will consist of the following training.</p> <ul style="list-style-type: none"> <li>• Communication and Conflict Youth will learn skills that promote resolving conflict in a non violent and confrontational manner.</li> <li>• Time Management The youth will build valuable time management skills as they learn to balance multiple tasks.</li> <li>• Workplace Etiquette Workplace etiquette lessons will focus on how proper decorum in the workplace. They will also build effective communication skills, learn good manners, and show respect for others. Youth are given the opportunity to suggest topics of discussion, outside field trips, and other activities to enhance the program and make it more meaningful to them.</li> </ul> <p>Work force development training will consist of the following</p> <ul style="list-style-type: none"> <li>The Right Attitude For Success</li> <li>Preparing My Resume to Fit the Job Description</li> <li>Job Search techniques for online searches</li> <li>Completing online job applications</li> <li>Interviewing for a job</li> <li>Applying for a local government job.</li> <li>Money Management</li> <li>Careers in the Hospitality Industry</li> <li>Technology for the Future Youth learn how to use IT to develop new skills.</li> <li>Entrepreneurship Training Starting Your Own Business</li> <li>Entrepreneurship Training Creating A Business Plan</li> </ul> <p>There will be a series of 10 Workshops/Speeches by professionals and businessmen and women on the following topics</p> <ul style="list-style-type: none"> <li>a) Anger Management and Peaceful Conflict Resolution Techniques</li> <li>b) Drug and Alcohol Avoidance/Abstinence</li> <li>c) Peer Pressure and How to Deal With It</li> <li>d) Basic Life Skills Management</li> <li>e) Exploring High Growth Careers</li> <li>f) Financial Literacy</li> </ul>
Federal Agency	Chambers of the Honorable Emme	1	Less than 10	<p>Observe courtroom proceedings for Judge Sullivan and other Judges on the District Court for the District of Columbia. Maintain journal containing information about and reflections on the proceedings. Attend Summer Speaker's Series events. Assist with clerical duties such as disassembling binders, entering information into excel spreadsheets and other duties as assigned.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Federal Agency	DC National Guard	1	Less than 10	G greets and directs visitors, resolves routine administrative problems and answers inquiries concerning activities and operations of department/division; accepts, screens, and routes telephone calls; maintains log of inquiries as required. Sorts, screens, and distributes incoming and outgoing mail. Performs miscellaneous job related duties as assigned.
Federal Agency	DC National Guard	17	18	Coordinates and performs a range of staff and/or operational support activities for the unit; serves as a liaison with other departments and operating units in the resolution of day to day administrative and operational problems. Operates personal computer to compose and edit correspondence and/or memoranda from dictation, verbal direction, or from knowledge of established department/division policies; may prepare, transcribe, compose, type, edit, and distribute agendas and/or minutes of meetings. Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities for supervisors, which may include coordinating travel and lodging arrangements. Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed. Assists unit management and staff in problem solving, project planning, and development and execution of stated goals and objectives. Posts, balances, monitors, and reconciles internal department/division monthly ledgers, budgets, and financial reporting system reports; may prepare drafts of budget planning documents; may serve as department/division book holder and/or paymaster; may manage petty cash disbursements and reconciliations. Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports. Sorts, screens, reviews, and distributes incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries. Requisitions supplies, printing, maintenance, and other services. Leads and trains lower graded staff and/or student employees, as required.

Sector	Host	Total Slots	Slots Assigned	Job Description
Federal Agency	DC National Guard	5	Less than 10	<p>Coordinates and performs a range of staff and/or operational support activities for the unit; serves as a liaison with other departments and operating units in the resolution of day to day administrative and operational problems. Operates personal computer to compose and edit correspondence and/or memoranda from dictation, verbal direction, or from knowledge of established department/division policies; may prepare, transcribe, compose, type, edit, and distribute agendas and/or minutes of meetings. Schedules and coordinates meetings, events, interviews, appointments, and/or other similar activities for supervisors, which may include coordinating travel and lodging arrangements. Prepares or assists with the preparation of scheduled and/or ad hoc statistical and narrative reports; performs basic information gathering and analysis and/or forecasting, as specifically directed. Assists unit management and staff in problem solving, project planning, and development and execution of stated goals and objectives. Posts, balances, monitors, and reconciles internal department/division monthly ledgers, budgets, and financial reporting system reports; may prepare drafts of budget planning documents; may serve as department/division book holder and/or paymaster; may manage petty cash disbursements and reconciliations. Establishes, maintains, and updates files, databases, records, and/or other documents; develops and maintains data, and performs routine analyses and calculations in the processing of data for recurring internal reports. Sorts, screens, reviews, and distributes incoming and outgoing mail; composes, prepares, or ensures timely responses to a variety of routine written inquiries. Requisitions supplies, printing, maintenance, and other services. Leads and trains lower graded staff and/or student employees, as required.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Federal Agency	DC National Guard	4	Less than 10	Assist with tasks like research, documentation, exhibit preparation, and preservation of historical materials. Typical Responsibilities• Research Conducting research on specific topics or projects, often involving primary sources like documents, artifacts, and oral histories. • Documentation Creating finding aids, catalogs, and other documentation to make historical materials accessible. • Archival Work Sorting, organizing, and preserving historical documents and artifacts. • Exhibit Preparation Assisting with the creation and maintenance of exhibits, including research, writing, and installation. • Public Outreach Developing educational materials, writing blog posts, or serving as a tour guide. • Data Entry and Management Assisting with data entry, recordkeeping, and database
Federal Agency	National Labor Relations Board	0	0	Provide support to NLRB offices in accordance with the agency's mission. To include but not limited to, projects, research, outreach initiatives, case study, create/ generate reports from automated systems, and maintains a variety of documents such as general correspondence, memorandums, etc. The Youth will also, attend professional development workshops.
Federal Agency	National Labor Relations Board	1	Less than 10	Provide support to NLRB offices in accordance with the agency's mission. To include but not limited to, projects, research, outreach initiatives, case study, create/ generate reports from automated systems, and maintains a variety of documents such as general correspondence, memorandums, etc. The Youth will also, attend professional development workshops.



Sector	Host	Total Slots	Slots Assigned	Job Description
Federal Agency	National Museum of American History	4	Less than 10	<p>This job is located at the National Museum of American History. In this role you will be working with Visitor Services staff interacting with and providing information to the museum's thousands of daily visitors. Duties will include staffing the information desks and carts, answering visitor questions about the museum and its collections, engaging visitors with different thought experiments set up in the museum, and conducting visitor observations. Additional duties will include helping our team that works to create onsite experiences for our visitors to develop and test new ideas these may include talkback boards, hands on experiences, and theater experiences, depending on the applicants interests and skill sets. Candidates will also participate in weekly professional development sessions as part of the program. No prior museum experience required. Public speaking and customer service experience is preferred but not required. You will need to pass a background check as a condition of employment.</p>
Federal Agency	Office of the Comptroller of the Currency	2	Less than 10	<p>Interns are generally matched with a business unit based on their skills, knowledge, experience, and interests. The NDIP program provides students with an opportunity to contribute to one of our organizational units. Interns will Gain valuable work and career related experience to enhance your résumé Participate in networking and career readiness workshops Explore career paths alongside OCC professionals. Build self confidence. Assist OCC to accomplish its mission.</p>
Federal Agency	Office of the Comptroller of the Currency	10	10	<p>Interns are generally matched with a business unit based on their skills, knowledge, experience, and interests. The NDIP program provides students with an opportunity to contribute to one of our organizational units. Interns will Gain valuable work and career related experience to enhance your résumé Participate in networking and career readiness workshops Explore career paths alongside OCC professionals. Build self confidence. Assist OCC to accomplish its mission.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Federal Agency	Office of the Comptroller of the Currency	8	Less than 10	This position is for rising high school seniors and recent high school graduate students. Interns will work in a small training team to » Gain exposure to roles, occupations, and activities in bank supervision. » Learn about the banking industry. » Develop financial literacy and public speaking skills while working in a professional setting. » Discover potential career opportunities within the federal government and banking industry. » Participate in enrichment activities and interagency events sponsored by the OCC. » Serve as a mentor or mentee. » Develop an elevator pitch, reflection paper, résumé, a short paper on mentorship, and capstone project.
Federal Agency	Office of the Comptroller of the Currency	10	11	This position is for rising high school seniors and recent high school graduate students. Interns will work in a small training team to » Gain exposure to roles, occupations, and activities in bank supervision. » Learn about the banking industry. » Develop financial literacy and public speaking skills while working in a professional setting. » Discover potential career opportunities within the federal government and banking industry. » Participate in enrichment activities and interagency events sponsored by the OCC. » Serve as a mentor or mentee. » Develop an elevator pitch, reflection paper, résumé, a short paper on mentorship, and capstone project.
Federal Agency	The Office of School Time Grants	1	Less than 10	Summer Data Analytics Intern will support the Office of Out of School Time Grants and Youth Outcomes (OST Office) as part of SYEP. This internship is focused on enhancing OST's data management and analysis capabilities. The intern will assist with data collection, cleaning, reporting, and visualization.
Federal Agency	The Office of School Time Grants	1	Less than 10	The Operations Intern will assist with notetaking for cross agency meetings and meetings in general. Support the work of the Operations Specialist and of the Executive Director. Help to manage and monitor our inbox, redirecting and responding to emails as deemed necessary. Support all administrative and operational task for the Office of Out of School Time Grants and Youth Outcomes (OST Office). Other duties may be assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Federal Agency	The Office of School Time Grants	1	Less than 10	This role would help manage the newly launched My Out of School Time portal. The project coordinator or junior project manager will work directly with the MOST project manager to support administrative tasks related to the portal's overall functionality, liaising with Learn24 partners, support our office's first surge enrollment as portal owners, and provide support to meet project milestones set forth by the OST Office.
Grant	Babie Girl Production Non-Profit I	4	Less than 10	Youth will learn how to form and business and get a business license. Youth will learn about different career opportunities and how to prepare for the workforce. Youth will learn the financial management system. They will learn how to manage money and prepare personal and business budgets and other financial statements.
Grant	Babie Girl Production Non-Profit I	25	15	Youth will learn how to form and business and get a business license. Youth will learn about different career opportunities and how to prepare for the workforce. Youth will learn the financial management system. They will learn how to manage money and prepare personal and business budgets and other financial statements.

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Bay Atlantic University (Grant Fur	0	Less than 10	<p>🔗 Position Summary As a Scroll Stopper Intern, you'll participate in a 1 week intensive designed to sharpen your professional communication skills, strengthen your digital confidence, and prepare you for today's workforce. Through real world tools, hands on projects, and interactive training, you'll learn how to show up, speak up, and stand out — online and in the workplace. This is a unique opportunity to blend career readiness with creative digital skills that are in high demand across industries. 📁 Key Responsibilities Participate in interactive workshops on workplace communication, customer service, and digital professionalism Learn how to present yourself and your ideas in a virtual environment (Zoom, Slack, Notion, etc.) Create a personal brand bio and digital pitch video using CapCut Practice how to respond to clients, supervisors, and teammates with clarity and professionalism Deliver a short final presentation or mock interview at the end of the program 🗣️</p> <p>What You'll Gain Certificate in Digital Professionalism &amp; Content Communication A personal brand portfolio including a 60 second pitch video Experience using modern workplace tools Improved verbal and written communication skills Confidence in navigating today's digital work environments <input checked="" type="checkbox"/> Ideal Candidate Ages 18–24 and a current DC resident Interested in career growth, entrepreneurship, or professional branding Eager to improve communication, confidence, and creativity Reliable, engaged, and ready to participate fully in the week long experience</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Bay Atlantic University (Grant Fur	50	37	<p>?? About the Role Are you obsessed with TikTok trends? Do you have a creative eye and love making videos that grab attention? As a REELfluencer Marketing Intern, you'll become a scroll stopping storyteller — mastering CapCut, helping launch real products, and using social media to create buzz around youth designed brands. You'll work in teams to create short form video content, support product launches from DC Launch Lab, and learn real skills in marketing, video editing, and branding. No prior experience needed — just bring your creativity and commitment to learn!?? What You'll Do Learn how to create viral content using TikTok and CapCut Design and launch a youth led marketing campaign Collaborate with product creators from DC Launch Lab Create logos, slogans, and story driven posts for real products Gain exposure to influencer strategies and content planning Pitch your final project in a public showcase event?? What You'll Gain Certificate in Youth Digital Marketing Fundamentals Hands on experience in video editing, branding, and storytelling A personal portfolio of content and brand assets Real world collaboration with youth entrepreneurs Skills in communication, teamwork, and tech based creativity? Ideal Candidate Age 14–15 and a DC resident (MBSYEP eligible) Passionate about TikTok, creativity, or digital storytelling Willing to learn, collaborate, and show up every day Interested in entrepreneurship, marketing, or design Want to help shape the next viral trend? Become a REELfluencer this summer and start your journey toward becoming a digital creator and marketing pro.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Bay Atlantic University (Grant Fur	0	0	<p>?? Position Summary As a Scroll Stopper Intern, you'll participate in a 1 week intensive designed to sharpen your professional communication skills, strengthen your digital confidence, and prepare you for today's workforce. Through real world tools, hands on projects, and interactive training, you'll learn how to show up, speak up, and stand out — online and in the workplace. This is a unique opportunity to blend career readiness with creative digital skills that are in high demand across industries.??</p> <p>Key Responsibilities Participate in interactive workshops on workplace communication, customer service, and digital professionalism Learn how to present yourself and your ideas in a virtual environment (Zoom, Slack, Notion, etc.) Create a personal brand bio and digital pitch video using CapCut Practice how to respond to clients, supervisors, and teammates with clarity and professionalism Deliver a short final presentation or mock interview at the end of the program??</p> <p>What You'll Gain Certificate in Digital Professionalism &amp; Content Communication A personal brand portfolio including a 60 second pitch video Experience using modern workplace tools Improved verbal and written communication skills Confidence in navigating today's digital work environments?</p> <p>Ideal Candidate Ages 18–24 and a current DC resident Interested in career growth, entrepreneurship, or professional branding Eager to improve communication, confidence, and creativity Reliable, engaged, and ready to participate fully in the week long experience</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Capstone Group (grant funded)	25	19	<p>The Capstone MBSYEP Summer Interns will rotate between 2 main program workshops this year Video Production and Theater Arts. The Capstone MBSYEP Program will meet in person for 5 days a week this summer at Asbury United Methodist Church in downtown Washington, DC, about 3 blocks from Metro Center and Gallery Place.</p> <p><b>Video Production Workshop</b> In Person Capstone Interns will learn the basics of video studio field production through hands on training (mini broadcasts, interviews, ENG field assignments). Interns will learn how to operate cameras, sound equipment, video recording equipment and lighting. Students will also learn how to book interviews &amp; communicate with guests (interviewees). They will have the opportunity to produce, direct and contribute to short format videos for The Capstone Legacy Series.</p> <p><b>Theater Workshop</b> In Person The Theater Workshop will give youth exposure and basic experience in playwriting, acting, and movement for the stage as they immediately work towards participating in and staging a one act play that they will present at the end of the summer. Youth will learn stage management, prop making, lighting and sound for stage, technically supporting the one act play as it is staged. Aside from Video Production and Theater Arts, interns will also enjoy professional and career development, learning to write resumes &amp; cover letters, working to enhance workplace etiquette, presentation skills, public speaking and dressing for success while learning interviewing and networking skills. This summer Capstone interns will go on industry field trips and interact with industry professionals every Friday as part of their professional and career development. At the end of the summer, Capstone MBSYEP interns create, stage and implement their own culminating event, which is attended by friends, family and community. The preparation for and the event itself plays an important role in enhancing</p>
Grant	Children & Charity International (C	30	16	<p>Youth 16 17 will be exposed to Performing Arts and Skills Training that will help the camper develop body and mind. Youth will sharpen his/her creative skills through poetic expressions, theater arts, music, dance, and drama. Youth will explore and hone developmental skills. Youth will interact with professionals in the performing arts sector. Youth will do a live show.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Children & Charity International (C	6	Less than 10	Youth will serve in the capacity of senior virtual administrative aide. Youth will receive occupational training and assist administrators and teachers during program activities. Youth will assist facilitator with webinars, and interact with students virtually. Youth will help maintain and keep a healthy environment. Youth will learn about office and classroom procedures, curriculum development, and instruction manual.
Grant	Children & Charity International (C	50	50	Youth will participate in STEM and Skills Development. Youth will engage in interactive virtual conferences and discussions in a safe, clean, and healthy learning environment. Youth will learn about classroom procedures, curriculum development, and instruction. Youth will collaborate with classmates for projects and assignments, and interact with adult supervisors.
Grant	Children & Charity International (C	75	74	Youth will engage in virtual project based science, technology, engineering, and mathematics (STEM) learning, and job readiness training, in preparation for college and the work environment. Youth will collaborate on fun technology related activities utilizing coding, apps development, and virtual designs. Youth will engage in interactive discussions, mentoring, and role play relative to everyday life experiences and best practices. Youth will be assigned various duties that will include use of computers, and digital media.
Grant	Children & Charity International (C	5	Less than 10	Youth will receive on the job training in a school environment. Youth will assist with summer program activities performing arts, drama, and dance. Youth will assist program personnel. Youth will interact with students and adult supervisors. Youth will participate in live musical Show.
Grant	Dramatic Solutions (Grant Funded	8	10	Participant will assist Program Manager with managing youth and engage in creative activities for work development and job readiness.
Grant	Dramatic Solutions (Grant Funded	0	Less than 10	Participants will learn job skills to prepare them for the workforce.
Grant	Dramatic Solutions (Grant Funded	0	0	Participants will learn job skills to prepare them for the workforce.



Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Dramatic Solutions (Grant Funded)	0	0	The Career Readiness Specialist will experience on site job coaching, career readiness classes, job counseling, and real world learning experiences to retain and prepare for a career or workplace attainment. Specific daily activities will be provided so that participants will gain a customized experience base on their specific need.
Grant	Dramatic Solutions (Grant Funded)	110	48	The Dramatic Solutions Summer Intern Program will experience on site job coaching, career readiness classes, job counseling, and real world learning experiences to retain and prepare for a career or workplace attainment. Specific daily activities will be provided so that participants will gain a customized experience base on their specific need.
Grant	Echelon Community Services (Grant Funded)	40	31	This position is a hands on role that will provide exposure to various career opportunities. Each participant will explore options in healthcare, criminal justice, mental health, music, digital media, creative writing, and event planning. Additionally, each individual will have the opportunity to obtain their First Aid & CPR certification and their Food Handlers certification. At the end of the six week program, each participant will present an overview of their project of choice. The sessions will require independent work and participation in community outings.
Grant	Echelon Community Services (Grant Funded)	5	Less than 10	Assist case managers in filing, calling clients, entering and uploading data in the system, and other duties that are assigned.
Grant	Honor U Performance Arts Academy	2	Less than 10	The Youth Mentor role is a leadership opportunity for former mentees of the Kings Mentoring Kings Program to return and give back by guiding the next cohort of rising young Kings. As a Youth Mentor, you will support daily programming by modeling professionalism, assisting instructors, helping manage group activities, and encouraging younger participants as they build confidence and life skills. You will also lead by example through punctuality, positive communication, and a commitment to personal growth. This is a chance to strengthen your leadership abilities, gain valuable work experience, and contribute to the success of your peers. Ideal candidates are reliable, respectful, and passionate about mentoring and supporting the next cohort of young men on their journey toward manhood and purpose.

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Honor U Performance Arts Academy	50	34	BOYS ONLY Kings Mentoring Kings Cohort 2 The Marathon BluePrint A Tribute to Nipsey Hussle. This summer, we're not just running a program, we're running a movement. The Personal Development & Boss Up Series, Volume I, is our newest initiative designed to uplift, inspire, and activate young kings ages 14-15. Grounded in legacy and purpose, this summer series is dedicated to the life and mission of Nipsey Hussle—a true visionary who turned hustle into healing for his people. The Marathon Blueprint Workshop Series includes Mental Health Wellness + Real Talk Circles, Financial Literacy and ownership Tools, a Build Your Brand Challenge, Daily Motivation from Nipsey's Philosophy, Mentorship from Real Entrepreneurs and community Leaders, and building a community and brotherhood.
Grant	JMG PRODUCTIONS INC WORK	15	14	Assistant Producer will work alongside researcher and producer to help create, write, produce and edit a Public Service Announcement (PSA) to address bullying and violence, as well as other social justice issues. The Associate Producer will help to research and gather information to support summer program topics of discussion. The Assistant Producer will work with the JMG Leadership Team and Outfront Media in helping to develop a billboard campaign on addressing violence in the Washington, DC area and beyond.
Grant	JMG PRODUCTIONS INC WORK	11	Less than 10	Junior Researcher will work alongside the Senior Researcher in gathering important elements, information and interviews to help with the JMG Productions, Inc. Listen To Our Voices Anti Bullying and Youth Violence Prevention Campaign Youth Town Hall and Billboard Campaign. Junior Researcher will help to fact check, engage in community service projects and attend meetings with the JMG Team, City Council and Mayor's Office.

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	JMG PRODUCTIONS INC WORKS	10	Less than 10	JMG's Youth Producer will help to oversee one or more aspects of video production on a mini public service announcement, documentary and Youth Town Hall Series. Some producers (depending upon skill) will take more of an executive role, in that they conceive new programs and pitch them to the JMG Team, but upon acceptance they focus on business matters, such as learning about budgets, creating a concept idea, researching and fact checking the idea, help to write the idea, planning a story board to help shoot the visual concept and working with the videography team. The Producer will focus a great deal on content that addresses social justice issues in Washington, DC and beyond. For example key components include addressing bullying, violence prevention, mass incarceration, overhauling the criminal justice system and more. The Youth Producer will go out with a trained videography and photography Team to film and capture elements that will be ideal to help the story being produced.
Grant	JMG PRODUCTIONS INC WORKS	85	38	Production Assistant will work closely with the entire team to provide support and assist where help is needed. Production Assistant will help with youth town hall and anti bullying violence prevention campaign. Production Assistant will go on field production shoots with production team and help to capture elements and sound in the field. For example, interviews (one on one) and/or group discussions. Production Assistant holds a valuable role in this program.
Grant	JMG PRODUCTIONS INC WORKS	10	10	Senior Researcher is responsible for helping to research the creative idea of the JMG Productions, Inc. Listen To Our Voices Anti Bully and Youth Violence Prevention Youth Town Hall and Billboard Campaign. Senior Researcher will work with Police Department, Library of Congress, Media Outlets, JMG Productions, Inc. Leadership Team, Outfront Media, Mayor's Office, City Council and more, in gathering most recent information and details on violent tragedies in the District committed by children and young adults. Senior Researcher will help to fact check stories and information before making it public. Senior Researcher will then distribute information to Create Team (Producers, et al).

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	JMG PRODUCTIONS INC WORK	50	48	Social Media Specialist is responsible for developing and executing social media campaigns and strategies. Social Media Specialist will work in closely with Creative Team (Producers, Associate Producers, etc..) to help take the content of the anti bullying youth violence prevention art work and turn it into an informative and educational piece marketing campaign. This is a big position and a great way for anyone to get their foot in the door and grow.
Grant	JMG PRODUCTIONS INC-(CAR	10	Less than 10	The Assistant Producer will provide administrative and creative support to the Producer, Videographer, Project Manager and lead internal team to help with ongoing town halls, public service announcements (PSA), working with the White House and addressing social justice issues especially on bullying and violence in schools and communities. The Assistant Producer will also help to do some of the writing and logging of video footage and identifying soundbites to be used in documentary footage from Summer Youth Employment (SYEP).
Grant	JMG PRODUCTIONS INC-(CAR	10	Less than 10	Content Manager will help to create, research and generate content for creation of program build boards that will help to address social justice issues such as bullying and violence in schools and communities. This will include working with JMG's external partners, Interface Media Group and Outfront Media. Content Manager will help to create social justice content to be displayed in metro area, buses, and more.
Grant	JMG PRODUCTIONS INC-(CAR	5	Less than 10	Photographer will help to capture compelling images for JMG Productions, Inc. Listen To Our Voices Anti Bullying and Youth Violence Prevention Campaign. Videographer will work closely with JMG Leadership Team, and Outfront Media to help create, develop and display art work to be used in violence prevention campaign throughout Washington, DC area. The idea behind the campaign is to help reduce the significant violent tragedies impacting children and young adults in the Washington, DC Metropolitan area.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Grant	JMG PRODUCTIONS INC-(CAR	10	Less than 10	Producer will help to oversee one or more aspect of a Public Service Announcement (PSA) to run in a billboard campaign on addressing a Social Justice issue, ex. anti bullying, violence prevention. Producer will help to pitch ideas and will work closely with Content Manager and all production personnel to help ensure a quality finished product. Producer will help to see program creation from beginning to end. This will include producing two live youth town hall events.
Grant	JMG PRODUCTIONS INC-(CAR	5	Less than 10	Project Manager will help to oversee all job functions on the anti bullying and youth violence prevention campaign. That Project Manager will work alongside JMG Leadership and its external partners to make sure the framework of the overall video project and bill board campaign to address bullying and violence is on schedule, coming together and ready to go live. Project Manager will help to provide support for the Content Manager, Producer, Researchers, Assistant Producers and more.
Grant	JMG PRODUCTIONS INC-(CAR	10	Less than 10	Researcher will verify content information to be used in JMG's Youth Town Hall, Public Service Announcement (PSA), mini documentary and billboard for Social Justice Issue. Researcher will learn how to fact check, gather information and carry out due diligence on providing factual information. Researcher work will help to support the work of production personnel, especially Producers and Content Managers. Researcher will hold a working session with team members to stress the importance of relevant and factual information. Researchers will help to shape the narrative of the program.
Grant	KenCove Partners - Grant Funded	40	22	Gain hands on Information Technology Skills, learn how to prepare to enter the workforce or entrepreneurship, and develop interpersonal skills required for effecting communication and positive relationships. Computers are everywhere and everyone is using them! Computers are in our cars, our kitchens, our living rooms, our stores and, most importantly, in our workplaces. They are used to communicate, to play, and to make everyday tasks easier (once you know how to use them!). The ability to use a computer will enhance your ability to not only keep in touch with friends and family but it will also increase your ability to find and keep a job.

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Momma's Safe Haven (Career Exp	50	36	<p>Mommas Safe Havens Career Exploration program is designed to empower 50 youth aged 14 15 by exposing them to a wide range of career pathways and equipping them with the skills and resources needed to plan for a successful future. Our program combines hands on learning, mentorship, and experiential activities to foster career readiness and self confidence among participants. The program includes Workshops Topics such as resume building, interview skills, and workplace etiquette. Career Field Trips Visits to local businesses, government offices, and trade facilities to give participants firsthand exposure to various industries. Mentorship Opportunities Pairing youth with professionals in fields they are interested in to provide guidance and inspiration. Skill Development Training in basic skills like communication, teamwork, and problem solving.</p> <p>2. Goals and Objectives Our primary goals are To expose youth to diverse career opportunities. To build foundational career readiness skills. To inspire participants to set educational and professional goals. To create a support network of mentors and peers for continued development. By the end of the program, participants will have created personalized career plans, completed mock interviews, and gained a deeper understanding of how to navigate the workforce.</p>
Grant	Solutions By SF, LLC dba Soka Tr	30	12	<p>Help young adults develop skill sets that provide them with skills and abilities to develop as artists with sustainable careers. Talent and artistic aptitude can be nurtured but the soft skills and business acumen need to be taught. Artists are often taken advantage of because they fail to plan, negotiate or simply say NO because they lack the risk assessment skills. Our participants will move through a progression of program sessions that will allow them a full production experience of creating a show, supplemented by training and mentorship from industry elites on the ins and outs of the business. This training will be held in person virtually on Tuesdays and Thursdays via zoom. On Mondays, Wednesday and Friday it will be held in person at 1770 Euclid St, NW,</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	The Dance Institute of Washington	30	14	Youth receive training and work experience in dance, tech production, arts marketing and admin. Workers build resume boosting skills and experience in the performing arts and contribute to creative projects. Young people train under DIW department leaders and professional artists to gain industry skills and competencies and readiness for future employment in the performing arts. DIW is proudly providing MBSYEP this year, Summer 2025.
Grant	The Simmons Advantage (Career E	25	13	This summer, get ready to Level Up! — a powerful 6 week experience designed by award winning educator and former Kramer Middle School principal, Mr. Kwame Simmons. Created for youth ages 14–15 in the Marion Barry Summer Youth Employment Program, this opportunity helps you explore careers, discover your strengths, and build real world skills. You'll work on hands on projects, meet inspiring professionals, and grow your confidence every step of the way. With support built in, this isn't just a job — it's your launchpad to what's next. If you're ready to lead, learn, and level up — this is the program for you!
Grant	The Simmons Advantage (Career E	25	16	This summer, get ready to Level Up! — a powerful 6 week experience designed by award winning educator and former Kramer Middle School principal, Mr. Kwame Simmons. Created for youth ages 14–15 in the Marion Barry Summer Youth Employment Program, this opportunity helps you explore careers, discover your strengths, and build real world skills. You'll work on hands on projects, meet inspiring professionals, and grow your confidence every step of the way. With support built in, this isn't just a job — it's your launchpad to what's next. If you're ready to lead, learn, and level up — this is the program for you!
Grant	Toni Thomas Associates	0	0	Assisting youth in developing their craft, whether it be professional and or creative development.
Grant	Toni Thomas Associates	30	22	youth will undergo training on how to become an entrepreneur.

Sector	Host	Total Slots	Slots Assigne	Job Description
Grant	Toni Thomas Associates	0	0	<ul style="list-style-type: none"> <li>•You will be an integral part of the development team</li> <li>•A Production Design Intern should be a competent professional able to share creative ideas, work alongside our lead stylist for ideation, and keep the sample room organized for influencers, photoshoots and more</li> <li>•Receiving and organizing samples in Sample Room</li> <li>•Shipping samples to Influencers and gathering their contact information</li> <li>•Coordinating Calls with Manufacturers and Bridal Babes Team (Production Manager, COO, CEO, Lead Stylist, and Warehouse Manager)</li> <li>•On Set for all campaigns (Video, Photo</li> <li>•Print, Social Media, etc) to ensure items are steamed, organized for shoot days</li> </ul>
Grant	Tsunami Hair Studio LLC (Career	50	42	<p>Customer Service Support</p> <p>Greet and welcome clients upon arrival by opening the door and offering a warm, professional introduction to the salon. Maintain a friendly and courteous demeanor to enhance the client experience.</p> <p>Phone Management</p> <p>Answer incoming calls in a professional manner. Take messages or transfer calls to appropriate staff as needed.</p> <p>Retail Assistance</p> <p>Assist with organizing, restocking, and tidying the retail product display. Help with inventory tracking and labeling as directed.</p> <p>Sanitation &amp; Cleanliness</p> <p>Perform light cleaning duties, including sweeping floors and sanitizing tools, stations, and high touch areas. Ensure common areas such as waiting rooms and shampoo areas are clean and presentable.</p> <p>Administrative Support</p> <p>Help book and confirm follow up appointments under staff supervision. Assist in organizing and maintaining the supply closet, including restocking and labeling supplies.</p> <p>Team Support</p> <p>Provide general support to stylists and salon staff as needed. Follow all safety and salon policies to maintain a clean and professional environment.</p>



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Grant	Vow Transportation	20	20	<p>Culinary Arts</p> <p>The key responsibilities include preparing and cooking meals, creating menu items, and ensuring food quality and freshness. Our ideal candidates have a deep understanding of various cooking techniques, methods and ingredients, and are passionate about delivering an exceptional dining experience. Ultimately, the role of the Culinary Arts Professional is to execute and elevate our kitchen's performance, create memorable meals, and provide a top notch culinary experience for our customers.</p> <ul style="list-style-type: none"> <li>• o Basic culinary skills</li> <li>o Kitchen and food safety</li> <li>o OSHA 10 Certification</li> <li>o Food Handler Certification (ServSafe or equivalent)</li> </ul> <p>Resume, job readiness, and career pathway prep</p> <p>Certifications Included</p> <ol style="list-style-type: none"> <li>1. OSHA 10 General Industry (through an authorized trainer)</li> <li>2. Food Handler Certification (ServSafe or equivalent)</li> <li>3. Optional Add on CPR/First Aid (if budget allows)</li> <li>4. Certificate of Completion from your program</li> </ol>
Grant	YAAYME (GRANT FUNDED)	25	17	Participate in virtual CAREER EMPLOYMENT OPPORTUNITY (CEO) PROGRAM
Grant	Young Doctors Project	10	Less than 10	This position includes taking classes related to health and medicine, shadowing healthcare professionals, and conducting free health clinics. Participants reside on Howard University's campus during the summer and return to Howard University on Saturday mornings during the academic year for additional instruction. There is a different application for Young Doctors for youth interested in joining the program.
Grant	Young Doctors Project	19	18	This position includes taking classes related to health and medicine, shadowing healthcare professionals, and conducting free health clinics. Participants reside on Howard University's campus during the summer and return to Howard University on Saturday mornings during the academic year for additional instruction. There is a different application for Young Doctors for youth interested in joining the program.

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Youth Entrepreneur Institute (Care	50	36	<p>Please note Do NOT report to Bard High School during the first week of the program. Orientation will take place virtually via Zoom on June 23, 24, and 25. Students should begin reporting for in person programming starting Monday, June 30. This is important—please read carefully and register in advance using the Zoom link below. The STE(A)M Embedded Business Internship is a hands on experience for youth interested in business, creativity, and real world skills. Over six weeks, interns will explore business through immersive STE(A)M studio tracks and gain foundational work readiness skills to prepare them for future success. Interns will choose from three tracks: Cosmetics &amp; Skincare Science Create products like candles, bath bombs, and scrubs while learning branding, safe formulation, and customer engagement. Apparel &amp; Graphic Design Design and produce branded merchandise using professional printing tools and digital design software. Technology &amp; Laser Cutting Create custom keychains, signs, or logos using vector software and advanced laser cutting equipment. Throughout the summer, interns will participate in career exploration, resume building, and financial literacy workshops. Collaborate on capstone business projects using tools like the Business Model Canvas. Receive one on one peer mentoring and peer leadership opportunities. Reflect through journaling, digital portfolios, and team challenges. This internship is ideal for motivated youth interested in STEAM, creative production, and building real world skills in a fun environment.</p> <p>Virtual Orientation Zoom Info Dates June 23, 24, and 25 Time 1200 PM Eastern Register here <a href="https://us06web.zoom.us/j/81033227000">https://us06web.zoom.us/j/81033227000</a> After registering, you'll receive a confirmation email with Zoom login information. Do not report in person during the first week—your first in person day is Monday, June 30.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Youth Entrepreneur Institute (Grant)	4	Less than 10	Eligibility Criteria To be eligible for this position, participants must have successfully completed either our MBSYEP or School Year program. Active Business Requirement Applicants must currently be running a business. Tasks include managing your business, website, socials, and finances. Gain experience alongside entrepreneurs, and enhance work readiness skills with 25 hours of focused work. Expand your network and skills this summer!
Grant	Youth Entrepreneur Institute (Grant)	14	15	Eligibility Criteria To be eligible for this position, participants must have successfully completed either our MBSYEP or School Year program. Active Business Requirement Applicants must currently be running a business. Tasks include managing your business, website, socials, and finances. Gain experience alongside entrepreneurs, and enhance work readiness skills with 25 hours of focused work. Expand your network and skills this summer!
Grant	Youth Entrepreneur Institute (Grant)	26	16	Are you a creative thinker with a bold sense of style and a passion for storytelling? Do you love working with visuals, talking to people, and seeing your work come to life? This internship blends graphic design, marketing, and hands on vending sales to give you real world experience in building and promoting a youth led brand. You will help design logos, flyers, and social media content; assist with digital and in person marketing campaigns; and represent the brand at vending events. You'll gain portfolio worthy skills and the confidence to pitch products, create strong visuals, and build a business from the ground up. This role is perfect for youth who are into digital design, entrepreneurship or event branding.
Grant	Youth Entrepreneur Institute (Grant)	11	10	Eligibility Criteria To be eligible for this position, participants must have successfully completed either our MBSYEP or School Year program. Active Business Requirement Applicants must currently be running a business. Tasks include managing your business, website, socials, and finances. Gain experience alongside entrepreneurs, and enhance work readiness skills with 25 hours of focused work. Expand your network and skills this summer!

Sector	Host	Total Slots	Slots Assigned	Job Description
Grant	Youth Entrepreneur Institute (Grant)	30	30	<p>Please note Do NOT report to Bard High School during the first week of the program. Orientation will take place virtually via Zoom on June 23, 24, and 25. Students should only report in person starting Sunday, June 30. This is important—please read carefully and register in advance using the Zoom link below. The Smart Hustle Summer Internship is a dynamic, hands on experience where youth will gain real world business skills while creating and managing STE(A)M based products such as t shirts, cosmetics, food items, or 3D printed/laser cut goods. Participants may choose from two tracks the Work Experience Track, where they'll help manage one of YEI's in house businesses in areas like production, marketing, customer service, or finance; or the Entrepreneurship Training Track, where they'll receive coaching to build their own business, develop a business plan, and pitch their ideas to a panel of judges for a chance to win startup seed funding (\$\$). Throughout the summer, interns will learn how to launch and manage an Etsy or Squarespace website, run social media marketing campaigns, complete basic accounting and reconciliation reports, and design branding materials such as logos, banners, and packaging for their business or YEI's social enterprises. This is a high impact opportunity to gain essential entrepreneurship skills and work readiness experience. Interns are expected to attend in person sessions every Monday, Tuesday, and Wednesday starting June 30, participate in weekly one on one Zoom check ins with a peer mentor, complete assigned business tasks on time, and attend at least one vending event every other weekend (Saturday or Sunday). Virtual Orientation Zoom Info Dates June 23, 24, and 25 Time 1200 PM Eastern Register in advance for this meeting <a href="https://us06web.zoom.us/j/81033277810">https://us06web.zoom.us/j/81033277810</a> After registering, you will receive a confirmation email containing</p>

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Grant	Youth Entrepreneur Institute (Grant)	15	16	<p>The Smart Hustle Summer Internship is a dynamic, hands on experience where youth will gain real world business skills while creating and managing STE(A)M based products such as t shirts, cosmetics, food items, or 3D printed/laser cut goods. Participants may choose from two tracks the Work Experience Track, where they'll help manage one of YEI's in house businesses in areas like production, marketing, customer service, or finance; or the Entrepreneurship Training Track, where they'll receive coaching to build their own business, develop a business plan, and pitch their ideas to a panel of judges for a chance to win startup seed funding (\$\$). Throughout the summer, interns will learn how to launch and manage an Etsy or Squarespace website, run social media marketing campaigns, complete basic accounting and reconciliation reports, and design branding materials such as logos, banners, and packaging for their business or YEI's social enterprises. This is a high impact opportunity to gain essential entrepreneurship skills and work readiness experience.</p> <p>Interns are expected to attend in person sessions every Monday, Tuesday, and Wednesday starting June 30, participate in weekly one on one Zoom check ins with a peer mentor, complete assigned business tasks on time, and attend at least one vending event every other weekend (Saturday or Sunday). Please note Do NOT report to Bard High School during the first week of the program. Orientation will take place virtually via Zoom on June 23, 24, and 25. Students should only report in person starting Monday, June 30. Virtual Orientation Zoom Info Dates June 23, 24, and 25 Time 1200 PM Eastern Register in advance for this meeting <a href="https://us06web.zoom.us/join/91012020000">https://us06web.zoom.us/join/91012020000</a> After registering, you will receive a confirmation email containing information about joining the meeting. Again, please do not report to Bard High School during the first week. Your first in person day will be</p>

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Grant	Youth Entrepreneur Institute (Grant)	31	34	<p>Please note Do NOT report to Bard High School during the first week of the program. Orientation will take place virtually via Zoom on June 23, 24, and 25. Students should only report in person starting Sunday, June 30. This is important—please read carefully and register in advance using the Zoom link below. The Smart Hustle Summer Internship is a dynamic, hands on experience where youth will gain real world business skills while creating and managing STE(A)M based products such as t shirts, cosmetics, food items, or 3D printed/laser cut goods. Participants may choose from two tracks the Work Experience Track, where they'll help manage one of YEI's in house businesses in areas like production, marketing, customer service, or finance; or the Entrepreneurship Training Track, where they'll receive coaching to build their own business, develop a business plan, and pitch their ideas to a panel of judges for a chance to win startup seed funding (\$\$). Throughout the summer, interns will learn how to launch and manage an Etsy or Squarespace website, run social media marketing campaigns, complete basic accounting and reconciliation reports, and design branding materials such as logos, banners, and packaging for their business or YEI's social enterprises. This is a high impact opportunity to gain essential entrepreneurship skills and work readiness experience. Interns are expected to attend in person sessions every Monday, Tuesday, and Wednesday starting June 30, participate in weekly one on one Zoom check ins with a peer mentor, complete assigned business tasks on time, and attend at least one vending event every other weekend (Saturday or Sunday). Virtual Orientation Zoom Info Dates June 23, 24, and 25 Time 1200 PM Eastern Register in advance for this meeting <a href="https://us06web.zoom.us/j/8103333333">https://us06web.zoom.us/j/8103333333</a> After registering, you will receive a confirmation email containing</p>
Local Agency	Board of Ethics and Government Affairs	2	Less than 10	<p>This position will perform administrative, programmatic, and clerical assignments to support BEGA's legal team and its operation. Incumbent applies a broad methods, and techniques to support management and the program. Creative graphics design skills wanted.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Criminal Justice Coordinating Cou	1	Less than 10	As an IT Intern, you will be working for CJCC IT department and report to the JUSTIS Help Desk Manager. This position will require the intern to 1) manage and organize legacy user files and transfer the files to an online storage location, 2) conduct a review of the legacy user files and update the tracking documentation, 3) update the user related files with a standard naming convention, and 4) examine the current help desk processes and provide a recommendation for improvement.
Local Agency	Criminal Justice Coordinating Cou	1	Less than 10	As an IT Intern, you will be working for CJCC IT department and report to the JUSTIS Help Desk Manager. This position will require the intern to 1) manage and organize legacy user files and transfer the files to an online storage location, 2) conduct a review of the legacy user files and update the tracking documentation, 3) update the user related files with a standard naming convention, and 4) examine the current help desk processes and provide a recommendation for improvement

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Criminal Justice Coordinating Council	1	Less than 10	<p>The DC Criminal Justice Coordinating Council (CJCC) is an independent agency that serves as a forum for identifying challenges and generating solutions to enhance public safety and the fair administration of justice for DC residents, visitors, victims, and justice involved individuals. Our core functions are to support automated information sharing among relevant District and federal agencies, support interagency collaboration, provide training and technical assistance, and conduct or manage research and data analysis. This internship position is ideal for students interested in understanding interagency collaboration among local and federal justice system agencies across the District of Columbia. It will also provide insight into research project management; government interagency data sharing; and the development of evidence based and data driven decision making among justice system partners. The student selected for this role will support the development of a workflow diagram to assist staff in ensuring that research and data analysis priorities and legislative mandates are completed; support planning for an in person meeting and a webinar on risk assessment instruments for adults and juveniles involved in the justice system; and providing coordination and administrative assistance for projects to support justice involved people with substance use disorders. The intern will work with the Director of Research and Policy as well as with members of the District's Statistical Analysis Center. The intern will also collaborate with program leaders, District employees and elected officials, and community members. This position provides hands on training to prepare students upon graduation to seek entry level jobs in government and at nonprofit organizations. CJCC's interns will learn a variety of organizational and professional skills, including how to collaborate within and across government agencies, the use of Gantt Charts in research projects, and how to plan a</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Criminal Justice Coordinating Cou	1	Less than 10	<p>Summary CJCC is seeking a Search Engine Optimization/Search Engine Marketing (SEO/SEM) Administrator to implement search engine optimizations and conduct marketing activities. This SEO Admin will be responsible for SEO activities such as content strategy, link building and keyword strategy to increase rankings on all major search networks. The SEO Admin will also be responsible for SEM campaigns to maximize engagement. Responsibilities Execute tests, collect and analyze data and results, identify trends and insights to achieve maximum engagement Track, report, and analyze website analytics and PPC initiatives and campaigns Manage campaign expenses, staying on budget, estimating monthly costs and reconciling discrepancies. Optimize copy and landing pages for search engine marketing Perform ongoing keyword discovery, expansion and optimization Research and implement search engine optimization recommendations Research and analyze competitor advertising links Develop and implement link building strategy Work with the IT team to ensure SEO best practices are properly implemented on newly developed code Work with teams to drive SEO in content creation and content programming Recommend changes to website architecture, content, linking and other factors to improve SEO positions for target keywords. Requirements and skills Proven SEO experience Proven SEM experience managing PPC campaigns across Google. Up to date with the latest trends and best practices in SEO and SEM Solid understanding of performance marketing, conversion, and online customer acquisition In depth experience with website analytics tools (e.g, Google Analytics) Experience with bid management tools Experience with A/B and multivariate experiments Knowledge of ranking factors and search engine algorithms Working knowledge of HTML, CSS, and JavaScript development and constraints Working knowledge of</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Chamber of Commerce	2	Less than 10	This internship offers valuable exposure to the inner workings of a leading business organization and provides hands on experience in various aspects of Chamber operations. Responsibilities Assist with event planning and coordination for Chamber events, meetings, and networking opportunities Support marketing and communications efforts, including social media, newsletters, and content creation Conduct research and prepare reports on business trends, policies, and local business initiatives Provide administrative support to Chamber staff and executives Engage with members and stakeholders to support Chamber initiatives and business development
Local Agency	DC Council - At Large Councilmember	1	Less than 10	Assist Director of Constituent Services with intake and management of constituent services issues. Applicant will learn communication, problem solving and technical skills while working with DC Council and District Agencies to assist the public with issues. Applicant will also have opportunity to work with our Communication team as well as our DC Council Legislative team to understand the process for law making and consider critical issues facing residents in the District of Columbia.
Local Agency	DC Council-Ward 5 Office	2	Less than 10	Overview The Office of Councilmember Zachary Parker is seeking a motivated and civic minded Law/Constituent Services Intern for Summer 2025. This internship offers a unique opportunity for undergraduate or law students to gain firsthand experience in local government, policy research, and direct community engagement. Responsibilities • Respond to constituent inquiries and concerns with professionalism and empathy • Draft correspondence, memoranda, and issue briefings • Conduct legal and policy research on local legislation, ordinances, and regulatory issues • Track and monitor local agency responses to constituent service requests • Assist with community outreach and engagement events • Support staff with administrative duties and special projects as needed • Attend public hearings, community meetings, and legislative sessions

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Department of General Services	3	Less than 10	<p>The Department of General Services is looking for a Program Assistant to provide administrative support to the needs of the various divisions within the agency: Contracts &amp; Procurement, Sustainability &amp; Energy, Facilities Management, Realty, Protective Services (Security), Construction, Public Affairs, Budget. This position supports managers and employees through a variety of tasks related to organization and communication. Performs special assignments to coordinate and resolve general management matters and other appropriate issues and projects related to the functional responsibilities of the program. Takes part in researching issues, analyzing and presenting results, and recommending administrative and/or program strategies to achieve the goal and efficient operation within the unit. Ability to effectively communicate via phone and email ensuring that all Program Assistant duties are completed accurately and delivered with high quality and in a timely manner. Provides assistance in tracking data or documents in reference to agency or agency program(s). Generates internal and external documents or correspondence that assists in the workflow of the program operation.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Department of General Services	7	Less than 10	<p>The Department of General Services is looking for a Program Assistant to provide administrative support to the needs of the various divisions within the agency: Contracts &amp; Procurement, Sustainability &amp; Energy, Facilities Management, Realty, Protective Services (Security), Construction, Public Affairs, Budget.</p> <p>This position supports managers and employees through a variety of tasks related to organization and communication. Performs special assignments to coordinate and resolve general management matters and other appropriate issues and projects related to the functional responsibilities of the program. Takes part in researching issues, analyzing and presenting results, and recommending administrative and/or program strategies to achieve the goal and efficient operation within the unit. Ability to effectively communicate via phone and email ensuring that all Program Assistant duties are completed accurately and delivered with high quality and in a timely manner. Provides assistance in tracking data or documents in reference to agency or agency program(s). Generates internal and external documents or correspondence that assists in the workflow of the program operation.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Department of Human Services	1	Less than 10	<p>The Department of Human Services provides services to over 300,000 District residents. This position in the Office of the Director (DHS OD), offers dedicated and skilled youths the unique opportunity to gain valuable work experience through placement in the Office of the Director at DHS. Our agency's mission is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. Primary Responsibilities Support the Department of Human Services Office of the Director. Customer Service – Assist various teams within the Office of the Director with daily tasks and assist with customers as needed. Administrative work Compliance Checks, Smartsheet Updates, and Electronic File Organization) and some introduction to contracting (CA Memo's, Preliminary Notices and Contract Milestone Plans). Will be assisting in daily work activities Including lifting/Moving IT Equipment. Use MS Word, PPT and Excel to prepare documents, know MS Outlook. Shadow technical staff • Policy – Learn how policies are developed or changed to benefit eligible families/residents; learn how policies affect the customer experience, and division operations • Operations – Learn how divisions run and operate their programs; for example human resources (staffing), resource allocation, budgeting, logistics, engaging in special initiatives and more • Peer to Peer Supportive Services – Network with peer summer youth employees • Communications – Learn how to develop communications skills and/or materials. Primary Activities • Participate in resume writing, mock interviews, and financial literacy courses • Engage in group problem solving activities • Shadow managers and/or executive leaders • Engage with guest speakers • Learn soft skills that are needed for the workplace • Learn and apply analytical skills needed in the work place • Learn about the agency's administrative</p>

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Local Agency	DC Department of Human Services	10	Less than 10	<p>The Department of Human Services provides SNAP, TANF and Medical assistance to over 300,000 District residents. The DC Department of Human Services, Economic Security Administration (DHS ESA), offers dedicated and skilled youths the opportunity to gain valuable work experience through placement in its economic security division. DHS ESA's mission is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. ESA's Supplemental Nutrition Assistance Program Employment and Training Program (SNAP E&amp;T) and the TANF Employment &amp; Education Program (TEP) provide employment and training services to able bodied, work eligible adults who receive SNAP and TANF benefits. The TEP program includes a new integrated focus on Case Coaching and Career Ladder employability within High Growth Industries as identified by the DC Workforce Investment Council (WIC); continued exploration of 2 Gen services that support non traditional employment preparation such as familial behavioral health, education, planning for children, social connectedness, etc. Primary Responsibilities Support Department of Human Services Economic Security Administration's Welcome Center. Customer Service – Welcome customers to the Service Center lobby. Connect with customers by always demonstrating a positive attitude. Help customers navigate the eligibility determination (application) process • Policy – Learn how policies are developed or changed to benefit eligible families/residents; learn how policies affect the customer experience, and division operations • Operations Learn how divisions run and operate their programs. • Peer to Peer Supportive Services Network with peer summer youth employees. Human Services Economic Development– Learn and engage in financial literacy courses; learn how DHS and</p>

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Local Agency	DC Department of Human Services	5	Less than 10	<p>This position is located in the Department of Human Services (DHS), Family Services Administration (FSA). The mission of the DC Department of Human Services is to empower every District resident to reach their potential by providing meaningful connections to work opportunities, economic assistance and supportive services. The mission of the Family Services Administration is to provide protections, intervention, and social services to meet the needs of vulnerable adults and families to help reduce risks and promote self-sufficiency. This is carried out through an array of services that assist homeless individuals and families; low-income residents; teenage parents; families experiencing crisis; youth and refugees. FSA administers the following programs/services including but not limited to Homeless Services, Emergency Rental Assistance Program (ERAP), Community Services Block Grant Programs (CSBG), Youth Services (i.e. Alternatives to Court Experience Diversion Program (ACE)), Emergency Shelter, Homelessness Prevention and Rapid Rehousing Program, Family Violence Prevention Service Grants, Emergency Shelter, Parent and Adolescent Support Services (PASS), Refugee Resettlement, Permanent Supportive Housing Program, Social Service Block Grant, Strong Families, Teen Parent Assessment Project (TPAP), Temporary Shelter, and Transition Shelter. Primary Responsibilities</p> <ol style="list-style-type: none"> <li>1. Policy – Learn how policies affect the customer experience</li> <li>2. Operations – Learn how divisions operate their programs, human resources (staffing), case management, resource allocation, and engaging in special initiatives and more</li> <li>3. Compliance – Learn how Description Federal, Description state and industry rules and regulations impact programs and service delivery</li> <li>4. Human Services – Learn and engage in financial literacy courses; learn how DHS and community stakeholders serve families how to build economic assets; and</li> </ol>



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Local Agency	DC Department of Human Services	10	Less than 10	<p>The Department of Human Services provides SNAP, TANF and Medical assistance to over 300,000 District residents. The DC Department of Human Services, Economic Security Administration (DHS ESA), offers dedicated and skilled youths the opportunity to gain valuable work experience through placement in its economic security division. DHS ESA's mission is to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance, and supportive services. ESA's Supplemental Nutrition Assistance Program Employment and Training Program (SNAP E&amp;T) &amp; the TANF Employment &amp; Education Program (TEP) provide employment and training services to able-bodied, work eligible adults who receive SNAP and TANF benefits. The TEP program includes a new integrated focus on Case Coaching and Career Ladder employability within High Growth Industries as identified by the DC Workforce Investment Council (WIC); continued exploration of 2 Gen services that support non traditional employment preparation such as familial behavioral health, education planning for children, social connectedness, etc.; and continuing to identify external resources and opportunities that allow innovative and creative programming and services to the TEP program. Primary Responsibilities Support the Dept. of Human Services Economic Security Administration's Welcome Center. Customer Service – Welcome customers to the Service Center lobby. Connect with customers always demonstrating a positive and upbeat tone. Ask fact finding questions to discover customers' needs. Help customers navigate the eligibility determination (application) process • Policy – Learn how policies are developed or changed to benefit eligible families/residents; learn how policies affect the customer experience, and division operations • Operations – Learn how divisions run and operate their</p>

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Local Agency	DC Department of Parks & Recreation	8	Less than 10	<p>At the Deanwood Recording Studio, participants will gain intermediate knowledge and skills related to Radio Broadcasting. Hands on instructions will be provided in Radio Production and Programming Techniques, Voice Overs, Live Studio Recorded Interviews, Sports Casting and Commercials.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DC Department of Parks & Recrea	10	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills If 18 years of age or older a criminal background clearance is required.
Local Agency	DC Department of Parks & Recrea	10	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills If 18 years of age or older a criminal background clearance is required.
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Local Agency	DC Department of Parks & Recrea	1	Less than 10	Assist aquatics management staff and lifeguards in maintaining pool facilities and coordinating aquatics programming. SYEP's would be responsible for entry check in, locker room attendants, and programming attendance and deck camp monitors. Must be 16 years of age or older. If 18 years of age or older a criminal background clearance is required
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Local Agency	DC Department of Parks & Recrea	1	Less than 10	Duties the SYEP's will perform can include but are not limited to, basic cleaning tasks, rule enforce, safety enforcement, customer service, and in water assistance with DPR camp ratio requirements.
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<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Assist aquatics management staff and lifeguards in maintaining pool facilities and coordinating aquatics programming. SYEP's would be responsible for entry check in, locker room attendants, and programming attendance and deck camp monitors. Must be 16 years of age or older. If 18 years of age or older a criminal background clearance is required
Local Agency	DC Department of Parks & Recrea	1	Less than 10	YOUTH DEVELOPMENT
Local Agency	DC Department of Parks & Recrea	0	Less than 10	Youth Development. Assist recreation staff with summer camp activities
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Youth Development
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Assist recreation staff with camp activities. and customer service.
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Assist recreation staff with camp activities.
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Assist recreation staff with recreational activities.
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Assist staff with recreation activities and customer service
Local Agency	DC Department of Parks & Recrea	1	Less than 10	PROFESSIONAL DEVELOPMENT
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Responsible for but not limited to assisting the Facilitator, Assistant Facilitator, and Camp aid in working directly with the campers and keeping them actively engaged in activities such as arts and crafts, sports, games, fitness as well as maintaining their safety and a clean and organized camp space.
Local Agency	DC Department of Parks & Recrea	3	Less than 10	Responsible for but not limited to assisting the Facilitator, Assistant Facilitator, and Camp aid in working directly with the campers and keeping them actively engaged in activities such as arts and crafts, sports, games, fitness as well as maintaining their safety and a clean and organized camp space.
Local Agency	DC Department of Parks & Recrea	6	Less than 10	Responsible for but not limited to assisting the Facilitator, Assistant Facilitator, and Camp aid in working directly with the campers and keeping them actively engaged in activities such as arts and crafts, sports, games, fitness as well as maintaining their safety and a clean and organized camp space.
Local Agency	DC Department of Parks & Recrea	6	Less than 10	Responsible for but not limited to assisting the Facilitator, Assistant Facilitator, and Camp aid in working directly with the campers and keeping them actively engaged in activities such as arts and crafts, sports, games, fitness as well as maintaining their safety and a clean and organized camp space.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Department of Parks & Recreation	1	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recreation	1	Less than 10	Changing Minds is a bilingual summer program that will engage youth through positive reinforcements by transforming negative behaviors into positive outcomes. We will accomplish that with workshops in self-development and awareness, self-esteem, college trips, community heroes, guest speakers and more.
Local Agency	DC Department of Parks & Recreation	2	Less than 10	Changing Minds is a bilingual summer program that will engage youth through positive reinforcements by transforming negative behaviors into positive outcomes. We will accomplish that with workshops in self-development and awareness, self-esteem, college trips, community heroes, guest speakers and more.
Local Agency	DC Department of Parks & Recreation	1	Less than 10	Participate in marketing strategy meetings, post social media statuses, contribute to ad campaign ideas, study customer engagement, and perform office tasks. Help with coverage of events.
Local Agency	DC Department of Parks & Recreation	10	Less than 10	The Content Creation Camp will focus on developing leadership skills, enhancing communication abilities, and mastering Content Creation techniques through the lens of social media platforms such as TikTok and Instagram. Participants learn from industry experts and experienced content creators who will provide valuable insight and practical tips on how to thrive online. From understanding the power of storytelling to leveraging social media platforms effectively, participants will gain the skills and knowledge needed to succeed as entrepreneurs, advocates, and content creators in the digital age.

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Local Agency	DC Department of Parks & Recrea	11	10	The Content Creation Camp will focus on developing leadership skills, enhancing communication abilities, and mastering Content Creation techniques through the lens of social media platforms such as TikTok and Instagram. Participants learn from industry experts and experienced content creators who will provide valuable insight and practical tips on how to thrive online. From understanding the power of storytelling to leveraging social media platforms effectively, participants will gain the skills and knowledge needed to succeed as entrepreneurs, advocates, and content creators in the digital age.
Local Agency	DC Department of Parks & Recrea	15	14	Learn the appropriate makeup looks for everyday, special occasions, special effects, and high fashion print and digital photography. Learn the proper use of foundation, powder, blush, eyeshadow, mascara, eyeliner, lip pencil and lipstick.
Local Agency	DC Department of Parks & Recrea	10	11	DESCRIPTION IS TBD
Local Agency	DC Department of Parks & Recrea	10	10	Passionate youth with a passion for music in the following areas that consist of rapping, writing, producing, drums, horns, percussion, and sound engineering.
Local Agency	DC Department of Parks & Recrea	5	10	Passionate youth with a passion for music in the following areas that consist of rapping, writing, producing, drums, horns, percussion, and sound engineering.
Local Agency	DC Department of Parks & Recrea	10	10	Provide teens with the opportunity to improve their dance technique through comprehensive study. Classes in ballet, modern and tap will be offered. Opportunities to expand dance abilities to include improvisation and choreography will be included. There will also be workshops in appropriate, dance related areas i.e. theatrical makeup, dramatic expression, preparing a dance resume etc.
Local Agency	DC Department of Parks & Recrea	10	10	Provide teens with the opportunity to improve their dance technique through comprehensive study. Classes in ballet, modern and tap will be offered. Opportunities to expand dance abilities to include improvisation and choreography will be included. There will also be workshops in appropriate, dance related areas i.e. theatrical makeup, dramatic expression, preparing a dance resume etc.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DC Department of Parks & Recrea	1	Less than 10	SYEP youth will perform administrative duties related to special projects on behalf of the Office of the Director.
Local Agency	DC Department of Parks & Recrea	3	Less than 10	SYEP youth will perform administrative duties related to special projects on behalf of the Office of the Director.
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Assist summer camp facilitators with camp activities and supervision of campers.
Local Agency	DC Department of Parks & Recrea	5	Less than 10	Park & Recreation Intern General Purpose Work includes completing tasks, leading programs, and events, attending meetings, and assisting in certain divisions within the department while gaining a well rounded experience through the issued responsibilities. Work is performed under the direction and general supervision of the Director of Parks and Recreation. Oversee or assist with various programs and events offered by the department, including but not limited to youth programming, adult programming, special events and activities. Create, oversee, and implement a new program/event in the intern's division of choice as it fits the department's needs and budget. • Work with department supervisors to assist, shadow and/or perform assigned tasks for each division and/or facility within the department including recreation, administration/office, and public pool. If there is a specific area with more interest, potential additional time can be spent being involved in that area. • Prepare reports and other documents such as operating; activity and statistical reports; promotional materials and agenda items; present materials to the interested groups. • Attend meetings associated with the department and affiliated groups, including, department staff meetings, staff trainings and coach's trainings/meetings.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Department of Parks & Recreation	5	Less than 10	<p>Park &amp; Recreation Intern</p> <p>General Purpose Work includes completing tasks, leading programs, and events, attending meetings, and assisting in certain divisions within the department while gaining a well rounded experience through the issued responsibilities. Work is performed under the direction and general supervision of the Director of Parks and Recreation. Oversee or assist with various programs and events offered by the department, including but not limited to youth programming, adult programming, special events and activities. Create, oversee, and implement a new program/event in the intern's division of choice as it fits the department's needs and budget.</p> <ul style="list-style-type: none"> <li>• Work with department supervisors to assist, shadow and/or perform assigned tasks for each division and/or facility within the department including recreation, administration/office, and public pool. If there is a specific area with more interest, potential additional time can be spent being involved in that area.</li> <li>• Prepare reports and other documents such as operating; activity and statistical reports; promotional materials and agenda items; present materials to the interested groups.</li> <li>• Attend meetings associated with the department and affiliated groups, including, department staff meetings, staff trainings and coach's trainings/meetings.</li> </ul>
Local Agency	DC Department of Parks & Recreation	1	Less than 10	Administrative duties as assigned.
Local Agency	DC Department of Parks & Recreation	25	23	Teens will be paired with a mentor, with emphasis place on job and college preparation, personal development, arts and crafts, health and fitness consciousness, and community service projects.
Local Agency	DC Department of Parks & Recreation	25	24	Teens will be paired with a mentor, with emphasis place on job and college preparation, personal development, arts and crafts, health and fitness consciousness, and community service projects.
Local Agency	DC Department of Parks & Recreation	25	24	Teens will be paired with a mentor, with emphasis place on job and college preparation, personal development, arts and crafts, health and fitness consciousness, and community service projects within the areas of science, technology, engineering, art, and math.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Coordinate the assignment of mobile devices to Summer Hires and dedicated staff, ensuring proper setup and configuration. Troubleshoot any technical issues related to mobile device assignments, providing timely resolutions and support. Manage data related to DPR sites, staff assignments, and inventory operations using WASP inventory software. Implement and maintain standard operating procedures for mobile device inventory management. Refresh and manage mobile devices through Intune for seamless deployment and management. Collaborate with IT Leads to understand and implement IT concepts related to mobile device management. Utilize Microsoft Office Suite for data support and InTunes technical software for mobile device management. Complete a specific total of phone assignments for Summer hires at DPR. Achieve a 90% customer service satisfaction rate and meet KPI for 4 hour SLA resolution based on Service Now IT tickets submitted. Demonstrate understanding of Intunes and WASP software basics for inventory management and reporting
Local Agency	DC Department of Parks & Recrea	15	13	Participants will learn how to develop concepts or creative ideas for craft objects, create prototypes or models of objects to be crafted. They will create functional or decorative objects by hand using a variety of methods and materials.
Local Agency	DC Department of Parks & Recrea	10	10	Participants will learn how to develop concepts or creative ideas for craft objects, create prototypes or models of objects to be crafted. They will create functional or decorative objects by hand using a variety of methods and materials.
Local Agency	DC Department of Parks & Recrea	15	16	As a modeling apprentice, teens will learn how to pose for artists and photographers, assemble and maintain portfolios, learn modeling and fashion history, applying makeup to face and style hair to enhance appearance, displaying clothing and merchandise, and learn how to stand, turn, and walk to demonstrate features of garments for fashion shows.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DC Department of Parks & Recrea	17	20	As a modeling apprentice, teens will learn how to pose for artists and photographers, assemble and maintain portfolios, learn modeling and fashion history, applying makeup to face and style hair to enhance appearance, displaying clothing and merchandise, and learn how to stand, turn, and walk to demonstrate features of garments for fashion shows.
Local Agency	DC Department of Parks & Recrea	1	Less than 10	As a modeling apprentice, teens will learn how to pose for artists and photographers, assemble and maintain portfolios, learn modeling and fashion history, applying makeup to face and style hair to enhance appearance, displaying clothing and merchandise, and learn how to stand, turn, and walk to demonstrate features of garments for fashion shows.
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Ride along with the Ranger, supporting role in checking DPR Facilities, Inspection of Playground Equipment and verification of permitted events.
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Ride along with the Ranger, supporting role in checking DPR Facilities, Inspection of Playground Equipment and verification of permitted events.
Local Agency	DC Department of Parks & Recrea	15	13	Participants gain a real world serious approach to professional photographic education. Our objective is to successfully educate image makers with the technical, artistic and business skills necessary for success. If 18 years of age or older a criminal background clearance is required.
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Assist the Chief of Community of Recreation with analytical tasks.
Local Agency	DC Department of Parks & Recrea	6	Less than 10	At the Deanwood Recording Studio, participants will gain intermediate knowledge and skills related to Radio Broadcasting. Hands on instructions will be provided in Radio Production and Programming Techniques, Voice Overs, Live Studio Recorded Interviews, Sports Casting and Commercials.
Local Agency	DC Department of Parks & Recrea	16	22	At the Deanwood Recording Studio, participants will gain intermediate knowledge and skills related to Radio Broadcasting. Hands on instructions will be provided in Radio Production and Programming Techniques, Voice Overs, Live Studio Recorded Interviews, Sports Casting and Commercials.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Department of Parks & Recreation	8	Less than 10	At the Deanwood Recording Studio, participants will gain intermediate knowledge and skills related to Radio Broadcasting. Hands on instructions will be provided in Radio Production and Programming Techniques, Voice Overs, Live Studio Recorded Interviews, Sports Casting and Commercials.
Local Agency	DC Department of Parks & Recreation	1	Less than 10	Assist Site Managers, supervisors and staff with the daily operations of recreational facilities. Promote enforcement of DPR rules and regulations of recreational facilities while maintaining discipline and ensuring safety. Assist with organizing, planning, and prioritizing activities. Assist with coaching and developing youth by identifying activities and/or programs to improve their knowledge or skills. All youth 18 years of age or older must have a current criminal background clearance. Youth must be 16 years of age or older to apply for this position.
Local Agency	DC Department of Parks & Recreation	14	12	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recreation	1	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.



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Local Agency	DC Department of Parks & Recreation	2	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.

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Local Agency	DC Department of Parks & Recreation	2	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.

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Local Agency	DC Department of Parks & Recreation	1	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
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Local Agency	DC Department of Parks & Recreation	0	Less than 10	Assist Site Managers, supervisors and staff with the daily operations of recreational facilities. Promote enforcement of DPR rules and regulations of recreational facilities while maintaining discipline and ensuring safety. Assist with organizing, planning, and prioritizing activities. Assist with coaching and developing youth by identifying activities and/or programs to improve their knowledge or skills. All youth 18 years of age or older must have a current criminal background clearance. Youth must be 16 years of age or older to apply for this position.
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Local Agency	DC Department of Parks & Recrea	8	Less than 10	Cultural Arts Summer Camp Assistant Assist in organizing, collecting, and help carrying necessary supplies to the day camp site. Assist in organizing and supervising crafts, games, sports, and other camp activities. Assists Tennis Pros with the supervision of campers. Tennis Summer Camp Assistant Teaches basic tennis skills under the instruction of the Tennis Pros. Provides leadership, guidance, and tennis instruction to campers while modeling good behavior such as good sportsmanship and courtesy. Assists with the check in and out of campers each day Adheres to emergency procedures by immediately reporting concerns to Tennis Pros and awaiting directives..
Local Agency	DC Department of Parks & Recrea	6	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills If 18 years of age or older a criminal background clearance is required.
Local Agency	DC Department of Parks & Recrea	12	10	The intern will be introduce to youth development outcomes that define the attitudes, knowledge and behaviors needed to be healthy caring and responsible youth and adults.
Local Agency	DC Department of Parks & Recrea	5	Less than 10	The intern will be introduce to youth development outcomes that define the attitudes, knowledge and behaviors needed to be healthy caring and responsible youth and adults.
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Cheer Camp
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Cheer Camp

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Department of Parks & Recreation	15	14	facilitated by some of the biggest names in basketball from the DMV. RL Elite Skills Camp is not your average basketball camp, it will also provide youth with an opportunity to understand the importance of higher education and the necessary steps needed to achieve the ultimate goal of going to college. Today's best youth development practices will be the foundation of a prosperous learning environment.
Local Agency	DC Department of Parks & Recreation	10	Less than 10	The mission of Roving Leader Elite Skills Camp is to educate, develop and enhance youth's basketball ability through intense daily skills and drills facilitated by some of the biggest names in basketball from the DMV. RL Elite Skills Camp is not your average basketball camp, it will also provide youth with an opportunity to understand the importance of higher education and the necessary steps needed to achieve the ultimate goal of going to college. Today's best youth development practices will be the foundation of a prosperous learning environment.
Local Agency	DC Department of Parks & Recreation	9	Less than 10	The intern will be introduced to youth development outcomes that define the attitudes, knowledge and behaviors needed to be healthy, caring and responsible youth and adults.
Local Agency	DC Department of Parks & Recreation	9	Less than 10	The intern will be introduced to youth development outcomes that define the attitudes, knowledge and behaviors needed to be healthy, caring and responsible youth and adults.
Local Agency	DC Department of Parks & Recreation	2	Less than 10	Responsible for but not limited to assisting the Facilitator, Assistant Facilitator, and Camp aid in working directly with the campers and keeping them actively engaged in activities such as arts and crafts, sports, games, fitness as well as maintaining their safety and a clean and organized camp space.
Local Agency	DC Department of Parks & Recreation	2	Less than 10	Responsible for but not limited to assisting the Facilitator, Assistant Facilitator, and Camp aid in working directly with the campers and keeping them actively engaged in activities such as arts and crafts, sports, games, fitness as well as maintaining their safety and a clean and organized camp space.

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Local Agency	DC Department of Parks & Recreation	2	Less than 10	Responsible for but not limited to assisting the Facilitator, Assistant Facilitator, and Camp aid in working directly with the campers and keeping them actively engaged in activities such as arts and crafts, sports, games, fitness as well as maintaining their safety and a clean and organized camp space.
Local Agency	DC Department of Parks & Recreation	25	19	Teens will be paired with a mentor, with emphasis place on job and college preparation, personal development, arts and crafts, health and fitness consciousness, and community service projects.
Local Agency	DC Department of Parks & Recreation	1	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recreation	4	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills If 18 years of age or older a criminal background clearance is required.

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Local Agency	DC Department of Parks & Recreation	3	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
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Local Agency	DC Department of Parks & Recreation	7	11	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recreation	2	Less than 10	Assist Site Managers, supervisors and staff with the daily operations of recreational facilities. Promote enforcement of DPR rules and regulations of recreational facilities while maintaining discipline and ensuring safety. Assist with organizing, planning, and prioritizing activities. Assist with coaching and developing youth by identifying activities and/or programs to improve their knowledge or skills. All youth 18 years of age or older must have a current criminal background clearance. Youth must be 16 years of age or older to apply for this position.
Local Agency	DC Department of Parks & Recreation	5	Less than 10	Assist Site Managers, supervisors and staff with the daily operations of recreational facilities. Promote enforcement of DPR rules and regulations of recreational facilities while maintaining discipline and ensuring safety. Assist with organizing, planning, and prioritizing activities. Assist with coaching and developing youth by identifying activities and/or programs to improve their knowledge or skills. All youth 18 years of age or older must have a current criminal background clearance. Youth must be 16 years of age or older to apply for this position.
Local Agency	DC Department of Parks & Recreation	2	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills. If 18 years of age or older a criminal background clearance is required.

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Local Agency	DC Department of Parks & Recreation	8	Less than 10	Cultural Arts Summer Camp Assistant Assist in organizing, collecting, and help carrying necessary supplies to the day camp site. Assist in organizing and supervising crafts, games, sports, and other camp activities. Assists Tennis Pros with the supervision of campers. Tennis Summer Camp Assistant Teaches basic tennis skills under the instruction of the Tennis Pros. Provides leadership, guidance, and tennis instruction to campers while modeling good behavior such as good sportsmanship and courtesy. Assists with the check in and out of campers each day. Adheres to emergency procedures by immediately reporting concerns to Tennis Pros and awaiting directives..
Local Agency	DC Department of Parks & Recreation	16	14	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.

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Local Agency	DC Department of Parks & Recreation	2	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills
Local Agency	DC Department of Parks & Recreation	2	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3-13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.

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Local Agency	DC Department of Parks & Recrea	5	12	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3 13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recrea	5	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills If 18 years of age or older a criminal background clearance is required.
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3 13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.

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Local Agency	DC Department of Parks & Recrea	4	Less than 10	SUMMER CAMP JUNIOR COUNSELOR Job Description Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills If 18 years of age or older a criminal background clearance is required.
Local Agency	DC Department of Parks & Recrea	5	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3 13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
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Local Agency	DC Department of Parks & Recrea	2	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3 13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recrea	12	Less than 10	Responsible for aiding program staff during activities. Being an active part of all camp activities. Knowing the location of your campers at all times. Promote a positive healthy environment for the camper's development and practice personal leadership skills If 18 years of age or older a criminal background clearance is required.
Local Agency	DC Department of Parks & Recrea	14	11	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3 13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recrea	2	Less than 10	Assists DPR Camp Facilitator in leading group through day's schedule. Assists in assuring the safety of campers at all times. Assists with planning and implementation of all activities with their groups, making camp fun for their campers, teaching skills, providing encouragement and support, etc. Serves as a role model to young children between the ages of 3 13 by demonstrating high standards of personal conduct. Youth must be 16 years of age or older to apply for this position unless selected by the DPR Site Manager. All youth 18 years of age or older must have a current criminal background clearance.
Local Agency	DC Department of Parks & Recrea	10	Less than 10	Professional Development

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DC Department of Parks & Recrea	10	11	Professional Development
Local Agency	DC Department of Parks & Recrea	1	Less than 10	Professional Development
Local Agency	DC Department of Parks & Recrea	25	Less than 10	Empower, Educate, Engage is a DPR summer experience for teens ages 14–15 focused on workforce development and personal growth. Teens build essential life and job readiness skills through hands on learning, mentorship, and meaningful community service engagement.
Local Agency	DC Department of Parks & Recrea	20	Less than 10	This creative workforce development track equips teens with media skills in both videography and graphic design. Teens learn how to plan, shoot, and edit video content while also developing digital design skills using industry relevant tools. Through hands on projects and team collaboration, teens build a portfolio, strengthen communication skills, and explore career paths in the visual arts and media industries all while having fun in a supportive, engaging environment
Local Agency	DC Department of Parks & Recrea	25	28	Teens will be paired with a mentor, with emphasis place on job and college preparation, personal development, arts and crafts, health and fitness consciousness, and community service projects.
Local Agency	DC Department of Parks & Recrea	6	Less than 10	Participates in the shipping, receiving, organizing, storing and issuing of goods including supplies, equipment for the purpose of assuring shipments are prepared for delivery and delivered in a timely manner. Receives stock and non stock items for the purpose of ensuring specifications, quantity and quality of orders are correct. If 18 years of age or older a criminal background clearance is required. Must have a valid driver's license.
Local Agency	DC Department of Parks & Recrea	4	Less than 10	Participates in the shipping, receiving, organizing, storing and issuing of goods including supplies, equipment for the purpose of assuring shipments are prepared for delivery and delivered in a timely manner. Receives stock and non stock items for the purpose of ensuring specifications, quantity and quality of orders are correct. If 18 years of age or older a criminal background clearance is required. Must have a valid driver's license.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Dept. of Employment Services	1	Less than 10	Assist office with general processes and procedures to include but not limited to Answering Customer Inquiries Responding to Emails Assisting with customer follow up and feedback Creating enrollment applications and materials Providing general office assistance by answering phones Assisting onsite staff with daily tasked assignments
Local Agency	DC Dept. of Employment Services	10	Less than 10	Assist office with general processes and procedures to include but not limited to Answering Customer Inquiries Responding to Emails Assisting with customer follow up and feedback Creating enrollment applications and materials Providing general office assistance by answering phones Assisting onsite staff with daily tasked assignments
Local Agency	DC Fire and EMS ACTION Program	1	Less than 10	The DC Fire and EMS ACTION program helps young adults prepare for a rewarding career in the fire service with classroom training and hands on lessons. ACTION candidates work with the DC Fire and EMS staff to learn both firefighting techniques and leadership skills, all while having fun and earning community service hours. As part of the program, ACTION candidates participate in required community activities and attend DC Fire and EMS functions, which gives them the opportunity to assist our organization and gain a better understanding of the department outside of emergency response. The ACTION Program Mission The ACTION program is a six week enrichment opportunity afforded to Washington, D.C. high school students to provide them with valuable and challenging professional experiences in the fire services career field. The candidates will gain exposure to a professional work environment in the District of Columbia, Fire and EMS Department. Learn basic and advanced firefighting techniques. Learn medical skills and become CPR certified. Learn about the DC Fire and EMS policies and procedures. Learn the importance of physical fitness and health. Build leadership and teamwork skills. Understand the Fire House structure and identify the various Fire Houses in the District.



Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Fire and EMS ACTION Program	17	16	<p>The DC Fire and EMS ACTION program helps young adults prepare for a rewarding career in the fire service with classroom training and hands on lessons. ACTION candidates work with the DC Fire and EMS staff to learn both firefighting techniques and leaderships skills, all while having fun and earning community service hours. As part of the program, ACTION candidates participate in required community activities and attend DC Fire and EMS functions, which gives them the opportunity to assist our organization and gain a better understanding of the department outside of emergency response. The ACTION Program Mission The ACTION program is a six week enrichment opportunity afforded to Washington, D.C. high school students to provide them with valuable and challenging professional experiences in the fire services career field. The candidates will gain exposure to a professional work environment in the District of Columbia, Fire and EMS Department. Learn basic and advanced firefighting techniques. Learn medical skills and become CPR certified. Learn about the DC Fire and EMS policies and procedures. Learn the importance of physical fitness and health. Build leadership and teamwork skills. Understand the Fire House structure and identify the various Fire Houses in the District.</p>
Local Agency	DC Office of the Attorney General	7	Less than 10	<p>OAG's High School Advisory Council (HSAC) is an intensive six week program that brings District students together to make important policy recommendations to the Attorney General and his staff. Under the guidance and supervision of OAG professional staff, students are prompted to analyze real world problems to build their decision making skills around complex issues. The purpose of the program is to give young people a seat at the table in making decisions about critical issues that directly affect them. HSAC members have opportunities throughout the year to discuss policy recommendations with the Attorney General. This program is for rising tenth, eleventh, and twelfth grade students. The program is twenty hours per week.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Office of the Attorney General	13	13	<p>OAG's High School Advisory Council (HSAC) is an intensive six week program that brings District students together to make important policy recommendations to the Attorney General and his staff. Under the guidance and supervision of OAG professional staff, students are prompted to analyze real world problems to build their decision making skills around complex issues. The purpose of the program is to give young people a seat at the table in making decisions about critical issues that directly affect them. HSAC members have opportunities throughout the year to discuss policy recommendations with the Attorney General. This program is for rising tenth, eleventh, and twelfth grade students. The program is twenty hours per week.</p>
Local Agency	DC Office of the Secretary: Office	3	Less than 10	<p>The individual in this position may be responsible for primarily conducting research on government services best practices and providing general office support in internal and external stakeholder customer services. The candidate will work in an office environment with a primary project, as well as daily assignments and projects, while working collaboratively with office team members to provide administrative support. The ideal team member will work independently and with a team. The team member will</p> <ol style="list-style-type: none"> <li>1. Use the internet to research industry best practices.</li> <li>2. Input data and manage electronic records and files associated with research conducted for each state.</li> <li>3. Leverage MS Office tools to enter data; update records; etc.</li> <li>4. Contribute to Powerpoint and other reports.</li> <li>5. Review current and historical records and practices to identify process gaps.</li> <li>6. Make recommendations based on best practices identified for process improvements based on research findings.</li> <li>7. Other duties as assigned.</li> </ol> <p>The team member will have the opportunities for career exploration, including self directed career assessment, individual coaching, conducting career interviews with government employees and leaders, shadowing, etc. At the end of the program, the team member will make a presentation using MS Office and/or other tools of project outcomes, lessons learned, and what their career pathway next steps will be post SYETP participation.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Office of the State Superintendent	3	Less than 10	Students who were ALREADY ACCEPTED as OSSE Scholars in December 2025 are eligible for this job site. Students will participate in college preparatory programming at the summer college to which they have been accepted. The OSSE Scholars virtual summer worksite for SYEP will utilize Google Classroom to cover college prep topics including personal brand and mission statement, personal statement and college essays, financial aid & scholarships, the college search process, etc. Students participating in SYEP will complete weekly assignments during the weeks when they are not away at their summer college programs. This site is for students who are not yet 16 by the first day of SYEP Summer 2025.
Local Agency	DC Office of the State Superintendent	30	27	Students who were ALREADY ACCEPTED as OSSE Scholars in December 2024 are eligible for this worksite. Students will participate in college preparatory programming at the summer college to which they have been accepted. The OSSE Scholars virtual summer worksite for SYEP will utilize Google Classroom to cover college prep topics including personal brand and mission statement, personal statement and college essays, financial aid & scholarships, the college search process, etc. Students participating in SYEP will complete weekly assignments during the weeks when they are not away at their summer college programs. This site is for students who will be at least 16 years of age by the first day of SYEP Summer 2025.
Local Agency	DC Public Library	3	Less than 10	Do you enjoy history? Getting hands on experience with historical documents? The DC Public Library is looking for a part time Library Assistant to work at the People's Archive located in the MLK Library. Get hands on training and engage with DC history included but not limited to the DC music scene, DC organizations, and important DC events. Library Assistants in The People's Archive support archival and digitization work through digitizing documents/photographs, inventorying, sorting and entering metadata. Field trips will also provide further behind the scenes tours of other organizations, immersing library assistants in varying settings. The ideal Library Assistant would be self directed, not afraid to ask questions, and curious.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Public Library	1	Less than 10	Do you enjoy art, history, and museums? Do you enjoy talking to people about art and history? The DC Public Library is looking for a part time Library Assistant to work at the Arts and Exhibits department located in the MLK Library. Get hands on training and engage with the Library's permanent and rotating art and history exhibits at the MLK Library. Help give tours of exhibits to customers and learn how to plan installations, exhibits, and more.
Local Agency	DC Public Library	1	Less than 10	The D.C. Public Library is looking a part time library assistant to work at their Center for Accessibility. Help patrons access the tools and services offered by the Center for Accessibility, including ASL workshops, adaptive technology, books in braille, and more. You will also help the library promote its Know Your Power arts program for teens and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, dclibrary.org. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelves, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Help the library promote it's virtual tutoring service, Brainfuse, to other teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Public Library	1	Less than 10	<p>DC Public Library is seeking a community engagement assistant to assist our Community Engagement and Communications departments. The selected candidate will provide support for the new Congress Heights Library project. Duties to include conducting outreach at community events, assisting with analysis of survey data, and other project support. The selected candidate will also serve as periodic tour guide for the We Who Believe in Freedom Black Feminist D.C. Exhibit at MLK Library (training will be provided). They will also assist with community engagement and communications for the Edgewood/Eckington library site selection process. Work may include identifying opportunities for outreach at summer events, phone calls and emails (script provided) to raise awareness and gather feedback. In addition, there may be opportunities to create flyers, content for the Library's website or other collateral. This position is ideal for a student studying Marketing and Communications.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DC Public Library	0	0	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, dclibrary.org. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelve, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Help the library promote it's virtual tutoring service, Brainfuse, to other teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>

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Local Agency	DC Public Library	2	Less than 10	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, <a href="http://dclibrary.org">dclibrary.org</a>. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelves, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Help the library promote its virtual tutoring service, Brainfuse, to other teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>

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Local Agency	DC Public Library	2	Less than 10	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, <a href="http://dclibrary.org">dclibrary.org</a>. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelves, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Help the library promote it's virtual tutoring service, Brainfuse, to other teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>

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Local Agency	DC Public Library	3	Less than 10	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, <a href="http://dclibrary.org">dclibrary.org</a>. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelves, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Help the library promote it's virtual tutoring service, Brainfuse, to other teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>

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Local Agency	DC Public Library	4	Less than 10	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, dclibrary.org. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelve, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Help the library promote it's virtual tutoring service, Brainfuse, to other teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>

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Local Agency	DC Public Library	1	Less than 10	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, dclibrary.org. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelve, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>

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Local Agency	DC Public Library	1	Less than 10	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, dclibrary.org. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelve, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>



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Local Agency	DC Public Library	3	Less than 10	<p>The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues (photocopying, printing, creating e mail accounts, etc.) and may help customers learn how to use new technologies (iPads, Twitter, phone apps, maps, databases, virtual tutoring, etc.) to find information, share information, and communicate. They will also help customers use the library's website, <a href="http://dclibrary.org">dclibrary.org</a>. Love to read? Like recommending books to others? Do you keep things organized? You'll sort shelves, sort, label and help maintain the library's diverse collection of books, audiobooks, CDs, DVDs, magazines, and other special materials. You'll learn how to use the library's computerized catalog system to help keep track of our materials. You will also write book and movie reviews for our website and create book displays for different age groups. In addition to the above responsibilities, you will also Create an original work of writing, art, photography, or music to submit to the library's Know Your Power civic engagement arts contest. Create Instagram posts promoting the library's programs and resources for teens. Keep library spaces organized, clean, and safe. Assist with administrative tasks, such as organizing files and materials, conducting research, and other duties.</p>
Local Agency	DC Public Schools - Office of External	1	Less than 10	<p>The OEA intern will support the Communications, Partnerships, and Engagement divisions with various office tasks and event support.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Water & Sewer Authority (DC	0	0	<p>The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this job. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform work related tasks other than those specifically listed in this description.</p> <ul style="list-style-type: none"> <li>• Utilize a personal computer with an intermediate to advanced knowledge of applicable software programs (i.e. word processing, spreadsheets, databases, email, presentations and internet applications).</li> <li>• Have the ability communicate effectively both verbally and in writing.</li> <li>• Assist with the scheduling of training sessions.</li> <li>• Maintain and update training calendar.</li> <li>• Assist with ensuring all training rooms/venues, equipment, catering arrangements, and other requirements are booked or canceled in advance.</li> <li>• Perform other related duties and projects at the direction of the immediate supervisor.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Water & Sewer Authority (DC	4	Less than 10	<p>Building and Grounds Maintenance/Painter/Trainee Under the guidance of the Building and Grounds Maintenance Foreman, the Building and Grounds Maintenance Trainee will perform the following tasks:</p> <p>A. Clean, level, grade, seed, sod, cultivate land, plant, mulch, and fertilize shrubs and trees. Prune shrubbery and trees.</p> <p>B. Cut grass with complicated deck riding turf mowers up to seventy two (72) inches, dual wheel riding mowers and PTO driven mowers, which at times the blades must be raised and lowered manually.</p> <p>C. Maintain and repair equipment such as the changing of blades and/or pulleys on the self propelled, turf and riding mowers. Tear down the transmission and replace hydraulic clutches and belts on turf mowers and slope masters or on drive and slip clutches of the backhoe.</p> <p>D. If applicable, Building and Grounds Maintenance Trainees will operate and/or drive a tractor heavy duty five (5) ton dump truck and forklifts. Building and Grounds Maintenance may operate Authority vehicles as an essential function of the position. The Trainees maintain vehicles and/or equipment in a clean and orderly manner and will be required to report any operating deficiencies to the appropriate Authority personnel.</p> <p>E. Use a variety of hand tools such as pruning shears, clippers, shovels and mattocks, hoes, rakes, etc. in the performance of maintenance and landscaping duties.</p> <p>F. Weather permitting, Building and Grounds Maintenance Trainees assist with snow removal by using hand equipment such as snow shovels and power snow blowers.</p> <p>G. Arrange and transport furnishings, clean windows, remove window screens and doors; empty trash; and unstop storm, roof and floor drains. Occasionally may be required to vacuum, buff, and wax floors and dust furniture.</p> <p>H. Comply with applicable safety rules and regulations.</p> <p>I. Perform other related duties and projects as assigned at the discretion of the supervisor.</p> <p>Painter Trainee Under the guidance of the Journeyman</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DC Water & Sewer Authority (DC	1	Less than 10	The STEM student will support a wide range of Non Process Facilities program functions including program management, contract management, file management, creating draft Standard Operating Procedures (SOP) documents, coordinating meetings, and taking notes. The student will use Microsoft Office applications (Excel, Word, PowerPoint) to enter, analyze, and report on data. Other intern level, Facilities related duties may be assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DC Water & Sewer Authority (DC	4	Less than 10	<ul style="list-style-type: none"> <li>• The Utility Services Worker Trainee responsibilities include completing all tasks assigned by the appropriate Supervisor which may include the items under the following bullet</li> <li>• Through OJL, be trained, understand, and demonstrate an increasing ability too Perform various manual tasks to support the general maintenance and repair activities of the water distribution and sewer collection systems, such as investigating customer complaints; repairing and maintaining mains, service lines, laterals, taps, fire hydrants and valves, meters, flushing hydrants and water mains; and/or cleaning catch basins, etc.</li> <li>o Perform inspections and investigations of the water and sewer systems in response to water leaks, sewer problems, service backups, service breaks, meter malfunctions, billing issues and other customer complaints.</li> <li>o Perform emergency and scheduled work which may include assisting in shutting off mains; cleaning catch basins; raising and lowering manholes; bringing cleanouts and other assets to grade; constructing and installing manholes and cleanouts.</li> <li>o Distribute and serve appropriate notifications to customers including, but not limited to, service interruptions, water shut offs, no parking signs, and other verbal and written communications, as applicable.</li> <li>o Operate a variety of vehicles and equipment and power tools, including trailers, dump trucks, jet vacs, combination sewer cleaners, compressors and tractors with a front end loader, and other attachments such as pile drivers, backfill tampers, catch basin cleaners, paving breakers, jack hammers, and other equipment related to the maintenance, repair and construction of water and sewer systems.</li> <li>o Participate in the collection of samples and performance of field level water quality analysis in water distribution and sewer collections systems.</li> <li>o Comply with applicable safety rules and regulations relating to confined space, traffic control, excavation work, etc.</li> <li>o Directs the installation of traffic</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DC Water & Sewer Authority (DC	0	0	<p>The Water Services Trainee responsibilities include completing all tasks assigned by the appropriate Supervisor which may include the items under the following bullet • Through OJL, be trained, understand, and demonstrate an increasing ability to Perform various manual, recurring and semiskilled tasks; Participate in preventive maintenance, repair and replacement of mains and service lines; Cleans and restores work sites after jobs are completed to ensure that worksites are left in a neat, safe and acceptable condition; Assists in the setup of traffic control, directs traffic, arranges safety blocks and safety signals, erects barricades and warning devices; Complies with applicable safety rules and regulations; Maintains vehicles and/or equipment in a clean and orderly manner. Reports any operating deficiencies to the appropriate Authority personnel. Operates tools, equipment to accomplish work; Performs other related duties and projects as assigned at the discretion of the immediate supervisor.</p>
Local Agency	DCHA	1	Less than 10	<p>Performs administrative and office support activities for the DCHA Office of Customer Engagement and customers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Other duties as assigned.</p>
Local Agency	DCHA	1	Less than 10	<p>Performs administrative and office support activities for the DCHA Office of Customer Engagement and customers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Other duties as assigned.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Greenleaf Gardens. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	7	Less than 10	Performs administrative and office support activities for the DCHA property Benning Terrace. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Claridge Towers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA Office of Resident Services and customers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Other duties as assigned.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA Property Management Operations Headquarters. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as assigned.
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA Regional Maintenance Office. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA Office of Resident Services and customers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Other duties as assigned.
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Fort Lincoln. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as



<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Garfield Terrace. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Greenleaf Senior. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Greenleaf Gardens. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	2	Less than 10	Performs administrative and office support activities for the DCHA property Harvard Towers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA Office of Customer Engagement and customers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Other duties as assigned.
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Highland Residential. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Hopkins Apartments. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property James Apartments. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as

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Local Agency	DCHA	2	Less than 10	Performs administrative and office support activities for the DCHA property James Creek. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	2	Less than 10	Performs administrative and office support activities for the DCHA property Judiciary House Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Kelly Miller/LeDroit. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Kenilworth Courts. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as

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Local Agency	DCHA	2	Less than 10	Performs administrative and office support activities for the DCHA property Kentucky Courts. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Knox Hill. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	3	Less than 10	Performs administrative and office support activities for the DCHA property Langston Terrace. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Lincoln Heights. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA Office of Customer Engagement and customers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Other duties as assigned.
Local Agency	DCHA	1	Less than 10	Supporting Administratively the Office of the Executive Director for the DC Housing Authority. Youth will perform administrative duties and office support activities for OED. Provide a pleasant customer experience to our clients and guest. Duties include; answering phones, taking messages, responding to inquiries, and supporting building flow. All other duties will be assigned by direct supervisor.
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Park Morton. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Parkway Overlook II. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Potomac Gardens. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Regency House. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Richardson Dwellings. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Sibley Plaza. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA Office of Customer Engagement and customers. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Other duties as assigned.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Stoddert Terrace. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Syphax Gardens Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as
Local Agency	DCHA	4	Less than 10	Performs administrative and office support activities for the DCHA Warehouse. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as assigned.
Local Agency	DCHA	1	Less than 10	Performs administrative and office support activities for the DCHA property Woodland Terrace. Provide a pleasant customer experience for customers and guest. Duties include answering and responding to telephone inquiries, receiving and directing visitors, filing, and supporting the creating of documents. Coordinate and support building flow for customers and guest. Administrative duties assigned by the Property Manager and/or Housing Manager Assistant. Other duties as

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DCHA	1	Less than 10	Provide office and administrative support to the Special Initiatives and Youth Coordinator. This position works closely with the coordinator to organize and assist with planning. Filing documents, answer phones, shadowing. Provide customer service and experience for clients. Duties include but not limited to receiving and directing visitors, and others assigned by the coordinator.
Local Agency	Department of Behavioral Health	8	Less than 10	Support Staff by typing, filing, Xeroxing, shredding, coding, answering telephones and preparing reports. Clerical Assistant Duties and Responsibilities Though clerical assistants will be assigned tasks in accordance with the needs of the individual workplace, some common responsibilities emerge when evaluation job postings. Aspiring clerical assistants should be prepared to do the following Phone Duty Answering phones, directing calls, taking messages, and calling people on behalf of the company are all critical to keeping operations flowing. Mail Management Besides sorting and distributing the daily mail, clerical assistants may compile mass mailing, help to send out bills, and arrange package pickups. Online Management Clerical assistant may be responsible for handling general incoming emails and routing questions received from the organization's website or social media platforms to the appropriate person. Use Office Equipment When a copy needs to be made or a fax sent out, others in the office rely on clerical assistants to get the job done. Clerical assistants use computers daily to do things such as send email, update databases, and type correspondence drafted by office leaders. File putting electronic and /or physical paperwork in the correct place is essential for proper recordkeeping and easy retrieval. Inventory Clerical assistants often are the ones who keep tabs of office supplies and order more as needed. Follow Instructions Offices frequently have special assignments, many times carried out under the guidance of an administrative assistant. Completing these projects requires clerical assistants to listen carefully to directions, do what is asked, and pose questions if clarification is needed.



Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Department of Behavioral Health	10	Less than 10	<p>Support Staff by typing, filing, Xeroxing, shredding, coding, answering telephones and preparing reports. Clerical Assistant Duties and Responsibilities Though clerical assistants will be assigned tasks in accordance with the needs of the individual workplace, some common responsibilities emerge when evaluation job postings. Aspiring clerical assistants should be prepared to do the following Phone Duty Answering phones, directing calls, taking messages, and calling people on behalf of the company are all critical to keeping operations flowing. Mail Management Besides sorting and distributing the daily mail, clerical assistants may compile mass mailing, help to send out bills, and arrange package pickups. Online Management Clerical assistant may be responsible for handling general incoming emails and routing questions received from the organization's website or social media platforms to the appropriate person. Use Office Equipment When a copy needs to be made or a fax sent out, others in the office rely on clerical assistants to get the job done. Clerical assistants use computers daily to do things such as send email, update databases, and type correspondence drafted by office leaders. File putting electronic and /or physical paperwork in the correct place is essential for proper recordkeeping and easy retrieval. Inventory Clerical assistants often are the ones who keep tabs of office supplies and order more as needed. Follow Instructions Offices frequently have specials assignments, many times carried out under the guidance of an administrative assistant. Completing these projects requires clerical assistants to list carefully to directions, do what is asked, and pose questions if clarification is needed.</p>
Local Agency	Department of Behavioral Health	1	Less than 10	<p>Works with Outreach team to distribute promotional items such as stress balls, and informational materials about DBH services at faith sponsored health fairs; events by the Department of Recreation; the annual Beat the Streets events sponsored by MPD, and other community health fairs and activities.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Local Agency	Department of Behavioral Health	7	Less than 10	Employee will work with the outreach team to distribute promotional items such as stress balls, and informational materials about DBH services at faith sponsored health fairs; events by the Department of Recreation; the annual Beat the Streets events sponsored by MPD, and other community health fairs and activities.
Local Agency	Department of Building (DOB)	1	Less than 10	This position will investigate property owners, contractors, and developers for possible infractions, assist in writing referral memorandums to the Office of the Attorney General and other agencies, assist in inspections of alleged violations, monitor previously investigated subjects for activity, and research regulations, codes and data for special investigatory projects.
Local Agency	Department of Building (DOB)	1	Less than 10	This position will conduct legal and policy research; assist in researching laws, regulations, and policies pertinent to legislative initiatives; monitor and track legislation; keep abreast of legislative developments; track bill progress and update relevant stakeholders on changes. The position will attend and summarize hearings and briefings, observe committee hearings or legislative sessions, and provide concise summaries or reports; draft correspondence and legislative documents; prepare letters, memos, briefs, and other documents for the legislative director and other senior leadership.
Local Agency	Department of Building (DOB)	3	Less than 10	This position will assist with providing technical assistance and support for incoming queries and issues related to computer systems, software, and hardware, internal and external data systems and printer operational software and hardware to include printers and related software that are responsible for proper printer operations.
Local Agency	Department of Building (DOB)	1	Less than 10	This position will assist the Office of Strategic Code Enforcement in researching properties for strategic focus, accompanying inspectors on inspections, and accompanying the strategic enforcement administrator on meetings. Lastly, this position will prepare drafts of documents and correspondence.
Local Agency	Department of Building (DOB)	2	Less than 10	This position will assist in Computer Aided Design (CAD) drafting (depending on skills), record research, records filing, records uploading, customer service and records organization in Excel.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Department of Building (DOB)	1	Less than 10	This position will work closely with the Office of the Zoning Administrator (OZA) staff member to review and update existing eating and drinking establishment inventories. This work will include field work, including measurement of street frontage for existing eating and drinking establishments; in office records research in order to update to existing inventories; and present findings to OZA staff and other city staff.
Local Agency	Department of Building (DOB)	2	Less than 10	This position will assist with plan review of construction plans and drawings, will work with OCBS to communicate with customers for mandatory meetings related to their submitted plans and drawings, and will assist with customer inquires and questions related to their permit.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Employment Services	1	Less than 10	<p><b>Position Overview</b> We are seeking a motivated and detail oriented Summer Intern to join our team as part of the Summer Youth Employment Program (SYEP). The intern will provide essential support in various administrative and data management tasks, contributing to the efficiency and organization of our department. This is an excellent opportunity for a young professional to gain hands on experience in a professional setting and develop valuable skills.</p> <p><b>Key Responsibilities</b>  Administrative First Source Filing, Documentation and Communication  Organize and file hard copies of First Source Agreements. Assist with maintaining and updating the filing system roster. Make phone calls to contracting agencies to follow up on or confirm active First Source Agreements. Assist in confirming end dates for First Source projects. Support to Addendum Team and Data Entry Assist the addendum team with the daily/weekly review of the Alternative Plan Tracker for new alternative plans. Assist with data entry as needed. Provide additional office administrative support as needed. Perform other tasks and projects as assigned by the supervisor.</p> <p><b>Qualifications</b>  Education Current high school student (18 or older) or recent graduate. Skills Strong organizational skills and attention to detail. Excellent verbal and written communication skills. Proficiency in using Microsoft Office Suite (Word, Excel, Outlook). Ability to handle multiple tasks and prioritize effectively.</p> <p><b>Benefits</b> Hands on experience in a professional DC government agency office environment. Opportunity to develop valuable office administrative and communication skills. Mentorship and guidance from experienced agency professionals. Networking opportunities within District government agency.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Employment Services	1	Less than 10	The Department of Employment Services, Labor Standards Bureau, Administrative Hearings Division, is accepting applications for Summer Interns to assist Administrative Law Judges (ALJ). The ALJ's preside over a variety of workers' compensation disputes between injured workers and their employers. Interns will observe and participate in the pre hearing, hearing and post hearing process and provide opportunities to gain work experience that will be invaluable in the future. Current college students who have completed at least one full semester of study. The ideal participant should be interested in government service, leadership, public policy or law.
Local Agency	Department of Employment Services	3	Less than 10	The Office Assistant will support program development and system initiatives within the Workforce Development and Federal Programs Bureau at the Department of Employment Services. This role provides hands on experience in workforce initiatives, research, data organization, process improvement projects, and interbureau communications. The employee can engage with the Apprenticeship Division, the Out of School Youth Program (OSY), the Workforce on Wheels (WOW) team, and the American Job Center, contributing to strategic planning and program implementation. Additionally, the employee will have the ability to support public facing communications for the Office of Apprenticeship, Information, and Training (OAIT) and OSY, assisting with printed materials, digital content, and outreach efforts to connect residents with DOES professional development and training opportunities. The employee may also support event coordination and workforce engagement initiatives. This position is ideal for a motivated individual interested in workforce development, public service, and community engagement.
Local Agency	Department of Employment Services	1	Less than 10	This person preferred should be bilingual to support our Language Access Coordinator. This person would be sending and creating emails and working to process translations for all programs within the agency. This person should be 20 or higher.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Employment Services	1	Less than 10	<p>The CRB is an administrative tribunal responsible for reviewing and disposing of appeals concerning worker related injuries in the District of Columbia. The SYEP applicant placed with the CRB will work closely with the CRB's experienced CRB court staff of six including a prior SYEP participant and four administrative appeals judges. The SYEP participant will gain a background in and knowledge about court and legal systems while providing hands on support to the CRB concerning all aspects of processing and disposing of appeals filed with the CRB, and by personally observing the legal proceedings and hearings related to workers' compensation cases. The CRB's SYEP participant is suitable for a candidate who wishes to pursue a career in law or further their formal education through attending paralegal certification courses or law school while working in a fun yet traditional office environment.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Employment Services	1	Less than 10	<p>WAGE HOUR COMPLIANCE SPECIALIST Worksite Description  Office of Wage Hour Job Description This position is located in the Office of Wage Hour, Labor Standards, Department of Employment Services. The office has the following responsibilities answers public inquiries about minimum wage and wage payment laws responds to employee complaints by phone, mail and in person; computes and collects back wages under the Minimum Wage Act Revision Act and D.C. Wage Payment and Wage Collection Law; performs compliance audits and investigations of private sector employers in the District of Columbia; mediates employer/employee disputes relative to wages, hours worked, overtime compensation, commissions and vacations. This is a developmental level Wage and Hour Compliance Specialist position requiring knowledge or ability to learn legal principles, concepts, and methodology of wage and hour compliance work. Knowledge of basic investigative methods for reviewing records, interviewing, and analyzing information from business records and documents or from statements of witnesses, subjects, third parties, and other knowledgeable persons. Ability to communicate both orally in an effective manner; and the ability to write clear, concise, well organized, and thorough case related documents. Skill in dealing with hostility, confrontation, and situations where there is a lack of cooperation from both, the employer and the employees</p>
Local Agency	Department of Employment Services	1	Less than 10	<p>Participant will work in the Office of the Director of the Department of Employment Services as an advisor on policy. Participant will work on research for proposals from the Director, Executive Office of the Mayor, and the DC City Council. Participant will be involved with preparing the office for a variety of meetings within the department and with the community. Youth will work on memos for events and agency decisions as well as office correspondence. Participant will work with analysts in the office to properly inform the Agency Director regarding meetings, events, and hearings.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Department of Employment Servic	0	Less than 10	The MBSYEP participant will greet claimants, customers at the American Job Center location for Unemployment Compensation Services. Provide guidance on completing documents. Record in writing concerns from claimants/customers and advise American Job Center management. Other administrative duties as assigned. Must have computer knowledge of MS Office Suite and appropriate telephone etiquette, verbal and written communication skills. Age 21 24, 930am 330pm, M F. (college student/grad preferred).
Local Agency	Department of Employment Servic	2	Less than 10	The MBSYEP participant will greet claimants, customers at the American Job Center location for Unemployment Compensation Services. Provide guidance on completing documents. Record in writing concerns from claimants/customers and advise American Job Center management. Other administrative duties as assigned. Must have computer knowledge of MS Office Suite and appropriate telephone etiquette, verbal and written communication skills. Age 21 24, 930am 330pm, M F. (college student/grad preferred).
Local Agency	DEPARTMENT OF ENERGY AN	20	12	The GZEP/MBSYEP summer worker will participate in workshops were they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use there enter self connection as it relates to their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adult hood.



Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DEPARTMENT OF ENERGY AND ENVIRONMENTAL AFFAIRS	22	19	The GZEP/MBSYEP summer worker will participate in workshops where they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adulthood.
Local Agency	DEPARTMENT OF ENERGY AND ENVIRONMENTAL AFFAIRS	48	25	The GZEP/MBSYEP summer worker will participate in workshops where they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adulthood.
Local Agency	DEPARTMENT OF ENERGY AND ENVIRONMENTAL AFFAIRS	10	Less than 10	The GZEP/MBSYEP summer worker will participate in workshops where they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adulthood.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DEPARTMENT OF ENERGY AND ENVIRONMENTAL AFFAIRS	10	Less than 10	The GZEP/MBSYEP summer worker will participate in workshops where they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use their enter self connection as it relates to their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adulthood.
Local Agency	DEPARTMENT OF ENERGY AND ENVIRONMENTAL AFFAIRS	76	38	The GZEP/MBSYEP summer worker will participate in workshops where they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use their enter self connection as it relates to their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adulthood.
Local Agency	DEPARTMENT OF ENERGY AND ENVIRONMENTAL AFFAIRS	10	Less than 10	The GZEP/MBSYEP summer worker will participate in workshops where they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use their enter self connection as it relates to their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adulthood.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DEPARTMENT OF ENERGY AN	10	Less than 10	The GZEP/MBSYEP summer worker will participate in workshops were they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use there enter self connection as it relates to their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adult hood.
Local Agency	DEPARTMENT OF ENERGY AN	50	26	The GZEP/MBSYEP summer worker will participate in workshops were they learn about invasive species that occupy the parks. Summer workers will examine water samples from the Anacostia River and compare the PH Levels to other sources of water. Summer workers will learn about life & urban sustainability as it relates to air & water quality, green architecture & design, and personal community environmental awareness during their tenure of work. Summer Workers will learn how to use there enter self connection as it relates to their environment to enrich their lives. Summer Workers will gain essential tools about transitioning from adolescence to adult hood.
Local Agency	Department of For Hire Vehicles	0	0	Provides administrative and clerical support to lawyers and other legal professionals, managing documents, schedules, and client communications, while also assisting with legal research and preparing legal materials.
Local Agency	Department of For Hire Vehicles	1	Less than 10	Reviews the website for clarity and inconsistencies; Mail permits and complete briefs on programs; Attends meetings to take notes; Reviews operating authority applications; Consolidate and submit items for the DFHV newsletter and shadow the CPO and DPA. Analyze transportation program trip data to determine trends.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Health	1	Less than 10	<p>The Project Specialist supports the Animal Services Program within DC Health by assisting with the licensing of animals and animal related events in the District of Columbia. This position plays a key role in ensuring compliance with local regulations and promoting responsible pet ownership throughout the community. Duties include Assisting with the intake and processing of animal and event license applications  Maintaining accurate records and supporting compliance tracking  Coordinating community outreach activities, including educational events, social media campaigns, and printed materials  Collaborating with other government agencies, community partners, and local businesses to promote DC Health animal services  Providing customer service and responding to resident inquiries about licensing and related services  Supporting program evaluations and identifying opportunities for operational improvements  The ideal candidate has strong organizational skills, experience in community outreach or public health programs, and a commitment to promoting animal welfare and public safety. This role is vital to connecting DC Health services with the community and advancing the agency's mission of creating a healthier and more informed District.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Health	1	Less than 10	<p>The Community Engagement &amp; Programs Intern will support the planning and execution of community events related to HIV Awareness Days, public health campaigns, and other community engagement initiatives. The intern will collaborate with staff to enhance community involvement, assist with logistics, and participate in outreach activities that promote health equity and HIV awareness. IJOB DUTIES AND RESPONSIBILITIES ? Assist in planning, coordinating, and executing HIV Awareness Day events and other community engagement activities.IV Support logistical planning, including securing venues, coordinating with vendors, and preparing event materials.0 Assist with outreach efforts, including contacting community partners, developing promotional content, and engaging stakeholders.? Participate in community events, health fairs, and public forums to increase awareness and promote available resources.IV Support data collection and post event evaluations to assess community impact.? Assist with administrative tasks related to program planning and implementation.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Health	1	Less than 10	<p>The DC Health Learning and Workforce Development Team provides support to Agency employees from hire to retire through the creation of an inclusive learning culture that provides leadership and competency skills development, training, and opportunities for employee professional development at all levels using intentionally designed learning experiences to improve the retention and development of a high performing public health workforce. The DC Health Learning and Workforce Development Team is part of the Human Resources Division and leads the strategic implementation of learning and development initiatives to achieve the agency's workforce development mission to develop engaged and high performing public health professionals to make DC the healthiest city in America. This work is addressed in alignment with the four key functions of the team operations and strategy; learning design and facilitation; employee engagement; and learning program operations. We are seeking MBSYEP interns to support key initiatives in each of these areas to enhance their knowledge, skills, and abilities.</p> <p>Interactive Training Development Support in the designing and enhancing interactive learning modules for programs like the Performance Management training series. This includes creating visually engaging materials, such as guides or presentations, that promote employee skill development and align with the agency's mission. Employee Engagement Initiative Support Contribute to the planning and execution of employee engagement activities like wellness workshops or team building events. They will coordinate logistics, collaborate with vendors, and develop resources or training materials on wellness topics such as stress management or mental health awareness. Data and Insights for Program Optimization Analyze data sets from initiatives like the Certified in Public Health program, Lean Six Sigma leadership program, and annual</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Health	1	Less than 10	<p>The position will support the development of the DC Community Health Needs Assessment and Improvement Plan, required every 5 years, to set city wide priorities for improving health outcomes, evaluate health status, needs, assets, and resources, and collaboratively develop goals, objectives, strategies, and actions for population health improvement. The process incorporates partners beyond the health and healthcare sectors, including non health/healthcare sectors that influence health, such as education, transportation, and housing. Duties and Responsibilities Develop community outreach plans to share information and receive feedback from partners and residents Implement outreach efforts, including in person activities as well as through social media/online. Develop presentations and materials for partners, and support facilitation in meetings Conduct research and information gathering about relevant topic areas, evidence based strategies, shared health outcome metrics, etc., to align collective actions across the city. Other duties as assigned related to supporting the DC community health improvement process.</p>
Local Agency	Department of Health	1	Less than 10	<p>This position will be a six week structured internship designed to provide hands on experience in public health administration, operations, and budgeting. This internship offers an opportunity to gain practical experience in public health program coordination, operational support, and policy implementation while developing essential administrative and analytical skills. Duties and Responsibilities Assist with organizing files, documents, and data for various projects. Support team meetings by preparing materials and taking notes. Help create presentations and reports. Observe and participate in agency meetings and discussions. Collaborate with team members on assignments and outreach efforts. Shadow professionals to learn about public health operations. Complete a small project related to public health and present findings. Perform general administrative and support tasks as needed.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Health	1	Less than 10	<p>The intern will play a key role in supporting the Office of Environmental Protection Climate Adaptation program, Carbon Monoxide Outreach, and Lead Prevention Community Outreach, Twice by 2 initiatives. The focus of the internship will be to expand outreach and education to families of young children across the District and older adults. This project focuses on connecting public health messaging with community level engagement, particularly in high risk areas. Working closely with the epidemiologist and public health team, the intern will assist in planning and evaluating outreach activities and compiling engagement data for reporting purposes under the review and approval of the manager. The intern will also help develop internal workflows to support collaboration with local agencies and stakeholders, and assist with outreach in the community. [JOB DUTIES AND RESPONSIBILITIES) Support the Community Outreach Twice by 2 initiatives by tracking outreach events, compiling data, and summarizing findings for reporting Support the Carbon Monoxide program, assisting with data tracking, assisting with collaboration efforts, and providing outreach to the community. Assist in coordinating with community groups and stakeholders to support messaging within the Office of Environmental Protection. Help develop internal workflows for data sharing and collaboration with</p> <ul style="list-style-type: none"> <li>• DCHF to identify and reach Medicaid enrolled children</li> <li>• DC Water to incorporate household water testing kit data</li> <li>• DOEE to align outreach efforts and materials</li> </ul>



Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Department of Health	0	0	<p>The D.C. Youth Medical Reserve Corps (YMRC) is a volunteer program designed to empower youth ages 14 to 18 in Washington, D.C. with essential skills in emergency preparedness, public health, and leadership. The program aims to equip young people with the knowledge and hands on experience to become resilient leaders in their communities. Through training in health promotion, disaster response, and crisis management, youth will contribute actively to public health and community safety while developing lifelong leadership skills. DC Health has already worked with Temple University to develop a framework and plan to develop the Youth MRC within Washington DC. Interns will first experience the current educational plan to obtain the necessary emergency management and public health knowledge. Our interns will then be responsible for taking this plan and, with the help of our staff at DC Health, making this plan come to life. They will be responsible for helping fine tune the plan's programmatic design. They will assist with outreach and recruitment of potential volunteers (participating in volunteer/job fairs, social media, etc). They will also be responsible for helping develop training &amp; education material as well as identifying potential volunteer opportunities for the MRC.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Insurance, Securities	1	Less than 10	<p>The DISB Financial Services Academy is a six week program introducing youth to careers in the insurance, securities and banking sector of the financial services industry. Youth participants can expect an engaging, interactive, and immersive internship experience full of professional development and mentorship opportunities. Professional Development Opportunities Youth in the DISB SYEP Securities Internship Program will deepen their understanding of the financial services industry and gain professional development skills through such activities as engagement with the local industry leaders, speaker series, interviewing skills workshop, and resume workshop.</p> <p>A. Engagement with the Local and National Industry Partners DISB will leverage government and industry partnerships to provide youth participants with a greater understanding of how the insurance, securities and banking industry operates through an immersive experience. Participants will have the opportunity to gain exposure to careers in the securities industry.</p> <p>B. Speakers Series During the summer internship programs, local industry partners will be invited to participate in a speaker series, sharing their experience and organization's work in the financial services industry. Interns will participate in a weekly speaker series with representatives from the agency's insurance, securities, and banking bureaus. The speaker series is an opportunity for youth to engage with staff across DISB and learn about the various career opportunities in the financial services industry.</p> <p>C. Professional Development Workshops DISB is committed to expanding career opportunities for students of all backgrounds and preparing youth for careers in the financial services industry. Youth will participate in weekly professional development workshops to develop core skills. Participants will have the opportunity work with professionals from government and private industry to work on skills such as resume drafting, interviewing,</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Insurance, Securities	2	Less than 10	<p>*****This internship begins Monday, June 2, 2025. Interns are REQUIRED to begin on June 2, 2025*****The Bank on DC Youth Facilitator Initiative is a unique approach to youth education on financial literacy and empowerment for all youth from ages 5-24 years old that reenrolled and employed in the Mayor's Annual Summer Youth Employment Program (MBSYEP). The Young Money Managers, also known as youth facilitators, is a 9-week opportunity with paid training that aims to improve the financial stability of inner-city youth in the district by conducting a series of educational workshops, breaking down the basics of money management, and allowing a safe space for teens to express their opinions around personal finance. The Bank on DC Program is seeking qualified youth with relevant experience to record, code, analyze and report data from these workshops and track social media content of youth facilitators daily. Responsible for timely and accurate data entry of provider demographic and survey data into Excel®, Smartsheet®. Analyze and report data trends to Leadership team, as part of the YMM quality control process? Prepare charts, graphs, and other analytical reports as needed? Create and manage analytically sound data processes and systems to process raw data? Must meet quality and production standards? Positively represent Bank on DC in all interactions with the public? Other duties as assigned</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Insurance, Securities	14	Less than 10	<p>*****This internship begins Monday, June 2, 2025. Interns are REQUIRED to begin on June 2, 2025*****The Bank on DC Youth Facilitator Initiative is a unique approach to youth education on financial literacy and empowerment for all youth from ages 5-24 years old that enrolled and employed in the Mayor's Annual Summer Youth Employment Program (MBSYEP). The Young Money Managers, also known as youth facilitators, is a 9-week opportunity with paid training that aims to improve the financial stability of inner-city youth in the district by conducting a series of educational workshops, breaking down the basics of money management, and allowing a safe space for teens to express their opinions around personal finance. Each workshop is comprised of 2-4 experienced youth facilitators over a 60-minute session. Facilitators will use Bank on DC curriculum which is provided in the 3-week training which entails knowledge leadership and media development. Topics include: How to use a checking and savings account? Financing higher education? Basics of wealth building/investments? Money Management? Credit Management and avoiding debt.</p> <p>Job Description: Serving as a team, facilitate 2 sessions per day (up to 8 per week for 6 weeks) for SYEP youth in an organized, professional, and engaging manner using youth self-created financial education presentations. Work collaboratively with co-facilitators to plan and lead a thoughtful and energetic workshop. Complete all necessary preparation and communication (in person, Twitter®, Instagram® as needed) before, during, and after the sessions with MBSYEP youth, co-facilitators, and community partners. Lead participants to complete a pre/post assessment during the session. Provide regular feedback to Leadership Team on quality of host site presentations. Positively represent Bank on DC in all interactions with the public. Other duties as assigned.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Insurance, Securities	8	Less than 10	<p>*****This internship begins Monday, June 2, 2025. Interns are REQUIRED to begin on June 2, 2025*****The Bank on DC Youth Facilitator Initiative is a unique approach to youth education on financial literacy and empowerment for all youth from ages 5-24 years old that enrolled and employed in the Mayor's Annual Summer Youth Employment Program (MBSYEP). The Young Money Managers, also known as youth facilitators, is a 9-week opportunity with paid training that aims to improve the financial stability of inner-city youth in the district by conducting a series of educational workshops, breaking down the basics of money management, and allowing a safe space for teens to express their opinions around personal finance. Each workshop is comprised of 2-4 experienced youth facilitators over a 60-minute session. Facilitators will use Bank on DC curriculum which is provided in the 3-week training which entails knowledge leadership and media development. Topics include: How to use a checking and savings account? Financing higher education? Basics of wealth building/investments? Money Management? Credit Management and avoiding debt. Serving as a team, facilitate 2 sessions per day (up to 8 per week for 6 weeks) for SYEP youth in an organized, professional, and engaging manner using youth self-created financial education presentations. Work collaboratively with co-facilitators to plan and lead a thoughtful and energetic workshop. Complete all necessary preparation and communication (in person, Twitter®, Instagram® as needed) before, during, and after the sessions with MBSYEP youth, co-facilitators, and community partners. Lead participants to complete a pre/post assessment during the session. Provide regular feedback to Leadership Team on quality of host site presentations. Positively represent Bank on DC in all interactions with the public. Other duties as assigned.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Insurance, Securities	2	Less than 10	<p>*****This internship begins Monday, June 2, 2025. Interns are REQUIRED to begin on June 2, 2025*****The Bank on DC Youth Facilitator Initiative is a unique approach to youth education on financial literacy and empowerment for all youth from ages 5-24 years old that reenrolled and employed in the Mayor's Annual Summer Youth Employment Program (MBSYEP). The Young Money Managers, also known as youth facilitators, is a 9-week opportunity with paid training that aims to improve the financial stability of inner-city youth in the District by conducting a series of educational workshops, breaking down the basics of money management, and allowing a safe space for teens to express their opinions around personal finance. The Bank on DC Program is seeking qualified youth with relevant experience to track, manage, and analyze social media content of youth facilitators daily. The Social Media Analyst is a Leadership position.</p> <p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>Responsible for timely and accurate data entry of provider demographic data into Excel®, Smartsheet®, Bank on DC youth facilitators social media content, and a daily/weekly scoreboard.</li> <li>Plan and prepare daily social media content for Young Money Manager's program</li> <li>Create and manage social media content for all YMM group activities</li> <li>Supervise daily YMM Facilitator content</li> <li>Manage all aspects of the YMM Social Media Challenge</li> <li>Develop all YMM press releases and public announcements</li> <li>Must meet quality and production standards</li> <li>Positively represent Bank on DC in all interactions with the public</li> <li>Other duties as assigned</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Insurance, Securities	1	Less than 10	<p>*****This internship begins Monday, June 2, 2025. Interns are REQUIRED to begin on June 2, 2025*****The Bank on DC Youth Facilitator Initiative is a unique approach to youth education on financial literacy and empowerment for all youth from ages 5-24 years old that reenrolled and employed in the Mayor's Annual Summer Youth Employment Program (MBSYEP). The Young Money Managers, also known as youth facilitators, is a 9-week opportunity with paid training that aims to improve the financial stability of inner-city youth in the District by conducting a series of educational workshops, breaking down the basics of money management, and allowing a safe space for teens to express their opinions around personal finance. The Bank on DC Program is seeking qualified youth with relevant experience to track, manage, and analyze social media content of youth facilitators daily. The Social Media Analyst is a Leadership position.</p> <p><b>Job Description</b></p> <ul style="list-style-type: none"> <li>Responsible for timely and accurate data entry of provider demographic data into Excel®, Smartsheet®, Bank on DC youth facilitators' social media content, and a daily/weekly scoreboard.</li> <li>Plan and prepare daily social media content for Young Money Manager's program.</li> <li>Create and manage social media content for all YMM group activities.</li> <li>Supervise daily YMM Facilitator content.</li> <li>Manage all aspects of the YMM Social Media Challenge.</li> <li>Develop all YMM press releases and public announcements.</li> <li>Must meet quality and production standards.</li> <li>Positively represent Bank on DC in all interactions with the public.</li> <li>Other duties as assigned.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Insurance, Securities	0	0	<p>*****This internship begins Monday, June 2, 2025. Interns are REQUIRED to begin on June 2, 2025*****The Bank on DC Youth Facilitator Initiative is a unique approach to youth education on financial literacy and empowerment for all youth from ages 5 to 24 years old that reenrolled and employed in the Mayor's Annual Summer Youth Employment Program (MBSYEP). The Young Money Managers, also known as youth facilitators, is a 9-week opportunity with paid training that aims to improve the financial stability of inner city youth in the District by conducting a series of educational workshops, breaking down the basics of money management, and allowing a safe space for teens to express their opinions around personal finance. Each workshop is comprised of 2-4 experienced youth facilitators over a 60-minute session. Facilitators will use Bank on DC curriculum which is provided in the 3-week training which entails knowledge leadership and media development. Topics include: How to use a checking and savings accounts? Financing higher education? Basics of wealth building/investments? Money Management? Credit Management and avoiding debt? Job Description ? Manage daily operational tasks? Implement strong quality control mechanisms? Coordinate all YMM Youth Facilitator host site presentations? Supervise YMM Youth Facilitator activities, troubleshooting as needed? Ensure YMM Youth Facilitator completion of all necessary preparation and communication (in person, Twitter®, Instagram® as needed) before, during, and after the series with SYEP youth, co-facilitators, and community partners.? Communicate daily feedback and all questions and concerns to Bank on DC staff? Positively represent Bank on DC in all interactions with the public? Compliance with Bank on DC and DOES standards and values and adhere to all protocols? Other duties as assigned</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Department of Licensing and Cons	2	Less than 10	Summer Intern will participate in Summer IT Initiatives with the Business Licensing division at DLCP. The program will show life and business skills, and help to develop government customer service skills, data entry, computer literacy, and on site licensing training In observance of the Juneteenth holiday, DLCP will be closed on Wednesday, June 19, 2024. Please see our list of online resources should you need immediate assistance.
Local Agency	Department of Licensing and Cons	4	Less than 10	Summer Intern will participate in Summer IT Initiatives with the Business Licensing division at DLCP. The program will show life and business skills, and help to develop government customer service skills, data entry, computer literacy, and on site licensing training In observance of the Juneteenth holiday. Please see our list of online resources should you need immediate assistance.
Local Agency	Department of Licensing and Cons	6	Less than 10	Participants will assist with the daily functions of the DC Department of Licensing and consumer protection. These functions shall include; copying, faxing, document filing, etc... Participants will also participate in a Summer enrichment class that will assist with the overall program and future job placement. Also, youth will receive hands on experience and on the job training in a traditional work environment with specific assigned duties.
Local Agency	Department of Motor Vehicles	1	Less than 10	Responsible for greeting and directing customers and/or vehicles throughout the vehicle inspection facility and providing basic DMV information. Position is outdoors and requires constant standing and direct exposure to the weather. Must be friendly and possess strong communication and customer service skills.
Local Agency	Department of Motor Vehicles	1	Less than 10	Responsible for assisting with delivery and distribution of mail and inventory throughout all agency facilities. Responsible for organizing and maintaining inventory areas within DMV. Will be required to lift and/or move boxes weighing up to 50 lbs.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Motor Vehicles	1	Less than 10	Responsible for performing basic office tasks such as filing, copying, answering phones, running errands and data entry. In addition, must have technology skills, such as MS Office and be capable of quickly learning other software applications. Must be friendly and possess strong communication and customer service skills. <b>**MUST BE FULLY VACCINATED against Covid 19**</b>
Local Agency	Department of Small and Local Business Development	7	Less than 10	<p>The Department of Small and Local Business Development (DSLBD), in partnership with DOES, is seeking motivated young adults ages 18–24 to join the DC Youth Entrepreneurship Program (DCYEP)—a paid 6 week summer experience designed to help youth launch and grow their own businesses. Participants will gain hands on work experience, entrepreneurship training, and mentorship. The program includes 3 workdays per week and 2 days dedicated to workshops, guest speakers, and business development activities. Youth will build business plans, pitch decks, and professional skills, and present their ideas in a final pitch event with the chance to earn up to \$2,500 in pitch prize funding to support their business ventures. The program prepares participants to become licensed DC entities and pursue future entrepreneurial opportunities in the District. Ideal candidates are self motivated, proactive, and eager to learn, with a commitment to attending all program activities. Apply now to take the first step towards your entrepreneurial and professional development journey with DSLBD!</p> <p><b>How to Apply</b> Must complete the DCYEP application form. Please email program coordinator if interested in applying. A resume highlighting your education and any relevant experience or business interests. A brief cover letter explaining your interest in the program, your business interests and what you hope to achieve. Any supporting documents that demonstrate your entrepreneurial interests (optional)</p> <p>To apply, please submit the following directly to the Program Coordinator, Jasmine Boyd via email at <a href="mailto:dslbd.comms@dc.gov">dslbd.comms@dc.gov</a>.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Small and Local Business Development	8	Less than 10	The Department of Small and Local Business Development (DSLBD), in partnership with DOES, is seeking motivated young adults ages 18–24 to join the DC Youth Entrepreneurship Program (DCYEP)—a paid 6 week summer experience designed to help youth launch and grow their own businesses. Participants will gain hands on work experience, entrepreneurship training, and mentorship. The program includes 3 workdays per week and 2 days dedicated to workshops, guest speakers, and business development activities. Youth will build business plans, pitch decks, and professional skills, and present their ideas in a final pitch event with the chance to earn up to \$2,500 in pitch prize funding to support their business ventures. The program prepares participants to become licensed DC entities and pursue future entrepreneurial opportunities in the District. Ideal candidates are self motivated, proactive, and eager to learn, with a commitment to attending all program activities. Apply now to take the first step towards your entrepreneurial and professional development journey with DSLBD! How to Apply Must complete the DCYEP application form. Please email program coordinator if interested in applying. A resume highlighting your education and any relevant experience or business interests. A brief cover letter explaining your interest in the program, your business interests and what you hope to achieve. Any supporting documents that demonstrate your entrepreneurial interests (optional) To apply, please submit the following directly to the Program Coordinator, Jasmine Boyd via email at <a href="mailto:dslbd.comms@dc.gov">dslbd.comms@dc.gov</a> .
Local Agency	Department on Disability Services	1	Less than 10	1. Assist IT Department with special assignments. 2. Setup AV equipment in conference rooms. 3. Deliver AV equipment to staff throughout the building. 4. Professional Development courses.
Local Agency	Department on Disability Services	5	Less than 10	1. Assist unit with administrative tasks. 2. Update agency database systems. 3. Answer phone calls and greet visitors. 4. Use Microsoft Office Suite to create reports, charts and graphs. 5. Professional Development courses.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Department of Employment Services	1	Less than 10	The Public Affairs Office is seeking a motivated and detail oriented intern to join our Communications Team. This position is ideal for a student or recent graduate looking to gain real world experience in a fast paced, professional environment. The ideal candidate will have strong soft skills—such as communication, teamwork, adaptability, and time management—as well as a solid foundation in basic office tasks, including organization, email correspondence, and scheduling. Familiarity with social media management, Adobe Creative Suite, or strong writing skills are a plus but not required. This internship provides an excellent opportunity to gain hands on experience in public affairs and communications while developing valuable professional skills.
Local Agency	District Department of Transportation	2	Less than 10	Organize and archive records and documents Scan documents to electronic folders Update electronic database Create new filing system (FMLA, Workers Comp, Career Ladder, etc) Receptionist coverage on Tuesdays and Fridays General Office duties
Local Agency	District Department of Transportation	1	Less than 10	This year we would like to have youth work in various databases, mostly TEAMS, to clean up defunct contact information and obtain accurate data for internal personnel. We would also like them to make outgoing calls to internal staff to ensure that voicemails are set up properly. We may also have them discreetly monitor incoming calls and complete checklists for the Program Officer (Michelle Simms) to evaluate protocol adherence.
Local Agency	District Department of Transportation	1	Less than 10	This year we would like to have youth work in various databases, mostly TEAMS, to clean up defunct contact information and obtain accurate data for internal personnel. We would also like them to make outgoing calls to internal staff to ensure that voicemails are set up properly. We may also have them discreetly monitor incoming calls and complete checklists for the Program Officer (Michelle Simms) to evaluate protocol adherence.
Local Agency	District Department of Transportation	1	Less than 10	<ul style="list-style-type: none"> <li>• Customer Service Support as a Virtual Office Hour Representative.</li> <li>• Document Management.</li> <li>• Database Reconciliations.</li> <li>• Conducting Worker Interviews on and offsite.</li> <li>• Construction Contractor Certified Payroll reviews.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	District Department of Transportat	1	Less than 10	Customer Service Support as a Virtual Office Hour Representative. • Document Management. • Database Reconciliations. • Conducting Worker Interviews on and offsite. • Construction Contractor Certified Payroll reviews.
Local Agency	District Department of Transportat	4	Less than 10	• Customer Service Support as a Virtual Office Hour Representative. • Document Management. • Database Reconciliations. • Conducting Worker Interviews on and offsite. • Construction Contractor Certified Payroll reviews.
Local Agency	District of Columbia Courts	1	Less than 10	The Administrative Services Division is responsible for the management of the entire division as well as operational functions, budget management, analysis and planning, divisional program implementation, development of and implementation of division wide operational strategy, workforce management, and broad on going division wide management of resourcesThe Administrative will perform clerical duties including light filing and moving of office items. Must be able to lift up to 20 pounds.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	District of Columbia Courts	2	Less than 10	<p>The Office of the Auditor Master in Superior Court is dedicated to upholding the highest standards of financial integrity and accountability within the judicial system. Our mission is to provide impartial, accurate, and thorough financial analysis, reporting, and oversight in matters referred by the Superior Court.</p> <p><b>Brief Description of Duties</b></p> <p>Answer phones; direct calls; maintain Office call logs  Process and disseminate incoming mail; prepare outgoing mailings  Digitize electronically submitted pleadings/documents  Complete and record hearing reminder calls and emails for the case logs  Facilitate courtroom management for all virtual hearings  Send Case Information and Tags to Central Recording  Save WebEx recordings to case files  Update and maintain Office Statistical Report logs with hearing information  Monitor the lobby/waiting room  Facilitate courtroom management for all in person hearings  Print hard copies of documents  Attend, participate and assist the Auditor Master/Deputy Auditor Master during Initial Status Hearings and Evidentiary Hearings  Take notes for the case file  Assist with document presentation during Evidentiary Hearings  District of Columbia Courts  Complete data entry for pending accounts  Update Enterprise Justice Result case event codes  Accept/reject eFiled pleadings ensuring financial/privileged information is redacted  Manage Office Box.com account  Create case folders  Add/monitor party access</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	District of Columbia Courts	1	Less than 10	<p>The DC Courts offer free childcare services to any member of the public that has in person business with the Courts, including jurors. The Child Care Center promotes positive emotional, social, and physical development and provides a safe, stimulating, and fun experience for children ages 2.5 12 who are toilet trained. The Child Care Assistant will be required to undergo a DC Child Protection Registry and fingerprinting background check and complete a Staff/Volunteer Health Certificate.</p> <p>Brief Description of Duties</p> <ul style="list-style-type: none"> <li>• Interact with and supervise children. This includes engaging in activities while always ensuring health and safety of children.</li> <li>• Assisting the teacher with set up/clean up of environment and activities.</li> <li>• Assist teacher with leading a variety of small and large group activities.</li> <li>• Assisting teacher with teaching games, life skills, and musical experiences.</li> <li>• Become familiar with OSSE guidelines and assisting with carrying out safety guidelines associated with DC Courts' Child Care program.</li> <li>• Assist with basic administrative tasks, e.g., filing, copying, and other duties as assigned.</li> </ul>
Local Agency	District of Columbia Courts	2	Less than 10	<p>The Civil Actions Branch is responsible for processing requests that exceed \$10,000 and matters seeking non monetary relief, such as requiring someone to stop or to perform a certain act.</p> <p>Brief Description of Duties</p> <ul style="list-style-type: none"> <li>Assist with signing customers in at the front desk</li> <li>Complete and archive project Log mail and process returning mail</li> <li>Complete other projects as needed</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	District of Columbia Courts	1	Less than 10	SYEP in the Family Court Social Services Division will play an integral role in organizing and supporting the division's operations. Their primary task will be to assist in creating an archive of domestic relations cases, focusing on home studies that were previously conducted by the Court Social Services Division before being transferred to the Family Court Division. This involves reviewing case files, categorizing them appropriately, and ensuring that all necessary documentation is archived for future reference. Additionally, SYEP will have the opportunity to contribute to various special projects within the division. One of these projects will be assisting with the organization and inventory of the division's incentive program, which supports the efforts of families and youth engaged with the court. They will also help manage supplies for the Youth Services Program, ensuring the division's multi purpose room is well stocked and organized for the various services it provides. Through these activities, SYEP will gain valuable hands on experience in the day to day workings of a family court social services division, all while contributing to the efficient operation and support of the youth and families navigating the court system.
Local Agency	District of Columbia Courts	2	Less than 10	The Program provides compensation to eligible victims of crimes, survivors of homicide, and dependent family members who qualify to receive compensation awards in accordance with the governing statutes and rules. The Crime Victims Compensation Program Assistant will assist with answering calls, verifying applications, intake applications at the front counter, and complete a special project scanning old case files into the claims management system.
Local Agency	District of Columbia Courts	1	Less than 10	The Human Resources Division supports the DC Courts mission and is committed to developing and administering comprehensive programs grounded in recruiting, retaining and supporting a diverse, high qualified and talented workforce. The Human Resources Summer Youth Employee will perform clerical tasks to support daily activities such as greeting visitors, answering, screening, and transferring phone calls, receiving and sorting daily mail, making copies, and assisting with special projects.



Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	District of Columbia Courts	5	Less than 10	The Marriage Bureau Section of the Central Intake Center in the Family Court Operations Division issues marriage licenses and minister authorizations for marriages to be performed in the District of Columbia. The Administrative Assistant will process returns, certified copies, open and sort mail correspondences.
Local Agency	District of Columbia Courts	1	Less than 10	This position is in the Special Operations Division of the Superior Court. The Supervisory Onboarding and Training Specialist serves as the subject matter expert for the design, creation, deployment, and management of role based training materials and online learning tools. This position will assist with developing eLearning training material development (drafting, outlining, storyboards, video recording, video editing, scripting, and quizzing).
Local Agency	District of Columbia Human Resources	3	Less than 10	The In School Youth Leadership program is an experiential, hands on, and practical program for District of Columbia Residents between the ages of 16 to 21 who are enrolled in District of Columbia high school or a Post Secondary Educational Institution such as a college or university. This program is intended to Support academic retention and success. Provide additional out of school resources for youth at this time. Prepare the high school students for an informed transition to post secondary education and employment. Prepare the college students intentionally for eventual employment.
Local Agency	District of Columbia Office of the	1	Less than 10	Working remotely from home, DMPED Business Development Analytics Intern will have the opportunity to support business retention, growth, job creation, innovation and entrepreneurship initiatives/projects. We are especially looking for interns with background and interest in Marketing, Data Analytics, Small Business Entrepreneurship, and Project Management. This unit's main priority due to COVID 19 is the preservation of the districts business ecosystem. Interns will support the production of engagement strategies, data analytics, research and may be assigned task associated with operations of the Business Development Unit. Interns may also be given weekly self development assignments.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	District of Columbia Office of the	1	Less than 10	Working remotely from home, DMPED DC Revenue Bond interns will have the opportunity to shadow project managers as they work on bond transactions in various stages of development from pre application to final completion or the transaction and projects; they may be assigned tasks associated with revenue bond transactions; and they may be assigned tasks associated with the operations and administration of the Bond team. Interns may also be given self development assignments in the Career Edge Curriculum portal.
Local Agency	District of Columbia Office of the	1	Less than 10	Working in person in person Monday to Thursday from 1000am to 445pm at DMPED Offices at 1015 Half Street, SE, DMPED Document Management Interns index and scan documents in preparation for archiving. Our team of 4 inters will review folders of documents and categorize the documents according to type, content, and file name in our Kwiktag system. Interns will then tag the documents with a bar code and scan them into our system using a tabletop scanner. Interns should possess good reading comprehension, basic computer skills, excellent organizational skills, and the ability to stay on task. The location is 1 block from the Navy Yard Metro station on the Green line.
Local Agency	District of Columbia Office of the	1	Less than 10	Working in person in person Monday to Thursday from 1000am to 330pm at DMPED Offices at 1015 Half Street, SE, DMPED Junior Document Management Interns will index and scan documents in preparation for archiving. Our team of 4 interns will review folders of documents and categorize the documents according to type, content, and file name in our Kwiktag system. Interns will then tag the documents with a bar code and scan them into our system using a tabletop scanner. Interns should possess good reading comprehension, basic computer skills, excellent organizational skills, and the ability to stay on task. The location is 1 block from the Navy Yard Metro station on the Green line.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	District of Columbia Office of the	2	Less than 10	Working remotely from home and in the office at 1015 Half Street, SE, DMPED Contracts, Procurement, and Grants interns will have the opportunity to interact with contracts and grants staff as they work on contracts and grants assignments. They may be assigned tasks associated with the operations and administration of the contracts, procurement, and grants department. Interns may also be given self development assignments in the Career Edge Curriculum portal.
Local Agency	District of Columbia Office of the	1	Less than 10	Working in person Monday to Thursday from 1000am to 445pm at DMPED Offices at 1015 HalfStreet, SE, The DMPED Human Resources Clerical Assistant Intern will assist the Human Resources Team with general clerical duties including Timekeeping, Time and leave audits, and database updates. The selected intern should possess good reading comprehension, basic computer skills, excellent organizational skills, and the ability to stay on task. The location is 1 block from the Navy Yard Metro station on the Green line.
Local Agency	DOES (OFFICE OF WORKERS C	1	Less than 10	The duties of the Office Clerk are responsible for some receptionist coverage to our LSB front desk office when needed. The clerk is also responsible for calling and confirming updated information such as address and attorney names for the purpose of updating our phone numbers for our Attorney contact list for our records. Also, entering data information into a data system to keep up with documents needed for future payments, and assisting in our mask mailing, to include requesting files and returning them to a filling system, while using our service center retrieving FedEx, Carriers, and UPS packages for our claims examiner's exhibits for our informal conferences held by our claims examiner's. Also to include completing other various duties as needed.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES - Division of State Initiative	1	Less than 10	essential skills and knowledge needed to succeed in today's competitive job market. Throughout the program, participants will engage in interactive workshops, hands on activities, and personalized coaching sessions covering key areas such as resume writing, interview techniques, professional communication, and workplace etiquette. By the end of the program, participants will either be directly connected to full time employment opportunities or have the option to participate in a 4 week work experience program. This ensures that all participants leave the program with practical experience and the confidence to effectively navigate the job search process and secure meaningful employment.
Local Agency	DOES - Division of State Initiative	60	28	Our comprehensive 6 week job readiness training program is designed to equip participants with the essential skills and knowledge needed to succeed in today's competitive job market. Throughout the program, participants will engage in interactive workshops, hands on activities, and personalized coaching sessions covering key areas such as resume writing, interview techniques, professional communication, and workplace etiquette. By the end of the program, participants will either be directly connected to full time employment opportunities or have the option to participate in a 4 week work experience program. This ensures that all participants leave the program with practical experience and the confidence to effectively navigate the job search process and secure meaningful employment.
Local Agency	DOES - Getting to know yourself	5	Less than 10	Exploring your hidden talents isn't just about finding a new hobby – it's about unlocking your full potential in the workplace. From leadership skills to creative problem solving, these often overlooked abilities can set you apart from the competition and make you a valuable asset to any organization. By recognizing and developing these talents, you'll be better equipped to navigate the ever changing job market and find success in unexpected places.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DOES - Getting to know yourself	40	21	Exploring your hidden talents isn't just about finding a new hobby – it's about unlocking your full potential in the workplace. From leadership skills to creative problem solving, these often overlooked abilities can set you apart from the competition and make you a valuable asset to any organization. By recognizing and developing these talents, you'll be better equipped to navigate the ever changing job market and find success in unexpected places.
Local Agency	DOES - Getting to know yourself	60	58	Exploring your hidden talents isn't just about finding a new hobby – it's about unlocking your full potential in the workplace. From leadership skills to creative problem solving, these often overlooked abilities can set you apart from the competition and make you a valuable asset to any organization. By recognizing and developing these talents, you'll be better equipped to navigate the ever changing job market and find success in unexpected places.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES - Office of Labor Market Re	1	Less than 10	<p>Job Description Participates in the design, development, maintenance, and documentation of databases, and data management systems that meet current and future business requirements of the organization and its customers. Maintains technical metadata for databases and data systems. Troubleshoots database problems. Monitors and optimizes database performance and tune database operations; and generates complex queries and reports. Recommends modifications to database design to maintain/improve network performance and ensures design is adequately documented. Ensures the rigorous application of information security/information assurance policies, principles, and practices in the delivery of data management services. Analyzes and defines data requirements and specifications and evaluates anticipated changes in data capacity requirements. Participates in the development and administration of data standards, policies and procedures. Investigates feasibility of alternative approaches with a view to determining the best, balanced solution, i.e., that will best satisfy the immediate needs, facilitate subsequent modification, and conserve machine time. Coordinates with District agencies, and developing upgrade plans for agency database requirements, acquisition, connections, equipment installations, maintenance, operations, and support issues and ensures efficient maintenance, support, and troubleshooting. Participate in the design of data mining and data warehousing systems. Assists in defining and allocating storage capacity in the design of data management systems and develop data dictionaries, data models, metadata repositories, and other data management tools.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES - Office of Labor Market Re	1	Less than 10	<p>Job Description Participates in the design, development, maintenance, and documentation of databases, and data management systems that meet current and future business requirements of the organization and its customers. Maintains technical metadata for databases and data systems. Troubleshoots database problems. Monitors and optimizes database performance and tune database operations; and generates complex queries and reports. Recommends modifications to database design to maintain/improve network performance and ensures design is adequately documented. Ensures the rigorous application of information security/information assurance policies, principles, and practices in the delivery of data management services. Analyzes and defines data requirements and specifications and evaluates anticipated changes in data capacity requirements. Participates in the development and administration of data standards, policies and procedures. Investigates feasibility of alternative approaches with a view to determining the best, balanced solution, i.e., that will best satisfy the immediate needs, facilitate subsequent modification, and conserve machine time. Coordinates with District agencies, and developing upgrade plans for agency database requirements, acquisition, connections, equipment installations, maintenance, operations, and support issues and ensures efficient maintenance, support, and troubleshooting. Participate in the design of data mining and data warehousing systems. Assists in defining and allocating storage capacity in the design of data management systems and develop data dictionaries, data models, metadata repositories, and other data management tools.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES - Office of Labor Market Research and Performance	1	Less than 10	<p><b>Job Description</b> This position is located in the Office of Labor Market Research and Performance (OLMRP), Department of Employment Services. The incumbent is responsible for data collection, statistical analysis, review, verification and reporting of labor market information.</p> <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Supports in the design, plan, and implementation of a variety of special research projects, and/ or new or improved statistical/labor market information data.</li> <li>• Performs a variety of professional tasks in the areas of data collection, verification, analysis, and reporting.</li> <li>• Analyzes data (using MS excel) and uses visual tools (charts/graphs) to show the findings of data analysis.</li> <li>• Prepares power point presentations with labor market data.</li> <li>• Uses/learns PC based software for data analysis.</li> <li>• As appropriate, supports in the preparation of monthly estimates and re estimates of labor market data and/or estimation of data.</li> <li>• Prepares tabular, written narratives or oral reports and analysis of labor market information and for LMI publications.</li> <li>• Review reports to identify gaps and errors.</li> <li>• Participates in LMI's information gathering efforts involving the labor market or the local economy for purposes of policy or program planning, economic development, job or career information, or other broadlybased informational needs.</li> </ul> <p><b>Qualifications and Education</b> No prior experience required. Knowledge of MS Office (Word, Excel, Power Point) will be helpful.</p>
Local Agency	DOES - Office of Youth Programs	0	Less than 10	<p>The Department of Disability Services will assist the High School Internship participants with day to day activities to include school assignments. These youth are participating in the High School Internship Program after school hours from 330 pm – 600pm. The hours for this position will not exceed 10 hours per week at a maximum of 2 hours per day. Youth should report directly to their designated sites unless otherwise noted by the Department of Disability Services.</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DOES - Office of Youth Programs	0	Less than 10	The Department of Disability Services will assist the High School Internship participants with day to day activities to include school assignments. There youth are participating in the High School Internship Program after school hours for 330 PM 600 PM. The hours for this position will not exceed 10 hours per weeks at a maximum of 2 hours per day. Youth should report directly to their designated sites unless otherwise noted by the Department of Disability Services
Local Agency	DOES - Office of Youth Programs	10	Less than 10	Responsible for providing assistance to guests in a variety of settings. Duties may include greeting guests, providing directions, answering questions, and helping ensure a pleasant and safe experience for all patrons. May also assist with crowd control, ticket collection and scanning, and seating guests. Personal Traitswell groomedoutgoingfriendlycourteousprofessionalpolite
Local Agency	DOES - Office of Youth Programs	2	Less than 10	Assists other administrative staff in wide range of office duties Trains other co-workers in office to perform work well by utilizing computer applications and maintain effectiveness of the office practices and procedures. Cooperates with office staff to maintain proper interaction and a friendly environment within the office.
Local Agency	DOES - Office of Youth Programs	2	Less than 10	Assists other administrative staff in wide range of office dutiesTrains other co-workers in office to perform work well by utilizing computer applications and maintain effectiveness of the office practices and procedures.Cooperates with office staff to maintain proper interaction and a friendly environment within the office.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DOES - Paid Family Leave	1	Less than 10	<p>MAJOR DUTIES Conducts fact finding investigations which involve researching, analyzing, and preparing pertinent data/information incidental to reports, statistical studies, special events, and on going projects. Examines and develops a variety of background information for use in presenting factual and statistical data for special projects and/or reports. Conducts reviews of the operation(s) of the organization, and provides suggestions to the supervisor. Identifies unusual problem areas, and makes appropriate recommendations for resolution. Develops administrative data for the purpose of preparing special reports related to the program. Researches administrative matters, gathers facts, defines and explores problems, and initiate and maintain contact necessary in the completion of assignments. Maintains and controls basic management systems for all incoming action documents within the organization, including documents control, report monitoring systems to remind staff of action requirements and timetables, suitable tracking systems, and correspondence review. Prepares responses to inquiries of a Congressional, governmental, and private sector nature. Notifies the appropriate staff personnel of the need for information or commends, or assists staff in preparing responses to inquiries. Reviews all correspondence and documents prepared for the supervisor's signature for grammatical accuracy, procedural conformity, format compliance, and provision of supporting documents. On own initiative, returns to originator correspondence or document which is considered improper for signature of the supervisor.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES -MBSYEP Summer Experience	0	Less than 10	This will be a virtual site for our 6 week program focusing on professional development topics. Making good decisions scenarios, group discussions Coping w/ Stress and Pressure – strategies Overcoming Challenges – meaningful discussions on current events Setting Goals for the Future – positive vision for the future Self Care & Love – body image, self esteem and self expression Building Healthy Relationships with others – converse with others in constructive way Dealing with Bullying and Unfair Treatment We will Have Guests Speakers from different industries and career options Resume building Banking & Financial Literacy Provide Resources Career Edge Modules We will be having a job fair on August 15th, so will be preparing for that as well.
Local Agency	DOES SUMMER ENTREPRENEURSHIP	10	Less than 10	Would you like to be your own boss? Have you ever dreamed of starting your own business? Don't know what to do about your great business idea? If you have ever thought about these situations then you need our entrepreneurship workshop. Let our Entrepreneurship workshop help you achieve your dreams. Being an entrepreneur can be full of risks. These risks are minimized through drafting a business plan, knowing your competition, and successful marketing. All these and more can be found in our Entrepreneurship workshop.
Local Agency	DOES SUMMER ENTREPRENEURSHIP	50	48	Would you like to be your own boss? Have you ever dreamed of starting your own business? Don't know what to do about your great business idea? If you have ever thought about these situations then you need our entrepreneurship workshop. Let our Entrepreneurship workshop help you achieve your dreams. Being an entrepreneur can be full of risks. These risks are minimized through drafting a business plan, knowing your competition, and successful marketing. All these and more can be found in our Entrepreneurship workshop.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES SUMMER ENTREPRENEURSHIP	36	36	<p>Would you like to be your own boss? Have you ever dreamed of starting your own business? Don't know what to do about your great business idea? If you have ever thought about these situations then you need our entrepreneurship workshop. Let our Entrepreneurship workshop help you achieve your dreams. Being an entrepreneur can be full of risks. These risks are minimized through drafting a business plan, knowing your competition, and successful marketing. All these and more can be found in our Entrepreneurship workshop.</p>
Local Agency	DOES SUMMER ENTREPRENEURSHIP	1	Less than 10	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
Local Agency	DOES- Office of Customer Experience	2	Less than 10	<p>Receives telephone calls and visitors to the office. Ascertain the nature of the call or business of visitors and determines appropriate action. Responds to a variety of inquiries not requiring technical knowledge and refers other inquiries to appropriate office staff or other organizations, as required. Is responsible for providing quality services to all customers, handling multiple inquiries professionally and efficiently in a fast paced work environment, and utilizing resources simultaneously to quickly respond to customer inquiries that require attention may come in the form of a telephone call, email, correspondence, chat function, as well as in person. Reviews customer profiles to gain an understanding of the customer's concerns and reviews previous actions completed on the respective claim and/or account. Maintains clear and grammatically precise documentation of all interactions with customers using detailed notes in order to facilitate further examination.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES- Office of Training and Professional Development	1	Less than 10	The Training and Professional Development Assistant plays a vital role in supporting the planning, coordination, and delivery of training programs that enhance employee skills, promote organizational growth, and foster a culture of continuous learning. This position serves as an administrative and logistical resource within the Training and Professional Development team, contributing to training operations, data management, and staff engagement in professional growth activities. The ideal candidate is highly organized, detail oriented, and passionate about helping others learn and grow. They will assist in managing training initiatives, supporting digital learning platforms, and contributing to the evaluation and improvement of training efforts, including helping assess employee development needs through surveys, assessments, and feedback mechanisms.
Local Agency	DOES/Marion Barry Youth Leadership Institute	21	21	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. The Alpha level focuses on personal growth and development skills. Our training focuses mainly on personal development and team building; however, we begin discussions on topics such as community development, job readiness and college preparation to ease them through the matriculation process of the program. Common training themes throughout the program include Team Building Skills, Communication Skills, Public Speaking, Community Service, Personal Development, Employability Skills, City Government Structure and College/Career Preparation and Global Education Program.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES/Marion Barry Youth Leader	23	23	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. The Alpha level focuses on personal growth and development skills. Our training focuses mainly on personal development and team building; however, we begin discussions on topics such as community development, job readiness and college preparation to ease them through the matriculation process of the program. Common training themes throughout the program include Team Building Skills, Communication Skills, Public Speaking, Community Service, Personal Development, Employability Skills, City Government Structure, College/Career Preparation and Global Education Program.
Local Agency	DOES/Marion Barry Youth Leader	23	23	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. The Alpha level focuses on personal growth and development skills. Our training focuses mainly on personal development and team building; however, we begin discussions on topics such as community development, job readiness and college preparation to ease them through the matriculation process of the program. Common training themes throughout the program include Team Building Skills, Communication Skills, Public Speaking, Community Service, Personal Development, Employability Skills, City Government Structure, College/Career Preparation and Global Education Program.

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Local Agency	DOES/Marion Barry Youth Leadership Institute	23	23	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round Program that services the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program that encourages youth to branch past the normalcies that the city has to offer. MBYLI's training model emphasizes practices of hand on experiences and a holistic approach to developing leaders of the 21st century. The Beta level focuses of community involvement and development. Training themes within this level include but are not limited to building communication skills, team building skills, differentiating between community service and service learning, and installing employable skills within the programs youth.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES/Marion Barry Youth Leadership Institute	24	24	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round leadership and development program that services the youth of Washington DC from ages 14 through 19. Our program encourages youth to branch past the normalcies that the city has to offer. MBYLI's training model emphasizes practices of hand on experiences and a holistic approach to developing leaders of the 21st century. The Beta level focuses of community involvement and development. Training themes within this level include but are not limited to building communication skills, team building skills, differentiating between community service and service learning, and installing employable skills within the program's youth.
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Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES/Marion Barry Youth Leader	25	25	The Delta Level will focus on exploring colleges or vocational trade schools within each participant's interest and preparing participants for the application process. Participants will engage in activities covering the following topics Business Finance, college preparation skills, pre and post knowledge tests, college search, personal statement essays, college applications, financial aid, etc. Along with college preparation and exploration, participants will engage in different leadership and self development activities. Team building exercises, peer to peer mentorship, public speaking, employability skills, DC city government structure, and service learning projects will also be included throughout the year to prepare and build our youth leaders to become scholarly leaders.
Local Agency	DOES/Marion Barry Youth Leader	24	24	The Delta Level will focus on exploring colleges or vocational trade schools within each participant's interest and preparing participants for the application process. Participants will engage in activities covering the following topics Business Finance, college preparation skills, pre and post knowledge tests, college search, personal statement essays, college applications, financial aid, etc. Along with college preparation and exploration, participants will engage in different leadership and self development activities. Team building exercises, peer to peer mentorship, public speaking, employability skills, DC city government structure, and service learning projects will also be included throughout the year to prepare and build our youth leaders to become scholarly leaders.

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Local Agency	DOES/Marion Barry Youth Leader	24	24	The Delta Level will focus on exploring colleges or vocational trade schools within each participant's interest and preparing participants for the application process. Participants will engage in activities covering the following topics Business Finance, college preparation skills, pre and post knowledge tests, college search, personal statement essays, college applications, financial aid, etc. Along with college preparation and exploration, participants will engage in different leadership and self development activities. Team building exercises, peer to peer mentorship, public speaking, employability skills, DC city government structure, and service learning projects will also be included throughout the year to prepare and build our youth leaders to become scholarly leaders.
Local Agency	DOES/Marion Barry Youth Leader	22	22	The Delta Level will focus on exploring colleges or vocational trade schools within each participant's interest and preparing participants for the application process. Participants will engage in activities covering the following topics Business Finance, college preparation skills, pre and post knowledge tests, college search, personal statement essays, college applications, financial aid, etc. Along with college preparation and exploration, participants will engage in different leadership and self development activities. Team building exercises, peer to peer mentorship, public speaking, employability skills, DC city government structure, and service learning projects will also be included throughout the year to prepare and build our youth leaders to become scholarly leaders.
Local Agency	DOES/Marion Barry Youth Leader	6	Less than 10	As a Leader Assistant, you will serve as one of the primary links between Trainers, Level Leads, Monitors, Timekeepers, Staff Members, and Supervisors. Your main responsibility includes supporting staff to ensure smooth operation, level training preparation, timesheet collections, material collections, and acting as a liaison to facilitate clear communication and positive interactions between staff and participants.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DOES/Marion Barry Youth Leader	20	20	Age Requirement 20 and older As a first time trainer, you will be the main connection between the youth leaders and your sector trainers. Your main goal is to build a bond and connection with the youth leaders of our program. While in the training room, you will make sure the youth stay engaged and help lead conversations within the training room and assist the trainers within your respective sector.
Local Agency	DOES/Marion Barry Youth Leader	5	Less than 10	As a first time trainer, you will be the main connection between the youth leaders and your sector trainers. Your main goal is to build a bond and connection with the youth leaders of our program. While in the training room, you will make sure the youth stay engaged and help lead conversations within the training room and assist the trainers within your respective sector.
Local Agency	DOES/Marion Barry Youth Leader	6	Less than 10	20 and older, As a trainer, your main goal is to study the curriculum of your level and be the primary facilitator of the curriculum to our youth leaders. As the lead trainer of your selective sector, you will be not only in charge of the youth but also the staff within your sector. You are the overarching leader within your space and will play a major role in educating your youth and developing your co workers and peers.
Local Agency	DOES/Marion Barry Youth Leader	4	Less than 10	As a trainer, your main goal is to study the curriculum of your level and be the primary facilitator of the curriculum to our youth leaders. As the lead trainer of your selective sector, you will be not only in charge of the youth but also the staff within your sector. You are the overarching leader within your space and will play a major role in educating your youth and developing your co workers and peers.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES/Marion Barry Youth Leadership Institute	22	22	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. MBYLI training model emphasizes practices of hands on experiences and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model is Alpha, Beta, Delta, and Omega. The Omega Level offers the final stages of the Marion Barry Youth Leadership Institute, where youth can integrate and apply the skills acquired over the past three levels in the pursuit of higher education and to successfully enter the job market.
Local Agency	DOES/Marion Barry Youth Leadership Institute	25	25	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. MBYLI training model emphasizes practices of hands on experiences and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model is Alpha, Beta, Delta, and Omega. The Omega Level offers the final stages of the Marion Barry Youth Leadership Institute, where youth can integrate and apply the skills acquired over the past three levels in the pursuit of higher education and to successfully enter the job market.
Local Agency	DOES/Marion Barry Youth Leadership Institute	24	24	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. MBYLI training model emphasizes practices of hands on experiences and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model is Alpha, Beta, Delta, and Omega. The Omega Level offers the final stages of the Marion Barry Youth Leadership Institute, where youth can integrate and apply the skills acquired over the past three levels in the pursuit of higher education and to successfully enter the job market.

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Local Agency	DOES/Marion Barry Youth Leadership Institute	21	21	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. MBYLI training model emphasizes practices of hands on experiences and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model is Alpha, Beta, Delta, and Omega. The Omega Level offers the final stages of the Marion Barry Youth Leadership Institute, where youth can integrate and apply the skills acquired over the past three levels in the pursuit of higher education and to successfully enter the job market.
Local Agency	DOES/Marion Barry Youth Leadership Institute	12	12	As a Program Assistant (PA), you will be the main connection between the youth leaders and your sector trainers. Your main goal as a PA is to build a bond and connection with the youth leaders of our program. While in the training room, you will make sure the youth leaders stay engaged & help lead conversations within the training room and assist the trainers within your respective sector.
Local Agency	DOES/Marion Barry Youth Leadership Institute	1	Less than 10	As a Program Assistant (PA), you will be the main connection between the youth leaders and your sector trainers. Your main goal as a PA is to build a bond and a connection with the youth leaders of our program. While in the training room, you will make sure the youth leaders stay engaged & help lead conversations within the training room and assist the trainers within your respective sector.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	DOES/Marion Barry Youth Leader	13	13	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. MBYLI training model emphasizes practices of hands on experiences and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model is Alpha, Beta, Delta and Omega. As a program you have the responsibility to ensure the safety of our participants as they travel to and from work. You will make sure while in our space(s), that the youth leaders feel protected and safe. You will monitor the hallway during training and walk them safely to and from lunch. You will also monitor the lunch break boundaries to ensure policies are being abided by. Media You will be responsible documenting & taking pictures for various activities within the program.
Local Agency	DOES/Marion Barry Youth Leader	4	Less than 10	The Marion Barry Youth Leadership Institute (MBYLI) is a four Level Year Round program that serves the youth of Washington DC from ages 14 through 19. MBYLI is a four level leadership and development program. MBYLI training model emphasizes practices of hands on experiences and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model is Alpha, Beta, Delta and Omega. As a program you have the responsibility to ensure the safety of our participants as they travel to and from work. You will make sure while in our space(s), that the youth leaders feel protected and safe. You will monitor the hallway during training and walk them safely to and from lunch. You will also monitor the lunch break boundaries to ensure policies are being abided by. Media You will be responsible documenting & taking pictures for various activities within the program.
Local Agency	DOES/Marion Barry Youth Leader	100	36	TERMINATED (14 15) BEHAVIOR UNBECOMING and/or missed 3 consecutive days.
Local Agency	DOES/Marion Barry Youth Leader	100	Less than 10	TERMINATED (17 24) BEHAVIOR UNBECOMING AND/OR MISSED 3 CONSECUTIVE DAYS

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	DOES/Marion Barry Youth Leader	100	Less than 10	TERMINATED (22 24) BEHAVIOR IS UNBECOMING AND/OR YOU HAVE MISSED 3 CONSECUTIVE DAYS
Local Agency	DYRS	11	11	Students will create living spaces, using certain tools and especially, creativity. Therefore, the aim is to combine the technological and the aesthetic, exploring space making – the creative relationship between humans and their build environment.
Local Agency	DYRS	14	14	Participants will learn the basics of sewing and garment design, through designing and repurposing clothing. Youth will gain professional insight through mentorship from a master tailor and guest speakers. Youth will foster teamwork through group projects and peer feedback and host a fashion show to display their creations and the end of the program. Program schedule is as follows 900 930 AM Check in & Daily Warm up Activity 930 1030 AM Theory & Technical Skill Lesson 1030 1045 AM Break 1045 1200 PM Hands on Design & Construction Work 1200 1230 PM Student Project Work & Feedback 1230 100 PM Clean up & Dismissal
Local Agency	DYRS	1	Less than 10	This course introduces and provides experience in all aspects of theatre arts. Students study basic principles of acting including character analysis, textual interpretation, voice, movement, collaboration, improvisation, and critical analysis of performance.
Local Agency	DYRS	14	14	This course introduces and provides experience in all aspects of theatre arts. Students study basic principles of acting including character analysis, textual interpretation, voice, movement, collaboration, improvisation, and critical analysis of performance.
Local Agency	DYRS	10	10	Students will participate in a visual fine arts programs the will provide students with a well rounded, sequential, and comprehensive arts education. The arts programs encourages students to become critical thinkers, creative problem solvers, and effective communicators.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Executive Office of the Mayor - Office of the Secretary	1	Less than 10	The Office of the Secretary is looking to identify an SYEP worker who has an interest in international affairs. The intern will also provide administrative support and work with the Secretary's team on different projects. Various projects include assistance with email correspondence, creation of preparatory binders for the Secretary, updating spreadsheets. The intern also will have the opportunity to shadow the Secretary on embassy visits, speeches, and other Mayor's Office events.
Local Agency	Executive Office of the Mayor - Office of the State Archivist	1	Less than 10	The successful candidate will provide direct support to the State Archivist/OPR Administrator of OPR. Duties will include but are not limited to assisting in administrative tasks like filing, records management, research, data entry, IT support, graphic support, archiving, accessioning, digitization, boxing, re boxing, documenting processes, training development, document management, copying, mailing, writing, research, drafting memos, audio visual support, photography, social media posting, and intradepartmental support as needed.



Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	MBSYEP Terminated	1	Less than 10	<p>The Youth Development Intern position is designed to provide meaningful working experiences to participants through a combination of interactive trainings, guest speaker sessions, and virtual learning modules. Interns will develop essential skills that will prepare them for future academic and career success. Key Responsibilities Training Sessions Participate in weekly interactive training sessions covering topics such as professional communication, time management, teamwork, and leadership. Guest Speakers Attend and engage with weekly guest speaker sessions featuring professionals from various industries, learning about different career paths and personal success stories. Virtual Modules Complete designated virtual learning modules focused on essential job skills, digital literacy, financial literacy, and career exploration. Project Work Collaborate with peers on group projects designed to apply learned skills in real world scenarios, culminating in a final presentation. Mentorship Engage in mentorship sessions with program coordinators to receive personalized guidance and feedback on performance and career aspirations. Reflection and Reporting Maintain a weekly journal documenting learning experiences, personal growth, and reflections on guest speaker insights. In Person Events Throughout the summer youth will engage in in person activities, community service events, and other work related activities. Learning Outcomes Professional Skills Develop effective communication, teamwork, and leadership abilities. Career Awareness Gain insights into various career paths and industries through interaction with professionals. Digital Literacy Enhance proficiency in using digital tools and platforms essential for modern workplaces. Financial Literacy Learn basic financial management skills, including budgeting and saving. Personal Development Build self confidence, goal setting, and problem solving skills through hands on projects and</p>
Local Agency	MBSYEP Terminated	500	166	BECAUSE YOU HAVE MISSED 3 CONSECUTIVE OR MORE DAYS OF WORK
Local Agency	MBSYEP Terminated	500	32	BEHAVIOR UNBECOMING.
Local Agency	MBSYEP Terminated	100	10	Youth have expressed they are no longer are interested or can participant in MBSYEP.

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	MBSYEP Terminated	100	16	Youth have expressed they are no longer are interested or can participant in MBSYEP.
Local Agency	MBSYEP Terminated	500	638	BECAUSE YOU HAVE MISSED 3 CONSECUTIVE OR MORE DAYS OF WORK
Local Agency	MBSYEP Terminated	1	Less than 10	No longer interested
Local Agency	MBSYEP Terminated	0	Less than 10	Because you missed 3 consecutive days of work
Local Agency	MBSYEP Terminated	0	Less than 10	Unbecoming Behavior
Local Agency	MBSYEP Terminated	0	Less than 10	Unbecoming Behavior
Local Agency	MBSYEP Terminated	0	Less than 10	unbecoming behavior
Local Agency	MBSYEP Terminated	0	Less than 10	Because you missed consecutive days of work
Local Agency	MBSYEP Terminated	0	Less than 10	Unbecoming behavior
Local Agency	MBSYEP Terminated	100	Less than 10	Youth have expressed they are no longer are interested or can participant in MBSYEP.
Local Agency	MBSYEP Terminated	500	155	BECAUSE YOU HAVE MISSED 3 CONSECUTIVE OR MORE DAYS OF WORK
Local Agency	MBSYEP Terminated	2	Less than 10	No longer interested
Local Agency	MBSYEP Terminated	0	Less than 10	Because you missed three (3) consecutive days of work.
Local Agency	MBSYEP Terminated	0	0	Because you missing 3 consecutive dates of work
Local Agency	MBSYEP Terminated	0	0	unbecoming behavior
Local Agency	MBSYEP Terminated	500	38	BEHAVIOR UNBECOMING
Local Agency	MBSYEP Terminated	500	Less than 10	BEHAVIOR UNBECOMING
Local Agency	Office of Cable Television, Film, N	1	Less than 10	PRODUCTION ASSISTANTJob Description Students will receive 'hands on' experience in the production of cable television, streaming, radio and social media programming for DCN the District of Columbia Network, DCC, the District Council Channel, DKN, the District Knowledge Network, DCE, the District of Columbia Entertainment streaming network and DC Radio. Interns will provide assistance in developing show topics, booking guests, creating show rundowns, researching stories, field shooting and studio tapings; editing sessions; producing promotions and public service announcements, and logging and transcribing footage and writing scripts and other responsibilities as assigned by the Internship Supervisor or programming staff.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Office of Cable Television, Film, N	4	Less than 10	Students will receive ‘hands on’ experience in the production of cable television, streaming, radio and social media programming for DCN the District of Columbia Network, DCC, the District Council Channel, DKN, the District Knowledge Network, DCE, the District of Columbia Entertainment streaming network and DC Radio. Interns will provide assistance in developing show topics, booking guests, creating show rundowns, researching stories, field shooting and studio tapings; editing sessions; producing promotions and public service announcements, and logging and transcribing footage and writing scripts and other responsibilities as assigned by the Internship Supervisor or programming staff.
Local Agency	Office of Racial Equity within the	1	Less than 10	The Office of the City Administrator (OCA) is 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. MBSYEP Interns will work directly with staff from various divisions within OCA including racial equity, gun violence prevention, and administrative operations. Interns will receive a 4 day hybrid work schedule (in person and virtual). Under close supervision, the incumbent will Perform routine clerical duties assigned, including typing, scheduling, office machine operation, and filing. Attend community engagement events to inform residents about the office’s mission and guiding principles. Provide recommendations on enhancing the office’s social media presence and assisting with posting content on social media pages. Participate in weekly team meetings to share ideas on ways to improve service delivery from a youth perspective Engage with all office units to learn about their various tasks and work products (Administration, Policy, Training, and Community Engagement/Communications). Create a culminating project at the end of the program.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Office of Racial Equity within the	2	Less than 10	<p>The Office of the City Administrator (OCA) is 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. MBSYEP Interns will work directly with staff from various divisions within OCA including racial equity, gun violence prevention, and administrative operations. Interns will receive a 4 day hybrid work schedule (in person and virtual). Under close supervision, the incumbent will Perform routine clerical duties assigned, including typing, scheduling, office machine operation, and filing. Attend community engagement events to inform residents about the office’s mission and guiding principles. Provide recommendations on enhancing the office’s social media presence and assisting with posting content on social media pages. Participate in weekly team meetings to share ideas on ways to improve service delivery from a youth perspective Engage with all office units to learn about their various tasks and work products (Administration, Policy, Training, and Community Engagement/Communications). Create a culminating project at the end of the program.</p>
Local Agency	Office of the Chief Medical Exami	2	Less than 10	<p>The employee work under the direct supervision of the Supervisory Quality Control and Records Manager. The employee will work closely with the Lead Records Management Specialist and will assist with answering phones, filing, data entry and cross training in areas of interest throughout the agency. The employee will be trained to understand the records management life cycle, and how to use a Case Management System, as well as how to file paper and electronic records.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Office of the Chief Medical Exami	2	Less than 10	<p>The Summer Youth employee will report to the Supervisory Quality Control and Records Manager. The employee will assist IT when needed to add toner, organize orders, assist with desk side services etc. In addition the employee will work closely with the Records Management Specialist answering phones, scanning documents, filing physical paper and electronic documents, as well as assist with data entry. The employee will also be oriented to all areas of the Medical Examiners office, for exposure to the different career options available to the candidates.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Office of the Chief Medical Examiner	2	Less than 10	<p>Implements the guidelines, policies and procedures for the management of electronic and hard copy records throughout their life cycles (creation/receipt, maintenance and use, and disposition). Provides technical assistance in records management to agency program and administrative units. Utilizes manual processes and the agency computerized case information management system for the input of information/data related to medical examiner case files. Assists in surveying and appraising agency records and the preparation of the agency Records Retention Schedule in accordance with standards and procedure issued by the Public Records Administrator. Inventories agency records to ensure that the records are scheduled in accordance with the agency Records Retention Schedule and assists in maintaining an electronic inventory of the records. Provides documented response to oral, written, telephonic, e mail and in person inquiries and requests for access/disclosure of OCME records (particularly, medical examiner case file information); collects and processes payment for and certification of all requested documents for delivery to Court, the public, providers, Metropolitan Police Department, and others demonstrating a legitimate interest in agency records and information. Ensures the validity of Subpoenas/Court Orders for Access/Disclosure of records. Works with individual agency units to collect and process records and documents per instructions and records management guidance. Provides information to agency units on maintenance of records, the process for retrieval of records and the records schedule for disposition of records.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Office of the Chief Technology Officer	1	Less than 10	<p>About Us OCTO Communication Department is seeking a dynamic and forward thinking. We are seeking a talented and enthusiastic Summer Intern to join our Communications team. This position is designed for individuals looking to gain hands on experience in social media, photography/videography, graphic design, and writing. Responsibilities Social Media Assist in planning, creating, and scheduling content for various social media platforms, including Instagram, Facebook, Twitter, LinkedIn, and TikTok. Photography/Videography Capture high quality photos and videos for social media and marketing purposes. Support video editing and post production tasks. Graphic Design Create and edit graphics for social media, newsletters, and other marketing materials. Work with senior designers to refine design concepts. Writing Draft engaging content for social media, blog posts, and other written communications. Participate in team brainstorm to develop content ideas. Other Duties Support other team projects and tasks as needed.</p>
Local Agency	Office of the Chief Technology Officer	6	Less than 10	<p>Digital Ambassadors will include District of Columbia residents of all ages who comprehend basic tech and digital literacy skills of smartphones, tablets, social media, and cyber security awareness. Digital Ambassadors will support Tech Together DC with reaching and supporting residents in their communities with basic troubleshooting, tech tips, internet connectivity solutions, device distribution, as well as attending Tech Together DC events, which will feature Tech Together DC Pledge Partners.</p>
Local Agency	Office of the Chief Technology Officer	23	24	<p>Digital Ambassadors will include District of Columbia residents of all ages who comprehend basic tech and digital literacy skills of smartphones, tablets, social media, and cyber security awareness. Digital Ambassadors will support Tech Together DC with reaching and supporting residents in their communities with basic troubleshooting, tech tips, internet connectivity solutions, device distribution, as well as attending Tech Together DC events, which will feature Tech Together DC Pledge Partners.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	Office of the Chief Technology Of	2	Less than 10	Interns can support the Innovation Team in 3 specific workstreams and will be asked to create a innovation proposal for how OCTO could create a pipeline program to encourage young girls and people of color to pursue careers in technology. Interns would be able to grow their research and evaluation skills through the support of the evaluation of the HBCU Public Service Program outcomes. Secondly, interns will support with prototype testing for the resident dashboard/portal pillar of the dc.gov redesign. Thirdly, they can assist with public outreach for another project designed to help residents transition off a program that is ending. Lastly, the interns would be asked to use the skills they are acquiring from the Innovation Team about the innovation process to synthesize research, conduct an ideation session, and present a proposal of solutions to help design a program OCTO could implement to create a pipeline program to encourage young girls and people of color to pursue careers in technology.
Local Agency	Office of the Chief Technology Of	2	Less than 10	Intern will focus on an Accessibility Project Help improve our accessibility ratings by making website fixes, including fixing broken links, inserting alt tags on images, and fixing iframe code. These fixes will be done on multiple agency websites. The intern will be trained on Drupal 7 to make these fixes. Additionally, the intern will be responsible for pulling reports from Site Improve, our accessibility tool, as needed.
Local Agency	Office of the Chief Technology Of	3	Less than 10	Intern will get hands on experiences helping a DCPS site prepare their IT needs for the upcoming school year. Intern will reimagine devices, improve networks, and setup new devices such as printers.
Local Agency	Office of the Chief Technology Of	1	Less than 10	Buyback program assist with configuring, wiping and preparing phones for shipment. DCPS cleanup, making phone calls and assist with coordinating, requesting assistance and validation of landlines for schools.



Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Office of the Deputy Mayor for Education	1	Less than 10	The Office Assistant to the Deputy Mayor of Education will provide administrative and clerical support to ensure the efficient operation of the office. This role requires a proactive individual with excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously. The Office Assistant will work closely with the Deputy Mayor of Education and other staff members to support the educational initiatives and policies of the office.
Local Agency	Office of the People's Counsel	1	Less than 10	Key Responsibilities Greet and welcome guests as they arrive at the office Answer, screen, and forward incoming phone calls Maintain the reception area in a tidy and presentable condition Receive, sort, and distribute daily mail and deliveries Schedule appointments and manage calendars Provide basic and accurate information in person and via phone/email Perform other clerical receptionist duties such as filing, photocopying, and faxing
Local Agency	Office of the State Superintendent	100	77	To introduce and educate youth in Microsoft Office within a six week timeframe, fostering proficiency and enabling them to obtain an industry recognized credential.
Local Agency	Office of the State Superintendent	100	85	To introduce and educate youth in Microsoft Office within a six week timeframe, fostering proficiency and enabling them to obtain an industry recognized credential.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Office Of Unified Communications	5	Less than 10	<p>This position is located in the Office of Unified Communications (OUC), Emergency Operations Division. The OUC's mission is to provide accurate, professional, and expedited service to the residents and visitors of the District of Columbia. Our team serves as the vital link in the District's emergency and non emergency realm. OUC also provides centralized, District wide coordination and management of public safety voice radio technology and the public safety wireless communication systems and resources to District government agencies. The incumbent in this role is responsible for answering, screening, and processing nonemergency calls from the general public using a Computer Aided Dispatch (CAD) system. Additionally, the role involves preparing and completing field reports of crimes and incidents then routing them to Metropolitan Police Department (MPD) for follow up investigation. The incumbent may also use Language Access Line as needed. Receives non emergency calls from the public regarding city services, programs, and/or events as well as requests for services and complaints. Determines nature of the inquiry, input relevant information, and transmits call details by entering incident data into a service delivery tracking system to document the incident and ensure prompt response. Applies policies, procedures, and guidelines to ensure compliance and safety for the public and non emergency response personnel, while preventing liabilities. Evaluates calls requesting assistance and takes action generating appropriate service request(s) and/or dispensing appropriate crews/equipment, as directed by the situation and mandated by response directives to address the needs of citizens.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Office of United States Senator An	4	Less than 10	<p>United States Senator Ankit Jain (D D.C.) invites college students, willing to spend their summer in D.C., to join our office as a summer intern. This exciting opportunity will provide hands on work experience to help you decide if a career in local and/or national politics is right for you. This is not an internship that involves low level busywork. You will be a vital part of the office of Senator Jain and be given real responsibilities. The office is on the frontlines of attacks by Congress and President Trump on D.C. autonomy, and you have the opportunity through this internship to play a large role in fighting back for our democracy. Responsibilities will vary depending on the needs of the office and may include, but are not limited to Scheduling and supporting Senator Jain in meetings with Members of Congress, D.C. Councilmembers, and their staff; attending congressional oversight hearings; and joining Senator Jain at community events. Our interns have joined Senator Jain in official meetings with U.S. Senator Angela Alsobrooks (D Md.), U.S. Representative Suhas Subramanyam (D VA 10), and D.C. Councilmember Matt Frumin (D Ward 3). Creating infographics and videos, drafting responses to constituent service requests, and summarizing legislation for a lay audience. Drafting the office's bi weekly newsletter and developing fun and creative content for Senator Jain's social media accounts. Monitoring congressional actions/hearings and communicating with other government offices about legislation relating to D.C. autonomy. Brainstorming ways to increase involvement in D.C. Home Rule efforts and to increase participation in, and visibility of, the D.C. statehood movement. Other activities to support the office, as needed. The internship will start on June 2nd, and interns are expected to work (at least) 20 hours per week for 10 weeks. The intern will report to the staff assistant. This is a hybrid internship opportunity, and while</p>
Local Agency	Office of Victim Services and Just	1	Less than 10	<p>Design digital images or other types of marketing materials  Contribute to layout, typography, and photography decisions  Conduct market research  Take direction from senior designers  Exceed client expectations</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	Public Defender Service of the District of Columbia	1	Less than 10	PDS is looking for a young person who is interested in finance and law. The Financial Management Intern's responsibilities will include but not be limited to the following Identify and understand the federal budgeting process and timeline. Learn the process of conducting a mid fiscal year review of invoices. Research and analyze spending trends for the agency. Help track invoices submissions and follow up actions for processing. Assist in preparing monthly funds report and approval of purchase requests. Assist with other financial and budgeting tasks as needed.
Local Agency	Public Defender Service of the District of Columbia	4	Less than 10	Have you considered becoming an attorney? Want to learn more about Criminal Defense? This opportunity is for students wanting to learn more about how the criminal legal and court systems work. Selected students will have an opportunity to do work with our Investigative Specialists to understand the criminal legal system. Students Tasks/Responsibilities will include Learning Case Development Learning and participating in creating defense theories Conducting a full case investigation (not an active case) Weekly Court Watching Assisting with community outreach efforts Field Trips and Professional Development Training sessions Administrative/Clerical Work as needed
Local Agency	Serve DC - Mayors Office on Volunteer	40	42	Individual preparedness Professional Development Career Advancement Planning and organizational skills Professional Certification and Job Placement. Survival skills Performs basic first aid Ability to perform basic triage Light search and rescue Identification of hazardous materials Familiarization with the Incident Command System Ability to work as part of a team Other duties as assigned Perform light search and rescue techniques to locate survivors is a basic function of CERT members. Other duties as assigned

Sector	Host	Total Slots	Slots Assigne	Job Description
Local Agency	The Metropolitan Police Departme	1	Less than 10	The youth will learn how to perform basic Community Outreach Functions for the Metropolitan Police Dept. The youth will engage the community by way of events. The youth will participate in financial literacy programs. May be responsible for coming up with end of summer event for the Fifth District. The Youth will also learn everyday Functions of the Police Department. They may participate in ride alongs. May attend community meeting with the Outreach officers and daily events with the officers.
Local Agency	The Metropolitan Police Departme	2	Less than 10	The youth will learn how to perform basic Community Outreach Functions for the Metropolitan Police Dept. The youth will engage the community by way of events. The youth will participate in financial literacy programs. May be responsible for coming up with end of summer event for the Fifth District. The Youth will also learn every day Functions of the Police Department. They may participate in ride alongs. May attend community meeting with the Outreach officers and daily events with the officers.
Local Agency	The Metropolitan Police Departme	2	Less than 10	The program consists of daily activities that law enforcement officers conduct as well as other social activities. These daily activities expose the youth participants to all sides of criminal justices (Forensic sciences, crime scene management, operation of harbor, the Recruiting Division, presentations by the United States Attorney Office (including judges) and the Narcotics Special Investigation Division) Youth will participate in a variety of trips to expose them to different areas of law enforcement related occupations. Additionally, the youth will participate in social activities to include swimming, skating, bowling, movies, nature trips and trips to local amusement parks.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	The Metropolitan Police Department	30	25	The program consists of daily activities that law enforcement officers conduct as well as other social activities. These daily activities expose the youth participants to all sides of criminal justice (Forensic sciences, crime scene management, operation of harbor, the Recruiting Division, presentations by the United States Attorney Office (including judges) and the Narcotics Special Investigation Division) Youth will participate in a variety of trips to expose them to different areas of law enforcement related occupations. Additionally, the youth will participate in social activities to include swimming, skating, bowling, movies, nature trips and trips to local amusement parks.
Local Agency	The Metropolitan Police Department	10	Less than 10	MPD STARS (Students Taking Another Route to Success) Teen Summer Camp. STARS is a prevention and intervention program designed to provide youth with violence prevention awareness, social services, job training skills, community service, mentoring, cultural diversity awareness, and positive social activities. Participation in the STARS program provides students with the necessary tools to resist anti social behavior and develop confidence in demonstrating positive behavior.
Local Agency	The Metropolitan Police Department	20	20	MPD STARS (Students Taking Another Route to Success) Teen Summer Camp. STARS is a prevention and intervention program designed to provide youth with violence prevention awareness, social services, job training skills, community service, mentoring, cultural diversity awareness, and positive social activities. Participation in the STARS program provides students with the necessary tools to resist anti social behavior and develop confidence in demonstrating positive behavior.

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	University of the District of Columbia	50	48	<p>The Agra Tech Summer Camp is an immersive, technology driven program designed to engage youth in the intersection of software development, data collection, and engineering within the fields of environmental and agricultural science. Over eight weeks, participants will explore urban agriculture, food security, food safety, sustainable energy, water quality, climate change, renewable energy, and STEM careers. Teams of six students, each led by an adult mentor, will apply coding, data science, and engineering principles to solve real world environmental and agricultural challenges. They will learn from subject matter experts, participate in hands on workshops, and develop software applications or engineering solutions to address issues in sustainability and food production. The program culminates in a District of Columbia State Competition, where teams will showcase their projects in a mock competition before competing in the final event. Through this experience, participants will gain technical skills, teamwork experience, and insights into STEM careers, preparing them for future academic and professional success. We will need six college students with expertise in computer technology. Students entering this program should have some interest in computer programming. This program will prepare young people for careers involving advanced technology,</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	University of the District of Columbia	0	0	<p>The Student Center Worker position within the Office of Student Success has multiple responsibilities. The Student Center Worker reports to the Director of the Student Center or their designee. The main purpose of this position is to assist in the Student Center Operations. ESSENTIAL DUTIES &amp; RESPONSIBILITIES</p> <ol style="list-style-type: none"> <li>1. The Customer Care Assistants oversee the operation of the Campus Information Center in the Student Center and the front of house services of the UDC Theater of the Arts.             <ol style="list-style-type: none"> <li>a. The CCAs provide services such as study room check out, leisure time equipment check out, lost and found, ushering, providing directions, and answering general questions.</li> </ol> </li> <li>2. The Event Assistants are responsible for the setup and tear down of the more than 18,000 events in the Student Center annually. This also includes setting up, operating, and troubleshooting audio/visual equipment in live events in the Student Center and the UDC Theater of the Arts.</li> <li>3. The Fitness Center Attendants oversee the operations of the Fitness Center’s Member Services desk and provide “on the floor assistance to members related to their workout, fitness, and physical wellness goals.</li> <li>4. The Intramural Assistants oversee the development and operation of various intramural sports and game activities. These activities range from game tournaments, e sports, leisure time competitions, and traditional intramural sports competitions.</li> </ol> <p>MINIMUM JOB REQUIREMENTS</p> <ol style="list-style-type: none"> <li>1. Candidates must be admitted and enrolled in a degree seeking program at the University of the District of Columbia</li> <li>2. Ability to conduct self in a manner that brings credit to the Division and the University</li> <li>3. Minimum 2.0 GPA and must remain in good academic standing.</li> <li>4. Required to meet a full time enrollment minimum (12 credit hours for fall and/or spring semesters)</li> <li>5. The ability to adapt to a changing work environment and strong time management.</li> </ol> <p>REQUIRED COMPETENCIES</p> <ol style="list-style-type: none"> <li>1. Excellent management,</li> </ol>



Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	University of the District of Columbia	18	16	<p>The Student Center Worker position within the Office of Student Success has multiple responsibilities. The Student Center Worker reports to the Director of the Student Center or their designee. The main purpose of this position is to assist in the Student Center Operations. ESSENTIAL DUTIES &amp; RESPONSIBILITIES</p> <ol style="list-style-type: none"> <li>1. The Customer Care Assistants oversee the operation of the Campus Information Center in the Student Center and the front of house services of the UDC Theater of the Arts.             <ol style="list-style-type: none"> <li>a. The CCAs provide services such as study room check out, leisure time equipment check out, lost and found, ushering, providing directions, and answering general questions.</li> </ol> </li> <li>2. The Event Assistants are responsible for the setup and tear down of the more than 18,000 events in the Student Center annually. This also includes setting up, operating, and troubleshooting audio/visual equipment in live events in the Student Center and the UDC Theater of the Arts.</li> <li>3. The Fitness Center Attendants oversee the operations of the Fitness Center's Member Services desk and provide "on the floor assistance to members related to their workout, fitness, and physical wellness goals.</li> <li>4. The Intramural Assistants oversee the development and operation of various intramural sports and game activities. These activities range from game tournaments, e sports, leisure time competitions, and traditional intramural sports competitions.</li> </ol> <p>MINIMUM JOB REQUIREMENTS</p> <ol style="list-style-type: none"> <li>1. Candidates must be admitted and enrolled in a degree seeking program at the University of the District of Columbia</li> <li>2. Ability to conduct self in a manner that brings credit to the Division and the University</li> <li>3. Minimum 2.0 GPA and must remain in good academic standing.</li> <li>4. Required to meet a full time enrollment minimum (12 credit hours for fall and/or spring semesters)</li> <li>5. The ability to adapt to a changing work environment and strong time management.</li> </ol> <p>REQUIRED COMPETENCIES</p> <ol style="list-style-type: none"> <li>1. Excellent management,</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Local Agency	University of the District of Columbia	1	Less than 10	<p>University of the District of Columbia (UDC) Department College of Agriculture, Urban Sustainability, and Environmental Sciences (CAUSES) Center for Urban Resilience, Innovation and Infrastructure (CURII) Location Van Ness Campus, 4200 Connecticut Avenue, NW, Building 71, Fifth Floor Supervisor Dr. Maria “Tere” Davidson, Project Specialist in Horticultural Science and Green Roof Manager/Coordinator</p> <p>Position Duration June 23 – August 1, 2025</p> <p>Position Description We are looking for a motivated Horticulture Summer Aide to join our team. The ideal candidate is a student who is passionate about plants and eager to learn about horticultural practices in the greenhouse and green roof at the UDC Van Ness campus. This is a hands on opportunity that involves planting, cultivating, harvesting, collecting data, and inputting information into Excel. This position has ample opportunities to advance research knowledge and practice in vegetable plant cultivation including the following</p> <ul style="list-style-type: none"> <li>• Learn about research in horticulture.</li> <li>• Assist with the management of greenhouse and green roof spaces.</li> <li>• Learn data organization and analysis practices.</li> <li>• Learn about the work of Master Gardeners.</li> </ul> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Irrigation of planters/beds as needed.</li> <li>• Weeding (a constant task at the GR).</li> <li>• Assist with planting seeds in the greenhouse and direct seeding in planters/beds on the GR.</li> <li>• Help with transplanting seedlings to GR area.</li> <li>• Maintain accurate labeling throughout the working area, including plant identification.</li> <li>• Input data into Microsoft Excel.</li> <li>• Inventorying and organizing supplies at the greenhouse and GR.</li> </ul> <p>Qualifications</p> <ul style="list-style-type: none"> <li>• An interest in horticulture and urban agriculture.</li> <li>• Basic understanding of Microsoft Office.</li> </ul> <p>Requirements</p> <ul style="list-style-type: none"> <li>• Highly responsible and detail oriented.</li> <li>• Excellent communication skills.</li> <li>• Ability to work independently, as well as part of a team.</li> </ul> <p>Application MBSYEP or UDC SYEP registrant.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private School	Archbishop Carroll High School	3	Less than 10	Summer workers will assist in multiple areas this summer, some may tutor, some may mentor, some may assist with managerial work, some may work with logistical work, and some may work with a combination of all. The goal is to allow older students being a beacon of light and good example for younger scholars. Workers will need to have respect, dedication, and punctuality to be successful. Also workers will need to be flexible with scheduling, as the assignment may be victual or in person depending on the plan for the day.
Private School	Archbishop Carroll High School	13	11	Summer workers will assist in multiple areas this summer, some may tutor, some may mentor, some may assist with managerial work, some may work with logistical work, and some may work with a combination of all. The goal is to allow older students being a beacon of light and good example for younger scholars. Workers will need to have respect, dedication, and punctuality to be successful. Also workers will need to be flexible with scheduling, as the assignment may be victual or in person depending on the plan for the day.
Private School	ARCHBISOP CARROLL	45	11	As the Sports Admin Intern, you will be working directly with our talented and knowledgeable team assisting with day to day league operations and marketing Training will include invaluable experience in all aspects of marketing such as grassroot, event, third party and digital The internship will also include basic training in operations and finance as well as other knowledge Help execute social media marketing campaigns and strategies through Facebook, Instagram, Blog, Twitter, Meetup, Google +, and more! Develop content for social media and blog with a heavy emphasis on content marketing Assist with email marketing design, strategies, and execution Execute digital sponsorship activations Design and implement on field marketing as well as tabling at community events Strategize, develop and coordinate local grassroots marketing opportunities Collaborate with the local market to curate new and innovative marketing initiatives

Sector	Host	Total Slots	Slots Assigne	Job Description
Private School	ARCHBISOP CARROLL	50	10	As the Sports Admin Intern, you will be working directly with our talented and knowledgeable team assisting with day to day league operations and marketing Training will include invaluable experience in all aspects of marketing such as grassroots, event, third party and digital The internship will also include basic training in operations and finance as well as other knowledge Help execute social media marketing campaigns and strategies through Facebook, Instagram, Blog, Twitter, Meetup, Google +, and more! Develop content for social media and blog with a heavy emphasis on content marketing Assist with email marketing design, strategies, and execution Execute digital sponsorship activations Design and implement on field marketing as well as tabling at community events Strategize, develop and coordinate local grassroots marketing o
Private School	Capital Guardian Youth Challenge	25	Less than 10	Academic ExcellenceLife Coping Skills Job Skills Health and Hygiene Responsible Citizenship Service to Community Leadership/Followership Physical Fitness
Private School	Chosen Generation Christian Acad	2	Less than 10	Prepare and organize materials for lessons, Assist with setting up and operating audio visual equipment, help with clerical tasks. Participate in our online learning activities and courses. Create virtual classroom environments, participate in study program. Assist with field trips and other school events, Maintain student records and attendance, Communicate with parents or guardians as directed by the teacher.
Private School	Chosen Generation Christian Acad	2	Less than 10	Prepare and organize materials for lessons, Assist with setting up and operating audio visual equipment, help with clerical tasks. Participate in our online learning activities and courses. Create virtual classroom environments, participate in study program. Assist with field trips and other school events, Maintain student records and attendance, Communicate with parents or guardians as directed by the teacher.
Private School	Georgetown University Pre-Colleg	2	Less than 10	During the summer, students attend the Institute for College Preparation (ICP) SummerInstitute on Georgetown University campus every weekday for 3 5 weeks. Coursework concentrates onScience, Math, Spanish, English, and elective

Sector	Host	Total Slots	Slots Assigne	Job Description
Private School	Georgetown University Pre-Colleg	9	Less than 10	During the summer, students attend the Institute for College Preparation (ICP) SummerInstitute on Georgetown University campus every weekday for 3 5 weeks. Coursework concentrates onScience, Math, Spanish, English, and elective
Private School	Georgetown University Pre-Colleg	9	Less than 10	During the summer, students attend the Institute for College Preparation (ICP) SummerInstitute on Georgetown University campus every weekday for 3 5 weeks. Coursework concentrates onScience, Math, Spanish, English, and elective
Private School	Georgetown University Pre-Colleg	30	10	During the summer, students attend the Institute for College Preparation (ICP) SummerInstitute on Georgetown University campus every weekday for 3 5 weeks. Coursework concentrates onScience, Math, Spanish, English, and elective
Private School	High Road Upper School of PG Cd	2	Less than 10	Assist with answering incoming phone calls, making copies, filing and other administrative duties dired by office manager.
Private School	High Road Upper School of PG Cd	7	Less than 10	Performs custodial maintenance duties, including dusting, mopping, vacuuming, cleaning/restocking restrooms, and trash removal. Duties and ResponsibilitiesPerforms routine custodial duties, including dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.Empties trash receptacles, disposes trash into dumpsters and replaces trash bags.Ensures proper care in using and maintaining equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.Assists in on the job training of new staff on routine procedures.
Private School	High Road Upper School of PG Cd	10	Less than 10	Students will receive lunches from food vendor. They will keep a record of how many lunches are delivered and how many lunches were served to each classroom. The lunch log will be kept daily and weekly. Food that is not consumed will be discarded at the end of lunch. Students will remove food containers and place them in the designated trash bags, taken out to the schools trash site. Students will also collect the empty food containers from each classroom and discard them in the designated trash bags. To be taken outside to the schools trash site.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private School	Howard University _ African Studies	0	0	<p>In this leadership learning position, fellows will Develop leadership skills Learn an African Language Participate in daily interactive seminars focusing on African history, culture, and current affairs. Work within graduate student led research assigned groups. Present a group research capstone project focusing on solving Africa's critical issues. Engage and participate in conversations w/ world leaders in African Affairs. Participate in the Leadership Book Club by reading, discussing, and analyzing the common text over a 6 week period. Participate in weekly field trips around DC (museums, etc.). Write one essay focusing on a prevailing issue in Africa and how you can make a change using grassroots mobilization and organizing throughout the African Diaspora. (3 5 pages, double spaced) You will have guidance and a lot of help. Participate in all onsite activities and workshops. Attend the one day New York trip. Have fun! Other duties as assigned. Last two weeks are virtual</p>
Private School	Howard University _ African Studies	1	Less than 10	<p>In this leadership learning position, fellow will Supervise participants daily interactive seminars focusing on African Affairs. Work within graduate student led research assigned groups. Present a group research capstone project focusing on solving Africa's critical issues. Engage and participate in conversations w/ world leaders in African Affairs. Participate in the Leadership Book Club by reading, discussing, and analyzing the common text over a 6 week period. Participate in weekly field trips around DC (museums, etc.). Write an essay focusing on a prevailing issue in Africa and how you can make a change using grassroots mobilization and organizing throughout the African Diaspora. (3 5 pages, double spaced) Participate in all onsite activities and workshops. Attend the one day New York trip. Other duties as assigned.</p>
Private School	Kennedy School	4	Less than 10	<p>Participants will be learning a variety of vocational skills in addition to learning and exploring various job and community activities, skills, and experience.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private School	Kennedy School	8	Less than 10	Participants will be learning a variety of vocational skills in addition to learning and exploring various job and community activities, skills, and experience.
Private School	Kennedy School	14	12	Participants will be learning a variety of vocational skills in addition to learning and exploring various job and community activities, skills, and experience.
Private School	New Beginnings Vocational Program	30	Less than 10	THE YOUNG ADULTS WILL ENTER SCHOOL RELATED DATA AND FILE COMPLETED PAPER WORK.
Private School	New Beginnings Vocational Program	30	16	The young adult will complete a Financial literacy training.
Private School	New Beginnings Vocational Program	4	Less than 10	Young adults will be provided with the tools and information to live independently.
Private School	Parkmont School [1]	10	Less than 10	The Parkmont Summer Youth Employment program has two components. The first component of the program is enrichment. We offer remedial enrichment skills classes in English and Math to help students approach grade level in those areas. The second component of the program is the work component. Ranging from 6 to 20 hours a week, students are required to work in the community, under the supervision of the school.
Private School	Parkmont School [1]	15	Less than 10	The Parkmont Summer Youth Employment program has two components. The first component of the program is enrichment. We offer remedial enrichment skills classes in English and Math to help students approach grade level in those areas. The second component of the program is the work component. Ranging from 6 to 20 hours a week, students are required to work in the community, under the supervision of the school.
Private School	Parkmont School [2]	10	Less than 10	The first is enrichment and credit recovery classes. We offer remedial skills classes in English and Math to help students approach grade level in those areas. Enrichment classes and credit recovery classes are also offered to help students acquire needed credits or salvage courses for which they have partial credit. The second component of the program is the work component. Ranging from 6 to 20 hours a week, students are required to work in the community, under the supervision of the school.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private School	Parkmont School [2]	15	Less than 10	The first is enrichment and credit recovery classes. We offer remedial skills classes in English and Math to help students approach grade level in those areas. Enrichment classes and credit recovery classes are also offered to help students acquire needed credits or salvage courses for which they have partial credit. The second component of the program is the work component. Ranging from 6 to 20 hours a week, students are required to work in the community, under the supervision of the school.
Private School	The Katherine Thomas School	5	Less than 10	Students will work on improving math, reading, and writing skills and also work on employment and independent living skills. The focus is on strengthening basic skills to widen the range of future employment opportunities. Additionally, there will be a focus on the skills for obtaining employment (applications, resume, interview skills) and maintaining employment (discussion of and role playing of appropriate workplace behaviors, how to problem solve issues that occur in the workplace, etc.). They will also learn about best ways to look for a job, and learn about different careers and educational/training opportunities. Another focus is on independent living skills such as budgeting understanding costs of rent, transportation, food, clothing, healthcare, and unexpected expenses.
Private School	The Katherine Thomas School	5	Less than 10	Students will work on improving math, reading, and writing skills and also work on employment and independent living skills. The focus is on strengthening basic skills to widen the range of future employment opportunities. Additionally, there will be a focus on the skills for obtaining employment (applications, resume, interview skills) and maintaining employment (discussion of and role playing of appropriate workplace behaviors, how to problem solve issues that occur in the workplace, etc.). They will also learn about best ways to look for a job, and learn about different careers and educational/training opportunities. Another focus is on independent living skills such as budgeting understanding costs of rent, transportation, food, clothing, healthcare, and unexpected expenses.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private School	The Monroe School	2	Less than 10	<ul style="list-style-type: none"> <li>•Proficient use of Microsoft Word, Excel (basic skills)</li> <li>•Must demonstrate professional communication skills verbal, written and interpersonal.</li> <li>•Minimum Essential Functions include lifting up to 50 pounds, sitting or standing for multiple hours throughout the day and computer literacy.</li> <li>•Communicating information clearly and communicates clearly with staff and clients in a timely and professional manner.</li> <li>•Making phone calls to businesses, answer office phone and take messages.</li> <li>•Ability to learn new technology easily</li> <li>•Follow directions and get help when you don't understand. Maintains calendar and appointment scheduling and works with individual executive team members to effectively manage time.</li> <li>•Complete existing assigned reports, in a timely manner, with attention to detail.</li> <li>•Participate in client calls/meetings with useful contributions.</li> <li>•Required qualities include must be customer service oriented, dependable, enthusiastic, punctual, organized, self directed, self motivated, and a team player.</li> <li>•Strong organizational skills and attention to detail</li> </ul>
Private School	The Monroe School	8	Less than 10	<ul style="list-style-type: none"> <li>Collects and disposes of all accumulated trash (picks up trash, and empties trash cans and other trash receptacles) and bags trash for pick up.</li> <li>•Sweeps (classrooms, offices, hallways, stairwells, multi purpose rooms, cafeterias, etc.) washes windows, mops, buffs, and waxes floors.</li> <li>•Maintains the cleanliness of restrooms at all times.</li> <li>•Dusts lockers, desks, chairs, stair railings, etc.</li> <li>•Performs daily checks and inspects the building and grounds for cleanliness, state of repair.</li> <li>•Maintains the gymnasium by keeping it clean, which consists of sweeping, scrubbing, waxing, and buffing floors.</li> <li>•Maintain cleanliness of the school</li> <li>•Perform cleaning activities yard upkeep collecting trash</li> <li>•Report to a facilities or maintenance manager for issues</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private School	The Monroe School	9	Less than 10	<ul style="list-style-type: none"> <li>•Collects and disposes of all accumulated trash (picks up trash, and empties trash cans and other trash receptacles) and bags trash for pick up.</li> <li>•Sweeps (classrooms, offices, hallways, stairwells, multi purpose rooms, cafeterias, etc.) washes windows, mops, buffs, and waxes floors.</li> <li>•Maintains the cleanliness of restrooms at all times.</li> <li>•Dusts lockers, desks, chairs, stair railings, etc.</li> <li>•Performs daily checks and inspects the building and grounds for cleanliness, state of repair.</li> <li>•Maintains the gymnasium by keeping it clean, which consists of sweeping, scrubbing, waxing, and buffing floors.</li> <li>•Maintain cleanliness of the school</li> <li>•Perform cleaning activities yard upkeep collecting trash</li> <li>•Report to a facilities or maintenance manager for issues</li> </ul>
Private School	Trinity Washington University	25	Less than 10	Taking a 6 week 3 credit college level course at Trinity Washington University for high school level students. Trinity Washington University will accept student once they have selected the university as a worksite.
Private Sector	2 New Heights	3	Less than 10	<p>Responsibilities Supervise and engage with children ages 1 5 in a daycare setting. Assist lead teachers in implementing daily activities, including games, crafts, and outdoor play. Ensure the safety and well being of children at all times. Help with mealtime routines, including feeding and cleanup. Assist with diaper changing and toilet training as needed. Maintain a clean and organized environment within the daycare facility. Provide positive reinforcement and encouragement to children. Communicate effectively with parents and other staff members regarding children's needs and progress. Adhere to all daycare policies and procedures. Qualifications Must be a high school student or recent graduate. Passion for working with children and providing a nurturing environment. Ability to follow instructions and work well within a team. Excellent communication and interpersonal skills. Patience, creativity, and enthusiasm for engaging with young children. Previous experience working with children preferred but not required. Ability to pass background check and any required certifications or training. This position offers valuable hands on experience in childcare and the opportunity to make a positive impact on the lives of young children in our community.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	2 New Heights	8	Less than 10	<p>Responsibilities Supervise and engage with children ages 1-5 in a daycare setting. Assist lead teachers in implementing daily activities, including games, crafts, and outdoor play. Ensure the safety and well-being of children at all times. Help with mealtime routines, including feeding and cleanup. Assist with diaper changing and toilet training as needed. Maintain a clean and organized environment within the daycare facility. Provide positive reinforcement and encouragement to children. Communicate effectively with parents and other staff members regarding children's needs and progress. Adhere to all daycare policies and procedures.</p> <p>Qualifications Must be a high school student or recent graduate. Passion for working with children and providing a nurturing environment. Ability to follow instructions and work well within a team. Excellent communication and interpersonal skills. Patience, creativity, and enthusiasm for engaging with young children. Previous experience working with children preferred but not required. Ability to pass background check and any required certifications or training. This position offers valuable hands-on experience in childcare and the opportunity to make a positive impact on the lives of young children in our community.</p>
Private Sector	Abilities Rehabilitation & Wellness	1	Less than 10	<p>Scheduling and Appointment Management – Coordinate patient appointments, send reminders, and manage cancellations or rescheduling to optimize your schedule.</p> <p>Insurance Verification and Billing Support – Assist with verifying patient insurance coverage, and tracking payments to ensure timely reimbursements.</p> <p>Patient Communication and Follow ups – Respond to patient inquiries via email, text, or phone, provide post appointment follow ups, and send exercise reminders.</p> <p>Administrative Support – Manage electronic health records (EHR), organize patient files, and maintain documentation compliance.</p> <p>Marketing and Social Media Management – Update and manage social media pages, post content related to physical therapy, and respond to inquiries on platforms like Instagram and Facebook.</p> <p>Business Operations Support – Track expenses, generate reports, and assist with business development tasks.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigned</b>	<b>Job Description</b>
Private Sector	AC Reliable Construction Inc	5	Less than 10	This is a construction business that will have office entry level construction/ custodial work, entry level admin paperwork, social media posting, outside marketing sales, job readiness training
Private Sector	AC Reliable Construction Inc	7	Less than 10	This is a construction business that will have office entry level construction/ custodial work, entry level admin paperwork, social media posting, outside marketing sales, job readiness training
Private Sector	Accelerate Physical Therapy & Sp	2	Less than 10	We are looking for a pleasant Front Desk Representative to undertake all receptionist and clerical duties at the desk at our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make.
Private Sector	Accelerate Physical Therapy & Sp	1	Less than 10	We are looking for a pleasant Front Desk Representative to undertake all receptionist and clerical duties at the desk at our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make.
Private Sector	Addie Love Soul Food Restaurant	2	Less than 10	Answer Phones Take Orders Collect Payment Give Customers Information
Private Sector	Addie Love Soul Food Restaurant	2	Less than 10	Assist in Washing Dishes and Restocking
Private Sector	Addie Love Soul Food Restaurant	2	Less than 10	Maintain Cleanliness in the establishment Empty Trash Sweep
Private Sector	Advance Design & Manufacturing	2	Less than 10	Unskilled and semi skilled workers who support metalworking operations. Duties include moving materials from warehouse to machine operators, moving finished goods to inspection, shipping/receiving, packaging, keeping factory floor clean and orderly, assisting with inventory control, Other duties as assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Adventures on The Hill	5	Less than 10	<p>The Lead Camp Counselor is responsible for planning, leading, and implementing core and non core programs and experiences for children in a small group setting. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. The incumbent will provide high quality outdoor educational and recreational experiences for participants that focus on the Adventures On The Hill core values of caring, honesty, respect and responsibility. Camp Counselors are responsible for a group of 6 to 8 children daily. They are responsible for ensuring children's safety, managing children's behavior and acting as a role model to demonstrate constructive participation in all daily activities. Camp counselors work closely with Assistant Director to ensure safety of all children. Counselors must be at least 17 years of age. All Counselors must participate in two days of training before camp begins and all weekly staff meetings.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> <li>• Ability to implement a weekly schedule for your camp group.</li> <li>• Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, exploration, etc. This includes time spent on the bus headed to and from field trips.</li> <li>• Identify and respond to camper behavior issues.</li> <li>• Ensure that the site is kept clean, organized, and free of litter.</li> <li>• Communicate with parents about participant's experiences and report concerns to Camp Leadership.</li> <li>• Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.</li> <li>• Know and understand ALL emergency procedures associated with the camp program.</li> <li>• Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Adventures on The Hill	5	Less than 10	<p>The Lead Camp Counselor is responsible for planning, leading, and implementing core and non core programs and experiences for children in a small group setting. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. The incumbent will provide high quality outdoor educational and recreational experiences for participants that focus on the Adventures On The Hill core values of caring, honesty, respect and responsibility. Camp Counselors are responsible for a group of 6 to 8 children daily. They are responsible for ensuring children's safety, managing children's behavior and acting as a role model to demonstrate constructive participation in all daily activities. Camp counselors work closely with Assistant Director to ensure safety of all children. Counselors must be at least 17 years of age. All Counselors must participate in two days of training before camp begins and all weekly staff meetings.</p> <p><b>Essential Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ability to implement a weekly schedule for your camp group.</li> <li>• Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, exploration, etc. This includes time spent on the bus headed to and from field trips.</li> <li>• Identify and respond to camper behavior issues.</li> <li>• Ensure that the site is kept clean, organized, and free of litter.</li> <li>• Communicate with parents about participant's experiences and report concerns to Camp Leadership.</li> <li>• Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.</li> <li>• Know and understand ALL emergency procedures associated with the camp program.</li> <li>• Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.</li> </ul>

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Private Sector	Adventures on The Hill	5	Less than 10	<p>The Lead Camp Counselor is responsible for planning, leading, and implementing core and non core programs and experiences for children in a small group setting. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. The incumbent will provide high quality outdoor educational and recreational experiences for participants that focus on the Adventures On The Hill core values of caring, honesty, respect and responsibility. Camp Counselors are responsible for a group of 6 to 8 children daily. They are responsible for ensuring children's safety, managing children's behavior and acting as a role model to demonstrate constructive participation in all daily activities. Camp counselors work closely with Assistant Director to ensure safety of all children. Counselors must be at least 17 years of age. All Counselors must participate in two days of training before camp begins and all weekly staff meetings.</p> <p><b>Essential Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ability to implement a weekly schedule for your camp group.</li> <li>• Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, exploration, etc. This includes time spent on the bus headed to and from field trips.</li> <li>• Identify and respond to camper behavior issues.</li> <li>• Ensure that the site is kept clean, organized, and free of litter.</li> <li>• Communicate with parents about participant's experiences and report concerns to Camp Leadership.</li> <li>• Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.</li> <li>• Know and understand ALL emergency procedures associated with the camp program.</li> <li>• Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.</li> </ul>

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Private Sector	Adventures on The Hill	5	Less than 10	<p>The Lead Camp Counselor is responsible for planning, leading, and implementing core and non core programs and experiences for children in a small group setting. They will also be responsible for the general safety and development, growth, and skill achievement of the participants in his/her group. The incumbent will provide high quality outdoor educational and recreational experiences for participants that focus on the Adventures On The Hill core values of caring, honesty, respect and responsibility. Camp Counselors are responsible for a group of 6 to 8 children daily. They are responsible for ensuring children's safety, managing children's behavior and acting as a role model to demonstrate constructive participation in all daily activities. Camp counselors work closely with Assistant Director to ensure safety of all children. Counselors must be at least 17 years of age. All Counselors must participate in two days of training before camp begins and all weekly staff meetings.</p> <p><b>Essential Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ability to implement a weekly schedule for your camp group.</li> <li>• Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, exploration, etc. This includes time spent on the bus headed to and from field trips.</li> <li>• Identify and respond to camper behavior issues.</li> <li>• Ensure that the site is kept clean, organized, and free of litter.</li> <li>• Communicate with parents about participant's experiences and report concerns to Camp Leadership.</li> <li>• Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.</li> <li>• Know and understand ALL emergency procedures associated with the camp program.</li> <li>• Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all times.</li> </ul>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Agape Village	1	Less than 10	Oversees the daily operations of recreational facilities.Plans and leads activities such as arts, crafts, sports, games, camping, and hobbies.Enforces camp rules and regulations and ensures safety in the recreational facilities.Performs first aid following prescribed procedures and contacts emergency medical personnel when required by the situation.Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.Greets new arrivals and introduces them to other campers; explains camp and facility rules.Reports camper complaints to leadership and works to resolve issues.Performs other related duties as required.
Private Sector	Agape Village	2	Less than 10	Oversees the daily operations of recreational facilities.Plans and leads activities such as arts, crafts, sports, games, camping, and hobbies.Enforces camp rules and regulations and ensures safety in the recreational facilities.Performs first aid following prescribed procedures and contacts emergency medical personnel when required by the situation.Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.Greets new arrivals and introduces them to other campers; explains camp and facility rules.Reports camper complaints to leadership and works to resolve issues.Performs other related duties as required.
Private Sector	Agape Village	5	Less than 10	Oversees the daily operations of recreational facilities.Plans and leads activities such as arts, crafts, sports, games, camping, and hobbies.Enforces camp rules and regulations and ensures safety in the recreational facilities.Performs first aid following prescribed procedures and contacts emergency medical personnel when required by the situation.Demonstrates use of recreational equipment and teaches participants the principles, techniques, and safety procedures for each activity.Greets new arrivals and introduces them to other campers; explains camp and facility rules.Reports camper complaints to leadership and works to resolve issues.Performs other related duties as required.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Agape Woodland Tiger's Youth Sp	12	Less than 10	Will participate in day to day activities such as reading, outdoor activities, arts and crafts, music and monitor classrooms. Will also participate in making lunches and snack and maintaining classroom cleanliness. Will take temperature of students and parents as they enter the facility. The will participate in field trips, library experiences, communicating with parents and staff. Will also ensure all health and safety procedures are followed.
Private Sector	Agape Woodland Tiger's Youth Sp	12	Less than 10	Will participate in day to day activities such as reading, outdoor activities, arts and crafts, music and monitor classrooms. Will also participate in making lunches and snack and maintaining classroom cleanliness. Will take temperature of students and parents as they enter the facility. The will participate in field trips, library experiences, communicating with parents and staff. Will also ensure all health and safety procedures are followed.
Private Sector	Akridge	1	Less than 10	Data entry using Excel Assist with synchronizing electronic filing system Creativity projects help with automating building inspection process, help with updating contact list, help with creating tracking sheets to organize employee information (uniforms, education expenses, etc.) Coordinate schedules for internal meetingsAssist with front desk coverage (greet guests and answer phones)Restock items in break room, restock paper in copy machinesSet up and tear down conference rooms for meetings.Assist in the planning of employee events and activities
Private Sector	Akridge	1	Less than 10	Diagnose and perform minor and routine maintenance/repairs in a timely and professional manner. Complete assigned preventative maintenance. Maintain accurate records and documentation in electronic work order system. Respond to and complete corrective maintenance service requests. Maintain accurate records and documentation in electronic work order system. Adhere to the highest safety standards and procedures. Operate basic hand tools and cleaning tools/equipment.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Akridge	2	Less than 10	<p>Diagnose and perform minor and routine maintenance/repairs in a timely and professional manner. Complete assigned preventative maintenance. Maintain accurate records and documentation in electronic work order system. Respond to and complete corrective maintenance service requests. Maintain accurate records and documentation in electronic work order system. Adhere to the highest safety standards and procedures. Operate basic hand tools and cleaning tools/equipment.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Allen-Norris Permitting and Inspection	1	Less than 10	<p>General Job Description</p> <ul style="list-style-type: none"> <li>• Telephone Prospecting/Lead Generation for new clients daily from various sources.</li> <li>• Schedule appointments for Listing &amp; Buyer Specialists.</li> <li>• Input/Manage client &amp; lead databases.</li> <li>• Conduct lead follow up &amp; nurture leads until appointments are set.</li> </ul> <p>Job Specific Skills, Traits &amp; Responsibilities</p> <ul style="list-style-type: none"> <li>• Communicates effectively with superiors and customers, in written and verbal form.</li> <li>• Practices, memorizes, and internalizes telephone scripts.</li> <li>• Ability to block out distractions and listen intently to the conversation that is occurring.</li> <li>• Creates a sense of comfort and familiarity through their ability to build rapport and confident phone presence.</li> <li>• Excellent organizational and time management skills.</li> <li>• Results &amp; detailed oriented, high achiever, organized, and systematic.</li> <li>• Basic to advanced command of computers, various software programs and navigating the Internet.</li> </ul> <p>Key Activities &amp; Duties</p> <ul style="list-style-type: none"> <li>• Set daily and weekly goals.</li> <li>• Track and measure conversion ratios and meet performance benchmarks.</li> <li>• Practice, memorize, internalize and role play scripts 10 minutes each day.</li> <li>• Willing to be accountable for goals and results.</li> <li>• Manage and answer all leads calling and registered in our website, making sure that all communications are being logged completely in CRM.</li> <li>• Contact all leads through phone/text/email within 5 minutes of site registration during the shift.</li> <li>• Monitor leads daily that have recently visited our website and follow up with them, especially those leads that haven't yet to be successfully contacted on the phone/text/email.</li> <li>• Manage contact database system, cultivating and managing new leads each week &amp; work existing leads to convert into Listing &amp; Buying opportunities.</li> <li>• Hand off HOT leads that need additional conversation to a Team member/Agent whenever possible.</li> <li>• Submit daily reports on calls, conversations, and appointments set.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Allen-Norris Permitting and Inspection	2	Less than 10	<p><b>RESPONSIBILITIES</b> Collaborate with the marketing team and our clients to plan and develop content for multi channel digital campaigns that convert new and existing audiences. Lead brainstorm sessions to inspire creative themes, strategies and story ideas for campaigns. Write campaign content across all relevant platforms and channels. This includes writing emails, social media posts for both paid and organic, and web content such as blogs and landing pages. Occasionally write scripts for videos. Provide art direction for creative assets such as email components and social media graphics. This includes writing design requests and collaborating with in house designers. Collect campaign content by interviewing client stakeholders. Develop and manage client editorial guidelines for tone, style and voice of all content, and ensure they are followed. Research and analyze target audience personas and behaviors. Perform content audits and gap analyses to assess how well existing content is performing and determine what type of content is missing. Evaluate whether the campaign content strategy is meeting objectives. Research and stay up to date on what is happening in and around the industry to learn about current content trends, develop unique ideas and anticipate consumer needs.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Allen-Norris Permitting and Inspection	2	Less than 10	<p>Summary Performs a range of basic office support activities for a unit/department, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical, data entry, and/or word processing work as assigned.</p> <p>Duties and Responsibilities Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required. Opens and routes incoming mail; distributes correspondence and other material to department staff/faculty. Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters. Copies and/or duplicates materials as requested; may oversee day to day operation of copy machine; may prepare and transmit facsimiles for the unit. Establishes, maintains, processes, and/or updates files, records, and/or other documents. May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position. May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position. May order, stock, and distribute office supplies. May run various routine errands, as required, for the unit/department. Performs miscellaneous job related duties as assigned.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Altus Workforce Solutions	4	Less than 10	<p>We are seeking a proactive and detail oriented Administrative Assistant to support daily operations and ensure smooth office functioning. The ideal candidate will be responsible for managing schedules, handling correspondence, preparing reports, organizing meetings, and maintaining filing systems. This role requires strong organizational skills, excellent written and verbal communication, and the ability to multitask in a fast paced environment. Key duties include answering phone calls and emails, coordinating travel arrangements, maintaining office supplies, and assisting with project coordination and data entry. The Administrative Assistant will interact with staff, clients, and external partners, serving as a key point of contact and ensuring high levels of professionalism and confidentiality. The successful candidate will be proficient in Microsoft Office Suite and comfortable working both independently and collaboratively. Prior experience in administrative support or office management is preferred. This role offers an opportunity to contribute to a dynamic team and grow within the organization.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Altus Workforce Solutions	0	Less than 10	<p>We are looking for a highly organized and motivated Project Assistant to support the successful planning and execution of projects across various departments. The Project Assistant will work closely with project managers and team members to ensure that tasks are completed on time, within scope, and with high quality. Responsibilities include coordinating meetings, preparing project documentation, tracking deliverables, maintaining project schedules, and assisting with data collection and reporting. The ideal candidate will have strong attention to detail, excellent communication skills, and the ability to manage multiple priorities in a fast paced environment. Proficiency in Microsoft Office Suite and familiarity with project management tools is preferred. The Project Assistant should be a proactive problem solver who thrives in collaborative settings and takes initiative to keep projects moving forward. This is an excellent opportunity for someone interested in gaining hands on experience in project management while contributing to impactful work. Prior administrative or project support experience is a plus but not required.</p>
Private Sector	AMAR Group, LLC	1	Less than 10	<p>Will be responsible for the following production of company newsletters and flyers. Coordinate communication with contractors regarding warranty and manufacturers information for inspection submissions. Contact previous clients for inspections and/or utility design work. Update client mailing list. Social media outreach. Other duties maybe assigned such as dispatching inspections to inspection sites. Confirming completeness of inspection reports. Working with 3rd party Inspections Team.</p>
Private Sector	AMAR Group, LLC	1	Less than 10	<p>This internship provides a taste of architecture and urban design. Includes discussions with faculty and professionals that give insight into academic and professional pathways in architecture. The intern will review real life issues using digital tools. The intern will also participate in Lunch and Learn discussions with industry vendors.</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	AMD Renovation	2	Less than 10	Entails supporting the facility's maintenance team by managing administrative tasks related to work orders, asset management, data entry, scheduling, and reporting within a computerized maintenance management system (CMMS), while gaining hands on experience in maintenance operations and compliance procedures
Private Sector	AMD Renovation	1	Less than 10	Ensuring the efficient operation of production equipment, performing preventive maintenance tasks, and supporting our maintenance team with day to day activities

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Anacostia River Realty	2	Less than 10	<p>Are you looking for an exciting part time job opportunity? Anacostia River Realty, a dynamic real estate company, is seeking a Social Media Coordinator to join our team. If you're passionate about social media and have a knack for engaging audiences online, this could be the perfect role for you!</p> <p><b>Key Responsibilities</b>  <b>PSkillfully</b> use and manage content across Facebook, Instagram, LinkedIn, TikTok, Snapchat, X, and other social media platforms.  <b>Content Creation and Scheduling</b> Create engaging posts and schedule them to maximize audience reach.  <b>Collaboration Work</b> directly with the company owner and marketing representative to align social media strategies with business goals.  <b>Required Skills</b>  <b>Communication</b> Excellent verbal and written communication skills are essential for engaging with audiences and internal team members.  <b>Creativity</b> Bring fresh ideas to the table to create captivating content that resonates with our target audience while maintaining brand standards and guidelines.  <b>Time Management</b> Ability to manage your time effectively to meet deadlines and maintain a consistent posting schedule.  <b>Analytical Skills</b> Use insights and analytics/reporting to assess post performance and optimize future content.  <b>Technical Proficiency</b> Familiarity with social media management tools and basic graphic design software is a plus.  <b>Work Schedule and Requirements</b>  <b>Hours</b> Approximately 20 hours per week, with flexible days and times. However, you must schedule your time to work between 10 AM and 4 PM to include conference calls and other communications.  <b>Equipment</b> Must have access to a computer and smartphone.  <b>Location</b> This is a virtual position, allowing you to work from the comfort of your home.  <b>Ideal Candidate</b>  <b>Motivated</b> and self driven with the ability to work independently.  <b>Creative</b> in developing visually appealing graphics and videos that tell a story and engage our audience.  <b>Ability</b> to quickly adapt</p>
Private Sector	Angel's Arena Child Care, LLC	1	Less than 10	<p>Assist with children ages 1-3. Reading, art, outdoor play, serving meals breakfast, snack, and lunch. Student will also assist with taking walks with children. Paperwork may be involved. Planting in the children's garden and picking veggies.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Angel's Arena Child Care, LLC	1	Less than 10	Assist with the children throughout the day. Duties will include, but not limited to 1. Feeding breakfast, snack, and lunch2. Reading to children3. Assisting with class, art, and sight work4. Going outside for an hour a day on the playground weather permitting.5. Preparing for nap and brushing teeth.6. Exercising in and outside7. Cleaning up and preparing for departure8. Activities outside will include inside the 2 story playhouse
Private Sector	Angel's Arena Child Care, LLC	2	Less than 10	Person to cut grass, complete edging inside and outside the yard, weed flower bed, pick up any debris blown in or around the yard. In addition clean the childcare playground every morning weather permitted. Take out all trash daily, place trash bins out for pick up on Thursday. During inclement weather or extreme heat, children's indoor and outdoor chairs.
Private Sector	Ankhsemble LLC	2	Less than 10	*Designing Garments for Fashion Show *Securing, models *Managing Backstage during Fashion Show. Duties are included, but not limited toCustomer service; Events and appearances, Scheduling appointmentsFashion design; Sewing and repairing garments, sewing on the sewing machine to complete full runway garments Social media; Posting, Returning messagesAnkhsemble.com; Inventory, Posting
Private Sector	Ankhsemble LLC	2	Less than 10	*To model garments in fashion show and for preparation of fashion show. *To construct garments for fashion show. *To secure Fashion Show attendees. *To secure other models *To advertise and Promote Fashion show *To manage online Fashion show resources. *photography *perfect runway walking *stage choreography
Private Sector	Ankhsemble LLC	2	Less than 10	*Directly assist in the management of peers and oversee duties of peers.*To relay messages and delegate responsibilities to peers and TeamsDescription also includes, but not limited toCustomer service; Events and appearances, Scheduling appointmentsFashion design; Sewing and repairing garmentsSocial media; Posting, Returning messagesAnkhsemble.com Website management

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Ankhsemble LLC	2	Less than 10	*Manage Administration duties, Social Media Communications, and advertising*Production Staff for Fashion ShowDuties include, but are not limited toCustomer service; Events and appearances, Scheduling appointmentsFashion design; Sewing and repairing garments; show productionSocial media; Posting, Returning messagesAnkhsemble.com; Inventory, Posting
Private Sector	Ankhsemble LLC	1	Less than 10	Daily website management including but not limited to; email response, E commerce and Creating web pages, posting webpages and blog posts, managing sales and promotions, website updates, advertising campaign
Private Sector	Annod Events	2	Less than 10	Setting up for eventsOrganizing WarehouseBreaking down eventsLoading and unload trucksAssist in all ways to help the event become a success
Private Sector	Annod Events	10	Less than 10	Setting up for events Organizing Warehouse Breaking down events Loading and unload trucks Assist in all ways to help the event become a success
Private Sector	Annod Events	10	Less than 10	Event PromotionCompany Marketing* Social Media* Street Team Marketing* Phone calls* Mailings* Onsite customer service during events

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Aridai Consulting, LLC	3	Less than 10	<p>Job Summary With support and guidance from the Compliance Manager, the Business Development and Research Intern will conduct comprehensive research on potential business development opportunities, including market trends, industry insights, and competitor analysis. They will assist in identifying and evaluating federal contract opportunities aligned with the company's capabilities and values. During the six weeks, the intern will receive thoughtful training and feedback on industry related professional skills to ensure their growth and success within the role and beyond. Additionally, the intern will participate in a collaborative effort, with the Marketing &amp; Communications Intern, to develop a Business Development Marketing &amp; Communications Campaign. This deliverable will be a direct reflection of the intern's skills and knowledge gained throughout the six weeks. The following duties listed represent an overview of frequent responsibilities. Additional duties may be added as necessary, to support the Compliance Manager and Aridai leadership.</p> <p><b>Responsibilities &amp; Duties</b></p> <ul style="list-style-type: none"> <li>• Business Development Research <ul style="list-style-type: none"> <li>o Conduct comprehensive research on potential business development opportunities, including market trends, industry insights, and competitor analysis.</li> <li>o Identify and evaluate federal contract opportunities aligned with the company's capabilities and values.</li> <li>o Assist in the development and refinement of deliverable timelines for business development projects.</li> <li>o Assess the alignment of opportunities with the company's expertise and strategic objectives.</li> <li>o Provide insights and recommendations based on federal procurement regulations and guidelines.</li> <li>o Develop strategies to maximize success in securing contracts that reflect the company's values and capabilities.</li> </ul> </li> <li>• Relationship Building <ul style="list-style-type: none"> <li>o Research networking and industry outreach opportunities to expand the company's network.</li> <li>o Identify potential contractors and</li> </ul> </li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Aridai Consulting, LLC	1	Less than 10	<p><b>Job Summary</b>With support and guidance from the Program Coordinator, the Communications Intern will develop, implement, and maintain updated brand strategies that align with our company's objectives. During the six weeks, the intern will receive thoughtful training and feedback on industry related professional skills to ensure their growth and success within the role and beyond. Additionally, the intern will participate in a collaborative effort, with the Business Development &amp; Research Intern, to develop a Business Development Marketing &amp; Communications Campaign. This deliverable will be a direct reflection of the intern's skills and knowledge gained throughout the six weeks. The following duties listed represent an overview of frequent responsibilities. Additional duties may be added as necessary, to support the Program Coordinator and Aridai leadership.</p> <p><b>Responsibilities &amp; Duties</b></p> <ul style="list-style-type: none"> <li>• Website Project Management <ul style="list-style-type: none"> <li>o Coordinate website updates and enhancements, ensuring alignment with brand guidelines and user experience best practices.</li> <li>o Collaborate with web developers and designers to implement changes efficiently and effectively.</li> <li>o Maintain project timelines and documentation for website related tasks.</li> </ul> </li> <li>• Internal and External Social Media Management <ul style="list-style-type: none"> <li>o Manage the company's social media accounts, including content creation, scheduling, and engagement while monitoring trends and analytics to optimize performance and reach.</li> <li>o Support the development of customized social media strategies for clients, through recommendations based on social media best practices and platform algorithms.</li> <li>o Assisting in the execution and monitoring of both the company's and client social media campaigns.</li> <li>o Collaborate with internal teams to develop and implement social media strategies aligned with business goals.</li> </ul> </li> <li>• Support Daily Company Operations <ul style="list-style-type: none"> <li>o Provide administrative support to ensure smooth daily operations.</li> <li>o Assist with</li> </ul> </li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Aridai Consulting, LLC	2	Less than 10	<p>With support and guidance from the Data Analysis Lead, the Data Analyst Intern will assist in collecting, processing, and analyzing data to generate meaningful insights that support business operations and strategic decision making. They will develop skills in data visualization, statistical analysis, and reporting using industry standard tools. Throughout the six week program, the intern will receive hands on training, mentorship, and professional development opportunities to enhance their analytical capabilities. Additionally, the intern will collaborate with the Marketing &amp; Communications Intern to develop a Data Driven Business Insights Report, demonstrating their ability to translate raw data into actionable recommendations. The following duties listed represent an overview of frequent responsibilities. Additional duties may be added as necessary to support the Data Analysis Lead and Aridai leadership.</p>
Private Sector	Aridai Consulting, LLC	5	Less than 10	<p>With support and guidance from the Data Analysis Lead, the Data Analyst Intern will assist in collecting, processing, and analyzing data to generate meaningful insights that support business operations and strategic decision making. They will develop skills in data visualization, statistical analysis, and reporting using industry standard tools. Throughout the six week program, the intern will receive hands on training, mentorship, and professional development opportunities to enhance their analytical capabilities. Additionally, the intern will collaborate with the Marketing &amp; Communications Intern to develop a Data Driven Business Insights Report, demonstrating their ability to translate raw data into actionable recommendations. The following duties listed represent an overview of frequent responsibilities. Additional duties may be added as necessary to support the Data Analysis Lead and Aridai leadership.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Arise Academy Camp Incorporated	8	Less than 10	<p>A summer camp counselor is responsible for ensuring the safety, engagement, and well being of campers while creating a fun and enriching environment. Their key responsibilities include:</p> <ul style="list-style-type: none"> <li><b>Supervision &amp; Safety</b> Monitor and ensure the safety of campers at all times. Enforce camp rules and policies to maintain a safe environment. Provide first aid or seek medical assistance as needed.</li> <li><b>Program Planning &amp; Leadership</b> Lead and organize recreational activities, such as sports, arts &amp; crafts, hiking, and team building exercises. Plan and facilitate games, storytelling, and educational programs. Encourage participation and enthusiasm among campers.</li> <li><b>Camper Engagement &amp; Mentorship</b> Serve as a role model by demonstrating positive behavior and teamwork. Help campers develop social skills, confidence, and problem solving abilities. Provide emotional support and mediate conflicts when necessary.</li> <li><b>Teamwork &amp; Communication</b> Work collaboratively with other counselors and camp staff. Communicate with parents or guardians regarding camper progress, concerns, or incidents. Report any issues, incidents, or behavioral concerns to camp directors.</li> <li><b>Camp Operations &amp; Logistics</b> Assist with meal supervision, campfire setups, and clean up duties. Maintain cleanliness and organization of camp facilities. Follow daily schedules and adapt to changes as needed.</li> </ul>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Arts For Our Children	1	Less than 10	<p>Participants will explore their interests, develop workplace skills, and enhance their social, civic, and leadership abilities. As a member of a team working together to present the best possible performance. You learn quickly that others rely on you, and that you are accountable to fulfill your role with humility and hard work. As a member of a team working together will enable the best possible performance. You learn quickly that others rely on you, and that you are accountable to fulfill your role with humility and hard work. Teach youth to be responsible for their belongings. Students will quickly learn that they are responsible for their own success, and will become empowered to make that success a reality. Teach youth to always strive to do your best. Teach youth how to learn to cooperate with others. Teach youth to learn to the ability to innovate, think freely, and approach problems in creative ways. Teach youth to be able to manage disappointment and frustration with grace. The emotional, social, and cognitive flexibility needed to be a dancer are more important than the physical. Learn to develop passion for your work so you can inspire others. You devote time, energy, resources – everything you have gotten. You are inspired, and you strive to inspire others. Isn't passion what the world needs most right now? The problems facing societies around the world require enthusiastic individuals who know what it means to devote themselves to a cause. Supervise youth arrival and departure. lunch, playtime and field trips. Teach ballet, Modern dance, Hip Hop, Arts &amp; Crafts, Etiquette Choreograph dances for the closing program. Youth will receive instruction in fiscal management and leadership skills.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Arts For Our Children	3	Less than 10	<p>Participants will explore their interests, develop workplace skills, and enhance their social, civic, and leadership abilities. As a member of a team working together to present the best possible performance. You learn quickly that others rely on you, and that you are accountable to fulfill your role with humility and hard work. As a member of a team working together will enable the best possible performance. You learn quickly that others rely on you, and that you are accountable to fulfill your role with humility and hard work. Teach youth to be responsible for their belongings. Students will quickly learn that they are responsible for their own success, and will become empowered to make that success a reality. Teach youth to always strive to do your best. Teach youth how to learn to cooperate with others. Teach youth to learn to the ability to innovate, think freely, and approach problems in creative ways. Teach youth to be able to manage disappointment and frustration with grace. The emotional, social, and cognitive flexibility needed to be a dancer are more important than the physical. Learn to develop passion for your work so you can inspire others. You devote time, energy, resources – everything you have gotten. You are inspired, and you strive to inspire others. Isn't passion what the world needs most right now? The problems facing societies around the world require enthusiastic individuals who know what it means to devote themselves to a cause. Supervise youth arrival and departure. lunch, playtime and field trips. Teach ballet, Modern dance, Hip Hop, Arts &amp; Crafts, Etiquette Choreograph dances for the closing program. Youth will receive instruction in fiscal management and leadership skills.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Arts For Our Children	1	Less than 10	<p>Participants will explore their interests, develop workplace skills, and enhance their social, civic, and leadership abilities. As a member of a team working together to present the best possible performance. You learn quickly that others rely on you, and that you are accountable to fulfill your role with humility and hard work. As a member of a team working together will enable the best possible performance. You learn quickly that others rely on you, and that you are accountable to fulfill your role with humility and hard work. Teach youth to be responsible for their belongings. Students will quickly learn that they are responsible for their own success, and will become empowered to make that success a reality. Teach youth to always strive to do your best. Teach youth how to learn to cooperate with others. Teach youth to learn to the ability to innovate, think freely, and approach problems in creative ways. Teach youth to be able to manage disappointment and frustration with grace. The emotional, social, and cognitive flexibility needed to be a dancer are more important than the physical. Learn to develop passion for your work so you can inspire others. You devote time, energy, resources – everything you have gotten. You are inspired, and you strive to inspire others. Isn't passion what the world needs most right now? The problems facing societies around the world require enthusiastic individuals who know what it means to devote themselves to a cause. Supervise youth arrival and departure. lunch, playtime and field trips. Teach ballet, Modern dance, Hip Hop, Arts &amp; Crafts, Etiquette Choreograph dances for the closing program. Youth will receive instruction in fiscal management and leadership skills.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	ATHLEDAL, LLC	5	Less than 10	<p>ATHLEDAL is seeking enthusiastic and motivated individuals for our Sports Management Internship. This internship will provide hands on experience in both the operational and business aspects of the sports industry. Interns will assist in the planning, organization, and execution of events, gaining valuable insight into event management, operations, and business development.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide inventory control and manage distribution of event equipment, supplies, and apparel</li> <li>• Support equipment management and event logistics</li> <li>• Help with staff scheduling and organizational tasks</li> </ul> <p><b>Business</b></p> <ul style="list-style-type: none"> <li>• Assist in creating vendor applications and managing vendor relationships</li> <li>• Distribute proposals for partnerships with non profits and potential sponsors</li> <li>• Prepare tournament manuals and check in instructions</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Respond to inquiries from teams, managers, and coaches</li> <li>• Provide clear communication regarding registration, apparel orders, and payment</li> <li>• Assist in customer service, managing emails and phone calls</li> </ul> <p><b>Event Management</b></p> <ul style="list-style-type: none"> <li>• Assist with registration and scheduling platforms</li> <li>• Communicate with vendor and exhibitor applicants, managing onboarding and logistics</li> <li>• Prepare necessary passes, documents, and mailings</li> <li>• Provide general customer service and administrative support</li> </ul> <p><b>Business Development</b></p> <ul style="list-style-type: none"> <li>• Conduct lead generation for sponsorship and team sales</li> <li>• Assist in managing sales pipelines and partner communications</li> <li>• Support additional tasks as needed</li> </ul> <p><b>Relationship Management (Optional for Advanced Interns)</b></p> <p>Advanced interns may have the opportunity to take on a Relationship Manager role, focusing on client management and customer service.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Build and maintain relationships with clients</li> <li>• Understand and address customer needs</li> <li>• Resolve issues effectively and ensure satisfaction</li> <li>• Identify opportunities for upselling and cross selling</li> <li>• Promote high quality sales and service</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	ATHLEDAL, LLC	5	Less than 10	<p>ATHLEDAL is seeking enthusiastic and motivated individuals for our Sports Management Internship. This internship will provide hands on experience in both the operational and business aspects of the sports industry. Interns will assist in the planning, organization, and execution of events, gaining valuable insight into event management, operations, and business development.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide inventory control and manage distribution of event equipment, supplies, and apparel</li> <li>• Support equipment management and event logistics</li> <li>• Help with staff scheduling and organizational tasks</li> </ul> <p><b>Business</b></p> <ul style="list-style-type: none"> <li>• Assist in creating vendor applications and managing vendor relationships</li> <li>• Distribute proposals for partnerships with non profits and potential sponsors</li> <li>• Prepare tournament manuals and check in instructions</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Respond to inquiries from teams, managers, and coaches</li> <li>• Provide clear communication regarding registration, apparel orders, and payment</li> <li>• Assist in customer service, managing emails and phone calls</li> </ul> <p><b>Event Management</b></p> <ul style="list-style-type: none"> <li>• Assist with registration and scheduling platforms</li> <li>• Communicate with vendor and exhibitor applicants, managing onboarding and logistics</li> <li>• Prepare necessary passes, documents, and mailings</li> <li>• Provide general customer service and administrative support</li> </ul> <p><b>Business Development</b></p> <ul style="list-style-type: none"> <li>• Conduct lead generation for sponsorship and team sales</li> <li>• Assist in managing sales pipelines and partner communications</li> <li>• Support additional tasks as needed</li> </ul> <p><b>Relationship Management (Optional for Advanced Interns)</b></p> <p>Advanced interns may have the opportunity to take on a Relationship Manager role, focusing on client management and customer service.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Build and maintain relationships with clients</li> <li>• Understand and address customer needs</li> <li>• Resolve issues effectively and ensure satisfaction</li> <li>• Identify opportunities for upselling and cross selling</li> <li>• Promote high quality sales and service</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	B.Frank Joy LLC	1	Less than 10	Responsibilities The summer youth worker will be involved in various office tasks, including administrative duties such as file management, data entry, spreadsheet, labeling, assistance with ID badge processes, organizational clean up, answering phones, handling incoming and outgoing mail, photocopying documents, updating job boards, communication HUBs, and providing general support for day to day office operations. Additionally, they will assist with employee engagement activities.
Private Sector	B.Frank Joy LLC	2	Less than 10	Responsibilities The summer youth worker will be involved in various office tasks, including administrative duties such as file management, data entry, spreadsheet, labeling, assistance with ID badge processes, organizational clean up, answering phones, handling incoming and outgoing mail, photocopying documents, updating job boards, communication HUBs, and providing general support for day to day office operations. Additionally, they will assist with employee engagement activities

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Babas Cooling School LLC dba Ea	2	Less than 10	<p>EatsPlace is seeking a dynamic multimedia assisted to join our team and support our efforts in content creation and programming. This role is focused on the ideation, sourcing, and crafting of engaging social media content, which includes vertical videos, user generated material, and photography. We are looking for someone with exceptional skills in short form social video editing, a flair for scripting, and a deep enthusiasm for exploring diverse cultures and cuisines.</p> <p><b>Responsibilities*</b> Collaborate, develop and execute content strategies aligned with project goals, handling daily social media operations and research.* Manage end to end production, showcasing strong knowledge of content creation for social media platforms by pitching and producing content * Identify newsworthy angles and opportunities to promote archival food stories.* Foster collaborative relationships across the EatsPlace organization to ensure synergy among the company's diverse clients.</p> <p><b>Preferred Experience*</b> Proficient in design aesthetic, with a strong grasp of graphic design systems to create effective visual content.* Experience with content development relevant to multi ethnic demographics.* Have used CapCut (or similar), Adobe Creative Suite, Microsoft Office, Google Suite.</p> <p><b>Additional Qualifications*</b> Ability to craft engaging social media copy across a variety of topics and audiences.* Exceptional communication skills, capable of clearly articulating project needs and timelines.* High energy, positive attitude with a drive to work diligently in a dynamic setting.* Excellent communication and analytical skills; adaptable, able to handle diverse roles.* Detail oriented with an aptitude for documenting and communicating insights.* Familiarity with social media trends, particularly on platforms like TikTok, Instagram, and Bluesky* An independent, self starter comfortable with significant responsibility.</p> <p>Join us and contribute to creating captivating content that</p>
Private Sector	Baking district llc	2	Less than 10	<p>Assisting with making doughs, Breads and Fulfilling orders for clients. Making sure the area and storage areas are kept clean and ingredients are always in stock.They will learn the science behind the baking and also have a list of responsibilities to complete for each day.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Baking district llc	1	Less than 10	Setting up booth, having a knowledge of all products and the history of the company. Will learn to take payments and enchanted your customer service skills. Help design the display for the tent and come up with selling point strategies
Private Sector	Bara Educational Training LLC	10	Less than 10	Job Description Most interventions used to motify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.
Private Sector	Bara Educational Training LLC	10	Less than 10	Job Description Most interventions used to motify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Bara Educational Training LLC	16	13	Job Description Most interventions used to modify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.
Private Sector	Bara Educational Training LLC	18	14	Job Description Most interventions used to modify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.
Private Sector	Bara Educational Training LLC	21	15	Job Description Most interventions used to modify student behavior are typically teacher mediated. The teacher sets up and implements the behavior plan and gives the student cues and feedback regarding their behavior. In peer mediated interventions, the teacher designs a program and trains a peer or peers to deliver needed social cues and the reinforcement that may follow targeted behavioral outcomes. Many peer mediated interventions combine self monitoring interventions with a peer partnered intervention. Although peer mediated interventions are used infrequently, there is promising research indicating that it can be beneficial to all involved.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	BASICS ABA	3	Less than 10	This position is a combination of in person and remote training to get an RBT certification. An RBT Therapist provides Applied Behavior Analysis (ABA) therapy in client homes throughout the DC area. This program will use this schools with youth with special needs in our SYEP program. They will run goals created by their supervisor that teach skills related to language acquisition, behavior, social skills, and daily living skills throughout DC. This position will involve supporting teenage students in a group social skills setting 3 days a week, watching the online classes, and having virtual live trainings. You will collect plus/minus data on correct answers and write simple session summaries at every session. Full training and support will be provided
Private Sector	BASICS ABA	3	Less than 10	This position is a combination of in person and remote training to get an RBT certification. An RBT Therapist provides Applied Behavior Analysis (ABA) therapy in client homes throughout the DC area. This program will use this schools with youth with special needs in our SYEP program. They will run goals created by their supervisor that teach skills related to language acquisition, behavior, social skills, and daily living skills throughout DC. This position will involve supporting teenage students in a group social skills setting 3 days a week, watching the online classes, and having virtual live trainings. You will collect plus/minus data on correct answers and write simple session summaries at every session. Full training and support will be provided
Private Sector	BASICS ABA	1	Less than 10	Summary Participants are responsible for attending a program in person 5 days a week. A staff person will meet them at their home and bring them to the site location. They will determine the travel path. The location may be a local library. They do a lesson on Employment Readiness. Afterward they will do Office Work tasks for BASICS ABA Therapy. Students will be responsible for practicing social interactions, self advocacy, and communication skills. The will also work on independent life skills. At the end of the day they will travel home with the staff.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	BASICS ABA	1	Less than 10	Summary Participants are responsible for attending a program in person 5 days a week. A staff person will meet them at their home and bring them to the site location. They will determine the travel path. The location may be a local library. They do a lesson on Employment Readiness. Afterward they will do Office Work tasks for BASICS ABA Therapy. Students will be responsible for practicing social interactions, self advocacy, and communication skills. The will also work on independent life skills. At the end of the day they will travel home with the staff.
Private Sector	BASICS ABA	1	Less than 10	Summary Participants are responsible for attending a program in person 5 days a week. A staff person will meet them at their home and bring them to the site location. They will determine the travel path. The location may be a local library. They do a lesson on Employment Readiness. Afterward they will do Office Work tasks for BASICS ABA Therapy. Students will be responsible for practicing social interactions, self advocacy, and communication skills. The will also work on independent life skills. At the end of the day they will travel home with the staff.
Private Sector	Bethel Christian Fellowship Child	3	Less than 10	Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans for daily activities. Organizes and leads various small and large group activities.
Private Sector	Bethel Christian Fellowship Child	2	Less than 10	A Janitor's duties and responsibilities can include general cleaning of a building and keeping it maintained and in good condition. This can include vacuuming, mopping, sanitizing restrooms, taking out trash and recycling and washing and cleaning windows and mirrors.
Private Sector	Bethel Christian Fellowship Child	2	Less than 10	A teacher assistant provides support to a lead teacher in charge of a classroom. Also known as teacher's aides, these professionals reinforce lessons by tutoring individual students or small groups. Their duties include creating lesson plans, documenting progress, and overseeing lesson preparations.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Bethel Christian Fellowship Child	2	Less than 10	A teacher assistant provides support to a lead teacher in charge of a classroom. Also known as teacher's aides, these professionals reinforce lessons by tutoring individual students or small groups. Their duties include creating lesson plans, documenting progress, and overseeing lesson preparations.
Private Sector	BillMari Inc.	0	0	Employee is expected to demonstrate strong customer service skills, the ability to work well with others, have computer experience specially working with office suite. Work will be done in coordination with other team members, ability to work in a team is a plus. The right candidate should demonstrate ability to receive instructions and apply them as instructed by management. The right candidate is expected to send a daily report on activities performed for the day.
Private Sector	BillMari Inc.	1	Less than 10	Employee is expected to demonstrate strong customer service skills, the ability to work well with others, have computer experience specially working with office suite. Work will be done in coordination with other team members, ability to work in a team is a plus. The right candidate should demonstrate ability to receive instructions and apply them as instructed by management. The right candidate is expected to send a daily report on activities performed for the day.
Private Sector	Blue Skye Construction	0	0	Youth will report daily to construction and development job sites. (hard hat and all necessary safety gear will be provided. Each day youth will work with Project Managers, Project Engineers, and Superintendents at the job site to do walkthroughs, process paperwork, and learn aspects of the job that happen during all the phases of construction. Youth will have the opportunity to learn and become certified in Procore which is a construction software used by DC government contractors. They will also use Project Teams, email, spreadsheets, and other professional methods of working and communicating with Blue Skue Construction staff and their stakeholders.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Blue Skye Construction	0	0	Youth will report daily to construction and development job sites. (hard hat and all necessary safety gear will be provided. Each day youth will work with Project Managers, Project Engineers, and Superintendents at the job site to do walkthroughs, process paperwork, and learn aspects of the job that happen during all the phases of construction. Youth will have the opportunity to learn and become certified in Procore which is a construction software used by DC government contractors. They will also use Project Teams, email, spreadsheets, and other professional methods of working and communicating with Blue Skue Construction staff and their stakeholders.
Private Sector	Blue Skye Construction	2	Less than 10	Youth will report daily to construction and development job sites. (hard hat and all necessary safety gear will be provided. Each day youth will work with Project Managers, Project Engineers, and Superintendents at the job site to do walkthroughs, process paperwork, and learn aspects of the job that happen during all the phases of construction. Youth will have the opportunity to learn and become certified in Procore which is a construction software used by DC government contractors. They will also use Project Teams, email, spreadsheets, and other professional methods of working and communicating with Blue Skue Construction staff and their stakeholders.
Private Sector	Blue Skye Construction	0	0	Youth will report daily to the office. Each day youth will work with the Director of Marketing and Communications as well as the Executive Assistant in the office to complete daily administrative tasks associated with construction, social media, marketing, and finance. Youth will have the opportunity to learn ways to create content and use social media platforms for business. They will also use email, spreadsheets, and other professional methods of working and communicating with Blue Skue Construction staff and their stakeholders. They may also have the opportunity to learn and use Project Teams as well as become certified in Procore which is a construction software used by DC government contractors.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	BlueStar Pros	1	Less than 10	Help draft short “cyber safety tip” posts or infographics for your peers. Present one mini “lunch and learn” Help set up demo stations and explain basic concepts (e.g., strong passwords). Learn foundational concepts of cybersecurity Develop content for cybersecurity newsletter
Private Sector	BlueStar Pros	0	0	Join a dynamic team at BlueStar Projects where we provide a partner as bright as our client's vision. Responsibilities include the following Assist in planning and executing projects Coordinate team activities and meetings Track project progress and deadlines Communicate with stakeholders Document requirements Schedule meetings Track risks Plan team events Requirements Strong organizational and communication skills Proactive and detail oriented Ability to work collaboratively Familiarity with project management tools is a plus Coachability
Private Sector	BlueStar Pros	1	Less than 10	Join a dynamic team at BlueStar Projects where we provide a partner as bright as our client's vision. Responsibilities include the following Assist in planning and executing projects Coordinate team activities and meetings Track project progress and deadlines Communicate with stakeholders Document requirements Schedule meetings Track risks Plan team events Requirements Strong organizational and communication skills Proactive and detail oriented Ability to work collaboratively Familiarity with project management tools is a plus Coachability

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Borger Residential	1	Less than 10	<p>The Human Resources Intern provides administrative support to the Corporate HR Team. Duties include scheduling onboarding tasks, managing personnel and digital files, and managing communications for the HR department. The People &amp; Culture Assistant is responsible for daily maintenance of the front desk and common areas. He/She must represent the company and its relations with residents, employees, and local vendors and reflect the attitudes, policies, and general personality of the company. Essential Functions and Responsibilities</p> <ul style="list-style-type: none"> <li>• Perform administrative duties such as maintaining employee files.</li> <li>• Assist the People &amp; Culture Director with office data management</li> <li>• Assist in coordinating new hire training, onboarding, and orientation.</li> <li>• Assist Assisting manager and other staff members with work to be done.</li> <li>• Maintaining a professional appearance and displaying a good attitude at all times. Be aware of personal hygiene and cleanliness while on the job.</li> <li>• Understanding the importance of a good attitude and “team spirit.”</li> <li>• Working well with other team members.</li> </ul>
Private Sector	Borger Residential	1	Less than 10	<p>The intern will receive hands on experience in property management at the listed apartment complex, which is managed by Borger Residential. The internship will focus on resident relations and leasing, with additional exposure to marketing and community engagement, property financials and budgeting, regulatory and legislative compliance, conflict resolution, effective communication, and coordination of maintenance and resident requests. Over the six week internship, the intern will work closely with property managers to gain a deep understanding of daily operations at the property level.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Borger Residential	1	Less than 10	The intern will receive hands on experience in property management at the listed apartment complex, which is managed by Borger Residential. The internship will focus on resident relations and leasing, with additional exposure to marketing and community engagement, property financials and budgeting, regulatory and legislative compliance, conflict resolution, effective communication, and coordination of maintenance and resident requests. Over the six week internship, the intern will work closely with property managers to gain a deep understanding of daily operations at the property level.
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Private Sector	Borger Residential	1	Less than 10	<p>The intern will receive hands on experience in property management at the listed apartment complex, which is managed by Borger Residential. The internship will focus on resident relations and leasing, with additional exposure to marketing and community engagement, property financials and budgeting, regulatory and legislative compliance, conflict resolution, effective communication, and coordination of maintenance and resident requests. Over the six week internship, the intern will work closely with property managers to gain a deep understanding of daily operations at the property level.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Bourne2fly	3	Less than 10	<p>Camp Counselor Job Responsibilities Plans, leads, and implements camp programs for children. Provides high quality educational and recreational opportunities and enjoyable experiences for camp participants. Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans for daily activities. Organizes and leads various small and large group activities. Ensures the cleanliness of the site. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance. Knows and understands all emergency procedures associated with the camp program. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them. Mediates any campers' disputes. Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your charges at all times. Maintains constant surveillance of the pool/body of water areas. Must swim and have comfortability in the water.</p> <p><b>Camp Counselor Skills / Qualifications</b> Enjoys being in the company of children Leadership Alertness Communication skills Patience Problem solving skills Stamina Caring personality Organization skills Mediation skills Must be able to carry heavy loads and travel hilly and uneven terrain Ability to perform a variety of tasks outside in various climates Education and Experience Requirements Education and experience in camp, youth programs, recreation, working with children, or in a related field.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Bourne2fly	1	Less than 10	<p>Camp Counselor Lead Job Responsibilities The camp counselor lead position is aware, responsible, and supervises camp counselors and camp participants ensuring a safe and fun learning environment. Plans, leads, and implements camp programs for children. Provides high quality educational and recreational opportunities and enjoyable experiences for camp participants. Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans for daily activities. Organizes and leads various small and large group activities. Ensures the cleanliness of the site. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance. Knows and understands all emergency procedures associated with the camp program. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them. Mediates any campers' disputes. Knows, enforces, and follows all safety guidelines associated with the camp program, including knowing the whereabouts of your charges at all times. Maintains constant surveillance of the pool/body of water areas. Must swim and have comfortability in the water.</p> <p>Camp Counselor Skills / Qualifications  Enjoys being in the company of children  Leadership  Alertness  Communication skills  Patience  Problem solving skills  Stamina  Caring personality  Organization skills  Mediation skills  Must be able to carry heavy loads and travel hilly and uneven terrain  Ability to perform a variety of tasks outside in various climates  Education and Experience Requirements  Education and experience in camp, youth programs, recreation, working with children, or in a related field</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Breathing Space	1	Less than 10	<p>We seek energetic, creative, and resourceful candidates who love children to help run kids yoga summer camp. Experience working with camps, or leading arts and crafts, games, or outdoor activities is highly desired. Our assistants are part of our leadership team but do not need yoga teaching experience. Tasks will include setup and cleanup of activities and supplies, overseeing small groups of children (supervised by adults as well), assisting children with hygiene needs and meals, and helping to oversee our aftercare board games club activities. Assistants should expect to spend at least 30 minutes outside each day. This position reports from 230 545 pm daily for a total of 16.25 hours per week. For participants who wish to work the full 20 hours, there will be opportunities to come in early one day each week to help with field trips and outings but the day of the week will vary. If you would like to work these additional hours, more information will be provided during the interview. The schedule during the first two weeks of the program (June 24 28 and July 1 5) will be different. Participants will report for part of their normal hours as well as for training hours between 3 530 pm. July 4th is a holiday and we are closed. Please mention any conflicts you might have during those two weeks during your interview. Please also be prepared to discuss any other conflicts or vacation travel that is already planned.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Breathing Space	2	Less than 10	<p>We seek energetic, creative, and resourceful candidates who love children to help run kids yoga summer camp. Experience working with groups of children outside the family, or leading arts and crafts, games, or outdoor activities is highly desired. Our assistants are part of our leadership team but do not need yoga teaching experience. Tasks will include setup and cleanup of activities and supplies, overseeing small groups of children (supervised by adults as well), assisting children with hygiene needs and meals, and facilitating both organized activities and free play. Because the camp does daily outings to local parks for lunch and playtime as well as field trips around the city, assistants can expect to spend at least a couple of hours outside each day regardless of the weather. Activity schedules vary daily, so flexibility is required. This position reports from 8 am 245 pm Mon and 815 am 245 pm Wed &amp; Fri. The schedule during the first two weeks of the program (June 24 28 and July 1 5) will be different. Participants will report for part of their normal hours as well as for training hours between 3 530 pm. July 4th is a holiday and we are closed. Please mention any conflicts you might have during those two weeks during your interview. Please also be prepared to discuss any other conflicts or vacation travel that is already planned.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Breathing Space	2	Less than 10	We seek energetic, creative, and resourceful candidates who love children to help run kids yoga summer camp. Experience working with camps, or leading arts and crafts, games, or outdoor activities is highly desired. Our assistants are part of our leadership team but do not need yoga teaching experience. Tasks will include setup and cleanup of activities and supplies, overseeing small groups of children (supervised by adults as well), assisting children with hygiene needs and meals, and facilitating both organized activities and free play. Because the camp does daily outings to local parks for lunch and playtime as well as field trips around the city, assistants can expect to spend at least a couple of hours outside each day. Activity schedules vary daily, so flexibility is required. This position reports from 8:15-4:15 am Tue & Thu, which is 16 hours. For participants wishing to work the full 20 hours, there will be opportunities to come in Mon, Wed or Fri mid day to help with field trips or pick up an afternoon shift from 2-6 pm. If you would like to work these extra hours, more information will be provided during the interview. The schedule during the first two weeks of the program (June 24-28 and July 1-5) will be different. Participants will report for part of their normal hours as well as for training hours between 3-5:30 pm. July 4th is a holiday and we are closed. Please mention any conflicts you might have during those two weeks during your interview. Please also be prepared to discuss any other conflicts or vacation travel that is already planned.
Private Sector	Bright Minds Child Development I	1	Less than 10	Assist with daily care and supervision of children Support the lead teacher with implementation of learning activities Support with indoor and outdoor recreation activities Assist with maintaining a clean environment for children
Private Sector	Bright Minds Child Development I	3	Less than 10	Assist with daily care and supervision of children Support the lead teacher with implementation of learning activities Support with indoor and outdoor recreation activities Assist with maintaining a clean environment for children
Private Sector	Bright Starr Pediatric Dentistry	1	Less than 10	Greet patients Check patients in for their appointment Answer phones Schedule appointments

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Brillando LLC	4	Less than 10	<p>Assist with the supervision of children enrolled in the program maintaining awareness at all times. SAFETY Assist in implementing the activities outlined in the curriculum including art activities, songs, cooking, science, sports, field trips and special activities. CURRICULUM Assist with the preparations of the environment to make sure that all activities are complete, ready and attractive for children to do. SET UP Make sure children are welcome every day with enthusiasm and a positive attitude.</p>
Private Sector	Brillando LLC	6	Less than 10	<p>Assist with the supervision of children enrolled in the program maintaining awareness at all times. SAFETY Assist in implementing the activities outlined in the curriculum including art activities, songs, cooking, science, sports, field trips and special activities. CURRICULUM Assist with the preparations of the environment to make sure that all activities are complete, ready and attractive for children to do. SET UP Make sure children are welcome every day with enthusiasm and a positive attitude.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Buildwithin	0	0	<p>About BuildWithin BuildWithin is a workforce management platform designed to help companies optimize their teams and enhance operational efficiency through innovative software. As a fast growing start up, we're committed to delivering exceptional service and value to our clients. Our team thrives on creativity, collaboration, and a passion for continuous learning, and we believe every voice is important to our success.</p> <p><b>Job Description</b> We're looking for a motivated and customer focused Customer Success Associate to join our team for the summer! In this entry level role, you'll help ensure our customers have the best experience possible using our platform. You'll play a key role in onboarding new clients, providing product support, and helping them get the most value out of our solutions. This is an exciting opportunity to gain hands on experience in customer success while working remotely in a growing start up environment.</p> <p><b>What You'll Do*</b>  <ul style="list-style-type: none"> <li>* Assist in onboarding new customers, guiding them through the platform setup and initial use.*</li> <li>Serve as a primary point of contact for customer inquiries, addressing their needs and helping solve any issues.*</li> <li>Provide product demonstrations and help customers understand the full range of features BuildWithin offers.*</li> <li>Collect feedback from customers and work with the product team to help improve the platform.*</li> <li>Track customer engagement and identify opportunities for enhancing their experience with our software.*</li> <li>Collaborate with cross functional teams to ensure that customer issues are addressed quickly and effectively.</li> </ul> </p> <p><b>What We're Looking For*</b>  <ul style="list-style-type: none"> <li>* Excellent communication skills, both written and verbal, with a customer first attitude.*</li> <li>A passion for helping others and a desire to provide exceptional customer service.*</li> <li>Comfort working remotely and the ability to manage your time effectively.*</li> <li>Basic understanding of customer success and SaaS platforms is a plus, but not required.*</li> </ul> </p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Buildwithin	1	Less than 10	<p>About BuildWithin BuildWithin is a workforce management platform designed to help companies optimize their teams through innovative software solutions. As a growing start up, we thrive on creativity, collaboration, and a strong passion for learning. Our mission is to create technology that drives efficiency and success for our clients, and we believe in empowering every team member to contribute to that goal.</p> <p><b>Job Description</b> We are looking for a Junior Data Analyst to join our team for the summer! In this entry level position, you'll have the opportunity to work remotely and dive into the world of data analytics. This is a fantastic opportunity to gain hands on experience with real world data while learning from experienced professionals in a supportive, dynamic start up environment.</p> <p><b>What You'll Do</b> * Collect, clean, and analyze data from various sources to support workforce management decisions. * Create reports and visualizations to communicate key insights to the team. * Work with cross functional teams to identify trends and patterns in the data to help improve product offerings. * Assist in setting up and maintaining databases and data pipelines. * Learn about the latest data tools and techniques, with plenty of room to grow your skills.</p> <p><b>What We're Looking For</b> * Basic understanding of data analysis tools (Excel, Google Sheets, SQL, etc.). * Interest in learning about data analytics and how it can drive business decisions. * Strong attention to detail and ability to work with large datasets. * Comfortable working remotely and collaborating with a team. * Eagerness to grow, with the ability to adapt to new tools and techniques.</p> <p><b>Why BuildWithin?</b> * Enjoy the flexibility of working remotely while being part of an innovative start up team. * Gain valuable experience working with data to drive real world decisions. * Learn new tools and techniques that will help you grow as a data analyst. * Contribute to an important mission in workforce management</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Buildwithin	0	0	<p>About BuildWithinAt BuildWithin, we're on a mission to create innovative software that makes a real difference. As a fast paced start up, we thrive on creativity, collaboration, and the drive to learn and grow. We believe in the power of diverse ideas and encourage fresh perspectives to help us shape the future of technology.</p> <p><b>Job Description</b>Are you passionate about front end development and ready to kickstart your career? We're looking for a Junior Front End Developer to join our growing team for the summer! In this role, you'll work remotely alongside talented developers, gaining hands on experience in building innovative software that pushes the boundaries of what's possible.</p> <p><b>What You'll Do*</b></p> <ul style="list-style-type: none"> <li>* Collaborate with our development team to build and enhance user friendly websites and applications.</li> <li>* Work on the front end using HTML, CSS, and JavaScript to deliver beautiful and functional designs.</li> <li>* Learn from senior developers, ask questions, and contribute ideas to improve the user experience.</li> <li>* Participate in the development of new features, ensuring that everything you build is high quality and responsive.</li> <li>* Get involved in project discussions and experience the start up culture, where every voice counts!</li> </ul> <p><b>What We're Looking For*</b></p> <ul style="list-style-type: none"> <li>* A basic understanding of HTML, CSS, and JavaScript.</li> <li>* Strong problem solving skills and the ability to learn quickly.</li> <li>* An eagerness to work in a fast paced, collaborative, remote environment.</li> <li>* A desire to grow and learn—whether you're self taught or have some formal experience, we want to help you develop your skills!</li> </ul> <p><b>Why BuildWithin?</b>Work remotely, enjoy a flexible schedule, and be part of an exciting, innovative team.Gain valuable experience at a growing start up where your contributions truly matter.Learn new technologies and tools in an environment that values professional growth.A fantastic opportunity to kickstart your career in software development.If you're ready to dive into the world of front end</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Buildwithin	0	0	<p>About BuildWithin BuildWithin is a workforce management platform dedicated to helping companies build efficient, scalable teams through innovative software solutions. As a start up, we focus on creativity, collaboration, and the constant pursuit of learning. Our goal is to create meaningful technology that drives success for our clients, and we empower each team member to contribute to that vision.</p> <p><b>Job Description</b> Are you passionate about both front end and back end development? We're looking for a Junior Full Stack Engineer to join our growing team for the summer! In this entry level role, you'll work remotely and gain hands on experience building software across the full development stack. This is an excellent opportunity to learn, grow, and contribute to innovative projects at a start up.</p> <p><b>What You'll Do</b> * Work with a team of engineers to build and maintain both the front end and back end components of our platform. * Write clean, scalable, and efficient code using modern programming languages and frameworks. * Participate in code reviews, debugging, and optimizing application performance. * Collaborate with cross functional teams to ensure seamless integration of features. * Learn and apply new technologies to enhance our platform and improve the user experience. * Contribute to the development of new features and enhancements based on feedback and user needs.</p> <p><b>What We're Looking For</b> * Basic knowledge of front end technologies like HTML, CSS, JavaScript, and modern frameworks (e.g., React, Angular, Vue). * Familiarity with back end technologies such as Node.js, Express, or similar. * A passion for coding and problem solving, with a willingness to learn and grow in both front end and back end development. * Experience with databases (SQL or NoSQL) and API integration is a plus. * A collaborative mindset and eagerness to work in a remote, fast paced environment.</p> <p><b>Why BuildWithin?</b> * Work remotely and</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Buildwithin	100	74	<p>About BuildWithinAt BuildWithin, we are a workforce management platform focused on helping companies build efficient, scalable teams through innovative software solutions. As a start up, we value creativity, collaboration, and learning. Our team is dedicated to creating meaningful technology that makes a difference, and we believe every member contributes to the success of our mission.</p> <p><b>Job Description</b>Are you ready to jump into the world of AI and language models? BuildWithin is looking for a Junior Prompt Engineer to join our team for the summer! In this entry level position, you'll have the opportunity to work remotely, contribute to the development of cutting edge software, and learn from experienced engineers and AI professionals.</p> <p><b>What You'll Do*</b> Collaborate with our development team to design and refine prompts that drive our AI powered workforce management platform.* Write, test, and optimize prompts to ensure they generate accurate and helpful responses.* Work closely with the team to troubleshoot and improve the user experience by fine tuning the AI models.* Learn about AI technology and prompt engineering, developing skills that are highly valued in the growing tech industry.*Contribute your ideas and insights to the development process, working in a fast paced, supportive environment.</p> <p><b>What We're Looking For*</b> Basic understanding of AI, language models, or related fields.Strong written communication skills with the ability to craft clear, concise prompts.* A passion for learning and the desire to expand your knowledge in AI and technology.* Comfort with working in a remote environment and collaborating with a global team.* Problem solving mindset with attention to detail and the ability to adapt quickly.</p> <p><b>Why BuildWithin?*</b> Work remotely and enjoy a flexible schedule while being part of a dynamic start up team.* Learn from experts in the field of AI and prompt engineering while gaining hands on experience.* Contribute</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Buildwithin	1	Less than 10	<p>About BuildWithin</p> <p>BuildWithin is a workforce management platform that helps companies create efficient and scalable teams through innovative software. As a fast paced start up, we thrive on creativity, collaboration, and learning. Our team is dedicated to building technology that makes a real difference, and we encourage every member to contribute to our mission.</p> <p><b>Job Description</b></p> <p>We are looking for an enthusiastic and organized Office Manager to join our team for the summer! In this role, you'll be the backbone of our office operations, ensuring smooth daily functions, supporting remote team members, and contributing to the company's overall efficiency. This is a great opportunity to work in a dynamic, remote friendly environment while gaining experience at a growing start up.</p> <p><b>What You'll Do</b></p> <ul style="list-style-type: none"> <li>* Oversee the day to day office operations and ensure everything runs smoothly.</li> <li>* Coordinate meetings, events, and team activities, both virtual and in person.</li> <li>* Manage office supplies and keep track of inventory to ensure our team has what they need.</li> <li>* Assist with onboarding new employees and ensure they have a seamless transition.</li> <li>* Support remote team members by helping with logistics and maintaining communication across the team.</li> <li>* Collaborate with various departments to improve office procedures and increase efficiency.</li> </ul> <p><b>What We're Looking For</b></p> <ul style="list-style-type: none"> <li>* Strong organizational skills and the ability to manage multiple tasks simultaneously.</li> <li>* Excellent written and verbal communication skills.</li> <li>* Comfortable working in a remote environment and coordinating with remote team members.</li> <li>* Detail oriented with a problem solving mindset.</li> <li>* A proactive attitude with a strong desire to help others succeed.</li> </ul> <p><b>Why BuildWithin?</b></p> <ul style="list-style-type: none"> <li>* Work remotely with a flexible schedule while being part of an innovative start up.</li> <li>* Gain valuable experience in office management and operations at a growing tech company.</li> <li>* Be an integral part of a collaborative, supportive team that values your contributions.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Buna Talk Cafe	2	Less than 10	<p>Preparing and serving coffee and tea beverages, ensuring each order meets the company's quality standards. Operating cash registers and credit card machines to process customer payments accurately and efficiently. Maintaining cleanliness and organization of the cafe, including cleaning tables, countertops, and equipment. Helping with food preparation, welcoming customers, serving meals, and answering any customers' questions. Tidying up the kitchen, stocking tables with dishes and restocking trays. Washing dishes, cleaning kitchen and equipment as needed. Assisting in the opening and close down of the kitchen at the end of the shift. Preparing and serving food, such as sandwiches, salads, baked goods and meat</p>
Private Sector	BunaTalkCafe (DUPLICATE)	0	0	<p>We are looking for a friendly and efficient Cashier/Food prep to join our team. The ideal candidate will be responsible for preparing and serving beverages and food, handling transactions, maintaining cleanliness, and ensuring a welcoming environment for customers. Key Responsibilities Prepare and serve coffee, tea, and other beverages according to company standards. Assist in food preparation, including sandwiches, salads, breakfast, ice cream Take customer orders, process payments, and handle cash and card transactions accurately. Maintain a clean and organized café, including countertops, and kitchen equipment. Wash dishes, restock food and items needed Monitor and replenish stock to ensure all menu items are available. Provide excellent customer service, answering any inquiries and assisting guests as needed. Assist with opening and closing procedures, ensuring all tasks are completed efficiently.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Busboys and Poets	1	Less than 10	The Bookstore & Events Intern will support operations at Busboys and Poets bookstores through hands on experience in bookselling, event production, and website evaluation. Interns will gain exposure to multiple facets of bookstore management, from inventory selection to community engagement, while also contributing to visual storytelling and brand presence online. This is a paid learning opportunity designed for youth participants interested in books, publishing, event planning, or cultural programming. Interns will shadow bookstore staff and leadership. Learn bookselling procedures and retail operations. Assist with in store event setup and documentation. Evaluate and provide feedback on the bookstore website. Participate in photography and visual merchandising activities.
Private Sector	Busboys and Poets	2	Less than 10	The Multimedia Marketing Intern will support the Busboys and Poets marketing team by assisting with the creation of engaging digital content, helping to manage social media platforms, and contributing to visual branding efforts across multiple channels. Under the guidance of the Multimedia Marketing Specialist, the intern will gain hands on experience in content development, campaign planning, and digital storytelling, all while supporting the organization's mission of promoting art, culture, and social justice. This is a hybrid position. Responsibilities include assisting with the creation of graphics, videos, and short form content for social media and web. Helping draft and schedule posts across Busboys and Poets' social media platforms. Gathering and organizing content from events, stores, and community engagement activities. Supporting updates to the website and reviewing content for consistency and accuracy. Participating in brainstorming sessions and creative reviews with the marketing team. Learning to track analytics and engagement metrics for performance reporting. This internship is ideal for a creative self starter interested in digital marketing, multimedia production, or community storytelling.
Private Sector	bw (DUPLICATE)	0	0	job



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Capital Cycle Camp	11	10	<p>Cycle Camp Counselor  Capital Cycle Camp is the place for you if you love being outside, mentoring the future generation, and love riding your bike. We are known for the great care we take with campers and employees alike. The Position We're looking for team members to handle the camp program on a daily basis. You will be in constant communication with the director and founder. This will be an hourly position that runs from June 23rd to August 1st. Pay is dependent on experience. Crew members can expect to work outside. (Monday Friday)  Requirements A candidate should be at least 15 years old. Have experience working with students and families. Have the ability to think on their feet and independently problem solve. Please apply if you are a highly reflective individual who works hard and loves working with kids and families. Responsibilities ? Assist manager with registration and onboarding each week of camp? Communicate consistently with families at pick up and drop off? Collaborate with and support your colleagues  The Location Capitol Hill Neighborhood, Washington, D.C. Exact location is TBD. Why Should You Apply? ? You love growing as a person. ? You find it rewarding to work with kids and families. ? Your ideal job is to be outside leading groups of kids on your bike. ? You are highly organized, hardworking, and responsible. Please send your resume and an email expressing interest to Curtis Taylor at <a href="mailto:capitalcyclecamp@gmail.com">capitalcyclecamp@gmail.com</a> .</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Capital Cycle Camp	3	Less than 10	<p>Capital Cycle Camp is the place for you if you love being outside, mentoring the future generation, and love riding your bike. We are known for the great care we take with campers and employees alike. The Position We're looking for team members to handle the camp program several times a week. You will be in constant communication with the director and Managers. This will be an hourly position that runs from June 26th to August 6th. Pay is dependent on experience. Crew members can expect to work 15 hours a week. (Monday Friday) Requirements A candidate should be at least 15 years old. Have experience working with students and families. Have the ability to think on their feet and independently problem solve. Please apply if you are a highly reflective individual who works hard and loves working with kids and families. Responsibilities ? Assist manager with registration and onboarding each week of camp? Communicate consistently with families at pick up and drop off? Collaborate with and support your colleagues</p> <p>The Location Capitol Hill Neighborhood, Washington, D.C. Exact location is TBD.</p> <p>Why Should You Apply? ? You love growing as a person. ? You find it rewarding to work with kids and families. ? Your ideal job is to be outside leading groups of kids on your bike. ? You are highly organized, hardworking, and responsible. Please send your resume and an email expressing interest to Curtis Taylor at <a href="mailto:capitalcyclecamp@gmail.com">capitalcyclecamp@gmail.com</a> .</p>
Private Sector	Capital Yacht Club	2	Less than 10	<p>A Dock Steward will meet and greet boat owners and guests, and is responsible for delivering and retrieving trash and recycle totes for daily pickup by waste management company. Washing deck furniture, pulling weeds, and hosing off the docks is routine maintenance.</p>
Private Sector	Capitol Smiles Pediatric Dentistry	4	Less than 10	<p>We're seeking someone friendly, organized and eager to learn to join our pediatric dental team. Responsibilities include greeting patients, scheduling appointments, verifying insurance, and supporting daily office operations. Ideal candidates are detail oriented, great with kids, and have strong communication skills.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Carmen's Pride & Joy Incorporated	0	Less than 10	Candidates will be responsible for providing assistance to a teacher in a Child Development facility. Assist the teacher and participating in the planning of the daily program. Maintain an attractive clean facility. Assist teacher in preparing educational materials required by implementing the daily plan. Assist teacher in implementing a developmentally appropriate curriculum. Assisting children with self care activities. Make progress reports on the children to the parents. Must complete all annual child development related training courses, attend conferences and other aspects of professional growth per year. Attend staff and parent meetings. Demonstrate, to the satisfaction of the director, the ability to work well with children. Serve meals.
Private Sector	Carolina Canyon Corporation ( Pri	2	Less than 10	Join the Youth STEM Program Interns! Offers hands on experience with camp counselor leadership, drones, virtual reality (VR), and 3D printing. Interns will attend workshops, develop career skills, and complete team projects while exploring exciting careers in STEM fields. No prior experience is needed — just curiosity and a willingness to learn! Build your skills, explore new industries, and prepare for your future!
Private Sector	Carolina Canyon Corporation ( Pri	9	Less than 10	Join the Youth STEM Program Interns! Offers hands on experience with camp counselor leadership, drones, virtual reality (VR), and 3D printing. Interns will attend workshops, build career skills, and complete team projects while exploring exciting careers in STEM. No prior experience is needed — just curiosity and a willingness to learn! Come build your skills, explore new industries, and prepare for your future!
Private Sector	Carolina Canyon Corporation ( Pri	57	30	Join the Youth STEM Program Interns! Offers hands on experience with camp counselor leadership, drones, virtual reality (VR), and 3D printing. Interns will attend workshops, build career skills, and complete team projects while exploring exciting careers in STEM. No prior experience is needed — just curiosity and a willingness to learn! Come build your skills, explore new industries, and prepare for your future!

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Carolina Canyon Corporation (CR)	20	22	<p>Are you a high school student curious about money, business, and building a successful future? Finance Pathways Future Finance Leaders is your chance to explore the exciting world of banking, investing, and financial careers — all while getting paid to learn! Over six action packed weeks, you'll build real world money skills, meet finance professionals, visit top colleges, and even travel on a week long industry tour, including a behind the scenes visit to Wall Street. If you're ready to invest in your future and discover where a career in finance can take you, Finance Pathways is where it all begins.</p>
Private Sector	Carolina Canyon Corporation (CR)	12	Less than 10	<p>Are you ready to level up your reading, writing, and confidence this summer? Carolina Canyon's Literacy Leaders Read. Reflect. Rise. is a dynamic six week program designed for DC youth ages 14–17 who are ready to sharpen their skills and tell their stories. From poetry and journaling to public speaking and digital storytelling, this isn't your average literacy class — it's an opportunity to find your voice, build your personal portfolio, and perform at our Community Literacy Showcase. Hosted at Trinity Washington University from June 23 to August 1, 2025, participants will engage in creative workshops, meet guest authors and spoken word artists. New this year, the program blends technology and literacy, giving you the chance to use digital tools to enhance your skills and create multimedia projects. Whether you're a writer, performer, or just looking to grow, this is your moment to Read. Reflect. Rise. We can't wait to see what you'll create!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Carolina Canyon Corporation (CR)	13	13	Are you ready to level up your reading, writing, and confidence this summer? Carolina Canyon’s Literacy Leaders Read. Reflect. Rise. is a dynamic six week program designed for DC youth ages 14–17 who are ready to sharpen their skills and tell their stories. From poetry and journaling to public speaking and digital storytelling, this isn’t your average literacy class — it’s an opportunity to find your voice, build your personal portfolio, and perform at our Community Literacy Showcase. Hosted at Trinity Washington University from June 23 to August 1, 2025, participants will engage in creative workshops, meet guest authors and spoken word artists. New this year, the program blends technology and literacy, giving you the chance to use digital tools to enhance your skills and create multimedia projects. Whether you're a writer, performer, or just looking to grow, this is your moment to Read. Reflect. Rise. We can’t wait to see what you’ll create!
Private Sector	Carolina Canyon Corporation (CR)	2	Less than 10	The Youth Camp Leader is responsible for supervising and engaging campers in a safe, fun, and educational environment. This role includes leading activities, ensuring camper safety, fostering positive group dynamics, and serving as a role model. The ideal candidate is energetic, responsible, and passionate about youth development, with strong communication and leadership skills.
Private Sector	CDMA Business Model (DUPLIC)	0	0	Your internship will give you an experience in Fashion Shoe Design Research color, graphic, material, retail & cultural trends as they relate to our Brand. Present findings to internal product team. Gain valuable experience through assisting the Apparel team at various stages of the product creation lifecycle. Assist in designing new, seasonally relevant styles that meet the product brief. Aid in graphic creation and strike off commenting as needed. Attend fittings and make updates to technical sketches and design boards as needed. Performs other duties as required/assigned by manager. Model Shoe Wear for Summer Campaign

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	CDMA Business Model (DUPLIC	0	0	Capture Images and Photos for Campaigns Maintain activity calendars and team schedules;Organize team meetings, calls, or other events, including sending out invitations and reminders, developing agendas, and managing room reservations, phone bridge lines, and other logistics; Attend meetings and events on behalf of a team in a note taking or administrative support capacity; Create and managing folders and filing systems on behalf of a team;
Private Sector	CDMA Business Model (DUPLIC	0	0	VIRTUAL POSITION Participants will be able to Create PSA's and Traffic Safety Awareness Videos/Announcements to perform a variety of duties in a film, television or media project, such as working in the production office performing administrative duties, or working on set with a filming crew as a support person for various tasks. In some cases, production interns run errands for the crew and talent on a project.
Private Sector	Charles Bergen Studios LLC	0	0	Artist/Architectural Design needed for public art practice run by an architect. This is my seventh year participating in the MBSYEP. This year is virtual. I am looking for an architectural student or art student to help me create the drawings required for public art projects. There will be a computer as well as hand drawing work to do, both technical for fabrication as well as renderings for presentations. Please see my website for example public art projects. <a href="http://www.charlesbergenstudios.com">www.charlesbergenstudios.com</a> There are three slots this year for this age group. One job position would be to make updates to my website and help me to develop marketing materials.
Private Sector	Charles Bergen Studios LLC	0	0	Artist/Architectural Design needed for public art practice run by an architect. This is my seventh year participating in the MBSYEP. This year is virtual. I am looking for an architectural student or art student to help me create the drawings required for public art projects. This year's project is a large public artwork made from waterjet cut aluminum that celebrates the life of note abolitionist Josiah Henson. There will be a computer as well as hand drawing work to do, both technical for fabrication as well as renderings for presentations. Please see my website for example public art projects. <a href="http://www.charlesbergenstudios.com">www.charlesbergenstudios.com</a>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Chela Mitchell Gallery	1	Less than 10	<p>Summer Youth Employment Art Gallery Assistant Chela Mitchell Gallery is seeking a motivated and creative Art Gallery Assistant for our summer youth employment program. This role offers hands on experience in the art world, assisting with exhibition setup, visitor engagement, and daily gallery operations. Responsibilities Greet and assist visitors, providing information about artists and exhibitions Help with gallery organization, inventory, and administrative tasks Assist in setting up and breaking down exhibitions and events Support social media and marketing efforts Maintain a clean and welcoming gallery space</p> <p>Qualifications Interest in art, museums, or creative industries Strong communication and organizational skills Ability to work independently and as part of a team Reliable and punctual This is a paid, part time summer position ideal for young individuals eager to gain experience in the arts.</p>
Private Sector	Chela Mitchell Gallery	2	Less than 10	<p>Summer Youth Employment Art Gallery Assistant Chela Mitchell Gallery is seeking a motivated and creative Art Gallery Assistant for our summer youth employment program. This role offers hands on experience in the art world, assisting with exhibition setup, visitor engagement, and daily gallery operations. Responsibilities Greet and assist visitors, providing information about artists and exhibitions Help with gallery organization, inventory, and administrative tasks Assist in setting up and breaking down exhibitions and events Support social media and marketing efforts Maintain a clean and welcoming gallery space</p> <p>Qualifications Interest in art, museums, or creative industries Strong communication and organizational skills Ability to work independently and as part of a team Reliable and punctual This is a paid, part time summer position ideal for young individuals eager to gain experience in the arts.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	CHI Squared, LLC	2	Less than 10	<p>Join the Eatopian Eats team and get hands on experience in food entrepreneurship! This is a unique opportunity to work alongside a seasoned chef and community focused business. As a Food Entrepreneurship Intern, you'll support day to day operations at our café and popup locations, learn about the farm to table process, assist with meal prep, customer service, and marketing, and gain valuable insight into what it takes to run a food business. Ideal for youth passionate about food, health, and community impact.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist with food prep and packaging</li> <li>Support café operations and vending machine restocks</li> <li>Participate in social media and marketing efforts</li> <li>Help with inventory and sourcing local ingredients</li> <li>Attend team meetings and entrepreneurship workshops</li> </ul> <p><b>What You'll Learn</b></p> <ul style="list-style-type: none"> <li>Fundamentals of running a food business</li> <li>Nutrition and seed to table food systems</li> <li>Customer service and business operations</li> <li>Entrepreneurship and branding basics</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Interest in food, business, or community work</li> <li>Reliable, team oriented, and eager to learn</li> <li>Able to work in a fast paced environment with a positive attitude</li> </ul>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	CHI Squared, LLC	1	Less than 10	<p>Absolutely! Here's a concise and compelling job description for a <b>Project Management Intern</b> position at <b>CHI Squared, LLC</b> as part of the MBSYEP program. Join CHI Squared, LLC—an innovative, quality driven project management company that powers events and brand experiences across DC and beyond. As a Project Management Intern, you'll gain hands on experience in event planning, logistics, and operations. You'll assist with real projects, learning how to coordinate details from concept to execution while supporting client success behind the scenes.</p> <p><b>Key Responsibilities</b> Support planning and logistics for events and marketing activations Assist with creating timelines, task lists, and budgets Help with vendor research, communications, and follow ups Attend team meetings and take notes/action items</p> <p>Contribute to marketing, branding, and social media support Participate in project debriefs and strategy sessions</p> <p><b>What You'll Learn</b> Core project management tools and skills How to run events from concept to clean up Client relations and vendor coordination Time management, communication, and leadership in action</p> <p><b>Qualifications</b> Interest in business, events, or creative problem solving Organized, reliable, and detail oriented Strong communication and teamwork skills Curious and ready to grow in a fast paced environment</p>
Private Sector	Christ Child Society DC	2	Less than 10	<p>Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans for daily activities. Organizes and leads various small and large group activities.</p>
Private Sector	Christ Child Society DC	3	Less than 10	<p>Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans for daily activities. Organizes and leads various small and large group activities.</p>
Private Sector	Christ Child Society DC	8	Less than 10	<p>Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans for daily activities. Organizes and leads various small and large group activities.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Christ Child Society DC	3	Less than 10	Supervises campers and ensures their safety, development, growth, skill achievement, and general well being. Maintains a schedule for camp participants. Facilitates and creates lesson plans for daily activities. Organizes and leads various small and large group activities.
Private Sector	Christian Brothers For Life LLC	0	0	CBFL is looking to expand its event management services, particularly focusing on its popularFoam Party business, Foamboree, which has been gaining popularity in recent years. As the company aims to scale up, there is a need to improve operational efficiency and ensure consistent, high quality service delivery for larger events. This project offers interns the opportunity to take ownership of key tasks in the management of Foamboree events, contributing directly to the company's growth and success. By streamlining planning, coordination, and execution processes, the interns will help CBFL address the challenges of scalability and workflow optimization. The expansion of Foamboree is not only valuable to the company but also to the local community, as it offers a unique and engaging entertainment option that brings people together and boosts tourism.
Private Sector	CitiLife Development, LLC	0	0	Event & Marketing Coordinators are responsible for overseeing particular tasks throughout the event planning process and contributing to creative event marketing efforts. Duties may include communicating with CLIENTS to understand event mission/visions/themes vetting VENDORS photography, catering, transportation, etc; recommending the right vendor for client projects work with CREATIVE TEAM to develop scripts and edit video content for event promos participate in planning, logistics, set up and breakdown for client events (in person, as permitted).

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	City Dogs Daycare	6	Less than 10	Staff member will assist front desk with check in and check out of all dogs. Give dogs daily walks. Prepare lunch and dinners. Help with dog baths and brushing. Playroom attendants will help keep playrooms clean and safe for all pups. Front desk assistant will also help answer the phone and check out dog supply purchases. This is a great opportunity for dog lovers, students interested in becoming vet techs or veterinarians. Also great for students considering careers in pet grooming.
Private Sector	City Dogs Daycare	6	Less than 10	Staff member will assist front desk with check in and check out of all dogs. Give dogs daily walks. Prepare lunch and dinners. Help with dog baths and brushing. Playroom attendants will help keep playrooms clean and safe for all pups. Front desk assistant will also help answer the phone and check out dog supply purchases. This is a great opportunity for dog lovers, students interested in becoming vet techs or veterinarians. Also great for students considering careers in pet grooming.
Private Sector	City Dogs Daycare	1	Less than 10	Staff member will assist front desk with check in and check out of all dogs. Give dogs daily walks. Prepare lunch and dinners. Help with dog baths and brushing. Playroom attendants will help keep playrooms clean and safe for all pups. Front desk assistant will also help answer the phone and check out dog supply purchases. This is a great opportunity for dog lovers, students interested in becoming vet techs or veterinarians. Also great for students considering careers in pet grooming.
Private Sector	Clear Stream	0	0	<b>BUSINESS OPERATIONS SPECIALIST</b> Job Description Your responsibilities will include Data Management, Social Media, & Research Assist with data entry, building reports, and gathering industry information, Digital Media Strategy, Assisting Daily Operations, Ad Hoc Tasks Contribute to various ad hoc tasks as needed, allowing you to gain a holistic understanding of our company. This will also include executive support to our CEO.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Cold Stone Creamery	10	Less than 10	Assist customers with the creation of their premium ice cream experience. Clean front/back of house and bathrooms intermittently, wash dishes and clean surfaces of store.
Private Sector	Cold Stone Creamery	20	Less than 10	Family friendly ice cream parlor. Task include greeting customers in a courteous, timely manner and taking customer orders accurately. Other tasks include cleaning front/back of the house.
Private Sector	Cold Stone Creamery	2	Less than 10	Family friendly ice cream parlor. Task include greeting customers in a courteous, timely manner and taking customer orders accurately. Other tasks include cleaning front/back of the house.
Private Sector	Cold Stone Creamery	2	Less than 10	Assist customers with the creation of their premium ice cream experience. Clean front/back of house and bathrooms intermittently, wash dishes and clean surfaces of store.
Private Sector	Cold Stone Creamery	3	Less than 10	Family friendly ice cream parlor. Task include greeting customers in a courteous, timely manner and taking customer orders accurately. Other tasks include cleaning front/back of the house.
Private Sector	Cold Stone Creamery	10	Less than 10	Family friendly ice cream parlor. Task include greeting customers in a courteous, timely manner and taking customer orders accurately. Other tasks include cleaning front/back of the house.
Private Sector	Community Tech LLC	0	0	Manage and coordinate calendars, including scheduling appointments, meetings, and travel arrangements for the team and leadership. Answer phone calls, respond to emails, and handle inquiries in a professional and timely manner. Draft, proofread, and edit internal and external communications. prepare, organize, and maintain documents, reports, presentations, and other office materials. Ensure proper filing and retrieval systems are in place. Maintain a clean and organized office environment, including ordering office supplies, managing office equipment, and coordinating office maintenance as needed

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Community Tech LLC	0	0	<p>Assist in implementing pre built AI models and tools into existing business workflows            Configure and customize AI solutions to meet specific business requirements            Document integration processes, best practices, and troubleshooting procedures            Monitor AI system performance and identify areas for improvement            Support end users with training and technical assistance            Collaborate with data scientists, engineers, and business stakeholders            Keep up to date with emerging AI technologies and integration methods</p>
Private Sector	Community Tech LLC	0	0	<p>responsible for designing, developing, and bringing interactive gaming experiences to life. You will work on the full game development lifecycle, from concept and design to coding, testing, and release. Your focus will be on creating engaging and immersive games that captivate players, push boundaries, and exceed expectations. Collaborate with cross functional teams to design and develop gameplay concepts, mechanics, and systems that enhance user experience and drive engagement. Create and test prototypes of game ideas, incorporating feedback and iterating on designs to refine gameplay and mechanics.</p>
Private Sector	Community Tech LLC	0	0	<p>first point of contact for our customers, addressing their inquiries, resolving issues, and ensuring a positive customer experience. Your ability to provide helpful, efficient, and empathetic service will be essential in maintaining high customer satisfaction and loyalty. Maintain a thorough understanding of the company's products and services to effectively assist customers with product recommendations, troubleshooting, and technical support. Help customers with account related inquiries, including billing, account updates, and membership or subscription management</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Community Tech LLC	0	0	In this role, you will be responsible for developing, executing, and optimizing digital content strategies across various online platforms, including social media, websites, blogs, and email marketing. Your primary goal will be to drive engagement, increase brand visibility, and ensure that content aligns with overall marketing objectives. Create and implement comprehensive digital content strategies that align with our brand voice, target audience, and marketing goals. Oversee the creation of high quality, engaging, and shareable content for websites, blogs, social media, newsletters, and other digital platforms.
Private Sector	Community Tech LLC	0	0	responsible for creating visually compelling designs across a variety of digital and print media. You will collaborate with marketing, branding, and product teams to bring our brand identity to life, ensuring consistency, creativity, and quality across all visual assets. Create high quality, original graphics, illustrations, and layouts for digital and print projects that communicate messages clearly and attractively. Ensure all designs align with the company's brand guidelines and maintain a consistent, professional visual identity across all platforms and communication channels
Private Sector	Community Tech LLC	0	0	Provide first line support for internal users, troubleshooting and resolving issues related to hardware, software, networking, and peripheral devices (printers, monitors, etc.). Log, prioritize, and manage technical support requests via help desk tickets, phone, or email. Ensure timely resolution and escalate complex issues to senior IT team members when necessary. Assist in the setup, installation, and configuration of computer systems, software, and network equipment for new and existing employee. Regularly perform updates, patches, and general maintenance on hardware and software systems. Ensure devices are secure and operating at peak performance.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Concept Creative Group, LLC	0	0	<p><b>About Us</b>At Concept Creative Group, LLC (CCG), we are dedicated to providing research, training, and strategic advisory solutions that leverage evidence based frameworks. Our mission is to help socially and economically disadvantaged individuals (SEDI) and entrepreneurs implement family- and community-focused wealth transfer strategies. Our clients and partners include entrepreneur support organizations, ecosystem builders, and policymakers committed to advancing global competitiveness through inclusive programming centered on Belonging, Racial Access, Historical Context, and Wealth Equity.</p> <p><b>Position Overview</b>We are seeking a motivated and enthusiastic Virtual Business Development Intern to join our team. This position is ideal for a college aged learner passionate about business development, social equity, and inclusive economic growth. As an apprentice, a primary focus will be on professional development through active participation in business development activities. The intern will support our business development efforts, assisting in expanding our reach and impact.</p> <p><b>Responsibilities</b>Conduct market research to identify potential clients and partners. Assist in developing and executing business development strategies. Support the preparation of proposals, presentations, and marketing materials. Engage with prospective clients and partners through email, phone, and virtual meetings. Maintain and update the customer relationship management (CRM) system. Collaborate with the team to plan and organize virtual events and webinars. Analyze business development data and report on key metrics. Provide administrative support as needed. Utilize the internet to conduct research that will enhance the language and skillset needed to write professional emails, memos, and other business related articles.</p> <p><b>Major Deliverables</b>Comprehensive market research reports. Drafting and</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Corcoran Jennison Management	1	Less than 10	<p>The Townhomes on Capitol Hill is a cooperative housing development located in the SE quadrant. There are 136 units of mixed income housing and 6 units that were purchased (homeowners). This position will have primary responsibility to the Member Services Director. Responsibilities entails assistance in the management of the leasing office filing, copying, data entry, shredding, sorting, setting up for events, record keeping, creating reports, transcribing meeting notes and research. Position requires individual to physically be able to lift, bend and reach, walk steps. Experience needed includes, office machinery, customer service, good organization skills, business writing, use of Microsoft Office and attention to detail.</p>
Private Sector	CORE	1	Less than 10	<p>As a Client Services Assistant at CORE DMV, you'll help keep our operations organized and ensure clients have a smooth, professional experience—especially during our virtual sessions and programs. You'll gain real world administrative and customer service skills in a supportive, tech forward environment. In this role, you'll use a company issued phone to answer and log incoming calls, taking clear, detailed messages for our team. Help maintain client records by updating contact information and organizing digital forms. Manage our event calendar on the CORE DMV website, making sure all upcoming virtual events, programs, and speaking engagements are accurately listed. Greet clients and assist with check ins during virtual events and coaching sessions, helping them feel welcome and supported online. Support the team with general admin tasks to keep things running smoothly behind the scenes. This internship is great for someone who enjoys helping others, is comfortable using technology, and wants to build professional communication, digital organization, and time management skills. You'll walk away more confident and ready for future office or customer service roles.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	CORE	1	Less than 10	<p>As a Community Engagement Specialist at CORE DMV, you'll help expand our impact by building and nurturing relationships with community partners, schools, and nonprofits. Your mission? Connect us with the people who need our financial empowerment programs most. In this role, you'll</p> <ul style="list-style-type: none"> <li>• Assist in identifying and reaching out to potential community partners for workshops and events</li> <li>• Coordinate communication with schools, nonprofits, and local organizations to promote FinLit programs</li> <li>• Help manage partner relationships by scheduling meetings, following up, and supporting program execution</li> <li>• Represent CORE DMV at select community events or meetings with the supervision of senior staff</li> <li>• Collaborate with the Marketing and Program Support teams to ensure partner engagement is aligned with upcoming events</li> </ul> <p>This position is ideal for someone who enjoys networking, has strong communication skills, and wants to make a real impact through community engagement and relationship building. You'll gain experience in public relations, partnership development, nonprofit collaboration, and outreach strategy—skills that are key to advancing in mission driven work.</p>
Private Sector	CORE	1	Less than 10	<p>As a Community Engagement Support Assistant, you'll work alongside our lead specialist to help us connect with schools, nonprofits, and local organizations. You'll be part of the team that spreads financial empowerment through real community partnerships. In this role, you'll</p> <ul style="list-style-type: none"> <li>• Assist with outreach efforts by helping draft emails, organize contact lists, and prepare materials</li> <li>• Join partner meetings or events to observe and learn how collaborations are built</li> <li>• Help follow up with partners and keep records organized in shared files</li> <li>• Support the setup of community engagement activities and prepare for upcoming workshops</li> <li>• Learn how to use digital tools to track communication and engagement efforts</li> </ul> <p>This role is great for someone interested in community work, public speaking, networking, or nonprofit careers. You'll build skills in communication, teamwork, organization, and outreach while getting firsthand experience in what it takes to build trusted relationships that make a difference.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	CORE	1	Less than 10	We're searching for a driven Marketing Assistant to join our team via the Summer Youth Employment Program (SYEP). This role involves collaborating closely with our CEO to bolster diverse marketing endeavors, fostering brand visibility, attracting fresh clientele, and amplifying awareness of our services.
Private Sector	CORE	1	Less than 10	<p>As a Program Support Assistant at CORE DMV, you'll play an essential role in bringing our community events and financial literacy workshops to life. You'll support both the planning and execution of events—gaining hands on experience in community engagement, operations, and event coordination. Your responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Assisting with event prep, including confirming logistics with internal team members, partners, speakers, and volunteers</li> <li>• Coordinating with our Creative Media Production Assistant to ensure photo/video needs are aligned with the event plan</li> <li>• Communicating with the point of contact (POC) when we're attending or speaking at external events to confirm arrival times, materials, and expectations</li> <li>• Helping set up tables, signage, and materials before each event</li> <li>• Checking in attendees and making them feel welcome</li> <li>• Assisting with event activities and collecting participant feedback afterward</li> <li>• Supporting post event wrap up including packing, inventory, and thank you follow ups</li> </ul> <p>This role is perfect for someone who enjoys being part of a fast paced team, is detail oriented, and loves working with people. You'll walk away with stronger skills in communication, event logistics, leadership, and community outreach—plus, you'll see the real impact of your efforts up close.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	CORE	5	Less than 10	As a Program Support Assistant, you'll be a key part of the CORE DMV team helping us bring events and workshops to life! You'll work closely with our lead Program Support Assistant to prepare for and run community events that teach important money skills in fun and engaging ways. In this role, you'll help prepare materials, handouts, and giveaways before events. Assist with setup tasks like placing signs, arranging tables, and organizing supplies. Greet participants with a positive attitude and help them check in. Assist during activities by handing out supplies or guiding attendees. Help collect surveys and feedback after each event. Support cleanup and packing up materials once events are done. Be a helpful teammate during planning and communication. You'll build skills in teamwork, customer service, time management, and event planning, all while gaining confidence in professional settings. This role is perfect if you enjoy helping people, being organized, and learning how events come together behind the scenes. Plus, you'll be surrounded by mentors who want to see you win.
Private Sector	CORE	1	Less than 10	As a Marketing & Social Media Representative at CORE DMV, you'll support our digital team in sharing our story and impact online. You'll help bring our events and message to life by supporting the planning, captioning, and scheduling of social media content. In this role, you'll • Use CORE DMV's AI bots to help generate captions for social media posts created by our Marketing Specialist • Help brainstorm creative content ideas that align with our message and audience • Assist in organizing photos and videos taken by the Creative Media Production Assistant • Support scheduling posts on platforms like Instagram and TikTok using planning tools • Learn about brand voice, hashtags, engagement strategies, and digital marketing best practices This is a great opportunity for someone who loves social media, has a creative eye, and wants to learn how to use digital tools for professional branding. You'll gain experience in content creation, marketing strategy, branding, and planning—all while helping us connect with our growing audience online.
Private Sector	Corner Cafe LLC	2	Less than 10	Scooping Ice Cream Greeting Guess Making Milk Shakes Filler Bagger

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Corner Cafe LLC	10	Less than 10	Scooping Ice Cream Greeting Guest Making Milk Shakes Filler Bagger
Private Sector	Corner Cafe LLC	2	Less than 10	Making ice cream cones and milk shakes speciality milk shakes and ice cream
Private Sector	Corner Cafe LLC	0	0	Answering phone Assisting stylist with client
Private Sector	Corner Cafe LLC	3	Less than 10	Answering phone Assisting stylist with customers
Private Sector	Covington Material & Supply Co.	2	Less than 10	Covington Supply Co. is a leading supplier of high quality, sustainable building materials. We're looking for creative and motivated youth to help bring our brand to life through engaging digital content. If you love social media, have a passion for storytelling, and want hands on experience in marketing, this is the perfect opportunity for you. Responsibilities Create fun, engaging, and informative content for TikTok, Instagram, YouTube, and Facebook. Assist in capturing high quality images and videos of building materials, project highlights, and behind the scenes moments. Develop creative ideas to promote green building solutions and sustainable materials. Edit videos and photos using Canva, CapCut, iMovie, or other editing tools. Stay updated on social media trends and suggest fresh, innovative content ideas. Help write captions, blog posts, and descriptions that align with our brand voice. Engage with online followers, respond to comments, and contribute to community building. Qualifications Passion for social media, content creation, and storytelling. Experience using TikTok, Instagram Reels, YouTube Shorts, and other platforms. Basic video/photo editing skills (no professional experience required—just creativity). Interest in sustainability, construction, or home improvement is a plus. Strong communication skills and ability to work independently. Enthusiastic, adaptable, and eager to learn.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Crescere Consulting	0	0	Responsibilities Assist in developing, testing, and maintaining server side applications and APIs. Work with databases (SQL and NoSQL) to store, retrieve, and manage data efficiently. Implement RESTful APIs and support integration with frontend applications. Optimize backend performance, scalability, and security. Debug and resolve backend issues to ensure smooth functionality. Collaborate with frontend developers, designers, and other team members. Write clean, maintainable, and well documented code.
Private Sector	Crescere Consulting	0	0	Assist in managing, querying, and analyzing databases using SQL and other tools. Perform data extraction, transformation, and loading (ETL) for various business needs. Work with relational databases (PostgreSQL, MySQL, SQL Server, etc.) and NoSQL databases (MongoDB, Firebase, etc.). Support the team in optimizing database performance and query efficiency. Conduct exploratory data analysis (EDA) to identify trends and patterns. Create data visualizations and dashboards using tools like Tableau, Power BI, or Matplotlib. Assist in automating data workflows and ensuring data integrity. Document database structures, queries, and data processing methods.
Private Sector	Crescere Consulting	0	0	Responsibilities Assist in developing responsive, user friendly web interfaces using HTML, CSS, and JavaScript (React, Vue, or Angular preferred). Work closely with designers and backend developers to implement UI/UX designs. Debug and optimize frontend performance for a seamless user experience. Write clean, maintainable code and follow best practices. Collaborate in code reviews and contribute to feature development. Stay up to date with emerging frontend technologies and frameworks.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Crowned In Resilience Collective	3	Less than 10	<p>The Assistant Camp Director plays a vital leadership role in the Roots &amp; Resilience Summer Camp, ensuring the smooth operation of daily programming while supporting staff, campers, and community partners. This individual will assist in program execution, manage logistics, oversee staff performance, and ensure the camp provides a safe, enriching, and structured environment for all participants. The ideal candidate is highly organized, energetic, and passionate about youth development, environmental education, and community engagement.</p> <p><b>Key Responsibilities</b></p> <p><b>Program Implementation &amp; Logistics</b> Assist the Camp Directors in executing and managing all aspects of camp operations, including daily schedules, special events, and field trips. Ensure camp activities align with the mission of Roots &amp; Resilience, focusing on environmental stewardship, leadership development, and wellness. Supervise the setup and breakdown of activities, ensuring proper use and care of all materials and equipment. Coordinate field trips and community service projects, handling transportation logistics and scheduling.</p> <p><b>Staff Supervision &amp; Leadership</b> Support the Camp Directors in managing and mentoring Junior Camp Counselors (ages 14-18) and Senior Camp Counselors (ages 21-24). Serve as the primary point of contact for staff, providing guidance, feedback, and conflict resolution as needed. Lead morning meetings to ensure staff are informed, prepared, and motivated for the day's activities. Assist in evaluating staff performance and provide constructive feedback to ensure quality programming.</p> <p><b>Camper Engagement &amp; Safety</b> Foster a welcoming, inclusive, and supportive environment for all campers, ensuring high levels of participation and engagement. Act as a key support figure for campers, helping to address behavioral challenges and encourage positive interactions. Enforce all camp rules, safety guidelines, and emergency</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Crowned In Resilience Collective	8	Less than 10	<p>Junior Camp Counselors are responsible for supporting camp staff in facilitating daily activities, assisting younger campers, and creating a fun, inclusive, and safe environment at the Roots &amp; Resilience Summer Camp. This is an excellent leadership development opportunity for teens looking to gain experience in mentorship, environmental education, recreation, and community service.</p> <p><b>Responsibilities</b> Assist in supervising younger campers (ages 6-13) during camp activities and field trips. Support camp staff in setting up and cleaning up after activities, meals, and events. Actively participate in and lead small group activities such as arts &amp; crafts, gardening, recreational games, and team building exercises. Serve as positive role models, demonstrating respect, teamwork, and responsibility. Help manage group transitions between activities and maintain a structured, engaging atmosphere. Provide assistance during mealtime, ensuring a smooth and organized experience for all campers. Foster an inclusive environment by encouraging all campers to participate and make new friends. Assist with administrative tasks such as attendance tracking and supply distribution. Follow all camp safety procedures and policies while ensuring campers' well-being.</p> <p><b>Qualifications</b> Enthusiastic, responsible, and willing to learn. Interest in working with children and being part of a fun, interactive camp experience. Strong leadership and communication skills. Ability to work well in a team setting and take initiative when needed. Reliable and punctual with a positive attitude. No prior experience required, but experience with babysitting, coaching, youth programs, or volunteer work is a plus.</p> <p><b>Benefits</b> Earn community service hours. Gain leadership experience and youth development skills. Receive mentorship from experienced camp staff and senior counselors. Opportunity to receive letters of recommendation for future jobs, scholarships, or college.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Crowned In Resilience Collective	3	Less than 10	<p>The Maintenance Assistants will be responsible for maintaining the building and grounds, during and after camp hours. They will perform a variety of tasks, including cleaning, basic repairs, groundskeeping, painting and assisting with special events. Key Duties and Responsibilities</p> <p><b>Maintenance and Cleaning</b> Sextons are responsible for cleaning the interior and exterior of the church, including meeting rooms, restrooms, floors, and grounds. Preparing the Church They prepare the church for worship services, meetings, and special events, including setting up furniture, arranging seating, and ensuring the space is clean and tidy. <b>Groundskeeping</b> Maintaining the church grounds, including mowing lawns, removing debris, and keeping the area tidy. <b>Safety and Security</b> Opening and closing the church, arming and disarming security systems, and ensuring the safety of the building and its occupants. <b>Minor Repairs</b> Performing minor repairs and maintenance tasks, such as changing light bulbs, changing A/C filters, and making small carpentry repairs. <b>Event Assistance</b> Assisting with events, such as weddings, concerts, or lectures, by setting up and breaking down equipment, arranging furniture, and providing other support as needed. <b>Visitor and Camp Support</b> Responding to visitors in a courteous and professional manner, providing directions, and assisting with any needs they may have. <b>Additional Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Reporting maintenance and repair needs to the church administrator or Camp Directors.</li> <li>• Interacting with vendors and contractors who are working on the church property.</li> </ul> <p><b>Skills and Qualifications</b></p> <ul style="list-style-type: none"> <li>• Physical ability to perform a variety of tasks, including lifting, bending, and climbing.</li> <li>• Basic carpentry, painting, and cleaning skills.</li> <li>• Ability to use power tools and equipment.</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• A willingness to learn and adapt to new tasks.</li> </ul>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Crowned In Resilience Collective	12	17	<p>The Senior Camp Counselor plays a critical leadership role in overseeing the daily camp experience, mentoring Junior Counselors, and ensuring that all activities run smoothly and safely. This role requires maturity, leadership, and a passion for youth development and community engagement. Responsibilities Lead and facilitate camp activities, including environmental education, gardening, arts &amp; crafts, team building, sports, and wellness programs. Supervise Junior Counselors and provide guidance, mentorship, and support. Ensure the safety and well being of all campers by enforcing camp rules and safety procedures. Lead morning briefings and daily check ins with staff and campers. Act as a mentor to campers, fostering a positive, respectful, and inclusive environment. Assist with behavior management and conflict resolution, ensuring a respectful and safe space for all participants. Support the Camp Directors in coordinating logistics for field trips, special events, and guest instructors. Maintain attendance records and document key moments and highlights for program evaluations. Communicate effectively with parents, staff, and camp leadership as needed. Qualifications Previous experience working with children, youth programs, summer camps, or related fields. Strong leadership, problem solving, and communication skills. Ability to work well in a team, delegate tasks, and manage groups of young people. Energetic, responsible, patient, and adaptable in a fast paced environment. Passion for mentorship, environmental education, and youth development. CPR/First Aid certification preferred (training may be provided). Background check required. Benefits Hands on leadership and youth development experience. Networking and mentorship opportunities. Valuable experience for careers in education, recreation, social work, or environmental studies. Ability to make a meaningful impact on the lives of young campers.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Crystal Child Development Center	1	Less than 10	<p>Duties and Responsibilities of Teacher Assistants Summary Assists teachers with curriculum planning, supervision, and teaching of children or adults in a classroom setting; assists in presenting and reinforcing learning concepts.</p> <ul style="list-style-type: none"> <li>• Assist in planning and preparing activities (i.e., Learning Centers, curriculum implementation, art projects, story time) per lead teacher's direction.</li> <li>• Assist as needed with decorating, reorganizing, and keeping the classroom refreshed and relevant.</li> <li>• Collaborate with teachers to monitor the development of each child</li> <li>• Work with each child to promote their individual learning goals</li> <li>• Keep classroom supplies and materials organized</li> <li>• Assist classroom circle time as requested by Lead Teacher</li> <li>• Maintain positive and clear communication with supervisor</li> <li>• Embrace our philosophy, teaching style, and behavior management techniques</li> <li>• Help keep the teacher workroom/resource room neat &amp; tidy and keep the classroom clean (countertops cleaned, supplies in proper bins, etc).</li> <li>• Arrive for work and meetings prepared and on time</li> <li>• Provides support to the teacher to ensure a safe and stimulating educational environment.</li> <li>• Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.</li> <li>• Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.</li> <li>• Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.</li> <li>• Assists children individually or in groups, with lesson assignments to present or reinforce learning concepts.</li> <li>• Performs miscellaneous job related duties as assigned</li> </ul> <p>Knowledge, Skills and Abilities Required for all Workers</p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively, both orally and in writing.</li> <li>• Ability to understand and follow safety procedures.</li> <li>• Ability to understand and follow specific instructions and procedures.</li> <li>• Child supervision skills.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Crystal Child Development Center	2	Less than 10	<p>Duties and Responsibilities of Teacher Assistants Summary Assists teachers with curriculum planning, supervision, and teaching of children or adults in a classroom setting; assists in presenting and reinforcing learning concepts.</p> <ul style="list-style-type: none"> <li>• Assist in planning and preparing activities (i.e., Learning Centers, curriculum implementation, art projects, story time) per lead teacher's direction.</li> <li>• Assist as needed with decorating, reorganizing, and keeping the classroom refreshed and relevant.</li> <li>• Collaborate with teachers to monitor the development of each child</li> <li>• Work with each child to promote their individual learning goals</li> <li>• Keep classroom supplies and materials organized</li> <li>• Lead classroom circle time as requested by Lead Teacher</li> <li>• Attend required staff meetings</li> <li>• Maintain positive and clear communication with Lead Teacher and Director</li> <li>• Assist in preparing for Parent Teacher conferences</li> <li>• Embrace our philosophy, teaching style, and behavior management techniques</li> <li>• Help keep the teacher workroom/resource room neat &amp; tidy and keep the classroom clean (countertops cleaned, supplies in proper bins, etc).</li> <li>• Arrive for work and meetings prepared and on time</li> <li>• Provides support to the teacher to ensure a safe and stimulating educational environment.</li> <li>• Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.</li> <li>• Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.</li> <li>• Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.</li> <li>• Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.</li> <li>• Assists children individually or in groups, with lesson assignments to present or reinforce learning concepts.</li> <li>• Performs miscellaneous job related duties as assigned</li> </ul> <p>Knowledge, Skills and Abilities Required for all Workers</p>
Private Sector	Curls, Cuts, & Colour	1	Less than 10	<p>To provide exceptional customer service by greeting clients, providing information on goods and services over the phone, promoting the sale of hair care and retail products, assisting in social media marketing, and assisting in upkeep on the salon with tidying responsibilities.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Cycletopia WDC LLC dba Bicycle	0	0	Assist with daily store operations and customer service. Tasks include maintaining the retail areas, greeting and helping customers in their purchase decisions, answering the phone, and assisting other employees in inventory tasks. Employees are expected to be able to use computer based systems that require typing and language proficiency, participate in operational process and product knowledge training to gain the skills necessary to service customer needs, and help maintain the shop workspace. Light physical tasks include cleaning and merchandise and display upkeep. An enthusiasm for bicycles, a great teamwork focused attitude, and desire to exceed the expectations of our customers are a must; we can help develop the skills needed to achieve these goals.
Private Sector	DC GoGreen LLC	1	Less than 10	Be able to lift bulky items, operate small landscape equipment, etc. Loading and offloading merchandise to and from work areas Ensuring that the work area is clean, safe, organized, and well maintained. Maintaining high quality standards by working effectively and efficiently to meet productivity goals. Complete general cleaning and maintenance. Tracking and recording the number of materials received and circulated Taking charge of the transportation of merchandise between receiving stations, warehouse, and production areas Putting up precaution or warning signs such as signposts and cones for vehicles and passersby Reporting issues with equipment or unsafe conditions.
Private Sector	DC GoGreen LLC	4	Less than 10	Be able to lift bulky items, operate small landscape equipment, etc. Loading and offloading merchandise to and from work areas Ensuring that the work area is clean, safe, organized, and well maintained. Maintaining high quality standards by working effectively and efficiently to meet productivity goals. Complete general cleaning and maintenance. Tracking and recording the number of materials received and circulated Taking charge of the transportation of merchandise between receiving stations, warehouse, and production areas Putting up precaution or warning signs such as signposts and cones for vehicles and passersby Reporting issues with equipment or unsafe conditions.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	DC Life Safety LLC	0	0	You will assist general and senior technicians on job sites to repair, replace, and install fire alarm panels and equipment in a variety of buildings throughout the DC Area.
Private Sector	De La Villa Productions LLC	0	0	Key responsibilities of an actor include Reading and interpreting scripts Understanding the character and the storyline to portray the role accurately. Rehearsing lines and actions Practicing dialogue, gestures, and movements to deliver the best performance. Performing in front of the camera or live audience Bringing the character to life through acting, whether on stage or on screen. Collaborating with directors, producers, and other actors Taking direction and working as part of a team to achieve the vision of the production. Auditioning Attending casting calls to be considered for various roles. Adapting to different roles and settings Playing a wide range of characters in different genres or formats, from comedy to drama or action.
Private Sector	De La Villa Productions LLC	0	0	Will appear in film (pilot) but does not have a speaking role or prominent part. Primary job is to fill out the background of a scene to make it feel more realistic, such as walking in a crowd, sitting in a class.
Private Sector	De La Villa Productions LLC	0	0	Responsible for supporting the production team in various tasks. This includes assisting with set preparation, managing equipment, coordinating logistics, handling paperwork, and providing general support to crew members to ensure the production runs smoothly. PAs often work on set, in the office, or behind the scenes, helping with anything that needs to be done to keep the production process on track.
Private Sector	Deanwood Cafe	3	Less than 10	Perform routine food services activities such as; performing cashier duties, stocking inventory on sales floor and back stock, preparing orders for customer, and maintaining cleanliness of food service facility. Service clerk will demonstrate great customer service.
Private Sector	Delon Hampton & Associates, Cha	1	Less than 10	<ul style="list-style-type: none"> <li>• Assist in the design work for all aspects of engineering projects including layout, grading, earthwork, storm drain, septic, sanitary sewer, water, storm water management, and erosion/sediment control;</li> <li>• Participate in field investigations to determine existing conditions;</li> <li>• Partake in the process of permitting and completion of as constructed/as built drawings; and</li> <li>• Assist with drafting technical specifications.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Delon Hampton & Associates, Cha	2	Less than 10	Must have the ability to operate a computer and the following software* Excellent verbal and written communication skills.* Excellent organizational skills and attention to detail.* Ability to create and maintain complex files and written documents.* Thorough understanding of office practices and procedures; knowledge of or ability to quickly learn any applicable departmental or organizational rules and regulations.* Ability to type at least 40 WPM. • Extremely proficient with Microsoft Office Suite or related software. • Must be able to file alphabetically and/or numerically.
Private Sector	Designs By Tatanka LLC	0	0	Intern will cover the following duties but will not be limited to the following.* Data Entry into programs like Hubspot CRM, Our Google Work Space* Sales Cold Sales, Customer Success and Building* HelpDesk Support* Field Engineering Going to customer sites and repair and troubleshooting customer devices and infrastructure* Marketing Google SEO, Google My Business, Managing our social Media Presence* Provide Technical support to our customers and internal staff* Build and monitor our internal networks* Build our AI systems * Build our Odoo ERP system* Assist the Owner in Day to day operations of the business
Private Sector	Devine LLC	3	Less than 10	Devine Power is designed for young women (ages 13–18) who are interested in exploring their passions, learning about the beauty profession, building life and career skills, and connecting with mentors and peers. Through interactive workshops, engaging discussions, creative projects, and community building activities, participants will walk away feeling more confident, capable, and empowered to shape their futures
Private Sector	Devine LLC	8	Less than 10	Devine Power is designed for young women (ages 14–18) who are interested in exploring their passions, learning about the beauty profession, building life and career skills, and connecting with mentors and peers. Through interactive workshops, engaging discussions, creative projects, and community building activities, participants will walk away feeling more confident, capable, and empowered to shape their futures

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Direct Care Home Health Services	1	Less than 10	<p>The Office Intern assists with general office, HR, IT, and Marketing activities as determined and directed by the Human Resource Office Manager (HROM). Additionally, the Office Intern shall assist and work with the Adult and Pediatric Clinical Services administrators and staff as well as outside vendors as required. The Office Intern will be responsible for assisting the staff with general office, but not limited to, research, data entry, filing and general coordination.</p> <p><b>Duties &amp; Responsibilities</b></p> <ul style="list-style-type: none"> <li>· Assist in managing the flow of paperwork.</li> <li>· Assist and facilitate staff as necessary.</li> <li>· Assist with business development matters including marketing material preparation.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>· Interest in developing organizational skill and problem solving ability; specifically, the ability to work as self starter especially as it relates to calling on resources to support clinical services.</li> <li>· Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement.</li> <li>· Respect for details; ability to execute accurately at a high level without excess supervision.</li> <li>· Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.</li> <li>· Articulate communication skills – verbal, pictorial and numerical.</li> <li>· Excellent telephone etiquette, communication and organizational skills, as well as excellent written and verbal communication skills.</li> <li>· Desire to learn and professionally grow.</li> <li>· General computer skills including Microsoft Word, Excel, PowerPoint and Adobe.</li> <li>· Desire to invest your time and commitment to a vision you feel you can embrace and contribute to the growth of a Home Health Agency in the District of Columbia.</li> <li>· A willingness and flexibility to foster the growth and mission of the business.</li> <li>· Ability to embrace the Direct Care Home Health Agency’s Core Principles.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Direct Care Home Health Services	2	Less than 10	<p>The Office Intern assists with general office, HR, IT, and Marketing activities as determined and directed by the Human Resource Office Manager (HROM). Additionally, the Administrative Intern shall assist and work with the Adult and Pediatric Clinical Services administrators and staff as well as outside vendors as required. The Office Intern will be responsible for assisting the staff with general office duties including, but not limited to, research, data entry, filing and general coordination.</p> <ul style="list-style-type: none"> <li>· Assist in managing the flow of paperwork.</li> <li>· Assist and facilitate staff as necessary whenever and however needed.</li> <li>· Assist with business development matters including marketing material preparation.</li> <li>· High degree of organizational skill and problem solving ability; specifically the ability to work as self starter especially as it relates to calling on resources to support clinical services.</li> <li>· Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement; a “consummate” self starter.</li> <li>· Respect for details; ability to execute accurately at a high level without excess supervision.</li> <li>· Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.</li> <li>· Articulate communication skills – verbal, pictorial and numerical.</li> <li>· Excellent telephone etiquette, communication and organizational skills, as well as excellent written and verbal communication skills.</li> <li>· Desire to learn and professionally grow.</li> <li>· General computer skills including Microsoft Word, Excel, PowerPoint and Adobe.</li> <li>· Desire to invest your time and commitment to a vision you feel you can embrace and contribute to the growth of a Home Health Agency in the District of Columbia.</li> <li>· A willingness and flexibility to foster the growth and mission of the business.</li> <li>· Ability to embrace and live the company’s Core Integrity.</li> </ul>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Discovery Learning Academy	12	Less than 10	Assist staff with the day to day operations of running a daycare facility. Participants will assist with office duties as well as get valuable work experience in the child development field. This would include lesson planning, classroom design and client management. Participants will also get hands on development with the how to apply for their CDA credentials as well as the process to get a bachelors in childhood development.
Private Sector	Discovery Learning Academy	10	Less than 10	Assist staff with the day to day operations of running a daycare facility. Participants will assist with office duties as well as get valuable work experience in the child development field. This would include lesson planning, classroom design and client management. Participants will also get hands on development with the how to apply for their CDA credentials as well as the process to get a bachelors in childhood development.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	District Consulting	2	Less than 10	<p>We are seeking a creative and detailed oriented Marketing Assistant to support our marketing efforts in social media, content creation, and graphic design. This role is perfect for a creative and motivated individual looking to gain hands on experience in digital marketing while developing real world skills in branding, design, and communication. The Marketing Assistant will create engaging social media posts, write short form content, and assist with basic graphic design projects. No advanced experience is required—just a willingness to learn, collaborate, and contribute fresh ideas!</p> <p><b>Key Responsibilities</b></p> <p><b>Social Media Support</b> Assist in creating and scheduling social media posts (Instagram, Facebook, LinkedIn etc.). Engage with audiences by responding to comments and messages. Research trending topics and best practices to improve engagement.</p> <p><b>Content Creation</b> Write short blog posts, social media captions, and email drafts for marketing campaigns. Help generate ideas for creative marketing initiatives. Proofread and edit content to ensure clarity and accuracy.</p> <p><b>Graphic Design Assistance</b> Use graphic design tools (Canva, Figma, Adobe, or any other preferred platform) to create social media graphics, flyers, and promotional materials. Assist in branding consistency across all marketing materials. Help source images and visuals for content creation.</p> <p><b>General Marketing Support</b> Manage outreach to partner organizations and prospects. Track and report social media engagement metrics. Organize marketing assets and maintain content libraries. Support brainstorming sessions for marketing campaigns and promotions.</p> <p><b>What You'll Gain</b></p> <ul style="list-style-type: none"> <li>✓ Hands on experience in digital marketing, branding, and design.</li> <li>✓ Exposure to real world business operations and marketing strategies, including government contracting.</li> <li>✓ Opportunity to build a portfolio of social media and graphic design work.</li> <li>✓ Mentorship and professional development in marketing and business.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	District Dogs, Inc	2	Less than 10	District Dogs is a premiere doggy daycare providing full services for DC's canines. Interns can assist with a number of tasks, including monitoring and cleaning our small dog playroom (35 lbs and under); prepping and distributing meals and snacks; assisting with Structured Daycare sessions (rotated play and rest); walking and training dogs; customer care assistance at the front desk; and helping in the salon with dog baths and nail trims.
Private Sector	District Dogs, Inc	2	Less than 10	District Dogs is a premiere doggy daycare providing full services for DC's canines. Interns can assist with a number of tasks, including monitoring and cleaning our small dog playroom (35 lbs and under); prepping and distributing meals and snacks; assisting with Structured Daycare sessions (rotated play and rest); walking and training dogs; customer care assistance at the front desk; and helping in the salon with dog baths and nail trims.
Private Sector	District Dogs, Inc	4	Less than 10	District Dogs is a premiere doggy daycare providing full services for DC's canines. Interns can assist with a number of tasks, including monitoring and cleaning our small dog playroom (35 lbs and under); prepping and distributing meals and snacks; assisting with Structured Daycare sessions (rotated play and rest); walking and training dogs; customer care assistance at the front desk; and helping in the salon with dog baths and nail trims.
Private Sector	District Dogs, Inc	4	Less than 10	District Dogs is a premiere doggy daycare providing full services for DC's canines. Interns can assist with a number of tasks, including monitoring and cleaning our small dog playroom (35 lbs and under); prepping and distributing meals and snacks; assisting with Structured Daycare sessions (rotated play and rest); walking and training dogs; customer care assistance at the front desk; and helping in the salon with dog baths and nail trims.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Divine Trinity Trinkets LLC	0	0	Youth will be responsible for overseeing the company's interactions with the public by implementing social media platforms' content strategies. The duties of this position include analyzing engagement data and track metrics on all social media platforms, identifying trends in customer interactions and planning digital campaigns to build community online and increase customer loyalty. On a daily bases, youth must do the following 1. Plan, create and implement our social media strategies across the entire brand. 2. Content management across multiple social media platforms including Facebook, Instagram, Twitter, LinkedIn etc. 3. Identify insights and social media trends of campaigns through data analytics. 4. Use data to inform campaigns and social media posts across all social media accounts 5. Collaborate with CEO and other team members 6. Inform supervisor of all leads generated through social media campaigns. 7. Monitor, engage and grow our online communities through best practice community management. 8. Monitor company brand consistency, customer engagement, web traffic of social media campaigns 9. Monitor and analyze competitor social media communities and social channels 10. Will uphold the company's brand voice and increase brand awareness
Private Sector	DOES - OYP	1000	Less than 10	MBSYEP PARTICIPANT HAS A SUMMER SCHOOL OBLIGATION AND CANNOT PARTICIPATE IN MBSYEP
Private Sector	DOES - OYP	1000	Less than 10	(14 15) No longer interested in participating in MBSYEP 2025
Private Sector	DOES - OYP	1000	Less than 10	MBSYEP PARTICIPANT HAS A SUMMER SCHOOL OBLIGATION AND CANNOT PARTICIPATE IN MBSYEP
Private Sector	DOES - OYP	1000	38	(16 21) No longer interested in participating in MBSYEP 2025
Private Sector	DOES - OYP	1000	Less than 10	MBSYEP PARTICIPANT HAS A SUMMER SCHOOL OBLIGATION AND CANNOT PARTICIPATE IN MBSYEP
Private Sector	DOES - OYP	1000	Less than 10	(22 24) No longer interested in participating in MBSYEP 2025
Private Sector	DOES - OYP	500	Less than 10	You will receive more information soon regarding your MBSYEP job placement.
Private Sector	DOES - OYP	500	Less than 10	You will receive more information soon regarding your MBSYEP job placement.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	DOES - OYP	500	Less than 10	You will receive more information soon regarding your MBSYEP job placement.
Private Sector	DOES - OYP	0	0	This will be a virtual site for our 6 week program focusing on professional development topics. Making good decisions scenarios, group discussions Coping w/ Stress and Pressure – strategies Overcoming Challenges – meaningful discussions on current events Setting Goals for the Future – positive vision for the future Self Care & Love – body image, self esteem and self expression Building Healthy Relationships with others – converse with others in constructive way Dealing with Bullying and Unfair Treatment We will Have Guests Speakers from different industries and career options Resume building Banking & Financial Literacy Provide Resources Career Edge Modules We will be having a job fair on August 15th, so will be preparing for that as well.
Private Sector	DOES - OYP	10	19	This will be a virtual site for our 6 week program focusing on professional development topics. Making good decisions scenarios, group discussions Coping w/ Stress and Pressure – strategies Overcoming Challenges – meaningful discussions on current events Setting Goals for the Future – positive vision for the future Self Care & Love – body image, self esteem and self expression Building Healthy Relationships with others – converse with others in constructive way Dealing with Bullying and Unfair Treatment We will Have Guests Speakers from different industries and career options Resume building Banking & Financial Literacy Provide Resources Career Edge Modules We will be having a job fair on August 15th, so will be preparing for that as well.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	DOES - OYP	30	53	This will be a virtual site for our 6 week program focusing on professional development topics. Making good decisions scenarios, group discussionsCoping w/ Stress and Pressure – strategiesOvercoming Challenges – meaningful discussions on current eventsSetting Goals for the Future – positive vision for the futureSelf Care & Love – body image, self esteem and self expressionBuilding Healthy Relationships with others – converse with others in constructive wayDealing with Bullying and Unfair TreatmentWe will Have Guests Speakers from different industries and career optionsResume building Banking & Financial Literacy Provide Resources Career Edge ModulesWe will be having a job fair on August 15th, so will be preparing for that as well.
Private Sector	Donohoe Hospitality Services	1	Less than 10	Participants will greet guest and check in guest. Participants will help with reservations as well as give directions to area attractions. Participants will take repair tickets and pass them on the facilities. Participants will have a daily meeting with all hotel departments within the facility and will report directly to supervisor daily. Participants will answer phones and route them accordingly. Participants will be held accountable for being on time.
Private Sector	Donohoe Hospitality Services	2	Less than 10	Participants will greet guest and check in guest. Participants will help with reservations as well as give directions to area attractions. Participants will take repair tickets and pass them on the facilities. Participants will have a daily meeting with all hotel departments within the facility and will report directly to supervisor daily. Participants will answer phones and route them accordingly. Participants will be held accountable for being on time.
Private Sector	DowntownDC BID	1	Less than 10	The candidate will assist with administrative tasks, including scanning and organizing files, maintaining digital records, and ensuring smooth office operations. This role requires basic computer knowledge, attention to detail, and the ability to maintain confidentiality. The candidate will support the team in managing program documents, updating databases, and assisting with any additional administrative duties as needed.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	DowntownDC BID	9	Less than 10	The Safety & Maintenance Ambassadors are expected to greet and welcome visitors to Downtown DC areas, and parks and provide guests with services and relevant information when appropriate. They will also serve as “eyes and ears” and help ensure a safer, hospitable, more orderly environment. and a welcoming environment in Downtown DC. On a daily or weekly basis, DowntownDC BID Ambassadors may be assigned to focus on a particular geographic area. All DowntownDC BID Ambassadors are trained to perform successfully in a wide range of assignments.
Private Sector	Dr. Heather Knows, Inc.	5	Less than 10	Grant search, application submission Data Entry Internet Searches of scientific data/studies & courses/opportunities <ul style="list-style-type: none"> <li>• Receiving visitors and calls, providing information, and notifying clinical staff of patient arrivals.</li> <li>• Verifying and scheduling appointments.</li> <li>• Verifying and entering patient demographic and insurance information.</li> <li>• Processing patient discharges, including charge entry and scheduling future appointments.</li> <li>• Handling correspondence, referrals, mail, and medical records.</li> <li>• Preparing charts and managing office files.</li> <li>• Preparing and cleaning exam rooms.</li> <li>• Tracking lab results.</li> </ul>
Private Sector	Dr. Heather Knows, Inc.	3	Less than 10	<ul style="list-style-type: none"> <li>• Taking and recording vital signs, such as blood pressure and weight.</li> <li>• Interviewing patients and recording their medical history.</li> <li>• Assisting physicians with patient examinations.</li> <li>• Cleaning and preparing exam rooms.</li> <li>• Sterilizing medical equipment.</li> <li>• Scheduling appointments.</li> <li>• Maintaining and updating patient medical records.</li> <li>• Handling medical billing and coding.</li> <li>• Answering phones and managing correspondence.</li> <li>• Managing office and medical supplies.</li> <li>• Communicating with patients about appointments, tests, or procedures</li> </ul> Grant submission Data tracking Document organization

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Eat Good Live Good, LLC. DBA:	2	Less than 10	<ul style="list-style-type: none"> <li>• Greeting and Servicing customers that come in</li> <li>• Interacting with customers at the point of sale.</li> <li>• Preparing vegetables and dairy for customer consumption.</li> <li>• Cleaning the store including washing dishes, sweeping and moping floors, and cleaning tables.</li> </ul> Participants are expected to be on time and accountable. Participants should be respectful of all customers as well as staff. <p>.....</p>
Private Sector	Eat Good Live Good, LLC. DBA:	4	Less than 10	<ul style="list-style-type: none"> <li>• Greeting and Servicing customers that come in</li> <li>• Interacting with customers at the point of sale.</li> <li>• Preparing vegetables and dairy for customer consumption.</li> <li>• Cleaning the store including washing dishes, sweeping and moping floors, and cleaning tables.</li> </ul> Participants are expected to be on time and accountable. Participants should be respectful of all customers as well as staff. <p>.....</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Eclectic Cafe	1	Less than 10	<p>The Counter help is responsible for performing a variety of duties within a fast food establishment which may include completing customer transactions, waiting tables, cleaning the food or stock areas, assisting in the kitchen area, and maintaining inventory; performing all other responsibilities as directed by the business or as assigned by management. This is a non exempt position and typically reports to the Store Manager.</p> <p>Essential Functions</p> <ul style="list-style-type: none"> <li>• Greets customers and takes food order;</li> <li>provides information about menus; looks for opportunity to “up sell” products</li> <li>• Operates cash register and receives payment from customer in cash or credit card, accurately counts and provides change to customers as required, and follows all customer service and cash handling policies and procedures</li> <li>• Cleans and stocks work area</li> <li>• Assists in locating, reconciling, and verifying the accuracy of transactions and operate equipment with peripheral electronic data processing. Transfers supplies and equipment between storage and work areas by hand or cart</li> <li>• Assists with a variety of kitchen related functions as needed</li> <li>• Receives inventory, moves, and lifts food and beverage products and supplies; maintain a solid knowledge of product and services available in unit</li> <li>• Ensures proper food handling procedures are followed including wrapping, labeling, dating, stocking, storing, rotating, and checking temperature of products</li> <li>• Cleans and sanitizes workstation and equipment</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Eclectic Cafe	3	Less than 10	The Counter help is responsible for performing a variety of duties within a fast food establishment which may include completing customer transactions, waiting tables, cleaning the food or stock areas, assisting in the kitchen area, and maintaining inventory; performing all other responsibilities as directed by the business or as assigned by management. This is a non exempt position and typically reports to the Store Manager. Essential Functions• Greets customers and takes food order; provides information about menus; looks for opportunity to “up sell” products• Operates cash register and receives payment from customer in cash or credit card, accurately counts and provides change to customers as required, and follows all customer service and cash handling policies and procedures• Cleans and stocks work area• Assists in locating, reconciling, and verifying the accuracy of transactions and operate equipment with peripheral electronic data processing. Transfers supplies and equipment between storage and work areas by hand or cart• Assists with a variety of kitchen related functions as needed• Receives inventory, moves, and lifts food and beverage products and supplies; maintain a solid knowledge of product and services available in unit• Ensures proper food handling procedures are followed including wrapping, labeling, dating, stocking, storing, rotating, and checking temperature of products• Cleans and sanitizes workstation and equipment
Private Sector	Elevated Genius Catering & Event	0	0	take orders, handle cash & credit transactions while providing customer service to clients. should be comfortable with math, phones/tablets and speaking to guest. reading proficiency and sales skills helpful
Private Sector	Elevated Genius Catering & Event	0	0	wash, sort & polish dishes and catering equipment. Along with setting up new equipment. arrange and sort utensils and other needed task. works directly under the chef

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Elevated Genius Catering & Event	0	0	Maintain a clean work station by washing cooking utensils, cookware, and dishes. Take out the trash and sanitize the kitchen area. Adhere to all relevant nutrition and sanitary regulations. Follow the prep list provided by the Head Chef or kitchen manager. Wash, chop, and sort ingredients such as fruits, vegetables, and meats. Measure quantities of seasonings and other cooking ingredients. Parboil food, reduce sauces, and start initial steps in various dishes.
Private Sector	Elevated Genius Catering & Event	0	0	Under the direction of our creative director plan and execute various social media campaigns to engage with potential and returning clients. Canva & editing experiance preferred
Private Sector	Emergent Preparatory Academy	5	Less than 10	Assist teachers in their day to day activities with the children on site. Must have a positive attitude, be energetic, and truly enjoy working with children aged 0 4 years old and older. Must be willing to perform responsibilities in accordance with school philosophy; share responsibility for the upkeep of classrooms, education materials, and equipment; promote good fellowship amongst staff members; maintain professional conduct and attitude when working with parents, staff, and visitors; and must maintain strict confidentiality regarding children and their families with others.
Private Sector	Emergent Preparatory Academy	15	Less than 10	Assist teachers in their day to day activities with the children on site. Must have a positive attitude, be energetic, and truly enjoy working with children aged 0 4 years old and older. Must be willing to perform responsibilities in accordance with school philosophy; share responsibility for the upkeep of classrooms, education materials, and equipment; promote good fellowship amongst staff members; maintain professional conduct and attitude when working with parents, staff, and visitors; and must maintain strict confidentiality regarding children and their families with others.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Emergent Preparatory Academy	20	Less than 10	<p>Assist teachers in their day to day activities with the children on site. Must have a positive attitude, be energetic, and truly enjoy working with children aged 0 4 years old and older. Must be willing to perform responsibilities in accordance with school philosophy; share responsibility for the upkeep of classrooms, education materials, and equipment; promote good fellowship amongst staff members; maintain professional conduct and attitude when working with parents, staff, and visitors; and must maintain strict confidentiality regarding children and their families with others.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Empowerment Enterprise Group, Inc.	4	Less than 10	<p>Position Intern – Summer Programs Support for EEG  Location Primary work location at Martin Luther King Jr. Avenue SE near Anacostia Metro Station. Interns may be asked to work at 5201 Ames Street NE depending on business/program needs. Hours Up to 30 hours per week (6 hours per day), between 900 AM – 300 PM, depending on age and availability. Start and end times subject to change based on business needs. Reports To EE2 Program Specialist  Position Summary Empowerment Enterprise 2, Inc. (EE2) is seeking enthusiastic and responsible interns to support our Summer Programs. The Intern – Summer Programs Support will assist in facilitating daily program activities, supervising participants on field trips, and engaging youth in meaningful discussions and recreational activities. This position provides an excellent opportunity to develop leadership, teamwork, and facilitation skills while making a positive impact on the community. Key Responsibilities Program Setup &amp; Logistics Set up indoor and outdoor meeting spaces for daily program activities. Ensure materials and equipment are ready for scheduled activities. Field Trip Supervision Oversee and supervise program participants during summer field trips in the Washington, DC area. Ensure participant safety and engagement at locations including museums, skating rinks, swimming pools, and recreational sites. Activity Facilitation Lead or assist in leading recreational activities such as arts and crafts, musicology, life skills, and both indoor and outdoor recreation. Help facilitate discussions on age appropriate topics relevant to program participants. Team Support &amp; Additional Duties Collaborate with EE2 team members to ensure a smooth and enriching program experience. Provide additional support as required by program leadership. Qualifications &amp; Skills Interest in youth development, recreation, education, or related fields. Ability to engage</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Empowerment Enterprise Group, Inc.	2	Less than 10	<p><b>INTERN SUMMER PROGRAMS ADMINISTRATION</b></p> <p><b>Job Description</b>  Position Intern – Summer Programs Support for EEG Location Primary work location at Martin Luther King Jr. Avenue SE near Anacostia Metro Station. Interns may be asked to work at 5201 Ames Street NE depending on business/program needs. Hours Up to 30 hours per week (6 hours per day), between 900 AM – 300 PM, depending on age and availability. Start and end times subject to change based on business needs. Reports To EE2 Program Specialist Position Summary Empowerment Enterprise 2, Inc. (EE2) is seeking enthusiastic and responsible interns to support our Summer Programs. The Intern – Summer Programs Support will assist in facilitating daily program activities, supervising participants on field trips, and engaging youth in meaningful discussions and recreational activities. This position provides an excellent opportunity to develop leadership, teamwork, and facilitation skills while making a positive impact on the community. <b>Key Responsibilities</b> Program Setup &amp; Logistics Set up indoor and outdoor meeting spaces for daily program activities. Ensure materials and equipment are ready for scheduled activities. Field Trip Supervision Oversee and supervise program participants during summer field trips in the Washington, DC area. Ensure participant safety and engagement at locations including museums, skating rinks, swimming pools, and recreational sites. Activity Facilitation Lead or assist in leading recreational activities such as arts and crafts, musicology, life skills, and both indoor and outdoor recreation. Help facilitate discussions on age appropriate topics relevant to program participants. Team Support &amp; Additional Duties Collaborate with EE2 team members to ensure a smooth and enriching program experience. Provide additional support as required by program leadership. <b>Qualifications &amp; Skills</b> Interest in youth development,</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Enlightmeds Technology Solutions	1	Less than 10	<p>As an office administrator, you'll be the go to person for administrative tasks in the virtual office. You'll handle things like managing schedules, coordinating meetings, and tracking due dates for tasks. You'll also be responsible for organizing, and assisting with other general office duties. In addition, you'll play a key role in maintaining a smooth and efficient office environment. To excel in this role, strong communication and organizational skills are essential. You should be comfortable using office software and have a knack for multitasking. It is a plus if you are familiar with social media content and graphic designing. Attention to detail and the ability to prioritize tasks will also be important.</p>
Private Sector	Enlightmeds Technology Solutions	1	Less than 10	<p>Job Description As a Junior Cyber Security Analyst, you will play a crucial role in supporting our cybersecurity initiatives. This is an entry level position ideal for individuals passionate about cybersecurity and eager to kickstart their career in this dynamic field.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Create, maintain, and update security documentation, policies, and procedures.</li> <li>• Participate in security awareness training programs for employees.</li> <li>• Collaborate with cross functional teams to implement security best practices and solutions.</li> <li>• Stay up to date with the latest cybersecurity trends, threats, and technologies.</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Hold or in the process of acquiring Bachelor's degree in Computer Science, Information Technology, Cybersecurity, or related field.</li> <li>• Understanding of cybersecurity, and IT fundamentals and principles.</li> <li>• Familiarity with security tools such as firewalls, intrusion detection/prevention systems, antivirus software, etc.</li> <li>• Basic knowledge of networking protocols and technologies.</li> <li>• Excellent analytical and problem solving skills.</li> <li>• Ability to work collaboratively in a team environment.</li> <li>• Strong communication skills, both written and verbal.</li> <li>• Opportunities for professional development and advancement within the company.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Enlightmeds Technology Solutions	1	Less than 10	<p>Curate and maintain a brand's digital image and social media presence. Produce engaging social media content and advertisements. They also track social media analytics to inform the digital marketing strategy.</p> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Create various forms of social media content—text captions, videos, and images—suitable for the various social media platforms, LinkedIn, , Instagram, and YouTube</li> <li>2. Publish posts according to the established social media content calendar</li> <li>3. Collaborate with the marketing team to ensure that every piece of content is relevant and helps the company maximize engagement, reach, and sales</li> <li>4. Ensure every piece of content you create aligns with our brand voice</li> </ol> <p><b>Requirements</b></p> <ol style="list-style-type: none"> <li>1. Deep knowledge of social media trends, hashtags, and engagement strategy</li> <li>2. Ability to work with creative tools like Adobe</li> <li>3. Proven experience in creating engaging content on different social media platforms—LinkedIn, Instagram, and YouTube</li> <li>4. Ability to turn a concept into compelling content</li> </ol>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Enlightmeds Technology Solutions	1	Less than 10	<p>As an Entry Level Web Designer/Graphic Designer, you will have the opportunity to contribute to the creation of compelling visual assets for web and digital platforms. This role is perfect for individuals who are creative, detail oriented, and eager to learn and grow in the field of design. You will work closely with our CEO to bring our clients' visions to life through captivating designs.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in the design and roadmap for customer services improvement using AI development tools</li> <li>• Create visually appealing graphics, illustrations, and multimedia content for various digital channels.</li> <li>• Collaborate with team members to brainstorm creative concepts and solutions.</li> <li>• Assist in maintaining brand consistency across all design assets.</li> <li>• Stay updated on design trends, tools, and best practices.</li> <li>• Take direction and feedback from senior designers and project managers.</li> <li>• Support the production and delivery of design projects within established timelines.</li> </ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Basic understanding of HTML, CSS, and web design principles.</li> <li>• Strong visual design skills with a keen eye for detail and aesthetics.</li> <li>• Excellent communication and collaboration skills.</li> <li>• Ability to work well in a small business setting, deadline driven environment.</li> <li>• A portfolio showcasing your design work (school projects, personal projects, internships, etc.).</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Evelyn Blessing's Non-profit	20	15	<p>Evelyn Blessings Non Profit is an organization dedicated to assisting youth and their families in Washington D.C. with resources to help them achieve a better start in life. The organization has been working with the youth since 2015, providing various services and support to help them overcome challenges and reach their full potential.</p> <p><b>Community Outreach and Services</b>The non profit organization goes into the community to clean areas and feed the homeless in the city. This not only helps to improve the physical environment but also provides essential services to those in need. Additionally, the organization helps to motivate the youth through community talks, aiming to find ways to stop violence and promote positive change. By engaging with the community and providing support, Evelyn Blessings Non Profit is making a positive impact on the lives of young people and their families.</p> <p><b>Mission and Goals</b>The mission of Evelyn Blessings Non Profit is to provide resources and support to help youth, and their families achieve a better start in life. The organization's goals include reducing violence, improving education and employment opportunities, and promoting positive community engagement. By working together with the community, Evelyn Blessings Non Profit aims to create a brighter future for the youth of Washington D.C.</p> <p><b>The Importance of Community Engagement</b>Community engagement is a crucial aspect of Evelyn Blessings Non Profit's work. By going into the community and engaging with young people and their families, the organization is able to understand their needs and provide targeted support. This approach helps to build trust and foster positive relationships, which are essential for creating lasting change. The organization's community based approach is a key factor in its success, and it continues to be an important part of its work.</p> <p><b>Conclusion</b>In conclusion, Evelyn Blessings Non Profit is making a positive impact on</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Events DC	2	Less than 10	<p><b>STRIVE INTERN SUMMARY DESCRIPTION</b> The STRIVE Internship will perform entry level professional duties providing the opportunity for professional shadowing in various departments. The internship is a 10 week program in the summer (June to August). The intern will perform assigned duties to acquire knowledge of methods, procedures and standards required for successful performance. Assignments serve to offer practical experience and broad exposure to the hospitality industry. A wide range of college majors are considered based on specific needs in our hosting departments such as Office of General Counsel*, Human Resources, Sports &amp; Entertainment, Sales, Convention Management, Communications, Creative Services, Cultural Affairs, Contracts and Procurement, Technology Management, Facility Operations, and Public Safety.</p> <p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b> The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical in assignment. Assist with the coordination of various projects, shadowing, creating campaigns and key events. Provide support and planning and day of logistics for meetings, events, and/or projects. Support with the preparation and administration of any key events or activities hosted by the department. Provide external research that helps to drive new initiatives. Assist their assigned manager with collecting data, articles, and research for assigned projects. Perform other related duties as assigned by their designated departments. Brainstorm, plan, and execute final project with cohort class. Ability to assist with companywide events/initiatives. Collaborate, brainstorm, record, and edit two videos throughout the internship program with a cohort class.</p> <p><b>SKILLS, KNOWLEDGE AND ABILITIES</b></p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Excellence Through Opportunity C	2	Less than 10	<p>ETO CRESP Marion Barry Summer Youth Program (Ages 19 – 24) Excellence Through Opportunity (ETO) Career Ready Early Scholars Program is a partnership with Cesar Chavez Public Charter School and is funded by DC Department of Employment Service Youth Services Department. The program is designed to provide two (2) young adults with six (6) weeks/180 hours of summer employment. The youth hired for this program will perform in the following positions to support summer learning for the youth (ages 9 – 13) participating in the ETO CRESP Summer Program. Job Qualifications The optimal candidate will have organizational management skills, demonstrate proficient technical skills, collaborate with others, initiate needed tasks, follow through on assignments given, meet deadlines, demonstrate ability to supervise program participants and be prompt and prepared. Job Description ETO CRESP Student Program Assistant will perform general on site office duties that will include the following</p> <ul style="list-style-type: none"> <li>• file and organize documents</li> <li>• monitor and complete attendance using AHQ</li> <li>• assist supervisor with program set up and break down</li> <li>• assist with daily data captures and provide feedback reports</li> <li>• maintain inventory of supplies and material and make recommendations of needs</li> <li>• assist program facilitators with record keeping and organization</li> <li>• assist program as assigned and where needs arise</li> <li>• assist with supervision of program participants</li> </ul>

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Private Sector	Excellence Through Opportunity C	2	Less than 10	<p>ETO CRESP Marion Barry Summer Youth Program (Ages 19 – 24) Excellence Through Opportunity (ETO) Career Ready Early Scholars Program is a partnership with Cesar Chavez Public Charter School and is funded by DC Department of Employment Service Youth Services Department. The program is designed to provide two (2) young adults with six (6) weeks/180 hours of summer employment. The youth hired for this program will perform in the following positions to support summer learning for the youth (ages 9 – 13) participating in the ETO CRESP Summer Program. Job Qualifications The optimal candidate will have organizational management skills, demonstrate proficient technical skills, collaborate with others, initiate needed tasks, follow through on assignments given, meet deadlines, demonstrate ability to supervise program participants and be prompt and prepared. Job Description ETO CRESP Student Program Assistant will perform general on site office duties that will include the following</p> <ul style="list-style-type: none"> <li>• file and organize documents</li> <li>• monitor and complete attendance using AHQ</li> <li>• assist supervisor with program set up and break down</li> <li>• assist with daily data captures and provide feedback reports</li> <li>• maintain inventory of supplies and material and make recommendations of needs</li> <li>• assist program facilitators with record keeping and organization</li> <li>• assist program as assigned and where needs arise</li> <li>• assist with supervision of program participants</li> </ul>
Private Sector	Exelon - Pepco	2	Less than 10	<p>The Spark High School Internship program provides hands on experience in a Fortune 500 Energy Company. Interns will be placed in various departments within Pepco to include Electrical Operations, Engineering, Fleet/Automotive, Government Relations &amp; External Affairs, IT, and Project Management. Students will also participate in weekly professional development workshops to prepare them for life after high school.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Exelon - Pepco	1	Less than 10	The Spark High School Internship program provides hands on experience in a Fortune 500 Energy Company. Interns will be placed in various departments within Pepco to include Electrical Operations, Engineering, Fleet/Automotive, Government Relations & External Affairs, IT, and Project Management. Students will also participate in weekly professional development workshops to prepare them for life after high school.
Private Sector	Exelon - Pepco	1	Less than 10	The Spark High School Internship program provides hands on experience in a Fortune 500 Energy Company. Interns will be placed in various departments within Pepco to include Electrical Operations, Engineering, Fleet/Automotive, Government Relations & External Affairs, IT, and Project Management. Students will also participate in weekly professional development workshops to prepare them for life after high school.
Private Sector	Father Factor Inc	2	Less than 10	assist with social media marketing of businessmodel current fashions dress mannequins and create outfit of the day posts
Private Sector	Father Factor Inc	1	Less than 10	Assist with designing graphics to be imprinted on various clothing, and other accessories. General Cleaning Duties
Private Sector	Father Factor Inc	3	Less than 10	Assist with designing graphics to be imprinted on various clothing, and other accessories.General Cleaning Duties
Private Sector	Father Factor Inc	6	Less than 10	provide customer services to customers seeking to purchase items in store ring up sales and provide change post items on social media and website general cleaning duties
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Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Fedwell by Farm to Feast	4	Less than 10	This hands on position offers youth valuable work experience supporting both catering and restaurant operations. Working alongside team members, youth will assist with administrative tasks like filing, scheduling, data entry, and inventory tracking. They'll also gain exposure to event planning, kitchen coordination, and customer service logistics. The role builds essential skills in communication, organization, and teamwork, providing a strong foundation for future jobs in hospitality, food service, or office administration. Youth will gain mentorship, industry insight, and real world experience in a fast paced, supportive environment. Ideal for motivated individuals curious about hospitality or business operations. Looking for one person interested in social media
Private Sector	Fedwell by Farm to Feast	2	Less than 10	Evening Restuarant worker will learn to run food, bus tables, and interact with customers. Should be interested in food, restaurants, culinary. If there is an interest in learning how then kitchen works we can make that happen too. Most of all the candidate should want to learn the business. This is a job for someone who wants to gain experience to become a server or a kitchen worker in the future.
Private Sector	FishScale Inc.	1	Less than 10	The responsibilities of this position include prepping and cooking food in our small batch, made to order bistro style restaurant. Team members will ensure the quality of the produce from receiving to serving and will assistance with washing, dicing, slicing, chopping produce and will follow recipes for the creation of our signature housemade condiments. This individual will work alongside our Executive Chef and will be able to enhance their culinary skills and techniques and will learn about sanitation for the restaurant industry.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	FishScale Inc.	2	Less than 10	The responsibilities of this position include prepping and cooking food in our small batch, made to order bistro style restaurant. Team members will ensure the quality of the produce from receiving to serving and will assistance with washing, dicing, slicing, chopping produce and will follow recipes for the creation of our signature housemade condiments. This individual will work alongside our Executive Chef and will be able to enhance their culinary skills and techniques and will learn about sanitation for the restaurant industry. Work shifts may rotate between either 930 am 330 pm or 430 pm 930 pm
Private Sector	FishScale Inc.	0	0	A serious health conscious restaurant is looking for a highly detail oriented individual who is passionate about cleanliness to join our kitchen staff as dishwasher. This position requires providing an excellent level of hospitality through the dimension of ensuring a sanitized, clean and healthy environment for customers, team members and vendors. The ultimate goal is ensure the customer's overall experience is delightful, positive and 5 star worthy from a cleanliness perspective. Specific tasks will include, but are not limited to efficiently and thoroughly cleaning dishes and cookware, countertops and tabletops, appliances, chairs, sinks, floors, the overall dining area and bathrooms according to the restaurant's high standards as outline in the operational manual. Please note (1) Cell phones are not permitted in the kitchen areas (2) Professionalism and operating according to the restaurant's standards is required at all times. This position has two available shifts 1000 am 430 pm and 400 pm 10 pm and the individual will most likely alternate between the 2 shifts.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	FishScale Inc.	4	Less than 10	A serious health conscious restaurant is looking for a highly detail oriented individual who is passionate about cleanliness to join our kitchen staff as dishwasher. This position requires providing an excellent level of hospitality through the dimension of ensuring a sanitized, clean and healthy environment for customers, team members and vendors. The ultimate goal is ensure the customer's overall experience is delightful, positive and 5 star worthy from a cleanliness perspective. Specific tasks will include, but are not limited to efficiently and thoroughly cleaning dishes and cookware, countertops and tabletops, appliances, chairs, sinks, floors, the overall dining area and bathrooms according to the restaurant's high standards as outline in the operational manual. Please note (1) Cell phones are not permitted in the kitchen areas (2) Professionalism and operating according to the restaurant's standards is required at all times. This position has two available shifts 1000 am 430 pm and 400 pm 10 pm and the individual will most likely alternate between the 2 shifts.
Private Sector	FishScale Inc.	0	0	Energetic, respectful, team member responsible for maintaining/enhancing the customer service experience of FishScale patrons. Responsibilities Orient customers to FishScale's menu & help with FishScale's social media platform.
Private Sector	FishScale Inc.	4	Less than 10	Energetic, respectful, team member responsible for maintaining/enhancing the customer service experience of FishScale patrons. Responsibilities Orient customers to FishScale's menu & help with FishScale's social media platform.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Flowers By Alexes	2	Less than 10	<p><b>Job Summary</b>This position is ideal for someone who enjoys working with flowers and has strong organizational skills. You will assist with floral preparation and design, customer service, and various administrative tasks to support daily operations.</p> <p><b>Responsibilities</b>Floral AssistanceAssist with processing and conditioning flowers (trimming, hydrating, and storing)Help prepare floral arrangements under the guidance of experienced floristsMaintain a clean and organized work area, including washing vases and toolsPackage and prepare floral orders for pickup or deliveryAssist with event setup and breakdown for floral installations</p> <p><b>Administrative Support</b>Answer phone calls, emails, and assist customers with inquiries or ordersProcess sales transactions and maintain accurate recordsManage inventory of flowers, supplies, and office materialsHelp schedule deliveries and coordinate logistics with driversAssist with social media updates, promotional emails, and marketing efforts</p> <p><b>Qualifications</b>Passion for flowers, design, and customer serviceStrong organizational and multitasking skillsBasic computer proficiency (Microsoft Office, email, and POS systems)Friendly and professional communication skillsAbility to work in a fast paced environment and lift up to 25 lbsPrior experience in retail, customer service, or administrative work is a plus but not required</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	FORT MYER CONSTRUCTION	1	Less than 10	<p>Fort Myer Construction Corporation (FMCC) is a premier contractor in the DMV that is currently experiencing tremendous growth. If you desire to be part of a company with an opportunity to grow in your career and be rewarded for your contributions – then FMCC is the place for you. We are a union base. At the end of the day, we strive to make a difference in people’s lives by helping build “the American Dream “in the DMV. We are a multi million dollar company with over 700 employees and are one of the most “called by name” Heavy Highway Construction companies in the region. If you do not mind hard work and want to make a difference in your community then please consider joining the FMCC family.</p> <p><b>Summary</b>  The Front Desk Receptionist (Human Resources) will greet, assist, and provide direction and information to clients, visitors, and other guests of the organization. Additional duties and responsibilities of the Receptionist include</p> <ul style="list-style-type: none"> <li>• Greeting guests upon their arrival and offering a hospitable welcome,</li> <li>• Providing excellent customer service, phone etiquette, and active listening skills,</li> <li>• Receiving and transferring calls to the appropriate department,</li> <li>• Receiving mail, documents, packages, and courier deliveries,</li> <li>• Maintaining the front desk to ensure it is neat, orderly, and sanitized at all times,</li> <li>• Make company announcements,</li> <li>• Maintaining the department contact list,</li> <li>• Must be available to work extended hours,</li> <li>• Performing additional duties as assigned</li> </ul> <p><b>Job Requirements</b></p> <ul style="list-style-type: none"> <li>• High School diploma or GED is required,</li> <li>• Bilingual Spanish skills are required,</li> <li>• Ability to work under pressure while maintaining professionalism,</li> <li>• Ability to work independently with little direct supervision,</li> <li>• Strong organizational and time management skills,</li> <li>• Ability to collaborate effectively with others,</li> <li>• Must be able to complete and pass a drug screen and background check.</li> </ul> <p><b>Physical Requirements</b>  Prolonged periods of sitting at a desk, Must be able to lift up</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Future Stars Early Learning Center	1	Less than 10	<p>Childcare workers typically do the following:</p> <ul style="list-style-type: none"> <li>Supervise and monitor the safety of children</li> <li>Prepare and organize mealtimes and snacks for children</li> <li>Help children keep good hygiene</li> <li>Change the diapers of infants and toddlers</li> <li>Organize activities or implement a curriculum that allows children to learn about the world and explore their interests.</li> <li>Develop schedules and routines to ensure children have enough physical activity, rest, and playtime.</li> <li>Watch for signs of emotional or developmental problems in children and bring potential problems to the attention of parents or guardians.</li> <li>Keep records of children's progress, routines, and interests.</li> <li>Supervise Indoor &amp; Outdoor Play.</li> <li>Housekeeping: Sweep, Mop, Disinfect and Sanitize hard Surfaces including the toys, bathroom, kitchen and toddlers selves.</li> <li>Uniform: Nurses Smock, Leggings and Comfortable Tennis Shoes</li> </ul>
Private Sector	Genevieve N. Johnson Senior Day	2	Less than 10	<p>This position will assist with keeping the Senior Center cleaned and sanitized daily. This includes, the rest rooms, multi purpose room, offices, and kitchen. This position will also assist with keeping inventory of cleaning supplies and also provide upkeep to our lawn, front campus walkways, and pathways to maintain a presentable environment. Care for our gardens and front porch area may be requested as well as maintaining a log for daily cleanliness record.</p>
Private Sector	Genevieve N. Johnson Senior Day	2	Less than 10	<p>This position will assist us with community outreach including via social media, website, newsletters, photography, and marketing. The audience is geared towards seniors, and we are looking for an energetic, creative communicator both orally and written. Applicants should be familiar with Facebook, instagram, tiktok, linked In and other platforms to showcase our senior center programs for the DC community. This applicant will also work with our community outreach manager and assist with promoting our events and daily programs.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Genevieve N. Johnson Senior Day	7	Less than 10	This position will assist the nutrition site coordinator with meal prep, meal surveys, serving food to the seniors, setting up and cleaning up the dining room, and assisting with kitchen help. Must have food handler's certification or be willing to obtain certification. This position requires food handlers certification in order to serve or handle food. Good customer service and safety compliance a must.
Private Sector	Genevieve N. Johnson Senior Day	2	Less than 10	This position will assist with administrative duties and clerical tasks as well as float from 1 2 offices as needed. Office tasks may include but not limited to filing, sorting mail, answering the phones, running errands, light typing, copying and faxing, attending meetings, and other duties as assigned. Office workers may also fill in to assist supervisor with special projects. Good customer service skills a must. Ability to use email, phone, and writing skills preferred.
Private Sector	Genevieve N. Johnson Senior Day	9	Less than 10	This position is looking for an outgoing creative individual to assist the activity coordinator with providing recreational activities for seniors aged 60 and older to keep the seniors engages in quality activities such as arts and crafts, music, poetry, exercise, dance, bus trips, trivia and word games, special events, reminiscing, storytelling, card games, board games, jewelry design, and many other recreational activities to create moments of joy.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Gingerbeet	2	Less than 10	<p>We are seeking a dependable, organized, and customer centered Administrative &amp; Customer Experience Assistant to support our plant based wellness business during in person activations. This person will be the grounding presence at our events and pop ups—interacting with guests, managing checkouts, processing orders, and maintaining a smooth flow between service and operations. This is a front facing role perfect for someone who values wellness, moves with grace under pressure, and understands the importance of both energetic presence and administrative precision.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>Greet and engage customers with warmth and professionalism</li> <li>Answer questions about products, offerings, and ingredients (training provided)</li> <li>Take and process customer orders using Square or POS system</li> <li>Handle sales transactions, including cash, card, and digital payments</li> <li>Track inventory and sales at events/pop ups; communicate any low stock</li> <li>Manage order pickup flow, ensuring accuracy and guest satisfaction</li> <li>Assist in light setup/breakdown of display tables and registers</li> <li>Maintain a clean, organized, and energetically welcoming environment</li> <li>Support the team with admin tasks like label prep, checklists, and packing</li> </ul> <p>Ideal Candidate</p> <ul style="list-style-type: none"> <li>Has experience with Square, Shopify POS, or similar checkout systems</li> <li>Reliable, punctual, and detail oriented</li> <li>Excellent communication skills and a calm presence under pressure</li> <li>Comfortable standing for extended periods and lifting light to moderate loads (10–20 lbs)</li> <li>Has a customer service or administrative background</li> <li>Aligned with plant based wellness, food, or holistic living</li> <li>Can work weekends, evenings, or flexible shifts based on event flow</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Gingerbeet	4	Less than 10	<p>We are seeking a passionate and dependable Culinary Assistant to support day to day kitchen operations and event preparation. This individual will assist with food prep, ingredient handling, packing, plating, and back of house flow—ensuring the highest standards of cleanliness, timing, and presentation in a fast paced, plant based culinary environment.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist with the preparation of ingredients, including washing, chopping, measuring, and blending</li> <li>Support chefs in assembling and plating dishes for events and service</li> <li>Pack, label, and organize food and beverage items for catering orders</li> <li>Maintain cleanliness and sanitation of all prep areas, equipment, and surfaces</li> <li>Organize cold and dry storage areas and ensure proper inventory rotation (FIFO method)</li> <li>Help load and unload supplies and event materials as needed</li> <li>Follow culinary directions, recipes, and plating standards with precision</li> <li>Uphold food safety, allergen awareness, and hygiene protocols at all times</li> <li>Collaborate with the culinary team to meet event timelines and quality expectations</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>1+ year of kitchen or food service experience preferred (plant based or wellness focused a plus)</li> <li>Strong knife skills and basic understanding of prep techniques</li> <li>Ability to multitask and thrive in a high energy environment</li> <li>Excellent communication and teamwork skills</li> <li>Must be punctual, organized, and detail oriented</li> <li>Comfortable lifting up to 40 lbs and standing for long periods</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Gingerbeet	2	Less than 10	<p>We are seeking a passionate and dependable Culinary Assistant to support day to day kitchen operations and event preparation. This individual will assist with food prep, ingredient handling, packing, plating, and back of house flow—ensuring the highest standards of cleanliness, timing, and presentation in a fast paced, plant based culinary environment. Key Responsibilities Assist with the preparation of ingredients, including washing, chopping, measuring, and blending Support chefs in assembling and plating dishes for events and service Pack, label, and organize food and beverage items for catering orders Maintain cleanliness and sanitation of all prep areas, equipment, and surfaces Organize cold and dry storage areas and ensure proper inventory rotation (FIFO method) Help load and unload supplies and event materials as needed Follow culinary directions, recipes, and plating standards with precision Uphold food safety, allergen awareness, and hygiene protocols at all times Collaborate with the culinary team to meet event timelines and quality expectations Qualifications 1+ year of kitchen or food service experience preferred (plant based or wellness focused a plus) Strong knife skills and basic understanding of prep techniques Ability to multitask and thrive in a high energy environment Excellent communication and teamwork skills Must be punctual, organized, and detail oriented Comfortable lifting up to 40 lbs and standing for long periods</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Gingerbeet	2	Less than 10	<ul style="list-style-type: none"> <li>• Assist with event setup and breakdown, including décor, food display, signage, product tables, and sacred spaces</li> <li>• Help transport materials, equipment, food, beverages, and merchandise to/from venues</li> <li>• Support onsite coordination with venue staff, vendors, and team members</li> <li>• Ensure all tables, serving areas, and displays are clean, styled, and aligned with brand aesthetics</li> <li>• Assist with managing inventory, organizing supplies, and keeping flow during the event</li> <li>• Be present, grounded, and proactive in maintaining a calm, harmonious atmosphere</li> <li>• Support content team (if applicable) with behind the scenes moments or recordings</li> </ul> <p><b>Ideal Candidate</b></p> <ul style="list-style-type: none"> <li>• Located in the DMV area with flexible availability (including evenings &amp; weekends)</li> <li>• Physically able to lift, carry, and transport supplies (at least 30 lbs)</li> <li>• Reliable, punctual, organized, and detail oriented</li> <li>• Comfortable working in fast paced, creative environments</li> <li>• Has a calm and professional presence with a deep respect for intentional, healing centered events</li> <li>• Passion for plant based living, wellness, holistic practices, or herbalism is a plus</li> <li>• Experience in catering, event coordination, or wellness pop ups is a bonus (but not required)</li> </ul> <p>On site event setup and breakdown  Transporting supplies (if needed)  Styling tables, signage, altar setups, or food/beverage displays  Assisting with guests, check ins, or product sales at the event  Supporting content capture if needed  Helping maintain flow and energy of the experience</p> <p>This person could be great if they also have experience in</p> <ul style="list-style-type: none"> <li>• Pop up shops</li> <li>• Farmers markets</li> <li>• Boutique retail events</li> <li>• Spiritual wellness or food experiences</li> <li>• Event coordination or production assistance</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Gingerbeet	1	Less than 10	<p>We are a high vibrational, plant based wellness brand rooted in ancestral healing, botanical alchemy, and holistic living. From our handcrafted herbal elixirs and fresh pressed juices to immersive events and spiritual food experiences, we operate at the intersection of nourishment, ritual, and purpose. We're seeking a Social Media Content Creator who can capture the essence of our work—visually, energetically, and creatively. This person will be responsible for developing captivating content across platforms and recording behind the scenes footage at events, in the kitchen, and during rituals.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Record &amp; capture content onsite at events, pop ups, activations, and behind the scenes prep (must be local to DMV or able to travel)</li> <li>Create and edit engaging video/photo content Reels, TikToks, YouTube Shorts, Stories, and Carousels</li> <li>Develop and maintain a consistent content calendar for Instagram, TikTok, YouTube, and Pinterest</li> <li>Write high vibe captions with purpose, authenticity, and clear calls to action</li> <li>Collaborate with the founder to translate product launches, sacred rituals, and seasonal themes into visual narratives</li> <li>Stay on top of relevant trends in wellness, spirituality, food, and lifestyle aesthetics</li> <li>Track content performance and provide insight for growth and strategy</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Experience creating compelling social content for brands (portfolio or IG/TikTok required)</li> <li>Skilled in smartphone videography, photography, and editing apps (CapCut, InShot, Adobe Rush, etc.)</li> <li>Passionate about holistic wellness, plant based living, herbalism, and sacred aesthetics</li> <li>Organized, creative, and reliable—comfortable working independently and collaboratively</li> <li>Experience using scheduling tools (Later, Planoly, Metricool, etc.)</li> <li>Ability to attend events, travel locally, and shoot live content</li> </ul> <p><b>Bonus If You Have</b></p> <ul style="list-style-type: none"> <li>DSLR or professional camera equipment</li> <li>Graphic design skills using Canva or Adobe tools</li> <li>Experience with</li> </ul>
Private Sector	Global Print Master, Inc.	0	0	<p>Global Print Master is looking for dynamic candidates to assist with various printing and production tasks, including operating equipment, preparing materials, and ensuring quality control. Also basic office management, customer service, and marketing. A fast paced environment for reliable self starter with great initiative.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Golf My Future My Game	1	Less than 10	The Program Assistant will assist and maintaining the success of the program. Assist in keeping engagement level high. Assist with participant feedback and interaction. Program go to person. Excellent communication, display through adapting to change demands and shifting priorities.
Private Sector	Golf My Future My Game	1	Less than 10	The Program Assistant will assist and maintaining the success of the program. Assist in keeping engagement level high. Assist with participant feedback and interaction. Program go to person. Excellent communication, display through adapting to change demands and shifting priorities.
Private Sector	Golfing For Excellence LLC	12	Less than 10	Our program introduces children to the exciting sports of golf and tennis using simple and interactive games that are both enjoyable and educational. By incorporating skill building exercises that can be done anywhere, our students develop a strong foundation in the sport, while also exploring academic concepts and practicing valuable life skills such as respect and sportsmanship.As a youth instructor, your duties will entail arranging equipment, overseeing students, and guiding them through warm ups and technique training for golf, soccer, and tennis.
Private Sector	Grace Filled Hands Hair Studio	2	Less than 10	Meet and greet customers, answer phone calls, keep salon clean. Assist hairstylist with draping and detangling client's hair (if needed),. Wash and fold salon towels. Assist with inventory and restocking supplies. Assist with duties as needed.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Greys Consulting Group	5	Less than 10	<p>Greys Consulting Group is seeking a curious, tech savvy student or recent graduate (ages 16-24) for a paid Youth AI Innovation Internship. You'll work directly with our AI Strategy team to research, prototype, and deploy practical artificial intelligence solutions that empower small businesses, veterans, and underserved communities to navigate government contracting and workforce development.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>40 % Applied AI Projects – help collect/clean data, build and evaluate machine learning or generative AI prototypes (e.g., chatbots, prompt libraries, simple dashboards).</li> <li>25 % Research &amp; Analysis – track emerging AI tools, draft briefs on ethical AI, bias mitigation, and youth focused AI education; summarize findings for internal knowledge base.</li> <li>15 % Content Creation – create short explainers, graphics, or demo videos that translate complex AI topics into youth friendly language for social media and workshops.</li> <li>10 % Workshop Support – assist in planning and facilitating virtual or in person “AI Basics for Gen Z” sessions; gather participant feedback.</li> <li>10 % Administrative &amp; Team Collaboration – document code, maintain project folders in Git/G Drive, join agile stand ups, and present weekly progress updates.</li> </ul>

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Private Sector	Greys Consulting Group	1	Less than 10	<p><b>Company Overview</b>At Greys Consulting Group, we specialize in demystifying the complexities of government contracting, federal employment, and grants. Led by Dr. Ebony Grey, we empower individuals and organizations to excel in the federal landscape through expert guidance and strategic support.</p> <p><b>Position Summary</b>We are looking for an Administrative Assistant Intern to join our team. This internship is ideal for highly organized, detail oriented individuals who are interested in gaining hands on administrative experience in a dynamic consulting environment. The intern will play a key role in supporting daily operations, improving efficiency, and contributing to our mission of empowerment and transformation.</p> <p><b>Key Responsibilities</b>Assist in managing day to day administrative tasks to support team operations.Handle correspondence, schedule appointments, and maintain calendars for senior staff.Prepare meeting agendas, take minutes during sessions, and ensure follow up on action items.Support the organization of webinars and workshops, including participant registration and material preparation.Manage and update databases and filing systems, both electronic and physical.Assist with the preparation of reports and presentation materials.Provide logistical support to project teams as needed.</p> <p><b>Qualifications</b>Interest in Administration, Office Management, or a related field.Strong organizational and time management skills.Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable learning new software.Excellent written and verbal communication skills.Ability to handle sensitive information with confidentiality.Keen attention to detail and a proactive approach to problem solving.Enthusiasm for learning new skills and a commitment to professional development.</p> <p><b>Why Join Us?</b>Greys Consulting Group offers a vibrant learning environment where interns can significantly enhance</p>

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Private Sector	Greys Consulting Group	1	Less than 10	<p><b>Company Overview</b>Greys Consulting Group is a leading advisory firm specializing in government contracting, federal employment, and grants. Founded by Dr. Ebony Grey, we empower organizations and individuals to navigate the federal landscape successfully.</p> <p><b>Position Summary</b>We are seeking a Communications Intern to enhance our outreach efforts. This role involves supporting our marketing and communications strategy, ideal for someone passionate about societal impact and professional development.</p> <p><b>Key Responsibilities</b>Develop and distribute marketing materials.Support the coordination and promotion of webinars and training sessions.Manage updates to social media and website content.Engage with community groups to promote our services.Assist in creating newsletters, press releases, and email campaigns.Collaborate on communication strategy effectiveness reporting.</p> <p><b>Qualifications</b>Interest in Communications, Marketing, Public Relations, or related field.Excellent writing and editing skills.Proficient in digital communication tools and social media.Interest in government contracting, federal employment, or grants.Team player with initiative and creativity.</p> <p><b>Why Join Us?</b>At Greys Consulting Group, interns gain hands on experience in strategic communications within the federal sector, guided by Dr. Ebony Grey's extensive expertise. This role provides significant professional growth opportunities in a supportive environment, preparing interns for impactful careers.</p> <p><b>Application Process</b>Submit a resume and cover letter detailing your interest and relevant experience.Join us to advance your career while contributing to meaningful change in the professional journeys of our clients.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Greys Consulting Group	4	Less than 10	<p>You'll join our Education &amp; Training team to help build and manage online learning communities (SKOOL &amp; Facebook Groups) and shape the curriculum for our Government Contracting (GovCon) and Career Transition workshops. This role blends digital community management, curriculum design, and hands on administrative support—perfect for youth interested in tech, business, and education.</p> <p><b>Core Responsibilities</b></p> <p><b>% of Time Duty</b></p> <p>40 % SKOOL &amp; Facebook Group Support – create/organize discussion channels, upload resources, approve new members, schedule posts, and monitor engagement.</p> <p>25 % Curriculum Planning – research lesson topics, draft module outlines, build slide decks &amp; worksheets for GovCon and career transition sessions, and compile speaker bios.</p> <p>15 % Administrative Tasks – maintain attendance sheets, update Google Drive folders, prep meeting agendas, and take notes during team huddles.</p> <p>10 % Marketing Prep – draft youth friendly social posts and e blasts announcing upcoming workshops; design simple graphics in Canva.</p> <p>10 % Professional Development – attend weekly “Lunch &amp; Learn” sessions on AI basics, project management, and GovCon 101; present a capstone mini project in week 6.</p>

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Private Sector	Greys Consulting Group	4	Less than 10	<p>You'll join our Education &amp; Training team to help build and manage online learning communities (SKOOL &amp; Facebook Groups) and shape the curriculum for our Government Contracting (GovCon) and Career Transition workshops. This role blends digital community management, curriculum design, and hands on administrative support—perfect for youth interested in tech, business, and education.</p> <p><b>Core Responsibilities</b></p> <ul style="list-style-type: none"> <li>40 % SKOOL &amp; Facebook Group Support – create/organize discussion channels, upload resources, approve new members, schedule posts, and monitor engagement.</li> <li>25 % Curriculum Planning – research lesson topics, draft module outlines, build slide decks &amp; worksheets for GovCon and career transition sessions, and compile speaker bios.</li> <li>15 % Administrative Tasks – maintain attendance sheets, update Google Drive folders, prep meeting agendas, and take notes during team huddles.</li> <li>10 % Marketing Prep – draft youth friendly social posts and e blasts announcing upcoming workshops; design simple graphics in Canva.</li> <li>10 % Professional Development – attend weekly “Lunch &amp; Learn” sessions on AI basics, project management, and GovCon 101; present a capstone mini project in week 6.</li> </ul>
Private Sector	Guapify	1	Less than 10	<p>We are a Black owned businesses founded and headed by a Black woman. Our platform is designed to help Black folks build wealth and obtain financial freedom. The individuals will acquire valuable knowledge about money.</p> <p><b>Job Description</b></p> <p>Support the Editorial Director by drafting blog posts, spotlight features, and newsletter content. Assist with formatting articles, sourcing royalty free images, and basic SEO optimization. Dig into interesting money topics and turn what you find into cool content. Skills Strong writing, research, interest in finance, culture, or entrepreneurship.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Guapify	1	Less than 10	We are a Black owned businesses founded and headed by a Black woman. Our platform is designed to help Black folks build wealth and obtain financial freedom. The individuals will acquire valuable knowledge about money. Job Description Support the Editorial Director by drafting blog posts, spotlight features, and newsletter content. Assist with formatting articles, sourcing royalty free images, and basic SEO optimization. Dig into interesting money topics and turn what you find into cool content. Skills Strong writing, research, interest in finance, culture, or entrepreneurship.
Private Sector	Guapify	2	Less than 10	Job DescriptionSupport the Editorial Director by drafting blog posts, spotlight features, and newsletter content for Guapify, a Black financial empowerment platform. Assist with formatting articles, sourcing royalty free images, and basic SEO optimization. Dig into interesting money topics and turn what you find into cool content. Skills Strong writing, research, interest in finance, culture, or entrepreneurship.
Private Sector	Guapify	1	Less than 10	Job DescriptionSupport the editing and production of Guapify video content and podcast interviews. Tasks may include on location shooting, clipping videos for social media, adding subtitles, editing audio, and uploading content to YouTube, TikTok, etc. Conceptualizing creative ideas that amplify the brand messaging.Skills Shooting video, Editing tools (CapCut, iMovie, Adobe Rush, Descript, etc.), attention to detail.
Private Sector	Guapify	1	Less than 10	We are a Black owned businesses founded and headed by a Black woman. Our platform is designed to help Black folks build wealth and obtain financial freedom. Job DescriptionAssist the Social Media Manager in creating and scheduling content for Instagram, TikTok, and LinkedIn. Support community engagement by responding to comments and messages. Research trending sounds, hashtags, and ideas that align with Guapify's brand voice. May also help with basic video editing or caption writing.Skills Creativity, familiarity with social platforms, interest in storytelling or marketing.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Guapify	1	Less than 10	Guapify is offering an exciting opportunity for a Tech and Coding Intern to join our dynamic team. As an intern, you will have the chance to work on real world projects, collaborate with experienced professionals, and contribute to the development of groundbreaking financial technology solutions. Support Guapify's platform backend by helping track analytics (Google Analytics, social media metrics), updating the WordPress site, and assisting in creating basic dashboards to monitor community growth and newsletter performance. Skills Google Sheets, analytics tools, curiosity for data and tech.
Private Sector	Guapify	0	0	Join our dynamic startup on a mission to empower Black millennials in leveling up their financial game. As the Executive Assistant Intern to the CEO, you will serve as the right hand to the founder of Guapify. You'll help keep her organized, prepared, and on top of projects, meetings, and key communications — all while getting a front row seat to what it's like to run a fast growing, mission driven startup. This is a great opportunity for a highly organized and proactive student interested in entrepreneurship, business management, or marketing. Key Responsibilities• Manage and update the CEO's calendar, including scheduling internal and external meetings• Take notes during virtual meetings and summarize key takeaways, action items, and deadlines• Draft follow up emails, meeting agendas, and talking points for CEO engagements• Help track progress on ongoing projects and support task management (e.g., via Notion, Trello, or Google Docs)• Coordinate communication between CEO and summer interns, partners, or collaborators• Assist with inbox management and flagging high priority messages• Conduct light research for upcoming CEO content, interviews, or presentations• Provide general administrative support, as needed
Private Sector	Halema Inc	2	Less than 10	Black Bella Wellness and Apothecary Shop Attendant. Join our growing team at the Sycamore & Oak shopping & entertainment pavilion.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Halema Inc	2	Less than 10	The team member will execute their duties with professionalism and excellence, guided by Black Bella leadership through training, development, and coaching. Responsibilities include adhering to grooming and dress code standards, managing client inquiries, processing purchases and online orders, and ensuring retail displays and product inventory remain clean and organized.
Private Sector	Health Resources Service Intake C	1	Less than 10	Engaging with client, locate events and planning.
Private Sector	Health Resources Service Intake C	1	Less than 10	Answer and route phone calls under supervision.Greet visitors and assist with basic office inquiries.Assist with filing, organizing, and preparing office documents.Make copies, scan documents, and assist with mailings.Posting photos online.Assist with scheduling reminder calls and appointment confirmations.Help prepare materials for meetings and trainings.Assist with simple data entry or spreadsheet updates.Maintain confidentiality when handling any private information.
Private Sector	Health Resources Service Intake C	1	Less than 10	Answering phones, managing and updating calendar, greeting clients.
Private Sector	Health Resources Service Intake C	3	Less than 10	Answering phones, managing online calendar, greeting clients.
Private Sector	Health Resources Service Intake C	1	Less than 10	To helps plan, implement, and manage programs for young people, often within a specific setting like a youth center or library. They assist with daily activities, prepare materials, maintain the environment, and may also provide administrative support. Their role involves fostering positive interactions, supporting youth development, and ensuring a safe and engaging environment.
Private Sector	Heels In Hardware	2	Less than 10	Offering assistance to all the current and potential customers answering questions, fixing problems, and providing excellent service. Our goal is to build a strong relationship with the customers so that they keep coming back for more business.
Private Sector	Heels In Hardware	1	Less than 10	Support team with execution of preselected design. Includes preparation at HNH warehouse in Kensington Maryland prior to packing box truck. Maintaining warehouse organization. Commission incentives for all new sourced projects.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Heels In Hardware	3	Less than 10	Report to different job sites to load/unload a box truck with preselected home staging items. Your purpose will also be to support the team with the set up of the staging projects by assembling the collapsing beds along with placing all furniture in photo ready positions.
Private Sector	Heels In Hardware	2	Less than 10	Your responsibilities include tasks like preparing and securing equipment, maintaining clean and safe work areas, and collaborating with teams of workers to complete each project. Take inventory materials, and collaborate with team members to complete tasks. Duties also include attending meetings and taking notes as necessary, communicating with teams of architects, engineers, subcontractors, and other team members, and following guidelines to ensure each structure is safe and meets code requirements. Painting and cleaning are also daily tasks.
Private Sector	Heels In Hardware	2	Less than 10	As a Social media marketing associate you will use social media platforms to promote our company's offerings. You are encouraged to use platforms such as Facebook, Instagram, Twitter, and TikTok to reach new customers, engage with current ones, and announce new services & ventures.
Private Sector	High Tea Society	0	0	Assist Executive Director by capturing content Generate engaging Instagram content, including photos, graphics, and captions, aligned with the company's brand and objectives. Create 12 posts per month from June 27, 2024, to August 2, 2024, ensuring a consistent and appealing presence on the platform. Collaborate with the marketing team to brainstorm and execute creative ideas for social media campaigns. Stay updated on social media trends and recommend strategies to enhance the brand's online visibility. Monitor and respond to audience engagement, fostering positive interactions and building a community around the brand.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	High Tea Society	0	0	Create original digital art for social posts Generate engaging Instagram content, including photos, graphics, and captions, aligned with the company's brand and objectives. Create 12 posts per month, ensuring a consistent and appealing presence on the platform. Collaborate with the marketing team to brainstorm and execute creative ideas for social media campaigns. Stay updated on social media trends and recommend strategies to enhance the brand's online visibility. Monitor and respond to audience engagement, fostering positive interactions and building a community around the brand.
Private Sector	HIP HOP 4 A HEALTHY HEART	2	Less than 10	responsible for developing engaging content across various platforms, including social media, websites, and marketing material
Private Sector	HIP HOP 4 A HEALTHY HEART	1	Less than 10	designs and directs dance movements and sequences for various performances, including stage productions, film, television, and music videos
Private Sector	HIP HOP 4 A HEALTHY HEART	1	Less than 10	designs and directs dance movements and sequences for various performances, including stage productions, film, television, and music videos
Private Sector	HIP HOP 4 A HEALTHY HEART	2	Less than 10	responsible for planning and managing all aspects of an event, from the initial concept to post event evaluation
Private Sector	HIP HOP 4 A HEALTHY HEART	2	Less than 10	responsible for the overall coordination and execution of events, encompassing everything from initial concept to post event evaluation
Private Sector	HIP HOP 4 A HEALTHY HEART	1	Less than 10	providing general administrative and clerical support to ensure smooth office operations. Responsibilities include answering phones, managing schedules, organizing files, and supporting staff with daily tasks. They often serve as the first point of contact for visitors and clients. Key ResponsibilitiesAdministrative Support Answering phones, taking and delivering messages, managing correspondence, and maintaining files. Clerical Duties Filing, data entry, typing, and basic bookkeeping. Office Management Ordering supplies, managing schedules, and coordinating office activities. Reception Duties Greeting visitors and clients, and providing general information. Other Tasks Assisting with travel arrangements, preparing documents, and supporting staff with various tasks.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	HIP HOP 4 A HEALTHY HEART	2	Less than 10	a professional who assists an individual with both business and personal tasks. They manage schedules, organize tasks, and handle various errands to free up the client's time and energy. Key ResponsibilitiesAdministrative Support Managing emails, phone calls, calendars, and appointments.Organizational Tasks Organizing documents, files, and data.Travel Arrangements Booking flights, hotels, and transportation.Personal Errands Running errands, grocery shopping, and handling deliveries.Event Planning Organizing and managing events, both personal and business.Communication Assisting with writing, editing, and proofreading.Financial Management Assisting with budgeting and financial tasks.
Private Sector	HIP HOP 4 A HEALTHY HEART	2	Less than 10	creating the visual design and user interface of websites, ensuring a positive user experience and aligning with client needs and brand guidelines
Private Sector	Home Away From Home Child De	10	Less than 10	Assists Early Childhood Teacher implement daily educational and activity plans for students in accordance with the lesson plan; assists facilitating small group interactive sessions; assists in supervision in classroom/playground activities; assists in supervising meals/snacks/refreshments; cleans and organizes classroom areas, toys, and equipment. Assists in the planning and supervision of students during field trips and special activities. Performs other duties as needed.
Private Sector	Home Away From Home Child De	10	Less than 10	Assists Early Childhood Teacher implement daily educational and activity plans for students in accordance with the lesson plan; assists facilitating small group interactive sessions; assists in supervision in classroom/playground activities; assists in supervising meals/snacks/refreshments; cleans and organizes classroom areas, toys, and equipment. Assists in the planning and supervision of students during field trips and special activities. Performs other duties as needed.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Home Away From Home Child De	11	Less than 10	Assists Early Childhood Teacher implement daily educational and activity plans for students in accordance with the lesson plan; assists facilitating small group interactive sessions; assists in supervision in classroom/playground activities; assists in supervising meals/snacks/refreshments; cleans and organizes classroom areas, toys, and equipment. Assists in the planning and supervision of students during field trips and special activities. Performs other duties as needed.
Private Sector	HoopEd LLC	2	Less than 10	HoopEd is seeking highly energetic and responsible counselors for a variety of camp locations for the summer of 2025. Duties will include organizing sports and games, monitoring lunch periods, assisting with arts and crafts projects, and overall assisting in providing a safe fun and learning experience for campers ages 5 13. All camps sites run from 8am to 300pm with after care hours available until 530pm. Camps run weekly starting June 16th through August 8. Each camp week runs Monday through Friday. Our requested camp counselors are only required to work a minimum of one week but are able to work as many weeks as they request. Counselors must be available for all five days of any week they are assigned to. For more information contact Jonathan Scribner at <a href="mailto:jonathan@hoopeducation.com">jonathan@hoopeducation.com</a>
Private Sector	HoopEd LLC	2	Less than 10	HoopEd is seeking highly energetic and responsible counselors for a variety of camp locations for the summer of 2025. Duties will include organizing sports and games, monitoring lunch periods, assisting with arts and crafts projects, and overall assisting in providing a safe fun and learning experience for campers ages 5 13. All camps sites run from 8am to 300pm with after care hours available until 530pm. Camps run weekly starting June 30th through August 1. Each camp week runs Monday through Friday. Our requested camp counselors are only required to work a minimum of one week but are able to work as many weeks as they request. Counselors must be available for all five days of any week they are assigned to. THIS SITE REQUIRES SPANISH SPEAKING. For more information contact Jonathan Scribner at <a href="mailto:jonathan@hoopeducation.com">jonathan@hoopeducation.com</a>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	HoopEd LLC	3	Less than 10	HoopEd is seeking highly energetic and responsible counselors for a variety of camp locations for the summer of 2025. Duties will include organizing sports and games, monitoring lunch periods, assisting with arts and crafts projects, and overall assisting in providing a safe fun and learning experience for campers ages 5-13. All camps sites run from 800am to 300pm with after care hours available until 530pm. Camps run weekly starting June 16th through August 8. Each camp week runs Monday through Friday. Our requested camp counselors are only required to work a minimum of one week but are able to work as many weeks as they request. Counselors must be available for all five days of any week they are assigned to. For more information contact Jonathan Scribner at <a href="mailto:jonathan@hoopeducation.com">jonathan@hoopeducation.com</a>
Private Sector	HoopEd LLC	4	Less than 10	HoopEd is seeking highly energetic and responsible counselors for a variety of camp locations for the summer of 2025. Duties will include organizing sports and games, monitoring lunch periods, assisting with arts and crafts projects, and overall assisting in providing a safe fun and learning experience for campers ages 5-13. All camps sites run from 8am to 300pm with after care hours available until 530pm. Camps run weekly starting June 30th through August 1. Each camp week runs Monday through Friday. Our requested camp counselors are only required to work a minimum of one week but are able to work as many weeks as they request. Counselors must be available for all five days of any week they are assigned to. For more information contact Jonathan Scribner at <a href="mailto:jonathan@hoopeducation.com">jonathan@hoopeducation.com</a>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Hope Empowerment	0	0	Provide administrative support to executives, managers, and staff. Answer phone calls, screen and direct calls, take messages, and handle inquiries. Manage calendars, schedule appointments, and coordinate meetings and travel arrangements. Prepare, organize, and maintain documents, reports, and correspondence. Order and maintain office supplies, equipment, and other resources. Prepare expense reports, process invoices, and handle other financial tasks. Coordinate events, meetings, and conferences, including logistics and catering. Assist in onboarding new employees and coordinate necessary paperwork. Collaborate with other departments to support overall company operations. Assist with preparing presentations, proposals, and other office materials.
Private Sector	Hope Empowerment	0	0	Respond promptly and professionally to customer inquiries via phone, email, and chat. Assist customers with product or service related questions, troubleshooting, and resolving issues. Process orders, returns, exchanges, and refunds as required. Maintain detailed records of customer interactions, inquiries, and feedback. Collaborate with other departments (e.g., sales, technical support, billing) to resolve complex issues. Provide accurate information about products, services, and promotions. Follow up with customers to ensure satisfaction and resolve any outstanding issues. Handle customer complaints with empathy, professionalism, and in a timely manner. Meet or exceed customer service targets and performance metrics. Stay updated on product knowledge, company policies, and industry trends.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Hope Empowerment	0	0	Operate kitchen equipment such as grills, ovens, and dishwashers following proper safety protocols.Set up and clean food service areas, ensuring a hygienic environment for both customers and staff.Provide excellent customer service by greeting guests, answering questions about menu items, and ensuring customer satisfaction.Assist with inventory management, including receiving and stocking food supplies.Follow food safety procedures to maintain sanitation and safety standards.Adhere to all health and safety regulations, including handling and storing food properly. Collaborate with team members to ensure a smooth and efficient service
Private Sector	Howard University Hospital	5	Less than 10	Have good oral and written communication skills and be able to organize their work using MS Office. Assist with day to day operation of office and/or clinical unit activities in a healthcare setting, including but not limited to photocopying, typing, answering telephone and greeting visitors; distribution/delivery of mail and other documentation. Also assist caregivers in providing support to other staff and to patients/visitors, including wayfinding and transportation, when needed.
Private Sector	Howard University Hospital	5	Less than 10	Greet visitors/customers to the office/unit and offer assistance; answer phones, sort, stuff, label, and distribute mailings; create labels for slides, records, master sheets and envelopes; run errands, duplicate materials, obtain office supplies, organize computer generated reports, and monthly statistics; sort microfiche, patient files and maintain databases on the computer; use a personal computer and facsimile machines and other duties as assigned.
Private Sector	Howard University Hospital	5	Less than 10	Greet visitors/customers to the office/unit and offer assistance; answers phones; sort, stuff, label, and distribute mailings; create labels for slides, records, master sheets and envelopes; run errands, duplicate materials, obtain office supplies, organize computer generated reports, and monthly statistics; sort microfiche, patient files and maintain databases on the computer; use a personal computer and facsimile machines and other duties as assigned.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Howard University Hospital	6	Less than 10	Greet visitors/customers to the office/unit and offer assistance; answer phones, sort, stuff, label, and distribute mailings; create labels for slides, records, master sheets and envelopes; run errands, duplicatematerials, obtain office supplies, organize computer generated reports, and monthly statistics; sort microfiche,patient files and maintain databases on the computer; use a personal computer and facsimile machines andother duties as assigned.
Private Sector	Howard University Hospital	4	Less than 10	Assist with activities related to community outreach, filing, photocopying, typing, answering telephone and greeting visitors. Also assist with record keeping and processing of volunteer applications, special events, and other duties as assigned. Copy, post and deliver flyers and notices; engage in set up and break down for special activities; pack,organize and distribute giveaway items; man information stations; other duties as assigned.
Private Sector	Howard University Hospital	6	Less than 10	Copy, post and deliver flyers and notices; engage in set up and breakdown for special activities; pack, organize and distribute giveaway items, equipment and other related products; provide coverage for information stations; assist with filing and organizing outreach documents and equipment; operate CD/video equipment; assist with volunteer program activities and orientation, and other duties as assigned.
Private Sector	Howard University Hospital	2	Less than 10	<ul style="list-style-type: none"> <li>• To support the cook in the effective operation of the kitchen.</li> <li>• To play an active role in the cleanliness and order of the dining room, kitchen, pantry, etc.</li> <li>• Washing, peeling and prepping food ingredients as needed</li> <li>• Using equipment such as mixers, etc.</li> <li>• Help replenish kitchen and cafeteria inventory</li> <li>• Unloading fresh supplies and organizing the stockroom</li> <li>• Checking sell by dates and rotating food stock</li> <li>• Cleaning kitchen appliances, ovens, dishes and pans</li> <li>• Transporting food items and supplies from kitchen to cafeteria and units as needed</li> <li>• Assisting staff and other duties as assigned</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Howard University Hospital	2	Less than 10	To support the cook in the effective operation of the kitchen. • To play an active role in the cleanliness and order of the dining room, kitchen, pantry, etc. • Washing, peeling and prepping food ingredients as needed • Using equipment such as mixers, etc. • Help replenish kitchen and cafeteria inventory • Unloading fresh supplies and organizing the stockroom • Checking sell by dates and rotating food stock • Cleaning kitchen appliances, ovens, dishes and pans • Transporting food items and supplies from kitchen to cafeteria and units as needed • Assisting staff and other duties as assigned
Private Sector	Hurley and Associates, LLC	7	Less than 10	Our program places an emphasis on college and career readiness activities. As a Program Assistant, the educational services provided to youth will include but are not limited to tutoring, mentorship, and engaging in recreational activities with children. Program Assistants are required to exhibit excellent communication skills, leadership skills, time management awareness, maintaining composure while multi tasking, and the ability to work well with children, peers, supervisors, and parents.
Private Sector	iGen Educational Academy	2	Less than 10	Interns will bring vibrant energy to our Summer STEAM Camp! Our interns are essential to making the day run smoothly. From helping kids with projects to prepping the next project, our helpers will support our teachers and campers in various capacities. Assists head counselors, counselors, and junior counselors in supervising younger campers. Maintain venue cleanliness Engage campers on an individual and group level to ensure program enjoyment Interact professionally with staff, youth, and families at all times
Private Sector	iGen Educational Academy	2	Less than 10	Interns will bring vibrant energy to our Summer STEAM Camp! Our interns are essential to making the day run smoothly. From helping kids with projects to prepping the next project, our helpers will support our teachers and campers in various capacities. Assists head counselors, counselors, and junior counselors in supervising younger campers. Maintain venue cleanliness Engage campers on an individual and group level to ensure program enjoyment Interact professionally with staff, youth, and families at all times

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Private Sector	iGen Educational Academy	4	Less than 10	Interns will bring vibrant energy to our Summer STEAM Camp! Our interns are essential to making the day run smoothly. From helping kids with projects to prepping the next project, our helpers will support our teachers and campers in various capacities. Assists head counselors, counselors, and junior counselors in supervising younger campers.Maintain venue cleanlinessEngage campers on an individual and group level to ensure program enjoymentInteract professionally with staff, youth, and families at all times
Private Sector	iGen Educational Academy	1	Less than 10	Interns will bring vibrant energy to our Summer STEAM Camp! Our interns are essential to making the day run smoothly. From helping kids with projects to prepping the next project, our helpers will support our teachers and campers in various capacities. Assists head counselors, counselors, and junior counselors in supervising younger campers.Maintain venue cleanlinessEngage campers on an individual and group level to ensure program enjoymentInteract professionally with staff, youth, and families at all times
Private Sector	iGen Educational Academy	2	Less than 10	Interns will bring vibrant energy to our Summer STEAM Camp! Our interns are essential to making the day run smoothly. From helping kids with projects to prepping the next project, our helpers will support our teachers and campers in various capacities. Assists head counselors, counselors, and junior counselors in supervising younger campers.Maintain venue cleanlinessEngage campers on an individual and group level to ensure program enjoymentInteract professionally with staff, youth, and families at all times



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Private Sector	iGen Educational Academy	2	Less than 10	Interns will bring vibrant energy to our Summer STEAM Camp! Our interns are essential to making the day run smoothly. From helping kids with projects to prepping the next project, our helpers will support our teachers and campers in various capacities. Assists head counselors, counselors, and junior counselors in supervising younger campers. Maintain venue cleanliness Engage campers on an individual and group level to ensure program enjoyment Interact professionally with staff, youth, and families at all times
Private Sector	iGen Educational Academy	3	Less than 10	Interns will bring vibrant energy to our Summer STEAM Camp! Our interns are essential to making the day run smoothly. From helping kids with projects to prepping the next project, our helpers will support our teachers and campers in various capacities. Assists head counselors, counselors, and junior counselors in supervising younger campers. Maintain venue cleanliness Engage campers on an individual and group level to ensure program enjoyment Interact professionally with staff, youth, and families at all times
Private Sector	Inspire DMV Hospitality LLC	1	Less than 10	A candidate for the brand ambassador position should be an enthusiastic, outgoing individual with a considerable social media presence and a medium to large sized network. He or she presumably is already familiar with and endorses the brand being represented. The candidate will most likely need to transport materials to and from events, as well as be able to lift up to 50 pounds. Responsibilities include, but are not limited to, the following Representing the brand positively in a multitude of settings ? Recruit business owners, set up free trial. ? Generating brand awareness through word of mouth marketing ? Connect local businesses to technology that sustains and grow their business. ? Providing feedback and insight on new products/services ? Promoting the brand via Inspire DMV Hospitality social media platforms ? Other duties as assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Inspire DMV Hospitality LLC	11	Less than 10	A candidate for the brand ambassador position should be an enthusiastic, outgoing individual with a considerable social media presence and a medium to large sized network. He or she presumably is already familiar with and endorses the brand being represented. The candidate will most likely need to transport materials to and from events, as well as be able to lift up to 50 pounds. Responsibilities include, but are not limited to, the following: Representing the brand positively in a multitude of settings? Recruit business owners, set up free trial? Generating brand awareness through word of mouth marketing? Connect local businesses to technology that sustains and grows their business? Providing feedback and insight on new products/services? Promoting the brand via Inspire DMV Hospitality social media platforms? Other duties as assigned.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	3	Less than 10	Assist security staff with enforcing skating rink rules. Monitor guests entering the facility to ensure no prohibited items are allowed. Communicate with the management team regarding any violations of skating rink rules. Must be patient with a friendly but firm demeanor.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	6	Less than 10	Assist security staff with enforcing skating rink rules. Monitor guests entering the facility to ensure no prohibited items are allowed. Communicate with the management team regarding any violations of skating rink rules. Must be patient with a friendly but firm demeanor.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	3	Less than 10	Provide a clean, fun, and safe experience to every guest. Be knowledgeable of all skating rink safety standards, skate and concession products and services. Adhere to company policies and procedures. Assist with administrative tasks such as time keeping, scheduling, record filing, and document retention. Cross train with management staff to serve as a backup for skating rink opening and closing. Assist other departments as needed or as directed.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	5	Less than 10	General cleaning of the skating facility to meet cleanliness and sanitary conditions. The duties include cleaning, stocking, and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning, etc.). Performing routine inspections to keep restrooms and common areas fresh and presentable to guests.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigned</b>	<b>Job Description</b>
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	5	Less than 10	Prepares cafe style food items for guests of the roller skating rink. Must have a minimum of one year of cooking experience. Ideal candidates must be willing to take direction and maintain a safe, clean kitchen environment. Preferred applicants will have a valid food handling safety certificate.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	6	Less than 10	Admissions cashier for skating rink. Processes cash and card transactions for customers. Light cleaning includes dusting, sweeping, and vacuuming to keep the lobby entrance neat and presentable. Must have prior cash handling experience and a friendly attitude.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	3	Less than 10	Greet and provide general customer service at the skate admissions desk. Cleaning, which includes wiping down cafe tables and vacuuming of skate facility.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	5	Less than 10	Provide customer service by issuing roller skates and skate support items to customers. Duties include cleaning, maintenance and inventory of rental roller skates. Sanitize skates after rental and organize storage. Must have good communication skills and a positive attitude. Must be able to lift and carry up to 15 pounds. Occasionally assist skate guard with skate floor maintenance and cleaning before and after skate sessions.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	2	Less than 10	Enforce skating rink rules, provide assistance to roller skate customers on the skate floor. Maintain and clean the skate floor before and after skate sessions. Support skate counter staff with issuing, sorting and return of roller skates.
Private Sector	Isaiah Skating LLC/Isaiah 58 Skate	5	Less than 10	Enforce skating rink rules, provide assistance to roller skate customers on the skate floor. Maintain and clean the skate floor before and after skate sessions. Support skate counter staff with issuing, sorting and return of roller skates.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	It's Sumnertime Kids Fit Life Enric	3	Less than 10	engage and interact with campers at all times mentor campers and assist with weekly themes communicate daily with other counselors and parents flexible schedule working 3 4 days a week pick up and drop off transportation to and from Largo station positive role model, fun personality, and kid friendly organized and able to maintain a clean environment attentive of campers needs and proactive hands on assisting with all activities, field trips, and helping presenters responsible, hard working, timely, and respectful
Private Sector	It's Sumnertime Kids Fit Life Enric	15	11	engage and interact with campers at all times mentor campers and assist with weekly themes communicate daily with other counselors and parents flexible schedule working 3 4 days a week pick up and drop off transportation to and from Largo station positive role model, fun personality, and kid friendly organized and able to maintain a clean environment attentive of campers needs and proactive hands on assisting with all activities, field trips, and helping presenters responsible, hard working, timely, and respectful
Private Sector	Jade Fitness Inc	1	Less than 10	Greet clients. Answer the phone. Provide information regarding training classes. Accept payment.
Private Sector	Janilcar Inc	1	Less than 10	Will be looking after into Customer Support tasks
Private Sector	Janilcar Inc	2	Less than 10	Will be looking after into Customer Support tasks
Private Sector	Janilcar Inc	4	Less than 10	Will be looking after into Customer Support tasks
Private Sector	Janilcar Inc	4	Less than 10	Will be looking after into Customer Support tasks
Private Sector	JEWEL'S NEW BEGINNING LEA	2	Less than 10	Dependable, timely, conscientious, ambitious, have patience, committed to assigned tasks, and love working with children ages infant to four years old. SKA Ability to squat and sit on floor with children, assist teacher with all classroom activities, keeping classroom neat, clean, all items labeled and organized; ability to follow teacher's instructions to assist children with all activities such as grooming, restroom breaks, learning activities, developing their motor skills, outdoor activities, nature walks, cleaning cots, washing dishes, other cleaning activities as needed, etc.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	JEWEL'S NEW BEGINNING LEA	12	16	Dependable, timely, conscientious, ambitious, have patience, committed to assigned tasks, and love working with children ages infant to four years old. SKA Ability to squat and sit on floor with children, assist teacher with all classroom activities, keeping classroom neat, clean, all items labeled and organized; ability to follow teacher's instructions to assist children with all activities such as grooming, restroom breaks, learning activities, developing their motor skills, outdoor activities, nature walks, cleaning cots, washing dishes, other cleaning activities as needed, etc.
Private Sector	JEWEL'S NEW BEGINNING LEA	25	Less than 10	Dependable, timely, conscientious, ambitious, have patience, committed to assigned tasks, and love working with children ages infant to four years old. SKA Ability to squat and sit on floor with children, assist teacher with all classroom activities, keeping classroom neat, clean, all items labeled and organized; ability to follow teacher's instructions to assist children with all activities such as grooming, restroom breaks, learning activities, developing their motor skills, outdoor activities, nature walks, cleaning cots, washing dishes, other cleaning activities as needed, etc.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	JLAN Solutions	1	Less than 10	<p>JLAN Solutions is a woman owned small business located in Washington, DC. We partner with federal, state, and local government agencies to provide project management and instructional design expertise. If you're interested in joining the Federal space and would like a sneak peek into the lucrative world of subcontracting, this is the opportunity for you! We currently have an opportunity available for an internship in our Contracts Management Department to provide administrative support in database organization and client relationships. You'll learn the ins and outs of proposals, business development, and federal customer communications. This position is located in Washington, DC and the intern will be working remotely, with the occasional day in office on an as needed basis (1 3 times/month).</p> <p>Responsibilities• Assist with documentation and creation of contract and proposal opportunities • Help create organizational system for contracts database• Review HR mail for (filing or immediate action notices)• Assist and prepare correspondence Requirements• Critical thinking, strong analytical, and problem solving skills• Superior verbal/written and presentation skills• Good punctuation, spelling, grammar and attention to detail a must • High school diploma and pursuing a higher education degree JLAN Solutions is an equal opportunity/affirmative action employer and does not discriminate against any applicant for employment on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national origin, veteran status or physical impairment.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	JMA Solutions	1	Less than 10	<p>JMA Solutions is offering an exciting opportunity for Summer Interns to join our team. We are a dynamic federal contracting company with these overhead departments Accounting, Human Resources, Information Technology (IT), and Marketing, providing valuable experiences to interns in a collaborative environment.</p> <p><b>Position Overview</b>As a Program Intern, you will gain hands on experience across multiple departments, including Accounting, Human Resources, Information Technology (IT), and Marketing. This internship is designed to provide exposure to various aspects of our operations while supporting key projects and initiatives.</p> <p><b>Some Key Responsibilities</b>AccountingSupport photocopying and document organization.Create electronic folders for vendors.Perform data entry tasks accurately.Aid in filing and maintaining accounting documents.Human ResourcesAssist with filing HR documents and maintaining records.Prepare orientation packets for new employees.Support the organization Digest and NewsletterAssist in staffing and recruiting activities.Undertake additional HR tasks as assigned.Information Technology (IT)Assist in organizing the IT storage room.Conduct inventory checks of equipment.Collaborate on various IT projects and tasks.MarketingUpdate marketing content as needed.Assist in managing social media platforms and content updates.Edit and proofread marketing documents.Support marketing initiatives for upcoming conferences.Manage inventory related to marketing materials.</p> <p><b>Job Requirements</b>High School Diploma with at least one year of administrative support experience preferred Strong organizational skills and attention to detail.Ability to work effectively in a team environment.Excellent communication and interpersonal skills.Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).Prior experience in any of the mentioned departments is a</p>
Private Sector	Joe's Den Before and Aftercare	3	Less than 10	<p>Employee will assist with students ages 3 7 with some academic; which includes basic reading/math according to their age. Group games will be inside as well as outside. Trips will be to hands. This is summer camp, so person must like working with small children.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Joe's Den Before and Aftercare	3	Less than 10	Employee will assist with students ages 3-7 with some academic; which includes basic reading/math according to their age. Group games will be inside as well as outside. Trips will be to hands. This is summer camp, so person must like working with small children.
Private Sector	Joe's Den Before and Aftercare	1	Less than 10	Employee will assist with students ages 3-7 with some academic; which includes basic reading/math according to their age. Group games will be inside as well as outside. Trips will be to hands. This is summer camp, so person must like working with small children.
Private Sector	Jon Marc	1	Less than 10	Content Creation & Management Draft and edit newsletters, blog posts, press releases, social media posts, and website content. Assist in the creation of marketing and promotional materials. Develop content calendars and help schedule communications across platforms. Digital & Social Media Support Support day to day management of social media accounts (e.g., Facebook, Instagram, LinkedIn, Twitter). Monitor engagement metrics and assist with social media reporting and optimization. Help manage website updates using CMS platforms (e.g., WordPress, Squarespace). Media Relations Maintain media lists and assist with press outreach and follow ups. Monitor media coverage and compile reports. Internal Communications Assist in creating staff newsletters and updating internal communication channels. Support organizational announcements and updates. Event Support Promote upcoming events through communications channels. Assist in drafting talking points, run of show documents, and event collateral.
Private Sector	Jon Marc	1	Less than 10	Participate in all stages of design development while supporting senior designers Participate in research and report on industry trend, & color direction, and fabric innovations that can relate to the company's target customer Present ideas through sketching, presentation boards, design development and details that reflect brand identity Utilize Adobe Illustrator for flats, and technical sketches Recolor prints using Adobe Photoshop and Illustrator Prepare tech packs and BOMs Review and comment on lab dips,



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Just Rock Enterprises	1	Less than 10	<p>?? Just Rock Summer Camp 2025 – Music Instructor Wanted! ?? Just Rock is looking for passionate and energetic Music Instructors to join our Summer Camp 2025 team! If you love inspiring young musicians and creating a fun, engaging learning environment, we want to hear from you! About the Role As a Music Instructor, you'll be responsible for teaching and mentoring campers in various music disciplines, including vocals, guitar, piano, drums, and other instruments. Our camp runs Monday Friday, 9 AM – 4 PM, and each session ends with an exciting showcase performance where students demonstrate their progress! Responsibilities?? Teach and guide campers in music lessons, group rehearsals, and performance techniques?? Encourage creativity and confidence in young musicians?? Assist in preparing students for the end of camp showcase?? Create a fun and inclusive learning environment?? Work collaboratively with other instructors and camp staff?? Ensure a safe and positive experience for all campers Qualifications? Experience teaching music (private lessons, group classes, or school settings)? Proficiency in at least one instrument (guitar, piano, drums, bass, vocals, or other)? Ability to engage and inspire kids and teens? Strong communication and teamwork skills? Previous experience with summer camps or youth programs is a plus! Why Join Just Rock??? Be part of an exciting, creative, and fun music community?? Inspire the next generation of musicians?? Competitive pay and a rewarding experience If you're ready to rock this summer and help young musicians shine, apply now!</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Jynells Child care	5	Less than 10	Child Care Workers are responsible for the well being of the children under their care. They must monitor the children all day to ensure that they play and interact with one another in a safe and appropriate manner. Some of their typical duties include Ensuring the children have good hygiene and changing diapers as necessary Cleaning interactive areas throughout the day Preparing meals and snacks for the kids Organizing activities and developing curriculum for older children Developing a schedule for the children to maintain throughout the day Keeping records of each child's progress, interests and any problems that may occur Maintaining contact with the children's parents and contacting them in the case of an emergency
Private Sector	K&A catering loc	1	Less than 10	internet research setting up appointments with restaurants interested in food safety program
Private Sector	K&A catering loc	1	Less than 10	Greet every customer with a smile, thank them for their business, and invite them back. Deliver a fast, friendly, and professional checkout experience. Describing menu items and suggesting products to customers Maintaining inventories Restocking coffee bean supply Stocking coffee brewing equipment Carrying supplies, pastries, and cookies for coffee bar Take orders from customers for take away and pick up
Private Sector	K&A catering loc	1	Less than 10	Set up for events by arranging tablecloths and place settings, positioning table placement and setting up a buffet. Carrying plates of food on trays and serving guests. Keep glasses filled; remove each round of plates and replenish utensils. Perform cleaning tasks and breakdown of service. Maintain high standards of safety and cleanliness. Adhere to grooming and appearance standards. Perform other duties as requested.
Private Sector	K&A catering loc	1	Less than 10	website maintenance and admin
Private Sector	KD'S Klubhouse CDC	2	Less than 10	Helping Teacher and staff with children daily Help children keep good hygiene. Change the diapers of infants and toddlers. Organize activities or implement a curriculum that allows children to learn about the world and explore their interests. Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	KD'S Klubhouse CDC	23	25	DUTIES Uses positive reinforcement and encouragement to develop children's communication skills, promote sharing, build self esteem, and foster children's ability to express themselves. Reads, sings, and plays with children during various indoor and outdoor activities Prepare snacks and arrange rooms or furniture for lunch and rest periods. Assist with proper eating, dressing and toilet habits. Submit written observations on children to early childhood educators or supervisors. Maintain daycare equipment and assist in housekeeping and cooking duties.
Private Sector	KD'S Klubhouse CDC	11	12	DUTIES Uses positive reinforcement and encouragement to develop children's communication skills, promote sharing, build self esteem, and foster children's ability to express themselves. Reads, sings, and plays with children during various indoor and outdoor activities Prepare snacks and arrange rooms or furniture for lunch and rest periods. Assist with proper eating, dressing and toilet habits. Submit written observations on children to early childhood educators or supervisors. Maintain daycare equipment and assist in housekeeping and cooking duties.
Private Sector	KEYSTONE PLUS CONSTRUCT	1	Less than 10	Engineers, as practitioners of engineering, are professionals who invent, design, analyze, build and test machines, complex systems, structures, gadgets and materials to fulfill functional objectives and requirements while considering the limitations imposed by practicality, regulation, safety and cost.
Private Sector	KEYSTONE PLUS CONSTRUCT	1	Less than 10	Completes clerical and administrative tasks for an office. Their main duties include welcoming and directing visitors, coordinating meetings and appointments and performing clerical tasks, like answering phones and responding to emails. Manage emails, letters, packages, phone calls and other forms of correspondence. Support bookkeeping and budgeting procedures for the company. Track and replace office supplies as necessary to avoid interruptions in standard front office procedures. Assist colleagues whenever there is an opportunity to do so
Private Sector	Kids Are People Too	6	Less than 10	Assist Teachers in providing basic needs to children. Assist Teachers in teaching basic needs to children.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Kids In Motion Summer Camp, LLC	10	Less than 10	To provide high quality educational and recreational opportunities and enjoyable experiences for camp participants during indoor and outdoor activities. Camp Counselor is to supervise campers to ensure their safety, development, growth, and general well being. Supervision and customer service are top priorities. Camp Counselor will be responsible for maintaining accurate daily logs, leading daily scheduled activities, maintaining a clean and organized environment.
Private Sector	Kidz Care Unlimited Child Development	5	Less than 10	The School Age Leader Assistant/Aide supports the School Age Classroom Leaders and the School Age Program Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality school age educational program and in developing positive relationships with the children and their parents, the School Age Leader Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. School Age Leader Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the School Age Classroom Leader and the School Age Program Director.
Private Sector	Kidz Care Unlimited Child Development	5	Less than 10	The School Age Leader Assistant/Aide supports the School Age Classroom Leaders and the School Age Program Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality school age educational program and in developing positive relationships with the children and their parents, the School Age Leader Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. School Age Leader Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the School Age Classroom Leader and the School Age Program Director.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Kidz Care Unlimited Child Develo	5	Less than 10	The Teacher Assistant supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the Teacher Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. Teacher Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.
Private Sector	Kidz Care Unlimited Child Develo	10	Less than 10	The School Age Leader Assistant/Aide supports the School Age Classroom Leaders and the School Age Program Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality school age educational program and in developing positive relationships with the children and their parents, the School Age Leader Assistant observes and documents children's interest and progress, and relays that information back to parents and staff. School Age Leader Assistants are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the School Age Classroom Leader and the School Age Program Director.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Kinetix ML, LLC	2	Less than 10	Leveraging deep expertise in kinesiology, biomechanics, and sport specific technique, we systematically analyze athletes' movements to uncover strengths, inefficiencies, and hidden injury risks. High speed video, wearable sensors, and 3D pose reconstruction feed quantitative metrics—joint angles, segment velocities, ground reaction forces—that are benchmarked against elite performance standards and sport science literature. Coaches receive concise, visual breakdowns highlighting mechanical flaws, energy leaks, and timing discrepancies. Athletes gain actionable drills, cue words, and progressive loading schemes to reinforce optimized patterns and mobility. Continuous collaboration with coaching staff ensures interventions align with tactical objectives, training cycles, and individual learning styles, maximizing performance gains while safeguarding longevity.
Private Sector	Kumon of Georgetown	2	Less than 10	Assistants will teach students reading and math concepts, they will help students with assigned work, grade all classwork and homework, stock worksheet shelves and help prepare for classroom instruction. Assistants must be proficient in reading, writing and math through 9th grade level standards. Assistants will work in the afternoons to early evening, no later than 7pm in the center and virtually on days we do not have in person instruction.
Private Sector	Kumon of Georgetown	5	Less than 10	Assistants will teach students reading and math concepts, they will help students with assigned work, grade all classwork and homework, stock worksheet shelves and help prepare for classroom instruction. Assistants must be proficient in reading, writing and math through 9th grade level standards. Assistants will work in the afternoons to early evening, no later than 7pm in the center and virtually on days we do not have in person instruction.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Kumon of Georgetown	12	Less than 10	<p>Assistants will teach students reading and math concepts, they will help students with assigned work, grade all classwork and homework, stock worksheet shelves and help prepare for classroom instruction. Assistants must be proficient in reading, writing and math though 9th grade level standards. Assistants will work in the afternoons to early evening, no later than 7pm in the center and virtually on days we do not have in person instruction.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	L.S. Caldwell & Associates, Inc.	1	Less than 10	<p>About Us L.S. Caldwell &amp; Associates, Inc. (LSC) is recognized as one of the foremost firms in the country specializing in the development, implementation, and administration of Contracting, Employment, and Community Awareness Compliance Programs. We are dedicated to helping businesses navigate complex compliance requirements while promoting diversity and inclusion within the workforce. Additionally, we offer expert assistance with the business certification process, including CBE, DBE, MBE, SBE, WOSB, 8(a), and more. Our firm prides itself on providing innovative solutions to meet the needs of our clients, and we foster a collaborative environment that supports professional development and growth. We are currently seeking a highly motivated Administrative/Project Support Intern to join our dynamic team. This internship offers a unique opportunity to gain hands on experience in both office administration and project management support in the areas of compliance and certification.</p> <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Assist with daily office administration tasks, including managing schedules, communications, and document organization.</li> <li>• Support project managers by assisting in project planning, scheduling, and reporting for Contracting, Employment, and Compliance related projects.</li> <li>• Help configure and update resource booklets, including materials related to business certification processes (CBE, DBE, MBE, etc.).</li> <li>• Shadow project managers during project meetings and client consultations to gain insight into project execution and compliance program management.</li> <li>• Assist with quality assurance and quality control tasks to ensure compliance standards and best practices are followed.</li> <li>• Update and maintain project factsheets, ensuring they accurately reflect compliance and certification progress.</li> <li>• Coordinate and assist in planning</li> </ul>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	L.Tyus Editing and Consulting	0	0	Student will operate in a virtual environment. Student Interns must have the ability to interact professionally with a variety of professionals. Duties and activities include, but are not limited to, engagement in financial literacy and work readiness training, research, exposure and brief experience or discussions with professionals in various fields, educational experiences planned by the interns, community engagement/service and other such enrichment activities to be determined.
Private Sector	L.Tyus Editing and Consulting	1	Less than 10	Student will operate in a virtual environment. Student Interns must have the ability to interact professionally with a variety of professionals. Duties and activities include, but are not limited to, engagement in financial literacy and work readiness training, research, exposure and brief experience or discussions with professionals in various fields, educational experiences planned by the interns, community engagement/service and other such enrichment activities to be determined.
Private Sector	L.Tyus Editing and Consulting	3	Less than 10	Student will operate in a virtual environment. Student Interns must have the ability to interact professionally with a variety of professionals. Duties and activities include, but are not limited to, engagement in financial literacy and work readiness training, research, exposure and brief experience or discussions with professionals in various fields, educational experiences planned by the interns, community engagement/service and other such enrichment activities to be determined.
Private Sector	Law Office of Frederic Schwartz	1	Less than 10	Familiarize yourself with legal procedures and job as legal asistant. May be assigned significant research project. Reading Chinese major advantage. May be asked to save the world.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Leaders In Training	8	Less than 10	A summer camp counselor is responsible for the safety and well being of campers at a summer camp, leading and supervising them through various indoor and outdoor recreational activities and creating a positive and fun environment while adhering to camp rules and safety guidelines. Camp Counselors will be responsible for leading daily scheduled activities and maintaining a clean and well organized environment. Qualification/Skill Positive Attitude Leadership Abilities Strong Communication Skills Safety Awareness Flexibility
Private Sector	Learn Haven	10	Less than 10	We are seeking an enthusiastic and creative STEAM (Science, Technology, Engineering, Arts, and Math) Camp Counselor to join our dynamic summer program. As a STEAM Camp Counselor, you will play a vital role in inspiring and engaging campers through hands on learning and engaging campers through hands on learning and experiences that foster creativity, critical thinking, and problem solving skills.
Private Sector	Learn Haven	10	Less than 10	We are seeking an enthusiastic and creative STEAM (Science, Technology, Engineering, Arts, and Math) Camp Counselor to join our dynamic summer program. As a STEAM Camp Counselor, you will play a vital role in inspiring and engaging campers through hands on learning and engaging campers through hands on learning and experiences that foster creativity, critical thinking, and problem solving skills.
Private Sector	LEES FLOWER & CARD SHOP	3	Less than 10	This job entails processing flowers upon delivery to hydrate them and get them prepared for sale. It involves preparing buckets and using a cutting tool.
Private Sector	LIA'S RAINBOW, LLC	3	Less than 10	Assist lead teachers in the classroom with art, feeding, outdoor play.
Private Sector	LIA'S RAINBOW, LLC	4	Less than 10	Assist classroom teachers with educational/intentional learning, changes diapers, potty training, feeding children, outdoor walks and activities, assist and attend field trip.
Private Sector	LIA'S RAINBOW, LLC	4	Less than 10	Assist classroom teachers with educational/intentional learning, changes diapers, potty training, feeding children, outdoor walks and activities, assist and attend field trip.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Lifeline Financial Team	0	0	Job candidate will arrive daily and participate in a morning meeting to set tasks, activities and expectations for the day. Candidate will assist with data entry, filing and answering the telephone if needed. Candidate will research tax scenarios for understanding of how taxes work to affect personal and business finances.Candidate will use learning acquired to apply scenarios to personal or family circumstances.
Private Sector	Lifeline Financial Team	0	0	Job candidate will arrive daily and participate in a morning meeting to set tasks, activities and expectations for the day. Candidate will assist with data entry, filing and answering the telephone if needed. Candidate will research tax scenarios for understanding of how taxes work to affect personal and business finances.Candidate will use learning acquired to apply scenarios to personal or family circumstances.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Light Weight Technologies, LWT	0	Less than 10	<p>Service evaluators provide evaluations for agencies businesses processes in person, on the phone, or online and evaluate their customer service, cleanliness, following operational regulations and other aspects of a business's operations. Customer service evaluators will complete a full evaluation of business processes and earn a certificate of completion in customer service and professional development. We are searching for a friendly and highly analytical customer service specialist to join our customer care team. In this role, you will answer customer queries and resolve issues via appropriate channels, maintain knowledge of our products and services, obtain customer feedback, and provide training to new hires. A top notch Customer Service Specialist will demonstrate excellent time management skills and be passionate about customer service and self improvement. Ideal candidates should be great brand ambassadors who are willing to go the extra mile to ensure customer satisfaction.</p> <p><b>Customer Service Specialist Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Promptly responding to customer service events via email, live chat, video, phone.</li> <li>• Immediately escalating serious complaints or issues that you are not equipped to deal with.</li> <li>• Liaising with colleagues or managers to find the best solutions for issues.</li> <li>• Identifying common problems and escalating them to management, along with possible suggestions for improvement, wherever possible.</li> <li>• Maintaining a polite, helpful, and professional manner at all times.</li> <li>• Obtaining and sharing feedback with colleagues and other departments so that products and services can be improved.</li> <li>• Familiarizing yourself with the processes and services as they are introduced.</li> <li>• Attending workshops and meetings as required.</li> <li>• Providing training to new customer service agents.</li> <li>• Respecting client confidentiality at all times.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Light Weight Technologies, LWT	0	0	<p>Our AI Business Based Training Certificate Program equips professionals with essential AI skills to drive innovation and efficiency in business operations. This program covers AI fundamentals, data driven decision making, automation strategies, and ethical AI implementation. Participants engage in interactive learning modules, real world case studies, and hands on AI applications tailored to business environments. Graduates earn an industry recognized certification, enhancing their career prospects in AI driven industries. Ideal for business leaders, analysts, and professionals seeking to integrate AI into their strategies, this program fosters growth, competitiveness, and digital transformation in today's fast paced business world.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Light Weight Technologies, LWT	0	0	<p>Service evaluators provide evaluations for agencies businesses processes in person, on the phone, or online and evaluate their customer service, cleanliness, following operational regulations and other aspects of a business's operations. Customer service evaluators will complete a full evaluation of business processes and earn a certificate of completion in customer service and professional development. We are searching for a friendly and highly analytical customer service specialist to join our customer care team. In this role, you will answer customer queries and resolve issues via appropriate channels, maintain knowledge of our products and services, obtain customer feedback, and provide training to new hires. A top notch Customer Service Evaluator will demonstrate excellent time management skills and be passionate about customer service and self improvement. Ideal candidates should be great brand ambassadors who are willing to go the extra mile to ensure customer satisfaction. Customer Service Specialist Responsibilities</p> <ul style="list-style-type: none"> <li>• Promptly responding to customer service events via email, live chat, video, phone.</li> <li>• Immediately escalating serious complaints or issues that you are not equipped to deal with.</li> <li>• Liaising with colleagues or managers to find the best solutions for issues.</li> <li>• Identifying common problems and escalating them to management, along with possible suggestions for improvement, wherever possible.</li> <li>• Maintaining a polite, helpful, and professional manner at all times.</li> <li>• Obtaining and sharing feedback with colleagues and other departments so that products and services can be improved.</li> <li>• Familiarizing yourself with the processes and services as they are introduced.</li> <li>• Attending workshops and meetings as required.</li> <li>• Providing training to new customer service agents.</li> <li>• Respecting client confidentiality at all times.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Light Weight Technologies, LWT	0	0	<p>Service evaluators provide evaluations for agencies businesses processes in person, on the phone, or online and evaluate their customer service, cleanliness, following operational regulations and other aspects of a business's operations. Customer service evaluators will complete a full evaluation of business processes and earn a certificate of completion in customer service and professional development. We are searching for a friendly and highly analytical customer service specialist to join our customer care team. In this role, you will answer customer queries and resolve issues via appropriate channels, maintain knowledge of our products and services, obtain customer feedback, and provide training to new hires. A top notch Customer Service Evaluator will demonstrate excellent time management skills and be passionate about customer service and self improvement. Ideal candidates should be great brand ambassadors who are willing to go the extra mile to ensure customer satisfaction. Customer Service Specialist Responsibilities</p> <ul style="list-style-type: none"> <li>• Promptly responding to customer service events via email, live chat, video, phone.</li> <li>• Immediately escalating serious complaints or issues that you are not equipped to deal with.</li> <li>• Liaising with colleagues or managers to find the best solutions for issues.</li> <li>• Identifying common problems and escalating them to management, along with possible suggestions for improvement, wherever possible.</li> <li>• Maintaining a polite, helpful, and professional manner at all times.</li> <li>• Obtaining and sharing feedback with colleagues and other departments so that products and services can be improved.</li> <li>• Familiarizing yourself with the processes and services as they are introduced.</li> <li>• Attending workshops and meetings as required.</li> <li>• Providing training to new customer service agents.</li> <li>• Respecting client confidentiality at all times.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Lou's Buns LLC	3	Less than 10	Ensure profitability by maintaining an accurate record of baking operations. • Manage needed supplies and inventory levels. • Direct and supervise the production staff's activities to make sure that products are up to standards. • Decorate baked products using glaze, icing and other toppings to achieve a finished appearance. • Assess the quality of raw materials before baking. • Conduct research to develop original recipes for products. • Ensure the proper storage of baking utensils. Washing dishes keeping workspace cleaned
Private Sector	Lou's Buns LLC	2	Less than 10	Experienced baker with pastry experience, dedicated to creating quality, creative baked goods. Organized and efficient, seamlessly delivering high production volume with exceptional quality. Retail Bakery Operations Specialty Cake Decoration Proofing & Baking Bread Production Recipe Development Inventory Management Team Leadership & Training Food Safety & Health Regulations Quality Assurance
Private Sector	Luxury Rentals 202	2	Less than 10	Your responsibilities in this role include assisting with office needs. This can include setting up meetings, answering phone calls, ordering supplies, marketing and branding for a luxury vehicle rental company via assisting customers, website maintenance, and email campaigns.
Private Sector	Luxury Rentals 202	2	Less than 10	Deliver rental cars to customers to different addresses and through different routes Follow routes and time schedule Take detailed pictures of the car before and after the trip Check customer's license Ask for feedback on provided services and resolve clients' complaints Collect payments Complete logs and reports
Private Sector	Luxury Rentals 202	2	Less than 10	Deliver rental cars to customers to different addresses and through different routes Follow routes and time schedule Take detailed pictures of the car before and after the trip Check customer's license Ask for feedback on provided services and resolve clients' complaints Collect payments Complete logs and reports



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Luxury Rentals 202	6	Less than 10	Build campaigns, track engagement, and make your social media presence an integral part of the company's overall marketing strategy. Contributes to the marketing strategy by leveraging social media to identify and acquire customers. Develops social media marketing plans and programs for each product and directs promotional support. Maintains online relations with customers by organizing and developing specific customer relations programs. Provides short and long term market forecasts and reports by directing market research collection, analysis, and interpretation of market data. Creates new strategies for market development, acquiring and analyzing data, and consulting with internal and external sources. Maintains research database by identifying and assembling marketing information. Provides marketing information by answering questions and requests. Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions. Completes social media marketing department operational requirements by scheduling and assigning employees and following up on work results. Maintains social media marketing staff by recruiting, selecting, training, and managing employees.
Private Sector	Luxury Rentals 202	4	Less than 10	Build campaigns, track engagement, and make your social media presence an integral part of the company's overall marketing strategy. Contributes to the marketing strategy by leveraging social media to identify and acquire customers. Develops social media marketing plans and programs for each product and directs promotional support. Maintains online relations with customers by organizing and developing specific customer relations programs. Provides short and long term market forecasts and reports by directing market research collection, analysis, and interpretation of market data. Creates new strategies for market development, acquiring and analyzing data, and consulting with internal and external sources. Maintains research database by identifying and assembling marketing information. Provides marketing information by answering questions and requests.
Private Sector	Luxury Rentals 202	4	Less than 10	Work Readiness and Professional Development training for youth

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Luxury Rentals 202	1	Less than 10	As a Youth Professional Development Trainer, you will play a vital role in empowering young individuals by providing them with the necessary skills, knowledge, and resources to excel in their personal and professional lives. Your primary responsibility will be to design, develop, and deliver engaging training programs tailored to the needs of youth, with a focus on enhancing their employability, leadership abilities, and career prospects.
Private Sector	LYFE Lessons	0	0	We are seeking passionate and creative students who are willing to commit to an online platform to increase their professional development skills. They will participate in a series of projects that include planning, facilitating, research, and ongoing improvement of virtual programming. This role is ideal for someone that is ready to learn skills that will prepare them for life after school and/or college. No previous experience required. Must be able to access google classroom.
Private Sector	M&M Home Improvement, LLC	1	Less than 10	Preparing, organising and storing information in paper and digital form Dealing with queries on the phone and by email Greeting visitors at reception Managing diaries, scheduling meetings and booking rooms Arranging travel and accommodation Arranging post and deliveries Taking minutes at meetings Typing up letters and reports Preparing, organising and storing information in paper and digital form Dealing with queries on the phone and by email Greeting visitors at reception Managing diaries, scheduling meetings and booking rooms Arranging travel and accommodation Arranging post and deliveries Taking minutes at meetings Typing up letters and reports Updating computer records using a database Printing and photocopying Ordering office supplies Maintaining office systems Liaising with suppliers and contractors Liaising with staff in other departments, e.g. finance, HR Working in an office. Be thorough and pay attention to detail Able to work well with others Able to work on your own Sensitivity and understanding Flexible and open to change Excellent verbal communication skills Customer service skills Able to use a computer and the main software packages competently

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Maggys Beauty Salon	1	Less than 10	The incumbent in this position is responsible for a myriad of job duties, which include the following * Preference for Spanish language abilities (write, read, speak); * Respond to telephone and web based inquiries and appointment requests in English and Spanish (written and spoken); * Conduct inventory checks and orders re stocks of hair care and salon products; * Maintains customer database; * Calls and texts clients in Spanish and English to remind them of upcoming appointments; * Manages wait lists for appointments; * Posts and Updates various social media accounts in English and Spanish; * Manages efficient client flow in physical space; * Light cleans physical space, as needed; * Communicate with clients in Spanish, as needed; * Flexibility in scheduling by week (weekdays and/or weekends, as needed); * Other duties as assigned.
Private Sector	Maggys Beauty Salon	1	Less than 10	The incumbent in this position is responsible for a myriad of job duties, which include the following * Preference for Spanish language abilities (write, read, speak);* Respond to telephone and web based inquiries and appointment requests in English and Spanish (written and spoken);* Conduct inventory checks and orders re stocks of hair care and salon products;* Maintains customer database;* Calls and texts clients in Spanish and English to remind them of upcoming appointments;* Manages wait lists for appointments;* Posts and Updates various social media accounts in English and Spanish;* Manages efficient client flow in physical space;* Light cleans physical space, as needed;* Communicate with clients in Spanish, as needed;* Flexibility in scheduling by week (weekdays and/or weekends, as needed);* Other duties as assigned.
Private Sector	Mamma Tee's Kitchen	1	Less than 10	Responsible for supporting the kitchen area, in cleanliness, organization and functionality in non customer facing areas. Ensuring supplies are stocked, equipment clean and the workspace is safe.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Mamma Tee's Kitchen	1	Less than 10	Social Media Manager/Front of the House Attendant Assist in the development and execution of social media strategies to enhance visibility and engagement. Create high quality content, publish posts, engage with followers including responding to messages, Monitor Social Media Trends. Maintain the main lobby space, Answering phones/taking orders.
Private Sector	Manley Science and Technology center	3	Less than 10	We are seeking a caring, energetic, and dependable teacher assistant to support classroom teachers in providing a safe, nurturing, and educational environment for young children. The Teacher Assistant will help implement daily activities, supervise play, assist with care routines, and promote the emotional, social, and intellectual development of each child Assist teachers and assistant teachers in lesson planning, escort children to the bathroom, and walk children in the neighborhood. Assist with lunch and cleaning after meals. Assist with outdoor activities. Answer the phones if needed. and practice safe personal care routines.
Private Sector	Manley Science and Technology center	3	Less than 10	Assist teachers and assistant teachers with infants, toddlers, and preschoolers in playing with the children, working on basic skills such as social emotional skills, language modeling, reading, and art, assisting with walks in the neighborhood, morning lessons, and circle time, helping the children health and safety
Private Sector	Manpower DC	2	Less than 10	Work is assigned and supervised by the Executive Director of manpower DC. Given the nature of non profit work, the candidate must have a passion for public sector service and community engagement. An ideal candidate will want to gain experience in grant writing, community and economic development, and urban studies. Assignments are expected to be carried out under limited supervision within the office or remotely, therefore only candidates with sound judgment, time management skills, and internal motivation should apply.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Manpower DC	10	Less than 10	<p>Work is assigned and supervised by the Executive Director of manpower DC. Given the nature of non profit work, the candidate must have a passion for public sector service and community engagement. An ideal candidate will want to gain experience in grant writing, community and economic development, and urban studies. Assignments are expected to be carried out under limited supervision within the office or remotely, therefore only candidates with sound judgment, time management skills, and internal motivation should apply.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	MASSIVE Engineering Services -	9	Less than 10	<p>This summer internship is designed to offer DC youth hands on experience in Information Technology with opportunities to explore industry practices, develop technical skills, and gain insight into the evolving Music Technology sector. Interns will work closely with professionals to support IT operations, events management, and corporate level technology systems.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Hardware Installation &amp; Maintenanceo Set up, install, configure, and repair PC based laptops, desktops, printers, and mobile devices.o Troubleshoot hardware issues and perform maintenance tasks to ensure optimal functionality.</li> <li>• Networking &amp; Cloud Operationso Gained exposure to network devices, servers, and cloud computing platforms.o Assist in monitoring and maintaining network systems for secure and reliable operations.</li> <li>• Events Management in a Music Technology Businesso Support video conferencing technology setup and operations during live meetings.o Participate in the organization and execution of executive level meetings, musical performances, and conference events.</li> <li>• Technical Production &amp; Presentationso Create and deliver presentations using PowerPoint and other applications.o Learn proper lighting, prop placement, video camera operations, audio system setup, and microphone leveling for professional event production.o Develop skills in stage crew and meeting production, focusing on video and audio quality during live events.</li> <li>• Music Technology &amp; Corporate Communicationo Understand the latest tools used by recording artists and music industry businesses, including cloud based products.o Explore the technologies used to broadcast, record, and deliver corporate messages to large audiences.</li> </ul> <p><b>Learning Objectives</b></p> <p>By the end of the program, interns will</p> <ol style="list-style-type: none"> <li>1. Develop foundational IT skills, including hardware and software management.</li> <li>2. Understand the basics of network devices, servers, and cloud operations.</li> <li>3. Gain practical</li> </ol>
Private Sector	Maximus	3	Less than 10	<p>Facilitating communications within an office</p> <ul style="list-style-type: none"> <li>Answering and redirecting phone calls</li> <li>Scheduling meetings</li> <li>Providing personalized support for other employees</li> <li>Organizing files</li> <li>Preparing documents</li> <li>Managing office supply inventory</li> <li>Scheduling appointments</li> <li>Managing day to day administrative tasks</li> <li>Coordinating meetings</li> <li>Arranging travel plans</li> <li>Reviewing correspondence</li> <li>Answering phone calls</li> <li>Responding to emails</li> </ul>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Maximus	2	Less than 10	Facilitating communications within an office Answering and redirecting phone calls Scheduling meetings Providing personalized support for other employees Organizing files Preparing documents Managing office supply inventory Scheduling appointments Managing day to day administrative tasks Coordinating meetings Arranging travel plans Reviewing correspondence Answering phone calls Responding to emails
Private Sector	MCN Build	1	Less than 10	The MCN Build Field Engineers Intern maintains, cleans, and organizes equipment and office files; coordinates punch list completion; assists with maintenance of project documents including posting drawings with design changes and documentation of as built field conditions. Field Engineer Interns also engage in site layout, cost estimating, construction planning, scheduling, material procurement, quality control, and job site safety. If you are motivated by working efficiently in a fast paced, multi task environment with multiple project relationships and competing priorities, this may be the perfect fit for you
Private Sector	Media Centre	3	Less than 10	Create files, make calls, help with event planning
Private Sector	Media Centre	1	Less than 10	Process item exchange and returns. Handle client complaints, guide, and provide adequate information to customers. Ensure that the checkout area is cleaned and tidied. Use cash registers to manage transactions with the general public. Receive cash and card payments.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Media Centre	5	Less than 10	<p><b>Digital Magazine Content Creator – Gene X Publications</b></p> <p>Gene X Magazine Publication is seeking a talented and passionate Digital Magazine Content Creator to help shape compelling stories, articles, and digital features that connect with our audience. This role is perfect for writers, bloggers, or influencers who have a strong voice and love covering real stories, lifestyle, culture, entrepreneurship, wellness, or current events.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Research and write engaging articles, interviews, and features</li> <li>Create social media friendly content tied to magazine themes</li> <li>Pitch new story ideas aligned with Gene X’s mission and audience</li> <li>Assist with photo selection, headlines, and layout coordination</li> <li>Collaborate with editors and contributors to meet deadlines</li> <li>Ensure all content is original, well written, and formatted for digital platforms</li> </ul> <p>Ideal candidates are strong storytellers who are reliable, creative, and self motivated. Experience with Canva, Google Docs, or blog platforms is a plus. Join our fast growing media group and use your words to inspire, inform, and impact!</p>
Private Sector	Media Centre	5	Less than 10	<p><b>Digital Magazine Developer – Gene X Publications</b></p> <p>Gene X Magazine Publication is seeking a skilled and creative Digital Magazine Developer to bring our magazine issues to life online. This role involves designing, formatting, and uploading digital issues, creating engaging layouts, and ensuring compatibility across devices.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Format and design interactive digital magazine issues</li> <li>Upload content to platforms (e.g., Issuu, Canva, or website)</li> <li>Create clickable links, embed videos, and optimize readability</li> <li>Collaborate with editors, writers, and advertisers to ensure accurate placement</li> <li>Ensure mobile and desktop responsiveness</li> <li>Assist with digital subscriptions and ad placements</li> </ul> <p>Ideal candidates are detail oriented, tech savvy, and have an eye for clean, modern layouts. Experience with Canva, InDesign, or other publishing tools is preferred. This is a flexible, remote friendly opportunity to grow with a visionary Black owned media company that highlights voices, stories, and entrepreneurs making a difference.</p>



<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Media Centre	5	Less than 10	Event Planner – Job Description We are looking for a creative, organized, and detail oriented Event Planner to join our team. The ideal candidate will be responsible for coordinating and executing events from start to finish, including private parties, pop ups, fashion shows, business expos, and more. Key Duties Develop event concepts and timelines Coordinate with vendors, venues, and performers Manage budgets, RSVPs, and event promotion Oversee event setup, flow, and breakdown Ensure a smooth, enjoyable guest experience We want someone who can turn a vision into reality, solve problems quickly, and bring energy and professionalism to every project. Experience preferred but not required — passion, hustle, and creativity are a must!
Private Sector	Media Centre	5	Less than 10	Food preparation workers help cooks and other kitchen staff by preparing ingredients for dishes. Ensure that all food and other items are stored properly.
Private Sector	Media Centre	3	Less than 10	This is a position for someone who has their transportation and willing to travel and available to travel.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Media Centre	8	Less than 10	<p>We are seeking a friendly, reliable Shampoo Assistant to join our salon team. In this role, you will support licensed stylists by providing excellent shampoo services, preparing clients for their hair services, and maintaining a clean and organized salon environment. This is a great opportunity for someone enrolled in cosmetology school or looking to gain hands on experience in a fast paced, professional beauty setting.</p> <p><b>Key Responsibilities</b>  Greet clients warmly and escort them to the shampoo station  Perform shampooing, conditioning, and detangling services with care and professionalism  Massage scalp gently and follow stylist directions for any treatments or rinses  Keep shampoo area clean, sanitized, and stocked with towels and products  Assist with light salon duties such as sweeping hair, organizing tools, and maintaining a neat workspace  Provide excellent customer service and ensure clients feel comfortable and pampered</p> <p><b>Qualifications</b>  High school diploma or currently enrolled in a cosmetology program preferred  Strong communication skills and a positive, team player attitude  Professional appearance and hygiene  Ability to follow directions and prioritize customer comfort  Willingness to learn and grow in the beauty industry</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Media Centre	4	Less than 10	<p>Create and manager content, maintain followers, build followers, create social media sites, ensure the content is reliable. Some photography.</p> <p><b>Key Responsibilities</b></p> <p><b>Strategy Development</b> Develop and execute social media strategies aligned with the brand's goals and target audience.</p> <p><b>Content Creation</b> Create engaging and relevant content for social media platforms, including posts, videos, graphics, and ads.</p> <p><b>Community Engagement</b> Build and nurture relationships with the online community by responding to comments, messages, and mentions.</p> <p><b>Campaign Management</b> Plan and execute social media campaigns, including budgeting, scheduling, and monitoring performance.</p> <p><b>Analytics and Reporting</b> Use analytics tools to track social media performance, gather insights, and optimize strategies based on data.</p> <p><b>Social Listening</b> Monitor conversations and trends in the industry to stay informed and adapt strategies accordingly.</p> <p><b>Collaboration</b> Coordinate with internal teams (such as marketing, customer service, and design) to ensure cohesive brand messaging across all channels.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	MedStar National Rehabilitation H	1	Less than 10	<p>The Clinic Assistant (Therapy/ Rehabilitation Technician) performs a variety of clerical and patient care duties essential to the daily operation. These duties include but are not limited to assisting with medical record operations on a daily basis; greeting, registering and escorting patients; completing set ups and clean up for patient care; turning over patient rooms; performing other patient care duties as determined by the therapist.</p> <p><b>PRIMARY DUTIES AND RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Contributes to the achievement of established department goals and objectives and adheres to department policies, procedures, quality standards, and safety standards. Complies with governmental and accreditation regulations.</li> <li>2. Greets all patients professionally. Informs therapist of patient arrival and escorts patient as needed. Prepares treatment rooms and areas for evaluations and treatment. Is timely and punctual in addressing the needs and expectations of the therapists and patients.</li> <li>3. Assists with patient treatment as directed by therapist and/or provide coverage as appropriate and needed. Under the close supervision of a therapist may assist with predetermined, well defined treatment sessions to include but not limited to exercise program, ambulation, transfer activities, balance activities, preparations for a swallowing study.</li> <li>4. Routinely stocks the linen cabinets and maintains appropriate levels of linen. Empties dirty linen hampers as indicated or as requested by supervisor.</li> <li>5. Maintains all clinical supply par levels according to established levels. Assists in the ordering of new supplies as directed by their supervisor. Informs supervisor of patient and clinical system maintenance, workflow and other clinical processes on a regular basis.</li> <li>6. Follows established policies and procedures for cleaning and maintaining all equipment (mat tables, mats, clinic surfaces, paraffin, modalities, hot pack machine, etc.). Cleans mat tables and all equipment after every use. Assists with ensuring that all equipment is put in its</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	MedStar National Rehabilitation Hospital	1	Less than 10	<p>The Therapy Aide provides patient care duties as it relates to therapy in their assigned department, under the direct supervision of a Licensed Therapist. The incumbent will work with a varied patient population and encourage patient participation in programs through organizing various activities and will ensure that communal areas and items are sanitized following infection control protocols before and after each use. He/she will also have the opportunity to partake in professional development opportunities offered by MedStar National Rehabilitation Network (MNRN) and its affiliates.</p> <ol style="list-style-type: none"> <li>1. Contributes to the achievement of established department goals and objectives and adheres to department policies, procedures, quality standards and safety standards while complying with governmental and accreditation regulations.</li> <li>2. Provides effective and efficient patient care on the assigned unit/department under the supervision of a Licensed Therapist.</li> <li>3. Performs non patient care duties as assigned by the supervisor or therapist to include activities such as maintaining communal therapy areas and coordinating programs as necessary.</li> <li>4. Communicates effectively with patients, families and all members of the rehabilitation team and reports pertinent signs, symptoms and patient status to the appropriate therapist.</li> <li>5. Demonstrates competence in the use of equipment to include beds, wheelchairs, environmental control units, lifts, exercise equipment, cleaning chemicals and supplies, assistive devices, stretchers, DME, O2 equipment, kitchen appliances and food, &amp; office equipment (computers, telephones, pagers).</li> <li>6. Accurately completes written feedback as it relates to patient care &amp; data reports.</li> <li>7. Maintains communal areas in neat &amp; orderly fashion, following appropriate infection control standards.</li> <li>8. Prepares materials, projects &amp; equipment for individual and group activities.</li> <li>9. Demonstrates effective time management and meets productivity</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	MedStar National Rehabilitation Hospital	1	Less than 10	<p>The Therapy Aide provides patient care duties as it relates to therapy in their assigned department, under the direct supervision of a Licensed Therapist. The incumbent will work with a varied patient population and encourage patient participation in programs through organizing various activities and will ensure that communal areas and items are sanitized following infection control protocols before and after each use. He/she will also have the opportunity to partake in professional development opportunities offered by MedStar National Rehabilitation Network (MNRN) and its affiliates.</p> <ol style="list-style-type: none"> <li>1. Contributes to the achievement of established department goals and objectives and adheres to department policies, procedures, quality standards and safety standards while complying with governmental and accreditation regulations.</li> <li>2. Provides effective and efficient patient care on the assigned unit/department under the supervision of a Licensed Therapist.</li> <li>3. Performs non patient care duties as assigned by the supervisor or therapist to include activities such as maintaining communal therapy areas and coordinating programs as necessary.</li> <li>4. Communicates effectively with patients, families and all members of the rehabilitation team and reports pertinent signs, symptoms and patient status to the appropriate therapist.</li> <li>5. Demonstrates competence in the use of equipment to include beds, wheelchairs, environmental control units, lifts, exercise equipment, cleaning chemicals and supplies, assistive devices, stretchers, DME, O2 equipment, kitchen appliances and food, &amp; office equipment (computers, telephones, pagers).</li> <li>6. Accurately completes written feedback as it relates to patient care &amp; data reports.</li> <li>7. Maintains communal areas in neat &amp; orderly fashion, following appropriate infection control standards.</li> <li>8. Prepares materials, projects &amp; equipment for individual and group activities.</li> <li>9. Demonstrates effective time management and meets productivity</li> </ol>
Private Sector	MedStar Washington Hospital Center	5	Less than 10	Proactively rounds on patients, answer call bells, restock supplies, and generally assist nursing staff with nonclinical duties.
Private Sector	MedStar Washington Hospital Center	20	11	Inpatient Unit Support Volunteers round on patients, answer call bells, restock supplies, and generally assist nursing staff with nonclinical duties.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	MedStar Washington Hospital Cen	10	Less than 10	Patient Navigators Volunteers are stationed at our entrance provide patient and family support by offering directions, escorting guests (including wheelchair assistance), and conducting tours.
Private Sector	Melden Tech	1	Less than 10	<p>We're seeking a strategic and detail oriented AI Agent Builder to join the Melden Tech team. This person will be responsible for developing smart, intuitive AI agents (chatbots and voice bots) that automate client interactions, lead qualification, and internal processes. If you're passionate about blending AI with practical business workflows and love turning chaos into clarity, this role is for you.</p> <p><b>Responsibilities</b> Build and configure AI chatbots and voice agents using platforms like Go High Level and ManyChat. Implement natural language flows that align with Melden Tech's SIMPLE™ Framework. Design workflows that collect user data, qualify leads, route inquiries, and trigger automated responses. Collaborate with the automation and CRM team to ensure seamless backend integration. Test and troubleshoot AI flows to ensure high performance and accuracy. Document all configurations and update SOPs for hand off or future edits.</p> <p><b>Requirements</b> (Training provided if you do not meet requirements) 2+ years experience in chatbot or AI automation development (ManyChat, ChatGPT, or similar). Familiarity with CRM platforms, Go High Level preferred. Strong understanding of logic based flows and automation triggers. Ability to think strategically while being tech savvy and execution focused. Experience with Zapier, Make.com, or similar tools is a plus.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Melden Tech	1	Less than 10	<p>We're looking for a Social Media Content Designer who can create engaging, scroll stopping content that resonates with coaches, consultants, and parent entrepreneurs. You'll take brand messaging and translate it into compelling visuals, whether that's a carousel, a Reel, or a graphic that makes people say "I need this."</p> <p><b>Responsibilities</b> Design branded graphics, Reels thumbnails, Instagram carousels, and Pinterest pins. Maintain visual consistency with client's brand style guide (fonts, colors, tone). Occasionally assist with campaign graphics or lead magnet design. Keep up with design trends and social media updates to keep content fresh and relevant.</p> <p><b>Requirements</b> 2+ years experience in graphic design, social media, or content marketing. Proficiency in Canva (Pro), CapCut, or similar tools. Familiarity with Instagram, YouTube, TikTok, and Facebook visual best practices.</p>
Private Sector	Melden Tech	1	Less than 10	<p>Melden Tech is hiring a Website Designer who can create clean, modern, and conversion focused websites and funnels. The ideal candidate is a detail obsessed designer who understands user behavior and knows how to build sites that don't just look good, they sell. You'll work on both service based and nonprofit websites across Kajabi, Go High Level, and other platforms.</p> <p><b>Responsibilities</b> Design wireframes, site maps, and page layouts that align with client goals. Build fully responsive websites and landing pages, especially on Kajabi and Go High Level. Create and apply brand styles (colors, fonts, imagery) to ensure visual consistency. Collaborate with copywriters, automation experts, and clients during each project phase. Optimize website speed, SEO elements, and accessibility. Conduct basic QA and platform testing before handoff.</p> <p><b>Requirements</b> (training provided if you do not meet requirements) 2+ years experience designing and building websites or sales funnels. Proficiency with Kajabi, WordPress, or Go High Level (or willingness to learn). Strong eye for design, typography, and UX.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	MERCYLAND HEALTHCARE II	2	Less than 10	<p><b>Job Summary</b>We are seeking a professional and friendly Front Desk Receptionist to join our team. The ideal candidate will be responsible for handling day to day administrative tasks, ensuring smooth front desk operations, and maintaining a welcoming environment for clients and visitors.</p> <p><b>Key Responsibilities</b>Greet and assist visitors in a courteous and professional manner. Provide applications and necessary forms to prospective clients and employees. Answer and direct phone calls to the appropriate personnel. Manage incoming and outgoing emails efficiently. Ensure the front desk and office area are clean and organized at the beginning and end of each day. Maintain office supplies inventory and notify management when restocking is needed. Assist with basic administrative tasks, including filing, data entry, and document organization. Handle mail distribution and deliveries. Support other departments with clerical tasks as needed.</p> <p><b>Qualifications</b>Previous experience in a receptionist or administrative role is a plus. Strong communication and customer service skills. Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic email management. Ability to multitask and work in a fast paced environment. Professional demeanor and positive attitude. Punctual and reliable with strong organizational skills.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	MERCYLAND HEALTHCARE INC.	5	Less than 10	<p>About Mercyland Healthcare Inc. Mercyland Healthcare Inc. is a dedicated DDS (Developmental Disability Services) provider in Washington, D.C., specializing in serving individuals aged 18 and older with intellectual and developmental disabilities who are Medicaid beneficiaries. Our mission is to provide compassionate and quality care while enhancing the lives of those we serve.</p> <p><b>Project Overview</b> Mercyland Healthcare Inc. is seeking a dynamic team of 3-4 marketing analysts to spearhead a summer project focused on increasing client referrals and outreach efforts. The team will utilize creative and strategic marketing initiatives to generate awareness and bring in at least 4-5 new clients by the end of the project.</p> <p><b>Key Responsibilities</b> Develop and implement a structured marketing strategy tailored to outreach efforts for individuals with intellectual and developmental disabilities who qualify for Medicaid. Utilize various social media platforms (Facebook, Instagram, Twitter, LinkedIn, TikTok, etc.) to increase brand awareness and engagement. Create and execute local marketing campaigns, including community outreach, partnerships with local organizations, and direct engagement with potential clients and their caregivers. Identify and collaborate with key stakeholders such as case managers, social workers, and healthcare providers to generate referrals. Develop promotional materials, including flyers, brochures, and digital content, to effectively communicate Mercyland Healthcare Inc.'s services. Analyze marketing data, measure campaign effectiveness, and adjust strategies to ensure maximum impact and sustainability. Provide a final report detailing marketing efforts, outcomes, and a long-term sustainable plan for continued growth.</p> <p><b>Qualifications</b> Strong understanding of social media marketing, digital advertising, and local outreach strategies. Excellent communication and organizational skills. Ability to work independently.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Meucci & Company	1	Less than 10	Meucci is seeking an organized, initiative taker for the role of Operations & Project Assistant Intern. This person should have a strong professional acumen, eager to learn and be excited about STEM education, EdTech and digital development. Top candidates will also possess excellent writing and verbal communication skills and be able to juggle multiple tasks. Responsibilities operations and project admin support, due diligence research, document formatting, proof reading, and light content drafting.
Private Sector	Mirror Group LLC	8	Less than 10	The Mirror Group Emerging Evaluator apprenticeship program provides training and support to emerging evaluators – elder youth who are eager to provide evaluation and data support to organizations, but have not received formal training as evaluators, or who have only received minimal training. This program welcomes elder youth from all 8 wards who are interested in topics including public health, education, community organizing, and human and social services.
Private Sector	Mirror Group LLC	8	Less than 10	The Mirror Group Emerging Evaluator apprenticeship program provides training and support to emerging evaluators – elder youth who are eager to provide evaluation and data support to organizations, but have not received formal training as evaluators, or who have only received minimal training. This program welcomes elder youth from all 8 wards who are interested in topics including public health, education, community organizing, and human and social services.
Private Sector	Mirror Group LLC	8	Less than 10	The Mirror Group Emerging Evaluator apprenticeship program provides training and support to emerging evaluators – elder youth who are eager to provide evaluation and data support to organizations, but have not received formal training as evaluators, or who have only received minimal training. This program welcomes elder youth from all 8 wards who are interested in topics including public health, education, community organizing, and human and social services.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Montes Sweet Sorrel	1	Less than 10	We are looking for a dynamic, friendly individuals to work in our production plant. These persons will be responsible for bottling, labeling, and stocking of the product. They will work along side of our other staff ensuring proper temperatures, sanitization of work area, equipment, and bottles. See below for job description A barista job description typically outlines the tasks involved in preparing and serving beverages, primarily coffee, and handling customer interactions in a cafe or coffee shop setting. Baristas are responsible for making coffee, tea, and specialty drinks, taking orders, processing payments, and maintaining a clean workspace.
Private Sector	Montes Sweet Sorrel	2	Less than 10	We are looking for a dynamic, friendly individuals to work in our production plant. These persons will be responsible for bottling, labeling, and stocking of the product. They will work along side of our other staff ensuring proper temperatures, sanitization of work area, equipment, and bottles. See below for job description A barista job description typically outlines the tasks involved in preparing and serving beverages, primarily coffee, and handling customer interactions in a cafe or coffee shop setting. Baristas are responsible for making coffee, tea, and specialty drinks, taking orders, processing payments, and maintaining a clean workspace.
Private Sector	Montes Sweet Sorrel	3	Less than 10	We are looking for a dynamic and customer oriented individual to join our team as a Sales Associate. In this role, you will be responsible for providing exceptional customer service, assisting customer's with product inquiries, and sampling of the product. You'll play a key role in creating a welcoming atmosphere for our customers while enlightening customer of the health properties/benefits of the product.
Private Sector	Motshabi MAkhene-DeLoach	1	Less than 10	This position is primarily focused on properly greeting patient in person and over the phone, as well as maintaining the appointment book for maximum production. Committed to quality, enthusiastic, willing to learn, and hard working should describe you. Data entry, inputting patients demographics and insurance information. Scan documents into system for all patients and submit claims electronically .

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Ms. P's Child & Family Services	2	Less than 10	<p>1. Assist the lead teacher in implementing lesson plans and educational activities.2. Support individual students or small groups with instructional and learning tasks.3. Help to create a positive and inclusive classroom environment for students.4. Assist in managing classroom behavior and enforcing rules and expectations.5. Provide support during classroom activities, such as arts and crafts, physical education, and group projects.6. Help in preparing materials and resources for lessons and activities.7. Assist with student assessments and record keeping as needed.8. Supervise students during transitions, lunch, recess, and other non instructional times.9. Communicate effectively with students, teachers, and parents/guardians.10. Collaborate with the lead teacher and other staff members to create a dynamic and engaging learning experience for students.11. Follow all safety protocols and procedures to ensure the well being of students.12. Attend meetings, workshops, and training sessions to further professional development and improve job performance.</p>
Private Sector	Ms. P's Child & Family Services	3	Less than 10	<p>The Teaching Assistance has a main objective of helping the head teacher carry out class planning and activities.Task are subject but not limited to Take care of and assist young children in a daycare or classroom setting Work closely with kids, to meet their learning requirements Develop interesting curriculum in conjunction with the teaching team Encourage a welcoming and inclusive learning atmosphere for kids Support literacy instruction and other kid developmental activities</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Mumba Sauce LLC	15	Less than 10	Outbound Cold Calling for our partner Door DashBasic script reading knowledge with ability to utilize either phone , tablet or cell phone . Strong ability to handle 100 plus leads per day with quality phone conversations. Must be a Top Performer with strong desire to develop the skills and traits to be a successful cold calling sales representative. Will not be collecting any payments or handling any sales . The calls require sales representatives to make businesses aware of their ability to increase sales to their store front or home based business using the door dash platform. Bonuses rewarded at the end of the summer youth program to the top performers who successfully submit business owners profiles to which the business owner is now using the door dash platform. This job requires the following equipment if done remotelyWindow 10 Desktop/ Tablet/ Cellphone any combination allowedHeadphonesStable phone and Internet Service
Private Sector	Mumba Sauce LLC	14	Less than 10	Outbound Cold Calling for our partner Door DashBasic script reading knowledge with ability to utilize either phone , tablet or cell phone . Strong ability to handle 100 plus leads per day with quality phone conversations. Must be a Top Performer with strong desire to develop the skills and traits to be a successful cold calling sales representative. Will not be collecting any payments or handling any sales . The calls require sales representatives to make businesses aware of their ability to increase sales to their store front or home based business using the door dash platform. Bonuses rewarded at the end of the summer youth program to the top performers who successfully submit business owners profiles to which the business owner is now using the door dash platform. This job requires the following equipment if done remotelyWindow 10 Desktop/ Tablet/ Cellphone any combination allowedHeadphonesStable phone and Internet Service
Private Sector	murphys auto body	2	Less than 10	youth with assist bodymen with minor bodywork to cars and trucks, youth will assist with keeping garage areas clean and also assist with cleaning customer vehicles. Youth will become familiar with reading and writing estimates .youth will assist with greeting customers and explaining work that is done to their vehicle

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	murphys auto body	2	Less than 10	youth will assist with filing paper work , answering phones, helping with customer intake & data input
Private Sector	National Links Trust	1	Less than 10	Assist with the day to day operations of the golf course—planning schedulesPoint of sale operations, inventory control, golf cart cleaning, and positioning,Driving range operations and maintenance, food, and beverage services.Each youth will work the described positions throughout the 6 week program preparing them with skills of which will give them the ability to work in the golf industry anywhere in the world.
Private Sector	Native Tree Farm and Research - Y	17	12	Participants will assist with sapling care i.e., planting, surveying, watering.
Private Sector	Native Tree Farm and Research - Y	1	Less than 10	Identifying trees as ability allows, data collection, measuring, and fieldwork using a cellphone.
Private Sector	Native Tree Farm and Research - Y	25	11	Identifying trees as ability allows, data collection, measuring, and fieldwork using a cellphone.
Private Sector	Newlen Early Childhood School R	5	Less than 10	Youth will assist the lead teachers and teacher assistants with classrooms duties
Private Sector	Newlen Early Childhood School R	5	Less than 10	Interns will help the lead and assistant teachers with classroom duties. They will assist with various activities on the playground.
Private Sector	Next Steps Program, LLC	20	16	Job Title Team Member Media/Video ProjectJob DescriptionWe are seeking enthusiastic and creative Team Members to collaborate on a weekly media/video project focused on producing Public Service Announcements (PSAs) related to social emotional learning. The project will address essential topics such as Mental and Behavioral Health, coping strategies, breathing techniques, self awareness, conflict resolution, and relationship development. Key Responsibilities Collaborate with peers to brainstorm and develop engaging video content. Participate in scriptwriting, filming, and editing of PSAs. Research relevant topics and deliver accurate information. Contribute to a positive and supportive team environment. Present ideas and feedback during team meetings.Qualifications Interest in media production and social emotional topics. Strong communication and teamwork skills. Creativity and a willingness to learn new techniques.Join us in making a difference through impactful media!

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	NextGen	5	Less than 10	Will learn skills necessary to aide in Sports Performance Training Videography, Data analysis/translation, strength & conditioning and nutrition. The position will require a self driven, high energy individual with the passion for sports. The position will require you to be on your feet most of the day and moving or lifting equipment.
Private Sector	NextGen	1	Less than 10	Will learn skills necessary to aide in Sports Performance Training Videography, Data analysis/translation, strength & conditioning and nutrition. The position will require a self driven, high energy individual with the passion for sports. The position will require you to be on your feet most of the day and moving or lifting equipment.
Private Sector	NextGen	2	Less than 10	Will learn skills necessary to aide in Sports Performance Training Videography, Data analysis/translation, strength & conditioning and nutrition. The position will require a self driven, high energy individual with the passion for sports. The position will require you to be on your feet most of the day and moving or lifting equipment.
Private Sector	Numa Management Associates, LL	1	Less than 10	Job Summary The intern will handle organizational and clerical support tasks. This will include organizing e files, creating email folders, organizing emails, and file emails in the respective folders. Access the company's Application Tracking System (ATS) system, create folders from job titles posted on the ATS, and file resumes in their respective folders and Perform data entry as required and other administrative functions as assigned. Requirements and qualifications 1. Minimum high school diploma or equivalent. 2. Proficient in MS Office Suite and other relevant software. 3. Strong attention to detail. 4. Ability to multi task and work in a fast paced environment. 5. Communication Clear written and verbal communication. 6. Time Management Prioritizing and meeting deadlines.



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Orca Intelligence	0	0	<p>An Emerging Technology Associate is a role focused on researching, evaluating, and implementing new and cutting edge technologies within an organization, often including areas like artificial intelligence, blockchain, robotics, IoT, and advanced data analytics; their primary responsibility is to identify potential applications of these technologies to solve business problems and drive innovation, while staying abreast of the rapidly evolving tech landscape. Key Responsibilities</p> <p><b>Technology Research</b> Actively scan the emerging technology landscape to identify promising solutions that align with company goals and strategic priorities.</p> <p><b>Proof of Concept Development</b> Design and execute pilot projects to test the feasibility and value of new technologies within the organization.</p> <p><b>Technical Evaluation</b> Assess the technical capabilities, limitations, and potential risks associated with emerging technologies.</p> <p><b>Business Impact Analysis</b> Identify potential business applications and assess the potential return on investment for emerging technologies.</p> <p><b>Stakeholder Engagement</b> Collaborate with cross functional teams to communicate the potential of new technologies and gather feedback on potential implementations.</p> <p><b>Technology Integration</b> Work with IT teams to integrate new technologies into existing systems and infrastructure.</p> <p><b>Training and Education</b> Develop and deliver training programs to educate colleagues on emerging technologies and their potential applications.</p> <p><b>Required Skills</b></p> <p><b>Technical Expertise</b> Strong understanding of core technology concepts across various domains like AI, machine learning, cloud computing, blockchain, and data analytics.</p> <p><b>Analytical Skills</b> Ability to critically evaluate new technologies, assess their potential impact, and translate complex technical information into actionable insights.</p> <p><b>Problem Solving</b> A proactive approach to identifying challenges and developing innovative solutions using emerging technologies.</p> <p><b>Communication</b></p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	P.E.E.C.E. Homes, LLC	0	0	<p>We're seeking a highly organized and proactive Administrative Assistant to support day to day operations across our business. This role is ideal for someone who can juggle multiple tasks, keep the back office running smoothly, and bring creativity to our online presence.</p> <p><b>Key Responsibilities</b>            Handle bookkeeping tasks, invoice tracking, and expense reporting            Manage scheduling, calendar coordination, and appointment setting            Answer and return business phone calls and emails professionally            Maintain digital filing systems and assist with document preparation            Support basic social media marketing (posting content, monitoring engagement, updating listings)            Provide general administrative support to team leads and management as assigned</p>
Private Sector	P.E.E.C.E. Homes, LLC	0	0	<p>We're looking for a reliable and detail oriented cleaner to service our Airbnb property between guest stays. The ideal candidate is punctual, efficient, and takes pride in delivering a spotless, welcoming environment.</p> <p><b>Key Responsibilities</b>            Clean and sanitize all rooms, including bedroom, bathroom, kitchen, and common areas            Change bed linens, wash towels, and restock essentials (toiletries, paper products, etc.)            Take out trash and recycling            Report damages or missing items            Ensure the space meets Airbnb's cleanliness standards and is guest ready at all times</p>
Private Sector	P.E.E.C.E. Homes, LLC	0	0	<p>We are seeking motivated individuals to assist with distributing promotional flyers for construction services in designated neighborhoods. This role is perfect for someone who enjoys being active and working independently.</p> <p><b>Key Responsibilities</b>            Walk or drive assigned routes to distribute flyers to homes or businesses            Track areas covered using a provided map or mobile app            Represent the company professionally and respectfully            Communicate updates and progress with the supervisor daily</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	P.E.E.C.E. Homes, LLC	0	0	<p>We are looking for a skilled and dependable handyman to assist on various construction related projects. You'll work closely with project managers and crews to complete minor repairs, installations, and job site maintenance tasks.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform basic carpentry, painting, drywall, and repair work</li> <li>Perform landscaping duties as assigned</li> <li>Assist with site prep, cleanup, and material handling</li> <li>Install fixtures and perform general maintenance</li> <li>Follow safety protocols and report any issues promptly</li> </ul>
Private Sector	Paradyce	2	Less than 10	<p>Assisting customers in selecting clothing items, providing product information, processing sales transactions, maintaining store cleanliness, and ensuring a positive shopping experience by actively engaging with customers and promoting merchandise on the sales floor. Provide information on Paradyce's vision and beliefs! The Paradyce Brand is rooted in cultivating the people of the world through creative design. We focus on Individuality and connecting cultures, styles, and positive vibes worldwide with our product. We create product that sparks inspiration to the world. reminding us of our personal Paradyce and the beautiful humans within it.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Pardadise Pool Service LLC	1	Less than 10	<p>Responsibilities and duties include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities. Duties involve swimming pool operations, including first aid, rotations, minimal public relations, janitorial duties, sanitizing, pool maintenance including daily chemical analysis/testing (only if you are a pool operator), pool cleaning, cleaning of bathrooms and all other duties as necessary or required. Employee should have good organizational and communication skills. This is a position requiring weekend and holiday work. Additional duties and responsibilities are below;</p> <ol style="list-style-type: none"> <li>1. Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.</li> <li>2. Provides emergency care and treatment as required until the arrival of emergency medical services.</li> <li>3. Wears a professional appearance and attitude at all times, and maintains a high standard of customer service.</li> <li>4. Performs various maintenance duties as directed to maintain a clean and safe facility.</li> <li>5. Prepares and maintains appropriate activity reports.</li> <li>6. Performs miscellaneous job related duties as assigned.</li> </ol> <p>Knowledge, skills and abilities required</p> <ul style="list-style-type: none"> <li>Ability to react calmly and effectively in emergency situations.</li> <li>Skill in the application of lifeguarding surveillance and rescue techniques.</li> <li>Ability to swim.</li> <li>Ability to prepare routine administrative paperwork.</li> <li>Knowledge of CPR and emergency medical procedures.</li> <li>Ability to follow routine verbal and written instructions.</li> <li>Knowledge of customer service standards and procedures.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Pardadise Pool Service LLC	37	Less than 10	<p>Responsibilities and duties include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities. Duties involve swimming pool operations, including first aid, rotations, minimal public relations, janitorial duties, sanitizing, pool maintenance including daily chemical analysis/testing (only if you are a pool operator), pool cleaning, cleaning of bathrooms and all other duties as necessary or required. Employee should have good organizational and communication skills. This is a position requiring weekend and holiday work. Additional duties and responsibilities are below;</p> <ol style="list-style-type: none"> <li>1. Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.</li> <li>2. Provides emergency care and treatment as required until the arrival of emergency medical services.</li> <li>3. Wears a professional appearance and attitude at all times, and maintains a high standard of customer service.</li> <li>4. Performs various maintenance duties as directed to maintain a clean and safe facility.</li> <li>5. Prepares and maintains appropriate activity reports.</li> <li>6. Performs miscellaneous job related duties as assigned.</li> </ol> <p>Knowledge, skills and abilities required  Ability to react calmly and effectively in emergency situations.  Skill in the application of lifeguarding surveillance and rescue techniques.  Ability to swim.  Ability to prepare routine administrative paperwork.  Knowledge of CPR and emergency medical procedures.  Ability to follow routine verbal and written instructions.  Knowledge of customer service standards and procedures.</p>
Private Sector	Park 7 Residential Limited Partner	1	Less than 10	<p>Answering telephone calls, document intake  Application review  Resident relationship engagement  financial reporting  budget reviews  Legal support,  lease preparation  lease administration  Touring and sales.  submitting work orders  closing work order  email follow ups  inspection submissions and follow ups  scheduling meetings  processing and uploading invoices.....  .....  .....</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Pendergrast Associates Consulting	0	0	<p>Yemaya's Lounge is looking for a talented and creative Graphic Designer to help establish and enhance our brand identity. This individual will work closely with our Social Media Content Creator to develop visually compelling graphics that align with our brand vision. The ideal candidate has a strong design background, a keen eye for detail, and the ability to create high quality, engaging content.</p> <p><b>Key Responsibilities</b> Design and update the Yemaya's Lounge logo and other brand assets. Develop a consistent brand identity, including color schemes, typography, and visual themes. Create marketing materials such as flyers, banners, and promotional graphics. Design social media graphics, collaborating with the Content Creator to maintain a cohesive aesthetic. Develop packaging designs for potential products. Assist in designing and maintaining a brand style guide for consistency across all platforms. Create digital and print materials for events, merchandise, and signage.</p> <p><b>Qualifications</b> Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign) or equivalent design tools. Experience in branding, logo design, and visual storytelling. Ability to create engaging graphics tailored for social media. Strong communication skills and ability to collaborate with a team. Ability to work independently and meet deadlines. Passion for the cannabis industry and an understanding of its visual culture is a plus. If you're a creative designer looking to make an impact on an emerging brand, we'd love to work with you!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Pendergrast Associates Consulting	0	0	<p>We are seeking a friendly and professional Intake Coordinator to be the first point of contact for our company. This role is essential in setting a warm, welcoming tone for our patients and ensuring a smooth check in process. Key Responsibilities Cheerfully greet and welcome patients upon arrival. Verify patient identification and ensure all documentation is valid. Assist patients with online registration and sign up for services. Provide friendly and professional customer service to ensure each patient feels valued. Maintain a clean, organized, and inviting reception area. Support office staff with administrative tasks as needed. Qualifications Excellent communication and customer service skills. Ability to create a welcoming and positive environment. Strong attention to detail and organizational skills. Comfortable using online systems for patient sign up and verification. Proficient with completing forms and applications. If you enjoy working in a patient centered environment and setting a positive first impression, we'd love to have you intern with us!</p>
Private Sector	Pendergrast Associates Consulting	0	0	<p>We are seeking a friendly and professional Intake Coordinator to be the first point of contact for our company. This role is essential in setting a warm, welcoming tone for our patients and ensuring a smooth check in process. Key Responsibilities Cheerfully greet and welcome patients upon arrival. Verify patient identification and ensure all documentation is valid. Assist patients with online registration and sign up for services. Provide friendly and professional customer service to ensure each patient feels valued. Maintain a clean, organized, and inviting reception area. Support office staff with administrative tasks as needed. Qualifications Excellent communication and customer service skills. Ability to create a welcoming and positive environment. Strong attention to detail and organizational skills. Comfortable using online systems for patient sign up and verification. Proficient with completing forms and applications. If you enjoy working in a patient centered environment and setting a positive first impression, we'd love to have you intern with us!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Pendergrast Associates Consulting	0	0	<p>Participate in hands on STEAM inspired play activities including Mechanical Engineering Build towers with blocks and knock them over with great enthusiasm. Computer Science Push all the buttons on remote controls and keyboards to simulate coding experience. Graphic Design Create abstract art with finger paints, crayons, or mashed fruit. Administrative Support Shuffle important papers, bang on toy keyboards, and conduct meetings via babble. Skills Required Excellent hand eye coordination for stacking, smashing, and squishing Strong interest in textures, colors, and noises Demonstrated ability to drool on cue Willingness to take frequent naps and snack breaks Expectations Participate with joy and curiosity Spread giggles and cheer across the workspace Inspire older interns with unfiltered creativity</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Pendergrast Associates Consulting	0	0	<p>Yemaya’s Lounge is seeking a dynamic and organized Program Organizer &amp; Event Planner to develop and execute engaging events and programs for our community. This individual will work closely with the owner to create professional, fun, and age appropriate experiences that align with our brand’s mission and membership base. The ideal candidate is detail oriented, creative, and passionate about community engagement.</p> <p><b>Key Responsibilities</b> Plan, organize, and execute events for Yemaya’s Lounge members and potential members. Work with the owner to develop creative event concepts that align with the brand’s vision. Manage event logistics, including venue coordination, vendor relationships, and scheduling. Promote events through collaboration with the Social Media Content Creator and Graphic Designer. Ensure events are engaging, inclusive, and compliant with local regulations. Develop and maintain event budgets, securing sponsorships or partnerships as needed. Collect and analyze event feedback to improve future experiences.</p> <p><b>Qualifications</b> Experience in event planning, program coordination, or hospitality. Strong organizational and project management skills. Ability to work independently and collaborate with a team. Excellent communication and negotiation skills. Experience working with vendors, sponsors, and community organizations. Ability to handle multiple projects while maintaining attention to detail. Passion for creating unique, community driven experiences. If you’re excited about curating memorable events and building a vibrant community, we’d love to have you on board!</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Pendergrast Associates Consulting	0	0	<p>Yemaya's Lounge is seeking a creative and self motivated Social Media Content Creator (ages 22-24) to help maintain and grow our online presence. This role is perfect for someone passionate about storytelling, cannabis culture, and community engagement.</p> <p><b>Key Responsibilities</b>  Develop and post engaging content across social media platforms (Instagram, TikTok, Facebook, etc.). Create visually appealing graphics, videos, and captions that align with Yemaya's Lounge's brand. Monitor trends and adapt content strategies to increase engagement. Interact with followers, respond to comments/messages, and build an online community. Plan and schedule posts consistently to maintain an active presence. Collaborate with the team to align social media content with business goals.</p> <p><b>Qualifications</b> Experience creating content for social media platforms (portfolio preferred). Strong creativity and ability to generate fresh, engaging ideas. Ability to work independently and meet deadlines. Excellent written and verbal communication skills. Familiarity with cannabis culture and industry trends is a plus. If you love social media, storytelling, and community building, we'd love to have you on our team!</p>
Private Sector	Petit Scholars	1	Less than 10	<p>Supervising campers ages 3-5 years. Engage in outdoor activities. Organizing team games such as soccer, softball and basketball, explaining the rules and acting as referee or umpire throughout the game. Leading activities such as crafts and art, demonstrating various techniques and encouraging children to come up with ideas. Communicating with parents, providing updates where required and answering questions about the camp. Checking on children with medical needs to ensure they have taken any required medication. Providing guidance, motivation and support all camp visitors.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Petit Scholars	1	Less than 10	Supervising campers ages 3 5 years. Engage in outdoor activities. Organizing team games such as soccer, softball and basketball, explaining the rules and acting as referee or umpire throughout the game Leading activities such as crafts and art, demonstrating various techniques and encouraging children to come up with ideas Communicating with parents, providing updates where required and answering questions about the camp Checking on children with medical needs to ensure they have taken any required medication Providing guidance, motivation and support all camp visitors
Private Sector	Petit Scholars	6	Less than 10	Supervising campers ages 3 5 years. Engage in outdoor activities. Organizing team games such as soccer, softball and basketball, explaining the rules and acting as referee or umpire throughout the gameLeading activities such as crafts and art, demonstrating various techniques and encouraging children to come up with ideasCommunicating with parents, providing updates where required and answering questions about the campChecking on children with medical needs to ensure they have taken any required medicationProviding guidance, motivation and support all camp visitors
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Private Sector	Petit Scholars	6	Less than 10	<p>Supervising campers ages 3 5 years. Engage in outdoor activities. Organizing team games such as soccer, softball and basketball, explaining the rules and acting as referee or umpire throughout the game. Leading activities such as crafts and art, demonstrating various techniques and encouraging children to come up with ideas. Communicating with parents, providing updates where required and answering questions about the camp. Checking on children with medical needs to ensure they have taken any required medication. Providing guidance, motivation and support all camp visitors.</p>
Private Sector	Petit Scholars	2	Less than 10	<p>Ensure children's safety through constant observation and monitoring. Maintain a clean and orderly classroom. Assist in preparation and carrying out daily activities. Comply with OSSE and Petit Scholars rules and regulations. Assist teachers with caring for children and other tasks. Engage appropriately with children. Adhere to daily schedule. Create a harmonious environment with children and other staff.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	POC Learning Academy LLC	2	Less than 10	<p><b>Job Description</b>As a childcare provider, your primary responsibility is to ensure the safety, well being, and development of children under your care. You will create a nurturing and stimulating environment that promotes the physical, emotional, social, and cognitive growth of each child.<b>Key Responsibilities*</b> Supervise and monitor the safety of children at all times.* Plan and implement age appropriate activities, including games, crafts, and outdoor play, to stimulate and engage children.* Follow a daily schedule that includes structured activities, free play, meals, and rest periods.* Provide basic care, such as feeding, diapering, and maintaining cleanliness and hygiene standards.* Foster positive relationships with children by being attentive, compassionate, and supportive.* Communicate effectively with parents/guardians regarding their child's progress, behavior, and any concerns.* Maintain a clean and organized childcare environment, including cleaning toys, equipment, and play areas.* Follow safety protocols and procedures to prevent accidents and ensure emergency preparedness.* Observe and document children's behavior, development, and milestones, and report any significant changes or issues to parents/guardians.* Collaborate with other childcare staff members to create a cohesive and supportive team environment.* Attend training sessions and professional development opportunities to enhance your skills and knowledge in childcare, if applicable</p>
Private Sector	Police and Fire Clinic	1	Less than 10	<p>The Administrative Assistant position will be responsible for filing paperwork, scanning documents, organizing the storage/supply room, assisting the Contract Specialist, Administrative Specialist, and Medical Assistants with other duties.</p>
Private Sector	Positive Productions	4	Less than 10	<p>The archive cataloger is responsible for organizing and cataloging storage documents and records and multimedia. This role ensures efficient access to records and management. The person for this role needs to be self motivated, pay close attention to detail.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Positive Productions	6	Less than 10	The archive cataloger is responsible for organizing and cataloging storage documents and records and multimedia. This role ensures efficient access to records and management. The person for this role needs to be self motivated, pay close attention to detail.
Private Sector	Positivity Market	2	Less than 10	Education, food, clothes, housing, and emergency aid, for those in need. Our programs serve all ages. With Coding for Youth students learn “Compiled” instructions that are used to convert into executable language. Our marketing courses teach simple system based sales tactics and services—educating apprentices on communication while providing time management training. Entrepreneurs we graduate normally hire others within their respective communities. The Teens to Seniors Tech Skills Course works in conjunction with the local senior centers to provide technology courses to senior citizens, that enhance their quality of life. See more about intern engagement at <a href="http://positivitiymarket.com/internships/">positivitiymarket.com/internships/</a> .
Private Sector	Positivity Market	2	Less than 10	Ad Design 1. Light alterations of program images; 2. Addition of project logos to service related images; 3. Download to PNG Social Media Recruitment 1. Posts to popular hiring platforms; 2. Post description composition; 3. Comment responses about program; 4. Initial Contact Form completion for reasonable prospects prospect organization by location, using Google Sheets; invitations to apply as staff; application Processing; 5. Resume Qualification Discussions. Human Resources 1. Interviews; 2. Background searches; 3. Staff onboarding / orientation; 4. Staff payroll registration;
Private Sector	Positivity Market	8	Less than 10	Use Google Drive, Sheets, Docs and associated platforms for data mining, data entry, program recruitment and client sales. Interns will be tasked with locating venues, their respective contacts, and site specifications, in order to complete forms that log interaction and set up next steps in various contract processes. Some interns will be assigned to payroll accounting tasks, that may include staff hours reporting to agencies or a third party payroll processor.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Power Design, Inc	0	0	<p>about the position...Do you love working with your hands? Are you interested in construction and in becoming an electrician? Then the electrical apprentice position could be perfect for you! Electrical apprentices are able to earn a paycheck while learning the trade through firsthand experience. This position has a clear career path to becoming an electrician with the potential and opportunity to become a manager of a team and larger scope of work.position details/responsibilities...The electrical apprentice is partnered with a licensed journeyman electrician and has on the job training (OJT) to become an electrician.You'll help perform electrical installations of a multifamily and commercial nature.Learn and perform all scopes of large scale projects, from distribution to rough in, trim and deck work.here's what we're looking for...Motivated individuals who want to learn the electrical trade and have reliable transportation.Able to physically perform the essential functions of the job.Willing to learn electrical codes and other construction safety requirements.Demonstrate and uphold all of Power Design's core values, which include integrity, accountability, teamwork, innovation and growth.</p>
Private Sector	Premier Martial Arts- DC	3	Less than 10	<p>Youth workers will work during evening hours when the studio is operating. Their duties include but are not limited to handling parent questions (customer service) in the waiting room, answers the phones, charge retail items in our small Pro shop as well as greet any new/prospective new members interested in our Martial Arts School. If the worker has martial arts experience they can also assist with the classes and receive training on teaching techniques. This is also a great opportunity to improve their martial arts skills while working.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Prime Ability	11	Less than 10	<p>Washington, DC, while also learning about the city's rich history. Over the course of the program, participants will explore DC's diverse neighborhoods and scenic routes by bike, discovering the city's hidden gems and iconic landmarks alike. In addition to cycling, students will also have the chance to learn how to build and repair bikes from experienced instructors. They will learn the basics of bike mechanics, including how to assemble and disassemble components, adjust gears and brakes, replace tires, and perform routine maintenance. These skills will not only deepen their understanding of how bikes work but also give them the confidence to tackle any issues they may encounter while cycling. As they explore the city and work on bikes, students will also learn about the rich history of cycling in DC, including the role of bikes in transportation, advocacy, and social justice movements. They will explore the ways that cycling has shaped the city and its communities over time, from the early days of bike clubs and advocacy groups to the present day boom in bike sharing programs and infrastructure development. Overall, this internship offers a unique and engaging experience for students to explore the city, learn new skills, and deepen their knowledge of cycling and its role in urban life.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Prime Ability	2	Less than 10	<p>Washington, DC, while also learning about the city's rich history. Over the course of the program, participants will explore DC's diverse neighborhoods and scenic routes by bike, discovering the city's hidden gems and iconic landmarks alike. In addition to cycling, students will also have the chance to learn how to build and repair bikes from experienced instructors. They will learn the basics of bike mechanics, including how to assemble and disassemble components, adjust gears and brakes, replace tires, and perform routine maintenance. These skills will not only deepen their understanding of how bikes work but also give them the confidence to tackle any issues they may encounter while cycling. As they explore the city and work on bikes, students will also learn about the rich history of cycling in DC, including the role of bikes in transportation, advocacy, and social justice movements. They will explore the ways that cycling has shaped the city and its communities over time, from the early days of bike clubs and advocacy groups to the present day boom in bike sharing programs and infrastructure development. Overall, this internship offers a unique and engaging experience for students to explore the city, learn new skills, and deepen their knowledge of cycling and its role in urban life.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Protest Pizza	0	0	<p>Protest Pizza is a bold, community driven pizza shop and bar in Dupont Circle, next to the Stead Park Recreation Center. Inspired by activism, pride, and purpose, we serve pizza by the slice, wings, wraps, salads, and house made frozen yogurt (FroYo) in a fast paced, inclusive setting. As a Youth Team Member, you'll gain hands on experience in both kitchen and front of house operations. You'll work as part of a small, supportive team and contribute to a fun, creative, and values driven business.</p> <p><b>Front of House Responsibilities</b> Greeting and assisting customers with a friendly, welcoming attitude Taking orders and ringing up items at the point of sale (POS) system Servicing food orders, including handing off pizza slices, wraps, wings, and combo meals Supporting the sale and service of pre packed frozen yogurt (FroYo) cups Stocking utensils, napkins, beverages, and merchandise Cleaning and resetting guest tables and surfaces Helping maintain a clean, organized, and inclusive environment</p> <p><b>Back of House (Kitchen) Responsibilities</b> Supporting basic food prep, including wraps, salads, and ingredient setup Restocking and organizing storage areas Assisting with dishwashing, cleaning, and compost/recycling separation Shadowing team members to learn pizza and wing prep operations</p> <p><b>Youth Will Learn</b> Food safety and sanitation procedures Customer service and order taking best practices POS system operation and teamwork Time management and restaurant flow LGBTQ+ workplace culture and inclusive values</p> <p><b>Work Experience</b> – youth will receive hands on experience and on the job training in a traditional work environment with specific assigned duties.</p> <p><b>Work Type</b> Categories Kitchen Support Customer Service Event Support</p> <p><b>Hours</b> 1100 AM – 400 PM Flexible scheduling is available with prior arrangement to accommodate school, family, or other commitments.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Psychiatric Institute of Washington	1	Less than 10	The Psychiatric Institute of Washington (PIW) is looking for a motivated, energetic individual to assist as a Marketing Aide in the Business Development Department. The ideal candidate should have experience in scanning, categorizing and cataloguing documents. Additional duties include data entry, event planning and community outreach. Aides will occasionally accompany the Business Director on site visits. Should be familiar with Microsoft Office including Excel. Organized, detail oriented, and a great attitude are a must!
Private Sector	Psychiatric Institute of Washington	1	Less than 10	The Psychiatric Institute of Washington (PIW) is looking for a motivated, energetic individual to assist as a Marketing Aide in the Business Development Department. The ideal candidate should have experience in scanning, categorizing and cataloguing documents. Additional duties include data entry, event planning and community outreach. Aides will occasionally accompany the Business Director on site visits. Should be familiar with Microsoft Office including Excel. Organized, detail oriented, and a great attitude are a must!
Private Sector	Psychiatric Institute of Washington	2	Less than 10	The Psychiatric Institute of Washington (PIW) is looking for a motivated, energetic individual to assist as a Marketing Aide in the Business Development Department. The ideal candidate should have experience in scanning, categorizing and cataloguing documents. Additional duties include data entry, event planning and community outreach. Aides will occasionally accompany the Business Director on site visits. Should be familiar with Microsoft Office including Excel. Organized, detail oriented, and a great attitude are a must!

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Pure Green DuPont Circle	3	Less than 10	<p>Pure Green is a leading juice bar company with a mission to build healthier communities around the globe by connecting people with superfoods. We specialize in handcrafted and made to order superfood smoothies, açai bowls, and cold pressed juices. Our team members are passionate about promoting a healthy lifestyle and providing exceptional hospitality to our guests. Job Description As a Pure Green Team Member, you will play a crucial role in creating a positive guest experience by delivering excellent guest service and preparing our delicious superfood products. You will work closely with other team members to ensure smooth operations and maintain a clean and organized workspace.</p> <p>Responsibilities Read and understand Pure Green recipes to prepare high quality superfood smoothies, açai bowls, and cold pressed juices. Adhere to food safety and quality control standards to ensure the finished products meet our high standards. Greet guests warmly, answer their questions, make recommendations, and accept orders and payments while providing exceptional hospitality. Clean and restock the workstation, including equipment sanitization, to maintain a hygienic environment. Collaborate with team members to ensure efficient workflow and problem solving. Embrace a positive and enthusiastic attitude while working in a fast paced environment. Follow company guidelines and protocols for maintaining a safe and healthy workplace. Benefits Tips Opportunity to earn additional income through tips. Flexible Scheduling We offer both full time and part time positions with flexible scheduling options. Free Shift Meals Enjoy complimentary meals during your shifts. Discount on all products Receive discounts on Pure Green products. Career Development Clear career path with opportunities for advancement and professional growth. Requirements Engaging interactive skills and time resource management. Ability to work independently or as part of a team</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Pure Green DuPont Circle	5	Less than 10	<p>Pure Green is a leading juice bar company with a mission to build healthier communities around the globe by connecting people with superfoods. We specialize in handcrafted and made to order superfood smoothies, açai bowls, and cold pressed juices. Our team members are passionate about promoting a healthy lifestyle and providing exceptional hospitality to our guests.</p> <p><b>Job Description</b>As a Pure Green Team Member, you will play a crucial role in creating a positive guest experience by delivering excellent guest service and preparing our delicious superfood products. You will work closely with other team members to ensure smooth operations and maintain a clean and organized workspace.</p> <p><b>Responsibilities</b>Read and understand Pure Green recipes to prepare high quality superfood smoothies, açai bowls, and cold pressed juices. Adhere to food safety and quality control standards to ensure the finished products meet our high standards. Greet guests warmly, answer their questions, make recommendations, and accept orders and payments while providing exceptional hospitality. Clean and restock the workstation, including equipment sanitization, to maintain a hygienic environment. Collaborate with team members to ensure efficient workflow and problem solving. Embrace a positive and enthusiastic attitude while working in a fast paced environment. Follow company guidelines and protocols for maintaining a safe and healthy workplace.</p> <p><b>Benefits</b>Tips Opportunity to earn additional income through tips. Flexible Scheduling We offer both full time and part time positions with flexible scheduling options. Free Shift Meals Enjoy complimentary meals during your shifts. Discount on all products Receive discounts on Pure Green products. Career Development Clear career path with opportunities for advancement and professional growth.</p> <p><b>Requirements</b>Engaging interactive skills and time resource management. Ability to work independently or as</p>
Private Sector	PureSKN LLC	0	0	<p>The Customer Relations &amp; Sales Associate will engage with customers, handle inquiries, and learn the art of selling skincare products. They will help with online and in person sales, customer service, and client retention strategies.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	PureSKN LLC	0	0	The Marketing & Branding Assistant will help build Radimaè's online presence by creating content for social media, writing product descriptions, and developing promotional campaigns. They will learn brand storytelling and digital marketing strategies.
Private Sector	PureSKN LLC	0	0	The Operations & Logistics Coordinator will oversee inventory, manage shipping processes, and ensure products are correctly packed and delivered. This role focuses on the behind the scenes work that keeps a beauty business running efficiently.
Private Sector	PureSKN LLC	0	0	The Product Formulation Assistant will work closely with safe organic DIY skincare ingredients, learning how to create, test, and refine beauty products. They will research ingredients, assist in small batch production, and ensure quality control for Radimaè's formulations.
Private Sector	Purpose Academy	2	Less than 10	1. Assists the Head Basketball trainer with instructing players in the rules, regulations, equipment, and techniques of the sport. 2. Organizes and directs individual and small group practice activities/exercises as directed by the head Basketball trainer 3. Assesses player's skills, monitors players during competition and practice, and keeps the head Basketball coach informed of the athletic performance of students.
Private Sector	Purpose Academy	21	21	1. Assists the Head Basketball trainer with instructing players in the rules, regulations, equipment, and techniques of the sport. 2. Organizes and directs individual and small group practice activities/exercises as directed by the head Basketball trainer3. Assesses player's skills, monitors players during competition and practice, and keeps the head Basketball coach informed of the athletic performance of students.
Private Sector	Purpose Academy	2	Less than 10	1. Assists the Head Basketball trainer with instructing players in the rules, regulations, equipment, and techniques of the sport. 2. Organizes and directs individual and small group practice activities/exercises as directed by the head Basketball trainer 3. Assesses player's skills, monitors players during competition and practice, and keeps the head Basketball coach informed of the athletic performance of students.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Redhead Laugh Learn and Play chi	6	Less than 10	Clean and This infect all earnings of the day care Make sure children are safe at all time Gather and dump trash at the end each day Assist with playing and interacting with kids doing lessons Assist with the smoothing and comforting kiss doing nap time. Assist teacher and supervisor with other task as well
Private Sector	Rehoboth cdc	5	Less than 10	<p>Job Summary We are seeking a dedicated Building and Grounds Cleaner to maintain the cleanliness and safety of our child development center. This role ensures a welcoming environment for children, staff, and visitors by performing routine cleaning and maintenance tasks both indoors and outdoors.</p> <p>Key Responsibilities Clean and sanitize classrooms, restrooms, hallways, and common areas. Sweep, mop, vacuum, and dust surfaces to maintain a tidy environment. Dispose of trash and recyclables in designated areas. Maintain outdoor spaces, including walkways, playgrounds, and parking lots, by removing debris and ensuring safety. Perform minor maintenance tasks, such as replacing light bulbs. Monitor and report any maintenance or safety concerns to the center director. Adhere to health and safety regulations, ensuring compliance with cleaning protocols.</p> <p>Qualifications Previous experience in cleaning or maintenance roles is a plus. Ability to operate cleaning equipment and tools effectively. Strong attention to detail and commitment to maintaining high cleanliness standards. Physical ability to perform tasks such as lifting, bending, and standing for extended periods.</p> <p>Working Conditions This position involves working indoors and outdoors in various weather conditions. The role may require occasional evening or weekend hours for special events or deep cleaning tasks.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Rehoboth cdc	15	12	<p>A teacher's aide (or teacher assistant) typically has the following responsibilities</p> <p><b>Support Teachers</b> Assist teachers in preparing lesson plans, grading papers, and creating instructional materials. Engage with Students Work with students one on one or in small groups to reinforce lessons and help with classroom activities.</p> <p><b>Administrative Tasks</b> Perform various administrative duties to help teachers manage their workload. Supervise Students Oversee students during class and assist them during lunchtime or other activities. Facilitate Learning Help resolve classroom issues and conflicts, ensuring a conducive learning environment. These roles can vary depending on the specific educational setting and the needs of the students.</p>
Private Sector	Rehoboth cdc	15	13	<p>An Assistant Teacher, or Teaching Assistant, provides classroom support for a lead teacher as they guide the class through a lesson by preparing materials, interacting with students and supervising projects. Their duties include preparing lesson plans, tutoring students one on one or in groups, taking attendance and monitoring student progress.</p> <p><b>Assistant Teacher duties and responsibilities</b> Assistant Teachers oversee students in non classroom settings like lunch, recess and field trips, and they work in small groups or one on one with students in the classroom to reinforce instructional material. Their exact duties can vary widely depending on the particular circumstances of the classroom they're in, but some common duties and responsibilities include</p> <p>Prepare classroom equipment and instructional materials for lessons.</p> <p>Perform recordkeeping duties associated with the classroom including attendance and grade calculation.</p> <p>Instruct students in proper classroom procedures and behavior.</p> <p>Collaborate with teachers and parents on a regular basis regarding student progress.</p> <p>Adapt instructional materials as necessary to meet special education guidelines.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Reingold LINK, LLC d/b/a LINK S	2	Less than 10	<ul style="list-style-type: none"> <li>■ Support project managers across a range of issue , brand oriented, and strategic communication matters</li> <li>■ Work seamlessly alongside project teams to create and execute traditional and digital communication strategies across multiple platforms</li> <li>■ Provide research and writing support</li> <li>■ Conduct partnership outreach</li> <li>■ Provide media relations support</li> <li>■ Attend community meetings</li> </ul>
Private Sector	REUZE	0	0	<p>Who We Are REUZE is an environmentally conscious company, provides on demand and eco friendly alternatives to moving supplies. We make it easy for customers to instantly boost their environmental impact, with pre assembled and durable rentable moving supplies. This role is remote 80 90% but will require in person for events and team meetings. We are looking for an enthusiastic, organized candidate to join our team and provide administrative and inventory support to our organization. You will be responsible for performing a variety of tasks mostly remotely, including scheduling appointments, conducting research, managing emails, and providing customer service. The role also calls for in person event support operations, necessary during the planning and pre production stage of each event, which can include event and décor set up and take down, greeting and checking in attendees, managing vendors, pouring beverages, and serving as the point person for each event. The ideal candidate will have excellent communication and organizational skills with an eye for detail. They should be tech savvy, have strong problem solving skills, and have the ability to work autonomously.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>Responding to emails, phone calls, and other inquiries in a timely manner</li> <li>Scheduling and organizing meetings and other events</li> <li>Conducting research and compiling data</li> <li>Maintaining and updating records and databases</li> <li>Preparing documents and other materials</li> <li>Creating presentations and reports</li> <li>Providing customer service</li> </ul> <p>Requirements</p> <ul style="list-style-type: none"> <li>Excellent communication and organizational skills</li> <li>Knowledge of Microsoft Office Suite, Google Suite, and other software</li> <li>Ability to work independently and collaborate with other team members</li> <li>Excellent problem solving skills</li> <li>Ability to multitask and prioritize tasks</li> <li>Excellent attention to detail</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	REUZE	0	0	We are looking for a motivated, detail oriented Social Media/Marketing Assistant to join our team! The ideal candidate will have strong written and verbal communication skills, be a critical thinker, and have experience with Canva and all major social media platforms, such as Tik Tok, Instagram, and Facebook. You'll work with the team on developing and implementing effective social media strategies to increase brand awareness, engagement, and conversion. They must have an interest in the latest trends and techniques in social media marketing, and the ability to create engaging content. Qualifications Must have a laptop and smartphone Ability to create content in Canva or other platforms like Instagram and Tik Tok (i.e., reels using stop motion) Excellent organizational, problem solving, and communication skills Ability to work in a fast paced environment and meet deadlines Knowledge of Microsoft Office Suite, Google Drive, and other software Ability to work independently and collaborate with other team members
Private Sector	Rita's on MLK	2	Less than 10	High energy super positive person who provides exceptional customer service and treat selection recommendations to neighbors visiting store. Maintains a clean, sanitized, safe and pleasant work environment by adherence to safety and cleaning protocols. Greets and receives treat orders and coordinates payment method with neighbor. Prepares treats with efficiency and accuracy in high paced environment. Maintain ice and appropriate custard levels. Sanitize and clean floors, counters, supplies and workstations. Stock the front of the store with supplies. Incorporate creativity to increase awareness of location.
Private Sector	Rita's on MLK	4	Less than 10	High energy positive person with superior customer service skills. Responsible for assisting neighbors with treat selection by educating them about various treats. Efficiently prepare and serve treats in a fast paced environment. Respond to third party delivery orders and requests for catering via email and phone. Prepare ice for distribution using preparation guides. Maintain ice consistency and proper custard levels. Clean and sanitize surfaces to include counters, walls, floors, restroom, supplies and equipment. Conduct transactions using a POS system.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Rita's Water Ice	0	Less than 10	Serve Italian Ice and Frozen Custard to visiting guests. Provide opening and closing labor services, such as dish washing, mopping, cleaning, sweeping, trash removal, and many other duties as assigned. There will be on site training and some register usage. Treat Team Member must be prepared to work in shifts. Two shifts per day, (morning and evening). A positive attitude and personality is a must. There will be a lot of interaction with customers.
Private Sector	Rita's Water Ice	4	Less than 10	Serve Italian Ice and Frozen Custard to visiting guests. Provide opening and closing labor services, such as dish washing, mopping, cleaning, sweeping, trash removal, and many other duties as assigned. There will be on site training and some register usage. Treat Team Member must be prepared to work in shifts. Two shifts per day, (morning and evening). A positive attitude and personality is a must. There will be a lot of interaction with customers.
Private Sector	RJ ELECTRIC WORKS INC	1	Less than 10	Assist with installation and service work with the apprentice and the master electrician on commercial and residential worksites.
Private Sector	ROBERTS' DYNASTY INCOME	4	Less than 10	The office assistant will be Assisting the Owner with daily office operations. Greeting Clients, filing, scheduling, making travel arrangements, planning events and helping with other staff. Some outside work will be required. Going to archives to pull files, Will also assist with supplying ordering and arranging lunch for staff.
Private Sector	ROBERTS' DYNASTY INCOME	5	Less than 10	Youth will learn basic tax laws and how to prepare individual and basic business taxes, learn how to efile the return and how to present to the client their packages and signature papers. They will receive hands on experience working with a client. The will also learn how to interview the client in order to access what is needed. They will learn how to safely and securely handle client paperwork and how to properly file.
Private Sector	ROBERTS' DYNASTY INCOME	17	Less than 10	Youth will learn basic tax laws and how to prepare individual and basic business taxes, learn how to efile the return and how to present to the client their packages and signature papers. They will receive hands on experience working with a client. The will also learn how to interview the client in order to access what is needed. They will learn how to safely and securely handle client paperwork and how to properly file.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Rooted Ventures LLC	2	Less than 10	Responsibilities include Be the customer service point of contact, answering phones and emails Communicate with clients and help with scheduling classes Participate in community outreach activities Assist with marketing activities Assist swim instructors in executing their lessons as needed Keep track of inventory and notify management when additional supplies are needed
Private Sector	Ross Professional Services, LLC	2	Less than 10	Help increase the company's social media presence and gains visibility for the brand among candidates and clients. Assist with ideas on events, meetings and social media. Experience requirements• Fulfilling tasks assigned by a supervisor. • Performing clerical duties. • Managing social media accounts. • Event handling or planning. • Job shadowing. • Learning technical skills related to the industry. Experience requirements• Entry level understanding of marketing strategy. • A high motivation to learn and excellent attention to detail• Familiarity with Microsoft Office products, such as Excel, PowerPoint and Word, and key social media tools• Interest in reputation management, social media, communications and marketing
Private Sector	RSN Esportz	5	Less than 10	Will work on social media content and broadcasting material. Help set up networking meet up for the Run Hope cohorts. Community engagement with non profit organizations
Private Sector	RSN Esportz	6	Less than 10	Will work on social media content and broadcasting material. Help set up networking meet up for the Run Hope cohorts. Community engagement with non profit organizations.
Private Sector	Rugged Trends Boutique	0	0	Keep track of the goods and supplies of company Receiving and unpacking Incoming shipments Manage shipments Inventory records Assisting customers Rotating the stock so the store is up to date
Private Sector	Ruppert Landscape	0	0	Landscape and Construction

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Saddle Up 4 Fun Ltd.	8	Less than 10	<p>Animal Care Feeding Preparing and distributing hay, grain, and other feed to animals. Stall Cleaning Removing manure and bedding from stalls, ensuring a clean and healthy environment. Watering Ensuring animals have access to clean water. Grooming Brushing and caring for animals' coats. Basic First Aid Assisting with minor injuries or illnesses under the guidance of staff. Facility Maintenance Sweeping and Cleaning Keeping the barn and surrounding areas tidy and free of debris. Repairs Assisting with minor repairs or maintenance tasks. Organizing Keeping supplies and equipment organized and accessible. Program Support Assisting with Lessons Helping with therapeutic riding programs by leading horses or assisting riders. Event Support Assisting with setup and cleanup for events or fundraisers. Fundraising Helping with fundraising activities or events. Other Duties Interacting with Animals Spending time with animals to help them acclimate to human interaction. Training Participating in training sessions to learn about animal care and safety procedures. Communication Communicating with staff and other volunteers. Following Instructions Adhering to safety protocols and following instructions from staff. Skills and Qualities Physical Stamina Ability to lift heavy objects, stand for extended periods, and work in various weather conditions. Reliability Ability to commit to regular shifts and arrive on time. Teamwork Ability to work effectively with others. Animal Handling Experience (Preferred, but not always required) Experience with animals, especially horses, is a plus. Patience and Compassion Ability to be patient and compassionate with animals. Flexibility Willingness to adapt to changing situations and tasks. Communication Skills Ability to communicate clearly and effectively with staff and other volunteers.</p>
Private Sector	Saddle Up 4 Fun Ltd.	4	Less than 10	<p>Program Support Assisting with Lessons Helping with therapeutic riding programs by leading horses or assisting riders. Event Support Assisting with setup and cleanup for events or fundraisers. Fundraising Helping with fundraising activities or events.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Samuel Pough Developmental Foo	12	Less than 10	<p>Our program is a sports focused leadership development program for young athletes in Washington DC. We have been a part of the MBSYEP program for over six years (formerly called Freddie Simmons Football Camp). This year we will be integrating physical development through virtual training with an online leadership social development program. We will focus on five areas of development for our students; Leadership, Team Building, Police Relationships, Effects of Marijuana on Athletic Performance, Goal Setting &amp; College Readiness. Students will participate in small group panels with invited experts to discuss their understanding &amp; readiness in the topics listed above. During Week six of the program, participants will be required to submit a reflection/commitment on what they learned and will do differently. During the back half of each day the students will participate in various physical activities including pilates, stretching, plyometrics, stamina and strength building exercises.</p>
Private Sector	Samuel Pough Developmental Foo	20	10	<p>Our program is a sports focused leadership development program for young athletes in Washington DC. We have been a part of the MBSYEP program for over six years (formerly called Freddie Simmons Football Camp). This year we will be integrating physical development through virtual training with an online leadership social development program. We will focus on five areas of development for our students; Leadership, Team Building, Police Relationships, Effects of Marijuana on Athletic Performance, Goal Setting &amp; College Readiness. Students will participate in small group panels with invited experts to discuss their understanding &amp; readiness in the topics listed above. During Week six of the program, participants will be required to submit a reflection/commitment on what they learned and will do differently. During the back half of each day the students will participate in various physical activities including pilates, stretching, plyometrics, stamina and strength building exercises.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Samuel Pough Developmental Foo	31	34	<p>Our program is a sports focused leadership development program for young athletes in Washington DC. We have been a part of the MBSYEP program for over six years (formerly called Freddie Simmons Football Camp). This year we will be integrating physical development through virtual training with an online leadership social development program. We will focus on five areas of development for our students; Leadership, Team Building, Police Relationships, Effects of Marijuana on Athletic Performance, Goal Setting &amp; College Readiness. Students will participate in small group panels with invited experts to discuss their understanding &amp; readiness in the topics listed above. During Week six of the program, participants will be required to submit a reflection/commitment on what they learned and will do differently. During the back half of each day the students will participate in various physical activities including pilates, stretching, plyometrics, stamina and strength building exercises.</p>
Private Sector	Samuel Pough Developmental Foo	35	16	<p>Our program is a sports focused leadership development program for young athletes in Washington DC. We have been a part of the MBSYEP program for over six years (formerly called Freddie Simmons Football Camp). This year we will be integrating physical development through virtual training with an online leadership social development program. We will focus on five areas of development for our students; Leadership, Team Building, Police Relationships, Effects of Marijuana on Athletic Performance, Goal Setting &amp; College Readiness. Students will participate in small group panels with invited experts to discuss their understanding &amp; readiness in the topics listed above. During Week six of the program, participants will be required to submit a reflection/commitment on what they learned and will do differently. During the back half of each day the students will participate in various physical activities including pilates, stretching, plyometrics, stamina and strength building exercises.</p>

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	Sankofa Video & Books	3	Less than 10	Customer Service Greet customers, provide information about books, and recommend titles based on customer interests, assist in the checkout process, handle transactions, and promote sales or special offers, inventory Management, organize and shelve books, monitor stock levels, and assist in ordering new inventory, maintain a clean and organized store, ensuring books are properly displayed and easy to find, respond to customer questions about book availability, store policies, and general store information, answer phones and respond to customers about book availability, store policies, and general store information. Take orders over the phone.
Private Sector	Sankofa Video & Books	5	Less than 10	Customer Service Greet customers, provide information about books, and recommend titles based on customer interests, assist in the checkout process, handle transactions, and promote sales or special offers, inventory Management, organize and shelve books, monitor stock levels, and assist in ordering new inventory, maintain a clean and organized store, ensuring books are properly displayed and easy to find, respond to customer questions about book availability, store policies, and general store information, answer phones and respond to customers about book availability, store policies, and general store information. Take orders over the phone.
Private Sector	SASSY NAIL SALON & SPA	12	12	Will assist and help aide clients and technicians
Private Sector	SASSY NAIL SALON & SPA	2	Less than 10	Will assist and help aide clients and technicians
Private Sector	SASSY NAIL SALON & SPA	5	Less than 10	Greet clients and take appointments and retail checkout



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	SaveAway®	0	Less than 10	<p>Collaborate with SaveAway® Leadership in evangelizing our offering to Leading Retailers with particular focus on outreach and sales to owners of well regarded local Retail Boutiques Drive pre and post sales on boarding of Retail Clients including development and delivery of training in ways that makes SaveAway® stand out to the store level salesforce and customer base of our Retail Clients Help develop and execute the promotions and marketing calendar for our Retail Clients and End User group Writeup success stories and testimonials of Retail Clients and End users to further virality in usage of our platform Provide research on potential and existing clients and the competitive landscape Managing and following up on digital marketing campaigns Assist in identifying potential business opportunities Monitor news and developments relating to, or impacting, key clients/prospects Prepare periodic reports on screening, tracking, and monitoring clients and prospects</p> <p><b>RECOMMENDED Requirements</b> Experience and/or high level of energy and excitement for Business Development and Evangelization of a truly innovative platform that will 'change the game' for leading Retail Brands to get customers and sales they would not have otherwise Exposure and/or curiosity to learn B2B2C sales and revenue models as a graduate, current studies, or self taught skills Uncanny ability or interest in learning to communicate in ways that cuts through the clutter and makes your offering truly stand out Skills of persuasion in making a compelling case through facts, data, and relating to the audience Quick study with ability to establish rapport and trust through solid work ethic, (developing) mastery of domain, consistency and reliability to rise to the occasion and get things done Ability to overcome objections through facts, data, candor, and empathy Experience and/or high level of interest in developing presentations for BD and Sales (including content /</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	SaveAway®	0	Less than 10	<p>*Collaborate with SaveAway® Leadership in producing creative content to evangelize our offering through thought provoking and well researched postings that become widely cited across the media and industry*Help develop and execute content for publishing on both internally and influential forums, conferences/events/podcasts externally that you shortlist*Develop social media content to target new audiences*Engage reputable conference producers, journalists, trade shows and special events to evangelize SaveAway®'s technology and its social impact*Engage End users in on boarding and usage of the SaveAway® Web.App.*Compile success stories and testimonials of End users to further virality in usage of our platform*Provide research on potential and existing clients and the competitive landscape* Further reach of produced content + campaigns*Monitor news and developments relating to, or impacting, key clients/prospects*Prepare periodic reports on screening, tracking, and monitoring efficacy of content</p> <p>Recommended Requirements</p> <p>*Experience and/or high level of energy and excitement for Creative/Content Writing and/or Media (Social / Podcast / Audio / Video)</p> <p>*Production and Evangelization of a truly innovative platform that will 'change the game' for leading Retail Brands to get customers and sales they would not have otherwise*Exposure and/or eagerness to master the art of generating creative content through writing and/or media as a graduate, current studies, or self taught skills*Uncanny ability or interest in learning to communicate in ways that cuts through the clutter and makes your content truly stand out Skills of persuasion in making a compelling case through facts, data, and relating to the audience*Quick study with ability to establish rapport and trust through solid work ethic, (developing) mastery of domain, consistency and reliability to rise to the occasion and get things done*Ability to overcome objections through</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	SaveAway®	0	Less than 10	<p>* Collaborate with SaveAway® Leadership in Design/UX making the core SaveAway® app a joy and delight both for users and friends+family they invite* Recruit users digitally and IRL* Further User engagement with User Stories, MoSCoW analysis* Ensure continuity by building on previous UX Design research* Design for gamification and virality in signing up new users Nice to Have Requirements *Experience and/or high level of energy and excitement for UX / Design that will 'change the game' to 'Think Different' in reimagining retail banking + commerce*Exposure to UX / Design as a graduate, current studies, or self taught skills* In person user testing experience*Demonstrated initiative in User Stories, User Journey, UX writing *Wireframing with Sketch, UI branding*Optional background in Zeppelin / Photoshop*Not necessary but a plus to have some knowledge of HTML, CSS, WordPress, Interaction design with motion such as Anima and Illustration abilityPassionate with excellent communication and user engagement skills.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	SaveAway®	0	Less than 10	<p>*Engage SaveAway® Users and Partners through Digital Marketing and across key channels including In Store where SaveAway® is rolling out</p> <p>*Collaborate with SaveAway® Leadership in regular posting of thought provoking and well researched postings and articles that become widely cited across the media and industry*Create signage, newsletters, email campaigns, online promotions, etc. *Develop social media content to target new audiences*Engage reputable conference producers, journalists, trade shows and special events to evangelize SaveAway®'s technology and its social impact*Research and analyze marketing and sales materials</p> <p>RECOMMENDED Nice to Have Requirements Experience and/or high level of energy and excitement in development and execution of a Marketing Plan that will 'change the game' for retail commerce Experience and/or demonstrated interest in Marketing through Digital Channels (e.g., Search Engine + Social Media), Events, and Content in Media Background and/or energy in learning and executing in EMail Campaign + Search Engine Marketing/Optimization (SEO/SEM) Experience/Interest in engaging 'Influencers'/Thought Leaders Enthusiasm in engaging Users through Digital Marketing and In Store locations where SaveAway® is rolling out Great writing either as a graduate, current studies, or self taught skills A Why Not? entrepreneurial mindset aside of good organizational, presentation and writing skills Passionate with excellent communication and user engagement skills.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	SaveAway®	0	Less than 10	<p>Collaborate with SaveAway® Dev Team + Leads to finish the development and furthering launch of the core SaveAway® app in a way that is a joy and delight both for users and friends+family you invite Obtain, prioritize, and implement changes suggested by SaveAway® Users and Partners Ensure continuity by building on previous development. Collaborate with developers, designers, and business partners to ensure the launch of the App. online, through app platforms e.g., ProductHunt, and through in store rollouts is a massive success Implement for gamification and virality in signing up new users Ability to solve for roadblocks associated with the natural path of development through creativity Strong resolve and persistence in getting things done”Recommended Nice to Have Requirements Experience and/or high level of energy and excitement for fullstack or backend engineering that will 'change the game' to truly 'Think Different' in reimagining retail banking + commerce Exposure to software development as a CS graduate or equivalent, current studies, Bootcamp with Portfolio (deployed or on GitHub), or self taught skills Experience (or high level of initiative with support of our Dev.Team to develop proficiency) in Java, Eclipse for Java EE developers, Spring MVC, SQL (ie. SQL server) JavaScript , jQuery, HTML , CSS Utilizing JSP templating as well as AJAX requests with form validation in JavaScript for a responsive front end Opportunity to engage in major refactoring to a RESTful API with front end framework, progressive web app, mobile app, etc Experience, interest, or ability to collaborate for DevOps including** Deployment using FileZilla to generate WAR files, pushing to Linux server with Putty, regularly pushing code to our repository via Git** Utilizing correct design patterns when adding tables to the database and writing SQL using JDBC to create, read, update and destroy rows from tables** Writing and</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Schmidts Electrical Enterprises PC	10	Less than 10	<p>Schmidt's Electrical Enterprises PC is seeking a motivated and enthusiastic individual to join our team as a Junior Trade Trainee this summer. In this role, you will receive hands on training and mentorship from experienced Master Electricians, Journeymen, Project Managers and Safety Officers to develop the skills and knowledge necessary for a successful career in the electrical and energy field. This is an excellent opportunity for someone who is eager to learn and grow in a dynamic work environment.</p> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Participate in on the job training under the guidance of experienced electricians to learn electrical installation, repair, and maintenance techniques.</li> <li>2. Learn and adhere to safety protocols and regulations to ensure a safe work environment for yourself and others on job sites.</li> <li>3. Follow instructions and guidelines provided by senior electricians to complete tasks accurately and efficiently.</li> <li>4. Attend training programs and workshops to enhance technical skills and knowledge of electrical systems.</li> <li>5. Maintain a clean and organized work environment to ensure safety and efficiency on job sites.</li> </ol> <p><b>Requirements</b></p> <ol style="list-style-type: none"> <li>1. Strong interest in pursuing a career in the electrical field.</li> <li>2. Ability to work well in a team environment and take direction from senior electricians.</li> <li>3. Excellent communication skills and a willingness to learn.</li> <li>4. Physical stamina and the ability to lift and carry heavy objects as needed.</li> <li>5. Reliable transportation to job sites.</li> <li>6. Prior experience or coursework is a plus but not required.</li> </ol> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Hands on training and mentorship from experienced electricians</li> <li>Opportunity for growth and placement at the company</li> <li>Health and safety training programs</li> <li>Positive and collaborative work environment</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Schmidts Electrical Enterprises PC	11	10	<p>Schmidt's Electrical Enterprises PC is seeking a motivated and enthusiastic individual to join our team as a Junior Trade Trainee this summer. In this role, you will receive hands on training and mentorship from experienced Master Electricians, Journeymen, Project Managers and Safety Officers to develop the skills and knowledge necessary for a successful career in the electrical and energy field. This is an excellent opportunity for someone who is eager to learn and grow in a dynamic work environment.</p> <p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Participate in on the job training under the guidance of experienced electricians to learn electrical installation, repair, and maintenance techniques.</li> <li>2. Learn and adhere to safety protocols and regulations to ensure a safe work environment for yourself and others on job sites.</li> <li>3. Follow instructions and guidelines provided by senior electricians to complete tasks accurately and efficiently.</li> <li>4. Attend training programs and workshops to enhance technical skills and knowledge of electrical systems.</li> <li>5. Maintain a clean and organized work environment to ensure safety and efficiency on job sites.</li> </ol> <p><b>Requirements</b></p> <ol style="list-style-type: none"> <li>1. Strong interest in pursuing a career in the electrical field.</li> <li>2. Ability to work well in a team environment and take direction from senior electricians.</li> <li>3. Excellent communication skills and a willingness to learn.</li> <li>4. Physical stamina and the ability to lift and carry heavy objects as needed.</li> <li>5. Reliable transportation to job sites.</li> <li>6. Prior experience or coursework is a plus but not required.</li> </ol> <p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>Hands on training and mentorship from experienced electricians</li> <li>Opportunity for growth and placement at the company</li> <li>Health and safety training programs</li> <li>Positive and collaborative work environment</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Scotty's Lifestyle Boutique	0	0	Great customer service Positive attitude Good work ethic Love to learn* MUST be at least 18 years old to work SCOTTY'S is a small business in Washington, DC. We are customer centric, supportive and our goal is to SCOTTY'S mission is to create, inspire, and fulfill your curiosity for Hookah and the CBD lifestyle through culture, earth, and apparel. SCOTTY'S is the first of its kind amongst a rapidly growing list of Fashion and Lifestyle retailers. We match impeccable service with technology to create a luxe atmosphere. Grounded by our spirit of health and wellness, we have an unwavering devotion to make the cannabis industry a socially equitable space. At SCOTTY'S we strive to be experts in our field and challenge ourselves to live at the front lines of progression in the industry. . *18 years old *Dependable more reliable than spontaneous*People oriented enjoys interacting with people and working on group projects*Adaptable/flexible enjoys doing work that requires frequent shifts in direction
Private Sector	Senbeb Cafe	1	Less than 10	Greeting customers in a friendly, professional manner, answering questions, Responsible for processing customer payments. Responsible for taking the customer's order, inputting it into the computer(POS system) including scanning the items and collecting payments and providing change and receipts. Responsible for keeping checkout area clean and organized including keeping area stocked with supplies. Understanding store policy regarding coupons, gift cads and other promotional offers.
Private Sector	Senbeb Cafe	2	Less than 10	Assisting in prepping, washing vegetables and food items for the cook. Washing dishes, sweeping floors, taking out trash, organizing items in refrigerators as needed. Training on how to do inventory and how to stock food items and supplies. Training on the cash register. Take customer orders over the telephone. Placing orders and assisting customers in making food item selections. Training in food groups, ie, vegan, vegetarian, gluten free, lactose intolerant. Performs other duties as assigned.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Senbeb Cafe	2	Less than 10	Assisting in prepping, washing vegetables and food items for the cook. Washing dishes, sweeping floors, taking out trash, organizing items in refrigerators as needed. Training on how to do inventory and how to stock food items and supplies. Training on the cash register. Take customer orders over the telephone. Placing orders and assisting customers in making food item selections. Training in food groups, ie, vegan, vegetarian, gluten free, lactose intolerant. Performs other duties as assigned. Work Type Offered Work Experience Work Kind 1 Work with hands Work Kind 2 Answer phones Work Kind 3 Accept payments and make change for customers Start Date 06/26/2023 End Date 08/04/2023 Start Time 900 AM End Time 630 PM Youth Contact Sandra Johnson
Private Sector	Senbeb Cafe	2	Less than 10	Assisting in prepping, washing vegetables and food items for the cook. Washing dishes, sweeping floors, taking out trash, organizing items in refrigerators as needed. Training on how to do inventory and how to stock food items and supplies. Training on the cash register. Take customer orders over the telephone. Placing orders and assisting customers in making food item selections. Training in food groups, ie, vegan, vegetarian, gluten free, lactose intolerant. Performs other duties as assigned.
Private Sector	Senbeb Cafe	1	Less than 10	Organizing, filing invoices, receipts both paper and electronic files. Maintain a clean and organized work environment, including tasks like stocking supplies, managing inventory, and ensuring the office is ready for daily operations. Entering information into databases, spreadsheets, or other electronic systems. Answering telephone calls from customers. Using a computer to input daily settlement sheets, invoices, statements, timesheets, and bank receipts. Assisting in performing cost analysis for various dishes and drinks served in the Cafe. Performs other duties as assigned.
Private Sector	Serenity Management Company	3	Less than 10	answer phone calls, send and respond to emails, take maintenance request, create marketing post on various platforms including social media, create flyers, shadow on apartment tours, learn to conduct market surveys, property walks/inspections

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigned</b>	<b>Job Description</b>
Private Sector	Serenity Management Company	3	Less than 10	Clean property grounds of all trash and debris to also include dog poop. Ensure all poop stations are filled and cleaned. Keep trash dumpster area cleaned. Touch up paint through the entire property/common areas. Sweep and mop and keep all windows/glass clean.
Private Sector	Sheree Brand Art LLC	2	Less than 10	Incumbent will be responsible for the following: Social media content creation and marketing, Event management, Ensure that space is properly prepped and stocked for each event, Be on standby to assist guests and ensure events go smoothly, Administrative tasks, Maintaining calendar, responding to emails, Inventory and supply management.
Private Sector	Shining Star Early Learning Center	1	Less than 10	assist classroom teachers with children. Help on the playground, field trips, lunch, and activities inside the classroom. Help to keep the classroom clean by assisting with taking out the trash and cleaning up after activities.
Private Sector	Shining Star Early Learning Center	12	12	assist classroom teachers with children. Help on the playground, field trips, lunch, and activities inside the classroom. Help to keep the classroom clean by assisting with taking out the trash and cleaning up after activities.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Shuga x Ice	10	Less than 10	<p>Our team members must have availability to work at least three shifts per week and past 9pm. We are looking for self starters who are easily able to work as a part of a team or alone. The ideal candidate is someone with amazing energy, fantastic people skills, and a love for ice cream! Ice cream scoopers provide samples, serve ice cream, and prepare other food items for each customer. As an ice cream scooper, you must know all the flavors offered and be able to detail the ingredients to customers, scoop ice cream into cones and cups, and mention special deals or discounts.</p> <p><b>JOB RESPONSIBILITIES</b> Prepare and serve guests all menu items in accordance with established service and build out standards. Process guest transactions of purchased menu selections at the register and receive/process payment. Maintain store cleanliness and follow all proper sanitation guidelines. Deliver excellent guest service to all customers. Complete inventory tasks, as well as receive and arrange delivery from vendors and Shuga x Ice HQ. Follow Shuga x Ice's established safety, grooming, uniform, and employee conduct standards.</p> <p><b>JOB REQUIREMENTS</b> Ability to operate POS system Able to push/pull 50 lbs. of weight Able to work in a fast paced environment Flexible availability Able to stand for prolonged periods of time Food handlers certificate a PLUS Barista experience a PLUS</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Shuga x Ice	15	Less than 10	<p>Our team members must have availability to work at least three shifts per week and past 9pm. We are looking for self starters who are easily able to work as a part of a team or alone. The ideal candidate is someone with amazing energy, fantastic people skills, and a love for ice cream!Ice cream scoopers provide samples, serve ice cream, and prepare other food items for each customer. As an ice cream scooper, you must know all the flavors offered and be able to detail the ingredients to customers, scoop ice cream into cones and cups, and mention special deals or discounts.JOB RESPONSIBILITIES Prepare and serve guests all menu items in accordance with established service and build out standards. Process guest transactions of purchased menu selections at the register and receive/process payment. Maintain store cleanliness and follow all proper sanitation guidelines. Deliver excellent guest service to all customers. Complete inventory tasks, as well as receive and arrange delivery from vendors and Shuga x Ice HQ. Follow Shuga x Ice's established safety, grooming, uniform, and employee conduct standards.JOB REQUIREMENTS Ability to operate POS system Able to push/pull 50 lbs. of weight Able to work in a fast paced environment Flexible availability Able to stand for prolonged periods of time Food handlers certificate a PLUS Barista experience a PLUS</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Shuga x Ice	5	Less than 10	<p>We are seeking a dynamic, creative, and motivated Social Media Content Creator to join our team this summer! This role is perfect for individuals passionate about storytelling, social media trends, and creating engaging content for a vibrant brand like Shuga x Ice. You will be responsible for crafting and curating content that showcases our unique ice cream, special events, and company culture across multiple platforms. As a Social Media Content Creator, you will work closely with our marketing team to develop engaging, fun, and shareable content that resonates with our audience. This is an exciting opportunity to hone your skills, gain experience, and play an integral role in building the Shuga x Ice brand.</p> <p><b>Job Responsibilities</b></p> <ul style="list-style-type: none"> <li><b>Content Creation</b> Develop and post creative content on social media platforms, including Instagram, TikTok, Facebook, and Twitter.</li> <li><b>Photography &amp; Videography</b> Capture high quality photos and videos of our ice cream, events, and behind the scenes moments.</li> <li><b>Engagement</b> Respond to comments, messages, and engage with followers in a fun, authentic, and timely manner.</li> <li><b>Campaign Support</b> Collaborate with the marketing team to plan, execute, and measure content campaigns.</li> <li><b>Promotions</b> Highlight seasonal flavors, special deals, and events through creative posts and stories.</li> <li><b>Storytelling</b> Share the unique story behind Shuga x Ice and our African inspired ice cream through compelling content.</li> <li><b>Content Calendar</b> Maintain a consistent posting schedule and ensure content is aligned with our brand voice and values.</li> </ul> <p><b>Job Requirements</b></p> <ul style="list-style-type: none"> <li>Strong knowledge of social media platforms (Instagram, TikTok, Facebook, Twitter, etc.).</li> <li>Excellent communication and writing skills.</li> <li>Creative mindset with the ability to produce engaging content.</li> <li>Basic photography and videography skills, with the ability to create compelling visual stories.</li> <li>Self starter who works well independently and within a team.</li> <li>Able to work a flexible schedule,</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Shuga x Ice	3	Less than 10	<p>We are looking for a talented and creative designers to join the Shuga x Ice team for the summer! As a merch designer, you will have the opportunity to create exciting and original merchandise to be sold during the summer season. This includes designing t shirts, hats, accessories, and other items that reflect the unique vibe and brand of Shuga x Ice. Your designs will be an essential part of our brand experience, giving customers a way to take a piece of Shuga x Ice home with them. You will work closely with the team to ensure that all designs are on brand and help bring our creative vision to life. This is a fantastic opportunity to gain real world experience in graphic design and merchandising while being part of an innovative and passionate team.</p> <p><b>Duties and Responsibilities</b>  <b>Design Merch</b> Create unique and original designs for merchandise such as t shirts, hats, and accessories that align with the Shuga x Ice brand and vibe.  <b>Branding Consistency</b> Ensure that all designs reflect the culture, vision, and identity of Shuga x Ice.  <b>Collaborate with Team Work</b> closely with the creative team and other departments to brainstorm and develop designs that fit our seasonal themes and special promotions.  <b>Assist in Production Support</b> the production process by preparing artwork for print, ensuring that designs are correctly formatted and ready for manufacturing.  <b>Packaging and Display Help</b> with the design and presentation of product packaging and any merchandising displays in store or online.  <b>Trend Research</b> Stay updated with current design and merchandising trends to incorporate fresh, fun, and engaging elements into the product line.  <b>Customer Engagement</b> Ensure that all merchandise designs connect with our customer base, particularly those who love the creative, fun, and cultural aspects of Shuga x Ice.</p> <p><b>Qualifications</b>  Proficient in design software (e.g., Adobe Creative Suite or similar)  Strong interest in graphic design and fashion/merchandise  A passion for creative</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Shuga x Ice	5	Less than 10	<p>We are looking for a talented and creative designers to join the Shuga x Ice team for the summer! As a merch designer, you will have the opportunity to create exciting and original merchandise to be sold during the summer season. This includes designing t shirts, hats, accessories, and other items that reflect the unique vibe and brand of Shuga x Ice. Your designs will be an essential part of our brand experience, giving customers a way to take a piece of Shuga x Ice home with them. You will work closely with the team to ensure that all designs are on brand and help bring our creative vision to life. This is a fantastic opportunity to gain real world experience in graphic design and merchandising while being part of an innovative and passionate team.</p> <p><b>Duties and Responsibilities</b>  <b>Design Merch</b> Create unique and original designs for merchandise such as t shirts, hats, and accessories that align with the Shuga x Ice brand and vibe.  <b>Branding Consistency</b> Ensure that all designs reflect the culture, vision, and identity of Shuga x Ice.  <b>Collaborate with Team Work</b> closely with the creative team and other departments to brainstorm and develop designs that fit our seasonal themes and special promotions.  <b>Assist in Production Support</b> the production process by preparing artwork for print, ensuring that designs are correctly formatted and ready for manufacturing.  <b>Packaging and Display Help</b> with the design and presentation of product packaging and any merchandising displays in store or online.  <b>Trend Research</b> Stay updated with current design and merchandising trends to incorporate fresh, fun, and engaging elements into the product line.  <b>Customer Engagement</b> Ensure that all merchandise designs connect with our customer base, particularly those who love the creative, fun, and cultural aspects of Shuga x Ice.</p> <p><b>Qualifications</b>  Proficient in design software (e.g., Adobe Creative Suite or similar)  Strong interest in graphic design and fashion/merchandise  A passion for creative</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Smart from the Start	1	Less than 10	<p>At Smart from the Start, we're passionate about creating a safe, nurturing, and playful environment where young children can explore, grow, and thrive. We're seeking a caring and energetic Summer Assistant to support our early childhood educators in delivering engaging, developmentally appropriate activities for children ages 0–5 years]. The Summer Early Childhood Education Assistant will work closely with lead staff and facilitators to support day to day activities, ATS camp and summer play groups. This role is ideal for students studying early childhood education, child development, psychology, or related fields, and who are excited to gain hands on experience in a childcare setting. Responsibilities Include but not limited to Assist in supervising children during indoor and outdoor play, snack time, and group activities Help set up and clean up materials for daily lessons, crafts, and activities Engage with children through storytelling, singing, and guided play Ensure a safe, positive, and inclusive environment for all children Support transitions between activities and help maintain daily routines Assist with light cleaning and organization of classroom spaces Communicate positively and respectfully with children, families, and staff</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Smart from the Start	1	Less than 10	<p>At Smart from the Start, we're passionate about creating a safe, nurturing, and playful environment where young children can explore, grow, and thrive. We're seeking a caring and energetic Summer Assistant to support our early childhood educators in delivering engaging, developmentally appropriate activities for children ages 0–5 years]. The Summer Early Childhood Education Assistant will work closely with lead staff and facilitators to support day to day activities, ATS camp and summer play groups. This role is ideal for students studying early childhood education, child development, psychology, or related fields, and who are excited to gain hands on experience in a childcare setting. Responsibilities Include but not limited to Assist in supervising children during indoor and outdoor play, snack time, and group activities Help set up and clean up materials for daily lessons, crafts, and activities Engage with children through storytelling, singing, and guided play Ensure a safe, positive, and inclusive environment for all children Support transitions between activities and help maintain daily routines Assist with light cleaning and organization of classroom spaces Communicate positively and respectfully with children, families, and staff</p>
Private Sector	Smart from the Start	1	Less than 10	<p>Qualifications The intern should have enthusiasm for community work Effective writing and verbal communications Technical skills such as Excel, Microsoft Word, Canva, and databases The intern will be expected to work a maximum of 20 30 hours/week, with weekly schedules and some Saturdays Responsibilities The intern will assist with a variety of public service activities, which may include Coordinating events and meetings, gathering data to compose a resource guide for the residents in DC Update lists, such as interest list, food pantry inquires and other programming</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Smart from the Start	1	Less than 10	<p>Qualifications  The intern should have enthusiasm for community work  Effective writing and verbal communications  Technical skills such as Excel, Microsoft Word, Canva, and databases  The intern will be expected to work a maximum of 20 30 hours/week, with weekly schedules and some Saturdays  Responsibilities  The intern will assist with a variety of public service activities, which may include  Coordinating events and meetings, gathering data to compose a resource guide for the residents in DC  Update lists, such as interest list, food pantry inquires and other programming</p>
Private Sector	Smart from the Start	1	Less than 10	<p>This role is ideal for individuals who enjoy mentoring youth, facilitating engaging activities, and creating a safe, inclusive environment for learning and growth during the summer months.  Serve as a mentor and role model, fostering positive relationships with program participants.  Support the implementation of daily programming, field trips, and special events.  Maintain a safe, respectful, and welcoming environment at all times.</p>
Private Sector	Smart from the Start	3	Less than 10	<p>This role is ideal for individuals who enjoy mentoring youth, facilitating engaging activities, and creating a safe, inclusive environment for learning and growth during the summer months.  Plan, organize, and lead recreational, educational, and enrichment activities for youth  Serve as a mentor and role model, fostering positive relationships with program participants.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Smart from the Start	1	Less than 10	<p>At Smart from the Start, we're passionate about creating a safe, nurturing, and playful environment where young children can explore, grow, and thrive. We're seeking a caring and energetic Summer Assistant to support our early childhood educators in delivering engaging, developmentally appropriate activities for children ages 0–5 years]. The Summer Early Childhood Education Assistant will work closely with lead staff and facilitators to support day to day activities, ATS camp and summer play groups. This role is ideal for students studying early childhood education, child development, psychology, or related fields, and who are excited to gain hands on experience in a childcare setting. Responsibilities Include but not limited to Assist in supervising children during indoor and outdoor play, snack time, and group activities Help set up and clean up materials for daily lessons, crafts, and activities Engage with children through storytelling, singing, and guided play Ensure a safe, positive, and inclusive environment for all children Support transitions between activities and help maintain daily routines Assist with light cleaning and organization of classroom spaces Communicate positively and respectfully with children, families, and staff</p>
Private Sector	Smart from the Start	1	Less than 10	<p>As a Social Media Intern, you will play a key role in developing and executing engaging digital content across platforms like Instagram, TikTok, and Twitter/X. You'll gain hands on experience in digital strategy, content creation, and community engagement—all while amplifying youth voices and causes. Create and schedule posts for social media platforms (Instagram, TikTok, etc.) Assist with content creation graphics, videos, reels, stories, etc. Monitor trends and engagement to inform strategy</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	southwest soda pop shop	13	Less than 10	<p>Main Job Tasks, Duties and Responsibilities Serving customers greet customers politely efficiently and accurately take customers' orders input and process orders address customer's questions and concerns resolve customer complaints assemble orders correctly to meet quality standards and hygiene requirements check food is served at correct temperature check the food portions are the correct size check food presentation is to standard and according to instructions place food orders in appropriate packaging serve food to the customer from the counter may be required to serve customers on dishes or trays in the seating area Taking payment for orders receive and process payments via cash or card operate cash registers and card machines count money in the cash drawer at start and end of each shift issue receipts Preparing and cooking food operate equipment to prepare beverages such as milkshakes and coffee preparing cold food orders such as salads, sandwiches, ice creams prepare or assist in preparation and cooking of hot food orders such as burgers</p> <p>Maintenance and housekeeping replenish utensils, napkins, condiments as needed may perform inventory control clearing tables and trays cleaning utensils and equipment cleaning and washing food service areas, work areas and floors collect and dispose of trash and garbage according to regulations and standards Education and Experience no formal education requirements often requires no experience if on the job training is offered knowledge of health, hygiene and safety regulations Knowledge of relevant food preparation and presentation methods and techniques Key Fast Food Worker Skills and Competencies good communication skills able to follow instructions, able to take orders accurately, able to understand and follow health and safety procedures numeracy skills customer service orientation ability to stay calm under pressure ability to work as part of a team adaptability to meet competing demands flexibility</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	southwest soda pop shop	15	Less than 10	<p><b>Main Job Tasks, Duties and Responsibilities</b></p> <p>Serving customers greet customers politely efficiently and accurately take customers' orders input and process orders address customer's questions and concerns resolve customer complaints assemble orders correctly to meet quality standards and hygiene requirements check food is served at correct temperature check the food portions are the correct size check food presentation is to standard and according to instructions place food orders in appropriate packaging serve food to the customer from the counter may be required to serve customers on dishes or trays in the seating area Taking payment for orders receive and process payments via cash or card operate cash registers and card machines count money in the cash drawer at start and end of each shift issue receipts Preparing and cooking food operate equipment to prepare beverages such as milkshakes and coffee preparing cold food orders such as salads, sandwiches, ice creams prepare or assist in preparation and cooking of hot food orders such as burgers Maintenance and housekeeping replenish utensils, napkins, condiments as needed may perform inventory control clearing tables and trays cleaning utensils and equipment cleaning and washing food service areas, work areas and floors collect and dispose of trash and garbage according to regulations and standards</p> <p><b>Education and Experience</b> no formal education requirement often requires no experience if on the job training is offered knowledge of health, hygiene and safety regulations Knowledge of relevant food preparation and presentation methods and techniques</p> <p><b>Key Fast Food Worker Skills and Competencies</b> good communication skills able to follow instructions, able to take orders accurately, able to understand and follow health and safety procedures numeracy skills customer service orientation ability to stay calm under pressure ability to work as part of a team adaptability to</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Step By Step Learning Daycare	2	Less than 10	ensuring a child's safety, providing basic needs like feeding and diapering, and fostering their development through activities and education. Other duties may include* Ensuring Safety and Well being Supervising children to prevent accidents, monitoring their health and well being, and addressing any concerns. * Providing Basic Needs Feeding, changing diapers, dressing, and assisting with personal hygiene. * Fostering Development Organizing and facilitating age appropriate activities that encourage learning, creativity, and social emotional growth. * Communicating with Parents Keeping parents informed about their child's progress, any concerns, and daily activities. * Maintaining a Clean and Safe Environment Keeping the play area clean, sanitized, and free of hazards. * Providing Emotional Support Comforting children when they are upset, understanding their needs, and fostering a positive and supportive environment. * Creating and following daily schedules that provide a balance of rest, activity, and playtime.
Private Sector	Step-By-Step Therapeutic	10	Less than 10	Create a place for campers to have fun, learn, explore, and make new friends Lead a group of campers in Step by Step camp program Assist team leader with planning events Promote good personal relationships Support a safe and healthy environment for all campers Interact with the campers at all times, participating in activities alongside the campers Assist with and participate in all camp wide activities and special events Support the program goals at Step by Step Participate in staff trainings and meetings as required
Private Sector	Step-By-Step Therapeutic	5	Less than 10	Create a place for campers to have fun, learn, explore, and make new friends Lead a group of campers in Step by Step camp program Assist team leader with planning events Promote good personal relationships Support a safe and healthy environment for all campers Interact with the campers at all times, participating in activities alongside the campers Assist with and participate in all camp wide activities and special events Support the program goals at Step by Step Participate in staff trainings and meetings as required

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Step-By-Step Therapeutic	6	Less than 10	Create a place for campers to have fun, learn, explore, and make new friends Lead a group of campers in Step by Step camp program Assist team leader with planning events Promote good personal relationships Support a safe and healthy environment for all campers Interact with the campers at all times, participating in activities alongside the campers Assist with and participate in all camp wide activities and special events Support the program goals at Step by Step Participate in staff trainings and meetings as required
Private Sector	Steppingstones Management Servi	1	Less than 10	Overseeing clerical tasks, such as sorting and sending mail;Keeping an inventory of office supplies and ordering new materials as needed;Maintaining files;Welcoming visitors to the office;Answering phone calls;Taking and delivering messages;Ensuring the office runs smoothly;Scheduling meetings and sending meeting invites to attendeesOffice skills, computer skills, and communication skills are essential.A successful office assistant should possess adaptability, broadmindedness, discretion, discipline, proactiveness, enterprising nature, good presence, courtesy, kindness, and the ability to generate a positive environment.
Private Sector	Steppingstones Management Servi	2	Less than 10	Overseeing clerical tasks, such as sorting and sending mail;Keeping an inventory of office supplies and ordering new materials as needed;Maintaining files;Welcoming visitors to the office;Answering phone calls;Taking and delivering messages;Ensuring the office runs smoothly;Scheduling meetings and sending meeting invites to attendeesOffice skills, computer skills, and communication skills are essential.A successful office assistant should possess adaptability, broadmindedness, discretion, discipline, proactiveness, enterprising nature, good presence, courtesy, kindness, and the ability to generate a positive environment.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigned</b>	<b>Job Description</b>
Private Sector	Style X Showroom	0	0	Collaborate with the styling team to conceptualize and execute fashion forward looks for various projects, including photo shoots, editorials, and client appointments. Assist in selecting clothing, accessories, and props for styling purposes, ensuring they align with the desired aesthetic. Participate in fittings and assist with garment alterations to achieve the perfect fit. Help maintain the organization and cleanliness of the showroom, including arranging merchandise displays and managing inventory. Greet clients and assist them during showroom appointments, providing exceptional customer service and styling advice. Assist with social media content creation, including styling tips, behind the scenes glimpses, and product features.
Private Sector	Style X Showroom	3	Less than 10	Oversee SYEP participants and help them establish professional development skills in the fashion industry. Lead the strategic planning and execution of multiple fashion programs, ensuring alignment with company objectives and market trends. Managed project timelines, budgets, and resources, ensuring on time and within budget delivery of program objectives.
Private Sector	Successfulllooks LLC	2	Less than 10	A Hair Entrepreneur Apprenticeship is a hands on learning experience designed for individuals passionate about building a career in the hair industry. Apprentices learn essential hairdressing skills, including cutting, coloring, styling, washing, and blow drying, while also gaining knowledge about client care, salon hygiene, and product use. Alongside technical training, the program often includes insights into business management, marketing, and entrepreneurship—preparing aspiring hairstylists to eventually run their own salon or freelance business.
Private Sector	Successfulllooks LLC	2	Less than 10	A hospitality assistant in a hair salon supports the smooth operation of the salon by welcoming clients, offering refreshments, keeping the salon clean and tidy, and assisting stylists and the salon owner as needed. Their role helps create a professional and comfortable environment for clients while ensuring the salon runs efficiently.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Successfulllooks LLC	2	Less than 10	A receptionist in a hair salon is the first point of contact for clients. They manage appointment bookings, greet and check in guests, answer phone calls and messages, handle payments, and support the salon team with administrative tasks. Their role is key to maintaining a smooth front of house experience and ensuring clients feel welcomed and well taken care of.
Private Sector	SW Design School L3C	0	0	Their duties include analyzing technical requirements, writing basic code, and fixing bugs or error messages in SCRATCH.Students will be required to set up a LinkedIn profile and connect with our business to promote marketing algorithms for the company.Students will report ONLINE at 7 AM each morning for task instructions and have until the end of the day to complete the coding task.Job is taught via video tutorials and is a LIVE Instructor Led training.
Private Sector	SW Design School L3C	0	0	Their duties include analyzing technical requirements, writing basic code, and fixing bugs or error messages in SCRATCH.Students will be required to set up a LinkedIn profile and connect with our business to promote marketing algorithms for the company.Students will report ONLINE at 7 AM each morning for task instructions and have until the end of the day to complete the coding task.Job is taught via video tutorials and is a LIVE Instructor Led training.
Private Sector	SW Design School L3C	0	0	Their duties include analyzing technical requirements, writing basic code, and fixing bugs or error messages in SCRATCH.Students will be required to set up a LinkedIn profile and connect with our business to promote marketing algorithms for the company.Students will report ONLINE at 7 AM each morning for task instructions and have until the end of the day to complete the coding task.Job is taught via video tutorials and is a LIVE Instructor Led training.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	SW Design School L3C	0	0	Their duties include analyzing technical requirements, writing basic code, and fixing bugs or error messages in SCRATCH.Students will be required to set up a LinkedIn profile and connect with our business to promote marketing algorithms for the company.Students will report ONLINE at 7 AM each morning for task instructions and have until the end of the day to complete the coding task.Job is taught via video tutorials and is a LIVE Instructor Led training.
Private Sector	Swann Construction Inc	3	Less than 10	The administrative assistant will assist with filing, copying, scanning, organizing documentation, researching, typing, entering in the computer system and similar.
Private Sector	Swift and Slayed Beauty	2	Less than 10	As a Flyer Distribution Lead, you will be responsible for overseeing and coordinating the distribution of marketing materials, specifically flyers, to targeted locations and audiences. Your role will involve managing a team of distributors, ensuring efficient deployment, and monitoring campaign effectiveness. You will collaborate closely with marketing and sales teams to execute promotional strategies effectively.Key ResponsibilitiesTeam Leadership Lead and manage a team of flyer distributorsDistribution Strategy Develop and implement effective distribution strategies to reach target audiences and maximize campaign impact.Quality Control Ensure the accuracy, consistency, and quality of flyer distribution in accordance with brand guidelines and campaign objectives.Performance Monitoring Track and analyze distribution metrics and feedback to measure campaign performance and identify areas for improvement.Communication Maintain clear and timely communication with internal teams, clients, and vendors to ensure smooth execution of distribution plans.Reporting Prepare and present reports on distribution activities, outcomes, and recommendations for future campaigns.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Swift and Slayed Beauty	1	Less than 10	<p>Handing out flyers to the general public at strategically chosen locations  Distributing flyers through residential front doors or to businesses  Having an in depth knowledge of the information they are handing out and be a point of information for people with queries Bring enthusiastic about promoting Swift and Slayed Find local braiders (StyleSeat) and residential locations Reach out to local braiders via phone, social media, and etc Research (Hot) areas to distribute flyers Distribute Flyers ( please provide photos as evidence) at the end of the day to Ms Harris Residential spaces in our radius Closest Beauty Supply store DoorDash Hotspots Name of Establishments to leave flyers(Beauty salons, Barber Shops, coffee shops, rec centers, union market, mom and pops shops, bus stops Post flyers to facebook groups and online forums Covering as many people/houses as they can in order to market as widely as possible</p>
Private Sector	Swift and Slayed Beauty	3	Less than 10	<p>Handing out flyers to the general public at strategically chosen locations  Distributing flyers through residential front doors or to businesses Having an in depth knowledge of the information they are handing out and be a point of information for people with queries Bring enthusiastic about promoting Swift and SlayedFind local braiders (StyleSeat) and residential locationsReach out to local braiders via phone, social media, and etcResearch (Hot) areas to distribute flyersDistribute Flyers ( please provide photos as evidence) at the end of the day to Ms HarrisResidential spaces in our radiusClosest Beauty Supply storeDoorDash HotspotsName of Establishments to leave flyers(Beauty salons, Barber Shops, coffee shops, rec centers, union market, mom and pops shops, bus stopsPost flyers to facebook groups and online forums Covering as many people/houses as they can in order to market as widely as possible</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Swift and Slayed Beauty	6	Less than 10	<p>Handing out flyers to the general public at strategically chosen locations  Distributing flyers through residential front doors or to businesses Having  an in depth knowledge of the information they are handing out and be a  point of information for people with queries Being enthusiastic about  promoting Swift and Slayed Find local braiders (StyleSeat) and residential  locations Reach out to local braiders via phone, social media, and  etc Research (Hot) areas to distribute flyers Distribute Flyers ( please  provide photos as evidence) at the end of the day to Ms Harris Residential  spaces in our radius Closest Beauty Supply store DoorDash Hotspots Name  of Establishments to leave flyers (Beauty salons, Barber Shops, coffee  shops, rec centers, union market, mom and pops shops, bus stops Post  flyers to facebook groups and online forums Covering as many  people/houses as they can in order to market as widely as possible</p>
Private Sector	Swift and Slayed Beauty	1	Less than 10	<p>Create and design print and digital collateral Develop superior visual  and messaging content Support executives and salespeople with print and  digital sales materials Help develop and execute the visual identity of  Swift and Slayed Support direct marketing creative Meet all timelines  and deliverables schedules Ensure project results are high quality and on  schedule Manage multiple projects and prioritize them effectively Work  with a wide variety of media and software applications Act as part of a  marketing team Perform other duties as requested</p>
Private Sector	Swift and Slayed Beauty	2	Less than 10	<p>Create and design print and digital collateral Develop superior visual and  messaging content Support executives and salespeople with print and  digital sales materials Help develop and execute the visual identity of  Swift and Slayed Support direct marketing creative Meet all timelines and  deliverables schedules Ensure project results are high quality and on  schedule Manage multiple projects and prioritize them effectively Work  with a wide variety of media and software applications Act as part of a  marketing team Perform other duties as requested</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Swift and Slayed Beauty	3	Less than 10	Create and design print and digital collateral Develop superior visual and messaging content Support executives and salespeople with print and digital sales materials Help develop and execute the visual identity of Swift and Slayed Support direct marketing creative Meet all timelines and deliverables schedules Ensure project results are high quality and on schedule Manage multiple projects and prioritize them effectively Work with a wide variety of media and software applications Act as part of a marketing team Perform other duties as requested
Private Sector	Swift and Slayed Beauty	2	Less than 10	We are looking for a creative and strategic social media assistant to work in our marketing department. The social media assistant is responsible for brainstorming campaigns, creating social media posts, and analyzing analytics. To be successful as a social media assistant, you must have excellent time management skills. A good social media assistant is eager to keep abreast of industry innovations and new software. Brainstorm campaigns. Create social media posts. Use analytics tools to gauge the success of campaigns. Research industry innovations and tools. Update posts to include relevant keywords for search engine optimization. Prepare reports on campaigns based on analytics.
Private Sector	Swift and Slayed Beauty	1	Less than 10	We are looking for a creative and strategic social media assistant to work in our marketing department. The social media assistant is responsible for brainstorming campaigns, creating social media posts, and analyzing analytics. To be successful as a social media assistant, you must have excellent time management skills. A good social media assistant is eager to keep abreast of industry innovations and new software. Brainstorm campaigns. Create social media posts. Use analytics tools to gauge the success of campaigns. Research industry innovations and tools. Update posts to include relevant keywords for search engine optimization. Prepare reports on campaigns based on analytics.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Synergy & Serenity	1	Less than 10	<p>Responsibilities Create visual assets for digital and print marketing materials, including social media posts, flyers, posters, and advertisements. Collaborate with the content creator, videographer, and photographer to ensure visual consistency across all channels. Stay updated on design trends and industry best practices. Manage multiple projects simultaneously while meeting deadlines. Requirements Proficiency in graphic design software such as Adobe Creative Suite. Strong portfolio showcasing creative and effective design solutions. Ability to work collaboratively in a team environment. Attention to detail and a passion for design.</p> <p>Event Curator Responsibilities Plan, organize, and execute wellness events, workshops, and retreats that align with the center's mission and values. Coordinate with instructors, speakers, and vendors to ensure seamless event logistics. Promote events through various channels, including social media, email marketing, and community outreach. Evaluate event success and gather feedback for future improvements. Requirements Previous experience in event planning and management. Strong organizational and project management skills. Ability to work well under pressure and adapt to changing circumstances. Passion for wellness and spiritual enlightenment.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Synergy & Serenity	2	Less than 10	<p>Responsibilities Create visual assets for digital and print marketing materials, including social media posts, flyers, posters, and advertisements. Collaborate with the content creator, videographer, and photographer to ensure visual consistency across all channels. Stay updated on design trends and industry best practices. Manage multiple projects simultaneously while meeting deadlines. Requirements Proficiency in graphic design software such as Adobe Creative Suite. Strong portfolio showcasing creative and effective design solutions. Ability to work collaboratively in a team environment. Attention to detail and a passion for design.</p> <p>Event Curator Responsibilities Plan, organize, and execute wellness events, workshops, and retreats that align with the center's mission and values. Coordinate with instructors, speakers, and vendors to ensure seamless event logistics. Promote events through various channels, including social media, email marketing, and community outreach. Evaluate event success and gather feedback for future improvements. Requirements Previous experience in event planning and management. Strong organizational and project management skills. Ability to work well under pressure and adapt to changing circumstances. Passion for wellness and spiritual enlightenment.</p>
Private Sector	Synergy & Serenity	4	Less than 10	<p>Responsibilities Manage the owner's schedule, including appointments, meetings, and travel arrangements. Handle email correspondence, phone calls, and other administrative tasks. Assist with project management, including coordinating with other team members and external partners. Conduct research and prepare reports as needed. Requirements Proven experience as a personal or executive assistant. Strong organizational and time management skills. Excellent communication and problem solving abilities. Discretion and confidentiality.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Synergy & Serenity	2	Less than 10	ResponsibilitiesCapture high quality images of products, events, and experiences for use across digital and print platforms.Edit and retouch photos to ensure they meet brand standards.Collaborate with the content creator, videographer, and graphic designer to create visually compelling content.Maintain an organized database of photos for easy access and retrieval.RequirementsProficiency in photography equipment and editing software.Strong portfolio demonstrating an eye for composition and lighting.Ability to work efficiently in various shooting environments.Excellent communication and teamwork skills.
Private Sector	Synergy & Serenity	5	Less than 10	Responsible for advising potential customers on products and services at any Employer location, cashing out customers, keeping track of sales for the day. The employee(s) will assists with inventory, being responsible for tracking product inventory and stocking inventory. The employee(s) must have at least some knowledge about crystals. They will be responsible for having a working knowledge of the properties and functions of precious stones.
Private Sector	Synergy & Serenity	2	Less than 10	ResponsibilitiesConceptualize, plan, and execute video content creation for the wellness center's digital platforms, including social media channels, website, and promotional materials.Capture high quality video footage of events, workshops, products, and services.Edit and produce videos that align with the brand's messaging and aesthetic.Collaborate with the content creator, photographer, and graphic designer to ensure cohesive visual storytelling.RequirementsProficiency in videography equipment and editing software.Creative mindset with a keen eye for detail.Ability to work independently and as part of a team.Strong communication and time management skills.



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	T and A Consulting LLC	0	0	<p>Assist with administrative tasks, data entry, and document organization. Support event coordination, including setup, logistics, and participant engagement. Conduct basic research and compile reports as needed. Provide customer service support by answering inquiries and directing clients appropriately. Attend professional development workshops and training sessions. Work collaboratively with supervisors and team members on assigned projects. Maintain professionalism, punctuality, and a strong work ethic. Qualifications Must be a high school student (rising sophomore, junior, or senior). Strong communication and teamwork skills. Ability to follow instructions and complete tasks independently. Interest in business, customer service, or community engagement. Basic knowledge of Microsoft Office or Google Suite is a plus. Benefits Hands on experience in a professional work environment. Networking opportunities with business professionals. Career readiness training and skill development. Certificate of completion at the end of the program.</p>
Private Sector	TBG Trains	1	Less than 10	<p>Youth Summer Position As a youth summer employee, you will have the opportunity to</p> <ul style="list-style-type: none"> <li>• Work on various projects and tasks related to the company's goals and mission</li> <li>• Learn from experienced mentors and supervisors who will guide you and provide feedback</li> <li>• Develop your skills and knowledge in areas such as communication, teamwork, problem solving, and customer service</li> <li>• Participate in workshops and trainings that will enhance your professional and personal growth</li> <li>• Network with other youth and staff members and build meaningful relationships</li> <li>• Earn a competitive wage and gain valuable work experience</li> </ul> <p>To be eligible for this position, you must</p> <ul style="list-style-type: none"> <li>• Be between 14 and 24 years old</li> <li>• Have a valid work permit (if applicable)</li> <li>• Be available to work at least 20 hours per week for 6 to 8 weeks during the summer</li> <li>• Have a positive attitude and a willingness to learn and contribute</li> <li>• Be able to follow instructions and work independently or in a team</li> <li>• Be respectful, responsible, and reliable</li> </ul>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The ARK of DC	2	Less than 10	<ul style="list-style-type: none"> <li>• Greets patients and visitors, responds to questions/concerns and directs them to appropriate location. With a pleasant and professional demeanor.</li> <li>• Front Desk monitors the lobby to ensure that all consumers are serviced.</li> <li>• Explains processes and forms to patients prior to securing signatures and ensures that all documents are properly signed and witnessed as required.</li> <li>• Answering incoming calls and transferring to appropriate department.</li> <li>• When the consumer has completed their service, the consumer must check out at the front desk.</li> <li>• Front desk will ensure that the consumer is escorted back to the service providers.</li> <li>• Verifying insurance obtaining copy of (ID, Ins Card, SS Card and Birth Certificate) and scanning into medical system.</li> <li>• Learning DC Medicaid/Medicare/Local Dollars is a plus</li> <li>• Ensure the safe accountability of consumers entering and exiting the facility.</li> <li>• Receive and sort mail. Deliver mail to Department Head</li> <li>• Manage doctors schedules</li> <li>• Always maintain appearance of the front desk area.</li> <li>• Greet all consumers with a pleasant and professional demeanor.</li> <li>• Assist with office administration and special projects.</li> <li>• Monitor postage meter, copy area, and copy/fax machines.</li> <li>• Learning other duties for possible promotion</li> <li>• Other assigned duties by Management</li> </ul>
Private Sector	The ARK of DC	21	18	<p>The Candidate will receive training on IT security matters. The IT Support Analyst will provide advanced technical support to end users, with a focus on in depth technical triage of incidents, related to a wide variety of technical or usability hardware and software issues. The IT Support Analyst must have excellent root cause analysis and complex technical problem solving skills in order to diagnose, evaluate and resolve problem situations, or when appropriate, escalate or route them to appropriate engineering staff.</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The ARK of DC	32	33	The Candidate will receive training on IT security matters.The IT Support Analyst will provide advanced technical support to end users, with a focus on in depth technical triage of incidents, related to a wide variety of technical or usability hardware and software issues.The IT Support Analyst must have excellent root cause analysis and complex technical problem solving skills in order to diagnose, evaluate and resolve problem situations, or when appropriate, escalate or route them to appropriate engineering staff.
Private Sector	The ARK of DC	1	Less than 10	Advise the homeless on how and where to gather documents required to obtain an ID, apply for housing Read consumer survey forms to patients and record their answers Call patients to schedule appointments Learn how to run basic demographics reports on patients Welcome patients in the lobby and provide snacks Perform other office tasks such as answering the phone, cataloguing documents, printing documents, setting up conference rooms
Private Sector	The ARK of DC	1	Less than 10	Advise the homeless on how and where to gather documents required to obtain an ID, apply for housing Read consumer survey forms to patients and record their answers Call patients to schedule appointments Learn how to run basic demographics reports on patients Welcome patients in the lobby and provide snacks Perform other office tasks such as answering the phone, cataloguing documents, printing documents, setting up conference rooms
Private Sector	The Big Bad Woof	3	Less than 10	Ensure high levels of customer satisfaction through excellent sales service.Assess customers needs and provide assistance and information on product features.Welcome customers to the store and answer their queries.Maintain in stock and presentable condition assigned areas.Actively seek out customers in store.Remain knowledgeable on products offered and discuss available options.Process POS (point of sale) purchases.Cross sell products.Team up with co workers to ensure proper customer service.Comply with inventory control procedures.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	The DC Coal Pot	0	0	We are welcoming individuals who will love to train to become a Sous Chef or Restaurant owner. We are accepting individuals who may or may not have experience but most of all is willing to learn about the overall running the front and back of a Restaurant.
Private Sector	The District Enterprise	5	Less than 10	As a Business Operations Assistant, youth employees will be immersed in the behind the scenes of entrepreneurship. Under direct supervision, they will support daily operations, assist with digital content, conduct market research, and contribute to the development of new business initiatives. This opportunity offers insight into what it takes to run a business—from branding and marketing to customer service and creative projects. While this role is not a formal training program, youth will gain valuable exposure to real business tasks and creative problem solving.
Private Sector	The District Enterprise	10	10	As a Business Operations Assistant, youth employees will be immersed in the behind the scenes of entrepreneurship. Under direct supervision, they will support daily operations, assist with digital content, conduct market research, and contribute to the development of new business initiatives. This opportunity offers insight into what it takes to run a business—from branding and marketing to customer service and creative projects. While this role is not a formal training program, youth will gain valuable exposure to real business tasks and creative problem solving.
Private Sector	The Happy Kids Learning Center	9	10	Will participate in day to day activities such as reading, outdoor activities, arts and crafts, music and monitor classrooms. Will also participate in making lunches and snack and maintaining classroom cleanliness. Will take temperature of students and parents as they enter the facility. The will participate in field trips, library experiences, communicating with parents and staff. Will also ensure all health and safety procedures are followed.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The Happy Kids Learning Center	17	14	Will participate in day to day activities such as reading, outdoor activities, arts and crafts, music and monitor classrooms. Will also participate in making lunches and snack and maintaining classroom cleanliness. Will take temperature of students and parents as they enter the facility. The will participate in field trips, library experiences, communicating with parents and staff. Will also ensure all health and safety procedures are followed.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Kid'z Choice	4	Less than 10	<p><b>Overview</b>We are seeking enthusiastic and dedicated individuals to join our team as Assistant Camp Counselors. As an Assistant Camp Counselor, you will have the opportunity to make a positive impact on the lives of children and create memorable experiences in a fun and safe camp environment.</p> <p><b>Duties and Responsibilities</b> Engage with approx. 20-25 campers (ages 5-13) during daily activities and outings. Assist Camp Counselor (Lead) with all camp functions daily. Plan and lead age appropriate games, crafts, and recreational activities. Ensure the safety and well-being of campers at all times. Assist with mealtimes, including monitoring dietary restrictions and allergies. Provide guidance and support to campers in resolving conflicts or challenges. Implement positive behavior management techniques to redirect camper behavior. Swim with and monitor pool safety for campers during all swim events. Comply with personnel policies for camp staff.</p> <p><b>Qualifications</b> At least 16 years of age Available to attend training and work every day of summer camp from June 24 – August 2, 2024 Passionate about working with youth. Ability to plan and implement engaging activities for youth. Takes direction and feedback with ease and implements tasks with a positive attitude. Positive, problem-solving attitude in the face of challenges. Reflective and responsive to feedback. Possess a creative, hard-working, energetic, organized, professional, flexible, and team-oriented disposition. First Aid/CPR (Not required but preferred)</p> <p><b>If You Exhibit the Following, We Can't Wait to Talk to You</b> Excellent communication skills, both verbal and written. Strong interpersonal skills to build positive relationships with campers and fellow staff members. Ability to adapt to changing situations and handle multiple tasks simultaneously. Patience, empathy, and a genuine passion for working with children. Ability to create a safe, inclusive, and nurturing environment for campers.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Kid'z Choice	3	Less than 10	<p><b>Overview</b>We are seeking enthusiastic and dedicated individuals to join our team as Assistant Camp Counselors. As an Assistant Camp Counselor, you will have the opportunity to make a positive impact on the lives of children and create memorable experiences in a fun and safe camp environment.</p> <p><b>Duties and Responsibilities</b> Engage with approx. 20-25 campers (ages 5-13) during daily activities and outings. Assist Camp Counselor (Lead) with all camp functions daily. Plan and lead age appropriate games, crafts, and recreational activities. Ensure the safety and well-being of campers at all times. Assist with mealtimes, including monitoring dietary restrictions and allergies. Provide guidance and support to campers in resolving conflicts or challenges. Implement positive behavior management techniques to redirect camper behavior. Swim with and monitor pool safety for campers during all swim events. Comply with personnel policies for camp staff.</p> <p><b>Qualifications</b> At least 18 years of age Available to attend training and work every day of summer camp from June 24 – August 2, 2024 At least 1 year of experience working with youth groups ages. Passionate about working with youth. Ability to plan and implement engaging activities for youth. Takes direction and feedback with ease and implements tasks with a positive attitude. Positive, problem-solving attitude in the face of challenges. Reflective and responsive to feedback. Possess a creative, hard-working, energetic, organized, professional, flexible, and team-oriented disposition. First Aid/CPR (Not required but preferred)</p> <p><b>If You Exhibit the Following, We Can't Wait to Talk to You</b> Excellent communication skills, both verbal and written. Strong interpersonal skills to build positive relationships with campers and fellow staff members. Ability to adapt to changing situations and handle multiple tasks simultaneously. Patience, empathy, and a genuine passion for working with children.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Kid'z Choice	1	Less than 10	<p><b>Overview</b> We are seeking enthusiastic and dedicated individuals to join our team as Lead Camp Counselors. As a Lead Camp Counselor, you will have the opportunity to make a positive impact on the lives of children and create memorable experiences in a fun and safe camp environment.</p> <p><b>Duties and Responsibilities</b> Supervise and engage with approx. 20-25 campers (ages 5-13) during daily activities and outings. Plan and lead age appropriate games, crafts, and recreational activities. Ensure the safety and well-being of campers at all times. Assist with mealtimes, including monitoring dietary restrictions and allergies. Collaborate with other camp staff to create a cohesive and enjoyable experience for all participants. Provide guidance and support to campers in resolving conflicts or challenges. Create and nurture a structured camp environment with constant opportunities for learning and growth for children. Provide feedback and direction to staff team to meet camp goals. Communicate clear and positive expectations and plans to parents. Implement positive behavior management techniques to redirect camper behavior. Swim with and monitor pool safety for campers during all swim events. Complete daily administrative duties daily (i.e., scheduling, attendance, planning, emailing and behavior reports). Comply with personnel policies for camp staff.</p> <p><b>Qualifications</b> Available to attend training and work every day of summer camp from June 24 – August 2, 2024. At least 2 years of experience working with youth groups ages 5-13. Passionate about working with youth. Demonstrated success creating and leading a safe and structured environment for children. Ability to plan and implement engaging activities for youth using a prescribed curriculum. Possess a creative, hard-working, energetic, organized, professional, flexible, and team-oriented disposition. Positive, problem-solving attitude in the face of challenges. Reflective and responsive to feedback. Comfortable using</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Kid'z Choice	4	Less than 10	<p><b>Overview</b>We are seeking enthusiastic and dedicated individuals to join our team as Lead Camp Counselors. As a Lead Camp Counselor, you will have the opportunity to make a positive impact on the lives of children and create memorable experiences in a fun and safe camp environment.</p> <p><b>Duties and Responsibilities</b> Supervise and engage with approx. 20-25 campers (ages 5-13) during daily activities and outings. Plan and lead age appropriate games, crafts, and recreational activities. Ensure the safety and well-being of campers at all times. Assist with mealtimes, including monitoring dietary restrictions and allergies. Collaborate with other camp staff to create a cohesive and enjoyable experience for all participants. Provide guidance and support to campers in resolving conflicts or challenges. Create and nurture a structured camp environment with constant opportunities for learning and growth for children. Provide feedback and direction to staff team to meet camp goals. Communicate clear and positive expectations and plans to parents. Implement positive behavior management techniques to redirect camper behavior. Swim with and monitor pool safety for campers during all swim events. Complete daily administrative duties daily (i.e., scheduling, attendance, planning, emailing and behavior reports). Comply with personnel policies for camp staff.</p> <p><b>Qualifications</b> Available to attend training and work every day of summer camp from June 24 – August 2, 2024 At least 2 years of experience working with youth groups ages. Passionate about working with youth. Demonstrated success creating and leading a safe and structured environment for children. Ability to plan and implement engaging activities for youth using a prescribed curriculum. Possess a creative, hard working, energetic, organized, professional, flexible, and team oriented disposition. Positive, problem solving attitude in the face of challenges. Reflective and responsive to</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The Kid'z Choice	1	Less than 10	<p><b>Overview</b>We are seeking enthusiastic and dedicated individuals to join our team as Lead Camp Counselors. As a Lead Camp Counselor, you will have the opportunity to make a positive impact on the lives of children and create memorable experiences in a fun and safe camp environment.</p> <p><b>Duties and Responsibilities</b> Supervise and engage with approx. 20-25 campers (ages 5-13) during daily activities and outings. Plan and lead age appropriate games, crafts, and recreational activities. Ensure the safety and well being of campers at all times. Assist with mealtimes, including monitoring dietary restrictions and allergies. Collaborate with other camp staff to create a cohesive and enjoyable experience for all participants. Provide guidance and support to campers in resolving conflicts or challenges. Create and nurture a structured camp environment with constant opportunities for learning and growth for children. Provide feedback and direction to staff team to meet camp goals. Communicate clear and positive expectations and plans to parents. Implement positive behavior management techniques to redirect camper behavior. Swim with and monitor pool safety for campers during all swim events. Complete daily administrative duties daily (i.e., scheduling, attendance, planning, emailing and behavior reports). Comply with personnel policies for camp staff.</p> <p><b>Qualifications</b> Available to attend training and work every day of summer camp from June 24 – August 2, 2024. At least 2 years of experience working with youth groups ages 5-13. Passionate about working with youth. Demonstrated success creating and leading a safe and structured environment for children. Ability to plan and implement engaging activities for youth using a prescribed curriculum. Possess a creative, hard working, energetic, organized, professional, flexible, and team orientated disposition. Positive, problem solving attitude in the face of challenges. Reflective and responsive to feedback. Comfortable using</p>
Private Sector	the KNew ME project	1	Less than 10	Keep our files, tasks, meetings organized to support daily operations
Private Sector	the KNew ME project	1	Less than 10	Help us design, plan, and launch our very first fitness apparel line
Private Sector	the KNew ME project	1	Less than 10	Help organize workshops and share info with youth and local partners.
Private Sector	the KNew ME project	2	Less than 10	Help organize workshops and share info with youth and local partners

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	the KNew ME project	1	Less than 10	Capture behind the scenes content (photos, videos)Edit short clips for social media Create mood boards and design mockups Help manage media library and content archive
Private Sector	the KNew ME project	1	Less than 10	Capture behind the scenes content (photos, videos)Edit short clips for social media Create mood boards and design mockups Help manage media library and content archive
Private Sector	the KNew ME project	1	Less than 10	Support campaigns,events to raise funds and awareness for our mission.
Private Sector	the KNew ME project	1	Less than 10	Support campaigns,events to raise funds and awareness for our mission.
Private Sector	the KNew ME project	2	Less than 10	Create and post content to grow our brand and connect with the community.
Private Sector	The Savoy Group	1	Less than 10	The District Innovative Leaders Program will feature an engaging, exciting, and enriching professional development experience that will include a series of weekly Wellness Professional Development Sessions rooted in career exploration, entrepreneurial training, financial literacy, and physical activities designed to prepare youth and young adults ages 18 with the strategic and creative skills needed to align their career trajectory while also blending in meditative and integrative wellness practices needed to support their unique passions. This program will provide a myriad of training courses, leadership labs, and guest panelists that will serve as critical experts in the areas that most interest our youth and young adults and will also prepare them to foster strategies around whole self resilience and empathy when navigating the future of the work.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Savoy Group	25	16	The District Innovative Leaders Program will feature an engaging, exciting, and enriching professional development experience that will include a series of weekly Wellness Professional Development Sessions rooted in career exploration, entrepreneurial training, financial literacy, and physical activities designed to prepare youth and young adults ages 18 with the strategic and creative skills needed to align their career trajectory while also blending in meditative and integrative wellness practices needed to support their unique passions. This program will provide a myriad of training courses, leadership labs, and guest panelists that will serve as critical experts in the areas that most interest our youth and young adults and will also prepare them to foster strategies around whole self resilience and empathy when navigating the future of the work.
Private Sector	The Savoy Group	1	Less than 10	The District Innovative Leaders Program Intern (Program Analyst) will support the Program Director, Supervisor, and training team in the daily operational areas of attendance tracking, program engagement, course setup, and program closeout. The Program Analyst will provide critical feedback and make recommendations on various engagement strategies that might best support the delivery of the program's offerings to the interns.
Private Sector	The Savoy Group	2	Less than 10	The District Innovative Leaders Program Intern (Program Analyst) will support the Program Director, Supervisor, and training team in the daily operational areas of attendance tracking, program engagement, course setup, and program closeout. The Program Analyst will provide critical feedback and make recommendations on various engagement strategies that might best support the delivery of the program's offerings to the interns.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Sweetest Surrender	2	Less than 10	<p>The Baking Assistant will support the baker in preparing, baking, and finishing a variety of baked goods while ensuring a clean, organized, and efficient workspace. This is a great opportunity for someone passionate about baking and eager to learn the art and science behind it.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with measuring, mixing, and preparing doughs, batters, and other baking ingredients.</li> <li>• Operate baking equipment such as mixers, ovens, and proofers under supervision.</li> <li>• Monitor baking times and temperatures to ensure quality and consistency.</li> <li>• Help with decorating and finishing baked goods, including breads, pastries, cakes, and cookies.</li> <li>• Maintain cleanliness and organization of the kitchen and workstations in compliance with food safety standards.</li> <li>• Package baked goods for display or customer orders.</li> <li>• Assist with inventory tracking and restocking supplies.</li> <li>• Follow recipes accurately and assist with testing new recipes as needed.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a bakery or food prep environment is a plus but not required.</li> <li>• Basic understanding of baking techniques and ingredients preferred.</li> <li>• Ability to follow instructions and work well in a fast paced team setting.</li> <li>• Strong attention to detail and time management.</li> <li>• Must be able to stand for long periods and lift up to 50 lbs.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Sweetest Surrender	2	Less than 10	<p>The Baking Assistant will support the baker in preparing, baking, and finishing a variety of baked goods while ensuring a clean, organized, and efficient workspace. This is a great opportunity for someone passionate about baking and eager to learn the art and science behind it.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with measuring, mixing, and preparing doughs, batters, and other baking ingredients.</li> <li>• Operate baking equipment such as mixers, ovens, and proofers under supervision.</li> <li>• Monitor baking times and temperatures to ensure quality and consistency.</li> <li>• Help with decorating and finishing baked goods, including breads, pastries, cakes, and cookies.</li> <li>• Maintain cleanliness and organization of the kitchen and workstations in compliance with food safety standards.</li> <li>• Package baked goods for display or customer orders.</li> <li>• Assist with inventory tracking and restocking supplies.</li> <li>• Follow recipes accurately and assist with testing new recipes as needed.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a bakery or food prep environment is a plus but not required.</li> <li>• Basic understanding of baking techniques and ingredients preferred.</li> <li>• Ability to follow instructions and work well in a fast paced team setting.</li> <li>• Strong attention to detail and time management.</li> <li>• Must be able to stand for long periods and lift up to 50 lbs.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The Sweetest Surrender	1	Less than 10	<p>We are looking for a cashier with a pleasing personality and customer service attitude to manage our cash register. If you possess basic math and computer skills, love interacting with people and would like to put these skills to work for you, we want you. Check out our other requirements for the job.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>• Greeting customers</li> <li>• Answering customer queries about pricing, discounts, refund policies, coupons, gift cards, stamps, etc</li> <li>• Providing advice or recommendations after understanding customer needs</li> <li>• Managing a high volume of transactions on a daily basis</li> <li>• Collecting payments in cash or credit</li> <li>• Registering sales on a cash register by scanning and itemizing items and totaling customers' purchases</li> <li>• Ensuring correct pricing by referring to price sheets and special sales bulletins.</li> <li>• Issuing receipts, refunds or exchanges</li> <li>• Redeeming stamps, coupons and gift cards</li> <li>• Cross selling and upselling products.</li> <li>• Processing returns</li> <li>• Bagging purchases</li> <li>• Tracking transactions on balance sheets to identify and report any discrepancies</li> <li>• Balancing the cash drawer at the beginning and end of a work shift</li> <li>• Operating cash desk equipment such as scanners, scales, cash registers and other devices</li> <li>• Generating reports for credit and debit sales</li> <li>• Maintaining clean and tidy checkout areas</li> <li>• Maintaining a safe working environment by complying with procedures, rules and regulations</li> </ul> <p>Skills and Qualifications</p> <ul style="list-style-type: none"> <li>- Basic math and computer skills</li> <li>- Customer service experience desirable</li> <li>- Ability to handle a high volume of transactions</li> <li>- Polite and courteous</li> <li>- Strong communication skills</li> <li>- Familiarity with cash desk equipment, such as point of sale (POS) machines, scanners and cash drawers</li> <li>- Alert and attentive to details</li> </ul>



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The Sweetest Surrender	1	Less than 10	<p>Cashier We are looking for a cashier with a pleasing personality and customer service attitude to manage our cash register. If you possess basic math and computer skills, love interacting with people and would like to put these skills to work for you, we want you</p> <p>Responsibilities • Greeting customers • Answering customer queries about pricing, discounts, refund policies, coupons, gift cards, stamps, etc • Providing advice or recommendations after understanding customer needs • Managing a high volume of transactions on a daily basis • Collecting payments in cash or credit • Registering sales on a cash register by scanning and itemizing items and totaling customers' purchases • Ensuring correct pricing by referring to price sheets and special sales bulletins. • Issuing receipts, refunds or exchanges • Redeeming stamps, coupons and gift cards • Cross selling and upselling products. • Processing returns • Bagging purchases • Tracking transactions on balance sheets to identify and report any discrepancies • Balancing the cash drawer at the beginning and end of a work shift • Operating cash desk equipment such as scanners, scales, cash registers and other devices • Generating reports for credit and debit sales • Maintaining clean and tidy checkout areas • Maintaining a safe working environment by complying with procedures, rules and regulations</p> <p>Skills and Qualifications - Basic math and computer skills - Customer service experience desirable - Ability to handle a high volume of transactions - Polite and courteous - Strong communication skills - Familiarity with cash desk equipment, such as point of sale (POS) machines, scanners and cash drawers - Alert and attentive to details</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Sweetest Surrender	2	Less than 10	<p>Food Truck Assistant Prepares deserts to include making sundaes, smoothies and/or scooping ice cream or sorbet. Preparing ingredients for stations used for desserts. Responsible for dessert quality and consistency, cleanliness equipment care and adhering to food safety guidelines. Also, ensures each guest has the best possible dessert experience. Essential Duties include the following Other duties may be assigned.</p> <ul style="list-style-type: none"> <li>• Prepares hot and cold menu items</li> <li>• Assists in setting up and breaking down food truck as needed.</li> <li>• Loading and unloading of food and supplies to and from the food truck</li> <li>• Maintains Food Truck keeping it clean</li> <li>• Follows standardized recipes and reviews recipes to make sure the best products and menu items are being served.</li> <li>• Covers for kitchen staff during vacation and sick times as needed.</li> </ul> <p>Responsibilities The job requires the application of accepted practice to individual situations. The incumbent receives specific instruction on new types of assignments and all work is reviewed for adherence to guidelines and soundness of judgment. This position may be paid for by Older American's Act (TIIC) and Food Truck profits.</p> <p>Skills Required</p> <ul style="list-style-type: none"> <li>• Ability to work flexible hours.</li> <li>• Basic computer knowledge. Including handling POS system.</li> <li>• Organizational and time management skills.</li> <li>• Good communication skills oral and written.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Sweetest Surrender	2	Less than 10	<p>Food Truck Assistant Prepares deserts to include making sundaes, smoothies and/or scooping ice cream or sorbet. Preparing ingredients for stations used for desserts. Responsible for dessert quality and consistency, cleanliness equipment care and adhering to food safety guidelines. Also, ensures each guest has the best possible dessert experience. Essential Duties include the following Other duties may be assigned.</p> <ul style="list-style-type: none"> <li>• Prepares hot and cold menu items</li> <li>• Assists in setting up and breaking down food truck as needed.</li> <li>• Loading and unloading of food and supplies to and from the food truck</li> <li>• Maintains Food Truck keeping it clean</li> <li>• Follows standardized recipes and reviews recipes to make sure the best products and menu items are being served.</li> <li>• Covers for kitchen staff during vacation and sick times as needed.</li> </ul> <p>Responsibilities The job requires the application of accepted practice to individual situations. The incumbent receives specific instruction on new types of assignments and all work is reviewed for adherence to guidelines and soundness of judgment. This position may be paid for by Older American's Act (TIIC) and Food Truck profits.</p> <p>Skills Required</p> <ul style="list-style-type: none"> <li>• Ability to work flexible hours.</li> <li>• Basic computer knowledge. Including handling POS system.</li> <li>• Organizational and time management skills.</li> <li>• Good communication skills oral and written.</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The Sweetest Surrender	1	Less than 10	<p data-bbox="1056 183 1942 946">Greets and welcomes guests. Takes orders either face to face, or online. The greeter must be friendly and have a positive attitude. Be knowledgeable and able to discuss the products available on the menu. Also, able to make recommendations of products offered to guests. The greeter will then enter the information into a computer system. They may also be responsible for taking payments, resolving customer complaints, and providing additional information and advice. Will cover for the cashier during the cashier's absence. A great customer service attitude is a must. Greeter Duties and Responsibilities • Greet guests as they arrive • Provide information on our current sales and promotions • Provide advice or direct guests to the appropriate sales associate • Help keep track of how many guests we see throughout the day • Schedule follow up appointments or calls • Help maintain a clean and welcoming environment • Assist with administrative tasks, such as answering phones • Notify floor manager about potential issues Greeter Requirements and Qualifications • High school diploma or GED certificate preferred • Customer service experience a plus • An understanding of our vehicles and the vehicles of our main competitors • Excellent interpersonal and communication skills • Basic computer knowledge • Friendly attitude</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The Sweetest Surrender	1	Less than 10	<p data-bbox="1056 183 1942 946">Greets and welcomes guests. Takes orders either face to face, or online. The greeter must be friendly and have a positive attitude. Be knowledgeable and able to discuss the products available on the menu. Also, able to make recommendations of products offered to guests. The greeter will then enter the information into a computer system. They may also be responsible for taking payments, resolving customer complaints, and providing additional information and advice. Will cover for the cashier during the cashier's absence. A great customer service attitude is a must. Greeter Duties and Responsibilities</p> <ul data-bbox="1056 183 1942 946" style="list-style-type: none"> <li>• Greet guests as they arrive</li> <li>• Provide information on our current sales and promotions</li> <li>• Provide advice or direct guests to the appropriate sales associate</li> <li>• Help keep track of how many guests we see throughout the day</li> <li>• Schedule follow up appointments or calls</li> <li>• Help maintain a clean and welcoming environment</li> <li>• Assist with administrative tasks, such as answering phones</li> <li>• Notify floor manager about potential issues</li> </ul> <p data-bbox="1056 183 1942 946">Greeter Requirements and Qualifications</p> <ul data-bbox="1056 183 1942 946" style="list-style-type: none"> <li>• High school diploma or GED certificate preferred</li> <li>• Customer service experience a plus</li> <li>• An understanding of our vehicles and the vehicles of our main competitors</li> <li>• Excellent interpersonal and communication skills</li> <li>• Basic computer knowledge</li> <li>• Friendly attitude</li> </ul>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The Sweetest Surrender	1	Less than 10	<p>Operations Assistant An Operations Assistant takes care of variety of task; inventory control, restocking supplies, organizing and labeling products. Maintains inventory records and assisting in ordering products. May assist within the food truck operation, as well. We were looking for a team player wanted with great communication skills.</p> <ul style="list-style-type: none"> <li>• Support operations management working by helping to process Production &amp; Quality, Shipping &amp; Receiving documentation.</li> <li>• Assist with the on boarding of new clients, new products, and product changes</li> <li>• Resolves customer complaints amicably and assists management in anyway possible</li> <li>• Research and post web and social media content for industry outreach</li> <li>◦ Manage the company’s Facebook and Instagram profiles</li> <li>◦ Research up and coming brands and new products</li> <li>• Assist with event coordination including managing all the logistics for festivals, farmer’s markets, employee meetings, trainings and events.</li> </ul> <p>Qualifications What are the characteristics of an ideal candidate?</p> <ul style="list-style-type: none"> <li>• Attention to rules, details, planning &amp; preparation.</li> <li>• Interest in personal growth and continuous self and process improvement.</li> <li>• Dedicated to meeting the expectations of internal and external customers.</li> <li>• Excellent time management skills and ability to multi task and get it all done on time.</li> <li>• Ability to communicate professionally and knowledgeably with a wide range of people.</li> <li>• Desire to organize one’s physical work environment and help others maintain such order</li> <li>• Ability to work as a team member with supervision guided by written procedures and oral instructions.</li> <li>• Strong MS Office computer skills, especially Word &amp; Powerpoint.</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Sweetest Surrender	2	Less than 10	We're looking for a creative, detail oriented, and social media savvy assistant to help grow and engage our online community. If you love storytelling, aesthetics, and building authentic connections online, we'd love to hear from you! Responsibilities• Assist in planning and scheduling content across Instagram, Facebook, TikTok, and Pinterest• Create engaging posts that align with our voice, aesthetic, and values• Engage with our community by responding to comments, DMs, and tagged posts• Help brainstorm and research content ideas (reels, stories, captions, trends)• Monitor analytics and suggest improvements based on performance• Support content creation through photography, video editing, or graphic design (if applicable)• Stay up to date with trends and platform updates
Private Sector	The Sweetest Surrender	2	Less than 10	We're looking for a creative, detail oriented, and social media savvy assistant to help grow and engage our online community. If you love storytelling, aesthetics, and building authentic connections online, we'd love to hear from you! Responsibilities• Assist in planning and scheduling content across Instagram, Facebook, TikTok, and Pinterest• Create engaging posts that align with our voice, aesthetic, and values• Engage with our community by responding to comments, DMs, and tagged posts• Help brainstorm and research content ideas (reels, stories, captions, trends)• Monitor analytics and suggest improvements based on performance• Support content creation through photography, video editing, or graphic design (if applicable)• Stay up to date with trends and platform updates
Private Sector	THE TRIGGER PROJECT	41	22	Join a team of youth ready to eliminate gun violence as a disease.
Private Sector	THE TRIGGER PROJECT	45	12	Join a team of youth ready to eliminate gun violence as a disease.
Private Sector	THE TRIGGER PROJECT	68	108	Join a team of youth ready to prevent gun violence as a disease.
Private Sector	The United Association of Muurs	15	Less than 10	Youth will be instructed to work in groups to identify investments as a group and give weekly presentations to give to the group. Youth will work as a group to develop solutions in their community by utilizing entrepreneurship thinking.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The United Association of Muurs	15	10	Are you a young person passionate about making a difference in your community? Do you have an interest in social entrepreneurship and want to learn how to create real world solutions to pressing problems? Then we want YOU to be part of our Youth Social Enterprise Cohort this summer!In this exciting, hands on program, you'll join a team of like minded students who are ready to tackle challenges, explore innovative solutions, and develop skills that will help you succeed in the future. Over the course of the summer, you will be tasked with identifying a community issue, coming up with creative solutions, and turning those ideas into a real social enterprise.
Private Sector	The United Association of Muurs	4	Less than 10	Are you passionate about youth development and entrepreneurship? Do you have experience working with young people and fostering their skills in creativity, problem solving, and teamwork? We're looking for an enthusiastic, dedicated individual to join our team as a Summer Program Facilitator for our Youth Social Enterprise Cohort.In this role, you will guide a dynamic group of young learners through a transformative summer experience where they will work together to explore, develop, and implement social enterprise ideas. The goal of the program is to empower students with the knowledge and hands on experience to identify community problems, design innovative solutions, and build skills that will set them on a path to future success
Private Sector	The United Association of Muurs	20	Less than 10	Are you a young person passionate about making a difference in your community? Do you have an interest in social entrepreneurship and want to learn how to create real world solutions to pressing problems? Then we want YOU to be part of our Youth Social Enterprise Cohort this summer!In this exciting, hands on program, you'll join a team of like minded students who are ready to tackle challenges, explore innovative solutions, and develop skills that will help you succeed in the future. Over the course of the summer, you will be tasked with identifying a community issue, coming up with creative solutions, and turning those ideas into a real social enterprise.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	The United Association of Muurs	40	Less than 10	Are you a young person passionate about making a difference in your community? Do you have an interest in social entrepreneurship and want to learn how to create real world solutions to pressing problems? Then we want YOU to be part of our Youth Social Enterprise Cohort this summer! In this exciting, hands on program, you'll join a team of like minded students who are ready to tackle challenges, explore innovative solutions, and develop skills that will help you succeed in the future. Over the course of the summer, you will be tasked with identifying a community issue, coming up with creative solutions, and turning those ideas into a real social enterprise.
Private Sector	The Village Cafe LLC	0	0	Youth will assist business owner with administrative duties including inputting invoices, printing documents, creating marketing material, and other admin duties. This will also be a hybrid position in which we will have regular meetings to check on task progress.
Private Sector	The Village Cafe LLC	0	0	Duties will include running the register and participating in excellent guest service. The candidate will also help us with various pop up events and other marketing initiatives.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Young Creative Group	1	Less than 10	<p><b>OVERVIEW</b>The Communications and Operations Assistant will help build the internal foundation of TYCG by supporting documentation, research and organization. This role is ideal for someone who enjoys writing, planning, and organizing creative ideas into clear systems. Communications and Operations Assistant will be an integral part of rebuilding and growing a small brand internally.</p> <p><b>POSSIBLE RESPONSIBILITIES</b>The Communications and Operations Assistant will work on a variety of tasks that fall under strategic communications, public relations and brand management including, but not limited to—</p> <ul style="list-style-type: none"> <li>— Assisting with drafting content for internal and external communications.</li> <li>— Assisting with creating internal resources such as an SOP guide, team handbook and client intake forms.</li> <li>— Supporting the design and formatting of digital and print materials, including templates and email campaigns.</li> <li>— Conducting research on industry trends, potential clients and communication strategies.</li> <li>— Creating, organizing and maintaining digital assets, documents and Google Drive folders.</li> <li>— Contributing to presentations, pitch decks and internal reports.</li> <li>— Testing and recommending productivity tools and platforms.</li> <li>— Providing general administrative support, including calendar management and document prep.</li> </ul> <p><b>PREFERRED QUALIFICATIONS</b>— An interest in entrepreneurship, pursuing a degree in or has completed a degree in PR, communications, journalism, marketing or digital media, business or a related field.— Good written and verbal communication skills.— Resourceful and curious with an openness to receiving feedback and making adjustments.— Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) or Google Drive (Docs, Sheets, Slides), Adobe Creative Suite or Canva.— Positive attitude and a willingness to learn.— Ability to learn quickly, work independently and exercise discretion.—</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Young Creative Group	1	Less than 10	<p>Seeking a highly motivated and detail oriented individual to join The Young Creative Group (TYCG) — a growing strategic communications firm here in DC. In this role, Digital Marketing/Social Media Assistant will perform a range of social media and digital marketing tasks that support business development goals. Digital Marketing/Social Media Assistant will be an integral part of rebuilding and growing a small business brand and will create compelling social media content that drives traffic, increases engagement, inspires target audiences to engage and take action. Digital Marketing/Social Media Assistant will partner with the owner to create and produce content; and brainstorm ideas to grow and expose the business to new and target audiences.</p> <p>Responsibilities Digital Marketing/Social Media Assistant will work on a variety of tasks that fall under digital marketing and social media management including, but not limited to Creating compelling and high quality content intended to engage, educate and entertain potential clients/consumers. Developing social media calendars to promote the brand on various social media platforms. Assisting with developing and implementing creative social media campaigns to boost brand engagement and increase awareness on various social media platforms. Assisting with streamlining social media accounts and keeping all social media platforms up to date. Drafting social media captions for approval using relevant hashtags and industry trends. Scheduling and posting content on social media channels. Assist with email marketing campaigns, including managing email lists and crafting compelling email copy. Researching and identifying trending topics and industry influencers relevant to our niche. Be up to date on the latest social media trends and best practices.</p> <p>Qualifications An interest in, pursuing a degree in or has completed a degree in social media marketing or a related</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Young Creative Group	2	Less than 10	<p>Digital Marketing/Social Media Assistant Seeking a highly motivated and detail oriented individual to join The Young Creative Group (TYCG) — a growing strategic communications firm here in DC. In this role, Digital Marketing/Social Media Assistant will perform a range of social media and digital marketing tasks that support business development goals. Digital Marketing/Social Media Assistant will be an integral part of rebuilding and growing a small business brand and will create compelling social media content that drives traffic, increases engagement, inspires target audiences to engage and take action. Digital Marketing/Social Media Assistant will partner with the owner to create and produce content; and brainstorm ideas to grow and expose the business to new and target audiences. Responsibilities Digital Marketing/Social Media Assistant will work on a variety of tasks that fall under digital marketing and social media management including, but not limited to Creating compelling and high quality content intended to engage, educate and entertain potential clients/consumers. Developing social media calendars to promote the brand on various social media platforms. Assisting with developing and implementing creative social media campaigns to boost brand engagement and increase awareness on various social media platforms. Assisting with streamlining social media accounts and keeping all social media platforms up to date. Drafting social media captions for approval using relevant hashtags and industry trends. Scheduling and posting content on social media channels. Assist with email marketing campaigns, including managing email lists and crafting compelling email copy. Researching and identifying trending topics and industry influencers relevant to our niche. Be up to date on the latest social media trends and best practices. Qualifications An interest in, pursuing a degree in or has completed a degree in social media marketing or a related</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	The Young Creative Group	2	Less than 10	<p>Marketing and Business Development Assistant</p> <p><b>OVERVIEW</b>The Young Creative Group (TYCG) is a strategic communications firm based in DC preparing for growth and SCALING. As a Marketing and Business Development Assistant, you will work closely with the founder to help identify potential clients, explore promotional opportunities and support outreach efforts that drive visibility and future revenue. This is a research and writing heavy role, ideal for someone interested in branding, marketing strategy, entrepreneurship and communications. This position offers a unique opportunity to shape the growth of a small business from the ground up, gaining real world experience in client development, market research and brand building.</p> <p><b>POSSIBLE RESPONSIBILITIES</b>— Conduct market research to identify potential leads, clients, and small business opportunities— Assist in writing and formatting pitch decks, proposals, and outreach materials— Build and manage a basic CRM system or outreach tracker using Google Sheets or similar tools— Analyze industry trends and competitor agencies to identify growth opportunities— Research and recommend grants, partnerships, or events aligned with TYCG’s mission— Draft internal and external content, including one pagers, emails, and presentation slides— Support logistics for client meetings and presentations as needed— Track and report on outreach efforts, lead generation, and business development metrics— Assist with administrative tasks and special projects related to marketing and growth</p> <p><b>PREFERRED QUALITIES</b>— Curious, self motivated, and eager to learn— Strong research, writing, and organizational skills— Detail oriented with a creative mindset— Interest in communications, branding, marketing and/or entrepreneurship— Comfortable using or learning tools like Google Workspace, Canva, and CRM platforms— Excellent verbal and written communication skills— Able to take</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Therapy is my JAM	2	Less than 10	<p>We are seeking a curious, detail oriented intern to support our search for grant and funding opportunities. This role is perfect for someone interested in nonprofit work, wellness, community programming, or mental health who wants to gain real world experience in research, writing, and strategy. You'll help identify and track grant opportunities, assist in building out a grant calendar, and collaborate on drafts or proposal outlines. You'll be contributing to the future of accessible, culturally affirming wellness work. You can expect to</p> <p>Research grant opportunities related to mental health, wellness, BIPOC communities, education, and community development Track deadlines, eligibility criteria, and application requirements using a shared database Assist in drafting sections of applications or gathering supporting materials Help build and maintain a grant calendar and resource tracker Identify potential funders, community foundations, or small business grants Collaborate with the founder on strategy and submission timelines</p>
Private Sector	Therapy is my JAM	1	Less than 10	<p>This internship is ideal for someone who loves storytelling through visuals and has a passion for wellness, intentionality, and creative content. You'll assist with photo and video creation that captures the vibe of Therapy Is My Jam—whether it's documenting a workshop, producing short form content for social media, or editing promo videos for upcoming events. You'll gain hands on experience working with a mission driven brand while building a portfolio of meaningful, aesthetic work.</p> <p>Photograph and/or film events, yoga sessions, JAM Sessions, and brand moments (virtual and in person) Edit and produce polished videos for Reels, Instagram, TikTok, and website Create branded content that highlights our offerings (behind the scenes, testimonials, guided meditations, etc.) Organize and manage media files using Google Drive or similar platforms Collaborate with founder and social media interns on content ideas and mood boards</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Therapy is my JAM	1	Less than 10	<p>Are you passionate about social media, wellness, and building online communities? Help Therapy is my JAM grow its online presence by creating engaging content, managing Instagram and TikTok profiles, and creating thought provoking and meaningful connections with our social media following. It is our hope to reach more people, so we are looking for someone who is able to create visually appealing graphics and reels, track metrics and use insights to refine content strategy, and collaborate with others to promote wellness events and community partnerships. We're seeking someone to bring fresh ideas and energy to the team, with strong communication skills and flair for creating relatable and inspiring content.</p>
Private Sector	Therapy is my JAM	1	Less than 10	<p>Hybrid Position Mainly remote, unless there is a Wellness Event. We're seeking a motivated and organized intern to support our wellness programs while helping us expand our community impact. This role is ideal for someone passionate about mental health, event planning, and building partnerships in the wellness space. You'll work directly with the founder to help plan and promote JAM Sessions and other wellness offerings, while also assisting with outreach to community organizations, small businesses, and potential collaborators. You can expect to help to Assist with planning and coordinating in person and virtual events (JAM Sessions, yoga pop ups, speaking engagements, etc.) Create event timelines, checklists, and planning documents. Manage event RSVPs, track attendance, and collect feedback post event. Prepare materials like journals, affirmation cards, and presentation slides. Research local organizations, wellness brands, and therapists for potential collaborations. Draft and send outreach emails to potential partners and sponsors. Maintain a database of contacts, collaborators, and past event participants. Brainstorm creative ways to increase attendance and engagement Help with occasional social media or email marketing tasks related to events Attend weekly check ins with the founder to review goals and progress.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	This Little Light CDH, Inc.	0	0	To assist the supervisor and Associate childcare providers in the care, safety and development of the children in our facility. This will be done by way of activities which will consist of play, hands on arts and crafts, story time and other fun filled activities. Assistance will also consist of feeding, cleaning up, taking walks, playground assistance, reading, listening and problem solving. It could also involve soothing a crying child, helping a child to fall asleep, demonstrating how to,
Private Sector	TMAC Communications LLC	4	Less than 10	We are looking for highly motivated Marketing and Communications Interns to join our internship program in a hybrid position. You will work directly with the Managing Director of the firm. In this role, you will be responsible for assisting in creating communications materials, such as press releases, blog posts, website copy, social media posts, marketing emails, and other marketing collateral. You will also handle operational and project administrative tasks, such as schedule meetings, taking notes in project meetings, conducting opportunity research, preparing summaries and presentations, edit/update company and project web content, event coordination and production, and document/file organization.
Private Sector	TMAC Communications LLC	2	Less than 10	We are looking for highly motivated Marketing and Communications Interns to join our internship program in a hybrid position. You will work directly with the Managing Director of the firm. In this role, you will be responsible for assisting in creating communications materials, such as press releases, blog posts, website copy, social media posts, marketing emails, and other marketing collateral. You will also handle operational and project administrative tasks, such as schedule meetings, taking notes in project meetings, conducting opportunity research, preparing summaries and presentations, edit/update company and project web content, event coordination and production, and document/file organization.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	TMAC Communications LLC	5	Less than 10	We are looking for highly motivated Marketing and Communications Interns to join our internship program in a hybrid position. You will work directly with the Managing Director of the firm. In this role, you will be responsible for assisting in creating communications materials, such as press releases, blog posts, website copy, social media posts, marketing emails, and other marketing collateral. You will also handle operational and project administrative tasks, such as schedule meetings, taking notes in project meetings, conducting opportunity research, preparing summaries and presentations, edit/update company and project web content, event coordination and production, and document/file organization.
Private Sector	TMAC Communications LLC	1	Less than 10	We are looking for a highly motivated individual to handle operational tasks, such as prepare operational playbooks, schedule meetings, onboarding new clients, conducting opportunity research, preparing summaries and presentations, update company and project web content, and other administrative tasks. This intern position will be completely done completely in our virtual workroom and is perfect for person that can work well in an online environment with written instructional tasks.
Private Sector	Trek Bicycles	4	Less than 10	As a Trek Assembler/Mechanic, no one day is the same as the last. This job is all about caring for bikes so their owners love riding them. You will assemble bicycles sold at our retail location at Trek in Skyland as well as troubleshoot repairs and service all kinds of bikes on the spot and install the accessories customers select for their new bike!
Private Sector	True Vegan LLC dba NuVegan Ca	2	Less than 10	Place the correct pre selected food item in correct packaging container according to each customers request and company policy and completely seal. Make sure each container is clean and dry before placing correct pre selected item(s) in bag for each customer and accurately lable each bag with corresponding name of customer according to items ordered. Deliver correct order to delivery driver at service window and make sure each driver confirms each given order before departing with order.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	True Vegan LLC dba NuVegan Ca	4	Less than 10	Place the correct pre selected food item in correct packaging container according to each customers request and company policy and completely seal. Make sure each container is clean and dry before placing correct pre selected item(s) in bag for each customer and accurately lable each bag with corresponding name of customer according to items ordered. Deliver correct order to delivery driver at service window and make sure each driver confirms each given order before departing with order.
Private Sector	True Vegan LLC dba NuVegan Ca	4	Less than 10	Prepare pre selected, made to order entrees according to store policy and customer specifications placed on ordering portal. Place each entree in correct packaging container and give to EXPEDITOR for bagging and labeling. Pan, cover and Cook pre made greens, sweet potatoes, mac and cheese, cabbage, and rice in oven for 20 mins then transfer to pre warmed warmer for serving.
Private Sector	True Vegan LLC dba NuVegan Ca	3	Less than 10	Help deliver customer order(s) to associated driver(s). Assist in cupping and packaging orders for customers. Clean, straighten, stock, clear and organize storage room shelves, walk in shelves and pantry room shelves. Wash dishes when needed and at the end of shift for close out and dry and put away. Close out kitchen according to provided training, take pictures of completed tasks and send to manager (Lenora.)
Private Sector	Tucker's Child Development	2	Less than 10	Will participate in day to day activities such as reading, outdoor activities, arts and crafts, music and monitor classrooms. Will also participate in making lunches and snack and maintaining classroom cleanliness. The will participate in field trips, library experiences, communicating with parents and staff. Will also ensure all health and safety procedures are followed.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	UmiSays LC	0	0	<p>For MBSYEP Summer '25 With flexibility in scheduling, the DIGITAL / LIBRARY / INTERN APPRENTICE SHALL Curate, Enumerate, Catalogue and Digitize approx. 2500 titles. Research reference data relating to proper characterization of each text. Familiarize themselves with the technicality and implementation of design and use for the UmiSays website &amp; online store; menu, pages, imagery, media, inventory, sales &amp; shipping Each Intern Shall Be Fully Acquainted with the UmiSays Brand/s Each Intern Shall Exhibit Flexibility in Acquiring New Skill. Each Intern Shall Be Respectful of Person &amp; Environment Each Intern Shall Communicate Concern as to Assignment Each Intern Shall Avail Email as a Direct Communicative Each Intern Shall Communicate Scheduling Conflict by Text Message Each Intern Shall Attend (Scheduled) In Person or ZoomTeams Meet ups Each Intern Shall Provide Their Own Digital Device (not phone)Work Type Offered</p>
Private Sector	UmiSays LC	0	0	<p>For MBSYEP Summer '25The Digital / Library Intern Shall Curate, Enumerate, Catalogue and Digitize approx. 2500 titles.Research reference data relating to proper characterization of each text.Familiarize themselves with the technicality and implementation of design and use for the UmiSays website &amp; online store; menu, pages, imagery, media, inventory, sales &amp; shipping Each Intern Shall Be Fully Acquainted with the UmiSays Brand/sEach Intern Shall Exhibit Flexibility in Acquiring New Skill.Each Intern Shall Be Respectful of Person &amp; EnvironmentEach Intern Shall Communicate Concern as to AssignmentEach Intern Shall Avail Email as a Direct CommunicativeEach Intern Shall Communicate Scheduling Conflict by Text MessageEach Intern Shall Attend (Scheduled) In Person or ZoomTeams Meet upsEach Intern Shall Provide Their Own Digital Device (not phone)</p>

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Union Chef's Club	7	Less than 10	Summer youth employees will assist the instructors with setting up kitchen prep tables and simple culinary tasks while learning how to plan and execute recipes within a team structure. Focusing on commercial kitchen safety and sanitation, workers will take 3 field trips to restaurants, hotels and farms in the area to gain experience on the process of watching food go from farm to table.
Private Sector	Union Chefs Club	11	Less than 10	Youth will develop culinary arts skills, learn about foods from other countries and create meals for people in the community to include but not be limited to senior facilities, school administrators and teachers. Light gardening and planting will be conducted at the beginning of the program to grow produce. Youth will also be trained in food safety.
Private Sector	United Bank	0	0	The Seasonal Sales Associate is responsible for performing daily branch and customer service duties; providing customers with efficient and accurate transaction processing; promoting business by providing quality customer service and handling routine customer inquiries; providing customer referrals for products and services on a daily basis and have the ability and desire to interact in a team environment and be willing to contribute to the team efforts.
Private Sector	University For Kids	3	Less than 10	Works under the supervision of a teacher or instructor.Watches and supervises students.Gives students additional attention and instruction.Is present and engaged during class sessions.Supports teacher's lessons by reviewing material with students.Contributes to lesson plans and class materials.Prepare classroom for the sessions.Enforces school and class rules to help teach students appropriate behavior.Helps teachers prepare for instruction by getting materials ready or setting up equipment.
Private Sector	University For Kids	3	Less than 10	Works under the supervision of a teacher or instructor.Watches and supervises students.Gives students additional attention and instruction.Is present and engaged during class sessions.Supports teacher's lessons by reviewing material with students.Contributes to lesson plans and class materials.Prepare classroom for the sessions.Enforces school and class rules to help teach students appropriate behavior.Helps teachers prepare for instruction by getting materials ready or setting up equipment.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Private Sector	University For Kids	3	Less than 10	Assist co teacher with daily responsibilities in classroom setting. will also help with creating lesson plans, and daily activities in the classroom. teacher assistant's will help co teacher with bathroom breaks and serving lunch and snack.Works under the supervision of a teacher or instructor.Watches and supervises students.Gives students additional attention and instruction.Is present and engaged during class sessions.Supports teacher's lessons by reviewing material with students.Contributes to lesson plans and class materials.Prepare classroom for the sessions.Enforces school and class rules to help teach students appropriate behavior.Helps teachers prepare for instruction by getting materials ready or setting up work stations for activities
Private Sector	University For Kids	3	Less than 10	Works under the supervision of a teacher or instructor.Watches and supervises students.Gives students additional attention and instruction.Is present and engaged during class sessions.Supports teacher's lessons by reviewing material with students.Contributes to lesson plans and class materials.Prepare classroom for the sessions.Enforces school and class rules to help teach students appropriate behavior.Helps teachers prepare for instruction by getting materials ready or setting up equipment.
Private Sector	University For Kids	4	Less than 10	Works under the supervision of a teacher or instructor.Watches and supervises students.Gives students additional attention and instruction.Is present and engaged during class sessions.Supports teacher's lessons by reviewing material with students.Contributes to lesson plans and class materials.Prepare classroom for the sessions.Enforces school and class rules to help teach students appropriate behavior.Helps teachers prepare for instruction by getting materials ready or setting up equipment.
Private Sector	University For Kids	4	Less than 10	Works under the supervision of a teacher or instructor.Watches and supervises students.Gives students additional attention and instruction.Is present and engaged during class sessions.Supports teacher's lessons by reviewing material with students.Contributes to lesson plans and class materials.Prepare classroom for the sessions.Enforces school and class rules to help teach students appropriate behavior.Helps teachers prepare for instruction by getting materials ready or setting up equipment.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Urban Luxe Home Team	0	0	Shadowing a real estate agent Signs installation Transaction coordinating Home inspections and walkthroughs Setting Appointments and administrative duties Learning the real estate business Assisting with Open Houses
Private Sector	Urban Luxe Home Team	0	0	Social Media Marketing Outdoor promotions Outbound phone calls and follow up Customer Services
Private Sector	Vantwerp LLC	2	Less than 10	As an Associate Experience Designer, you will collaborate with our multidisciplinary team to craft user centered digital experiences. You'll work on branding projects, website design, and digital transformation initiatives, contributing to research, strategy, and design execution. This role is ideal for a creative thinker who is passionate about experience design, eager to learn, and ready to apply their design skills to real world challenges. <b>Responsibilities</b> Support the design team in developing user centered experiences across web and digital platforms. Assist in brand identity development, including logo design, typography, and visual systems. Conduct user research, competitive analysis, and usability testing to inform design decisions. Create wireframes, prototypes, and high fidelity UI designs. Work closely with strategists, developers, and content creators to bring digital experiences to life. Iterate on designs based on feedback from clients, team members, and user insights. Stay up to date with design trends, tools, and best practices in digital experience design. Generate content to promote the company and earn new clients. <b>Qualifications</b> A high school degree (Experience preferred in Design, UX/UI, Human Centered Design, Visual Communication, or a related field). A strong portfolio showcasing experience in branding, web design, and digital experiences. Proficiency in design tools such as Figma, Adobe Creative Suite, and prototyping software. Basic understanding of UX/UI principles, interaction design, and accessibility best practices. Strong conceptual thinking and problem solving skills. Ability to work collaboratively in a fast paced environment. Strong communication and presentation skills. <b>Nice to Have</b> Experience with motion design, design systems, or front end development. Familiarity with digital strategy and service design methodologies. Interest in emerging technologies and trends in digital transformation. <b>Why Join Us?</b> Opportunity to work on

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Veels Early Early Education Center	2	Less than 10	This person must be 21 and over years or older ( Hours between 800 and 530) Assist teacher with daily activities with toddlers ages 1 to 3 yrArts and crafts, outside play daily, story time reading. This position will require some typing. This candidate should be vaccinated. Minimum qualification High School diploma 18 years or older ( Hours between 800 and 430) Assist teacher with daily activities with toddlers ages 1 to 3 yrArts and crafts, outside play daily, story time reading and assisted supervision. This candidate should be vaccinated. Minimum qualification High School diploma
Private Sector	Veels Early Early Education Center	2	Less than 10	This person must be 18 years or older ( Hours between 800 and 430) Assist teacher with daily activities with toddlers ages 1 to 3 yrArts and crafts, outside play daily, story time reading and assisted supervision. This candidate should be vaccinated. Minimum qualification High School diploma
Private Sector	Veels Early Early Education Center	1	Less than 10	This position is in person onsite working with ages 2 5 years old. This position requires participant to work inside and outside depending on weather. This position requires knowledge of basic sports, outside setup and terminology. Must be able to guide
Private Sector	Wannas, LLC	3	Less than 10	Administrative Assistant will assist with making copies, entering data into the computer using a variety of systems to include, but not limited to, Microsoft Office, scanning into the computer, downloading files, uploading files, filing and organizing data both in hard copy and cloud files. Assist with social media marketing and use the internet for research.
Private Sector	Washington Gas	2	Less than 10	Provides support to Regional Public Affairs with added focus throughout the General Assembly session Conducts general research on various issues for the director Prepares and files lobbying reports for submission to District and state agencies. Interfaces with the staff of public officials to resolve constituent issues and for event planning purposes Produces presentations to leverage public policy efforts with key audiences. Uses company systems to retrieve data Coordinates and supports implementation of energy expos in DC, Maryland and Virginia

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Washington Marriott Georgetown	1	Less than 10	Ensure tables are clean and properly set for guests.Serve and replenish beverages and other accessories throughout the meal.Remove plates, silverware and other food service ware from table throughout meal.Stock stations with glasses, silverware, napkins, ashtrays, matches and plates.Transport soiled dishes and linens to the appropriate area.Fill condiment and other service containers.Assist in maintaining the overall cleanliness of the restaurant.Complete opening and closing side work including filling condiment containers and stocking service stations.May transport food orders from the kitchen to the appropriate guest.
Private Sector	Washington Marriott Georgetown	1	Less than 10	Runners work across departments to ensure that guests and associates have what they need at the point in time when they need it. Whether delivering items directly to guests in their room or providing support to housekeeping, engineering, banquets, restaurants, the front office, or other areas that need assistance, our Runners move about their space to get the job done. They are critical to ensure smooth operations throughout the entire hotel.
Private Sector	We Fit Nation	2	Less than 10	The Youth Wellness & Fitness Assistant will support daily operations at the WeFitDC Fitness Studio, a community based health and wellness space. Participants will assist with organizing fitness classes, supporting community events, managing studio equipment, and promoting healthy lifestyle habits among local residents. Responsibilities include helping set up for classes, engaging with clients, creating social media content to promote fitness, and participating in basic administrative duties such as scheduling and maintaining cleanliness in the facility.This role will give youth hands on experience in the health and fitness industry while developing key professional skills such as communication, time management, and teamwork. Youth will also receive mentorship from certified fitness professionals and entrepreneurs, gaining insights into health equity, wellness entrepreneurship, and community engagement.
Private Sector	Wilson 5k Services - Peach Cobble	1	Less than 10	Cashier Greet and Serve Customers as they enter and exit. Always have a smile and great customer service. Team Member Preps food, clean and organize the store. Great customer service skills are a must. Accept payments from customers via cash or credit.



Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Wilson 5k Services - Peach Cobble	1	Less than 10	Cashier Greet and Serve Customers as they enter and exit. Always have a smile and great customer service. Team Member Preps food, clean and organize the store. Great customer service skills are a must. Accept payments from customers via cash or credit.
Private Sector	Wilson 5k Services - Peach Cobble	4	Less than 10	Cashier Greet and Serve Customers as they enter and exit. Always have a smile and great customer service. Team Member Preps food, clean and organize the store. Great customer service skills are a must.
Private Sector	Wingate Properties, LLC	2	Less than 10	Filing, answering phones, greet clients and visitors, purge files, make copies, and provide visitors with information and all other duties as assigned.
Private Sector	Wingate Properties, LLC	8	Less than 10	Painting the hallways, doors, handrails, playground, cleaning the hallways, swimming pool entrance check in person, distributing notices, organizing.
Private Sector	Woodbridge Day Care	16	Less than 10	Assist teacher with running daily program, monitoring outdoor activities, helping with feeding, toileting, practicing proper hygiene, documenting, communicating and training. Youth will be expected to check in children, greet parents, assist with handwashing, serving meals, supervising children on outings and field trips, learning how to conduct circle time, run a program and lesson plan writing. This position offers potential career opportunities for those who seek it. FREE CDA training and childcare courses available and viable candidates may be offered employment beyond the summer program.
Private Sector	Woodbridge Day Care	16	10	Assist teacher with running daily program, monitoring outdoor activities, helping with feeding, toileting, practicing proper hygiene, documenting, communicating and training. Youth will be expected to check in children, greet parents, assist with handwashing, serving meals, supervising children on outings and field trips, learning how to conduct circle time, run a program and lesson plan writing. This position offers potential career opportunities for those who seek it. FREE CDA training and childcare courses available and viable candidates may be offered employment beyond the summer program.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Woodbridge Day Care	16	12	Assist teacher with running daily program, monitoring outdoor activities, helping with feeding, toileting, practicing proper hygiene, documenting, communicating and training. Youth will be expected to check in children, greet parents, assist with handwashing, serving meals, supervising children on outings and field trips, learning how to conduct circle time, run a program and lesson plan writing. This position offers potential career opportunities for those who seek it. FREE CDA training and childcare courses available and viable candidates may be offered employment beyond the summer program.
Private Sector	Woodbridge Day Care	16	16	Assist teacher with running daily program, monitoring outdoor activities, helping with feeding, toileting, practicing proper hygiene, documenting, communicating and training. Youth will be expected to check in children, greet parents, assist with handwashing, serving meals, supervising children on outings and field trips, learning how to conduct circle time, run a program and lesson plan writing. This position offers potential career opportunities for those who seek it. FREE CDA training and childcare courses available and viable candidates may be offered employment beyond the summer program.
Private Sector	Woodbridge Day Care	9	Less than 10	Assist teacher with running daily program, monitoring outdoor activities, helping with feeding, toileting, practicing proper hygiene, documenting, communicating and training. Youth will be expected to check in children, greet parents, assist with handwashing, serving meals, supervising children on outings and field trips, learning how to conduct circle time, run a program and lesson plan writing. This position offers potential career opportunities for those who seek it. FREE CDA training and childcare courses available and viable candidates may be offered employment beyond the summer program.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Woodbridge Day Care	13	11	Assist teacher with running daily program, monitoring outdoor activities, helping with feeding, toileting, practicing proper hygiene, documenting, communicating and training. Youth will be expected to check in children, greet parents, assist with handwashing, serving meals, supervising children on outings and field trips, learning how to conduct circle time, run a program and lesson plan writing. This position offers potential career opportunities for those who seek it. FREE CDA training and childcare courses available and viable candidates may be offered employment beyond the summer program.
Private Sector	Woodbridge Day Care	7	Less than 10	Assist teacher with running daily program, monitoring outdoor activities, helping with feeding, toileting, practicing proper hygiene, documenting, communicating and training. Youth will be expected to check in children, greet parents, assist with handwashing, serving meals, supervising children on outings and field trips, learning how to conduct circle time, run a program and lesson plan writing. This position offers potential career opportunities for those who seek it. FREE CDA training and childcare courses available and viable candidates may be offered employment beyond the summer program.
Private Sector	Worthington Woods Apartments	1	Less than 10	communicating the features and benefits; close the sale. • Have prospect complete application and secure deposit in accordance with the company procedures and Fair Housing requirements. • Update availability report, process applications for approvals. (i.e., credit check, rental history, etc.) • Ensure apartment is ready for resident to move in on agreed date. • Immediately follow up on prospects that did not close and attempt to close sale again. • Secure new resident's signature(s) on appropriate paperwork prior to move in. Orient new residents to community. • Assist in monitoring renewals. Distribute and follow up on renewal notices. • Monitor advertising effectiveness. Gather information about market competition in the area and file. • Represent the company in a professional manner at all the times. • Other duties that may be assigned.

Sector	Host	Total Slots	Slots Assigned	Job Description
Private Sector	Worthington Woods Apartments	2	Less than 10	1. Replace broken glass, tile, carpet, screens, garbage disposals, fixtures, appliances, draperies, and locks.2. Paint, interior and exterior.3. Perform custodial work including, but not limited to sweeping, mopping, vacuuming, emptying trash, cleaning windows, etc., in common areas.4. Assist in grounds work.5. Periodically inspect all units, buildings and common areas, performing light repairs (except where a licensed electrician is required), and janitorial assistance, as needed.6. Working knowledge pertaining to water and gas meter cutoffs, all apartment and fixture cutoffs, sewer clean outs, and post map of same. (Except where a licensed plumber is required) Cutting of any water, drain, sewer, gas, or propane line is strictly prohibited.7. Ensuring that storage areas and entrances are locked, and adequate lighting in those areas are maintained.8. Snow removal may include, but not limited to snow removal may require on call duties, as well as overtime.9. A willingness to be on call for emergency services, as needed.10. Assist with apartment make readies IE clean, perform light maintenance (when approved by your supervisor), painting, etc.11. Other duties as assigned.
Private Sector	Yates Freelance Services LLC	0	0	Provide basic clerical support (filing, data entry, managing office supplies).Assist with scheduling, note taking in meetings, and maintaining shared calendars.Support email communication by drafting simple correspondence.Organize and update contact lists and internal databases.
Private Sector	Yates Freelance Services LLC	0	0	Experiment with no code/low code AI tools (e.g., Zapier AI actions, ChatGPT prompts) to streamline internal workflows.Build a simple proof of concept automation (e.g., auto summarize meeting notes).Collect feedback from staff on pain points that AI could address.Present benefits vs risks findings to leadership.
Private Sector	Yates Freelance Services LLC	0	0	Support prospect research identify potential partners, clients, and grant opportunities.Maintain and update the CRM (pipeline stages, contact info, meeting notes).Draft outreach emails and call scripts; sit in on discovery calls.Track key metrics (lead source, response rate) and prepare simple weekly reports.

Sector	Host	Total Slots	Slots Assigne	Job Description
Private Sector	Yates Freelance Services LLC	0	0	Assist in creating simple flyers, digital graphics, and infographics under supervision.Collaborate with the Marketing Intern on brand consistency and design elements.Learn and practice using basic graphic design software (e.g., Canva or entry level Adobe tools).Organize digital asset libraries (images, logos, templates).
Private Sector	Yates Freelance Services LLC	0	0	Provide basic customer service answer phone calls, respond to inquiries, and greet visitors.Collect feedback from clients and customers using surveys or questionnaires.Work with the team to resolve simple client issues or direct them to the correct department.Maintain and update client records with relevant information.
Private Sector	Yates Freelance Services LLC	0	0	Assist with help desk ticket triage (password resets, device set up).Perform daily security checks (antivirus status, software updates, backup logs).Document hardware & software inventory in an asset tracker.Contribute to a “Cyber Hygiene Tips” Slack post series.
Private Sector	Yates Freelance Services LLC	0	0	Assist with creating social media content (draft captions, basic graphics).Schedule and post social content across platforms under supervision.Conduct simple market research on competitor social media strategies.Gather performance metrics (likes, shares, engagement rates) and present findings.
Private Sector	Yates Freelance Services LLC	0	0	Support project leads by collecting and organizing data from various sources.Perform basic online research to gather information for ongoing or potential projects.Summarize findings in clear, concise formats (spreadsheets, slides).Coordinate small tasks such as sending follow up emails or scheduling team check ins.
Private Sector	ZACCKE CORPORATION	1	Less than 10	ASSIST WITH OFFICE DUTIES IN A BOOKKEEPING /TAX OFFICE.
Private Sector	ZACCKE CORPORATION	1	Less than 10	ASSIST WITH OFFICE PROCEDURES IN AN ACCOUNTING PRACTICE
Private Sector	ZACCKE CORPORATION	1	Less than 10	PARTICIPATE IN A COLLEGE READINESS PROGRAM TO PREPARE FOR COLLEGE
Private Sector	ZACCKE CORPORATION	1	Less than 10	RESEARCH EDUCATIONAL INSTITUTIONS VIA INTERNET

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Public School	Anacostia High School	20	14	These participants are 10th grade students who started in our early college program who will be taking college courses. Students will be taking 3 classes a day, oral commination, 1st year seminar, and introduction to engineering. The goal is to have earned some college credits by the end of the summer. Also, a portion of our students will be completing fitness and conditioning over the summer. They will also be exposed to new dietary habits for overall health.
Public School	Anacostia High School	25	Less than 10	These participants are 10th grade students who started in our early college program who will be taking college courses. Students will be taking 3 classes a day, oral commination, 1st year seminar, and introduction to engineering. The goal is to have earned some college credits by the end of the summer. Also, a portion of our students will be completing fitness and conditioning over the summer. They will also be exposed to new dietary habits for overall health.
Public School	Anacostia High School	70	24	These participants are 10th grade students who started in our early college program who will be taking college courses. Students will be taking 3 classes a day, oral commination, 1st year seminar, and introduction to engineering. The goal is to have earned some college credits by the end of the summer. Also, a portion of our students will be completing fitness and conditioning over the summer. They will also be exposed to new dietary habits for overall health.
Public School	Anacostia High School Library	20	Less than 10	2025 MBSYEP applicant will assist the Anacostia High School librarian with library duties. Interns will also learn about careers in library sciences and education. 2025 MBSYEP applicant will assist the Anacostia High School librarian with library duties. Interns will also learn about careers in library sciences and education. 2025 MBSYEP applicant will assist the Anacostia High School librarian with library duties. Interns will also learn about careers in library sciences and education.
Public School	Anacostia High School Library	20	11	The Library Tech will assist with checking out and checking in books, planning reading advocacy events, and supporting marketing of library events and resources.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Ballou High School	15	Less than 10	Manage and organize the office's filing system, ensuring all documents are accurately filed and easily accessible. Schedule and coordinate meetings, appointments, and travel arrangements for senior staff members. Handle incoming and outgoing correspondence, including mail, email, and faxes, ensuring timely distribution and response. Prepare and edit documents, reports, and presentations using Microsoft Office or other software. Assist in the preparation and control of budgets, including monitoring expenditures and processing invoices for payment. Provide customer service, answering phone calls and directing inquiries to the appropriate department or individual.
Public School	Ballou High School	20	Less than 10	<ul style="list-style-type: none"> <li>• Answer phones and greet visitors</li> <li>• Schedule appointments and maintain calendars</li> <li>• Schedule and coordinate meetings</li> <li>• Collate and distribute mail</li> <li>• Prepare communications such as memos, emails, invoices, reports and other correspondence</li> <li>• Write and edit communications, from letters to reports and instructional documents</li> <li>• Create and maintain filing systems, both electronic and physical</li> <li>• Manage accounts and perform bookkeeping</li> </ul>
Public School	Ballou S.T.A.Y. Opportunity Acad	80	50	Student will attend our Summer Program to obtain life skills through various projects while completed classed left over from the school year.
Public School	Ballou S.T.A.Y. Opportunity Acad	10	Less than 10	Student will complete various projects while completed work left from the 22/23 school year.
Public School	Ballou S.T.A.Y. Opportunity Acad	5	Less than 10	Student will attend our Summer Program to obtain life skills through various projects while completed classed left over from the school year. Students will receive hands on training in various career paths/CTE courses. Obtaining a certificate/certification upon completion. Students will work towards completing their classes left on their platform from the previous school year. Student will attend various field trips and complete various projects throughout Ward 8 and DC.
Public School	Ballou Summer IT Academy	1	Less than 10	Students will be learning IT fundamentals using the Cyber.org curriculum.
Public School	Ballou Summer IT Academy	6	Less than 10	Students will be learning IT fundamentals using the Cyber.org curriculum.

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Public School	Benjamin Banneker Academic Hig	100	67	Benjamin Banneker Academic High School Summer Bridge program will meet Monday Friday, 830 am 1230 pm. All accepted Banneker High School incoming 9th grade students will attend classes daily in subjects of Math, Science, Technology and English. Students will also be introduced to computer application and use of the internet to complete research. Additionally, students will engage in various team building and professional development programming. Breakfast and lunch will be offered daily.
Public School	Coolidge High School - Athletics	10	Less than 10	Support Staff will supervise younger athletic trainees during day hours while forming and implementing structured athletic training sessions. Trainers will use data driven methods to form and structure each session and will report to supervisor results on weekly basis.
Public School	Coolidge High School - Athletics	10	14	Support Staff will supervise younger athletic trainees during day hours while forming and implementing structured athletic training sessions. Trainers will use data driven methods to form and structure each session and will report to supervisor results on weekly basis.
Public School	Coolidge High School - Athletics	2	Less than 10	Support Staff will supervise younger athletic trainees during day hours while forming and implementing structured athletic training sessions. Trainers will use data driven methods to form and structure each session and will report to supervisor results on weekly basis.
Public School	Coolidge High School - Athletics	20	Less than 10	Trainers will supervise younger athletic trainees during day hours while forming and implementing structured athletic training sessions. Trainers will use data driven methods to form and structure each session and will report to supervisor results on weekly basis.
Public School	Coolidge High School - Athletics	60	34	Student Athletes will participate in daily activities that will foster their social and emotional learning through structured and physical activities that include strength, conditioning, and skill development. Students will also be allowed to learn work readiness by attending work info sessions and seminars from various companies and individuals from varying industries to expand their knowledge of career interest, financial literacy, and education requirements.



Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Coolidge High School - Athletics	70	60	Student Athletes will participate in daily activities that will foster their social and emotional learning through structured and physical activities that include strength, conditioning, and skill development. Students will also be allowed to learn work readiness by attending work info sessions and seminars from various companies and individuals from varying industries to expand their knowledge of career interest, financial literacy, and education requirements.
Public School	Coolidge Media Network	10	Less than 10	Content Creation Assist in creating multimedia content such as videos, graphics, and written content for various platforms including social media, website, and email newsletters. Social Media Management Help in managing social media accounts by scheduling posts, engaging with followers, monitoring comments and messages, and analyzing social media metrics. Digital Marketing Support Assist in digital marketing campaigns by researching keywords, creating ad copies, analyzing campaign performance, and providing recommendations for optimization. Market Research Conduct research on industry trends, competitor analysis, and audience demographics to inform content creation and marketing strategies. Assisting in Events Support in organizing and promoting events by creating promotional materials, coordinating with vendors, and managing event logistics. Administrative Tasks Assist with administrative tasks such as organizing files, scheduling meetings, and responding to emails. Collaboration Collaborate with team members from various departments such as marketing, design, and sales to ensure cohesive messaging across different channels. Learning and Development Stay updated with the latest trends and best practices in media, marketing, and digital communication through research and training sessions. Other Duties as Assigned Assist with any other tasks assigned by the media department or supervisor to support the overall goals of the organization.

Sector	Host	Total Slots	Slots Assigne	Job Description
Public School	Coolidge Media Network	20	10	<p>Content Creation Assist in creating multimedia content such as videos, graphics, and written content for various platforms including social media, website, and email newsletters. Social Media Management Help in managing social media accounts by scheduling posts, engaging with followers, monitoring comments and messages, and analyzing social media metrics. Digital Marketing Support Assist in digital marketing campaigns by researching keywords, creating ad copies, analyzing campaign performance, and providing recommendations for optimization. Market Research Conduct research on industry trends, competitor analysis, and audience demographics to inform content creation and marketing strategies. Assisting in Events Support in organizing and promoting events by creating promotional materials, coordinating with vendors, and managing event logistics. Administrative Tasks Assist with administrative tasks such as organizing files, scheduling meetings, and responding to emails. Collaboration Collaborate with team members from various departments such as marketing, design, and sales to ensure cohesive messaging across different channels. Learning and Development Stay updated with the latest trends and best practices in media, marketing, and digital communication through research and training sessions. Other Duties as Assigned Assist with any other tasks assigned by the media department or supervisor to support the overall goals of the organization.</p>
Public School	Coolidge Senior High School Early	35	Less than 10	<p>Coolidge Early College is seeking motivated and ambitious students to participate in our Internship and Career Readiness Program. As a participant, you will have the opportunity to engage in real world experiences, college classes, and workshops designed to prepare you for a successful transition from high school to college and beyond. Students must currently be enrolled in the Early College Program at Coolidge grades 9-12th.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Coolidge Senior High School Early	65	22	Job Description Coolidge Early College is seeking motivated and ambitious students to participate in our Internship and Career Readiness Program. As a participant, you will have the opportunity to engage in real world experiences, college classes, and workshops designed to prepare you for a successful transition from high school to college and beyond. Students must currently be enrolled in the Early College Program at Coolidge grades 9-12th.
Public School	DC Public Schools - Bancroft ES	4	Less than 10	<p>Painting: Prepares new surfaces for painting by ensuring the smoothness of the surfaces, utilizing primer when needed. Paints all types of interior and exterior surfaces with brushes, rollers, sprayers, etc. Under instruction of supervisor, who ensures that surfaces are level, receives specific instruction on choosing the best instrument or painting tool to use; selecting the proper type of interior and exterior paints to use in accordance with the intended purpose and color requirement; and removing old paint prior to repainting surfaces when necessary.</p> <p>Ground Maintenance: Rakes and removes leaves, removes snow and ice (utilizing a shovel and/or snow blower), and uses ice melting agents to melt or remove ice from walkways, steps, driveways, etc.</p> <p>General Cleaning: Collects and disposes of all accumulated trash (picks up trash, and empties trash cans and other trash receptacles) and bags trash for pick up. Sweeps (classrooms, hallways, stairwells, multi purpose rooms, cafeterias, etc.), mops, buffs, burnishes, strips, and waxes floors. Performs routine cleaning of classrooms and offices. Removes indelible ink and stains by using strong cleaning solutions or by spot painting where necessary. Washes windows. Dusts lockers, desks, ledges, chairs, stair railings, etc. Performs or assists with converting all purpose rooms when being used as cafeterias, play rooms, gymnasiums, auditoriums, etc.; and folds and stores tables.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	DC Public Schools - Bancroft ES	1	Less than 10	<p>The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned. Communications Helps ensure an orderly, responsive, and friendly school. Greets and documents all visitors. Responds to concerns from students, families, and colleagues promptly and effectively. Manages phones, including answering calls, re directing calls, taking messages, placing calls, and creating school announcements. Manages mail, including distributing received mail and making mail drops. Student Information Systems Assists with the student enrollment process. Assist with the collection and maintenance of student, personnel, and school information (e.g., receiving forms and paperwork, tracking missing forms, managing databases, updating contact information, and keeping records current). Assists the attendance compliance team. School Events Assists with logistics and preparations for school events and activities as needed (e.g., making photocopies, setting up for events, and making phone calls to confirm attendance). Overall School Functioning Assists with school maintenance and supply systems. Completes all necessary duties for the successful and orderly functioning of the school (e.g., hallway supervision, arrival/departure transitions, and participation in field trips) and other such duties as assigned by the Director and/or Manager, Strategy &amp; Logistics. As necessary, assists with duties related to Technology Facilities and property Human resources management Food and transportation Regulations and reporting Scheduling External relations Student recruitment Health and safety</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	DC Public Schools - Bancroft ES	2	Less than 10	<p>The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned. Communications Helps ensure an orderly, responsive, and friendly school. Greets and documents all visitors. Responds to concerns from students, families, and colleagues promptly and effectively. Manages phones, including answering calls, re directing calls, taking messages, placing calls, and creating school announcements. Manages mail, including distributing received mail and making mail drops. Student Information Systems Assists with the student enrollment process. Assist with the collection and maintenance of student, personnel, and school information (e.g., receiving forms and paperwork, tracking missing forms, managing databases, updating contact information, and keeping records current). Assists the attendance compliance team. School Events Assists with logistics and preparations for school events and activities as needed (e.g., making photocopies, setting up for events, and making phone calls to confirm attendance). Overall School Functioning Assists with school maintenance and supply systems. Completes all necessary duties for the successful and orderly functioning of the school (e.g., hallway supervision, arrival/departure transitions, and participation in field trips) and other such duties as assigned by the Director and/or Manager, Strategy &amp; Logistics. As necessary, assists with duties related to Technology Facilities and property Human resources management Food and transportation Regulations and reporting Scheduling External relations Student recruitment Health and safety</p>
Public School	DC Public Schools - Transition Te	20	17	<p>This internship site is for CEO students ONLY, who have completed all requirements of the CEO program, and would like to participate in an internship experience at their mentors host site, and be paid through DOES.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	DCPS	2	Less than 10	We are seeking a motivated and detail oriented Summer Office Assistant to support the main office with daily administrative tasks. This is a great opportunity for students or individuals looking to gain professional office experience in a dynamic work environment. Assist with general office duties such as filing, data entry, and organizing documents. Answer phone calls. Help maintain office supplies and keep the workspace organized. Perform light reception duties, greeting visitors and handling deliveries. Assist in special projects and provide support as needed.
Public School	DCPS-Jackson Reed HS	30	Less than 10	We are seeking motivated and responsible students to assist with various tasks around the school during the summer months. This position offers valuable work experience while supporting school operations. Responsibilities may include Clerical Support Filing, organizing documents, data entry, and general office tasks. Custodial Assistance Light cleaning duties, setting up rooms, moving supplies or furniture. Athletic Department Support Assisting coaches and staff with equipment setup, organization, and event preparation. Qualifications Current student with a positive attitude and strong work ethic Ability to follow instructions and work independently or as part of a team Dependability and punctuality are a must
Public School	DCPS-Jackson Reed HS	30	Less than 10	We are seeking motivated and responsible students to assist with various tasks around the school during the summer months. This position offers valuable work experience while supporting school operations. Responsibilities may include Clerical Support Filing, organizing documents, data entry, and general office tasks. Custodial Assistance Light cleaning duties, setting up rooms, moving supplies or furniture. Athletic Department Support Assisting coaches and staff with equipment setup, organization, and event preparation. Qualifications Current student with a positive attitude and strong work ethic Ability to follow instructions and work independently or as part of a team Dependability and punctuality are a must

Sector	Host	Total Slots	Slots Assigne	Job Description
Public School	District of Columbia Public School	10	10	Candidates will be supporting the school team with the following cleaning tasks. High dusting Wiping down furniture Wiping down walls Wiping down glass surfaces Sweeping office spaces, classrooms, multipurpose rooms, restrooms, stairwells, and hallways Sweeping office spaces, classrooms, multipurpose rooms, restrooms, stairwells, and hallways Moving furniture
Public School	District of Columbia Public School	2	Less than 10	Candidates will be responsible for supporting the main office. The task associated to the role are as followed. Filing documents into folders Scanning and printing Placing posters throughout school Updating signage Answering office phones and taking messages Shredding documents
Public School	District of Columbia Public School	3	Less than 10	Farmers manage land and resources to grow crops, raise animals, and produce food and other products. Responsibilities Crop production Plant, fertilize, harvest, and irrigate cropsAnimal care Feed, herd, and provide care for livestockEquipment operation Operate and maintain farm machinery and toolsFarm management Manage farm facilities, such as fences, water pipes, and animal sheltersSales Sell crops, livestock, and dairy products to customers, stores, or other farmersRecordkeeping Update records with financial, tax, production, and employee informationDecision making Make decisions about crops or livestock based on market conditions, disease, soil conditions, and other factorsPurchasing Choose and buy supplies, such as seed, fertilizer, and farm machinery

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	District of Columbia Public School	4	Less than 10	<p>Farmers manage land and resources to grow crops, raise animals, and produce food and other products. Responsibilities</p> <ul style="list-style-type: none"> <li>Crop production Plant, fertilize, harvest, and irrigate crops</li> <li>Animal care Feed, herd, and provide care for livestock</li> <li>Equipment operation Operate and maintain farm machinery and tools</li> <li>Farm management Manage farm facilities, such as fences, water pipes, and animal shelters</li> <li>Sales Sell crops, livestock, and dairy products to customers, stores, or other farmers</li> <li>Recordkeeping Update records with financial, tax, production, and employee information</li> <li>Decision making Make decisions about crops or livestock based on market conditions, disease, soil conditions, and other factors</li> <li>Purchasing Choose and buy supplies, such as seed, fertilizer, and farm machinery</li> </ul>
Public School	District of Columbia Public School	2	Less than 10	<p>The Emerging Farmer Leader position is designed for individuals ages 18 and older who are passionate about agriculture, sustainability, and youth mentorship. These individuals will perform the same core responsibilities as Emerging Farmers (ages 14–17) while also stepping into leadership roles to guide, supervise, and support their peers on the farm. Emerging Farmer Leaders will play a key role in daily operations while fostering a collaborative and productive environment for all farm team members.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>General Farm Work (same as Emerging Farmers 14–17)</li> <li>Planting, weeding, harvesting, and washing produce</li> <li>Feeding and caring for animals (e.g., chickens, ducks, goats, etc.)</li> <li>Composting and soil management</li> <li>Greenhouse and garden bed maintenance</li> <li>Participating in farmstand, market, or CSA distribution</li> <li>Assisting with workshops, farm tours, and community events</li> </ul>



Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	District of Columbia Public School	2	Less than 10	<p><b>Position Overview</b>The Emerging Farmer Leader II position is designed for individuals ages 18 and older who are passionate about agriculture, sustainability, and youth mentorship. These individuals will perform the same core responsibilities as Emerging Farmers (ages 14–17) while also stepping into leadership roles to guide, supervise, and support their peers on the farm. Emerging Farmer Leaders II have the additional benefit of residency at RBHS to help manage operations effectively. Emerging Farmer Leaders will play a key role in daily operations while fostering a collaborative and productive environment for all farm team members.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>General Farm Work (same as Emerging Farmers 14–17)</li> <li>Planting, weeding, harvesting, and washing produce</li> <li>Feeding and caring for animals (e.g., chickens, ducks, goats, etc.)</li> <li>Composting and soil management</li> <li>Greenhouse and garden bed maintenance</li> <li>Participating in farmstand, market, or CSA distribution</li> <li>Assisting with workshops, farm tours, and community events</li> </ul> <p><b>Leadership Duties (additional for ages 18+)</b></p> <ul style="list-style-type: none"> <li>Serve as a Team Lead by assigning daily tasks and guiding work crews</li> <li>Support onboarding and mentoring of younger Emerging Farmers</li> <li>Promote teamwork, accountability, and safety on the farm</li> <li>Model strong work ethic, communication, and professionalism</li> <li>Help document progress and challenges in daily reports or team huddles</li> <li>Facilitate check ins and offer feedback to improve team performance</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Must be at least 18 years old</li> <li>Prior farm, garden, or outdoor work experience preferred</li> <li>Interest in agriculture, food justice, youth leadership, or sustainability</li> <li>Ability to take initiative and work independently when needed</li> <li>Comfortable giving direction and managing small groups</li> <li>Reliable, punctual, and open to feedback</li> </ul>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	District of Columbia Public School	1	Less than 10	<p><b>Position Overview</b>The Youth Farm Crew Supervisor is responsible for overseeing all aspects of the Emerging Farmers (ages 14–17) and Emerging Farmer Leaders (ages 18+). This individual will support farm operations while fostering a positive, structured, and educational environment for young people. The Supervisor provides day to day direction, ensures safety and productivity, and develops leadership skills among the team. This is a hands on position that blends farm management, youth development, and team leadership.</p> <p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Youth Leadership &amp; Supervision Supervise the full youth farming team, including both Emerging Farmers and Emerging Farmer Leaders</li> <li>• Assign and oversee daily tasks, ensuring efficient workflow and appropriate pacing</li> <li>• Coach Emerging Farmer Leaders in how to manage peer groups and delegate responsibilities</li> <li>• Serve as the primary point of contact for any youth issues, absences, or conflicts</li> <li>• Support personal and professional growth of youth through mentorship and feedback</li> <li>• Facilitate group reflections, check ins, and team building activities</li> <li>• Farm Operations Support <ul style="list-style-type: none"> <li>• Ensure all agricultural tasks are completed safely and correctly, including Planting, harvesting, weeding, composting, and animal care</li> <li>• Produce washing and packing</li> <li>• Farmstand, CSA, or market operations</li> <li>• Maintain tools, supplies, and workspaces in an organized and safe manner</li> <li>• Monitor weather conditions and adjust schedules as needed</li> </ul> </li> <li>• Administrative Duties <ul style="list-style-type: none"> <li>• Track attendance, performance, and progress of team members</li> <li>• Report regularly to Farm Manager or Program Coordinator</li> <li>• Assist with planning and execution of farm related events or workshops</li> </ul> </li> </ul>
Public School	District of Columbia Public School	1	Less than 10	<p>The DCPS Career Bridge Internship Program provides DCPS high school students with career education and employment skills development, as well as paid internship opportunities based on their postsecondary pathway, to strengthen the ability of these students to enter sustaining careers after graduation.</p>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	District of Columbia Public School	3	Less than 10	The DCPS Career Bridge Internship Program provides DCPS high school students with career education and employment skills development, as well as paid internship opportunities based on their postsecondary pathway, to strengthen the ability of these students to enter sustaining careers after graduation.
Public School	District of Columbia Public School	5	Less than 10	The DCPS Career Bridge Internship Program provides DCPS high school students with career education and employment skills development, as well as paid internship opportunities based on their postsecondary pathway, to strengthen the ability of these students to enter sustaining careers after graduation.
Public School	District of Columbia Public School	19	Less than 10	The DCPS Career Bridge Internship Program provides DCPS high school students with career education and employment skills development, as well as paid internship opportunities based on their postsecondary pathway, to strengthen the ability of these students to enter sustaining careers after graduation.
Public School	DOES - SUMMER SCHOOL MA	50	Less than 10	will attend classes daily in subjects of Math, Science, Technology and English. Students will also be introduced to computer application and use of the internet to complete research. Additionally, students will engage in various team building and professional development programming.
Public School	DOES - SUMMER SCHOOL MA	50	Less than 10	Will attend classes daily in subjects of Math, Science, Technology and English. Students will also be introduced to computer application and use of the internet to complete research. Additionally, students will engage in various team building and professional development programming.
Public School	DOES - SUMMER SCHOOL MA	50	Less than 10	Will attend classes daily in subjects of Math, Science, Technology and English. Students will also be introduced to computer application and use of the internet to complete research. Additionally, students will engage in various team building and professional development programming.
Public School	DOES - SUMMER SCHOOL MA	0	0	Will attend classes daily in subjects of Math, Science, Technology and English. Students will also be introduced to computer application and use of the internet to complete research. Additionally, students will engage in various team building and professional development programming.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	DOES - SUMMER SCHOOL MA	50	Less than 10	Will attend classes daily in subjects of Math, Science, Technology and English. Students will also be introduced to computer application and use of the internet to complete research. Additionally, students will engage in various team building and professional development programming.
Public School	Duke Ellington School of Arts	10	Less than 10	Instrumental Music Classes. Teaching students how to perform on instruments (Strings (violin, viola, cello, bass, and guitar), Brass, Woodwinds, Piano, and Percussion. Students start the day with Theory. Understanding the basic concepts of music. Learning about scales, key signatures, notes, note values, and rhythms. Students will be taught how to perform on an instrument at the beginning, intermediate and advance level (depending on incoming skill set). All students will also perform in a joint concert on the final day as a member of a larger ensemble. Instruments Theory Ensemble
Public School	Duke Ellington School of Arts	20	13	Instrumental Music Classes. Teaching students how to perform on instruments (Strings (violin, viola, cello, bass, and guitar), Brass, Woodwinds, Piano, and Percussion. Students start the day with Theory. Understanding the basic concepts of music. Learning about scales, key signatures, notes, note values, and rhythms. Students will be taught how to perform on an instrument at the beginning, intermediate and advance level (depending on incoming skill set). All students will also perform in a joint concert on the final day as a member of a larger ensemble. Instruments Theory Ensemble
Public School	Duke Ellington School of Arts	50	11	Instrumental Music Classes. Teaching students how to perform on instruments (Strings (violin, viola, cello, bass, and guitar), Brass, Woodwinds, Piano, and Percussion. Students start the day with Theory. Understanding the basic concepts of music. Learning about scales, key signatures, notes, note values, and rhythms. Students will be taught how to perform on an instrument at the beginning, intermediate and advance level (depending on incoming skill set). All students will also perform in a joint concert on the final day as a member of a larger ensemble. Instruments Theory Ensemble

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Public School	Duke Ellington School of Arts	10	Less than 10	To take on responsibilities that create a supportive, positive and engaging experience for younger dancers. This will be demonstrated through assisting with instruction of classes, leading warm ups, supervising activities organizing, encouraging and building relationships to mentor as a role model in dance.
Public School	Frank W Ballou HS	20	21	Camp SOUL is designed to elevate a student athlete's; Mind, Body and Soul. The baseline for this program will be, Enrichment Advising, Post graduate readiness, High Impact Tutoring and Precision Performance. Side B of this program will be an opportunity for student athletes to mentor elementary and middle school aged kids. This helps us develop our high school student athletes by making them accountable for their part in influencing a younger generation.
Public School	Frank W Ballou HS	60	41	Camp SOUL is designed to elevate a student athlete's; Mind, Body and Soul. The baseline for this program will be, Enrichment Advising, Post graduate readiness, High Impact Tutoring and Precision Performance. Side B of this program will be an opportunity for student athletes to mentor elementary and middle school aged kids. This helps us develop our high school student athletes by making them accountable for their part in influencing a younger generation.
Public School	Frank W Ballou HS	12	Less than 10	This position will be a mentor for the younger campers.
Public School	Garnet Patterson STAY	50	31	Garnet Patterson STAY students will participate in academic support and activities.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Garnet Patterson STAY	10	Less than 10	Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.Garnet Patterson STAY students will participate in academic support and activities.
Public School	H.D. Cooke Elementary School	1	Less than 10	We are currently seeking a reliable and detail oriented individual to fill the position of Office Support. In this role, you will play a crucial part in ensuring the seamless functioning of our office environment. Key responsibilities include managing incoming calls, directing visitors, and providing general administrative support such as filing, data entry, and coordinating office supplies. The successful candidate should possess strong organizational skills, be proficient in basic computer applications, and have excellent communication abilities. If you are a proactive team player who can thrive in a fast paced office setting, we encourage you to apply. This is an exciting opportunity to contribute to the efficiency and productivity of our office operations.
Public School	IDEA Public Charter School	15	Less than 10	Seeking a dedicated and motivated Carpentry Student Assistant to join our team. This position provides students the opportunity to continue advancing their NCCER (National Center for Construction Education and Research) certifications in carpentry, while gaining hands on experience in various carpentry and construction related tasks.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	IDEA Public Charter School	10	Less than 10	Seeking a dedicated and motivated Carpentry Student Assistant to join our team. This position provides students the opportunity to continue advancing their NCCER (National Center for Construction Education and Research) certifications in carpentry, while gaining hands on experience in various carpentry and construction related tasks.
Public School	IDEA Public Charter School	10	Less than 10	Seeking a dedicated and motivated Carpentry Student Assistant to join our team. This position provides students the opportunity to continue advancing their NCCER (National Center for Construction Education and Research) certifications in carpentry, while gaining hands on experience in various carpentry and construction related tasks.
Public School	IDEA Public Charter School	10	Less than 10	As an Entrepreneurship Intern at IDEA Public Charter School, you will explore what it takes to start, manage, and grow a business. Through hands on projects and guided experiences, you'll develop key skills in branding, marketing, customer service, and product development. Interns will collaborate with peers to research business ideas, develop mini business plans, and pitch their ideas to community leaders. You will also gain exposure to local entrepreneurs and business professionals through guest speakers and virtual site visits. This is a great opportunity for youth who are creative, enjoy problem solving, and are curious about how businesses work behind the scenes. By the end of the program, participants will walk away with a clearer understanding of how to turn an idea into a business and the mindset needed to be a successful entrepreneur.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	IDEA Public Charter School	10	Less than 10	<p>As an Entrepreneurship Intern at IDEA Public Charter School, you will explore what it takes to start, manage, and grow a business. Through hands on projects and guided experiences, you'll develop key skills in branding, marketing, customer service, and product development. Interns will collaborate with peers to research business ideas, develop mini business plans, and pitch their ideas to community leaders. You will also gain exposure to local entrepreneurs and business professionals through guest speakers and virtual site visits. This is a great opportunity for youth who are creative, enjoy problem solving, and are curious about how businesses work behind the scenes. By the end of the program, participants will walk away with a clearer understanding of how to turn an idea into a business and the mindset needed to be a successful entrepreneur.</p>
Public School	IDEA Public Charter School	12	Less than 10	<p>As an Operations and Administrative Intern at IDEA Public Charter School, you will gain hands on experience supporting the daily operations of a dynamic school environment. Interns will rotate between the front office and facilities team to provide general support, learn about customer service, and contribute to the smooth functioning of the school. Duties may include greeting visitors, answering phones, organizing paperwork, assisting with inventory, helping maintain common areas, and supporting event logistics. Interns will develop time management, communication, and problem solving skills while working alongside experienced staff in both administrative and operational settings. This is a great opportunity for youth who are organized, reliable, and eager to learn how schools function behind the scenes.</p>



Sector	Host	Total Slots	Slots Assigne	Job Description
Public School	IDEA Public Charter School	12	Less than 10	As an Operations and Administrative Intern at IDEA Public Charter School, you will gain hands on experience supporting the daily operations of a dynamic school environment. Interns will rotate between the front office and facilities team to provide general support, learn about customer service, and contribute to the smooth functioning of the school. Duties may include greeting visitors, answering phones, organizing paperwork, assisting with inventory, helping maintain common areas, and supporting event logistics. Interns will develop time management, communication, and problem solving skills while working alongside experienced staff in both administrative and operational settings. This is a great opportunity for youth who are organized, reliable, and eager to learn how schools function behind the scenes.
Public School	IDEA Public Charter School	20	Less than 10	As an Operations and Administrative Intern at IDEA Public Charter School, you will gain hands on experience supporting the daily operations of a dynamic school environment. Interns will rotate between the front office and facilities team to provide general support, learn about customer service, and contribute to the smooth functioning of the school. Duties may include greeting visitors, answering phones, organizing paperwork, assisting with inventory, helping maintain common areas, and supporting event logistics. Interns will develop time management, communication, and problem solving skills while working alongside experienced staff in both administrative and operational settings. This is a great opportunity for youth who are organized, reliable, and eager to learn how schools function behind the scenes.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Luke C. Moore Opportunity Academy	10	Less than 10	Support LCM clerical office support, answering phones, shredding documents, filing, taking messages for summer school staff, support LCM custodial staff wiping down chairs/tables, counters, window seals, door handles, whole doors, lockers, hand rails and reorganizing LCM bookroom and more tasks as assigned. Students will work on external grounds by beautifying the playground, planting, and keeping the exterior grounds clean. touch up painting around the building, and buffing gym floor as well as hallways and office space. Reorganize custodian, gymnasium, office space room 120 and auditorium storage areas. Clean auditorium chairs and desks and vacuuming the carpet twice a week.
Public School	Luke C. Moore Opportunity Academy	50	46	Support LCM clerical office support, answering phones, shredding documents, filing, taking messages for summer school staff, support LCM custodial staff wiping down chairs/tables, counters, window seals, door handles, whole doors, lockers, hand rails and reorganizing LCM bookroom and more tasks as assigned. Students will work on external grounds by beautifying the playground, planting, and keeping the exterior grounds clean. touch up painting around the building, and buffing gym floor as well as hallways and office space. Reorganize custodian, gymnasium, office space room 120 and auditorium storage areas. Clean auditorium chairs and desks and vacuuming the carpet twice a week.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	MacArthur High School	4	Less than 10	<p><b>Program Overview</b> The MacArthur High School Finance Internship Program provides students with hands on experience in financial services, real estate investing, client communication, and digital engagement. Through partnerships with Equitable Advisors, Young Money Managers, and Rehabber Pro, students will serve in multiple professional roles designed to strengthen their financial literacy, career readiness, and real world problem solving skills. Interns will gain experience across three dynamic roles 1) Junior Financial Advisor 2) Financial Literacy Ambassador (Young Money Managers) 3) Real Estate Investor Assistant</p> <p>This program is designed to develop future leaders in finance, entrepreneurship, and business while equipping students with the tools and knowledge to make informed financial decisions.</p> <p><b>Internship Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Junior Financial Advisor (Equitable Advisors Partnership) Complete EVERFI Financial Literacy modules covering budgeting, credit, investing, insurance, crypto, and more. Conduct client discovery meetings and gather financial goals. Build personalized budgets, investment portfolios, and long term financial plans. Develop and present a final Financial Plan Pitch Deck to financial professionals.</li> <li>2. Financial Literacy Ambassador (Young Money Managers Partnership) Co host weekly “Wealthy Wednesday” virtual financial literacy sessions for MBSYEP students across the city. Create and lead interactive activities, games, and challenges focused on saving, investing, credit, and budgeting. Manage social media content highlighting financial tips, student achievements, and engagement campaigns. Encourage peer learning, engagement, and reflection on financial concepts.</li> <li>3. Real Estate Investor Assistant (Rehabber Pro Partnership) Conduct outreach and follow up calls with property owners (warm and cold leads). Perform skip tracing research to identify and locate absentee property owners.</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	MacArthur High School	12	12	<p><b>Program Overview</b>The MacArthur High School Finance Internship Program provides students with hands on experience in financial services, real estate investing, client communication, and digital engagement. Through partnerships with Equitable Advisors, Young Money Managers, and Rehabber Pro, students will serve in multiple professional roles designed to strengthen their financial literacy, career readiness, and real world problem solving skills. Interns will gain experience across three dynamic roles</p> <ol style="list-style-type: none"> <li>1) Junior Financial Advisor</li> <li>2) Financial Literacy Ambassador (Young Money Managers)</li> <li>3) Real Estate Investor Assistant</li> </ol> <p>This program is designed to develop future leaders in finance, entrepreneurship, and business while equipping students with the tools and knowledge to make informed financial decisions.</p> <p><b>Internship Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Junior Financial Advisor (Equitable Advisors Partnership) Complete EVERFI Financial Literacy modules covering budgeting, credit, investing, insurance, crypto, and more. Conduct client discovery meetings and gather financial goals. Build personalized budgets, investment portfolios, and long term financial plans. Develop and present a final Financial Plan Pitch Deck to financial professionals.</li> <li>2. Financial Literacy Ambassador (Young Money Managers Partnership) Co host weekly “Wealthy Wednesday” virtual financial literacy sessions for MBSYEP students across the city. Create and lead interactive activities, games, and challenges focused on saving, investing, credit, and budgeting. Manage social media content highlighting financial tips, student achievements, and engagement campaigns. Encourage peer learning, engagement, and reflection on financial concepts.</li> <li>3. Real Estate Investor Assistant (Rehabber Pro Partnership) Conduct outreach and follow up calls with property owners (warm and cold leads). Perform skip tracing research to identify and locate absentee property owners.</li> </ol>

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	MacArthur High School	5	Less than 10	<p><b>Program Overview</b> The MacArthur High School Finance Internship Program provides students with hands on experience in financial services, real estate investing, client communication, and digital engagement. Through partnerships with Equitable Advisors, Young Money Managers, and Rehabber Pro, students will serve in multiple professional roles designed to strengthen their financial literacy, career readiness, and real world problem solving skills. Interns will gain experience across three dynamic roles 1) Junior Financial Advisor 2) Financial Literacy Ambassador (Young Money Managers) 3) Real Estate Investor Assistant</p> <p>This program is designed to develop future leaders in finance, entrepreneurship, and business while equipping students with the tools and knowledge to make informed financial decisions.</p> <p><b>Internship Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Junior Financial Advisor (Equitable Advisors Partnership) Complete EVERFI Financial Literacy modules covering budgeting, credit, investing, insurance, crypto, and more. Conduct client discovery meetings and gather financial goals. Build personalized budgets, investment portfolios, and long term financial plans. Develop and present a final Financial Plan Pitch Deck to financial professionals.</li> <li>2. Financial Literacy Ambassador (Young Money Managers Partnership) Co host weekly “Wealthy Wednesday” virtual financial literacy sessions for MBSYEP students across the city. Create and lead interactive activities, games, and challenges focused on saving, investing, credit, and budgeting. Manage social media content highlighting financial tips, student achievements, and engagement campaigns. Encourage peer learning, engagement, and reflection on financial concepts.</li> <li>3. Real Estate Investor Assistant (Rehabber Pro Partnership) Conduct outreach and follow up calls with property owners (warm and cold leads). Perform skip tracing research to identify and locate absentee property owners.</li> </ol>

Sector	Host	Total Slots	Slots Assigne	Job Description
Public School	MCIP/CHEC	12	12	Participants will support the childcare workers at Bell Infant Child Development Center. Participants will assist with infant and toddlers under the supervision of the daycare director and the childcare workers. Participants will sanitize toys and areas, go outside on walks and play time, participate in indoor and outdoor activities, singing and feeding infants and toddlers. Participants will learn basic assessment of CDA / childcare license requirements to work in a daycare setting.
Public School	MCIP/CHEC	7	Less than 10	Assist the supervisor with running the daily soccer camp. Assist with daily indoor and outdoor lessons in the field. Maintain sports equipment each day pre training and post training and assist with participant assessments. Coordinate youth daily attendance. Call youth when absent. Support activities such as field trips. Coach assistant is not exempt from participation. Additionally, participate in helping with coordinating weekly educational workshops for participants.
Public School	MCIP/CHEC	4	Less than 10	The administrative and office assistance will support in the classrooms for summer school and summer bridge for middle school and high school. Additionally, participants will support the main office staff for the middle school and high school, as well as other programs within the school. Participants will support the coordinator, maintain records of daily attendance for participants in the camp and SYEP program.
Public School	MCIP/CHEC	20	15	The administrative and office assistance will support in the classrooms for summer school and summer bridge for middle school and high school. Additionally, participants will support the main office staff for the middle school and high school, as well as other programs within the school. Participants will support the coordinator, maintain records of daily attendance for participants in the camp and SYEP program.
Public School	MCIP/CHEC	34	35	Participants will participate in daily physical activities and sports. This program focuses on discipline, character, learning and team building for youth to feat in mainstream sports. Also, participants will participate in educational workshops, such as substance abuse, nutrition and career readiness. Participants will participate in weekly fieldtrips or special events citiwide. These participants will participate in indoor activities as well as outdoor activities.

Sector	Host	Total Slots	Slots Assigne	Job Description
Public School	Phelps Ace High School	20	Less than 10	Athletic Development Improve fundamental sports skills, teamwork, and physical fitness across multiple sports.Character Building Foster integrity, respect, perseverance, and sportsmanship rooted in our community.Academic and Personal Growth Support student athletes in balancing sports with personal and spiritual development.Community Engagement Encourage service and outreach opportunities to apply in action.
Public School	Phelps Ace High School	20	Less than 10	Athletic Development Improve fundamental sports skills, teamwork, and physical fitness across multiple sports.Character Building Foster integrity, respect, perseverance, and sportsmanship rooted in our community.Academic and Personal Growth Support student athletes in balancing sports with personal and spiritual development.Community Engagement Encourage service and outreach opportunities to apply in action.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Ron Brown/Young King Academy	35	14	<p>Young King Academy is seeking motivated and enthusiastic youth interns (ages 14-18) to participate in our Summer Trade Training Internship Program. This is a 6-week, part-time internship designed to provide hands-on training and career development in HVAC, plumbing, and electrical trades. Interns will gain valuable skills, professional mentorship, and real-world experience to prepare them for future careers.</p> <p><b>Key Responsibilities:</b> Participate in structured hands-on training in HVAC, plumbing, and electrical trades. Attend workshops focused on soft skills such as resume building, interview preparation, and professional conduct. Work alongside experienced professionals to learn industry-specific techniques and best practices. Complete assigned tasks and projects under the supervision of skilled mentors. Engage in professional development activities and career coaching sessions. Adhere to safety protocols and workplace guidelines during training sessions. Collaborate with fellow interns and program instructors to enhance learning outcomes.</p> <p><b>Qualifications:</b> Must be between the ages of 14-18. Strong interest in learning skilled trades and career development. Ability to commit to a 5-day per week schedule for the 6-week summer program. Willingness to work in a hands-on learning environment. Demonstrated responsibility, punctuality, and teamwork skills. No prior experience required; enthusiasm and a strong work ethic are essential.</p> <p><b>Program Benefits:</b> Hands-on experience in high-demand skilled trades. Opportunity to earn industry-recognized certifications (CPR, First Aid, etc.). Professional mentorship from experienced tradespeople. Resume building skills and job readiness training. Access to career pathways and potential apprenticeship opportunities. Networking with industry professionals and peers.</p>



Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Ron Brown/Young King Academy	35	Less than 10	<p>Young King Academy is seeking motivated and enthusiastic youth interns (ages 14-18) to participate in our Summer Trade Training Internship Program. This is a 6-week, part-time internship designed to provide hands-on training and career development in HVAC, plumbing, and electrical trades. Interns will gain valuable skills, professional mentorship, and real-world experience to prepare them for future careers.</p> <p><b>Key Responsibilities:</b> Participate in structured hands-on training in HVAC, plumbing, and electrical trades. Attend workshops focused on soft skills such as resume building, interview preparation, and professional conduct. Work alongside experienced professionals to learn industry-specific techniques and best practices. Complete assigned tasks and projects under the supervision of skilled mentors. Engage in professional development activities and career coaching sessions. Adhere to safety protocols and workplace guidelines during training sessions. Collaborate with fellow interns and program instructors to enhance learning outcomes.</p> <p><b>Qualifications:</b> Must be between the ages of 14-18. Strong interest in learning skilled trades and career development. Ability to commit to a 3-day per week schedule for the 6-week summer program. Willingness to work in a hands-on learning environment. Demonstrated responsibility, punctuality, and teamwork skills. No prior experience required; enthusiasm and a strong work ethic are essential.</p> <p><b>Program Benefits:</b> Hands-on experience in high-demand skilled trades. Opportunity to earn industry-recognized certifications (CPR, First Aid, etc.). Professional mentorship from experienced tradespeople. Resume building skills and job readiness training. Access to career pathways and potential apprenticeship opportunities. Networking with industry professionals and peers.</p>

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Sector	Host	Total Slots	Slots Assigne	Job Description
Public School	Ron Brown/Young King Academy	35	13	<p>Young King Academy is seeking motivated and enthusiastic youth interns (ages 14-18) to participate in our Summer Trade Training Internship Program. This is a 6-week, part-time internship designed to provide hands-on training and career development in HVAC, plumbing, and electrical trades. Interns will gain valuable skills, professional mentorship, and real-world experience to prepare them for future careers.</p> <p><b>Key Responsibilities</b>  Participate in structured hands-on training in HVAC, plumbing, and electrical trades. Attend workshops focused on soft skills such as resume building, interview preparation, and professional conduct. Work alongside experienced professionals to learn industry-specific techniques and best practices. Complete assigned tasks and projects under the supervision of skilled mentors. Engage in professional development activities and career coaching sessions. Adhere to safety protocols and workplace guidelines during training sessions. Collaborate with fellow interns and program instructors to enhance learning outcomes.</p> <p><b>Qualifications</b>  Must be between the ages of 14-18. Strong interest in learning skilled trades and career development. Ability to commit to a 3-day-per-week schedule for the 6-week summer program. Willingness to work in a hands-on learning environment. Demonstrated responsibility, punctuality, and teamwork skills. No prior experience required; enthusiasm and a strong work ethic are essential.</p> <p><b>Program Benefits</b>  Hands-on experience in high-demand skilled trades. Opportunity to earn industry-recognized certifications (CPR, First Aid, etc.). Professional mentorship from experienced tradespeople. Resume building skills and job readiness training. Access to career pathways and potential apprenticeship opportunities. Networking with industry professionals and peers.</p>
Public School	ROOSEVELT HIGH SCHOOL	5	Less than 10	Students will support in organizing files. Students will support technology. Student will support with different administrators in the building.
Public School	ROOSEVELT HIGH SCHOOL	7	Less than 10	ST
Public School	ROOSEVELT HIGH SCHOOL	7	Less than 10	Student will support in school operations.
Public School	Roosevelt HS Operations	5	Less than 10	Assist with multiple functions with the school operations.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	Roosevelt HS Operations	15	17	Assist with multiple functions with the school operations.
Public School	The Friends Of Paul Laurence Dunbar	10	Less than 10	The Ability To Be A Favorable Leader
Public School	The Friends Of Paul Laurence Dunbar	10	15	Learning Leadership Skills
Public School	The Friends Of Paul Laurence Dunbar	20	Less than 10	The Ability To Learn How To Be A Favorable Leader.
Public School	The University of the District of Columbia	2	Less than 10	Design thinking, project led, hands on, team focused experiential learning with data science, technology, engineering, agriculture and math. The program's goal is to help participants build familiarity and hands on competence with the approaches, tools, and analytical techniques relevant to harnessing the power of open data on critical issues related to agriculture and energy. Student projects this year harness USDA provided data sets and original research to focus on urban agriculture, hunger and poverty, water and drought, and food sustainability. Supporting these efforts, on site faculty provided ready guidance on the kinds of questions that can be addressed with data, the challenges of gathering data through interactive field trips, and the techniques for presenting compelling arguments based on data.
Public School	The University of the District of Columbia	5	Less than 10	Design thinking, project led, hands on, team focused experiential learning with data science, technology, engineering, architecture, agriculture and math. The program's goal is to help participants build familiarity and hands on competence with the approaches, tools, and analytical techniques relevant to harnessing the power of open data on critical issues related to agriculture and energy. Student projects this year harness USDA provided data sets and original research to focus on urban agriculture, hunger and poverty, water and drought, and food sustainability. Supporting these efforts, on site faculty provided ready guidance on the kinds of questions that can be addressed with data, the challenges of gathering data through interactive field trips, and the techniques for presenting compelling arguments based on data.

Sector	Host	Total Slots	Slots Assigned	Job Description
Public School	The University of the District of Columbia	5	Less than 10	Design thinking, project led, hands on, team focused experiential learning with data science, technology, engineering, architecture, agriculture and math. The program's goal is to help participants build familiarity and hands on competence with the approaches, tools, and analytical techniques relevant to harnessing the power of open data on critical issues related to agriculture and energy. Student projects this year harness USDA provided data sets and original research to focus on urban agriculture, hunger and poverty, water and drought, and food sustainability. Supporting these efforts, on site faculty provided ready guidance on the kinds of questions that can be addressed with data, the challenges of gathering data through interactive field trips, and the techniques for presenting compelling arguments based on data.
Public School	The University of the District of Columbia	15	14	Design thinking, project led, hands on, team focused experiential learning with data science, technology, engineering, architecture, agriculture and math. The program's goal is to help participants build familiarity and hands on competence with the approaches, tools, and analytical techniques relevant to harnessing the power of open data on critical issues related to agriculture and energy. Student projects this year harness USDA provided data sets and original research to focus on urban agriculture, hunger and poverty, water and drought, and food sustainability. Supporting these efforts, on site faculty provided ready guidance on the kinds of questions that can be addressed with data, the challenges of gathering data through interactive field trips, and the techniques for presenting compelling arguments based on data. MON THURS 9AM 1PM, Field trip Fridays 9AM 4PM Presentation night August 1st 6 8pm
Public School	Theodore Roosevelt	12	Less than 10	The Athletic Assistant will be counted on to provide administrative support to the athletic director and coaching staff, and will act as a liaison to the faculty, staff, students during the course of summer programming. The athletic assistant will possess high energy, a "can do" attitude, and the ability to keep everything in perspective no matter how crazy the day (most likely the afternoon) can get

<b>Sector</b>	<b>Host</b>	<b>Total Slots</b>	<b>Slots Assigne</b>	<b>Job Description</b>
Public School	Theodore Roosevelt	15	11	The Athletic Assistant will be counted on to provide administrative support to the athletic director and coaching staff, and will act as a liaison to the faculty, staff, students during the course of summer programming. The athletic assistant will possess high energy, a “can do” attitude, and the ability to keep everything in perspective no matter how crazy the day (most likely the afternoon) can get.
Public School	Theodore Roosevelt	15	15	The Athletic Assistant will be counted on to provide administrative support to the athletic director and coaching staff, and will act as a liaison to the faculty, staff, students during the course of summer programming. The athletic assistant will possess high energy, a “can do” attitude, and the ability to keep everything in perspective no matter how crazy the day (most likely the afternoon) can get.
Public School	Theodore Roosevelt	8	Less than 10	Sports and leisure assistants, provide and maintain facilities for sporting and recreational activities and supervise their use, and maintain the continuity of athletic events. They also are responsible for maintaining sports and leisure equipment and prepares equipment for use; supervises the use of gymnasium apparatus, fitness machines and other recreational equipment.
Public School	Theodore Roosevelt	1	Less than 10	Sports and leisure assistants, provide and maintain facilities for sporting and recreational activities and supervise their use, and maintain the continuity of athletic events. They also are responsible for maintaining sports and leisure equipment and prepares equipment for use; supervises the use of gymnasium apparatus, fitness machines and other recreational equipment

<b>2025 MBSYEP HCA's</b>	
ADC Management Solution	\$66,000
Associates for Renewals in Education	\$67,500
Bradley & Associates	\$51,600
Calvin Woodland Sr. Foundation	\$40,000
Captivate Perspectives	\$91,000
Carolina Canyon Corporation	\$52,250
CIRTE	\$65,625
Children's Focus Foundation	\$51,000
Children's Legacy Theatre	\$55,600
Do The Write Thing	\$87,500
Dolls and Dreams	\$73,500
Empowerment Enterprise	\$63,206
H Street Main Street Inc (SN)	\$70,000
Healthy Babies	\$60,000
IBG Consulting	\$86,000
KBEC (SN)	\$90,000
Life Success Center	\$99,400
Red Sprinkle (Madiana Margoa)	\$80,000
The MusicianShip	\$84,000
NEAN Consulting	\$64,000
On-Ramps to Careers	\$62,400
Sewing Opportunity Never Ending (SONE)	\$60,000
Tailormade Strategies	\$54,375
Uniting Our Youth	\$20,000
Bay Atlantic University	\$42,500
Captivate Perspectives (SNAP)	\$37,500
Carolina Canyon Corporation (SNAP)	\$49,500
CIRTE (SNAP)	\$56,250
Dramatic Solutions (SNAP)	\$42,500
NEAN Consulting	\$40,300
Childrens Focus Foundation	\$49,500
CIRTE	\$46,500
Flint LLC	\$50,044
Fresh Food Factory	\$40,000
Inspire Consulting LLC	\$46,500
KBEC	\$48,450
Time For Change	\$59,500

## HSIP Host Sites FY25 - Q88

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	Capital City Public Charter School	2	Less than 10	Seeking a High School After Care Intern to assist with supervising students, organizing activities, and ensuring a safe, engaging environment after school hours. Responsibilities include helping with homework, leading games, and supporting staff with daily routines. Ideal candidates are responsible, patient, and enjoy working with children. This internship provides valuable experience in childcare and education.
Charter School	Capital City Public Charter School	6	Less than 10	We are seeking a motivated High School IT Intern to join our technology team. This intern will assist with various tasks, including troubleshooting hardware and software issues, performing system updates, and supporting end users with technical questions. Responsibilities also include setting up new devices, managing inventory, and contributing to IT projects. The ideal candidate is detail oriented, eager to learn, and possesses a basic understanding of computer systems.



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	Capital City Public Charter School	2	Less than 10	Seeking a High School Performing Arts and Production Intern to assist with theater productions, set design, and backstage operations. Responsibilities include supporting rehearsals, managing props, and coordinating technical aspects of performances. Ideal candidates are creative, detail oriented, and passionate about the arts. This internship offers hands on experience in the performing arts within a vibrant school environment.
Charter School	Capital City Public Charter School	2	Less than 10	Seeking a High School Sports Management Intern to assist with event planning, scheduling, and coordination of athletic programs. Responsibilities include supporting coaches, managing equipment, and helping with game day operations. Ideal candidates are organized, detail oriented, and passionate about sports. This internship offers hands on experience in sports management within a dynamic school environment.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	Cesar Chavez Parkside High School	10	Less than 10	Media Group members will live broadcast all Chavez home varsity boys' and girls' basketball games, as well as, volleyball games. They will also document school events using cameras and video. They will receive training and guidance from Media Club advisors who are communication experts and hold degrees in the field. • Students will gain an introduction to media by learning o Beginner and advanced video production techniques o Broadcasting journalism o Film/ photography Podcasting
Charter School	Cesar Chavez Parkside High School	15	Less than 10	Media Group members will live broadcast all Chavez home varsity boys' and girls' basketball games, as well as, volleyball games. They will also document school events using cameras and video. They will receive training and guidance from Media Club advisors who are communication experts and hold degrees in the field. • Students will gain an introduction to media by learning o Beginner and advanced video production techniques o Broadcasting journalism o Film/ photography Podcasting

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	Cesar Chavez Parkside High School	15	Less than 10	Media Group members will live broadcast all Chavez home varsity boys' and girls' basketball games, as well as, volleyball games. They will also document school events using cameras and video. They will receive training and guidance from Media Club advisors who are communication experts and hold degrees in the field. • Students will gain an introduction to media by learning o Beginner and advanced video production techniques o Broadcasting journalism o Film/ photography Podcasting
Charter School	Friendship Collegiate Academy	25	Less than 10	The students in this position will work with the FPCS Director of Technology to Provide technical assistance to staff on hardware and software related issues. Learn to install, configure, and troubleshoot computer systems, hardware, and software. Monitor system performance and troubleshoot any issues.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	Friendship Collegiate Academy	25	Less than 10	Scholars will work with the Chief of Communications for FPCS. Tasks will include Helping to maintain project timelines and deadlines, and organizing and executing events. Conducting market research and identifying publicity opportunities Answering phone calls and emails, and providing general administrative support. Maintaining the marketing department's documentation, databases, and media assets.
Charter School	Kingsman Academy Public Charter School	15	Less than 10	The Cosmetology Intern is responsible for the service of customers in a timely, efficient, sanitary and consistent manner. You must be prepared to work in a fast paced, high pressure work environment, while maintaining the organizational ability to identify and act on job duties quickly and effectively. The cosmetology intern must be prepared to work as a team member in a dynamic workplace and follow all safety procedures.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	Kingsman Academy Public Charter School	5	Less than 10	The Culinary Intern is responsible for the preparation of high quality food in a timely, efficient, sanitary and consistent manner. You must be prepared to work in a fast paced, high pressure work environment, while maintaining the organizational ability to identify and act on job duties quickly and effectively. The Culinary Intern must be prepared to work as a team member in a dynamic workplace and follow all safety procedures.
Charter School	Kingsman Academy Public Charter School	20	Less than 10	This internship is designed to provide valuable hands on experience and insight into post secondary education and career pathways. As an intern, you will work closely with our experienced staff, engage in various projects, and gain exposure to real world applications of your academic knowledge. You will1. Conduct research on educational trends, training methods, and career development opportunities.2. Assist in organizing and participating in workshops, seminars, and other training related events.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	SEED PCS	19	15	Students will work on community service projects to run the school store and support community events and ceremonies. Students will also assist with check out on Friday and help with uniform distribution. Students will work to support dorm beautification, campus operations, and special projects and parent events. Students will assist with front desk operations with mail delivery, package sorting, and
Charter School	St. Coletta Special Education Public Charter School	25	Less than 10	Daily Goals restock the second floor kitchen in the Administration area and check with the House 4 and House 5 SECs or AHAs for the list of duties for that day. They may include delivering document packets to House 4 teachers, shredding documents, making copies, and organizing the changing room. Procedures for restocking Administration area kitchen 1.Clock in. 2.Check visual checklist of items needed for that day's job. 3. Travel to second floor Administration kitchen. 4.Take inventory of forks, knives.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	St. Coletta Special Education Public Charter School	25	Less than 10	Goal provide janitorial services such as sweeping hallways and stairwell, check restrooms and conference rooms, and clean windows. Procedures 1.Clock in. 2.Check visual schedule for job/jobs to be performed that day. 3.Check visual checklist of items needed for that day's job/jobs. 4.Check visuals showing where janitorial services are to be performed. 5.Sweep hallways and stairwells in Houses 1 5 depending on the day of the week. 6.Don gloves and clean sink, mirror, faucet, and door handle in House 1 5
Charter School	St. Coletta Special Education Public Charter School	25	Less than 10	Goal beautify school exterior inside fence from the basketball court area to end of Village Green. Job skills & duties 1. Clock in. 2. Go to shed and enter code 6521 to open. 3. Check visual schedule for job/jobs to be performed that day. 4. Get visual checklist of items needed for that day's job. 5. Retrieve gloves, lawn mower, and rake from the shed after the staff member unlocks the shed. Directions for mowing 6. Check visual of areas to be mowed and raked. 7. Mow the first section of grass.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	St. Coletta Special Education Public Charter School	25	Less than 10	Goal collect, wash, dry, and fold laundry. 1. Collect dirty clothing from classrooms. 2. Put laundry in washer. 3. Put in detergent. 4. Turn on washer. 5. Set timer. (Return to washer when timer goes off.) 6. Leave changing room. 7. Take out laundry from washer. 8. Open dryer. 9. Put laundry in dryer. 10. Turn on dryer. 11. Set timer. Return to dryer when timer goes off. 12. Open dryer. 13. Take out dry laundry. 14. Place laundry in basket. 15. Fold laundry.
Charter School	St. Coletta Special Education Public Charter School	25	Less than 10	Goal set up stand by putting up tables, placing snacks in bins on shelves, posting prices, enabling iPad and square, set up folding chairs, get bags ready for customers. Greet customers, show snacks that can be ordered, take customers orders, process payments, and bag snacks. At end of store hours, break down tables and return to alcove, fold chairs and return, stack supplies on cart, help push cart and wheeled shelves to testing closet, clock in and out.



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	St. Coletta Special Education Public Charter School	25	Less than 10	Gather orders, travel to stocking closet, unlock stocking closet, place items to be delivered on cart, and then deliver paper towels, tissues, medium gloves, large gloves, extra large gloves, wipes, and cleaning solution to classrooms in House 1, House 2, House 3, House 4, House 5, and the Nursing Suite. Travel to the Administrative Office on the second floor, report to the Receptionist, gather mail for delivery, deliver mail to executive personnel.
Charter School	St. Coletta Special Education Public Charter School	25	Less than 10	Provide van washing services such as vacuum carpet, cleaning tires and windows. 1. Clock in. 2. Check visual checklist of items need for that day's job. 3. Travel to loading dock to vans. 4. Fill 2 buckets with soapy water. 5. Hose/Rinse off the van from top to bottom. 6. Wash tires with stiff brush. • Dip stiff brush into 1 bucket of soapy water. • Brush to clean tires. • Rinse the wheels of with the hose. 7. Dip a van wash mitt or sponge into soapy water. 8. Wipe the van from top to bottom. 9. Rinse the v

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Charter School	The Washington Latin PCS	15	12	TA will support classroom activities by assisting the lead teacher with instructional responsibilities, managing classroom behavior, and providing individualized support to students. Key duties include preparing materials, supervising students during lessons and activities, helping to implement lesson plans, and facilitating small group work. Intern should have good communication skills, and patience.
Community Base /	Atlas Performing Arts Center	15	Less than 10	Participants will create, build and manage an original musical based on their experiences. The three primary goals for participants in the program are Proficiency in technical theater; Proficiency in story telling using acting, singing, dancing; skills in collaboration and leadership; and employability in the arts. City at Peace takes place at the Atlas Performing Arts Center under supervision of professional artists and arts administrative professionals.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Be the Blessing Foundation	1	Less than 10	Express your creativity while making a positive impact as a Fashion Design Intern. Your responsibilities will include Assisting in designing clothing for charity fashion shows Helping with upcycling projects to reduce textile waste Creating mood boards and sketches for themed collections Learning about sustainable fashion practices Supporting the organization of fashion related fundraising Basic sketching and drawing skills Familiarity in color theory & Textile Interest in sustainable and ethical fashion
Community Base /	Be the Blessing Foundation	1	Less than 10	Assisting with data collection on local housing trends Helping to conduct surveys and interviews with community members Supporting the creation of informational materials about gentrification Participating in community meetings and discussions Learning about urban planning and community development Interest in urban issues and community development Strong research and analytical skills Ability to handle sensitive topics with maturity Good communication skills and empathy for diverse perspectives

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Be the Blessing Foundation	1	Less than 10	<p>Join our Healthcare Support team to make a difference in community health initiatives. As an intern, you'll</p> <ul style="list-style-type: none"> <li>Assist in organizing health awareness events</li> <li>Help compile and distribute health education materials</li> <li>Support data entry for health related programs</li> <li>Participate in community outreach activities</li> <li>Learn about healthcare challenges in underserved communities</li> </ul> <p>Requirements</p> <ul style="list-style-type: none"> <li>Interest in healthcare and community service</li> <li>Basic understanding of health and wellness concepts</li> <li>Good organizational and interpersonal</li> </ul>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Be the Blessing Foundation	1	Less than 10	As a Marketing Intern at Be the Blessing Foundation, you'll gain hands on experience in promoting our mission and programs. You'll assist with Creating content for social media platforms Designing flyers and brochures for events Brainstorming innovative marketing strategies Analyzing engagement metrics and preparing reports Collaborating with team members on marketing campaigns Requirements Strong written and verbal communication skills Basic knowledge of social media platforms Creativity and enthusias
Community Base /	Be the Blessing Foundation	1	Less than 10	Position to continue working with Miles throughout his education. Miles is a part of our Pathway Program.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Be the Blessing Foundation	1	Less than 10	<p>Help amplify voices and share inspiring stories as a Podcast Editor Intern. Your role will involve</p> <ul style="list-style-type: none"> <li>Assisting with audio editing and post production of podcast episodes</li> <li>Helping to research and develop podcast topics and guest lists</li> <li>Supporting the creation of show notes and transcriptions</li> <li>Learning about podcast marketing and distribution</li> <li>Participating in brainstorming sessions for new podcast ideas</li> <li>Interest in audio production and storytelling</li> <li>Familiarity with audio editing software</li> <li>Attention to details</li> </ul>
Community Base /	Be the Blessing Foundation	6	Less than 10	<p>Dive into the world of nonprofit technology as a Data and Tech Intern. You'll contribute by</p> <ul style="list-style-type: none"> <li>Assisting with database management and data entry</li> <li>Helping to analyze program impact data</li> <li>Supporting the maintenance of the foundation's website</li> <li>Learning about cybersecurity best practices for nonprofits</li> <li>Participating in tech related community outreach programs</li> <li>Strong interest in technology and data analysis</li> <li>Basic computer skills and familiarity with spreadsheets</li> <li>Attention to detail and problem solving abilities</li> </ul>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Black Student Fund	1	Less than 10	Duties provide math homework help for middle school children and making students comfortable with math packages such as MatLab, NumPy, Matplotlib and similar math packages. The classes are small (~5 students) and the subjects will be pre algebra, and other pre calculus subjects. Duties include instruction in small class settings (typically ~5 students), administering periodic quizzes, and light administrative tasks such as taking attendance and keeping up with student program. Attend meetings with supervi
Community Base /	Boys & Girls Clubs of Greater Washington (Jelleff)	10	Less than 10	PRIMARY FUNCTION Assist Membership Clerk in their duties KEY ROLES (Essential Job Responsibilities) 1. Maintain accurate daily records of membership and attendance information. 2. Make periodic statistical reports on membership, attendance, and dues/fees 3. Keep files related to membership, attendance, and dues/fees up to date 4. Greet/screen all club members and visitors and refer to appropriate staff. 5. And other duties as assigned

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Community Base /	Boys & Girls Clubs of Greater Washington (Jelleff)	8	Less than 10	<p>POSITION SUMMARY Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. KEY ROLES (Essential Job Responsibilities) Prepare Youth for Success</p> <ul style="list-style-type: none"> <li>• Create a SAFE environment that facilitates the achievement of Youth</li> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all</li> </ul>
Community Base /	Boys & Girls Clubs of Greater Washington (Jelleff)	10	Less than 10	<p>POSITION SUMMARY Provides support and direction for activities provided within a specifically focused program area, such as Education, Social Recreation, Arts &amp; Crafts, and Physical Education. KEY ROLES (Essential Job Responsibilities) Prepare Youth for Success</p> <ul style="list-style-type: none"> <li>• Create a SAFE environment that facilitates the achievement of Youth</li> <li>• Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor</li> <li>• Maintain close professional contact with all</li> </ul>



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Community Base /	Boys & Girls Clubs of Greater	7	Less than 10	TEENS WILL PARTICIPATE IN BCGCW PROGRAMING
Community Base /	Bread for the city	0	0	Bread for the City is seeking a virtual intern, for the Michelle Obama Southeast center to assist program managers with the daily operations of the food and clothing departments, including food distributions, clothing distributions, food packing, sorting donations and clothes. This program cares for the overall well being of our community, assists with problem solving, and connects individuals with appropriate resources.
Community Base /	Bread for the city	0	0	Bread for the City is seeking a Volunteer Coordinator, SE/ NW to lead community and volunteer engagement initiatives in support of multiple programs, including food, clothing, social services, legal representation, and advocacy for those living on low incomes in Washington, DC. This program cares for the overall well being of our community, assists with problem solving, and connects individuals with appropriate resources. This person will bring Bread for the City's commitment to service out to the broader

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Community Base /	CapoeiraDC	0	0	CapoeiraDC is a nonprofit whose mission is to promote the Afro Brazilian martial art of capoeira in the DC community. Capoeira was developed by African warriors enslaved in Brazil and wielded to fight for their freedom. Today, CapoeiraDC empowers kids and adults to grow stronger together through capoeira's art form, history, and culture. Learn more at capoeiradc.com. We are seeking teens and young adults who are already proficient in Capoeira to participate in our teaching assistant and leadership developm
Community Base /	Carnegie Academy for Science Education (at Carnegie Institution for Science)	0	0	Recruit and maintain relationships with current and prospective students/teachers; Communicate with program participants as directed to build ongoing relationships with schools; Assist at outreach events to recruit program participants; Learn specific laboratory Maintain equipment and supplies in accordance with established lab protocols; Maintain ongoing inventory of CASE supplies and equipment – notify staff when additional items are needed or if repair is required. Supports all CASE's education programs;

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Children's Legacy Theatre	10	Less than 10	<ul style="list-style-type: none"> <li>•An ability to learn skills like imagination, emotional honesty and empathy</li> <li>•An ability to focus and listen</li> <li>•Vocal training, expressiveness and clarity</li> <li>•Reading, research and text analysis skills</li> </ul>
Community Base /	Children's Legacy Theatre	4	Less than 10	<ul style="list-style-type: none"> <li>•Reinforce the mood and style of the production</li> <li>•Distinguish between major and minor characters</li> <li>•Change an actor's appearance</li> <li>•Suggest changes in character development and age</li> </ul>
Community Base /	Children's Legacy Theatre	6	Less than 10	<ul style="list-style-type: none"> <li>• Works collaboratively with the Director and Designers to fulfill the vision or concept of the production</li> <li>• Works with Director and Music Director to integrate choreography into the production</li> <li>• Empowers and motivates participants to perform to the best of their capabilities</li> <li>• Attend all scheduled rehearsals</li> <li>• Attend all production meetings</li> </ul>
Community Base /	Children's Legacy Theatre	4	Less than 10	<ul style="list-style-type: none"> <li>• Evoke the appropriate mood</li> <li>• Indicate time of day and location</li> <li>• Shift emphasis from one stage area to another</li> <li>• Reinforce the style of the production</li> <li>• Make objects on stage appear flat or three dimensional</li> <li>• Blend the visual elements on stage into a unified whole</li> </ul>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Children's Legacy Theatre	3	Less than 10	To capture, edit, and show off the experience of the clt programming.responsible for recording live events and small scale video productions. Videographers focus on smaller productions like documentaries, live events, short films.
Community Base /	Children's Legacy Theatre	6	Less than 10	<ul style="list-style-type: none"> <li>• a rough sketch of the set in the preliminary phase</li> <li>• floor plans drawn to scale showing from above the general layout of each set and the placement of the furniture and large props</li> <li>• front elevations giving a view of the elements of the set from the front and showing details like windows or platforms</li> <li>• miniature three dimensional models showing how each set will look when finished.</li> </ul>
Community Base /	Children's Legacy Theatre	2	Less than 10	<ul style="list-style-type: none"> <li>• motivate actions onstage and indicate events taking place offstage</li> <li>• establish the time of day, season and weather</li> <li>• locate the action in a specific place</li> <li>• create mood and changes in mood</li> <li>• stimulate audience expectations of what is to come</li> <li>• provide information about the characters</li> <li>• build transitions between scenes</li> <li>• offer shortcuts that rapidly advance the plot or recall past events</li> </ul>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Children's Legacy Theatre	2	Less than 10	<ul style="list-style-type: none"> <li>• scheduling and running rehearsals</li> <li>• communicating the director's wishes to designers and crafts people</li> <li>• coordinating the work of the stage crew</li> <li>• calling cues and possibly actors' entrances during performance</li> <li>• overseeing the entire show each time it is performed</li> </ul> <p>In conjunction with the director, the stage manager determines the scheduling of all rehearsals and makes sure everyone involved is notified of rehearsal times, meetings.</p>
Community Base /	CompuRecycling Center, Inc	0	0	<p>As a transformative healthcare pipeline, Medical Ascension provides youth interested in entering the healthcare profession with the opportunity to gain real world clinical skills using healthcare instruments (such as stethoscopes, ophthalmoscopes, blood pressure cuffs, etc.), improve their healthcare career readiness, and strengthen their health literacy through its hands on learning experiences, its Medical Ascension Community Health Stations, and its innovative project based activities.</p>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	CompuRecycling Center, Inc	13	11	As a transformative healthcare pipeline, Medical Ascension provides youth interested in entering the healthcare profession with the opportunity to gain real world clinical skills using healthcare instruments (such as stethoscopes, ophthalmoscopes, blood pressure cuffs, etc.), improve their healthcare career readiness, and strengthen their health literacy through its hands on learning experiences, its Medical Ascension Community Health Stations, and its innovative project based activities.
Community Base /	CompuRecycling Center, Inc	18	13	As a transformative healthcare pipeline, Medical Ascension provides youth interested in entering the healthcare profession with the opportunity to gain real world clinical skills using healthcare instruments (such as stethoscopes, ophthalmoscopes, blood pressure cuffs, etc.), improve their healthcare career readiness, and strengthen their health literacy through its hands on learning experiences, its Medical Ascension Community Health Stations, and its innovative project based activities.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	D.O.L.L.S & DREAMS INC	14	Less than 10	<p>This visionary program aims to empower, educate, and enhance the quality of life for today's youth by providing essential tools for a successful transition into the entrepreneurial workforce. The program covers essential life skills and knowledge, including social and emotional awareness, work readiness, business ownership, and entrepreneurship, ensuring a comprehensive approach to youth development. (Virtual) 2 Hour Session 400PM 600PM.</p>
Community Base /	D.O.L.L.S & DREAMS INC	12	Less than 10	<p>The program covers essential life skills and knowledge, including social and emotional awareness, work readiness, business ownership, and entrepreneurship, ensuring a comprehensive approach to youth development. Whether participants aspire to become business leaders or enhance their skills for the evolving job market, they undergo intensive training to leverage their unique talents for creating successful enterprises. (Virtual) 2 Hour Session 400PM 600PM</p>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Dance Dimensions	2	Less than 10	Train in ballet, modern, jazz, tap and Acro in order to develop skills necessary to become a professional dancer. These classes done in a pre professional environment with high trained and acclaimed teachers. Students are also taught discipline, structure, time management and leadership. Classes are Monday through Thursday as well as Saturdays. Placement will be based on dancers level. Dancers must have experience training in a formal dance program. Must have a minimum of 6 years of ballet training.
Community Base /	Discover Fun Camp	15	Less than 10	We desire staff who are enthusiastic, full of energy, and love working with school age kids. If you have a speciality (dance, cheer, cooking, sports, STEM, Horticulture, Music, Art) you will be best fit for Discover Fun Camp. Conduct and maintain daily attendance records. Ensure safety and supervision to a group of 15 children. Ensure that activities are planned and followed for the children. Communicate with parents / guardians in a professional and courteous manner. Assist children with their homework



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Divine by Design Mentoring Co	0	0	We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our organizations general administrative activities.
Community Base /	Divine by Design Mentoring Co	0	Less than 10	Responsible for planning community events to include community fairs, arts and crafts fairs, health and wellness fairs, community workshops, annual toy and turkey drive. Assist with promoting and ensuring all details are in place.
Community Base /	Divine by Design Mentoring Co	0	0	We are looking for a talented Social media manager to administer our social media accounts. You will be responsible for creating original text and video content, managing posts and responding to followers. As a Social media manager, we ask that you to be up to date with the latest digital technologies and social media trends. You should have excellent communication skills and be able to express our organizational views creatively.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Do The Write Thing of DC	4	Less than 10	High school students during almost the entire 2023 2024 school year will participate in SYIP. Through activities sponsored by Do The Write Thing of DC, youth will learn how to write scripts and dialogue for a video presentation on responding to social problems such as racism, violence and economic inequity. They will also learn how to produce their own presentations on these issues and present them to their classmates.
Community Base /	Ethiopian Community Service and Development Council	55	54	Worksite ETHIOPIAN COMMUNITY SERVICE AND DEVELOPMENT COUNCIL INCCareer Category Community and Social ServicesJob Title SOFT SKILLS USING CAREER EDGEJob DescriptionWork readiness skills including the foundational cognitive skills with reading for information, locating information , and problem solving with critical thinking. Youth will do basic job duties for an administrative assistant position that includes planning, directing, and producing. Youth will also engage in college prep workshops.
Community Base /	Father Factor	17	16	Participate in virtual career exploration, financial literacy and life skills program.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Father Factor	18	17	Participate in virtual career exploration, financial literacy and life skills program.
Community Base /	Fry Non Profit	0	0	Essential Duties• Research funding opportunities that align with the agency mission. • Provide support and receive mentorship as pertains to the full range of activities required to prepare, submit, and manage grant proposals to federal, state, local and private foundation funding sources. • Support the Grant Manager in maintaining a calendar of submissions and other deadlines to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
Community Base /	Fry Non Profit	0	Less than 10	Social Media Intern Job Responsibilities• Manages the company’s social media accounts and posts content. • Brainstorms campaign ideas. • Monitor various social media platforms such as Facebook, Instagram, and Twitter. • Analyzes analytics to gauge the success of campaigns. • Understands the overall concept of the company, including the brand, customer, product goals, and all other aspects of service. • Engages with customers or clients and provides service and/or sales. • Provide suggestions to management

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Future IT	2	Less than 10	Analyze and select appropriate technology. Manage data securely. Design and maintain a secure network. Respond to and resolve security access. Assist in web design and development courses.
Community Base /	George Washington University Upward Bound	5	Less than 10	Program participants will have opportunities to learn how a youth program is efficiently run, and how to use communication software and media management. They will also have trainings and opportunities to be enriched with the college experience through workshops and speakers. This position will be enrichment based and provide participants with a multitude of non traditional internship experiences.
Community Base /	George Washington University Upward Bound	15	Less than 10	Program participants will have opportunities to learn how a youth program is efficiently run, and how to use communication software and media management. They will also have trainings and opportunities to be enriched with the college experience through workshops and speakers. This position will be enrichment based and provide participants with a multitude of non traditional internship experiences.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Horton's Kids	10	Less than 10	Horton's Kids Emerging Leaders Program is open to high school teens in 11th and 12th grade looking to level up their leadership skills as they prepare for college, career, and life. Teens will engage in college and career readiness workshops, go on field trips for college and college and career explorations, and will be eligible to participate in community service opportunities! HK Emerging Leaders will also complete a post secondary plan that will be their roadmap to success.
Community Base /	I SAW DC! / Learn Live In Color I SAW Global Communities	0	0	Develop and oversee the marketing of related services through outreach, education, social media, public relations and promotions. Responsible for public outreach and community involvement in upcoming community based education programs. Identifying outreach needs, developing messages and materials, coordinating and implementing various outreach forms, collecting data, and evaluating program effectiveness and report writing. Developing press releases, brochures, and other marketing materials.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Joy of Motion Dance Center	1	Less than 10	The Communications and Social Media Associate will collaborate with the Studio Manager to create and execute communication plans, create social media content, assist with marketing campaigns, contribute to newsletters, and set up communications for the school year. The Associate will utilize Google Suite, Hootsuite, Canva, and other social media and communications tools to develop well rounded, topical, high impact campaigns. The Associate will leave with a portfolio of work.
Community Base /	Joy of Motion Dance Center	0	0	Performers will rehearse daily in various styles including ballet, jazz, hip hop, and other styles in preparation for performance(s). The dancers will learn choreography and performance techniques to strengthen skills and talents. Dancers will perform in the DMV at locations to be determined. Dancers should have a dance background in multiple techniques and will be selected via audition. Performers will receive training and performance in theater and vocal. Performances will take place in various Wards.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Joy of Motion Dance Center	0	0	The Studio Manager Intern will work with either the Youth or Adult Studio Manager to enter classes, communicate with teachers and staff, research and plan special events, draft communications to the community, and plan and conduct marketing/outreach efforts. This position includes administrative tasks and proactive thinking. The intern will be directly supervised by a Studio Manager on site at H Street.
Community Base /	Kingman Boys & Girls Club	2	Less than 10	*Help to create a place for club members to have fun, learn, explore, and make new friends *Support and assist program staff with implementing a variety of activities, including but not limited to arts & crafts, sports & recreation, games, and other related club activities; participate in camp wide activities and special events *Support and promote a safe and healthy environment for all club member*Provides necessary clerical support*Aides staff during snack time

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Kingman Boys & Girls Club	2	Less than 10	Responsibilities include, but is not limited to answering the phone, taking messages, light typing, faxing, and other administrative tasks such as filing, copying, organizing, assisting with inventory, greeting visitors, helping with social media and marketing efforts, sharing information about upcoming events and activities, and supporting arrival and pick up procedures. There may also be a need to assist with the Kingman Kloset Initiative.
Community Base /	Kingman Boys & Girls Club	3	Less than 10	*Help to create a place for club members to have fun, learn, explore, and make new friends *Support and assist program staff with implementing a variety of activities, including but not limited to arts & crafts, sports & recreation, games, and other related club activities; participate in camp wide activities and special events *Support and promote a safe and healthy environment for all club member*Provides necessary clerical support*Aides staff during snack time



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Kingman Boys & Girls Club	1	Less than 10	*Aid with the development of content for Kingman’s social media channels and website*Document activities and events through photography, and videography; as well as, tracking success stories and collecting quotes.*Help to organize the program’s various content databases to support future promotional efforts.*Work closely with the Program administrators & staff to implement a digital media strategy; ensuring content/messaging is relevant to organizational goals.
Community Base /	Latin American Youth Center	18	13	Join the Peace Building Team! Peace building begins with youth. Explore your identity and express yourself through art. Learn how to manage stress and have a positive mindset. You will also learn ways to manage conflict with friends and family. You will work to build peace in the community. You will work with your team to facilitate a community peace building project in the community. Come create a peaceful community.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Legendary Creators	4	Less than 10	This position offers hands on experience in digital media. You will collaborate on digital and print content, develop and refine design concepts, and gain valuable skills in design principles and project management. Ideal for students looking to build a portfolio in different aspects of digital media.
Community Base /	Little Lights Urban Ministries	1	Less than 10	Assist with our After School Program with students in elementary and middle school age. In addition, they will be required to attend all College and Career Trainings. They will be required to show up on time and dress appropriately for work. They will need to communicate when they will be out. Little Lights is an non profit organization serving low income families in Washington, DC. We provide programs year round

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Little Lights Urban Ministries	0	0	Assist with our After School Program with students in elementary and middle school age. In addition, they will be required to attend all College and Career Trainings. They will be required to show up on time and dress appropriately for work. They will need to communicate when they will be out. Little Lights is an non profit organization serving low income families in Washington, DC. We provide programs year round
Community Base /	Little Lights Urban Ministries	0	0	Assist with our After School Program with students in elementary and middle school age. In addition, they will be required to attend all College and Career Trainings. They will be required to show up on time and dress appropriately for work. They will need to communicate when they will be out. Little Lights is an non profit organization serving low income families in Washington, DC. We provide programs year round.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Little Lights Urban Ministries	0	0	Assist with our After School Program with students in elementary and middle school age. In addition, they will be required to attend all College and Career Trainings. They will be required to show up on time and dress appropriately for work. They will need to communicate when they will be out. Little Lights is an non profit organization serving low income families in Washington, DC. We provide programs year round.
Community Base /	Mikva Challenge DC	1	Less than 10	Make your voice heard in local and national politics! Be part of a citywide community of youth leaders who learn about and engage with campaigns, elections, and local safety & justice issues.
Community Base /	Mikva Challenge DC	3	Less than 10	Represent your school on the Citywide Student Voice Council, a coalition of high school changemakers from every DCPS school who will come together for weekly sessions to identify issues impacting school culture by sharing your experiences, getting peer input & research, pilot student created solutions in schools, and collaborate with DCPS leaders to implement real improvements to schools.

<b>Sector (e.g., non-profit, public school, local agency)</b>	<b>Site Name</b>	<b>No. of Placement Opportunities</b>	<b>No. of Youth Assigned</b>	<b>Brief Description of Job Duties</b>
Community Base /	Multi-Media Training Institute	5	Less than 10	Students will be given an opportunity to use the Full Adobe Software to learn digital graphic design, video editing, and Adobe Photoshop.
Community Base /	Multi-Media Training Institute	5	Less than 10	Students will learn how to manage their money wisely and be exposed to the banking system
Community Base /	Multi-Media Training Institute	5	Less than 10	Learning with Coursera and touch on the basics of IT and will advance to the various Google and Microsoft Certifications
Community Base /	Multi-Media Training Institute	2	Less than 10	Students will learn how to be job ready which includes resume development
Community Base /	Multi-Media Training Institute	6	Less than 10	Students will learn the basics of radio broadcasting and podcasts.
Community Base /	Multi-Media Training Institute	5	Less than 10	Students will learn theater production like lighting and audio, and stage management
Community Base /	Multi-Media Training Institute	5	Less than 10	Students will learn skills regarding cameras, lighting, and audio

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	National Association for Kidpreneurs	2	Less than 10	This In Person experience will introduce students to the screen printing, embroidery, and the business of t shirt design. Students will learn have hands on experience screen printing various articles of clothing. Students may also learn how to tie dye various clothing articles. Some customer service training and operations training will be available also. Students will receive instruction on creating a business plan and financial literacy.
Community Base /	National Association for Kidpreneurs	2	Less than 10	Create social media posts across various platforms, create video shorts, reels, and video content for social media. Utilize various templates, AI, and other resources to create content. Work with others to create a content strategy that is current. Must be able to take direction and willing to be trained on how to use new apps and resources. An interest in youth entrepreneurship and financial literacy is a plus.
Community Base /	National Association for Kidpreneurs	3	Less than 10	Intern will make phone calls, gather data, create spreadsheets, and do outreach. InterSocial media
Community Base /	Open Goal Project	1	Less than 10	Assist with all elements of OGP/DCFC training sessions and programs.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Rare chemistry	1	Less than 10	The Field Marketer will implement marketing initiatives and promote products or services directly to consumers and businesses. This role involves traveling to various locations, engaging with customers, gathering market intelligence, and supporting sales teams to increase brand visibility and drive revenue.
Community Base /	Rare chemistry	0	0	In this role you will research social media trends. Create promotional post,flyers, and ads using graphics and videos. Design and Develop Social Media Strategies set goals to enhance brand awareness, and increase engagement. Manage Multiple Social Media Platforms Oversee all social media platforms of the company, including Facebook, Twitter, Instagram, TikTok, and YouTube.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Rowthelifestyle	0	0	As an Accounting/ Financial analyst, the candidate will participate in Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records. Candidates could build financial models to prepare financial forecasting reports. And working with bookkeeping software, the candidate also needs to support professional tax preparers and assist with general office duties, including preparing federal, state, and international tax filing. Overall, the candidate could base on
Community Base /	Rowthelifestyle	0	0	Connect with clients and collect their feedback Utilize social medias (Facebook, Tiktok,etc.) to outreach specific audiences. Assist marketing team in designing social media posts and email campaigns Work with web design team to improve website performance. Utilize CMS Platform tools to manage all digital content created by clients. Provide assistance to the marketing research, especially competitors' marketing strategies. Periodically updated webpage contents to improve user experience. Utilize CMS platfor



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	SchoolTalk Inc	0	0	SchoolTalk is creating a youth council to involve young people in making decisions and advocating for things they care about in D.C. The work you do will specifically serve students with disabilities and Black, Indigenous, and other youth of color (BIPOC). As a Youth Steering Committee member, you'll team up with other students and SchoolTalk staff to create and lead a youth council. You'll receive training in advocacy, join in activities to connect with the community, and work together with other youth.
Community Base /	Syrian American Medical Society	0	0	The Syrian American Medical Society is looking for motivated individuals who are interested in gaining valuable, hands on experience and making a real difference while working within an international humanitarian non profit organization focused on efforts in the Middle East. SAMS' interns will have the exciting opportunity to work, learn, and develop their skills in the community health field. Interns provide administrative and project support within their department.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Temple of Mother Earth	0	0	The primary responsibility of this role is to distribute promotional flyers, brochures, and other marketing materials in designated areas. The ideal candidate should possess excellent communication skills, be able to work independently, and have a friendly demeanor to effectively engage with potential customers.
Community Base /	Temple of Mother Earth	0	0	A Forest Cleaner is responsible for ensuring that forest areas are maintained in a clean and safe condition for visitors. Duties may include picking up litter, cleaning up campsites, and disposing of hazardous materials. They must be able to work both independently and in a team setting. A forest cleaner is responsible for helping to maintain the health of a forest by removing debris, litter, and other harmful materials from the area. This includes picking up trash, cutting away overgrown vegetation

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Temple of Mother Earth	0	0	As a social media manager, you will play a crucial role in developing and implementing social media strategies to enhance our brand presence and engage our audience across various platforms. Create engaging and relevant content for our social media channels (including Facebook, Instagram, Twitter, LinkedIn, etc.). Monitor social media platforms for trends and opportunities to drive engagement and growth.
Community Base /	Temple of Mother Earth	0	0	We are seeking a motivated and experienced Team Leader to join our dynamic organization. As a Team Leader, you will be responsible for supervising, overseeing, and guiding a team of employees to ensure efficiency, productivity, and excellent performance. You will play a crucial role in maintaining a positive and cohesive work environment while achieving operational goals and targets. Lead and supervise a team of employees. Set clear team goals and motivate team members to achieve them

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	The KRoussaw Foundation	8	Less than 10	Under the supervision of the Program Coordinator and the Director of Programs, the Junior facilitators assist and tend to program areas in their care. The Junior facilitators help leadership staff ensure that the program functions smoothly and efficiently, befriending program participants and helping to make their experience fun, safe, and wholesome.
Community Base /	The TRIGGER Project	2	Less than 10	Responsible for learning leadership style Charged with understanding root causes and risk factors that lead to gun violence
Community Base /	The Village Network	0	0	The Village Network is a nonprofit empowering Black and Brown students in Washington, DC. The Administrative & Programs Intern serves as a direct line of support to the CEO and our youth program. This hybrid role includes working directly with middle school boys in leadership/mentoring program (on site) completing small projects as needed by the CEO (virtual) receiving coaching and professional development (virtual)Contact Marcus Wilson at <a href="mailto:marcus@village network.org">marcus@village network.org</a> if interested.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Theatre 202	0	0	Students will participate in Dozo Drama, an afterschool theatre arts program run by Caity Schneeman, Executive Director of Theatre 202. Students will gain value skills in all areas of theatre production, including acting, singing, dancing, lights, sound, costumes, set construction, etc. They will also gain valuable experience on how to be a professional young adult, as they will be expected to log their hours, communicate proactively with their supervisors, and take accountability for their performance.
Community Base /	Thurgood Marshall Student Programs	0	0	The interns will participate and assist in leading various initiatives that affect the city. The initiatives include Leadership development, STEM, Financial Literacy, Community Service. Interns will contribute to newsletters, literature and media that communicate the work of the center. The interns will present and develop public speaking skills.
Community Base /	Thurgood Marshall Student Programs	0	0	This position will participate and support initiatives in the city concerning teen health, STEM, community service, and leadership seminars in the city. This position will develop public speaking skills and abilities.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	UPO Workforce Building Careers Academy	15	11	Youth will participate in Construction Trades Exploration including hands on, small trades projects, tool and machine usage and construction math. Students will also receive OSHA 10 training and NCCER Core Safety Training in our Saturday Workshops. Students will also participate in weekly online hybrid training via the NCCER Career Starter and Build Your Future online applications.
Community Base /	Washington Tennis & Education Foundation	0	0	<p>1. Tennis Coaching Assistance Assist our professional coaches in conducting tennis lessons and practices. Help set up and take down equipment before and after sessions. Provide one on one or small group instruction to young players. Ensure a positive and encouraging environment for all participants.</p> <p>2. <b>**Tutoring**</b> Support students with homework and study sessions in various subjects. Develop and implement engaging educational activities. Monitor student progress and pr</p>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Washington Urban Debate League	0	0	The Washington Urban Debate League is a local D.C. based non profit that supports debate camp at public schools. We teach young people critical communications, research, writing, and advocacy skills to help them succeed in the future. Students participate on school based teams and compete at weekend competitions to cement their skills. Most schools have their own teams, and we'd like to add the remaining schools that don't have programs to this project.
Community Base /	Washington Urban Debate League	25	Less than 10	The Washington Urban Debate League is a local D.C. based non profit that supports debate camp at public schools. We teach young people critical communications, research, writing, and advocacy skills to help them succeed in the future. Students participate on school based teams and compete at weekend competitions to cement their skills. Most schools have their own teams, and we'd like to add the remaining schools that don't have programs to this project.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Y-KNOT Inc.	2	Less than 10	The Outreach Specialist at Y KNOT Inc. plays a crucial role in connecting with the community and promoting the organization's programs. This position involves engaging with youth, families, and other stakeholders to raise awareness about Y KNOT's mentoring programs and services. The Outreach Specialist will report directly to the Executive Director.
Community Base /	Y-KNOT Inc.	2	Less than 10	<p>Responsibilities</p> <p><b>Content Creation</b> Develop engaging and creative content for our social media platforms (Instagram, TikTok, Twitter, Facebook, etc.).</p> <p><b>Scheduling Posts</b> Plan and schedule posts using social media management tools.</p> <p><b>Engagement</b> Interact with followers, respond to comments and messages, and foster a positive community.</p> <p><b>Analytics</b> Monitor and report on social media performance using analytics tools.</p> <p><b>Trends</b> Stay updated with the latest social media trends and incorporate them into our strategy.</p>



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Young Women's Project	14	12	Youth Advocates work with a team of 10 15 peers and an adult staff leader to 1) Define annual campaign priorities; 2) Collect and analyze data; 3) Engage, educate, and mobilize youth members through training and social media; and 4) Work with DC policy makers to create and implement policies that advance youth rights and opportunities. Campaign priorities for 2022 23 include school based mental health & wellness, sexual health education & service access, school safety, and expanding youth workforce
Community Base /	Young Women's Project	34	33	Youth Advocates work with a team of 10 15 peers and an adult staff leader to 1) Define annual campaign priorities; 2) Collect and analyze data; 3) Engage, educate, and mobilize youth members through training and social media; and 4) Work with DC policy makers to create and implement policies that advance youth rights and opportunities. Campaign priorities for 2022 23 include school based mental health & wellness, sexual health education & service access, school safety, and expanding youth workforce

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Youth Entrepreneur Institute	11	Less than 10	. Youth will learn business skills and create STE(A)M related products. (tshirts, cosmetics,3d printed/laser cut products, and/or food service products) This program has two options 1. Work Experience Interns will help manage one of YEI's established in house business. Interns will either work in one of the following departments production (making products), communications & marketing (social media & website management), retail (sales & customer service) and/or business development & finance. 2.Entreprene
Community Base /	Youth Entrepreneur Institute	11	10	. Youth will learn business skills and create STE(A)M related products. (tshirts, cosmetics,3d printed/laser cut products, and/or food service products) This program has two options 1. Work Experience Interns will help manage one of YEI's established in house business. Interns will either work in one of the following departments production (making products), communications & marketing (social media & website management), retail (sales & customer service) and/or business development & finance. 2.Entreprene

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Youth Entrepreneur Institute	10	Less than 10	<p>ligibility Criteria To be eligible for this position, participants must have successfully completed either our MBSYEP or School Year program. Active Business Requirement Applicants must currently be running a business. Tasks include managing your business, website, socials, and finances. Gain experience alongside entrepreneurs, and enhance work readiness skills and expand your network and skills.</p>
Community Base /	Youth Entrepreneur Institute	10	Less than 10	<p>ligibility Criteria To be eligible for this position, participants must have successfully completed either our MBSYEP or School Year program. Active Business Requirement Applicants must currently be running a business. Tasks include managing your business, website, socials, and finances. Gain experience alongside entrepreneurs, and enhance work readiness skills and expand your network and skills.</p>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Community Base /	Youth Entrepreneur Institute	10	Less than 10	To be eligible for this position, participants must have successfully completed either our MBSYEP or School Year program. Active Business Requirement Applicants must currently be running a business. Tasks include managing your business, website, socials, and finances. Gain experience alongside entrepreneurs, and enhance work readiness skills and expand your network and skills.
Community Base /	Youth Entrepreneur Institute	21	20	Eligibility Criteria To be eligible for this position, participants must have successfully completed either our MBSYEP or School Year program. Active Business Requirement Applicants must currently be running a business. Tasks include managing your business, website, socials, and finances. Gain experience alongside entrepreneurs, and enhance work readiness skills and expand your network and skills.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Federal Agency	DC National Guard	6	Less than 10	Performs specialized secretarial duties designed to relieve an administrator of clerical and administrative support detail; coordinates department related communications as assigned. Performs a variety of skilled clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
Federal Agency	U.S. District Court for the District of Columbia, Chambers of Hon. Magistrate Judge Zia M. Faruqi	2	Less than 10	Judicial interns are tasked with assisting Judge Faruqi and his law clerks with various courtroom tasks. That might include legal research and writing (insofar as the intern is trained to do so), summarizing case facts, preparing for hearings and trials. Interns will also observe proceedings and discuss such proceedings with the judge and clerks. They might also interact with other judges' chambers and courthouse staff. This is a great opportunity to learn more about federal court.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	CM McDuffie Office - DC Council	2	Less than 10	Provide constituent services support to the Director of Constituent Services for At Large Councilmember Kenyan McDuffie which includes managing constituent issues and participating in community engagement activities. Constituent Services management includes meeting with residents and businesses to discuss concerns, meeting w District agencies to facilitate resolution and documenting the issues in email and in the CRM tool. Community engagement includes events outside of the office for the office.
Local Agency	DC Public Library	0	Less than 10	The D.C. Public Library is looking for part time library assistants. Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and winter reading. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	DC Pulbic Library	1	Less than 10	The D.C. Public Library is looking for part time library assistants.Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues.
Local Agency	DC Pulbic Library	1	Less than 10	The D.C. Public Library is looking for part time library assistants.Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and winter reading. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	DC Pulbic Library	1	Less than 10	The D.C. Public Library is looking for part time library assistants.Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and winter reading. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues
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Local Agency	DC Pulbic Library	2	Less than 10	The D.C. Public Library is looking for part time library assistants.Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and Discover Summer. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues.
Local Agency	DC Pulbic Library	5	Less than 10	The D.C. Public Library is looking for part time library assistants.Like working with kids and teens? Like arts, crafts, science, and gaming? Library assistants will assist library staff with children's and teens summer program and activities. This includes programs that are part of our Know Your Power arts program and winter reading. Do you like computers? Like helping other people use computers? Library assistants will assist customers with basic computer related issues

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	DCHR, Center for Learning & Development	4	Less than 10	Participating students will work with high performing professionals throughout the District Government. The program will expose students to experiential, hands on, and practical project based tasks, coaching, mentoring, workshops, and other professional development activities, including leadership development presentations from Certified Management Program (CPM) Alumni, Capital City Fellows (CCF) Alumni, and District Leadership Program (DLP) Alumni.
Local Agency	Department of Parks and Recreation	15	13	Lifeguard training program for youth ages 16 & up
Local Agency	Department of Parks and Recreation	15	Less than 10	The Go Go Crank Music Program provides youth the ability to learn the art of the music business and production with various music mentors and educators. studio production, vocal production, song writing, stage presentation and Video production

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	0	0	Introduce teens into the world of the Jewelry. Learn how to develop concepts or creative ideas for craft objects, create prototypes or models of objects to be crafted, create functional or decorative objects by hand. Participants will learn how to combine jewelry and accessories aesthetics, materials, and style methods to create collections. Then our designers will advance in design techniques while gaining a basic knowledge of stones (precious/semi precious), tools, equipment, and supplies utilized in the
Local Agency	Department of Parks and Recreation	0	0	As a modeling apprentice, teens will learn how to pose for artists and photographers, assemble and maintain portfolios, learn modeling and fashion history, applying makeup to face and style hair to enhance appearance, displaying clothing and merchandise, and learn how to stand, turn, and walk to demonstrate features of garments for fashion shows.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	25	23	At the Deanwood Recording Studio, participants gain intermediate knowledge and skills related to Radio Broadcasting. Hands on instructions is provided in Radio Production and Programming Techniques, Voice Overs, Live Studio Recorded Interviews, Sports Casting and Commercials
Local Agency	Department of Parks and Recreation	10	Less than 10	Assist RL staff with mobile outreach activities and events throughout the city in various neighborhoods.
Local Agency	Department of Parks and Recreation	10	10	Assist RL staff with mobile outreach activities and events in various neighborhoods through the city.
Local Agency	Department of Parks and Recreation	10	Less than 10	Assist RL staff with mobile outreach events and activities throughout the city in various neighborhoods.
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	15	10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	11	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
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Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	12	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	25	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	20	19	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	25	22	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	0	0	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	5	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	7	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	20	11	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	5	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	13	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	15	11	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	5	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	10	Less than 10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
Local Agency	Department of Parks and Recreation	10	10	Advancing youth development program designed to assist teens in gaining the necessary skills to ensure greater opportunities for personal success. This program keeps teens busy with productive, fun and engaging activities, field trips and workshops.
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Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Department of Parks and Recreation	0	0	Introduce teens to the world of the Art. Learn how to develop concepts or creative ideas for craft objects, create prototypes or models of objects to be crafted, create functional or decorative objects by hand. Participants will use ink, watercolors, charcoal, oil, or computer software to create artwork while learning visual elements involving line, space, mass, color, and perspective to produce desired effects.
Local Agency	Department of Parks	15	Less than 10	Youth programming at SETLC
Local Agency	DOES OIT	1	Less than 10	A job description includes an overview, role summary, catalog of responsibilities, and the qualifications and experience required for a particular role. It also defines the soft skills and business skills required for success in the role. A job description includes an overview, role summary, catalog of responsibilities, and the qualifications and experience required for a particular role. It also defines the soft skills and business skills required for success in the role.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	DOES- Office of Youth Programs	700	Less than 10	Spring Semester Congratulations, you have been selected to participate in the High School Internship Program (HSIP) Spring Semester. On your application, you either selected no preference or spring semester. The semester runs from February 3, 2025 – May 31, 2025. You will receive your job assignment for the spring, on January 15, 2025. As a reminder, youth cannot participate in both semesters.
Local Agency	DOES- Office of Youth Programs	50	Less than 10	Intern has a school obligation and cannot participate in HSIP
Local Agency	DOES- Office of Youth Programs	50	12	Participant is no longer interested in participating in the program
Local Agency	DOES- Office of Youth Programs	50	Less than 10	Participant is no longer interested in participating in the program
Local Agency	DOES- Office of Youth Programs	50	Less than 10	Has a school obligation and cannot participate in HSIP
Local Agency	DOES- Office of Youth Programs	100	11	Pending a placement
Local Agency	DOES- Office of Youth Programs	50	15	Pending a placement
Local Agency	DOES- Office of Youth Programs	50	Less than 10	Hours 40; Pay Rate \$20/hr
Local Agency	DOES- Office of Youth Programs	50	Less than 10	Behavior Unbecoming
Local Agency	DOES- Office of Youth Programs	50	19	Due to missing 3 consecutive or more days of work
Local Agency	DOES- Office of Youth Programs	50	Less than 10	Because you missed 3 consecutive or more days of work
Local Agency	DOES- Office of Youth Programs	50	Less than 10	Behavior Unbecoming

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	DOES-Marion Barry Youth Leadership Institute	20	17	The Marion Barry Youth Leadership Institute (MBYLI) is a four level year round leadership training and development program for young people in the District of Columbia, ages 14 19. The MBYLI training model emphasizes practical hands on experience and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model, Alpha, Beta, Delta and Omega, has a different focus area The Alpha level focuses on personal growth and development skills
Local Agency	DOES-Marion Barry Youth Leadership Institute	20	11	The Marion Barry Youth Leadership Institute (MBYLI) is a four level year round leadership training and development program for young people in the District of Columbia, ages 14 19. The MBYLI training model emphasizes practical hands on experience and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model, Alpha, Beta, Delta and Omega, has a different focus area The Beta level focuses on community development

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	DOES-Marion Barry Youth Leadership Institute	20	20	The Marion Barry Youth Leadership Institute (MBYLI) is a four level year round leadership training and development program for young people in the District of Columbia, ages 14 19. The MBYLI training model emphasizes practical hands on experience and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model, Alpha, Beta, Delta and Omega, has a different focus areaThe Delta level focuses on college exploration and preparation
Local Agency	DOES-Marion Barry Youth Leadership Institute	20	15	The Marion Barry Youth Leadership Institute (MBYLI) is a four level year round leadership training and development program for young people in the District of Columbia, ages 14 19. The MBYLI training model emphasizes practical hands on experience and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model, Alpha, Beta, Delta and Omega, has a different focus areaThe Omega level focuses on life skills, career exploration, and places Youth Leaders

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	DOES-Marion Barry Youth Leadership Institute	27	21	The Marion Barry Youth Leadership Institute (MBYLI) is a four level year round leadership training and development program for young people in the District of Columbia, ages 14 19. The MBYLI training model emphasizes practical hands on experience and a holistic approach to developing leaders of the 21st century. Each of the four levels of the MBYLI training model, Alpha, Beta, Delta and Omega, has a different focus area
Local Agency	Host-Test	5	Less than 10	ljdf aj afdju aodfiuao igj afdogju do gfojsafd gosjfd gojsdf gojfd gosjfd gojs fdgo sfdj gljdf aj afdju aodfiuao igj afdogju do gfojsafd gosjfd gojsdf gojfd gosjfd gojs fdgo sfdj gljdf aj afdju aodfiuao igj afdogju do gfojsafd gosjfd gojsdf gojfd gosjfd gojs fdgo sfdj gljdf aj afdju aodfiuao igj afdogju do gfojsafd gosjfd gojsdf gojfd gosjfd gojs fdgo sfdj gljdf aj afdju aodfiuao igj afdogju do gfojsafd gosjfd gojsdf g



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Local Agency	Office of the Deputy Mayor for Education	2	Less than 10	Youth will be supporting the Office of the Deputy Mayor's work on secondary pathways. They will be conducting research on the history of vocational education and career technical education in DC which will contribute to a study being led by the Office of Education Through Employment Pathways. As needed, youth will also provide assistance with research and notetaking for hearings and other projects.
Local Agency	Office of the People's Counsel	1	Less than 10	The Front Desk Receptionist is the first point of contact for visitors and clients, responsible for providing exceptional customer service, managing front desk operations, and ensuring a smooth and efficient workflow in the reception area. This role includes greeting guests and answering phone calls.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private School	Archbishop Carroll High School	20	12	To act in either a managerial role to assist in sport programs or extracurricular afterschool, assisting coaches and/or club leaders with the program or participate in a sports program or extracurricular afterschool activity as an active member. One of these roles is both after school and a commitment to the program is expected. Whichever semester you choose, please ensure you have the availability.
Private School	Purpose Academy	3	Less than 10	<p>Maintaining a well equipped training room with supplies for treating injuries such as ice packs and heat wraps Training athletes on proper techniques for shooting, passing, dribbling, and rebounding Determining appropriate training methods for each athlete based on their skill level and ability to learn quickly Supervising practices to ensure that players are following coaches' instructions.....</p> <p>....</p>

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private School	The Katherine Thomas School (The Treatment and Learning Centers)	5	Less than 10	Students will participate in academic, independent living, and employment skills training in the school setting and in the work environment. Students' reading, writing, and math skills will be strengthened in the classroom and on site and off campus experiences will prepare them for independence and successful employment. This includes filling out applications, writing resumes, interviewing skills, budgeting, dressing for success, etc.
Private School	The Katherine Thomas School (The Treatment and Learning Centers)	5	Less than 10	Students will participate in academic, independent living, and employment skills training in the school setting and in the work environment. Students' reading, writing, and math skills will be strengthened in the classroom and on site and off campus experiences will prepare them for independence and successful employment. This includes filling out applications, writing resumes, interviewing skills, budgeting, dressing for success, etc.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	ArtsGroup Inc	3	Less than 10	We are seeking creative youth interested in animation, digital art, or illustration to gain hands on experience in a professional studio. Participants will develop skills in character design, storytelling, and animation software while also assisting with studio upkeep, cleaning and basic facility tasks. Learn more at <a href="http://www.studioplace.com/syep">www.studioplace.com/syep</a> .
Private Sector	Bara Educational Training LLC	5	Less than 10	To equip youth with a set of portable entrepreneurial and leadership skill that include critical thinking, observations, writing, marketing, team building and financial literacy, with a technological basis through spiritual development. To make participants aware of entrepreneurial opportunities through exploring activities that reveal market conditions.To provide youth entrepreneurial skills so that may gain an advantage in the business world and incentive to continue their

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	Bara Educational Training LLC	5	Less than 10	To equip youth with a set of portable entrepreneurial and leadership skill that include critical thinking, observations, writing, planning, marketing, team building and financial literacy, with a technological basis through spiritual development. To make participants aware of entrepreneurial opportunities through exploring activities that reveal market conditions.To provide youth entrepreneurial skills so that may gain an advantage in the business world and incentive to continue their
Private Sector	Bara Educational Training LLC	10	Less than 10	To equip youth with a set of portable entrepreneurial and leadership skill that include critical thinking, observations, writing, planning, marketing, team building and financial literacy, with a technological basis through spiritual development. To make participants aware of entrepreneurial opportunities through exploring activities that reveal market conditions.To provide youth entrepreneurial skills so that may gain an advantage in the business world and incentive to continue their

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Private Sector	Bara Educational Training LLC	10	Less than 10	ob Description To equip youth with a set of portable entrepreneurial and leadership skill that include critical thinking, observations, writing, planning, marketing, team building and financial literacy, with a technological basis through spiritual development. To make participants aware of entrepreneurial opportunities through exploring activities that reveal market conditions. To provide youth entrepreneurial skills so that may gain an advantage in the business world and incentive to continue their
Private Sector	Bara Educational Training LLC	10	Less than 10	ob Description To equip youth with a set of portable entrepreneurial and leadership skill that include critical thinking, observations, writing, planning, marketing, team building and financial literacy, with a technological basis through spiritual development. To make participants aware of entrepreneurial opportunities through exploring activities that reveal market conditions. To provide youth entrepreneurial skills so that may gain an advantage in the business world and incentive to continue their

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	BikramYogaWorks	5	Less than 10	Greet and assist studio members and guests in a friendly and professional manner. Answer inquiries and provide information about class schedules, pricing, and studio policies. Address customer concerns and resolve issues as needed. Ensure the studio is clean, organized, and well maintained at all times. Assist with setting up and cleaning yoga rooms before and after classes. Help maintain inventory of studio supplies. Assist with promoting studio.
Private Sector	Carolina Canyon	3	Less than 10	Carolina Canyon Corporation is seeking a motivated Youth Research Analyst to gain hands on experience in financial analysis and investment strategy. You will learn to assess companies' financial health, identify investment opportunities, create detailed prospectuses, and present findings to the team weekly. This role enhances skills in financial modeling, data analysis, and professional communication while contributing to our mission of empowering communities through education and workforce development.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	Cold Stone Creamery DC	15	Less than 10	Provide customers with a fun filled ice cream experience in the form of creating signature ice creams, shakes, smoothies, etc.
Private Sector	Cold Stone Creamery DC	20	14	Provide fun filled ice cream experience to customers in the form of ice cream, smoothies, shakes, etc.
Private Sector	Designs By Tatanka LLC	20	13	<p><b>**Technology Intern Job Description****Overview**</b>We are seeking a motivated and tech savvy Technology Intern to join our team. You will gain hands on experience working with various cutting edge software and technologies crucial to our business operations. This internship will provide you with a comprehensive understanding of how different software systems integrate to support various functions like cloud computing, project management, device management, customer relationship management, and more.</p>



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	FLINT, LLC	30	Less than 10	Our program offers comprehensive training and preparation for young adults aiming to enter the hospitality and tourism industries. Participants will receive hands on experience and gain valuable insights through mentorship from industry leaders. Successful graduates will have opportunities for job placement within these fields. Additionally, the program includes training in financial literacy and essential soft skills to ensure well rounded professional development.
Private Sector	High Tea Society	1	Less than 10	Social media marketer and content creator—A DC non profit for girls seek intern to assist with developing and implementing traditional and digital marketing strategies and creating social media content to promote an ethics program for girls. Interns will gain experience across a wide array of marketing and public relations responsibilities. Interns will also assist with development of an audio podcasts for teen girls.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	High Tea Society	2	Less than 10	Social media marketer and content creator—A DC non profit for girls seek intern to assist with developing and implementing traditional and digital marketing strategies and creating social media content to promote an ethics program for girls. Interns will gain experience across a wide array of marketing and public relations responsibilities. Interns will also assist with development of an audio podcasts for teen girls.
Private Sector	HR Strong	2	Less than 10	We are currently seeking a motivated and enthusiastic individual to join our Human Resources team as an HR Intern. The HR intern will be responsible for day to day administrative activities, such as managing HR policies and employee benefits, helping create and implement HR management processes, and assisting in personnel management tasks. Responsibilities— Supporting the training and development process by researching and creating training in LMS. – Assisting HR with social media posts and marketing

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	Kinetix ML, LLC	4	Less than 10	As a SWE Intern, you will learn to use professional software development tools while building production software for clients. In this role, you will be expected to write code on a team of full time software engineers to build sports analysis software. Together we will build backend, frontend, and machine learning software for analyzing athletic motions and helping coaches and players improve. You will work underneath an experienced software developer to improve your skills and gain industry experience.
Private Sector	Kumon Math and Reading Center of Georgetown	4	Less than 10	Teaching assistants will help director/supervisor work directly with students who need support with math and reading. The students that will need assistance will range in age from 4 years old to 13 years old. Assistants will grade classwork and homework, they will assist with administering tests, and they will read stories to young children. They may also stock worksheets used for instruction and assemble promotional materials needed for advertising. All hired youths must be proficient in reading and math.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	Maggys Beauty Salon	1	Less than 10	Customer Service Assistant* Serve as front office customer service engagement representative with the clients to Maggy's Beauty Salon* Answer phones, sweep floor, fold towels, and other duties as assigned* Reply to voicemails, emails, and txts from clients to hair stylists* Ability to take a roll up your sleeves and help where needed when the salon is busy* Ability to read, write, and speak Spanish is a plus
Private Sector	POC Learning Academy LLC	3	Less than 10	Position SummaryWe are seeking a dependable and enthusiastic student to join our childcare team as a part time Teaching Assistant. This position provides an excellent opportunity to gain experience working with young children in a professional setting while supporting their growth, exploration, and learning.ResponsibilitiesAssist lead teachers with daily activities, including lessons, playtime, and mealtime.Supervise and engage children in age appropriate activities to promote social skills
Private Sector	Roberts Dynasty LLC Tax Service	2	Less than 10	Assist manager with making appointments, greeting guests, enter information in database

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	Roberts Dynasty LLC Tax Service	2	Less than 10	Assist with greeting clients, answering phones, learning to prepare income taxes
Private Sector	RSN Esportz	11	Less than 10	Participant will do the following Create social media content Organize networking events with local community services Operate broadcasting and technology equipment Engage in community projects with non profits Live stream sporting events within the area Learn skills in leadership, project management, communications, and community
Private Sector	Serenity Management	3	Less than 10	This position is responsible for showing apartment units and providing information to prospective renters, processing rental applications, drafting lease agreements, assisting with tenant related matters, marketing inclusive of social media and event planning and providing general administrative support such as answering phones, responding to emails and filing paperwork.
Private Sector	Serenity Management	2	Less than 10	Inspecting buildings for safety standards, painting, repairing flooring, and working on plumbing, electrical, and HVAC systems, delivering notices to tenants, maintaining interior and exterior grounds and assisting with cleaning as needed.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	The Fresh Food Factory Market	12	Less than 10	<p>lexitarian Administrative and Program Assistant Job Description</p> <p>THE FRESH FOOD FACTORY MARKET To promote economic, health and food equity of the District’s residents, specifically of wards 7 &amp; 8, The Fresh Food Factory Market was established as a social enterprise. It is an incubator market that sells local, healthy and ethnic foods as medicine, supports the purveyors who make them, and train other residents to make these healthy foods.WORKPLACE TRAINING SUMMARY</p> <p>The Market creates a platform to deploy</p>
Private Sector	The Happy Kids Learning Center	7	Less than 10	<p>The Assistant Teacher is responsible for assisting the Teacher in creating, maintaining and managing an attractive, warm, and challenging learning environment for all children enrolled in the child development program. The Assistant Teacher collaborates with all staff to facilitate the utilization of needed services to the children and their families.</p>
Private Sector	The Kitchen	3	Less than 10	Assist customersConduct research

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Private Sector	The Spice Suite	5	Less than 10	The Store Clerk at our spice shop will be responsible for providing excellent customer service, maintaining store organization, and ensuring the shop's products are properly displayed. The ideal candidate will have a keen interest in customer service, and the ability to work in a fast paced environment. Process transactions using the cash register, handle cash, credit, and debit card payments. Monitor the store's ambiance, including lighting, scents, and music, to enhance the customer experience.
Private Sector	Vibrant Textures Hair Studio/ Curls, Cuts, & Colour, LLC	2	Less than 10	To provide exceptional customer service by greeting clients, providing information on goods and services over the phone, promoting the sale of hair care and retail products, assisting in social media marketing, and assisting in upkeep on the salon with tidying responsibilities.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	Anacostia High School Library	10	Less than 10	Anacostia High School students will assist with shelving, marketing of library services, support of library programming, creating reading advocacy initiatives, and collaborating with the DCPS Library Corps. Students will also participate in a college information session linked to library science and participate in DOES student enrichment offerings. Students will create reading initiatives that promote literacy throughout the school.
Public School	Anacostia High School Library	10	Less than 10	Anacostia High School students will assist with shelving, marketing of library services, support of library programming, creating reading advocacy initiatives, and collaborating with the DCPS Library Corps. Students will also participate in a college information session linked to library science and participate in DOES student enrichment offerings. Students will create reading initiatives that promote literacy throughout the school.





Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	Coolidge Media Network	35	30	The Media Intern will assist the media team with a variety of tasks related to content creation, social media management, video production, and digital marketing. This internship is designed to provide hands on experience in the media field, allowing the intern to gain practical skills and insights into the media industry. The ideal candidate is a creative, motivated individual with a strong interest in media and communications. (Coolidge High School Students ONLY)
Public School	CTE Department - Cardozo Education Campus	10	Less than 10	Youth participant will support Academy program planning, complete marketing project goals, hang posters on walls in school building, track inventory of supplies, store and organize supplies and equipment, maintain and enter data in computer, organize and set up rooms for events, help promote events and programs, provide office clerical duties, assist with maintenance of computers/printers/equipment, provide overall support of Academy activities.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	CTE Department - Cardozo Education Campus	15	Less than 10	Youth Participants will explore project based learning activities in STEM to extend their knowledge, skills and abilities beyond the classroom curriculum. Youth will work cooperatively with their peers on activities which will require them to be constructive, creative, and think strategically. Youth will participate in competitions, learn from industry professionals, create STEM projects and participate in STEM fairs.
Public School	CTE Department - Cardozo Education Campus	25	Less than 10	Youth participants that are enrolled in STEM courses will participate in a series of workshops to prepare for industry recognized certifications and/or end of course exams. Youth will engage in training workshops, attend guest speaker presentations, and/or work on STEM projects. Youth will take industry recognized certification exams and end of course exams at the completion of STEM course to prepare for STEM careers.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	DCPS	1	Less than 10	The Office Assistant role involves performing a variety of administrative tasks to ensure the smooth and efficient operation of the office. Responsibilities include answering phones, maintaining filing systems, and handling basic data entry. The position requires strong organizational skills, attention to detail, and the ability to multitask. The ideal candidate should be a proactive problem solver with excellent communication skills and the ability to work both independently and as part of a team.
Public School	DCPS- Ballou High School	35	16	These employees will work to engage reading, writing, speaking and listening to strengthen all comprehension skills. These employees will work to engage reading, writing, speaking and listening to strengthen all comprehension skills. These employees will work to engage reading, writing, speaking and listening to strengthen all comprehension skills. These employees will work to engage reading, writing, speaking and listening to strengthen all comprehension skills.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	District of Columbia Public Schools Eastern High School	75	28	While participating in The What Did We Learn Enrichment Program during the School Year Internship Program at Eastern High School, employees will be lead through a series of trainings involving educational skills to enhance their ability to grasp learning concepts. Employees will problem solve, think outside the box, and collaborate to create projects, complete activities, and learn various things. The employees will work to increase their understanding of the importance of learning.
Public School	Dunbar High School (Washington, DC)	150	18	All eligible seniors will engage in an internship, apprenticeship or work student opportunity aligned to their career interests. In partnership with community organizations and internal opportunities, students will recieve hands on experience on the job training in a traditional work environment with specific assigned duties. Students will reflect on experiences weekly through reflections and create a culminating capstone.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	EASTERN HIGH SCHOOL	40	16	Complete the Emergency Medical Technician curricular requirements as outlined by the Department of Health for opportunity to seat for and successfully obtainment of National Registry Certification at the EMT level. Assists EMS team in daily duties. Support the training, operations, and logistics managers. Respond to requests for help and provide the necessary services to preserve life and safety to preserve life and safety for those in need.
Public School	McKinley Technology High School Visual Arts Department	25	Less than 10	Youth enrolled in AP Drawing/AP 2D Art & Design will attend workshops to engage in structured activities designed to develop artistic skills including, but not limited to creativity/innovation good command of the creative process and ideation techniques, painting knowledge/experience using diverse paint media, drawing knowledge/experience with diverse drawing techniques, and productivity ability to manage time effectively and meet deadlines for independently assigned tasks.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	McKinley Technology High School Visual Arts Department	5	Less than 10	Youth enrolled in AP Drawing/AP 2D Art & Design will attend workshops to engage in structured activities designed to develop artistic skills including, but not limited to creativity/innovation good command of the creative process and ideation techniques, painting knowledge/experience using diverse paint media, drawing knowledge/experience with diverse drawing techniques, and productivity ability to manage time effectively and meet deadlines for independently assigned tasks.
Public School	McKinley Technology High School Visual Arts Department	5	Less than 10	Youth will assist art teacher with tasks assigned that are designed to help manage and maintain the art studio to facilitate a highly effective learning environment. Major duties include, but are not limited to, performing routine studio maintenance tasks like cleaning, organizing storage, and restocking supplies, managing art inventory, keeping track of artwork, assisting with exhibition installation, cataloging student work and supporting arts events.

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	MTHS Band	4	Less than 10	Youth interns will assist band director in tasks designed to improve the overall band program and individual readiness to perform as professional musicians. Major duties include, but are not limited to peer tutoring, individual skill development, managing and performing in rehearsals of small ensembles, assisting with overall band program planning, organizing equipment and uniforms.
Public School	MTHS Band	5	Less than 10	Youth interns will assist band director in tasks designed to improve the overall band program and individual readiness to perform as professional musicians. Major duties include, but are not limited to peer tutoring, individual skill development, managing and performing in rehearsals of small ensembles, assisting with overall band program planning, organizing equipment and uniforms.



Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	MTHS Band	20	Less than 10	Youth interns will assist band director in tasks designed to improve the overall band program and individual readiness to perform as professional musicians. Major duties include, but are not limited to peer tutoring, individual skill development, managing and performing in rehearsals of small ensembles, assisting with overall band program planning, organizing equipment and uniforms.
Public School	Phelps ACE High School	50	18	Assist Phelps High School Career & Technical Education (CTE) and National Academy Foundation Program (NAF) by completing the following tasks and special projects 1. Complete clerical tasks as needed 2. Support peers with resume writing assignments 3. Support peers by assisting them with accessing NAF Track 4. Identifying resources for post secondary education opportunities 5. Offer additional administrative support to CTE leaders and teachers 6. Complete a post secondary education portfolio
Public School	ROOSEVELT HS	30	25	Clerical Work Support School Operations

Sector (e.g., non-profit, public school, local agency)	Site Name	No. of Placement Opportunities	No. of Youth Assigned	Brief Description of Job Duties
Public School	Roosevelt Union Chefs Club	10	Less than 10	Young culinary artists will assist in the preparation of food and hospitality services associated with events and dining experiences,

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Name of the sponsor	Registered or unregistered	Sponsor Industry	Number of Apprenticeship Occupations	Number of total apprentices	Number of District resident apprentices
4X Concrete, LLC	Registered	Construction	1	0	0
A & A Insulation LLC	Registered	Construction	1	0	0
A. Wash & Associates, Incorporated	Registered	Construction	1	10	10
A.L.L. Construction, Inc	Registered	Construction	1	0	0
Admiral Construction, LLC	Registered	Construction	1	0	0
Adrian L. Merton, Incorporated	Registered	Construction	1	0	0
Adult Career Technical Academy, Inc	Registered	Education	1	0	0
Advanced Windows, Inc.	Registered	Construction	1	1	1
AG Contractors Inc	Registered	Construction	1	0	0
All Pro Glass, LLC	Registered	Construction	1	2	1
Allstate Floors of DC, LLC	Registered	Construction	1	0	0
Alonzo Ours Construction, Inc	Registered	Construction	1	1	1
Altimate Electric, Inc	Registered	Construction	1	0	0
AMC Industries, Inc.	Registered	Construction	1	0	0
American Medical Response Mid-Atlantic, Inc	Registered	Education	1	0	0
Anchor Construction Corporation	Registered	Construction	1	3	3
Anderson Fire Protection Inc	Registered	Construction	1	2	0
Anderson Mechanical Services, Inc.	Registered	Construction	1	0	0
Annapolis Painting Services	Registered	Construction	1	0	0
Anne Arundel Fire	Registered	Construction	1	2	2
AppleTree Early Learning Public Charter School	Registered	Education	1	2	2
Aquil Mechanical Works, LLC	Registered	Construction	1	1	0
Asbestos Workers Local #24 JAC	Registered	Construction	3	99	6
Associated Builders and Contractors of Metro Washington	Registered	Construction	1	0	0
Atlantic Refinishing & Restoration	Registered	Construction	1	0	0
Atlas Foundations of Washington LLC	Registered	Construction	2	2	2
Atmos Solutions, Inc	Registered	Other	1	0	0
Ayala Electric, LLC	Registered	Construction	1	0	0
B&M International Steel Company	Registered	Construction	1	2	1
Baker DC, LLC	Registered	Construction	1	24	4
Barr Concrete	Registered	Construction	1	0	0
Bausum & Duckett Electrical, LLC	Registered	Construction	1	0	0
Bay Town Painting, Inc.	Registered	Construction	1	3	3
Bayside Fire Protection, LLC	Registered	Construction	1	5	0
Belfast DC	Registered	Construction	1	0	0
Belfast Valley Contractors	Registered	Construction	1	4	4
Bellingham Marine Industries, Inc.	Registered	Construction	1	0	0
Beltway Iron Company Inc	Registered	Construction	1	0	0
Best Way Electric LLC	Registered	Construction	1	6	2
Blackwood of DC --	Registered	Construction	1	9	9
Blueridge of DC, Inc	Registered	Construction	1	0	0

Bridges PCS	Registered	Education	1	0	0
Brothers Mechanical, Inc.	Registered	Construction	1	0	0
BuildWithin, Inc	Registered	Construction	1	1	1
C&A Incorporated Electrical Contractors	Registered	Construction	1	2	2
C.J. Coakley Company, Incorporated	Registered	Construction	1	0	0
Caffes-Steele, Inc	Registered	Construction	1	3	3
Calvert Masonry, Inc.	Registered	Construction	1	2	1
Canterbury Builders Inc	Registered	Construction	1	2	2
Canyon Contracting Inc.	Registered	Construction	1	1	1
Capital Carpets, Inc	Registered	Construction	1	2	2
Capital City PCS	Registered	Education	1	0	0
Capital Mechanical Pro	Registered	Construction	1	1	1
Capitol Sprinkler Contracting, Incorporated	Registered	Construction	1	2	2
Captain Power, LLC	Registered	Construction	1	0	0
Castle Sprinkle and Alarm, Inc	Registered	Construction	1	0	0
CCE Specialties, LLC	Registered	Construction	1	1	1
Cedar Tree Academy PCS	Registered	Education	1	0	0
Centennial Builders, Incorporated	Registered	Construction	1	1	1
Center City PCS	Registered	Education	1	0	0
CG Electric, Inc	Registered	Construction	1	2	0
Champion Landscaping Services, Inc	Registered	Construction	1	0	0
Charles Mann Contracting	Registered	Construction	1	11	9
Chesapeake Sprinkler Company	Registered	Construction	1	4	1
Chiaramonte Construction Company	Registered	Construction	1	5	5
Christman Mid-Atlantic Constructors, LLC	Registered	Construction	1	1	1
CHU Contracting, Inc.	Registered	Construction	1	8	8
CityGreen	Registered	Construction	1	1	1
CityWorks DC	Registered	Information Technology	1	0	0
Classic Heating and Cooling, LLC	Registered	Construction	2	7	3
Clemons Builders, Inc.	Registered	Construction	1	1	1
Cleveland Construction, Inc. (ABC)	Registered	Construction	1	10	0
Colonial Electric Co	Registered	Construction	1	0	0
Commercial Interiors, Inc.	Registered	Construction	1	4	0
Compass Pro Bono	Registered	Professional and Technical Serv	1	1	0
Congress Heights Community Training and Development	Registered	Information Technology	1	1	1
Congressional Iron Works, Inc	Registered	Construction	1	0	0
Construction Trades Services, Inc.	Registered	Construction	1	0	0
Cooper Enterprise II, LLC	Registered	Construction	1	0	0
Custom Glass Services, Inc	Registered	Construction	1	2	2
CyanGate LLC	Registered	Information Technology	1	0	0
DC Bilingual PCS	Registered	Education	1	0	0
DC Bilingual Public Charter School	Registered	Education	1	2	2
DC Department of Employment Services/ DOES	Registered	Information Technology	1	0	0

DC Department of Health Care Finance, (DHCF)	Registered	Information Technology	1	0	0
DC Department of Human Resources Parks and Recreation	Registered	Information Technology	1	0	0
DC Department of Human Resources, DCHR	Registered	Professional and Technical Servi	1	0	0
DC Department of Human Resources/ Office Contracts and Procurement	Registered	Information Technology	1	0	0
DC Department of Human Resources/Department of Building	Registered	Information Technology	1	0	0
DC Department of Human Resources/Department of Correction	Registered	Information Technology	1	1	1
DC Department of Human Resources/Department of Energy and Environment	Registered	Information Technology	1	0	0
DC Department of Human Resources/Department of General Services	Registered	Professional and Technical Servi	1	0	0
DC Department of Human Resources/Department of Health	Registered	Professional and Technical Servi	4	4	2
DC Department of Human Resources/Department of Human Services	Registered	Information Technology	1	0	0
DC Department of Human Resources/The Office of Chief Technology Officer	Registered	Information Technology	1	0	0
DC Department of Human Services/ DHS	Registered	Professional and Technical Servi	1	0	0
DC Department of Metropolitan Police/ MPD	Registered	Professional and Technical Servi	1	0	0
DC Department of Public Works	Registered	Other	1	0	0
DC Line, Inc	Registered	Construction	1	0	0
DC Scholars PCS	Registered	Education	1	0	0
DC Water and Sewer Authority	Registered	Construction	3	6	6
Delaware Elevator, Incorporated	Registered	Construction	1	1	1
Destination DC	Registered	Professional and Technical Servi	1	0	0
District Construction Corporation	Registered	Construction	1	8	7
District Electrical Services, Inc.	Registered	Construction	1	8	4
District of Columbia International School	Registered	Education	1	0	0
District of Columbia Public Schools	Registered	Education	1	0	0
Donald Steinman Electric	Registered	Construction	1	3	1
DowntownDC Business Improvement District	Registered	Professional and Technical Servi	1	0	0
Dr. Masica Jordan, LLC	Registered	Allied Health	1	0	0
Dream Health Group	Registered	Allied Health	1	0	0
D-Tech Support Services	Registered	Construction	1	0	0
Dulles Plumbing Group LLC	Registered	Construction	1	0	0
Dynamic Contracting, Inc.	Registered	Construction	1	49	40
Dynamic Green Radiance, LLC	Registered	Professional and Technical Servi	1	0	0
E*Landscape Specialty Solutions, LLC	Registered	Other	1	4	4
E. C. Lyon Electric Company	Registered	Construction	1	0	0
Early Childhood Academy PCS	Registered	Education	1	0	0
East Regional Rebar, Inc. (ABC)	Registered	Construction	1	0	0
Eight Brothers Development LLC	Registered	Construction	1	0	0
Elite Sheet Metal Works, Inc.	Registered	Construction	1	2	2
Elsie Whitlow Stokes Community Freedom PCS	Registered	Education	1	0	0
Emmitsburg Glass Company, Inc	Registered	Construction	1	1	0
Engineered Construction Products, LTD	Registered	Construction	1	1	1
Enlightened, Inc.	Registered	Information Technology	1	0	0
Ennis Electric Company, Inc	Registered	Construction	1	0	0
F & L Construction Inc.	Registered	Construction	1	1	1

Fells Masonry and Concrete Construction, LLC	Registered	Construction	1	6	6
Fidelity Mechanical Services	Registered	Construction	1	4	0
Finishing Trades Institute of Maryland, Virginia, Washington, DC &	Registered	Construction	4	188	11
First Choice Masonry, Inc.	Registered	Construction	1	16	6
Flippo Construction Company	Registered	Construction	1	1	1
Forest Hills of DC	Registered	Allied Health	1	9	5
Fort Myer Construction Corporation	Registered	Construction	1	6	1
Friendship PCS	Registered	Education	1	0	0
Garcia's Mechanical LLC	Registered	Construction	1	1	1
GCA Floors	Registered	Construction	1	1	1
Genco Masonry, Inc.	Registered	Construction	1	1	1
General Woodworking Corp.	Registered	Construction	1	0	0
Genesys Impact, LLC.	Registered	Other	1	1	1
Glass Projects Resource, Inc.	Registered	Construction	1	1	1
Glaziers Local 963 JATC	Registered	Construction	1	0	0
Glo Electrical Service, LLC	Registered	Construction	1	1	1
Global Ace Construction	Registered	Construction	1	1	1
Global Citizens PCS	Registered	Education	1	0	0
Go Big Media, Inc	Registered	Information Technology	1	0	0
Goel DC, LLC	Registered	Construction	1	9	9
Golden Triangle Business Improvement District	Registered	Information Technology	1	0	0
Goldin & Stafford, Inc.	Registered	Other	1	7	7
Gordon Contractors, Inc	Registered	Construction	1	2	2
Got Electric, LLC	Registered	Construction	1	0	0
Graham Holdings Company	Registered	Professional and Technical Servi	1	0	0
GT Contacting Corporation	Registered	Construction	1	0	0
Hamel Builders, Incorporated	Registered	Construction	1	1	1
Harbor Roofing and Waterproofing, Incorporated	Registered	Construction	1	0	0
Hardesty Concrete Construction, Inc. (ABC)	Registered	Construction	1	1	1
Hardscapes Constrution, Inc	Registered	Other	1	0	0
Heavy Commercial Window Consultants, LLC	Registered	Construction	1	0	0
Helix Electric Inc.	Registered	Construction	1	52	12
Hensel Phelps Construction Company (ABC)	Registered	Construction	1	4	0
Howard University Hospital, Inc	Registered	Construction	1	0	0
HRGM Corporation	Registered	Construction	1	2	2
HS Solutions, LLC	Registered	Other	1	6	4
HSH Media	Registered	Information Technology	1	0	0
Hugee Corporation, Inc	Registered	Construction	2	6	6
I Wire Solutions	Registered	Construction	1	1	1
Imperial Stone Paving, LLC	Registered	Construction	1	0	0
Independent Electrical Contractors -Chesapeake	Registered	Construction	1	0	0
Innovation Mechanical Inc	Registered	Construction	1	1	1
Innovo Construction, LLC	Registered	Construction	1	1	1

Inspiration Plumbing, LLC	Registered	Construction	1	0	0
Institute For Public Health Innovation	Registered	Allied Health	1	0	0
Interface Fire Alarm & Electrical Service	Registered	Construction	1	1	1
International Association of Bridge Structural Reinforcing and Orn	Registered	Construction	2	169	30
International Union of Bricklayers & Allied Craftworkers Local No.	Registered	Construction	5	46	5
International Union of Elevator Constructors Local #10	Registered	Construction	2	406	9
Iron Fabrication Services, Inc.	Registered	Construction	1	0	0
Iron Fabrication Services, LLC	Registered	Construction	1	5	4
Ironworkers Union Local 5S	Registered	Construction	1	25	7
J & V Drywall Construction, LLC	Registered	Construction	1	5	5
J. Roberts, Inc.	Registered	Construction	1	1	1
J. Solano HVAC, LLC	Registered	Construction	1	0	0
JAP Home Improvement Inc	Registered	Construction	1	3	3
JAS Trucking, Inc.	Registered	Other	1	4	4
Jaxson Point Electrical Construction	Registered	Construction	1	0	0
JCM Associates, Inc.	Registered	Construction	1	1	0
JD Long Masonry of Virginia, Inc	Registered	Construction	1	1	1
JJ Prime Services, LLC	Registered	Other	1	1	1
JM Utility Group	Registered	Construction	1	4	4
Jose Carpentry, Inc.	Registered	Construction	1	0	0
Joseph J. Magnolia, Inc.	Registered	Construction	1	7	4
Joseph Magnolia Plumbing, Inc. (ABC)	Registered	Construction	1	11	4
JPN Masonry	Registered	Construction	1	6	6
Kastle Systems	Registered	Professional and Technical Servi	1	0	0
Kastle Systems International, LLC	Registered	Other	1	0	0
Keystone Plus Construction Corporation	Registered	Construction	2	8	8
KIPP DC	Registered	Information Technology	1	2	2
KIPP DC	Registered	Education	1	2	2
Kogok Corporation (ABC)	Registered	Construction	1	29	0
Kokosing Construction Company	Registered	Construction	1	2	1
Koydol, Inc.	Registered	Construction	1	2	2
Krick Plumbing & Heating Co.,	Registered	Construction	1	2	2
KVA Electrical Contractors, Inc.	Registered	Construction	1	0	0
L.R. Willson & Sons, Inc. (ABC)	Registered	Construction	1	0	0
LA Howard Construction Company, Inc.	Registered	Construction	2	4	4
Limbic System, Inc.	Registered	Information Technology	1	1	1
Link Strategic Partners	Registered	Information Technology	1	0	0
Los Pepes Company, LLC	Registered	Construction	1	2	2
M. C. Dean, Inc.	Registered	Construction	1	24	24
Madison Mechical Inc	Registered	Construction	1	0	0
Magnolia Plumbing, Inc. (ABC)	Registered	Construction	1	18	1
Main Line Commerical Pool, Inc	Registered	Other	1	1	1
Martins Construction Corp.	Registered	Construction	1	0	0

Mechanical Engineering & Construction Corporation	Registered	Construction	2	10	1
Medrano Plumbing Services	Registered	Construction	1	0	0
Metro Paving Corporation	Registered	Construction	1	0	0
Metropolitan Engineering, Inc	Registered	Information Technology	1	0	0
MH Mechanical, LLC	Registered	Construction	1	5	4
Mid-Atlantic Carpenters' Training Centers	Registered	Construction	4	467	72
Milani Construction, LLC	Registered	Construction	1	1	1
Millennium Pools & Spas, LLC	Registered	Other	1	1	1
Miller & Long Co., Inc.	Registered	Construction	1	4	4
Miller & Long DC, Inc	Registered	Construction	1	3	1
Miscellaneous Metal, Incorporated	Registered	Construction	1	0	0
Monarc Construction, Inc	Registered	Construction	2	3	1
Moxy Misc. Metals, LLC	Registered	Construction	1	0	0
MPG Corporation	Registered	Construction	1	2	2
Mundo Verde Bilingual PCS	Registered	Education	1	0	0
My Painter LLC	Registered	Construction	1	1	1
Narman West, LLC	Registered	Construction	1	2	2
Nastos Constructions, Inc.	Registered	Construction	1	1	0
National Services Contractors, Inc.	Registered	Construction	1	2	2
NECA/IBEW Local #26 Electrical JATC	Registered	Construction	3	1896	119
Nelson's Welding, Inc.	Registered	Construction	1	4	4
Next 150 Construction Services, LLC	Registered	Construction	1	5	4
Northern Virginia Technology Council	Registered	Information Technology	1	1	1
Nova Electrical Contractors, LLC	Registered	Construction	1	0	0
Office of Innovation and Entrepreneurship, George Washington U	Registered	Information Technology	1	0	0
Operating Engineers Local #77	Registered	Other	1	83	6
Operative Plasterers & Cement Masons Union #891	Registered	Construction	2	24	6
PCC Construction Components, Inc	Registered	Construction	1	1	1
Pillar Construction Incorporated	Registered	Construction	1	7	6
Platform USA, LLC	Registered	Construction	2	4	4
Plumbers Union Local #5 JAC	Registered	Construction	1	431	60
POS Construction Inc	Registered	Construction	1	4	4
Potomac Fire Protection Company, Inc.	Registered	Construction	1	0	0
Power Design, Inc.	Registered	Construction	1	13	7
Precision Wall Tech, Inc.	Registered	Construction	1	27	16
Predict Health	Registered	Professional and Technical Servi	1	0	0
Premier Consultants International, Inc	Registered	Construction	1	0	0
Prospect Waterproofing Company	Registered	Construction	1	7	7
R.E Newcomb Electric, Inc.	Registered	Construction	1	1	1
Ramsey Masonry Company Inc	Registered	Construction	1	0	0
RE Robertson Plumbing & Heating, Inc.	Registered	Construction	1	1	1
Regional Contracting Service	Registered	Construction	1	1	0
RFC, Inc	Registered	Construction	1	1	1



RMD Construction	Registered	Construction	1	2	2
Robinsons, LLC	Registered	Construction	1	6	6
Rodham Institute	Registered	Allied Health	1	0	0
RPM Construction Corp	Registered	Construction	2	2	2
Ruppert Landscape Inc.	Registered	Other	1	1	1
Ruth Plumbing LLC	Registered	Construction	1	1	1
RWH Contracting, Inc.	Registered	Construction	1	0	0
S & J Services, Inc	Registered	Construction	1	0	0
S & R Enterprises, LLC	Registered	Construction	1	0	0
Savage Technical Services, LLC	Registered	Construction	1	0	0
Schuster DC, LLC	Registered	Construction	1	4	3
Sela PCS	Registered	Education	1	0	0
Seven Management	Registered	Information Technology	1	0	0
Shapiro & Duncan, Inc.	Registered	Construction	2	2	2
Sheet Metal Workers Local 100 JAC	Registered	Construction	1	422	31
Shine Electrical Group, Ltd.	Registered	Construction	1	1	0
Signature Technology Solutions	Registered	Other	1	2	2
Spartan Enterprises, LLC dba Spartan Electric	Registered	Construction	1	0	0
SPD Contracting, Inc.	Registered	Construction	1	1	1
Speak4	Registered	Information Technology	1	0	0
Sprinkler Fitter Local #669	Registered	Construction	2	121	3
St. Coletta of Greater Washington	Registered	Education	1	0	0
Stationary Engineers JAC Local #99	Registered	Construction	1	51	6
Steamfitters Union Local #602	Registered	Construction	1	1194	32
Stefron LLC	Registered	Other	1	1	1
Strickland Fire Protection, Inc	Registered	Construction	1	2	1
Strittmatter Contracting, L.L.C.	Registered	Construction	1	6	4
Summit Fire & Security	Registered	Construction	1	3	3
Taurus Renovation & Construction	Registered	Construction	1	0	0
Telligent Masonry LLC	Registered	Construction	1	14	9
The Anderson Company, LLC	Registered	Other	1	1	1
The Baltimore Washington Laborers Joint Training Fund	Registered	Construction	1	6	4
The Bee2Bee Network, Inc	Registered	Information Technology	1	1	1
The Bell Company	Registered	Construction	1	2	0
The Berg Corp	Registered	Other	1	0	0
The Clark Construction Group, LLC	Registered	Construction	1	3	3
The George Washington University - The Graduate School of Education	Registered	Education	1	0	0
The Justin Company	Registered	Construction	1	0	0
The Office of the State Superintendent of Education	Registered	Education	1	0	0
Titan Mechanical, Inc	Registered	Construction	1	1	1
Titan Plumbing, Incorporated	Registered	Construction	1	1	1
Total Civil Construction and Engineering, LLC	Registered	Construction	1	0	0
Two Rivers PCS	Registered	Education	1	0	0

United Fray (DC)	Registered	Professional and Technical Servi	1	0	0
United General Contractor, Inc.	Registered	Construction	1	0	0
United Union of Roofers Local #30	Registered	Construction	1	1	1
V&V Construction, Inc.	Registered	Construction	1	0	0
Vision Security Solutions, LLC	Registered	Information Technology	1	4	4
W Concrete, Inc	Registered	Construction	1	4	4
W.G/ Welch Mechanical Contractors, LLC	Registered	Construction	1	1	0
W.M. Schlosser Company, Incorporated	Registered	Construction	1	1	1
Wagman Heavy Civil, Inc.	Registered	Construction	1	0	0
Washington Area Dealers Association (WANADA)	Registered	Other	1	0	0
Washington Fire Protection Engineering, LLC	Registered	Construction	2	2	2
Washington Metropolitan Area Transit Authority	Registered	Construction	1	23	0
WB Ironworks, LLC	Registered	Construction	1	0	0
WGW Plumbing LLC	Registered	Construction	1	0	0
William Steel Erection Company	Registered	Construction	1	1	0
Wings Enterprises, Inc	Registered	Construction	1	6	6
Wolf Fire Protection, Inc.	Registered	Construction	1	1	0
Worcester Eisenbrandt, Inc.	Registered	Construction	1	1	0
WP Construction, Inc	Registered	Construction	1	0	0
			352	6377	874

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**MODIFICATION No. 1  
TO  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES AND  
THE UNIVERSITY OF THE DISTRICT OF COLUMBIA FOR  
FISCAL YEAR 2025**

The Memorandum of Understanding (MOU) executed on June 28, 2024, was entered into between the District of Columbia Department of Employment Services (DOES) and the University of the District of Columbia individually referred to herein as “Party” and collectively referred to herein as “Parties.” For Fiscal Year 2025, the Parties now desire to modify the MOU via Modification No. 1 to extend the term of the grant; and provide an additional \$350,000 for the University of District of Columbia’s Institute of Gerontology and an additional \$100,000 for University of the District of Columbia Office of Continuing and Professional Education (UDCOCPE) as an eligible training provider:

The last two paragraphs in **III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES** are deleted and replaced with the following:

For Fiscal Year 2024, fifty thousand dollars (\$50,000) of this MOU will enhance career-focused efforts at UDC, supporting initiatives that prepare students for public service careers. This funding will enhance career center resources to better serve students interested in public service careers and support graduate assistantships that are specifically tailored to career development in government roles.

For Fiscal Year 2025, three hundred fifty thousand (\$350,000) of this MOU will support the employment of additional senior citizens, enhanced social engagement, and increased skills training through courses and programs offered by the Institute of Gerontology at the University of the District of Columbia.

Finally, on December 12, 2024, the eligible training provider application of University of the District of Columbia Office of Continuing and Professional Education (UDCOCPE) was approved. Accordingly, one hundred thousand (\$100,000) of this MOU shall be used for the approved courses and related services offered by UDCOCPE in Fiscal Year 2025.

The total cost of this MOU is five hundred thousand (\$500,000.00), of which one hundred fifty thousand \$150,000 (30%) is funded through a U.S. Department of Labor Employment and Training Administration grant supporting the District’s Title I – Adult and Dislocated Workers.”

**I. Section A. RESPONSIBILITIES OF SELLER AGENCY in Section IV. SCOPE OF SERVICES is amended to read as follows:**

“UDC shall

- (1) For the Pathways to Public Service program:
  - (a) Utilize the provided funding exclusively for the purposes outlined in the MOU, specifically, providing career center resources focused on building the capacity and reach of the program by developing a strategy to interest more students in public service, an outreach plan with key milestones, marketing materials geared towards HBCU students, and promoting public service job opportunities to UDC students.
  - (b) Meet with the DOES prior to the start of the academic semester to discuss progress and developments related to the initiation of the HBCU Public Service Program.
  - (c) Provide quarterly reports to the DOES point of contact. The quarter reports must include the status, activities related to the respective programs, and outcomes resulting from payments under the MOU
  
- (2) For the Institute of Gerontology:
  - (a) Utilize the funding provided to support the employment of additional senior citizens, enhanced social engagement, and increased skills training through courses and programs offered by the Institute of Gerontology at the University of the District of Columbia.
  - (b) Provide quarterly reports to the DOES point of contact. The quarter reports must include the status, activities related to the respective programs, and outcomes resulting from payments under the MOU.
  
- (3) For the occupational training as an eligible training provider:
  - (a) For WIOA eligible participants referred by DOES, administer occupational training, as available and agreed upon by the Parties. UDCOCPE's training/course offerings are listed in Attachment A.
  - (b) Submit a certificate of completion for each participant enrolled in the program and proof of credential.
  - (c) Complete all required university enrollment activities for all eligible candidates.
  - (d) Ensure that instructors hold the appropriate credentials for the course being taught.
  - (e) Provide quarterly reports to the DOES point of contact listed in Section XII by the 15th day of the second month of the quarter, immediately following the reporting quarter. The quarterly reports must include the following: number of applicants receiving training, the progress of the participants, the number

of participants who successfully completed the program, terminations, and the number of successful program completers who obtain employment for those participants who inform UDCOCPE representatives via email providing any documentation from those students. Quarterly Reports shall include copies of certificates, transcripts, progress reports and/or credentials to verify completions, skills progression and attainment

- (f) Email the program year close-out report to the DOES point of contact ten (10) business days after the end of the program year. The annual program year end date is June 30th. The report shall list all DOES participants referred within the current program year to include the following data elements: first name, last name, State ID number, training area, training status (completed, terminated, non-enrollment, no show), credential obtained, and employment obtained. UDC shall submit the report in Excel format, electronically.
- (4) Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, promotional materials, activities, services, resources and related property and materials created, pursuant to this MOU.”

**II. Subsection B. RESPONSIBILITIES OF BUYER AGENCY in Section IV. SCOPE OF SERVICES is amended to read as follows:**

“DOES shall:

- (1) Transfer funding to UDC in accordance with Section VI. of the MOU to support the execution of activities detailed within the MOU.
- (2) For the HBCU program:
  - (a) Administer the HBCU Public Service Program, ensuring that its objectives align with the expectations set by the Executive Office of the Mayor.
- (3) For the UDCOCPE Occupational Training:
  - (a) Determine customers’ eligibility for training;
  - (b) Assessing eligible customers’ readiness to engage in training and their barriers
  - (c) Matching customers to UDCOCPE based on the results of the customer’s assessment and UDCOCPE service offering
  - (d) Monitoring and evaluating the UDCOCPE performance
  - (e) Communicate the following to perspective customers: Customers that are determined WIOA eligible to participate in the UDCOCPE program will be enrolled and enrollment into any other DOES programs is not allowed. Please have those affected customers sign and date that they acknowledge this statement.

- (4) Provide oversight and monitor the progress of the programs to ensure effective use of the funds and achievement of program goals.
- (5) Provide quarterly reporting templates required of the Seller Agency to complete and host monthly meetings to review progress.
- (6) Provide Seller Agency with DOES logos, taglines, identifiers and/or other branding for all products, programs, promotional materials, activities, services, resources and related property and materials created pursuant to this MOU upon request.”

**III. Subsection A. PERIOD in Section V. DURATION OF THIS MOU is amended to read as follows:**

“The period of this MOU shall be from October 1, 2024 (the “effective date”) through September 30, 2025, unless early terminated pursuant to Section XI of this MOU.”

**IV. Subsection B. EXTENSION in Section V. DURATION OF THIS MOU is amended to read as follows:**

“The Parties may extend the period of this MOU by exercising a maximum of two (2) one (1)-year option period(s). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least thirty (30) days before the expiration of the initial or extended term of this MOU. The exercise of an option period is subject to the availability of funds at the time it is exercised.”

**V. Subsection A. Cost of Services in Section VI FUNDING PROVISIONS is amended to read as follows:**

The total cost to the Buyer Agency for the services provided under this MOU shall not exceed \$500,000.00. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, as shown in the budget below:

1. HBCU Public Service Program: \$50,000 during Fiscal Year 2024
2. Institute of Gerontology: \$350,000.00 during Fiscal Year 2025
3. UDCOCPE Occupational Training as an eligible training provider: \$100,000.00 during Fiscal Year 2025

**VI. Section VII COMPLIANCE WITH LAW is amended to add the following provision:**

“ To the extent that the terms of the MOU requires that Buyer Agency have access to student educational records, the Parties recognize that the student educational records are protected by the Family Educational Rights and Privacy Act (“FERPA”). FERPA permits

disclosure of student “educational records” to “school officials” that have a “legitimate educational interest” in the information. In accordance with FERPA, UDC can designate other entities, including vendors and consultants, as “other school officials.” For purpose of this MOU only, the Buyer’s program contact(s) listed in Section VII. are determined to fall within the category of “school official.” Neither Party, their agents, nor their assignees shall disclose student educational records to any third party, except with the prior written consent of the student (or parent, where applicable) and as permitted by law. Approved re-disclosures to third parties shall not exceed the purpose for original disclosure. Further, the program contact(s), should he or she disclose student educational records, is obligated to maintain a list of entities, agencies, or organizations to whom the records were disclosed, identifying which records were disclosed and the purpose for each disclosure.

Any disclosures made shall comply with UDC’s definition of “legitimate educational interest.” The Parties agree and warrant that they shall use student educational records solely to accomplish their obligations and solely in a manner and for purposes consistent with the terms and conditions of this MOU and UDC policies and procedures. The Parties agree to take appropriate legal action against any unauthorized use or disclosure of any student educational record.”

**VII. Section XII NOTICES** is amended to read as follows:

“The following individuals are the contact points for each Party:

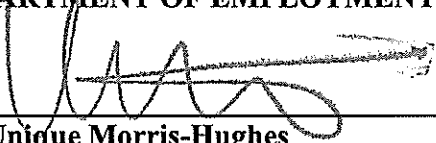
Pathways to Public Service Program	Kenneth Walker Deputy Director 4058 Minnesota Avenue NE Washington DC 20019 <a href="mailto:Kenneth.walker@dc.gov">Kenneth.walker@dc.gov</a> 804-943-7896	Teri Little-Berry, Ph.D. Chief Student Development & Success Officer University of the District of Columbia 4200 Connecticut Ave. NW, Washington, DC 20008 <a href="mailto:ruthie.littleberry@udc.edu">ruthie.littleberry@udc.edu</a>
Institute of Gerontology	Kenneth Walker Deputy Director 4058 Minnesota Avenue NE Washington DC 20019 <a href="mailto:Kenneth.walker@dc.gov">Kenneth.walker@dc.gov</a> 804-943-7896	Dr. Lillie Monroe-Lord Director, Center for Nutrition, Diet and Health & Institute of Gerontology 4250 Connecticut Ave, NW Building 71, 5th Floor Washington, DC 20008 <a href="mailto:lmonroelord@udc.edu">lmonroelord@udc.edu</a> O:202-841-1296
UDCOCPE Occupational Training	Dr. Walter C. Lundy, Jr 4058 Minnesota Ave NE Washington, DC 20019 Telephone: 202-698-6367 <a href="mailto:walter.lundy@dc.gov">walter.lundy@dc.gov</a>	Beverly S. Lucas Director of Continuing and Professional Education University of the District of Columbia 4250 Connecticut Avenue, NW  Suite 2339 Washington, DC 20008 Phone: 202.274.7430 <a href="mailto:Beverly.lucas@udc.gov">Beverly.lucas@udc.gov</a>

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All other terms and conditions of the MOU shall remain the same.

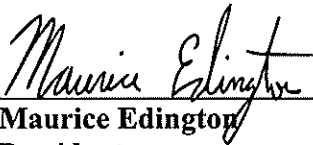
IN WITNESS WHEREOF, the Parties hereto have executed this MODIFICATION No. 1 as follows:

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
**Dr. Unique Morris-Hughes**  
**Director**


Date: 8/1/25

**UNIVERSITY OF THE DISTRICT OF COLUMBIA:**

  
\_\_\_\_\_  
**Maurice Edington**  
**President**

Date: 6/13/25

Approved as to form and legal sufficiency

  
\_\_\_\_\_  
Avis Marie Russell  
General Counsel



## Attachment A



### WIC Approved Courses Delivered by the University of the District of Columbia Office of Continuing and Professional Education

Program Name or Course of Study	Duration	Tuition Cost per Student <sup>1</sup>
<b>Medical Track</b> • Computer Skills for the Workplace \$129 • Medical Terminology \$135 • Medical Coding and Billing \$2,995	15 months	\$3,259
<b>IT Track 1</b> • Computer Skills for the Workplace \$129 • Microsoft Office Specialist \$2,745	8 months	\$2,874
<b>IT Track 2</b> • Computer Skills for the Workplace \$129 • Microsoft Office Specialist \$2,745 • Comp TIA A+ \$2,095	14 months	\$4,969
<b>Pharmacy Technician Track</b> • Computer Skills for the Workplace \$129 • Medical Terminology \$135 • Pharmacy Technician \$2,995	27 months	\$3,259
<b>Paralegal Track</b> • Paralegal Preparation \$129 • Certified Paralegal \$2,495	9 months	\$2,624
<b>Medical Coding and Billing</b>	12 months	\$2,995
<b>Microsoft Office Specialist</b>	6 months	\$2,745
<b>Comp TIA A+</b>	6 months	\$2,095
<b>Pharmacy Technician</b>	12 months	\$2,995
<b>Certified Paralegal</b>	6 months	\$2,495

<sup>1</sup> If the program's total cost exceeds the total amount of eligible ITA funds (\$5,000), the provider has submitted a cost cap letter on institutional letterhead stating that neither DOE:IS nor DOE:IS customers will be liable for training costs that exceed ITA funding.

2235 Shannon Place SE, Suite 3031  
Washington, DC 20020

T (202) 545-3064  
W [www.dcworks.dc.gov](http://www.dcworks.dc.gov)

**MODIFICATION No. 2  
TO  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES AND  
THE UNIVERSITY OF THE DISTRICT OF COLUMBIA FOR  
FISCAL YEAR 2025**

The Memorandum of Understanding (MOU) executed on June 28, 2024, was entered into between the District of Columbia Department of Employment Services (DOES) and the University of the District of Columbia individually referred to herein as “Party” and collectively referred to herein as “Parties.” The Parties now desire to modify the MOU via modification No. 2 to extend the term of the MOU and provide \$145,000.00 for the University of District of Columbia’s Government & Community Relations division to provide coaching and certification services to the Executive Office of the Mayor’s Talent Capital project:

- I. The last two paragraphs in **III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES** are deleted and replaced with the following:

“In addition, on December 12, 2024, the eligible training provider application of University of the District of Columbia Office of Continuing and Professional Education (UDCOCPE) was approved. Accordingly, \$200,000 of this MOU shall be used for the approved courses and related services offered by UDCOCPE.

Lastly, this MOU will provide \$145,000.00 in funding to support UDC’s Government & Community Relations division, which shall offer 250 professional/executive coaching slots and 100 in-kind certification slots in Project Management or Artificial Intelligence as part of the Talent Capital launch.

The total cost of this MOU is \$918,777.00, of which 43.7% is funded through a U.S. Department of Labor Employment and Training Administration grant supporting the District’s Title I – Adult and Dislocated Workers.”

- II. **Section A. RESPONSIBILITIES OF SELLER AGENCY in Section IV. SCOPE OF SERVICES** is amended by adding the following at the end of the section:

“UDC shall

- (5) Talent Capital
  - (a) Serve as an intermediary to provide coaching slots to 250 federally displaced workers as part of the Talent Capital Launch on October 1, 2025.
  - (b) Provide 100 certification slots for federally displaced workers, with a focus on Project Management Professional, Artificial Intelligence, and

Data Sciences as part of the Talent Capital Launch on October 1, 2025.

III. **Subsection A. PERIOD in Section V. DURATION OF THIS MOU** is amended to read as follows:

“The period of this MOU shall be from the date the MOU is fully executed (the “effective date”) through September 30, 2026, unless early terminated pursuant to Section XI of this MOU.”

IV. **Subsection A. Cost of Services in Section VI FUNDING PROVISIONS** is amended to read as follows:

“The total cost to the Buyer Agency for the services provided under this MOU shall not exceed \$918,777.00. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, as shown in the budget below:

1. HBCU Public Service Program: \$50,000
2. Institute of Gerontology: \$523,777
3. UDCOCPE Occupational Training as an eligible training provider: \$200,000
4. Talent Capital, via funding through the Workforce Investment Council: \$145,000”

All other terms and conditions of the MOU shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this MODIFICATION No. 2 as follows:

DEPARTMENT OF EMPLOYMENT SERVICES

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director

Date: 9/30/25

UNIVERSITY OF THE DISTRICT OF COLUMBIA:

  
\_\_\_\_\_  
Maurice Edington  
President

Date: 9/30/25

**MODIFICATION No. 1  
TO  
MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF EMPLOYMENT SERVICES AND  
THE UNIVERSITY OF THE DISTRICT OF COLUMBIA FOR  
FISCAL YEAR 2025**

The Memorandum of Understanding (MOU) executed on June 28, 2024, was entered into between the District of Columbia Department of Employment Services (DOES) and the University of the District of Columbia individually referred to herein as “Party” and collectively referred to herein as “Parties.” For Fiscal Year 2025, the Parties now desire to modify the MOU via Modification No. 1 to extend the term of the grant; and provide an additional \$350,000 for the University of District of Columbia’s Institute of Gerontology and an additional \$100,000 for University of the District of Columbia Office of Continuing and Professional Education (UDCOCPE) as an eligible training provider:

The last two paragraphs in **III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES** are deleted and replaced with the following:

For Fiscal Year 2024, fifty thousand dollars (\$50,000) of this MOU will enhance career-focused efforts at UDC, supporting initiatives that prepare students for public service careers. This funding will enhance career center resources to better serve students interested in public service careers and support graduate assistantships that are specifically tailored to career development in government roles.

For Fiscal Year 2025, three hundred fifty thousand (\$350,000) of this MOU will support the employment of additional senior citizens, enhanced social engagement, and increased skills training through courses and programs offered by the Institute of Gerontology at the University of the District of Columbia.

Finally, on December 12, 2024, the eligible training provider application of University of the District of Columbia Office of Continuing and Professional Education (UDCOCPE) was approved. Accordingly, one hundred thousand (\$100,000) of this MOU shall be used for the approved courses and related services offered by UDCOCPE in Fiscal Year 2025.

The total cost of this MOU is five hundred thousand (\$500,000.00), of which one hundred fifty thousand \$150,000 (30%) is funded through a U.S. Department of Labor Employment and Training Administration grant supporting the District’s Title I – Adult and Dislocated Workers.”

**I. Section A. RESPONSIBILITIES OF SELLER AGENCY in Section IV. SCOPE OF SERVICES is amended to read as follows:**

“UDC shall

- (1) For the Pathways to Public Service program:
  - (a) Utilize the provided funding exclusively for the purposes outlined in the MOU, specifically, providing career center resources focused on building the capacity and reach of the program by developing a strategy to interest more students in public service, an outreach plan with key milestones, marketing materials geared towards HBCU students, and promoting public service job opportunities to UDC students.
  - (b) Meet with the DOES prior to the start of the academic semester to discuss progress and developments related to the initiation of the HBCU Public Service Program.
  - (c) Provide quarterly reports to the DOES point of contact. The quarter reports must include the status, activities related to the respective programs, and outcomes resulting from payments under the MOU
  
- (2) For the Institute of Gerontology:
  - (a) Utilize the funding provided to support the employment of additional senior citizens, enhanced social engagement, and increased skills training through courses and programs offered by the Institute of Gerontology at the University of the District of Columbia.
  - (b) Provide quarterly reports to the DOES point of contact. The quarter reports must include the status, activities related to the respective programs, and outcomes resulting from payments under the MOU.
  
- (3) For the occupational training as an eligible training provider:
  - (a) For WIOA eligible participants referred by DOES, administer occupational training, as available and agreed upon by the Parties. UDCOCPE's training/course offerings are listed in Attachment A.
  - (b) Submit a certificate of completion for each participant enrolled in the program and proof of credential.
  - (c) Complete all required university enrollment activities for all eligible candidates.
  - (d) Ensure that instructors hold the appropriate credentials for the course being taught.
  - (e) Provide quarterly reports to the DOES point of contact listed in Section XII by the 15th day of the second month of the quarter, immediately following the reporting quarter. The quarterly reports must include the following: number of applicants receiving training, the progress of the participants, the number

of participants who successfully completed the program, terminations, and the number of successful program completers who obtain employment for those participants who inform UDCOCPE representatives via email providing any documentation from those students. Quarterly Reports shall include copies of certificates, transcripts, progress reports and/or credentials to verify completions, skills progression and attainment

- (f) Email the program year close-out report to the DOES point of contact ten (10) business days after the end of the program year. The annual program year end date is June 30th. The report shall list all DOES participants referred within the current program year to include the following data elements: first name, last name, State ID number, training area, training status (completed, terminated, non-enrollment, no show), credential obtained, and employment obtained. UDC shall submit the report in Excel format, electronically.
- (4) Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, promotional materials, activities, services, resources and related property and materials created, pursuant to this MOU.”

**II. Subsection B. RESPONSIBILITIES OF BUYER AGENCY in Section IV. SCOPE OF SERVICES is amended to read as follows:**

“DOES shall:

- (1) Transfer funding to UDC in accordance with Section VI. of the MOU to support the execution of activities detailed within the MOU.
- (2) For the HBCU program:
  - (a) Administer the HBCU Public Service Program, ensuring that its objectives align with the expectations set by the Executive Office of the Mayor.
- (3) For the UDCOCPE Occupational Training:
  - (a) Determine customers’ eligibility for training;
  - (b) Assessing eligible customers’ readiness to engage in training and their barriers
  - (c) Matching customers to UDCOCPE based on the results of the customer’s assessment and UDCOCPE service offering
  - (d) Monitoring and evaluating the UDCOCPE performance
  - (e) Communicate the following to perspective customers: Customers that are determined WIOA eligible to participate in the UDCOCPE program will be enrolled and enrollment into any other DOES programs is not allowed. Please have those affected customers sign and date that they acknowledge this statement.

- (4) Provide oversight and monitor the progress of the programs to ensure effective use of the funds and achievement of program goals.
- (5) Provide quarterly reporting templates required of the Seller Agency to complete and host monthly meetings to review progress.
- (6) Provide Seller Agency with DOES logos, taglines, identifiers and/or other branding for all products, programs, promotional materials, activities, services, resources and related property and materials created pursuant to this MOU upon request.”

**III. Subsection A. PERIOD in Section V. DURATION OF THIS MOU is amended to read as follows:**

“The period of this MOU shall be from October 1, 2024 (the “effective date”) through September 30, 2025, unless early terminated pursuant to Section XI of this MOU.”

**IV. Subsection B. EXTENSION in Section V. DURATION OF THIS MOU is amended to read as follows:**

“The Parties may extend the period of this MOU by exercising a maximum of two (2) one (1)-year option period(s). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least thirty (30) days before the expiration of the initial or extended term of this MOU. The exercise of an option period is subject to the availability of funds at the time it is exercised.”

**V. Subsection A. Cost of Services in Section VI FUNDING PROVISIONS is amended to read as follows:**

The total cost to the Buyer Agency for the services provided under this MOU shall not exceed \$500,000.00. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, as shown in the budget below:

1. HBCU Public Service Program: \$50,000 during Fiscal Year 2024
2. Institute of Gerontology: \$350,000.00 during Fiscal Year 2025
3. UDCOCPE Occupational Training as an eligible training provider: \$100,000.00 during Fiscal Year 2025

**VI. Section VII COMPLIANCE WITH LAW is amended to add the following provision:**

“ To the extent that the terms of the MOU requires that Buyer Agency have access to student educational records, the Parties recognize that the student educational records are protected by the Family Educational Rights and Privacy Act (“FERPA”). FERPA permits

disclosure of student “educational records” to “school officials” that have a “legitimate educational interest” in the information. In accordance with FERPA, UDC can designate other entities, including vendors and consultants, as “other school officials.” For purpose of this MOU only, the Buyer’s program contact(s) listed in Section VII. are determined to fall within the category of “school official.” Neither Party, their agents, nor their assignees shall disclose student educational records to any third party, except with the prior written consent of the student (or parent, where applicable) and as permitted by law. Approved re-disclosures to third parties shall not exceed the purpose for original disclosure. Further, the program contact(s), should he or she disclose student educational records, is obligated to maintain a list of entities, agencies, or organizations to whom the records were disclosed, identifying which records were disclosed and the purpose for each disclosure.

Any disclosures made shall comply with UDC’s definition of “legitimate educational interest.” The Parties agree and warrant that they shall use student educational records solely to accomplish their obligations and solely in a manner and for purposes consistent with the terms and conditions of this MOU and UDC policies and procedures. The Parties agree to take appropriate legal action against any unauthorized use or disclosure of any student educational record.”

**VII. Section XII NOTICES** is amended to read as follows:

“The following individuals are the contact points for each Party:

Pathways to Public Service Program	Kenneth Walker Deputy Director 4058 Minnesota Avenue NE Washington DC 20019 <a href="mailto:Kenneth.walker@dc.gov">Kenneth.walker@dc.gov</a> 804-943-7896	Teri Little-Berry, Ph.D. Chief Student Development & Success Officer University of the District of Columbia 4200 Connecticut Ave. NW, Washington, DC 20008 <a href="mailto:ruthie.littleberry@udc.edu">ruthie.littleberry@udc.edu</a>
Institute of Gerontology	Kenneth Walker Deputy Director 4058 Minnesota Avenue NE Washington DC 20019 <a href="mailto:Kenneth.walker@dc.gov">Kenneth.walker@dc.gov</a> 804-943-7896	Dr. Lillie Monroe-Lord Director, Center for Nutrition, Diet and Health & Institute of Gerontology 4250 Connecticut Ave, NW Building 71, 5th Floor Washington, DC 20008 <a href="mailto:lmonroelord@udc.edu">lmonroelord@udc.edu</a> O:202-841-1296
UDCOCPE Occupational Training	Dr. Walter C. Lundy, Jr 4058 Minnesota Ave NE Washington, DC 20019 Telephone: 202-698-6367 <a href="mailto:walter.lundy@dc.gov">walter.lundy@dc.gov</a>	Beverly S. Lucas Director of Continuing and Professional Education University of the District of Columbia 4250 Connecticut Avenue, NW  Suite 2339 Washington, DC 20008 Phone: 202.274.7430 <a href="mailto:Beverly.lucas@udc.gov">Beverly.lucas@udc.gov</a>

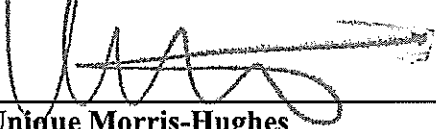


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All other terms and conditions of the MOU shall remain the same.

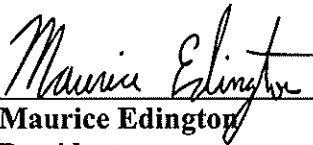
IN WITNESS WHEREOF, the Parties hereto have executed this MODIFICATION No. 1 as follows:

**DEPARTMENT OF EMPLOYMENT SERVICES**

  
\_\_\_\_\_  
**Dr. Unique Morris-Hughes**  
**Director**

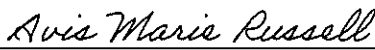
Date: 8/1/25

**UNIVERSITY OF THE DISTRICT OF COLUMBIA:**

  
\_\_\_\_\_  
**Maurice Edington**  
**President**

Date: 6/13/25

Approved as to form and legal sufficiency

  
\_\_\_\_\_  
**Avis Marie Russell**  
**General Counsel**

## Attachment A



### WIC Approved Courses Delivered by the University of the District of Columbia Office of Continuing and Professional Education

Program Name or Course of Study	Duration	Tuition Cost per Student <sup>1</sup>
<b>Medical Track</b> • Computer Skills for the Workplace \$129 • Medical Terminology \$135 • Medical Coding and Billing \$2,995	15 months	\$3,259
<b>IT Track 1</b> • Computer Skills for the Workplace \$129 • Microsoft Office Specialist \$2,745	8 months	\$2,874
<b>IT Track 2</b> • Computer Skills for the Workplace \$129 • Microsoft Office Specialist \$2,745 • Comp TIA A+ \$2,095	14 months	\$4,969
<b>Pharmacy Technician Track</b> • Computer Skills for the Workplace \$129 • Medical Terminology \$135 • Pharmacy Technician \$2,995	27 months	\$3,259
<b>Paralegal Track</b> • Paralegal Preparation \$129 • Certified Paralegal \$2,495	9 months	\$2,624
<b>Medical Coding and Billing</b>	12 months	\$2,995
<b>Microsoft Office Specialist</b>	6 months	\$2,745
<b>Comp TIA A+</b>	6 months	\$2,095
<b>Pharmacy Technician</b>	12 months	\$2,995
<b>Certified Paralegal</b>	6 months	\$2,495

<sup>1</sup> If the program's total cost exceeds the total amount of eligible ITA funds (\$5,000), the provider has submitted a cost cap letter on institutional letterhead stating that neither DOE: S nor DOE: S customers will be liable for training costs that exceed ITA funding.

2235 Shannon Place SE, Suite 3031  
Washington, DC 20020

T (202) 545-3064  
W [www.dcworks.dc.gov](http://www.dcworks.dc.gov)

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT DEPARTMENT OF EMPLOYMENT SERVICES  
AND  
THE UNIVERSITY OF THE DISTRICT OF COLUMBIA  
FOR FISCAL YEAR 2024**

**I. INTRODUCTION**

This Memorandum of Understanding (“MOU”) is entered into between the District Department of Employment Services (“Buyer Agency” or “DOES”) and the University of the District of Columbia (“Seller Agency” or “UDC”), each of which is individually referred to in this MOU as a “Party” and both of which together are collectively referred to in this MOU as the “Parties”.

**II. LEGAL AUTHORITY FOR MOU**

Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.; D.C. Official Code § 1-301.01(k); and any other authority under the Parties’ programs.

**III. OVERVIEW OF PROGRAM GOALS AND OBJECTIVES**

DOES' mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, and effective working communities. DOES provides comprehensive employment services to ensure a competitive workforce, full employment, life-long learning, economic stability, and the highest quality of life for all. DOES, a proud partner of the American Job Center system, is an equal opportunity employer/service provider.

Embracing its essence as a public historically black urban- focused land-grant university in the nation's capital, UDC is dedicated to serving the needs of the community of the District of Columbia and producing lifelong learners who are transformative leaders in the workforce, government, nonprofit sectors and beyond.

The Parties are committed to enhancing career opportunities for District residents through strategic educational partnerships. DOES collaborates with UDC to fortify the Historically Black Colleges and Universities (HBCU) Public Service Program

This MOU will enhance career-focused efforts at UDC, supporting initiatives that prepare students for public service careers. This funding will enhance career center resources to better serve students interested in public service careers and support graduate assistantships that are specifically tailored to career development in government roles.

The total cost of this MOU is \$50,000.00, of which, 100% is funded through a U.S. Department of Labor Employment and Training Administration grant supporting the District's Title I – Adult and Dislocated Workers.

#### **IV. SCOPE OF SERVICES**

Pursuant to the applicable authorities and in furtherance of the shared goals of the Parties, the Parties agree as follows:

##### **A. RESPONSIBILITIES OF SELLER AGENCY**

###### **UDC shall:**

1. Utilize the provided funding exclusively for the purposes outlined in the MOU, specifically, providing career center resources focused on building the capacity and reach of the program by developing a strategy to interest more students in public service, an outreach plan with key milestones, marketing materials geared towards HBCU students, and promoting public service job opportunities to UDC students.
2. Provide quarterly reports to the DOES point of contact. The quarter reports must include the status, activities related to the respective programs, and outcomes resulting from payments under the MOU
3. Meet with the DOES prior to the start of the academic semester to discuss progress and developments related to the initiation of the HBCU Public Service Program.
4. Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, promotional materials, activities, services, resources and related property and materials created, pursuant to this MOU.

##### **B. RESPONSIBILITIES OF BUYER AGENCY**

###### **DOES shall:**

1. Administer the HBCU Public Service Program, ensuring that its objectives align with the expectations set by the Executive Office of the Mayor.
2. Transfer funding to UDC in accordance with Section VI. to support the execution of activities detailed within the MOU.
3. Provide oversight and monitor the progress of the programs to ensure effective use of the funds and achievement of program goals.

4. Provide quarterly reporting templates required of the Seller Agency to complete and host monthly meetings to review progress.
5. Provide Seller Agency with DOES logos, taglines, identifiers and/or other branding for all products, programs, promotional materials, activities, services, resources and related property and materials created pursuant to this MOU upon request.

**V. DURATION OF THIS MOU**

**A. PERIOD**

The period of this MOU shall be from the date the MOU is fully executed (the “effective date”) through December 31, 2024, unless early terminated pursuant to Section XI of this MOU.

**B. EXTENSION**

The Parties may extend the period of this MOU by exercising a maximum of three (3) one (1)-year option period(s). Option periods may consist of a fiscal year, a fraction thereof, or multiple successive fractions of a fiscal year. Buyer Agency shall provide Seller Agency with written notice of its intent to exercise an option period at least thirty (30) days before the expiration of the initial or extended term of this MOU. The exercise of an option period is subject to the availability of funds at the time it is exercised.

**VI. FUNDING PROVISIONS**

**A. COST OF SERVICES**

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$50,000 for Fiscal Year 2024. The total cost of the goods and/or services is based on the Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU, as shown in the budget below:

1. HBCU Public Service Program: \$50,000

**B. PAYMENT**

1. Within thirty 30 days after this MOU is fully executed, the Buyer Agency shall transmit to the Seller Agency a wire payment in the amount set forth in Section VI.A of this MOU, as an advance payment for the goods and/or services to be provided by the Seller Agency under this MOU.

2. The Seller Agency shall draw down from the advance only for the actual cost of goods and/or services provided by the Seller Agency under this MOU.
3. The Seller Agency shall transmit to the Buyer Agency on a monthly basis a report detailing the amounts the Seller Agency drew down against the advance during the prior month and the purposes for which the amounts were drawn down.
4. Within thirty (30) days after the date of expiration or termination of this MOU, the Seller Agency shall return any excess advance to the Buyer Agency.

### **C. ANTI-DEFICIENCY CONSIDERATIONS**

The Parties acknowledge and agree that nothing in this MOU creates a financial obligation in anticipation of an appropriation and that all provisions of this MOU are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

### **VII. AMENDMENTS**

This MOU may be amended only by the written agreement of the Parties. Amendments shall be dated and signed by authorized representatives of the Parties.

### **VIII. COMPLIANCE WITH LAW**

The Parties shall comply with all applicable laws, rules, and regulations whether now in effect or hereafter enacted or promulgated.

### **IX. COMPLIANCE MONITORING**

The Seller Agency will be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements of this MOU.

### **X. RECORDS AND REPORTS**

- A. The Buyer Agency and Seller Agency shall maintain records and receipts for the expenditure of all funds provided pursuant to this MOU for a period of no less than three (3) years after the date of expiration or termination of this MOU.
- B. Both the Buyer Agency and Seller Agency shall have access to all records in the Interagency Project established pursuant to section VI.B. of this MOU.

**XI. TERMINATION**

- A. Either Party may terminate this MOU in whole or in part by giving thirty (30) calendar days advance written notice to the other Party.
- B. In the event of termination of this MOU, the Buyer Agency and Seller Agency shall reconcile any amounts due to the Seller Agency under this MOU. The Seller Agency shall return any remaining advance of funds that exceeds the amounts due within thirty (30) days after the reconciliation or at the end of the fiscal year, whichever is earlier.

**XII. NOTICES**

The following individuals are the contact points for each Party:

Buyer Agency  
Kenneth Walker  
Deputy Director  
4058 Minnesota Avenue NE Washington DC 20019  
[Kenneth.walker@dc.gov](mailto:Kenneth.walker@dc.gov)  
804-943-7896

Seller Agency  
Teri Little-Berry, Ph.D.  
Chief Student Development & Success Officer  
University of the District of Columbia  
4200 Connecticut Ave. NW,  
Washington, DC 20008  
[ruthie.littleberry@udc.edu](mailto:ruthie.littleberry@udc.edu)

with a copy, not constituting notice, to:  
Office of the General Counsel  
University of the District of Columbia  
4200 Connecticut Avenue, NW  
Washington, DC 20008  
Attention: General Counsel

**XIII. RESOLUTION OF DISPUTES**

All disputes arising under this MOU shall be referred to Kenneth Walker, Deputy Director, Department of Employment Services and Dr. Teri Little-Berry, Chief Student Development & Success Officer, UDC for resolution. If these individuals are unable to resolve such a dispute, the dispute shall be referred to the Dr. Unique Morris-Hughes and President Maurice D. Edington for resolution.

**XIV. CONFIDENTIAL INFORMATION**

The Parties shall use, restrict, safeguard, and dispose of all information related to goods and/or services provided under this MOU in accordance with all relevant federal and District statutes, regulations, and policies.

**IN WITNESS WHEREOF**, the Parties have executed this MOU as follows:

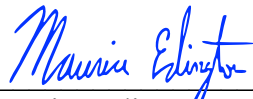
District Department of Employment Services

  
\_\_\_\_\_  
Dr. Unique Morris-Hughes  
Director, DOES

**6/28/24**

\_\_\_\_\_  
Date

**University of the District of Columbia**

  
\_\_\_\_\_  
Maurice Edington  
President

6/28/24  
\_\_\_\_\_  
Date



# Construction Alternative Plans



GOVERNMENT OF THE DISTRICT OF COLUMBIA



ADDENDUM NO. 1
TO
FIRST SOURCE EMPLOYMENT AGREEMENT
FOR
CARL F. WEST ESTATES (PROJECT)
BY AND BETWEEN
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)
AND
CARL F. WEST, LLC (Developer) (EMPLOYER)

(DOES and EMPLOYER hereinafter collectively referred to as "Parties".)

The Parties entered into a First Source Employment Agreement (Agreement) on May 10, 2023, in accordance with the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Official Code §§ 2-219.01 – 2.219.05), and relevant provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 2-219.03 and § 32-1431) for recruitment, referral, and placement of District of Columbia residents.

This Addendum is an integral part of the Agreement and reflects the only changes or variances from the responsibilities of the EMPLOYER required by the Agreement. All expressions and terms defined or used in the Agreement shall remain the same unless expressly indicated otherwise in this Addendum.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

Based on the labor market information regarding the availability of qualified District residents in Cast-In-Place Concrete, Masonry, Miscellaneous Metals, Rough/Finish Carpentry, Waterproofing & AVB, Siding, Roofing, Doors/Frames/Hardware, Glazing, Framing & GWB, Flooring & Tile, Paint, Appliance Installation, Casework & Countertops, Elevators, Fire Suppression, Mechanical, Electrical, Solar/PV, Earthwork, Support of Excavation (SOE), Landscaping, Wet Utilities, and Dry Utilities trades the First Source statutory hiring goals for all new jobs created by the PROJECT are modified as follows.

- I. EMPLOYER will enroll 80 District residents into its 10-week ABC C.O.R.E. Training Program (PROGRAM). Based on attrition, it is anticipated that 40 District residents will successfully complete the PROGRAM. Each District resident that successfully completes the PROGRAM will receive a certification. Each District resident that successfully completes the PROGRAM will be trained in the curriculum per the EMPLOYER'S Alternative Work Plan, Attachment A, to increase the number of skilled District residents, in the above-noted trades.
II. EMPLOYER will work with DOES to enroll PROGRAM trainees in DC Networks so that PROGRAM trainees can access additional wrap-around services, if eligible.
III. EMPLOYER will give trainees in the PROGRAM first opportunity to work on the PROJECT as a common laborer or skilled laborer depending on experience. Laborers will be compensated using the following rates.

Table with 3 columns: Davis-Bacon Wage Rate, Regular Rate, Over-time Rate. Rows: Common Laborer, Skilled Laborer.

- IV. EMPLOYER will provide metro cards and/or bus fare for transportation to training facility.
V. EMPLOYER will give each graduate of the PROGRAM, a one-time stipend of \$75.00.

VI. EMPLOYER will hire 30 District residents that successfully complete the PROGRAM. The remaining 10 District residents that successfully complete the PROGRAM, will be offered positions in the Trusted Solutions Group (TSG) workforce, if they have not been hired by its required subcontractors. For any District residents, in excess of 40, that successfully complete the PROGRAM, EMPLOYER and TSG will make best efforts to find employment among its required subcontractors on this PROJECT or any other projects of the EMPLOYER. EMPLOYER and its required contractors will ensure that information on various trade unions is made available to those seeking union membership.

VII. EMPLOYER will meet the modified hours worked percentages, identified in the following chart, for the trades covered by this Addendum.

First Source Requirement	Modified Hours Worked Percentages Requirement
20% Journey Worker	0%
51% Skilled Laborer	35% Skilled Laborer
70% Common Laborer	85% Common Laborer

VIII. EMPLOYER will work with Carlos Rosario International Public Charter School and Cardozo High School to select up to 2 internship participants, 1 per semester/year for participation on the PROJECT team. Participants will receive on-site project management education experience, see EMPLOYER'S Alternative Work Plan, Attachment A.

IX. First Source statutory reporting requirements contained in Sections VII.D. and VII.E. of the Agreement are modified as follows, for the trades covered by this Addendum.

A. EMPLOYER must track the training hours of the 80 District residents enrolled in the PROGRAM on a monthly basis and submit it to the assigned Office of First Source Compliance monitor. The monthly reports must include (1) trainees' names, (2) description of training provided, (3) number of hours trained, (4) date and amount of paid, (5) date and reason for trainee separation, if applicable, (6) copy of participants' certification, and (7) proof of hiring.

B. EMPLOYER must track the number of District residents that worked as either common or skilled laborers, on the PROJECT, while attending its PROGRAM.

C. EMPLOYER must track the number of hours worked by District residents as either common or skilled laborers, on the PROJECT, while attending its PROGRAM.

D. EMPLOYER must report and track the 40 District residents hired and any District residents that successfully completed its PROGRAM in excess of the 40 District residents, identified in Paragraph VI, in the First Source Online Registration & Reporting System (FORRS).

E. EMPLOYER must report the date and reason for separation of the 80 District residents enrolled in the PROGRAM and the 40 District residents hired, if applicable, within 48 hours of such separation. The reporting requirement applies to all graduates of the PROGRAM.

F. EMPLOYER must report monthly the educational experience progress of the 2 District residents participating in the Internship Program on Attachment B.

X. First Source statutory Final Report And Good Faith Efforts requirements in Sections VIII.A.1. and VIII.A.2 of the First Source Agreement are modified as follows.

A. With the submission of the final request for payment from the Contracting Agency, the BENEFICIARY and/or EMPLOYER shall:

1. Report to DOES its full and final compliance with enrolling 80 District residents into its PROGRAM.
  2. Report to DOES the final number of District residents that successfully completed its PROGRAM.
  3. Report to DOES the current employment status of the final number of District residents that successfully completed its PROGRAM.
  4. Report to DOES its efforts to find gainful employment for the final number of District residents that successfully completed its PROGRAM.
  5. Report to DOES the number of District residents that worked on the PROJECT as either common or skilled laborers, while attending its PROGRAM.
  6. Report to DOES the number of hours worked by District residents on the PROJECT as either common or skilled laborers, while attending its PROGRAM.
  7. Report to DOES its full and final compliance with hiring 40 District residents that successfully completed its PROGRAM.
  8. Report to DOES the current employment status of the 40 District residents that successfully completed its PROGRAM.
  9. Submit final report in FORRS for the hiring and retention of the 40 District residents that successfully completed its PROGRAM.
  10. Report to DOES a final report of the internship program participants' educational experience on Attachment B.
- XI. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.B. of the First Source Agreement are modified as follows.
- G. The alternative plan outlined in this Addendum replaces the ability to request a waiver for the trades covered in this Addendum.
- XII. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.C. of the First Source Agreement are modified as follows.
- H. DOES will consider EMPLOYER'S compliance with the alternative plan outlined in this Addendum for the trades covered in this Addendum.
- XIII. First Source monitoring requirements in Section IX. are amended to add the following paragraph E.
- E. DOES will monitor compliance with the alternative plan outlined in this Addendum, using the same methods of monitoring used for the Agreement.
- XIV. First Source penalties in Section IX.A. are amended as follows.
- A. **Willful Breach of the Agreement and/or Addendum** by the EMPLOYER, failure to submit the contract compliance reports, deliberate submission of falsified data may result in DOES imposing a fine of 5% of the total amount of the direct and indirect labor costs of the Project, in addition to other penalties provided by law. Failure to meet the required training and hiring requirements of this addendum may result in DOES imposing a penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the Project for each percentage by which the beneficiary fails to meet the hiring and training requirements.

All other terms of the Agreement, unless modified by this Addendum, remain in effect, for the trades covered by this Addendum, including all provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 32-1431).

Any trade not covered by this Addendum is covered by the terms of the Agreement.

This Addendum incorporates by reference the EMPLOYER'S Alternative Work Plan, Attachment A.

Beneficiary Senior Official

Department of Employment Services

Full Name (Print)

Date 5/10/23

Full Name (Print)

Date 5-11-23

Date

D. Lee  
Signature

Date 5-11-23

Signature

CARL F. WEST, LLC

Name of Company

Interim Associate Director  
Office of First Source Compliance  
Department of Employment Services  
4048 Minnesota Avenue, NE  
Washington, DC 20019  
Third Floor  
202-671-1883

2801 14<sup>TH</sup> STREET, NW

WASHINGTON, DC 20009

Address

Telephone -

Email



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
FIRST SOURCE EMPLOYMENT AGREEMENT FOR**



ADDENDUM NO. 1

TO

FIRST SOURCE EMPLOYMENT AGREEMENT FOR  
**EDGEWOOD COMMONS V PROJECT**

BY AND BETWEEN

DEPARTMENT OF EMPLOYMENT SERVICES (DOES)

AND

**ECD EDGEWOOD COMMONS 5 LP**

**(BENEFICIARY)**

**BOZZUTO CONTRACTORS INC.**

**(EMPLOYER)**

DOES and BENEFICIARY/EMPLOYER hereinafter collectively referred to as "Parties" entered into a First Source Employment Agreement (Agreement) on June 5, 2023, in accordance with the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Official Code §§ 2-219.01 – 2.219.05), and relevant provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 2-219.03 and § 32-1431) for recruitment, referral, and placement of District of Columbia residents.

This ADDENDUM is an integral part of the AGREEMENT and reflects the only changes or variances from the responsibilities of the BENEFICIARY/EMPLOYER required by the AGREEMENT. All expressions and terms defined or used in the AGREEMENT shall remain the same unless expressly indicated otherwise in this ADDENDUM.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

- I. Based on the labor market information regarding the availability of qualified District residents in the trades of Site Concrete, Masonry, Windows, Siding, Roofing, Doors, Frames and Hardware, the First Source statutory hours worked percentages, 20% of journey workers, 51% of skilled laborers and 60% of apprentice for all jobs created by the PROJECT, are modified as follows for listed trades:
- II. EMPLOYER and its entities collectively shall hire ten (10) District residents, during the construction phase of the PROJECT (Construction Hires), and retain 10 Construction Hires throughout the PROJECT, excluding separation for poor performance or voluntary separation.
- III. BENEFICIARY shall hire a minimum of 2 District residents for permanent positions, during the non-construction phase of the PROJECT (Non-construction Hires). The Non-construction Hires shall be employed in permanent positions for a minimum of one year, excluding separation for poor performance or voluntary separation. The non-construction Hires will have the potential for growth within the organization.
- IV. BENEFICIARY shall contribute \$369,414.27 to the DC Jobs Trust Fund within 90 days after the start of the project.
- V. BENEFICIARY/EMPLOYER will work with DOES to enroll Construction Hires and Non-construction Hires in DC Networks so that they can access additional wrap-around services, if eligible.
- VI. BENEFICIARY/EMPLOYER will pay at least the living wage, per hour for each District resident enrolled in the PROGRAM and hired. Effective July 1, 2023, the living wage increased to \$17.00.

- VII. Employer will either (1) enroll 10 Hires into a registered apprenticeship program or (2) offer opportunities for subsequent work on the PROJECT in the listed trades to the 10 hires. Employer and its required contractors will ensure that information on various trade unions is made available to those District residents seeking union membership.
- VIII. First Source statutory reporting requirements contained in Sections VII.D. and VII.E. of the First Source Agreement are modified as follows, for the trades covered by this Addendum.
- A. BENEFICIARY/EMPLOYER must track the 12 District residents hired in First Source Online Registration & Reporting System (FORRS), to include the 10 District residents hired during the construction phase of the Project and the 2 District residents hired in the non-construction phase of the Project.
  - B. BENEFICIARY/EMPLOYER must report the date and reason for separation of the 12 District residents hired in its PROJECT, within 48 hours of such separation, if applicable.
- IX. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.A.1. and VIII.A.2 of the First Source Agreement are modified as follows.
- A. With the submission of the final request for payment from the Contracting Agency, the Beneficiary and/or EMPLOYER shall:
    - 1. Report to DOES its full and final compliance with hiring 10 District residents, during the construction phase of the Project.
    - 2. Report to DOES the current employment status of the 10 District residents hired, during the construction phase of the Project.
    - 3. Report to DOES its full and final compliance with hiring 2 District residents, during the non-construction phase of the Project.
    - 4. Report to DOES the current employment status of the 2 District residents hired, during the non-construction phase of the Project.
    - 5. Submit final report in FORRS for the hiring and retention of the 12 District residents, including the 10 District residents hired during the construction phase and 2 District residents hired during the non-construction phase.
- X. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.B. of the First Source Agreement are modified as follows:
- A. The alternative plan outlined in this ADDENDUM replaces the ability to request a waiver for the trades covered in this ADDENDUM.
- XI. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.C. of the AGREEMENT are modified as follows.
- A. DOES will consider BENEFICIARY'S/EMPLOYER'S compliance with the alternative plan outlined in this ADDENDUM for the trades covered in this ADDENDUM.
- XII. First Source monitoring requirements in Section IX. of the AGREEMENT are amended to add the following paragraph E.
- E. DOES will monitor compliance with the alternative plan outlined in this ADDENDUM, using the same methods of monitoring used for the AGREEMENT.
- XIII. First Source penalties in Section IX.A. are amended as follows.
- A. Willful Breach of the AGREEMENT and/or ADDENDUM by the BENEFICIARY/EMPLOYER, failure to submit the contract compliance reports, deliberate submission of falsified data may result in DOES imposing a fine of 5% of the total amount of

the direct and indirect labor costs of the Project, in addition to other penalties provided by law. Failure to meet the required hiring requirements of this ADDENDUM may result in the DOES imposing a penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the PROJECT for each percentage by which the BENEFICIARY/EMPLOYER fail to meet the hiring requirements.

All other terms of the AGREEMENT, unless modified by this ADDENDUM, remain in effect, for the trades covered by this ADDENDUM, including all provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 32-1431).

Any trade not covered by this ADDENDUM is covered by the terms of the AGREEMENT.

This ADDENDUM incorporates by reference the Alternative Plan; Attachment A submitted by BENEFICIARY/EMPLOYER.

BENEFICIARY Senior Official

Date 11/30/23

Signature  
Enterprise Community Development  
Name of Company

8403 Colseville Road, Suite 1150

Silver Spring, MD 20910  
Address

Telephone \_\_\_\_\_  
Email \_\_\_\_\_

Department of Employment Services

Date 11/30/23

Full Name (Print) \_\_\_\_\_  
ing Date 11/30/23

Signature  
Associate Director  
Office of First Source Compliance  
Department of Employment Services  
4058 Minnesota Avenue, NE  
Washington, DC 20019  
202





**GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**ADDENDUM NO. 1  
TO  
FIRST SOURCE EMPLOYMENT AGREEMENT FOR  
LISNER SENIOR PROJECT (PROJECT)  
BY AND BETWEEN  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
AND  
LISNER SENIOR INDEPENDENT OWNER LP  
(BENEFICIARY)  
BOZZUTO CONTRACTORS INC.  
(EMPLOYER)**

DOES and BENEFICIARY/EMPLOYER, hereinafter collectively referred to as "Parties", entered into a First Source Employment Agreement (AGREEMENT) on September 15, 2023, in accordance with the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Official Code §§ 2-219.01 – 2.219.05), and relevant provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 2-219.03 and § 32-1431) for recruitment, referral, and placement of District of Columbia residents.

This ADDENDUM is an integral part of the AGREEMENT and reflects the only changes or variances from the responsibilities of the BENEFICIARY/EMPLOYER required by the AGREEMENT. All expressions and terms defined or used in the AGREEMENT shall remain the same unless expressly indicated otherwise in this ADDENDUM.

NOW THEREFORE IT IS AGREED AS FOLLOWS:

- I. Based on the labor market information regarding the availability of qualified District residents in the trades of Site Concrete, Rough Carpentry, Siding, Roofing, and Electrical, the First Source statutory hours worked percentages, 20% of Journey Worker and 51% of Skilled Laborer and 60% of Apprentice, for all jobs created by the PROJECT, do not apply to the aforementioned trades and are modified as follows.
- II. EMPLOYER shall hire 10 District residents, during the construction phase of the PROJECT (Construction Hires), and retain 10 Construction Hires throughout the PROJECT, excluding separation for poor performance or voluntary separation.
- III. BENEFICIARY and its entities collectively shall hire 1 or more District residents for permanent positions, during the non-construction phase of the PROJECT (Non-construction Hires). The Non-construction Hires shall be employed in permanent positions for a minimum of one year, excluding separation for poor performance or voluntary separation. The Non-construction Hires will have the potential for growth with BENEFICIARY/EMPLOYER and its entities.
- IV. BENEFICIARY shall contribute \$100,000 to the DC Job Trust Fund within 6 months of the targeted loan closing date of **September 15, 2023**.
- V. EMPLOYER will enroll and hire 10 District residents into their 4-week pre-apprenticeship training (PROGRAM) in the trades identified in Paragraph I of this ADDENDUM (PROGRAM Hires).
- VI. EMPLOYER will work with DOES to enroll Construction Hires, Non-construction Hires and PROGRAM Hires in DC Networks so that they can access additional wrap-around services, if eligible.
- VII. EMPLOYER will pay at least the living wage per hour for each PROGRAM Hire enrolled in the

PROGRAM. Effective January 1, 2023, through June 30, 2023, the living wage is \$16.50. Effective July 1, 2023, the living wage increases to \$17.00.

- VIII. BENEFICIARY/EMPLOYER will either (1) enroll 10 PROGRAM Hires into a registered apprenticeship program or (2) offer opportunities for subsequent work on the PROJECT in the listed trades to the 10 PROGRAM Hires, after successful completion of its PROGRAM. BENEFICIARY/EMPLOYER and its required contractors will ensure that information on various trade unions is made available to those District residents seeking union membership.
- IX. First Source statutory reporting requirements contained in Sections VII.D. and VII.E. of the AGREEMENT are modified as follows, for the trades covered by this ADDENDUM.
- A. EMPLOYER must track the training hours of the 10 PROGRAM Hires enrolled in its PROGRAM and submit it to the assigned Office of First Source Compliance monitor. The reports must include (1) names, (2) description of training provided, (3) number of hours trained, (4) date and amount of stipend paid, (5) date and reason for PROGRAM separation, if applicable, (6) copy of certifications attained, and (7) proof of hiring.
  - B. EMPLOYER must track in First Source Online Registration & Reporting System (FORRS), the (1) 10 Construction Hires and (2) 10 PROGRAM Hires.
  - C. BENEFICIARY must track in First Source Online Registration & Reporting System (FORRS) 1 or more Non-construction Hires.
  - D. EMPLOYER must report the date and reason for separation, if applicable, of the (1) 10 Construction Hires and (2) 10 PROGRAM Hires.
  - E. BENEFICIARY must report the date and reason for separation, if applicable, of the 1 or more Non-construction Hires, within 48 hours of such separation.
- X. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.A.1. and VIII.A.2 of the AGREEMENT are modified as follows.
- A. With the submission of the final request for payment from the Contracting Agency, the BENEFICIARY/EMPLOYER shall:
    - 1. Report to DOES its full and final compliance with hiring and retaining 10 Construction Hires.
    - 2. Report to DOES the current employment status of the 10 Construction Hires.
    - 3. Report to DOES its full and final compliance with enrolling 10 PROGRAM Hires into its PROGRAM.
    - 4. Report to DOES its full and final compliance with either (1) hiring as apprentices or (2) offering the opportunity for subsequent work on the PROJECT in the trades covered by this ADDENDUM to the 10 PROGRAM Hires that successfully completed its PROGRAM.
    - 5. Report to DOES the current employment status of the 10 PROGRAM Hires that successfully completed its PROGRAM.
    - 6. Report to DOES its full and final compliance with hiring and retaining 1 or more Non-construction Hires.
    - 7. BENEFICIARY Report to DOES the current employment status of the 1 or more Non-construction Hires.
    - 8. Submit final report in FORRS for the hiring and retention of the (1) 10 Construction Hires, (2) 10 PROGRAM Hires that successfully completed its PROGRAM.
    - 9. BENEFICIARY must report the date and reason for separation, if applicable, of the 1 or more Non-construction Hires, within 48 hours of such separation.

XI. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.B. of the AGREEMENT are modified as follows.

A. The terms of this ADDENDUM replace the ability to request a waiver for the trades covered in this ADDENDUM.

XII. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.C. of the AGREEMENT are modified as follows.

A. DOES will consider BENEFICIARY'S/EMPLOYER'S compliance with the terms of this ADDENDUM for the trades covered in this ADDENDUM.

XIII. First Source monitoring requirements in Section IX. are amended to add the following paragraph.

E. DOES will monitor compliance with the alternative plan outlined in this ADDENDUM, using the same methods of monitoring used for the AGREEMENT.

XIV. First Source penalties in Section IX.A. are amended as follows.

A. Willful Breach of the AGREEMENT and/or ADDENDUM by the BENEFICIARY/EMPLOYER, failure to submit the contract compliance reports, deliberate submission of falsified data, may result in DOES imposing a fine of 5% of the total amount of the direct and indirect labor costs of the PROJECT, in addition to other penalties provided by law. Failure to meet the required training and hiring requirements of this ADDENDUM may result in the DOES imposing a penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the PROJECT for each percentage by which the BENEFICIARY/EMPLOYER fails to meet the hiring and training requirements and contribute the contribution amount.

All other terms of the AGREEMENT, unless modified by this ADDENDUM, remain in effect, for the trades covered by this ADDENDUM, including all provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 32-1431).

Any trade not covered by this ADDENDUM is covered by the terms of the AGREEMENT.

This ADDENDUM incorporates by reference the Proposed Alternative Work Program submitted by BENEFICIARY/EMPLOYER.

BENEFICIARY Senior Official

Sep 15, 2023

Date

Full Name (Print)

Sep 15, 2023

Date

Signature

Lisner Senior Independent Owner LP  
Name of Company

7735 Old Georgetown Rd. Suite 600  
Bethesda MD 20814

Address

Interim Associate Director  
Office of First Source Compliance  
Department of Employment Services  
4048 Minnesota Avenue, NE  
Washington, DC 20019  
Third Floor  
202-671-1883

Telephone

Email

EMPLOYER/General Contractor Senior Official

Date Sep 15, 2023

Full Name (Print)

Date Sep 15, 2023

Signature

**Bozzuto Contractors, Inc.**

Name of Company

6406 Ivy Lane,

Greenbelt, MD 20770

Address

Telephone

Email



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**FIRST ADDENDUM  
TO  
FIRST SOURCE EMPLOYMENT AGREEMENT FOR  
NOMA UNION MARKET AFFORDABLE RESIDENTIAL PROJECT  
BY AND BETWEEN  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
AND  
FLORIDA AVENUE APARTMENTS LLC (EMPLOYER)**

DOES and EMPLOYER (Parties) entered into a First Source Employment Agreement (AGREEMENT) on July 25, 2023, in accordance with the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Official Code §§ 2-219.01 – 2.219.05), and relevant provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 2-219.03 and § 32-1431) for recruitment, referral, and placement of District of Columbia residents.

This FIRST ADDENDUM is an integral part of the AGREEMENT and reflects the only changes or variances from the responsibilities of the EMPLOYER required by the AGREEMENT. All expressions and terms defined or used in the AGREEMENT shall remain the same unless expressly indicated otherwise in this FIRST ADDENDUM.

**NOW THEREFORE IT IS AGREED AS FOLLOWS:**

- I. Based on the labor market information regarding the availability of qualified District residents in the trades of Plumbing and Mechanical, Electrical, Carpentry, Cast in Place Concrete and Finishing, Sheeting and Shoring, Sprinkler Fitters, Waterproofing, Air Barriers, and Siding, Glazing, Roofing, Elevators, Flooring, Masonry, Landscaping, Ironworker, Tile/Marble and Cabinetry following First Source statutory hours worked percentages for 20% of Journey Workers, 51% of Skilled Laborers, and 60% of Apprentices, do not apply to the aforementioned trades.
- II. EMPLOYER will enroll 50 District residents into the 10-week ABC C.O.R.E. Training Program (PROGRAM). Based on attrition, it is anticipated that 33 District residents will successfully complete the PROGRAM. Each District resident that successfully completes the PROGRAM will receive a certification. Each District resident that successfully completes the PROGRAM will be trained in the curriculum per the EMPLOYER'S Alternative Workforce Plan, Attachment A, to increase the number of skilled District residents, in the trades covered by this FIRST ADDENDUM.
- III. EMPLOYER will work with DOES to enroll Program trainees in DC Networks so that Program trainees can access additional wrap-around services, if eligible.
- IV. EMPLOYER will pay at least the living wage, per hour for each participant enrolled in the PROGRAM. Effective July 1, 2023, the living wage increased to \$17.00. EMPLOYER will provide a stipend of \$17.50 per hour for each participant enrolled in the PROGRAM.
- V.
- VI. EMPLOYER, its required contractors, and affiliates will hire 33 District residents that successfully complete the PROGRAM. EMPLOYER, its required contractors, and affiliates will ensure that information on various trade unions is made available to those seeking union membership. EMPLOYER, its required contractors, and affiliates are committed to ensuring all graduates, in excess of 33, receive appropriate resources to assist in obtaining gainful employment.

VII. First Source statutory reporting requirements contained in Sections VII.D. and VII.E. of the AGREEMENT are modified as follows, for the trades covered by this FIRST ADDENDUM.

A. EMPLOYER must track the training hours of the 50 District residents enrolled in its PROGRAM on a monthly basis and submit to the assigned Office of First Source Compliance monitor. The monthly reports must include (1) trainees' names, (2) description of training provided, (3) number of hours trained, (4) date and amount of stipend paid, (5) date and reason for trainee separation, if applicable, (6) copy of participants' certification, and (7) proof of hiring.

B. EMPLOYER must track the 33 District residents hired in First Source Online Registration & Reporting System (FORRS).

C. EMPLOYER must report the date and reason for separation of the 50 District residents enrolled in the PROGRAM, if applicable, within 48 hours of such separation.

D. EMPLOYER must report the date and reason for separation of the hired 33 District residents, if applicable, within 48 hours of such separation.

VIII. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.A.1. and VIII.A.2 of the AGREEMENT are modified as follows.

A. With the submission of the final request for payment from the Contracting Agency, the BENEFICIARY and/or EMPLOYER shall:

1. Report to DOES its full and final compliance with enrolling 50 District residents into its PROGRAM.
2. Report to DOES the final number of District residents that successfully completed its PROGRAM.
3. Report to DOES the current employment status of the final number of District residents that successfully completed its PROGRAM.
4. Report to DOES its efforts to find gainful employment for the final number of District residents that successfully completed its PROGRAM.
5. Report to DOES its full and final compliance with hiring 33 District residents after successful completion of its PROGRAM.
6. Report to DOES the current employment status of the 33 District residents hired after successful completion of its PROGRAM.
7. Submit final report in FORRS for the hiring and retention of the 33 District residents, that successfully completed its PROGRAM.

IX. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.B. of the AGREEMENT are modified as follows.

A. The alternative plan outlined in this FIRST ADDENDUM replaces the ability to request a waiver for the trades covered in this FIRST ADDENDUM.

X. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.C. of the AGREEMENT are modified as follows.

A. DOES will consider EMPLOYER'S compliance with the terms of this FIRST ADDENDUM for the trades covered in this FIRST ADDENDUM.

XI. First Source monitoring requirements in Section IX. are amended to add the following paragraph E.

E. DOES will monitor compliance with the alternative plan outlined in this FIRST ADDENDUM, using the same methods of monitoring used for the AGREEMENT.

XII. First Source penalties in Section IX.A. are amended as follows.

A. Willful Breach of the AGREEMENT and/or FIRST ADDENDUM by the EMPLOYER, failure to submit the contract compliance reports, deliberate submission of falsified data may result in DOES imposing a fine of 5% of the total amount of the direct and indirect labor costs of the Project, in addition to other penalties provided by law. Failure to meet the required training and hiring requirements of this FIRST ADDENDUM may result in the DOES imposing a penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the Project for each percentage by which the beneficiary fails to meet the hiring and training requirements.

All other terms of the AGREEMENT, unless modified by this FIRST ADDENDUM, remain in effect, for the trades covered by this FIRST ADDENDUM, including all provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 32-1431).

Any trade not covered by this FIRST ADDENDUM is covered by the terms of the AGREEMENT.

This FIRST ADDENDUM incorporates by reference the Proposed Alternative Work Program submitted by EMPLOYER.

EMPLOYER Senior Official

Department of Employment Services

\_\_\_\_\_  
Date 9/22/2023  
Full Name (Print)  
\_\_\_\_\_  
Date 9/22/2023  
Signature

\_\_\_\_\_  
Date 12/01/23  
\_\_\_\_\_  
Date 12/01/23

Florida Avenue Apartments LLC  
Name of Company  
1228 Euclid Avenue, 4th Floor  
Cleveland, OH 44115  
Address  
\_\_\_\_\_  
Telephone  
\_\_\_\_\_

Interim Associate Director  
Office of First Source Compliance  
Department of Employment Services  
4048 Minnesota Avenue, NE  
DC 20019  
Washington,  
Third Floor

**BENEFICIARY Senior Official**

\_\_\_\_\_ Date 9/22/2023  
**Full Name (Print)** \_\_\_\_\_  
Date \_\_\_\_\_  
**Signature** \_\_\_\_\_

Florida Avenue Apartments LLC  
**Name of Company**

1228 Euclid Avenue, 4th Floor

Cleveland, OH 44115  
**Address**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Email**





**GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**ADDENDUM NO. 1  
TO  
FIRST SOURCE EMPLOYMENT AGREEMENT FOR  
WORTHINGTON WOODS APARTMENT PROJECT  
BY AND BETWEEN  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
AND  
MHP WW APARTMENTS, LLC  
(BENEFICIARY)  
BOZZUTO CONTRACTORS, INC.  
(EMPLOYER)**

DOES, BENEFICIARY and EMPLOYER (Parties) entered into a First Source Employment Agreement (Agreement) on July 25, 2023, in accordance with the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Official Code §§ 2-219.01 – 2.219.05), and relevant provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 2-219.03 and § 32-1431) for recruitment, referral, and placement of District of Columbia residents.

This Addendum is an integral part of the Agreement and reflects the only changes or variances from the responsibilities of the BENEFICIARY/EMPLOYER required by the Agreement. All expressions and terms defined or used in the Agreement shall remain the same unless expressly indicated otherwise in this addendum.

**NOW THEREFORE IT IS AGREED AS FOLLOWS:**

- I. Based on the labor market information regarding the availability of qualified District residents in the trades of Landscape, Rough Carpentry, Doors, Frames and Hardware, Windows, Siding, Mechanical, Plumbing, and Electrical, the following First Source statutory hours worked percentages, 20% of Journey Worker, 51% of Skilled Laborer and 60% of Apprentice, do not apply to the aforementioned trades.
- II. EMPLOYER shall hire 10 District residents, during the construction phase of the Project (Construction Hires).
- III. BENEFICIARY and its entities collectively shall hire a minimum of 2 District residents for permanent positions, during the non-construction phase of the Project (Non-construction Hires). The Non-construction Hires shall be employed in permanent positions for a minimum of one year, excluding separation for poor performance or voluntary separation by the 2 Non-construction Hires. The Non-construction Hires will have the potential for growth with the BENEFICIARY and its entities.
- IV. BENEFICIARY shall contribute 5% of the indirect and direct labor cost for the trades covered by this ADDENDUM to the DC Job Trust Fund, see Attachment B.
- V. EMPLOYER will enroll and hire 8 District residents into their 4-week pre-apprenticeship training (PROGRAM) in the trades covered by this ADDENDUM (PROGRAM Hires).
- VI. EMPLOYER will work with DOES to enroll Construction Hires, Non-construction Hires and PROGRAM Hires in DC Networks so that the Construction Hires, Non-construction Hires and PROGRAM Hires can access additional wrap-around services, if eligible.
- VII. EMPLOYER will pay at least the living wage, per hour for each PROGRAM Hire enrolled in the

PROGRAM. Effective January 1, 2023, through June 30, 2023, the living wage is \$16.50. Effective July 1, 2023, the living wage increases to \$17.00.

- VIII. EMPLOYER will either enroll 8 PROGRAM Hires that successfully complete its PROGRAM into a registered apprenticeship program or offer the opportunity for subsequent work on the Project in the trades covered by this ADDENDUM to the 8 PROGRAM Hires. EMPLOYER and its required contractors will ensure that information on various trade unions is made available to those District residents seeking union membership.
- IX. First Source statutory reporting requirements contained in Sections VII.D. and VII.E. of the First Source Agreement are modified as follows, for the trades covered by this Addendum.
- A. EMPLOYER must track the training hours of the 8 PROGRAM Hires enrolled in its PROGRAM and submit it to the assigned Office of First Source Compliance monitor. The reports must include (1) names, (2) description of training provided, (3) number of hours trained, (4) date and amount of stipend paid, (5) date and reason for separation, if applicable, (6) copy of certifications attained, and (7) proof of hiring.
  - B. EMPLOYER must track the 10 Construction Hires and the 8 PROGRAM Hires in First Source Online Registration & Reporting System (FORRS).
  - C. EMPLOYER must report the date and reason for separation for each of the 10 Construction Hires and the 8 PROGRAM Hires, if applicable, within 48 hours of each separation.
  - D. BENEFICIARY must track the 2 Non-construction Hires in FORRS.
  - E. BENEFICIARY must report the date and reason for separation for each of the 2 Non-construction Hires, if applicable, within 48 hours of such separation.
- X. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.A.1. and VIII.A.2 of the First Source Agreement are modified as follows.
- A. With the submission of the final request for payment from the Contracting Agency, the BENEFICIARY and/or EMPLOYER shall:
    - 1. Report to DOES its full and final compliance with hiring 10 Construction Hires.
    - 2. Report to DOES the current employment status of the 10 Construction Hires.
    - 3. Report to DOES its full and final compliance with enrolling 8 PROGRAM Hires into its PROGRAM.
    - 4. Report to DOES its full and final compliance with either hiring 8 PROGRAM Hires as apprentices after successful completion of its PROGRAM or offering the opportunity for subsequent work on the Project in the trades covered by this ADDENDUM to the 8 PROGRAM Hires.
    - 5. Report to DOES the current employment status of the 8 PROGRAM Hires.
    - 6. Report to DOES its full and final compliance with hiring 2 Non-construction Hires.
    - 7. Report to DOES the current employment status of the 2 Non-construction Hires.
    - 8. Submit final report in FORRS for the hiring and retention of the 10 Construction Hires, 8 PROGRAM Hires and 2 Non-construction Hires.
- XI. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.B. of the First Source Agreement are modified as follows.
- A. The terms of this Addendum replace the ability to request a waiver for the trades covered in this Addendum.
- XII. First Source statutory **Final Report And Good Faith Efforts** requirements in Sections VIII.C. of the First Source Agreement are modified as follows.

- A. DOES will consider EMPLOYER'S compliance with the terms of this Addendum for the trades covered in this Addendum.
- XIII. First Source monitoring requirements in Section IX. are amended to add the following paragraph
- E. DOES will monitor compliance with the alternative plan outlined in this Addendum, using the same methods of monitoring used for the First Source Agreement.
- XIV. First Source penalties in Section IX.A. are amended as follows.
- A. Willful Breach of the Agreement and/or Addendum by the EMPLOYER, failure to submit the contract compliance reports, deliberate submission of falsified data may result in DOES imposing a fine of 5% of the total amount of the direct and indirect labor costs of the Project, in addition to other penalties provided by law. Failure to meet the required training and hiring requirements of this addendum may result in the DOES imposing a penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the Project for each percentage by which the beneficiary fails to meet the hiring and training requirements.

All other terms of the Agreement, unless modified by this Addendum, remain in effect, for the trades covered by this Addendum, including all provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 32-1431).

Any trade not covered by this Addendum is covered by the terms of the Agreement.

This Addendum incorporates by reference the Proposed Alternative Work Program submitted by EMPLOYER.

BENEFICIARY Senior Official

Department of Employment Services

\_\_\_\_\_ Date 10/17/23  
Full Name (Print)

\_\_\_\_\_ Date 10/17/23  
Signature

MHP WW Apartments, LLC  
Name of Company  
12200 Tech Road, Suite 250  
Silver Spring, MD 20904  
Address

Interim Associate Director  
Office of First Source Compliance  
Department of Employment Services  
4048 Minnesota Avenue, NE  
Washington, DC 20019, Third Floor  
202-671-1883

\_\_\_\_\_  
Telephone                      Email

EMPLOYER Senior Official

\_\_\_\_\_  
Date 2023-10-18

Full Name (Print)

by \_\_\_\_\_  
Date 2023-10-18

Bozzuto Contractors, Inc.

\_\_\_\_\_  
Name of Company

6406 Ivy Ln Suite 700, Greenbelt, MD 20770

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone                      Email

# Non-Construction Alternative Plans

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Department of Employment Services



**MURIEL BOWSER**  
MAYOR

**DR. UNIQUE MORRIS HUGHES**  
DIRECTOR

**ADDENDUM  
FOR  
CEDAR HILL REGIONAL MEDICAL CENTER OPERATIONS  
BY AND BETWEEN  
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)  
AND  
GEORGE WASHINGTON UNIVERSITY – UHS, INC. (EMPLOYER)**

DOES and the EMPLOYER (Parties) entered into a First Source Employment Agreement (Agreement) on April 11, 2025, in accordance with the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Official Code §§ 2-219.01 – 2.219.05), and relevant provisions of the Apprenticeship Requirements Amendment Act of 2004 (D.C. Official Code § 2-219.03 and § 32-1431) for recruitment, referral, and placement of District of Columbia residents.

This Addendum is an integral part of the Agreement and reflects the only changes or variances from the responsibilities of the EMPLOYER required by the Agreement. All expressions and terms defined or used in the Agreement shall remain the same unless expressly indicated otherwise in this Addendum. Any occupations not covered by this Addendum are covered by the terms of the Agreement. This Addendum applies to the EMPLOYER and its required subcontractors.

**NOW THEREFORE IT IS AGREED AS FOLLOWS:**

According to the employment plan provided by EMPLOYER, EMPLOYER will create 641<sup>1</sup> new positions necessary for the efficient and effective operation of the Cedar Hill Regional Medical Center. The 641 new positions are a combination of skilled and unskilled healthcare occupations and a combination of permanent full time and part time positions.

Based on the labor market information regarding the availability of qualified District residents in the skilled healthcare occupations required for the efficient and effective operation of the Cedar

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<sup>1</sup> 641 is the maximum number of new full and part-time positions who would work at Cedar Hill Regional Medical Center once the hospital reaches its maximum capacity, based on the current number of operational beds, 136. On the first day of operations, April 15, 2025, Cedar Hill Regional Medical Center will NOT operate at maximum capacity and the number of new positions will be less than 641. If the hospital were approved to operate another 48 beds by the State Health Planning Development Agency (SHPDA), the total number of new full and part-time positions would increase. Should this approval be granted, EMPLOYER will notify DOES within 7 days of the approval and provide a revised Employment Plan within 30 days of the approval.

Hill Regional Medical Center, the First Source statutory 51% hiring percentages for all new jobs created are modified as follows for this EMPLOYER and its required subcontractors.

- I. EMPLOYER will hire District residents for 100% of the 67<sup>2</sup> new jobs created in the following *unskilled* healthcare occupations (a) 20 environmental services workers, (b) 15 patient sitters, (c) 9 admissions representatives/registrars, (d) 4 food service workers, (e) 6 transporters, (f) 3 cooks, (g) 2 supply chain technicians, (h) 5 telephone operators, (i) 1 administrative coordinator, (j) 1 cashier, and (k) 1 concierge.
- II. EMPLOYER will hire District residents for 100% of the new jobs created in the following *skilled* healthcare occupations, 4 Pharmacy Technicians and 6 Phlebotomists.<sup>3</sup>
- III. EMPLOYER will hire or require its subcontractors to hire District residents for 100% of the new hires for 10 security guards.<sup>4</sup>
- IV. EMPLOYER will hire District residents for 51% of new jobs created in all other unskilled occupations not listed above in paragraph I.
- V. EMPLOYER shall require District residents comprise 30% of all unskilled transfers to new positions at Cedar Hill Regional Medical Center.<sup>5</sup> In order to count as a transfer, the District residents will be employees of the EMPLOYER assigned to another site.
- VI. EMPLOYER shall not be required to meet the 51% hiring percentages as it relates to all other skilled healthcare occupations in the hospital.
- VII. EMPLOYER, as a premier member of the Healthcare Alliance Academy, will operate workforce development training programs for District residents in the skilled healthcare occupations of (a) patient care technician, (b) emergency room technician, (c) radiology/imaging technician, (d) phlebotomist, (e) mental health/behavioral health technician, (f) pharmacy technician, (g) sterile processing technician, and (h) certified nursing assistant. EMPLOYER will hire 51% of the graduates of the workforce development training programs, if positions are available at Cedar Hill Regional Medical

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<sup>2</sup> EMPLOYER is required to report any increase in this number creating a need for new hires in these occupations to DOES within 7 days of the need for the new hires. District residents will be hired for 100% of all new jobs created in these occupations.

<sup>3</sup> EMPLOYER is required to report any increase in this number creating a need for new hires in these occupations to DOES within 7 days of the need for the new hires. District residents will be hired for 100% of all new jobs created in these occupations.

<sup>4</sup> EMPLOYER is required to report any increase in this number creating a need for new hires in this occupation to DOES within 7 days of the need for the new hires. District residents will be hired for 100% of all new jobs created in this occupation.

<sup>5</sup> EMPLOYER is required to provide the numbers of all unskilled transfers by occupation to DOES within 7 days of the need for transfer.

Center.

- VIII. EMPLOYER will work with DOES to enroll District residents in the workforce development training programs, described in Paragraph VII, in DC Networks so that they can access additional wrap-around services, if eligible.
- IX. EMPLOYER will pay at least the higher of the living wage or minimum wage per hour, to all District residents hired, in accordance with Paragraph I, and enrolled in the workforce development training programs, in accordance with Paragraph VII. Effective July 1, 2024, the living wage is \$17.50, and the minimum wage is \$17.50. Effective July 1, 2025, the minimum wage is \$17.95. In subsequent years, EMPLOYER must pay the higher of the increased living wage or increased minimum wage to District residents hired in accordance with Paragraph I, and enrolled in the workforce development training programs, in accordance with Paragraph VII.
- X. EMPLOYER will annually contribute \$500,000 to the DC Job Trust Fund, to support the expansion of workforce development programs for District residents in the skilled and unskilled occupations identified in this ADDENDUM, payable in equal quarterly installments of \$125,000 by EMPLOYER<sup>6</sup>. Employer shall submit these funds annually for ten years.

**Make the check payable to the DC Treasurer and mail to:**

Daniel King  
Office of Wage-Hour  
Department of Employment Services  
4058 Minnesota Avenue, N.E.  
Washington, DC 20019

- XI. First Source Statutory **Final Report and Good Faith Efforts** requirements in Sections VIII.B. of the First Source Agreement are modified as follows.
- A. The addendum replaces the ability to request a waiver for the occupations covered in this addendum.
- XII. First Source Statutory **Final Report and Good Faith Efforts** requirements in Sections VIII.C. of the First Source Agreement are modified as follows.
- A. DOES will consider EMPLOYER'S and its required subcontractors' compliance with

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<sup>6</sup> EMPLOYER will contribute funds to the DC Job Trust Fund upon receipt of community reinvestment funds to Cedar Hill Regional Medical Center, as authorized by the District's Medicaid Inpatient Hospital Director Payment Act of 2024. Regardless of the Payment Act, Employer must contribute \$500,000 to the DC Job Trust Fund annually.



the addendum for the occupations covered in this Addendum.  
XIII. First Source monitoring requirements in Section IX. are amended to add the following paragraph E.

E. DOES will monitor compliance with the terms outlined in this Addendum, using the same methods of monitoring used for the First Source Agreement.

XIV. First Source penalties in Section IX.A. are amended as follows.

A. Willful Breach of the Agreement and/or Addendum by the EMPLOYER, failure to submit the contract compliance reports, deliberate submission of falsified data, and/or failure to make the contribution to the Jobs Trust Fund may result in DOES imposing a fine of 5% of the total amount of the direct and indirect labor costs of the Project, in addition to other penalties provided by law.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Addendum as follows:

FOR EMPLOYER:

\_\_\_\_\_  
\_\_\_\_\_  
Date 4/3/25

East End Sub LLC d/b/a/ Cedar Hill Regional Medical Center GW Health  
Name of Company

\_\_\_\_\_  
Title

1200 Pecan St SE  
Street Address

Washington DC 20032  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

FOR DOES:

4/11/2025

Date

Associate Director  
Office of Wage-Hour  
Department of Employment Services  
4058 Minnesota Avenue, N.E.  
Washington, DC 20019  
Cell: 202.270.1415  
Office: 202.671.1883  
Fax: 202.673.6411  
Email: \_\_\_\_\_

# Q159 DOES POH 2026

Q159 DOES POH 2026 First Source 51% Hiring

Contracting Agency	Agency Name	Project Name	Address	City	State	Zip Code	Word	ANC	Agreement Type	Project Contract Amount	Beneficiary Contract Amount	Estimated Start Date	Estimated End Date	Agreement Status	Requirement of Subcontractor	Number of Candidates	Total # of New Hires	# of DC Resident	DC Hire %	
Office of the Deputy Mayor for Planning and Economic Development	BARRIER STREET	1337 Manager LLC	1337 Connecticut Ave NW	Washington	DC	20036	2	ANC 2B	Construction	\$600,000.00	\$600,000.00	8/25/2024	9/30/2025	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	Pavilio Ford Inc.	2024-2025 Ford Maverick And Pickup - DOW-WFCD-241204	2000 14th Street NW	Washington	DC	20002	1	ANC 1B	Non-Construction	\$668,392.00	\$668,392.00	10/28/2024	8/30/2025	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	Wood Group Construction Partners	2024 Wood Group Construction Partners - DOW-WFCD-240201	2000 14th Street NW	Washington	DC	20002	7	ANC 1F	Non-Construction	\$900,000.00	\$900,000.00	5/1/2024	9/30/2025	Active	Cumulative	0	0	0	0%	
University of the District of Columbia (UDC)	Clark Nidek Inc. aka Echo Beta	2024-25 Marketing Plan - COWP02250003	4200 Connecticut Ave	Washington	DC	38881	3	ANC 3F	Non-Construction	\$450,000.00	\$450,000.00	2/1/2025	9/30/2026	Active	Cumulative	0	0	0	0%	
District of Columbia Public Schools (DCPS)	COLLEGE BOARD	2025 District of Columbia Public Schools DCPS AP Exams - GAGA-2024-C-0474	1200 First Street NW	Washington	DC	20002	6	ANC 6E	Non-Construction	\$430,050.00	\$430,050.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	CURTIS LARSON AND ALLEN PLLC	2025 District of Columbia Comprehensive Financial Report - CW123923	100 M Street SW	Washington	DC	20003	6	ANC 6F	Non-Construction	\$9,387,190.00	\$9,387,190.00	4/15/2024	9/30/2025	Active	Cumulative	0	0	0	0%	
Department of General Services (DGS)	WLM SOLUTIONS LLC	26th & I Street Playground and Dog Park	966 26th Street NW	Washington	DC	20037	2	ANC 2A	Construction	\$365,007.10	\$365,007.10	12/5/2023	12/15/2025	Active	Sub Contract	0	0	0	0%	
Office of Contracting & Procurement (OCP)	KARAHOSKI TECHNOLOGY CORPORATION	3411 Safelore Licensees - CW83302	441 3th Street NW	Washington	DC	60607	2	ANC 2B	Non-Construction	\$3,680,723.79	\$3,680,723.79	6/15/2020	6/14/2025	Active	Cumulative	0	0	0	0%	
OFFICE OF THE CHIEF FINANCIAL OFFICER	CURTIS LARSON AND ALLEN PLLC	2025 District of Columbia Comprehensive Financial Report - CFOPD-26-C-006	1102 4th Street SW	Washington	DC	20004	5	ANC 5D	Non-Construction	\$121,945,028.00	\$121,945,028.00	4/15/2027	9/30/2028	Active	Cumulative	0	0	0	0%	
District Department of Transportation (DDOT)	Lindsay Ford LLC	5 Rod Trucks - CW121479	250 N Street	Washington	DC	20003	5	ANC 5E	Non-Construction	\$769,109.20	\$769,109.20	10/3/2024	10/1/2025	Active	Cumulative	0	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	50th Street Shelter	SS250XBC8ELGBRT	400 50th Street SW	Washington	DC	20019	7	ANC 7E	Non-Construction	\$823,682.76	\$823,682.76	10/1/2024	9/30/2025	Active	Cumulative	0	7	5	71%	
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	ASGENSLUS LOGIC RECORDKEEPING	529 Colgate Swinns Plan - CFOPD-23-R-044	1100 4th Street SW	Washington	DC	20024	6	ANC 6D	Non-Construction	\$25,666,588.00	\$25,666,588.00	11/16/2025	11/15/2031	Active	Cumulative	0	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	ADMARX SECURITY SERVICES	678 E 68th Maine CRE	4520 East West Highway	Washington	DC	20814	3	ANC 3D	Non-Construction	\$136,014.00	\$136,014.00	4/15/2027	Closed Out	Cumulative	0	18	10	55%		
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	801 East Mens Low Barrier Shelter	2406C80B1E-2	2700 Martin Luther King Jr Ave	Washington	DC	20032	8	ANC 8C	Non-Construction	\$1,600,000.00	\$1,600,000.00	7/1/2024	10/31/2024	Closed Out	Cumulative	0	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	801 East Mens Low Barrier Shelter	2406C80B1E-3	2700 Martin Luther King Avenue, SE	Washington	DC	20032	8	ANC 8C	Non-Construction	\$1,600,000.00	\$1,600,000.00	11/1/2024	2/28/2025	Closed Out	Cumulative	1	1	100%	100%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	801 East Mens Low Barrier Shelter	2413SC2801E	2700 Martin Luther King Avenue, SE	Washington	DC	20032	8	ANC 8C	Non-Construction	\$346,594.88	\$346,594.88	1/1/2025	4/30/2025	Closed Out	Cumulative	3	2	66%	66%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	801 East Mens Low Barrier Shelter	2507C80B1E	2700 Martin Luther King Avenue, SE	Washington	DC	20032	8	ANC 8C	Non-Construction	\$1,200,000.00	\$1,200,000.00	5/1/2025	7/31/2025	Closed Out	Cumulative	2	2	100%	100%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	801 East Mens Low Barrier Shelter	2517CSCW801E-1	2700 Martin Luther King Avenue, SE	Washington	DC	20032	8	ANC 8C	Non-Construction	\$860,000.00	\$860,000.00	10/1/2024	4/30/2025	Closed Out	Cumulative	1	1	100%	100%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	801 East Mens Low Barrier Shelter	1960C80B1E	1355 New York Avenue, SE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$989,896.00	\$989,896.00	10/1/2019	1/31/2025	Closed Out	Cumulative	110	68	61%	61%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	801 East Youth Transitional Program YTP	2700 Martin Luther King Jr. Ave SE 2700 Martin Luther King Jr. Ave SE	2700 Martin Luther King Jr. Ave SE	Washington	DC	20002	2	ANC 2B	Non-Construction	\$364,981.00	\$364,981.00	9/30/2025	Closed Out	Cumulative	1	2	100%	100%		
Metropolitan Police Department, District of Columbia (DISTRICT OF COLUMBIA) ARCHITECTS	A E Services for DCfEMS MPD training Academy Facility	DCAM-22-AE-RFP-0003	4600 Shepherd Pkwy SW	Washington	DC	20032	8	ANC 8D	Non-Construction	\$461,353.00	\$461,353.00	10/28/2022	11/25/2024	Active	Cumulative	0	0	0	0%	
Department of General Services (DGS)	HARMON Co Architects, LLP	A&E Services for the New Archive Building for the District of Columbia	DCAM-2, 4200 Connecticut Ave NW	Washington	DC	20008	3	ANC 3F	Non-Construction	\$934,692.00	\$934,692.00	3/15/2022	11/28/2024	Active	Cumulative	1	0	0	0%	
Department of General Services (DGS)	D&R Group of DC PC	ADMARX SECURITY SERVICES	DCAM-22-AE-RFP-0002	1775 Eye Street NW	Washington	DC	20006	2	ANC 2C	Non-Construction	\$1,995,201.00	\$1,995,201.00	8/24/2022	11/17/2024	Active	Cumulative	0	0	0	0%
Office of Contracting & Procurement (OCP)	A&M TECHNOLOGIES	CW114024	5755 Eye Street NW	Washington	DC	20006	2	ANC 2C	Non-Construction	\$4,750,000.00	\$4,750,000.00	2/13/2024	2/12/2028	Active	Cumulative	0	0	0	0%	
Department of General Services (DGS)	AAA Complete Building Services, Inc	AAA Complete Building Services Inc - DCAM-26-NC-SS-0003	5100 Wisconsin Ave NW	Washington	DC	20016	3	ANC 3E	Non-Construction	\$995,874.68	\$995,874.68	10/1/2025	1/31/2026	Active	Cumulative	0	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	ACCESS HOUSING INC DC	2202 Connecticut Street SE	2202 Connecticut Street SE	Washington	DC	20032	8	ANC 8E	Non-Construction	\$237,122.00	\$237,122.00	9/30/2025	Closed Out	Cumulative	1	1	100%	100%		
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	BCA WATSON RICE LLP	Accounting & Auditing Svs - CFOPD-25-C-021-C	1100 4th Street SW	Washington	DC	20706	6	ANC 6D	Non-Construction	\$6,650,000.00	\$6,650,000.00	8/14/2025	8/13/2033	Active	Cumulative	0	0	0	0%	
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	F. S. TAYLOR AND ASSOCIATES PC	Accounting and Auditing Svs - CFOPD-25-C-021B	1100 4th Street SW	Washington	DC	20704	6	ANC 6D	Non-Construction	\$6,650,000.00	\$6,650,000.00	8/14/2025	8/13/2033	Active	Cumulative	0	0	0	0%	
District Department of Transportation (DDOT)	ACME AUTO LEASING	Acme Auto Leasing - CW113339	440 Washington Ave	North Haven CT	06723	N/A	N/A	N/A	Non-Construction	\$960,000.00	\$960,000.00	2/6/2024	10/5/2024	Active	Cumulative	0	0	0	0%	
District Department of Transportation (DDOT)	Acme Auto Leasing LLC	Acme Auto Leasing LLC - CW108413	440 Washington Ave	North Haven CT	06723	N/A	N/A	N/A	Non-Construction	\$960,000.00	\$960,000.00	12/2/2020	10/5/2024	Active	Not Yet Start	0	0	0	0%	
Department of Behavioral Health	PSYCHIATRIC INSTITUTE OF WASHINGTON	Acute Inpatient Psychiatric Care Services - CW91613	64 New York Ave	Washington	DC	20004	5	ANC 5F	Non-Construction	\$942,525.00	\$942,525.00	5/1/2022	4/30/2027	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	Centar Hill Regional Medical Center GW Health	Acute Inpatient Psychiatric Services - CW128481	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$498,600.00	\$498,600.00	8/1/2025	7/30/2031	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	PREMIER HOSPITAL CENTER	Acute Psychiatric Services - CW128481	110 Irving Street, NW	Washington	DC	20004	5	ANC 5E	Non-Construction	\$60,000,000.00	\$60,000,000.00	11/15/2023	8/31/2025	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	CRENSHAW PROTECTIVE SERVICES	Adams & Emery Shelters - 2305PREMSECU-1	2210 Adams Place, NE	Washington	DC	20018	5	ANC 5C	Non-Construction	\$2,553,276.60	\$2,553,276.60	7/1/2023	12/31/2024	Closed Out	Cumulative	94	69	73%	73%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	Adams Place Men's Shelter - 2406C80A0M5-3	2210 Adams Place	2210 Adams Place	Washington	DC	20018	5	ANC 5C	Non-Construction	\$406,347.99	\$406,347.99	11/1/2024	4/30/2025	Closed Out	Cumulative	5	5	100%	100%	
Child and Family Services Agency (CFS)	HoldUpDrive	Additional School Transportation Services - DCR-2024-8-0079	2010 3rd Street SE	Washington	DC	20003	8	ANC 8F	Non-Construction	\$1,385,673.00	\$1,385,673.00	7/28/2025	2/27/2030	Not Yet Start	Cumulative	0	0	0	0%	
District of Columbia Public Schools (DCPS)	Public Schools Organization ASD - CW83552	441 4th Street NW	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$65,653,372.00	\$65,653,372.00	8/1/2025	7/31/2028	Active	Cumulative	0	0	0	0%	
District of Columbia Public Schools (DCPS)	MVL, Inc.	Admission License - GAGA-2025-1-0031	1200 First Street NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$800,000.00	\$800,000.00	11/1/2024	10/31/2029	Active	Cumulative	0	0	0	0%	
Department of General Services (DGS)	Adrian L Merton, Inc	DCAM-20-CF-RFP-0020N	9151 Hampton Overlook	Capitol Heights MD	20743	N/A	N/A	N/A	Non-Construction	\$995,000.00	\$995,000.00	1/18/2023	9/30/2027	Active	Cumulative	4	1	25%	25%	
Department of General Services (DGS)	ADVANCED NETWORK CONSULTING	ADVANCED NETWORK CONSULTING - DCG653428	2700 Martin Luther King Jr. Avenue, SE	Washington	DC	20032	8	ANC 8C	Non-Construction	\$418,261.85	\$418,261.85	4/15/2022	4/15/2022	Closed Out	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	ADVANCED NETWORK CONSULTING	ADVANCED NETWORK CONSULTING INC - CW127666	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$50,000,000.00	\$50,000,000.00	7/8/2025	11/7/2030	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	NATIONAL ASSOCIATION OF STATE UNITS ON AGING/ADVANCING	Advancing InterRAI Software - CW108549	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$450,000.00	\$450,000.00	8/1/2023	7/31/2026	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	Advertising Novelty Souvenirs	Advertising Novelty Souvenirs - CW128140	4406 6th Place NE	Washington	DC	20019	7	ANC 7C	Non-Construction	\$400,000.00	\$400,000.00	9/13/2025	7/28/2028	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	FORMOST ADVANCE CREATIONS,LLC	Advertising Novelty Souvenirs Specialty Products - CW128301	7826 Eastern Ave NW	Washington	DC	20012	4	ANC 4C	Non-Construction	\$400,000.00	\$400,000.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	The Hamilton Group	Advertising Novelty Souvenirs Promotional And Specialty Products - CW83990	441 4th Street NW	Washington	DC	20001	2	ANC 2C	Non-Construction	\$400,000.00	\$400,000.00	8/14/2020	8/14/2025	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	Toucan Printing & Promotional Products, Inc	Advertising Novelty Souvenirs - PDGS-2020R-037-00	228 8th Street NE	Washington	DC	20002	6	ANC 6C	Non-Construction	\$400,000.00	\$400,000.00	1/31/2024	12/2/2029	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	FORMOST ADVANCE CREATIONS,LLC	Advertising Novelty Souvenirs, Promotion & Specialty Products - CW83411	7826 Eastern Ave NW	Washington	DC	20012	4	ANC 4C	Non-Construction	\$400,000.00	\$400,000.00	6/20/2020	6/20/2028	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	Three and One Contractors	Advertising Novelty Souvenir - CW116185	557 23rd PLACE NE	Washington	DC	20002	7	ANC 7D	Non-Construction	\$400,000.00	\$400,000.00	4/25/2024	4/24/2028	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	Total Office Products, Inc.	Advertising Novelty Souvenir - CW126418	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$400,000.00	\$400,000.00	5/1/2025	5/12/2028	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	ADP ROLANDS GROUP	Advertising Novelty Souvenir - CW128402	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$400,000.00	\$400,000.00	8/1/2025	8/1/2028	Active	Cumulative	0	0	0	0%	
Office of Contracting & Procurement (OCP)	District Consulting Limited Liability Company	Advertising Novelty Souvenirs Promotional and Specialty - CW127181	1242 Simms Place NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$400,000.00	\$400,000.00	7/3/2025	7/2/2030	Active	Cumulative	0	0	0	0%	
Department of General Services (DGS)	BEI ARCHITECTS, PC	AI Serv for DC Infrastructure Academy at Simpson High Campus - DCAM-21-AE-RFP-0001	1228 9th Street NW	Washington	DC	20001	2	ANC 2F	Non-Construction	\$190,615.00	\$190,615.00	2/11/2022								

Office of Contracting & Procurement (OCP)	THE ROBERT WAJBG GROUP, LLC	Audit Financial Managing Service CW113480	1025 Connecticut Ave NW	Washington	DC	20036	2 ANC 2C	Non-Construction	\$500,000.00	\$500,000.00	3/25/2024	3/24/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SAVAIAN LLC	CV1228483	1101 30th Street NW	Washington	DC	20007	2 ANC 2E	Non-Construction	\$950,000.00	\$950,000.00	8/25/2025	8/24/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TLC Accounting Services LLC	Audit & Financial Management Services CW119739	2019 Bayview Rd SE	Washington	DC	20020	8 ANC 8A	Non-Construction	\$500,000.00	\$500,000.00	8/21/2024	8/21/2029	Active	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Sutherland Digital Services Inc.	Automated testing as a Serv CFOPD-23-R-0026	1101 4th Street SW	Washington	DC	20024	6 ANC 6D	Non-Construction	\$104,000,000.00	\$104,000,000.00	12/27/2023	12/26/2024	Active	Cumulative	6	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Sutherland Digital Services Inc.	Automated Testing as Serv CFOPD-25-C-025	1101 4th Street SW	Washington	DC	20024	6 ANC 6D	Non-Construction	\$9,876,670.00	\$9,876,670.00	5/1/2025	4/30/2025	Active	Cumulative	2	0	0%
District Department of Transportation (DDOT)	NovoGlobal, Inc.	Automated Traffic Enforcement -DCOA-22-NC-0007	8018 Sunport Drive	Orlando	FL	32809	N/A	Non-Construction	\$271,617,807.00	\$271,617,807.00	5/3/2023	5/3/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	AV System Maintenance	AV System Maintenance DCOA-2023-C-0415	1200 First Street NE	Washington	DC	20002	6 ANC 6D	Non-Construction	\$900,000.00	\$900,000.00	9/30/2027	9/30/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	HAUSDILL LP	Baby Food Products DCB-2021-F-0017	888 E 16 Street NE	Washington	DC	20006	2 ANC 2B	Non-Construction	\$55,000,000.00	\$55,000,000.00	4/3/2021	4/2/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SIGNATURE SCIENCE, LLC	Backlog Mitigation and Specialty Seroogy and DNA Forensic Testing DC070458	8501 North Moogage expressway Ste	Austin	TX	78759	N/A	Non-Construction	\$900,000.00	\$900,000.00	4/1/2024	3/31/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Ballie Hill Estate Holdings LLC	Balloe Hill Estate Renovation DC019432	1504 Ballie Hill Road	Washington	DC	20015	5 ANC 5D	Non-Construction	\$5,000,000.00	\$5,000,000.00	9/12/2024	9/12/2024	Active	Cumulative	0	0	0%
Department of General Services (DGS)	HOUSING EVALUATIONS PLUS INC	Ballou HS Cooling Tower Drainage	3401 4th Street SE	Washington	DC	20032	8 ANC 8C	Construction	\$878,771.00	\$878,771.00	8/25/2024	3/31/2025	Active	Sub Contract	0	0	0%
Office of Contracting & Procurement (OCP)	Banker Consulting LLC	Banker Consulting Services CW124033	768 Hanover Street NW	Washington	DC	20001	1 ANC 1E	Non-Construction	\$950,000.00	\$950,000.00	4/1/2025	3/31/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Barwood Environmental Services	Barwood Environmental Services E Naves ES and Simon ES Floor Replacement	1000 Connecticut Ave NW	Washington	DC	20006	2 ANC 2B	Non-Construction	\$906,133.00	\$906,133.00	8/25/2024	8/24/2029	Completed	Cumulative	0	0	0%
Department of General Services (DGS)	ATMOS SOLUTIONS, INC.	Barry Farms Rec Center HVAC Upgrades	1230 Summer Rd SE	Washington	DC	20020	8 ANC 8C	Construction	\$573,832.99	\$573,832.99	3/10/2024	10/30/2024	Active	Cumulative	0	0	0%
Department of General Services (DGS)	CAPITAL CONSTRUCTION ENTERPRISES INC	Basic Ordering Agreement -DCOA-21-NC-RFQ-0002K	1300 Linton Road NW	Washington	DC	20012	4 ANC 4A	Non-Construction	\$5,000,000.00	\$5,000,000.00	7/20/2023	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Beaverfall Foods, Inc.	Beaverfall Trucks DC0231970	2000 14th Street NW	Washington	DC	20002	1 ANC 1B	Non-Construction	\$999,887.00	\$999,887.00	3/17/2025	3/16/2026	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	The MECCA Group, LLC	Behavior Modification Intervention DCIL-2022-C-0028	1001 Connecticut Ave NW	Washington	DC	20006	2 ANC 2B	Non-Construction	\$553,103.04	\$553,103.04	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	Life Deeds, Inc.	Behavioral Modification DCRL-2024-B-013	5035 S Street SE	Washington	DC	20019	7 ANC 7E	Non-Construction	\$552,720.00	\$552,720.00	1/1/2024	12/31/2028	Closed Out	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	Crowford Consulting & Mental Health Services, Inc.	Behavioral Modification Intervention Serv DCRL-2023-B-0005	200 I Street SE	Washington	DC	20003	6 ANC 8F	Non-Construction	\$3,082,198.76	\$3,082,198.76	10/1/2024	3/31/2029	Active	Cumulative	0	0	0%
Department of Housing and Community Development	BCP LLC	Bidirectional Crossing RteImprovement Phase 1 22-HPF-BCP-15	1100 North Glebe Road Suite 1000	Washington	DC	22001	6 ANC 6E	Non-Construction	\$14,200,000.00	\$14,200,000.00	4/25/2022	4/15/2024	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Saris Cycling Group Inc.	Bike Rack & Bike Repair Station DC0G00457	114 Tweed Lane East	Edison	NI	8837	N/A	Non-Construction	\$346,312.50	\$346,312.50	10/6/2025	10/5/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Metropolitan Office Products	Bike Rack & Bike Repair Station DC0G00457	100 M Street SE	Washington	DC	20003	6 ANC 6D	Non-Construction	\$950,000.00	\$950,000.00	3/30/2022	3/29/2027	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Saris Cycling Group Inc.	Bike Rack and Bike Repair Station DC0G00457	441 4th Street NW	Washington	DC	20001	6 ANC 2C	Non-Construction	\$114,016.19	\$114,016.19	4/20/2022	4/19/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Blastier CW130661	Blaster	400 Gallows Street NE	Washington	DC	20011	5 ANC 5A	Non-Construction	\$5,000,000.00	\$5,000,000.00	1/28/2025	1/19/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	B/McNamee Consulting LLC	B/McNamee Consulting LLC CW115287	4937 13th Street NE	Washington	DC	20017	5 ANC 5A	Non-Construction	\$4,750,000.00	\$4,750,000.00	3/9/2024	3/8/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ELECTION SYSTEMS & SOFTWARE INC	Board of Elections CW84548	11208 John Galt Blvd	Omaha	NE	68139	N/A	Non-Construction	\$908,837.00	\$908,837.00	8/30/2020	9/30/2025	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	ROBEY CONSULTING SERVICES	Bode Bellmark Forensic CW135399	2050 Sully Street NW	Norton	VA	22079	N/A	Non-Construction	\$900,000.00	\$900,000.00	3/10/2024	3/10/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	FRIANT & JAWORSKI	Bond Counsel Legal Services - Norton Fulbright	799 9th Street NW	Washington	DC	20001	2 ANC 2C	Non-Construction	\$950,000,000.00	\$950,000,000.00	11/1/2019	10/31/2026	Active	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	BURRIGHT MILLER OLIVE P.C.	Bond Counsel Legal Services - Bryant Miller Olive PC	1100 4th Street NW	Washington	DC	20024	6 ANC 6E	Non-Construction	\$950,000,000.00	\$950,000,000.00	11/31/2019	10/31/2026	Active	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	HOUSING EVALUATIONS PLUS INC	Bond Counsel Services CFOPD-25-C-024	1350 Pennsylvania Ave NW	Washington	DC	20004	2 ANC 2C	Non-Construction	\$950,000,000.00	\$950,000,000.00	11/27/2024	11/26/2029	Active	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Suvis, Inc.	Bond Counsel Services	2550 M Street SE	Washington	DC	20037	2 ANC 2A	Non-Construction	\$950,000,000.00	\$950,000,000.00	11/31/2019	10/31/2026	Active	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	MV, Inc.	Bond Enterprise User License DC0592410	200 I Street SE	Washington	DC	20003	6 ANC 6D	Non-Construction	\$2,587,977.25	\$2,587,977.25	12/31/2021	12/30/2026	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE COMMUNITY OF HOPE INC	Bridge Housing at Grand Apartments -2511CONGR	Bridge Housing at Grand Apartments	1413 Grand St	Washington	DC	20009	5 ANC 5B	Non-Construction	\$439,602.11	\$439,602.11	5/3/2025	7/31/2025	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE COMMUNITY OF HOPE INC	Bridge Housing at Grand Apartments	Bridge Housing at Grand Apartments	1413 Grand St NW	Washington	DC	20009	5 ANC 5B	Non-Construction	\$509,157.32	\$509,157.32	12/31/2024	12/31/2024	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE COMMUNITY OF HOPE INC	Bridge Housing at Grand Apartments	Bridge Housing at Grand Apartments	1413 Grand St NW	Washington	DC	20009	1 ANC 1A	Non-Construction	\$509,157.32	\$509,157.32	11/1/2024	4/30/2025	Closed Out	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Bulwinth Inc	Bulwinth Inc CW117104	4058 Minnesota Ave SE	Washington	DC	20019	7 ANC 7F	Non-Construction	\$450,000.00	\$450,000.00	5/17/2024	5/22/2029	Active	Cumulative	2	2	100%
Office of Contracting & Procurement (OCP)	Bunker Hill Elevator Install	Bunker Hill Elevator Install	900 21st Street NE	Washington	DC	20002	1 ANC 1B	Construction	\$1,298,129.17	\$1,298,129.17	5/1/2024	5/1/2024	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	ATMOS SOLUTIONS, INC.	Burroughs ES And Keys ES Playground Surface Replacement	1820 Monroe Street NE	Washington	DC	20018	5 ANC 5B	Construction	\$547,919.21	\$547,919.21	4/15/2024	12/16/2024	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	Burrows Construction, Inc.	Burrows HVAC Piping Replacement	801 Division Ave NE	Washington	DC	20019	7 ANC 7C	Construction	\$340,000.00	\$340,000.00	12/20/2024	12/20/2024	Completed	Sub Contract	0	0	0%
District Department of Transportation (DDOT)	Pretec Vision LLC	Bus Stop Emergency Snow Removal Services -DCOA-2024-B-0005	3215 Adams Mill Rd NW	Washington	DC	20010	1 ANC 1D	Non-Construction	\$537,500.00	\$537,500.00	7/22/2025	12/31/2026	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Bus Stop Emergency Snow Removal Services	Bus Stop Emergency Snow Removal Services	2422 Columbia Road SE	Washington	DC	20020	2 ANC 2C	Non-Construction	\$214,500.00	\$214,500.00	6/28/2026	6/28/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Intergraph Corp	CAD Maintenance Multi-User Contract CW118505	2720 Martin Luther King Jr Ave SE	Washington	DC	20032	8 ANC 8C	Non-Construction	\$12,330,416.66	\$12,330,416.66	6/29/2024	6/28/2029	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE COMMUNITY OF HOPE INC	CAVALRY WOMEN'S SERVICES INC	Calvary Transitional Housing -SS204CALCVWS	1217 Marion Barry Ave SE	Washington	DC	20020	8 ANC 8D	Non-Construction	\$855,295.67	\$855,295.67	10/1/2024	9/30/2025	Active	Cumulative	0	0	60%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Capital Management Software Solutions	Capital Management Software Solution CFOPD-21-C-022	1500 6th Street NW	Washington	DC	20004	6 ANC 6D	Non-Construction	\$923,400,000.00	\$923,400,000.00	4/30/2024	4/30/2029	Completed	Cumulative	0	0	0%
DEPARTMENT OF DISABILITY SERVICES	CAPITAL CARE	Capital Care DC0G38139	2401 BLUEBRIDGE AVE #301	SILVER SPRING	MD	20902	N/A	Non-Construction	\$124,804.22	\$124,804.22	1/1/2023	12/31/2027	Active	Sub Contract	362	39	100%
Department of General Services (DGS)	CAPITAL CONSTRUCTION ENTERPRISES INC	Capital Construction Enterprise General Contractor Maintenance and Repair Ser	1330 Locust Road NW	Washington	DC	20012	4 ANC 4A	Non-Construction	\$80,995,000.00	\$80,995,000.00	6/9/2025	9/30/2029	Active	Cumulative	7	7	100%
Office of the Deputy Mayor for Planning and Economic Development	Autonomy Properties DC City LLC	Capital Assets Properties DC City LLC -EB-25-0002-BD05	701 Brasco Street NE	Arlington	VA	22021	N/A	Non-Construction	\$1,500,000,000.00	\$1,500,000,000.00	4/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Department of Housing and Community Development	CAPITAL IMPACT PARTNERS	Capital Impact Partners DCWD-2018-24	1400 Crystal Drive	Washington	DC	20004	7 ANC 7A	Non-Construction	\$3,333,333.00	\$3,333,333.00	6/18/2020	6/17/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Capital Sprints LLC	Capital Sprints LLC CW122941	4417 Alabama Ave SE	Washington	DC	20001	7 ANC 7E	Non-Construction	\$950,000.00	\$950,000.00	12/16/2024	12/15/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Capital Services Management, Inc.	Capital Services Management CW99269	3215 Martin Luther King Jr Ave	Washington	DC	20032	8 ANC 8C	Non-Construction	\$950,000.00	\$950,000.00	1/1/2024	1/9/2029	Active	Cumulative	0	0	0%
Department of Housing and Community Development	CARDINAL ORDER SERVICES INC	Cardinal Order Services Contract DCAM-21-NC-RFQ-0002L	2000 14th Street NW	Washington	DC	20001	6 ANC 6C	Non-Construction	\$400,000.00	\$400,000.00	8/28/2024	8/28/2024	Active	Cumulative	0	0	0%
Department of Housing and Community Development	CENTRAL AMERICAN RESOURCE CENTER	Central American Resource Center -2025-01	1460 Columbia Rd NW	Washington	DC	20009	1 ANC 1A	Non-Construction	\$400,000.00	\$400,000.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CARRER TEAM LLC	Carer Exploration & Learning Platform - Incentive and Maintenance and Support	2320 State Street	North Haven	CT	06476	N/A	Non-Construction	\$375,000.00	\$375,000.00	4/15/2022	4/14/2027	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	Carer Ready Early Sobriety Program	Carer Ready Early Sobriety Program -DOES-0829-2027	528 14th Street NW	Washington	DC	20004	2 ANC 2C	Non-Construction	\$250,000.00	\$250,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	LUTHERAN SOCIAL SERVICES OF THE NATIONAL CAP	Case Management and Family Based Foster Care Maintenance	1730 Rhode Island Ave #7112	Washington	DC	20036	2 ANC 2C	Non-Construction	\$596,919.00	\$596,919.00	12/15/2022	1/18/2026	Active	Cumulative	17	5	29%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE COMMUNITY OF HOPE INC	Everyone Home DC	Case Management Services Everyone	415 2nd Street NE	Washington	DC	20002	6 ANC 6C	Non-Construction	\$536,580.00	\$536,580.00	10/1/2022	10/31/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Hanson Hagen Brodin Inc.	Category B Biodegradable Plastic Pellets & Pellets -DCOA-2022-T-0031	250 M Street SE	Washington	DC	20003	6 ANC 6E	Non-Construction	\$598,330.00	\$598,330.00	7/12/2024	7/11/2028	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE COMMUNITY OF HOPE INC	CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	Catholic Charities of the Archdiocese of Washington-SS23OC2-2027	6010 Hancock Avenue, NW	Washington	DC	20031	4 ANC 4A	Non-Construction	\$198,448.84	\$198,448.84	10/30/2027	10/30/2027					

Office of Contracting & Procurement (OCPP)	GEORGIA AVENUE FAMILY SUPPORT COLLABORATION	Community Based Welfare Services	DCRL-2025-H-0034	1104 Allison St NW	Washington	DC	20011	4	ANC 4C	Non-Construction	\$1,529,931.99	\$1,529,931.99	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Child and Family Services Agency (CPSA)	GEORGIA AVENUE FAMILY SUPPORT COLLABORATION	Community Based Welfare Services	DCRL-2025-H-0034	4420 Georgia Ave SE	Washington	DC	20011	4	ANC 4C	Non-Construction	\$1,529,931.99	\$1,529,931.99	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPP)	COMMUNITY YOUTH CENTER, INC.	Community Connections	DCW12192	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	2/21/2024	2/24/2029	Active	Cumulative	0	1	50%
Department of Behavioral Health	Community Connections	Community Connections	CW101414	801 Pennsylvania Ave SE Suite 201	Washington	DC	20003	6	ANC 6B	Non-Construction	\$2,500,000.00	\$2,500,000.00	3/1/2022	3/10/2027	Active	Cumulative	29	12	41%
Department of Behavioral Health	Community Connections	Community Connections	CW101414	801 Pennsylvania Ave SE Ste 201	Washington	DC	20003	6	ANC 6B	Non-Construction	\$2,402,174.50	\$2,402,174.50	10/1/2022	10/31/2026	Not Yet Start	Cumulative	0	0	0%
Department of Behavioral Health	Community Connections	Community Connections	CW109434	801 Pennsylvania Ave SE	Washington	DC	20003	6	ANC 6B	Non-Construction	\$122,024,035.10	\$122,024,035.10	1/28/2022	1/28/2027	Active	Cumulative	18	9	50%
Office of Contracting & Procurement (OCPP)	GREAT AMERICAN CORPORATION	Community Dining For Seniors	CW131022	2625 Kearsley Street NE	Washington	DC	20016	5	ANC 2C	Non-Construction	\$3,431,304.50	\$3,431,304.50	5/15/2025	5/15/2029	Closed Out	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPP)	OCEANPRO INDUSTRIES	Community Dining For Seniors	CW131022	500 K Street NE	Washington	DC	20001	6	ANC 6C	Non-Construction	\$33,881,951.63	\$33,881,951.63	10/15/2025	10/14/2030	Active	Cumulative	0	0	0%
Department of General Services (DGS)	OCPI Management	Community Outreach and Planning	DCPL-2024-C-0020A	901 G Street NW	Washington	DC	20002	6	ANC 2C	Non-Construction	\$35,596,775.67	\$35,596,775.67	10/15/2025	10/14/2030	Active	Cumulative	0	0	0%
DC Public Library (DCLP)	REINGOLD LLC	Community Engagement/Outreach and Planning	DGP-2024-R-0020	901 G Street NW	Washington	DC	20001	2	ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	4/1/2024	3/31/2029	Active	Cumulative	0	0	0%
Child and Family Services Agency (CPSA)	COMMUNITY OF HOPE	Community of Hope Families First DC Program	DCR-2024-I-0068	4 Atlantic Street SW	Washington	DC	20032	8	ANC 8D	Non-Construction	\$325,000.00	\$325,000.00	10/1/2024	9/30/2029	Active	Cumulative	1	1	100%
Department of General Services (DGS)	COMMUNITY OF HOPE	Community of Hope Families First DC Program	DCR-2024-I-0068	800 Ardmore-Walton Ave SE	Washington	DC	20003	7	ANC 7D	Non-Construction	\$85,226,113.10	\$85,226,113.10	4/1/2024	3/31/2029	Active	Cumulative	0	0	0%
Child and Family Services Agency (CPSA)	G-SIDA GENERAL SERVICES	Comprehensive Child Welfare Information System	DCRL-2023-F-0071	1818 New York Ave NE #210 F	Washington	DC	20002	5	ANC 5C	Construction	\$1,593,812.90	\$1,593,812.90	6/1/2020	6/1/2025	Completed	Sub Contract	1	1	100%
Department of General Services (DGS)	G-SIDA GENERAL SERVICES	Comprehensive Child Welfare Information System	DCRL-2023-F-0071	200 I Street SE	Washington	DC	20003	8	ANC 8F	Non-Construction	\$11,856,800.00	\$11,856,800.00	6/30/2024	6/29/2028	Active	Cumulative	0	0	0%
Department of General Services (DGS)	G-SIDA GENERAL SERVICES	Comprehensive Child Welfare Information System	DCRL-2023-F-0071	200 I Street SE	Washington	DC	20003	6	ANC 6C	Non-Construction	\$1,894,550.54	\$1,894,550.54	6/1/2022	5/31/2026	Active	Cumulative	2	0	0%
Department of General Services (DGS)	G-SIDA GENERAL SERVICES	Comprehensive Environmental Cleaning Services For The Dept of Corrections	DG1-1901-E-0208	1901 E Street	Washington	DC	20003	7	ANC 7D	Non-Construction	\$994,280.00	\$994,280.00	12/02/2022	4/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	MIMAR PONTE MELLOR OF DC ARCHITECTS & EN	Comprehensive Facility Condition Assessment and Space Utilization Studies	DCG1-1010 Wisconsin Ave SE	Washington	DC	20009	2	ANC 2E	Non-Construction	\$950,000.00	\$950,000.00	7/31/2021	7/30/2025	Active	Cumulative	0	0	0%	
Department of General Services (DGS)	HAYAT BROWN LLC	Comprehensive Facility Condition Assessment and Space Utilization Studies	DCG1-1010 Wisconsin Ave SE	Washington	DC	20009	2	ANC 2E	Non-Construction	\$950,000.00	\$950,000.00	7/31/2021	7/30/2025	Active	Cumulative	0	0	0%	
Department of General Services (DGS)	LABOURERS LOCAL 28	Comprehensive Facility Condition Assessment and Space Utilization Studies	DCG1-1010 Wisconsin Ave SE	Washington	DC	20009	2	ANC 2E	Non-Construction	\$950,000.00	\$950,000.00	7/31/2021	7/30/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (OCPP)	2-SQUARE TECHNOLOGY	Comprehensive Knowledge Testing System	CW109328	95 M Street SW	Washington	DC	20032	6	ANC 6D	Non-Construction	\$454,070.00	\$454,070.00	7/27/2023	7/26/2028	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	ALCOUM TECHNICAL SERVICES INC	Comprehensive Plan Rewrite	DCDB-2024-R-2004	1350 Pennsylvania Ave NW	Washington	DC	20004	2	ANC 2C	Non-Construction	\$1,350,000.00	\$1,350,000.00	10/15/2024	6/30/2027	Active	Cumulative	0	0	0%
Child and Family Services Agency (CPSA)	Maximum Guest	Comprehensive Plan Rewrite	DCDB-2024-H-0039	200 I Street SE	Washington	DC	20003	8	ANC 8F	Non-Construction	\$6,081,054.00	\$6,081,054.00	4/30/2025	4/29/2028	Active	Cumulative	0	0	0%
Child and Family Services Agency (CPSA)	Maximum Guest	Comprehensive Plan Rewrite	DCDB-2024-H-0039	200 I Street SE	Washington	DC	20003	6	ANC 6D	Non-Construction	\$1,588,347.00	\$1,588,347.00	11/25/2019	11/10/2025	Active	Cumulative	22	15	68%
Department of General Services (DGS)	RWD Consulting,LLC	Consolidated Maintenance Services at Carooz High School	DCAM-24-NC-EM-002	1200 Clifton Street NW	Washington	DC	20009	1	ANC 1B	Non-Construction	\$11,977,562	\$11,977,562	8/2/2024	12/10/2024	Active	Cumulative	0	0	0%
Department of General Services (DGS)	AAA Complete Building Services, Inc	Consolidated Maintenance Services Inc	DCAM-14-07-0053	401 9th St	Washington	DC	20009	2	ANC 2C	Non-Construction	\$2,877,624.04	\$2,877,624.04	10/1/2021	9/30/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SPECTRUM MANAGEMENT, LLC	Consolidated Maintenance Services Inc	DCAM-14-07-0053	2003 I Street SE	Washington	DC	20003	6	ANC 6D	Non-Construction	\$2,173,859.21	\$2,173,859.21	10/1/2021	9/30/2025	Active	Cumulative	1	0	0%
Department of General Services (DGS)	SPECTRUM MANAGEMENT, LLC	Consolidated Maintenance Services Inc	DCAM-21-NC-RFP-0015	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$18,016,821.78	\$18,016,821.78	11/1/2021	9/30/2026	Active	Cumulative	19	6	31%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028,678.80	11/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	RSC ELECTRICAL AND MECHANICAL CONTRACTORS, I	Consolidated Maintenance Services	DCAM-21-NC-RFP-0038	4458 Minnesota Ave SE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$9,028,678.80	\$9,028							

District Department of Transportation (DDOT)	CUBE ROOT CORPORATION	DC PLUG Feeder	1100 I Street, NW Suite 805	Washington	DC	20003	2	ANC 2C	Non-Construction	\$7,500,000.00	\$7,500,000.00	3/27/2023	3/26/2025	Active	Cumulative	6	0	0%
District Department of Transportation (DDOT)	HAVAT BROWN LLC	DC Plug Program Feeder Design 2nd and 3rd Biennial Plans-DCA-2020-Q-0040	3715 Martin Luther King	Washington	DC	20032	8	ANC 8C	Non-Construction	\$15,000,000.00	\$15,000,000.00	5/1/2021	5/10/2025	Active	Cumulative	7	3	42%
District Department of Transportation (DDOT)	HB-ABE BSW CONSULTING INC	DC Plug Program Feeder Design	3715 Martin Luther King Ave SE	Washington	DC	20032	8	ANC 8C	Non-Construction	\$7,650,000.00	\$7,650,000.00	5/1/2021	5/10/2025	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	AN CONSULTANTS INC	DC Plug Program Feeder Designs 2nd And 3rd Biennial Plans -DCA-2021-Q-0040	9450 Annapolis Road	Lanham	MD	20906	N/A	N/A	Non-Construction	\$3,750,000.00	\$3,750,000.00	5/1/2021	5/10/2025	Active	Cumulative	18	1	6%
Department of Health Care Finance (DHCF)	MAXIMUS HEALTH SERVICES, INC.	DC Provider Data Management System & Services	1600 Tysons Blvd, Suite 1400	McLean	VA	22102	N/A	N/A	Non-Construction	\$18,993,504.00	\$18,993,504.00	1/7/2023	1/6/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	MAXIMUS HEALTH SERVICES, INC.	DC Provider Data Management System - CW118651	1600 Tyson Blvd Suite 1400	McLean	VA	22102	N/A	N/A	Non-Construction	\$3,759,380.00	\$3,759,380.00	1/7/2023	1/6/2028	Active	Cumulative	10	5	50%
Department of Health Care Finance (DHCF)	SECURITY ASSURANCE MANAGEMENT INC	DC Security Public Schools Security Serv	GAGA-2022-C-0048	Washington	DC	20004	6	ANC 6E	Non-Construction	\$31,310,459.11	\$31,310,459.11	9/30/2026	9/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	IBC Research & Consulting	DC Small Business Census DECB-2023-R-0006	1350 Pennsylvania Ave	Washington	DC	20004	6	ANC 6E	Non-Construction	\$240,190.00	\$240,190.00	12/23/2023	12/22/2027	Active	Cumulative	0	0	0%
Department of Behavioral Health	COMMUNITY BRIDGE, INC.	DC Stabilization and Sobriety Services	DOCS616481	Washington	DC	20002	5	ANC 5E	Non-Construction	\$960,000.00	\$960,000.00	9/1/2022	8/31/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	DC Schedule Marketing	CW113293	1150 Pennsylvania Ave NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$650,000.00	\$650,000.00	6/6/2024	6/6/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	MOMS ORGANIC MARKET INC	DC Supermarket Tax Incentive	1501 New York Ave	Washington	DC	20002	5	ANC 5D	Non-Construction	\$0.00	\$0.00	11/17/2014	11/1/2026	Active	Cumulative	379	223	58%
Office of Contracting & Procurement (OCOP)	NETWORKING FOR FUTURE, INC.	DC Supply Information Technology Equipment	CW123265	Washington	DC	20001	6	ANC 6E	Non-Construction	\$10,000,000.00	\$10,000,000.00	10/30/2023	10/29/2028	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	DC Supply Information Technology Equipment & Software	CWB4401	1500 Pennsylvania Ave	Washington	DC	20002	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	9/23/2023	9/23/2028	Active	Cumulative	0	0	0%
Department of General Services (DGS)	HAVAT BROWN LLC	DC Supply Schedule Holders	3715 Martin Luther King AV SE	Washington	DC	20009	8	ANC 8D	Non-Construction	\$770,149.00	\$770,149.00	4/7/2023	9/30/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	INFORMATION UNLIMITED INC	DC Supply Schedule IT Equipment and Services	CW119121	Washington	DC	20001	2	ANC 2G	Non-Construction	\$950,000.00	\$950,000.00	7/15/2024	7/14/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	NETWORKING FOR FUTURE, INC.	DC Supply Schedule Mason Oriented Business	CW108946	Washington	DC	20001	6	ANC 6E	Non-Construction	\$500,000.00	\$500,000.00	9/1/2023	9/20/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	THE BROS BUSINESS LLC	DC Supply Schedule Marketing Media & Public Relations	CW118935	Washington	DC	20002	8	ANC 8C	Non-Construction	\$4,750,000.00	\$4,750,000.00	7/1/2020	7/10/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	Metropolitan Strategies and Solutions	DC Supply Schedule MOBIS	CW126268	Washington	DC	20018	5	ANC 5B	Non-Construction	\$4,750,000.00	\$4,750,000.00	5/1/2025	4/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	NETWORKING FOR FUTURE, INC.	DC Supply Schedule Temp Serv	CW118049	Washington	DC	20001	6	ANC 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	6/4/2024	6/3/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	LORNA GROUP INC	DC Supply Schedule Marketing	CW122418	Washington	DC	20032	8	ANC 8C	Non-Construction	\$4,750,000.00	\$4,750,000.00	5/1/2025	4/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	VANGUARD COMMUNICATIONS OF FALL CHURCH	DC Supply Schedule Marketing	CW129760	Washington	DC	20037	2	ANC 2A	Non-Construction	\$900,000.00	\$900,000.00	9/25/2025	9/24/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	NMR Group, Inc	DC Sustainable Energy Utility Evaluation Measurement and Verification	4200 First St SE 5th Floor	Washington	DC	20002	6	ANC 6C	Non-Construction	\$669,053.00	\$669,053.00	10/1/2020	9/30/2025	Active	Sub Contract	6	1	16%
Department of General Services (DGS)	INTERCONTINENTAL BUILD	DCAM24SGR0011 ROOFING REPLACEMENT AND UPGRADE AT ENGINE HOUSE	1811 MacArthur Blvd NW	Washington	DC	20007	3	ANC 3D	Construction	\$438,000.00	\$438,000.00	9/1/2024	10/30/2024	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	MAXIMUS HEALTH SERVICES, INC.	DCAS Center of Excellence Tier 1 Customer Serv	CW95849	Reston	VA	20190	N/A	N/A	Non-Construction	\$23,963,213.80	\$23,963,213.80	12/6/2021	12/6/2026	Active	Cumulative	96	38	38%
Department of Health Care Finance (DHCF)	Dynamic System Inc.	DCAS Cloud Migration Grade Licenses Support and Maintenance	DOCT607610	Washington	DC	20001	6	ANC 6E	Non-Construction	\$1,379,672.55	\$1,379,672.55	3/14/2025	12/28/2029	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	Diona IUS Inc	DCAS Mobile Application Support	1000 4th St NW	Washington	DC	20024	6	ANC 6F	Non-Construction	\$10,091,958.00	\$10,091,958.00	8/8/2022	8/7/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	DCOH Temporary Staffing Services	CW115221	1015 Half Street NW	Washington	DC	20003	6	ANC 6F	Non-Construction	\$343,380.00	\$343,380.00	3/1/2024	2/28/2029	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	BATTLE TRANSPORTATION, INC	DCOA Athletic Transportation	3000 V Street NE	Washington	DC	20018	5	ANC 5C	Non-Construction	\$515,595.00	\$515,595.00	5/20/2023	5/30/2025	Active	Cumulative	55	10	18%
District of Columbia Public Schools (DCPS)	DCOA Student Athletic Transportation	GAGA-2021-C-0015B	3000 V Street NE	Washington	DC	20018	5	ANC 5C	Non-Construction	\$677,529.65	\$677,529.65	10/1/2022	9/30/2025	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Talbot Athletic Transportation	2020-21 Season	1100 First Street SE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$558,612.00	\$558,612.00	10/20/2021	10/20/2024	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	SHARP BUSINESS SYSTEMS	DCPS Copier Contract	GAGA-T-2021-0040	Washington	DC	20002	6	ANC 6E	Non-Construction	\$2,157,478.80	\$2,157,478.80	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Total Kitchen Care LLC	DCPS Hot Food Equip& Repair	GAGA-2020-C-0066	Millersville	MD	21108	N/A	N/A	Non-Construction	\$338,414.00	\$338,414.00	8/1/2020	7/31/2025	Active	Cumulative	3	0	0%
District of Columbia Public Schools (DCPS)	Insight Global Education	DCPS Study Abroad	GAGA-2023-C-0047	Washington	DC	20002	6	ANC 6E	Non-Construction	\$523,000.00	\$523,000.00	7/24/2025	9/30/2026	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	DCSS Information Technology Equipment and Software	2022-23 School Year	7333 Connecticut Ave NW	Washington	DC	20002	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	11/1/2021	11/1/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	NJ3Q Technology LLC	DCSS Information Technology Equipment and Software	CW95048	Washington	DC	20009	1	ANC 1B	Non-Construction	\$950,000.00	\$950,000.00	11/1/2021	11/1/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	The Triage Group, LLC	DCSS Information Technology Equipment and Software	CW931989	Washington	DC	20005	6	ANC 6A	Non-Construction	\$10,000,000.00	\$10,000,000.00	8/1/2021	7/31/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	DCSS Information Technology Equipment and Software	TTES20254	441 4th Street NW	Washington	DC	20009	6	ANC 6E	Non-Construction	\$10,000,000.00	\$10,000,000.00	8/1/2021	7/31/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	THE AQUILINE GROUP	DCSS Media & Public Information	CW112387	Washington	DC	20009	6	ANC 6E	Non-Construction	\$900,000.00	\$900,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	PUBLIC PERFORMANCE MANAGEMENT LLC	DCSS Mission Performance Integrated Serv	CW125310	Washington	DC	20006	2	ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	4/14/2025	4/13/2030	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SEC/DQA ROW CONSULTING	DDOT Ddot Park	DCAM-21-NC-RFQ-0020P	Washington	DC	20006	2	ANC 2A	Non-Construction	\$3,037,408.07	\$3,037,408.07	1/29/2024	9/30/2027	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Parsons Brinckerhoff	DDOT Public Works	DOCS060661	Washington	DC	20001	6	ANC 6E	Non-Construction	\$1,949,510.00	\$1,949,510.00	4/15/2028	4/15/2028	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Clean/Plfaze Maintenance & Recycling, LLC	DDOT Snow Removal Deicing and Treatment	DDOT37265	Washington	DC	20006	2	ANC 2C	Non-Construction	\$328,875.00	\$328,875.00	11/4/2024	11/3/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	All Roads	DDOT Animal Management	2201 Shannon Place SE	Washington	DC	20020	8	ANC 8A	Non-Construction	\$135,990.00	\$135,990.00	1/25/2025	1/20/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	MIKEWAY ROAD INC	DDOT Animal Management	4724 Sherell Road, NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$500,000.00	\$500,000.00	7/1/2024	7/1/2029	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	TAMAH, LLC	Dedicated Aides and Export Nurses	GAGA-2024-I-0466	Washington	DC	20002	6	ANC 6E	Non-Construction	\$28,921,055.00	\$28,921,055.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	TAMAH, LLC	Dedicated Aides Nursing Serv	GAGA-2024-0466	Washington	DC	20002	6	ANC 6E	Non-Construction	\$5,578,466.00	\$5,578,466.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	DELTAUM COLLECTION SERVICES	DCPS25-2023-C-031	1102 4th street SW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$3,794,822.31	\$3,794,822.31	8/8/2025	8/8/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	IDEAKEY INC	Department of Behavioral Health DBH	1150 Connecticut Ave, NW Suite 710	Washington	DC	20036	2	ANC 2C	Non-Construction	\$994,550.00	\$994,550.00	11/18/2022	11/18/2025	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCOP)	ONE KARE ENTERPRISE	Department of Behavioral Serv	CW116158	Washington	DC	20002	5	ANC 5F	Non-Construction	\$2,710,849.96	\$2,710,849.96	4/17/2024	4/16/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	AKAMARX Correctional Services	Department of Corrections Inmate Food Services	DDC0374468	Washington	DC	20003	6	ANC 6A	Non-Construction	\$56,162,620.00	\$56,162,620.00	7/15/2021	7/15/2025	Active	Cumulative	36	23	63%
Office of Contracting & Procurement (OCOP)	REPAIR AND MAINTENANCE	Department of Corrections	CW120438	Washington	DC	20009	7	ANC 7C	Non-Construction	\$704,200.00	\$704,200.00	8/1/2024	8/1/2024	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCOP)	RZIEUP TECHNOLOGY TRAINING	Department Records Management	CW100044	Washington	DC	20019	7	ANC 7C	Non-Construction	\$524,323.00	\$524,323.00	8/9/2023	8/9/2023	Active	Cumulative	1	1	100%
Department of General Services (DGS)	KACDCM CORPORATION	Design Build at the Field House and Track Louie Ellington Phase 2	1700 38th Street NW	Washington	DC	20007	2	ANC 2E	Construction	\$1,487,161.00	\$1,487,161.00	4/12/2023	10/30/2025	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	ATHEX HOLDINGS INC	Design Build Services For Barry Farms Facility Upgrade	1230 Sumner Street NW	Washington	DC	20007	7	ANC 7C	Construction	\$826,654.99	\$826,654.99	1/25/2023	1/25/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	AMERICAN CONTRACTOR	Design Build Services for Kenilworth Elementary School Addition	133 44th Street NE	Washington	DC	20007	7	ANC 7C	Construction	\$2,454,210.00	\$360,929.00	11/14/2024	7/15/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Chew City Contractors, Inc.	Design Build Services for Kenilworth Elementary School Addition	133 44th Street NE	Washington	DC	20007	7	ANC 7C	Construction	\$2,454,210.00	\$623,770.33	9/16/2024	7/15/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	JRY Drywall Construction LLC	Design Build Services for Kenilworth Elementary School Addition	133 44th Street NE	Washington	DC	20007	7	ANC 7C	Construction	\$2,454,210.00	\$2,454,210.00	10/7/2024	7/15/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	J.S. Wash Contracting Company	Design Build Services for the Renovation at Landon Rec Center in Ward 5	2901 20th Street NE	Washington	DC	20018	5	ANC 5C	Construction	\$495,000.00	\$497,000.00	1						

Office of the State Superintendent of Education	Document Systems Inc	Document Systems Inc CW106887	1050 First Street NE	Washington	DC	20002	6 AN	6E	Non-Construction	\$383,292.00	\$383,292.00	5/19/2023	5/18/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CRTE	DOES Pathways to Public Service Program Apprenticeship Grant- 2025 DOES	4058 Minnesota Ave SE	Washington	DC	20019	7 AN	7F	Non-Construction	\$450,000.00	\$450,000.00	7/24/2025	7/23/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SECURE TECH 360, LLC	DOH CARE MAINTENANCE AND WARRANTY SUPPORT SERVICES	1103 PENNSYLVANIA AVE NW #600	WASHINGTON	DC	20004	2 AN	2C	Non-Construction	\$1,054,014.20	\$1,054,014.20	2/12/2025	2/17/2025	Completed	Sub Contract	2	2	100%
Office of the State Superintendent of Education	CINTAS CORPORATION	DOT uniform Purchase CW83364	1050 1st	Washington	DC	20002	6 AN	6C	Non-Construction	\$350,000.00	\$350,000.00	11/1/2020	10/31/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	Douglas Community Land Trust	Douglas Community Land Trust, EB-24-0001-4FEES	1231 Marion Barry Ave SE	Washington	DC	20020	8 AN	8A	Non-Construction	\$2,000,000.00	\$2,000,000.00	1/31/2024	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	HDR ARCHITECTURE INC	Downtown Comprehensive Transportation Plan DCHTS-2025-R-001	4015 Half Street SE	Washington	DC	20003	6 AN	6F	Non-Construction	\$508,462.05	\$508,462.05	4/7/2025	3/31/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	DPW Fort Tomer	DPW Fort Tomer Station Roof Replacement	4900 Eads Road NE	Washington	DC	20015	5 AN	5A	Non-Construction	\$1,378,555.00	\$1,378,555.00	8/2/2024	12/10/2024	Active	Sub Contract	0	0	0%
Office of Contracting & Procurement (OCP)	ACME SOLUTIONS, INC.	DPW Hazmat Abatement Services D0C64066	6816 Eastern Avenue NW Ste 205	Washington	DC	20021	4 AN	4B	Non-Construction	\$949,000.00	\$949,000.00	6/30/2023	6/29/2028	Active	Cumulative	0	0	0%
Department of Public Works (DPW)	ATMO BIOMASS REDUCTION, INC.	DPW Leaf Compositing & Other Vegetative Debris Recycling Services	21601 New Hampshire Ave	Brookville	MD	20834	N/A	N/A	Non-Construction	\$3,330,000.00	\$3,330,000.00	11/1/2019	11/1/2025	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCP)	DPW Recycling of Commercial and Residential Material	CW123214	2001 4th Street NW	Washington	DC	20001	1 AN	1B	Non-Construction	\$2,811,867.68	\$2,811,867.68	12/20/2021	12/19/2025	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCP)	BFI Transfer Services of Virginia, LLC DBA Northern	DPW Recycling of Commercial and Residential Materials D0C62645	7911 Notes Drive	Manassas	VA	20109	N/A	N/A	Non-Construction	\$4,042,800.00	\$4,042,800.00	1/1/2024	12/31/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SOLE AND LAND USE TECHNOLOGY, INC.	Drinking water fountain filter replacement DCAM-22-NC-65A-003	2000 14th Street NW, 8th Floor	Washington	DC	20009	1 AN	1B	Non-Construction	\$3,980,000.00	\$3,980,000.00	10/1/2022	9/30/2026	Active	Cumulative	1	1	100%
Office of Contracting & Procurement (OCP)	Blue Cross Financial CONSULTANTS, INC.	Dual Eligible Special Needs Program	655 New York Ave NW	Washington	DC	20002	2 AN	2G	Non-Construction	\$1,200,000.00	\$1,200,000.00	12/1/2020	12/31/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	AutoInternational Group, Inc.	Dual Eligible Special Needs Program	655 New York Ave	Washington	DC	20020	2 AN	2G	Non-Construction	\$192,786,889.35	\$192,786,889.35	2/1/2022	12/31/2026	Active	Cumulative	2	1	50%
Department of Health Care Finance (DHCF)	Non-Intentional, Inc.	Dual Eligible Special Needs Program	655 New York Ave	Washington	DC	20020	2 AN	2G	Non-Construction	\$365,965.00	\$365,965.00	2/1/2024	12/31/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	United Healthcare	Dual Eligible Special Needs Program	655 New York Ave NW	Washington	DC	20001	6 AN	6E	Non-Construction	\$209,144,041.08	\$209,144,041.08	1/1/2022	12/31/2026	Active	Cumulative	25	16	64%
Office of Contracting & Procurement (OCP)	L.S. Caldwell & Associates, Inc.	Dual-Eligible special Needs Program	655 New York Ave	Washington	DC	20001	2 AN	2E	Non-Construction	\$1,200,000.00	\$1,200,000.00	12/1/2020	12/31/2026	Active	Cumulative	6	4	66%
Office of Contracting & Procurement (OCP)	ULTIMATE HOME HEALTH SERVICES LLC	Dual-Eligible Special Needs Program	1200 Perry Street Suite 100	Washington	DC	20017	5 AN	5B	Non-Construction	\$358,078.00	\$358,078.00	1/3/2022	12/31/2027	Active	Cumulative	12	4	33%
Office of Contracting & Procurement (OCP)	IC Community Services	Dual-Eligible Special Needs Program S-NP	2412 Minnesota Avenue NE	Washington	DC	20020	7 AN	7B	Non-Construction	\$759,884.99	\$759,884.99	9/1/2022	12/31/2026	Active	Cumulative	7	1	14%
Office of Contracting & Procurement (OCP)	Margaroni MICHE MUSCATELLO	Dual-Eligible Special Needs Program	441 Arundel Street SE	Washington	DC	20002	6 AN	6E	Non-Construction	\$1,200,000.00	\$990,000.00	10/1/2024	9/30/2025	Closed Out	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Dynamic Systems Inc.	Dynamic Systems Inc D0CS88105	880 Parkview Drive North	San Diego	CA	90245	N/A	N/A	Non-Construction	\$8,199,680.96	\$8,199,680.96	5/15/2022	12/28/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Prime Demure, Inc.	E and P Prive CW105440	2833 Alabama Ave SE	Washington	DC	20020	7 AN	7B	Non-Construction	\$900,000.00	\$900,000.00	8/30/2023	8/24/2028	Not Yet Start	Cumulative	0	0	0%
Office of the State Superintendent of Education	PowerSchool Group LLC	E School Plus Hosting maintenance and Tech CW117167	1050 First Street NE	Washington	DC	20002	6 AN	6E	Non-Construction	\$493,092.00	\$493,092.00	12/18/2023	12/17/2027	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE COALITION FOR THE HOMELESS	MIRIAM'S KITCHEN	East Street Bridge Housing 2527MESTRUE	25 E Street NW	Washington	DC	20001	6 AN	6E	Non-Construction	\$300,000.00	\$300,000.00	9/30/2025	Completed	Cumulative	22	8	36%	
Office of Contracting & Procurement (OCP)	E7STRATEGIES INC	EPSTRATEGIES INC	1620 Q StreetNW	Washington	DC	20009	2 AN	2B	Non-Construction	\$950,000.00	\$950,000.00	7/29/2027	7/29/2027	Not Yet Start	Cumulative	0	0	0%
Metropolitan Police Department, District of Columbia	DIVERSE COMPUTING INC	eAgent CCG Wales Upgrade D0C520942	300 Indian Ave NW	WASHINGTON	DC	20001	6 AN	6E	Non-Construction	\$1,190,855.00	\$1,190,855.00	11/1/2020	11/1/2025	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	MILLICONS THERAPEUTIC SERVICES	East Interventionist Direct Services CW82612	1050 First Street NE	Washington	DC	20002	6 AN	6E	Non-Construction	\$990,000.00	\$990,000.00	9/30/2024	9/30/2026	Active	Cumulative	1	1	100%
Office of the State Superintendent of Education	MULTICULTURAL REHAB	Early Intervention Direct Services CW82616	1050 First Street NE	Washington	DC	20002	6 AN	6E	Non-Construction	\$990,000.00	\$990,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	Fur Lincoln Eastern Avenue, LLC	Eastern Ave Fur Lincoln Project	3288 Fort Lincoln Drive NE	Washington	DC	20018	5 AN	5C	Construction	\$29,159,242.00	\$29,159,242.00	12/1/2024	6/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	Easton Development LLC	Easton Fort Lincoln Project	5 Easton Drive NE	Washington	DC	20018	5 AN	5C	Construction	\$29,159,242.00	\$29,159,242.00	12/1/2024	6/30/2026	Active	Cumulative	0	0	0%
DEPARTMENT OF HUMAN SERVICES	Echelon Community Services	Echelon Community Services Klax Phase III 552403FKCXA	5009 East Capitol Street SE	Washington	DC	20019	7 AN	7C	Non-Construction	\$1,009,921.63	\$1,009,921.63	10/1/2023	9/30/2028	Active	Cumulative	2	2	100%
Office of Contracting & Procurement (OCP)	Edera LLC	Edera L3C CW115179	1730 Pennsylvania	Washington	DC	20006	2 AN	2A	Non-Construction	\$950,000.00	\$950,000.00	11/1/2023	10/31/2028	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	Edgewood/Brookland family Support Collaborative	Edgewood/Brookland family Support Collaborative DCR-2024-U-0048	601 Edgewood Brookland St NE suite 25	Washington	DC	20017	5 AN	5F	Non-Construction	\$325,000.00	\$325,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	Edgewood/Brookland family Support Collaborative	Edgewood/Brookland family Support Collaborative DCR-2022-U-0100	601 Edgewood Brookland St NE suite 25	Washington	DC	20017	5 AN	5F	Non-Construction	\$1,235,256.96	\$1,235,256.96	10/1/2022	9/30/2029	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	Edgewood/Brookland family Support Collaborative	Edgewood/Brookland Family Support Collaborative DCR-2025-H-0036	601 Edgewood St NE	Washington	DC	20017	5 AN	5F	Non-Construction	\$1,965,256.96	\$1,965,256.96	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	Edgewood/Brookland family Support Collaborative	Edgewood/Brookland Family Support Collaborative D0C77881	601 Edgewood St NE	Washington	DC	20017	5 AN	5F	Non-Construction	\$1,935,256.96	\$1,935,256.96	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Edgewood/Brookland family Support Collaborative	Edgewood/Brookland Family Support Collaborative 555203FBFSCWH	601 Edgewood Brookland St NE suite 25	Washington	DC	20017	5 AN	5F	Non-Construction	\$463,500.00	\$463,500.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	DELLOTTE CONSULTING LLP	ESF 12TH Street	555 12th Street	Washington	DC	20024	2 AN	2C	Non-Construction	\$15,998,911.00	\$15,998,911.00	7/15/2019	7/15/2026	Active	Sub Contract	0	0	0%
Office of the State Superintendent of Education	MTW SOLUTIONS LLC	ESGMS Hosting Maintenance and Technical Support Services CW90233	1050 First Street NE	Washington	DC	20002	6 AN	6C	Non-Construction	\$578,039.74	\$578,039.74	10/1/2021	9/30/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	PUBLIC PERFORMANCE MANAGEMENT, LLC	Eightfold LLC License implementation Maintenance/Support SDCW118287	4058 Minnesota Ave SE	Washington	DC	20019	7 AN	7F	Non-Construction	\$600,000.00	\$600,000.00	7/29/2024	7/28/2029	Closed Out	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Eightfold LLC	Eightfold LLC License implementation Maintenance/Support SDCW118287	4058 Minnesota Ave SE	Washington	DC	20019	7 AN	7F	Non-Construction	\$44,750,000.00	\$44,750,000.00	7/29/2024	7/28/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ELICTION SYSTEMS & SOFTWARE INC	ELICTION SYSTEMS & SOFTWARE CW121489	11208 John Gall Blvd	Omaha	NE	68137	N/A	N/A	Non-Construction	\$999,660.00	\$999,660.00	9/4/2025	9/30/2026	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Electronix Systems Solutions, LLC	Electronix Ford Fio D0C355066	11250 Vines Mill Road	Wheaton	MD	20890	N/A	N/A	Non-Construction	\$2,150,000.00	\$2,150,000.00	5/1/2022	4/30/2026	Not Yet Start	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Electronix Systems Solutions, LLC	Electronix Ford Fio D0C355066	11250 Vines Mill Road	Washington	DC	20002	8 AN	8F	Non-Construction	\$918,310.00	\$918,310.00	8/1/2024	8/1/2024	Closed Out	Cumulative	0	0	0%
Department of General Services (DGS)	The Keystone Plus Construction Company	Electrical Maintenance and Repair Services- DCAM-25-NC-IFB-00124	1925 Minnesota Ave SE	Washington	DC	20020	8 AN	8A	Non-Construction	\$20,995,000.00	\$20,995,000.00	6/1/2025	9/30/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	KEI ELECTRICAL AND MECHANICAL CONTRACTORS, I	Electrical Maintenance and Repair Services- DCAM-25-NC-IFB-00128	6035 Dix Street NE	Washington	DC	20019	7 AN	7C	Non-Construction	\$20,995,000.00	\$20,995,000.00	6/1/2025	9/30/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Keystone Plus Construction Company	Electricity Supply Services Renewal DCAM-20-NC-JS-0006	8014 Westwood Center Drive	Beltsville	MD	20814	N/A	N/A	Non-Construction	\$43,000,000.00	\$43,000,000.00	6/24/2023	6/23/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Sandata Technologies, LLC	Electronic Visit Verification	441 4th Street NW	Washington	DC	20002	2 AN	2C	Non-Construction	\$3,831,889.00	\$3,831,889.00	1/2/2019	12/31/2024	Active	Sub Contract	1	0	0%
Department of Behavioral Health	AMERICAN MEDICAL RESPONSE MID-ATLANTIC	Emergency Amb Services for the Comprehensive Psych Emergency Prog. CPEP	1905 S Street SE Building 14	Washington	DC	20002	7 AN	7F	Non-Construction	\$720,000.00	\$720,000.00	3/1/2023	12/31/2024	Active	Cumulative	0	0	0%
Department of General Services (DGS)	MBA AFFILIATES LLC	Emergency CM Services for Duke Ellington DCAM-24-NC-0048	3500 R Street NW	Washington	DC	20005	2 AN	2E	Non-Construction	\$619,363.68	\$619,363.68	6/10/2024	10/6/2024	Closed Out	Cumulative	0	0	0%
Department of General Services (DGS)	EMERGENCY CONSOLIDATED MAINTENANCE SERV	Emergency Consolidated Maintenance Serv Cabinet 8011	6115 5th Street NE	Washington	DC	20017	4 AN	4B	Non-Construction	\$619,363.68	\$619,363.68	12/14/2025	12/14/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SPECTRUM MANAGEMENT, LLC	Emergency Consolidated Maintenance Roomselt 00661	4301 13th St NW	Washington	DC	20011	4 AN	4C	Non-Construction	\$456,792.17	\$456,792.17	9/21/2024	1/8/2028	Active	Cumulative	3	1	33%
Department of General Services (DGS)	MBA AFFILIATES LLC	Emergency Consolidated Maintenance Services for Excel D0AM24-NC-EM-0057	12201 S Street NW Suite 101	Washington	DC	20005	2 AN	2C	Non-Construction	\$900,177.67	\$900,177.67	7/8/2024	12/1/2024	Closed Out	Cumulative	0	0	0%
Department of General Services (DGS)	EMERGENCY HVAC TECHNIQUES SERVICES INC	EMERGENCY HVAC TECHNIQUES SERVICES FOR DUMAS DCAM-23-NC-6A-0011	101 N St NW	Washington	DC	20001	1 AN	1C	Non-Construction	\$394,550.00	\$394,550.00	1/15/2023	1/15/2027	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Blue Sky Construction, LLC	Emergency In Call Clean Air HVAC Tech Serv HVAC DCAM-20-21-NC-EM-0058	4315 10th Street NW	Washington	DC	20016	3 AN	3D	Non-Construction	\$995,000.00	\$995,000.00	7/26/2021	10/31/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	HIGH SIERRA POOLS INC	Emergency Pool Inspection Maintenance and Repair Serv DCAM-26-NC-EM-0001	3924 Minnesota Ave NE	Washington	DC	20019	7 AN	7F	Non-Construction	\$450,000.00	\$450,000.00	10/7/2025	2/20/2026	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	PS SERVICES III INC	Emergency Short term Child Care Services DCR-2																

Office of Contracting & Procurement (CCP)	INDUSTRIAL/ORGANIZATIONAL SOLUTIONS INC	FEMS Firefighter Promotional Exam CW114076	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$587,790.00	\$587,790.00	4/1/2024	3/31/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	INDUSTRIAL/ORGANIZATIONAL SOLUTIONS INC	FEMS Firefighter Promotional Exam CW110727	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$1,325,900.00	\$1,325,900.00	12/31/2025	12/31/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	FEMS Firetruck & Apparatus Vehicle Maintenance & Repair CW102993	FEMS Firetruck & Apparatus Vehicle Maintenance & Repair	1103 Half Street SW	Washington	DC	20018	6	ANC	4D	Non-Construction	\$2,730,000.00	\$2,730,000.00	11/16/2022	11/15/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	Global Manufacturing Company LLC	FEMS Structural and Promotional Firefighting CW117229	37 Loudon Rd Pittsfield	Pittsfield	NH	03633	N/A	N/A	N/A	Non-Construction	\$3,000,000.00	\$3,000,000.00	10/21/2024	10/20/2029	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	FESTIVAL CENTER INC	Festival Center EB_25-0003-BDLOS	1640 Columbia Road NW	Washington	DC	20009	1	ANC	1C	Non-Construction	\$300,000.00	\$300,000.00	1/10/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	FINANCIAL EMPLOYMENT CENTER	Financial Employment Center Support DCAM-24-NC-DSS5-016 T01	2907 Martin Luther King Jr Pl SE	Washington	DC	20032	8	ANC	8C	Non-Construction	\$485,124.00	\$485,124.00	10/1/2023	9/30/2025	Not Yet Started	Cumulative	0	0	0%
Department of General Services (DGS)	FOOD BUSINESS SERVICES	Food Business Services Support DCAM-24-NC-DSS5-016 T01	3924 M Street NW	Washington	DC	20015	7	ANC	7F	Non-Construction	\$500,000.00	\$500,000.00	7/21/2024	10/31/2028	Active	Cumulative	0	0	0%
University of the District of Columbia (UDC)	FOLLETT SCHOOLS SOLUTIONS INC	Follett Higher Education Group, LLC-GP-2024-R0029	3 Westbrook Corporate Center	Westchester	IL	60154	N/A	N/A	N/A	Non-Construction	\$950,000.00	\$950,000.00	9/3/2024	9/30/2029	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	FOLLETT SCHOOLS SOLUTIONS INC	Follett Software License GAGA-2022-C-0034	1200 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$168,996.12	\$168,996.12	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	FOOD MANAGEMENT CO FSMC	GAGA-2022-C-0385A	1200 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$14,678,958.88	\$14,678,958.88	11/1/2024	11/1/2029	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	DC CENTRAL KITCHEN	Food Service Management Contract DC Central Kitchen GAGA-2022-C-0260	425 2nd Street NW	Washington	DC	20001	6	ANC	6C	Non-Construction	\$5,517,905.30	\$5,517,905.30	7/5/2022	6/30/2027	Active	Cumulative	17	17	100%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HENRY S SOUL CARE INC	Food Service 2412HENRSING-2	Food Service 2412HENRSING-2	2125 Alabama Ave SE	Washington	DC	20020	8	ANC	8C	Non-Construction	\$1,323,199.35	\$1,323,199.35	7/1/2024	10/31/2024	Closed Out	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HENRY S SOUL CARE INC	Food Service 2512HENRSING-1	Food Service 2512HENRSING-1	2125 Alabama Ave SE	Washington	DC	20020	8	ANC	8C	Non-Construction	\$593,205.20	\$593,205.20	4/30/2023	4/30/2024	Closed Out	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HENRY S SOUL CARE INC	Food Services 2512HENRSING-1	Food Services 2512HENRSING-1	2125 Alabama Ave SE	Washington	DC	20020	8	ANC	8C	Non-Construction	\$85,473.12	\$85,473.12	5/1/2025	7/31/2025	Closed Out	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HENRY S SOUL CARE INC	Food Services 2512HENRSING-1	Food Services 2512HENRSING-1	2125 Alabama Ave SE	Washington	DC	20020	8	ANC	8C	Non-Construction	\$1,606,817.40	\$1,606,817.40	8/1/2025	12/31/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	SOLOKOMAIG LLC	Food Services Management FSMC GAGA-2022-R-0385	9100 Wilshire Blvd Suite 700 East Tower	Beverly Hills	CA	90212	N/A	N/A	N/A	Non-Construction	\$42,439,420.00	\$42,439,420.00	7/3/2023	6/30/2025	Not Yet Started	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	FORMOST ADVANCE CREATIONS LLC	Formost Advanced Creations, LLC CW127455	7826 Eastern Ave NW	Washington	DC	20012	4	ANC	4A	Construction	\$3,000,000.00	\$3,000,000.00	7/5/2025	7/4/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Alcon Concrete & Masonry, Inc.	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$382,450.00	10/1/2024	1/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Benchmark Building Enclosure, Inc.	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$504,000.00	7/1/2024	10/31/2024	Active	Cumulative	1	1	100%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Calvert Restoration	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$320,000.00	10/8/2023	10/8/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Cash Doors & Hardware	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$504,000.00	1/20/2024	12/1/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Castle Sprinkler & Alarm	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$375,000.00	10/1/2023	10/30/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Charles A. Klein & Sons, Inc.	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$4,000,000.00	10/1/2023	10/1/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Coriterra Plumbing Services LLC	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$650,200.00	10/1/2023	12/9/2024	Active	Cumulative	0	0	100%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	James G. Davis Construction Corporation	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$33,567,439.00	5/30/2023	2/1/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	James Myers Company, Inc.	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$650,000.00	3/1/2024	11/30/2024	Active	Cumulative	1	1	100%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Katzbach & Tech America Co., LLC	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$85,200.00	8/25/2024	10/15/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Miscellaneous Metals, Inc.	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$380,000.00	4/25/2024	2/1/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Muller Inc.	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$349,818.00	10/1/2024	7/21/2025	Active	Cumulative	1	1	100%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	North American	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$3,322,000.00	8/1/2024	12/31/2024	Active	Cumulative	0	0	100%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Security & Energy Technologies Corporation	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$327,476.00	3/1/2024	1/31/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Teligent Masonry, LLC	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$1,345,000.00	12/1/2023	12/30/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	The Justin Company, Inc.	5543 South Dakota Ave NE	Fort Totten Senior	Washington	DC	20011	4	ANC	4B	Construction	\$33,567,439.00	\$1,332,778.92	3/1/2024	2/1/2025	Active	Cumulative	8	8	100%
Office of Contracting & Procurement (CCP)	Fort & Main Street Services	550 Water Street SW	Washington	DC	20004	6	ANC	6D	Non-Construction	\$1,000,000.00	\$713,000.00	7/31/2024	7/31/2024	Closed Out	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Cumberland Repair LLC	704 Zodiac Boats and Two DIX Trucks AB10-22023	550 Water Street SW	Washington	DC	20024	6	ANC	6D	Non-Construction	\$423,334.00	\$423,334.00	1/10/2025	12/31/2026	Active	Cumulative	0	0	0%
DEPARTMENT OF DISABILITY SERVICES	FRONTLINE COMMUNITY SERVICES	FRONTLINE COMMUNITY SERVICES	Washington	Washington	MD	20912	N/A	N/A	N/A	Non-Construction	\$1,132,069.34	\$1,132,069.34	4/1/2018	4/1/2018	Active	Sub Contract	0	0	0%
Office of Contracting & Procurement (CCP)	FRESH START SERVICES	FRESH START Services	924 4th Street NE	Washington	DC	20002	2	ANC	2C	Non-Construction	\$1,986,407.00	\$1,986,407.00	8/1/2023	8/1/2023	Closed Out	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	U.S. OFFICE SOLUTIONS	Furniture & Furniture Mgmt Serv 5/15/2928	2614 28th Street	Washington	DC	20018	5	ANC	5C	Non-Construction	\$950,000.00	\$950,000.00	5/20/2024	5/19/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	Haus & Polished Designs	Furniture and Furniture Management CW129716	101 Kennedy Street NE	Washington	DC	20011	4	ANC	4B	Non-Construction	\$5,000,000.00	\$5,000,000.00	11/20/2025	12/9/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	Tyson Project Management Group LLC	Furniture and Furniture Management Serv CW124480	1803 N Street NW	Washington	DC	20005	2	ANC	2B	Non-Construction	\$4,750,000.00	\$4,750,000.00	2/28/2025	2/27/2030	Active	Cumulative	0	0	0%
Department of Housing and Community Development	LATINO COMMUNITY DEVELOPMENT CENTER	FY 2023 Business Technical Assistance 2025-20	1803 Columbus Avenue RD	Washington	DC	20009	1	ANC	1A	Non-Construction	\$202,500.00	\$202,500.00	9/30/2023	9/30/2023	Closed Out	Cumulative	0	0	0%
Department of Housing and Community Development	LATINO COMMUNITY DEVELOPMENT CENTER	FY 2023Housing Counseling Services HCS- 2025-05	1401 Columbia RD	Washington	DC	20009	1	ANC	1A	Non-Construction	\$533,333.00	\$533,333.00	2/1/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Anacostia Business Improvement District Corporation	FY 22 Anacostia BID Art and Culture Grant AB10-22-2022	1800 Martin Luther King	Washington	DC	20009	8	ANC	8A	Non-Construction	\$3,765,459.61	\$3,765,459.61	7/1/2022	9/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Farm Family Development and Strategy	Farm Family Development and Strategy	2006 14th Street NE	Washington	DC	20002	6	ANC	6C	Non-Construction	\$500,000.00	\$500,000.00	9/10/2019	9/10/2025	Active	Cumulative	8	8	100%
Office of Contracting & Procurement (CCP)	Jungheinrich Associates Incorporated DBA JAI Software In	FY18 LHAEP Software Program JAI	1200 First Street NE	Washington	DC	20002	6	ANC	6C	Non-Construction	\$565,681.00	\$565,681.00	9/20/2019	9/19/2025	Active	Cumulative	8	2	25%
Office of Contracting & Procurement (CCP)	LIUNO TECH INCORPORATED	FY19TMD Implementation	1015 18th Street NW Suite	Washington	DC	20036	2	ANC	2B	Non-Construction	\$906,840.00	\$906,840.00	1/1/2019	12/30/2024	Active	Sub Contract	5	0	0%
Office of Contracting & Procurement (CCP)	FRESH START SERVICES	FRESH START Services	924 4th Street NE	Washington	DC	20002	2	ANC	2C	Non-Construction	\$872,833.45	\$872,833.45	8/1/2023	8/1/2023	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (CCP)	Intergraph Corp.	FY21 CAD RSA Maintenance Opt V2 - CW17408	2720 Martin Luther King Jr. Ave SE	Washington	DC	20032	8	ANC	8C	Non-Construction	\$840,855.00	\$840,855.00	10/1/2020	9/30/2025	Active	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	ADVANCED NETWORK CONSULTING	FEDERAL Workstation Replacement DCSS Info Tech equip and 2720 Martin Luther King Jr. Ave SE	Washington	DC	20032	8	ANC	8C	Non-Construction	\$10,000,000.00	\$10,000,000.00	5/1/2021	5/1/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	VTECH SOLUTIONS	FY22 CAH Temporary Staffing CW9875	441 4th Street NW	Washington	DC	20001	6	ANC	2C	Non-Construction	\$336,000.00	\$336,000.00	4/8/2022	4/7/2026	Active	Cumulative	2	2	66%
Office of Contracting & Procurement (CCP)	Washington Family Strengthening Collaborative	FY21 Family Strengthening Collaborative	2214 Town Center Drive SE	Washington	DC	20020	8	ANC	8A	Non-Construction	\$424,200.00	\$424,200.00	9/30/2023	9/30/2023	Closed Out	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	Far Southeast Family Strengthening Collaborative, Inc.	FY21 New Communities Initiative Comprehensive Case Management Services BA	2041 Martin Luther King Jr	Washington	DC	20020	8	ANC	8A	Non-Construction	\$550,000.00	\$550,000.00	10/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	METRO DC COMMUNITY CENTER INC	FY22 Reverts - Metro DC Community Center Inc. MDCD-22-2022	2000 14TH Street	Washington	DC	20008	1	ANC	1B	Non-Construction	\$1,000,000.00	\$1,000,000.00	3/30/2022	9/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	METRO DC COMMUNITY CENTER INC	FY23 Reverts - Metro DC Community Center Inc. MDCD-22-2022	1 Thomsn St NW Suite 700	Washington	DC	20005	2	ANC	2C	Non-Construction	\$8,000,000.00	\$8,000,000.00	3/30/2022	9/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development (DPMED)	K Street Capital Management	FY23 Business Development and Strategy VC-24-1000	1500 K Street	Washington	DC	20005	2	ANC	2C	Non-Construction	\$26,046,000.00	\$26,046,000.00	4/1/202						



Department of General Services (DGS)	G-Sida GENERAL SERVICES	G-Sida General Services LLC DCAM 20-NC-EM-0079C	1818 North York Ave NE	Washington	DC	20002	5	ANC	NC	Non-Construction	\$2,044,549.44	\$2,044,549.44	8/5/2020	5/7/2025	Closed Out	Cumulative	6	6	100%	
Office of the Deputy Mayor for Planning and Economic Development	HS NEH LLC	Halfmoon Corporate Heights	3924 Minnesota Avenue NE	Washington	DC	20019	7	ANC	7F	Construction	\$1,767,570.00	\$1,767,570.00	4/1/2022	9/30/2025	Active	Sub Contract	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	PAINE INDUSTRIAL SERVICES INC	Harbor Light Waterhearn Program 34165HNP01L	2100 New York Ave	Washington	DC	20002	5	ANC	5C	Non-Construction	\$348,026.00	\$336,260.00	1/1/2024	3/31/2025	Active	Cumulative	1	1	23%	
Department of General Services (DGS)	PAHE INDUSTRIAL SERVICES INC	Maryd Mid Cafeteria Security Vestibule Addition	1819 55th Street NW	Washington	DC	20007	2	ANC	2E	Construction	\$784,058.52	\$784,058.52	3/10/2025	12/30/2026	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	PWMP, Inc.	Harley Davidson Motorcycle_CW11A93131	2375 West Virginia Ave NE	Washington	DC	20002	5	ANC	5C	Non-Construction	\$1,686,800.85	\$1,686,800.85	11/1/2024	10/31/2025	Active	Cumulative	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	HARLEY DAVIDSON MOTORCYCLE_CW11A93131	Harley Davidson Motorcycle_CW11A93131	924 G Street NW	Washington	DC	20001	2	ANC	2C	Non-Construction	\$429,611.45	\$429,611.45	11/1/2024	2/28/2025	Completed	Cumulative	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	HARLEY DAVIDSON MOTORCYCLE_CW11A93131	Harley Davidson Motorcycle_CW11A93131	924 G Street NW	Washington	DC	20001	2	ANC	2C	Non-Construction	\$429,611.45	\$429,611.45	7/1/2024	10/31/2024	Closed Out	Cumulative	2	1	50%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	HARLEY DAVIDSON MOTORCYCLE_CW11A93131	Harley Davidson Motorcycle_CW11A93131	924 G Street NW	Washington	DC	20003	7	ANC	7F	Non-Construction	\$450,000.00	\$450,000.00	7/1/2024	10/31/2024	Closed Out	Cumulative	2	1	50%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	HARLEY DAVIDSON MOTORCYCLE_CW11A93131	Harley Davidson Motorcycle_CW11A93131	1910 Massachusetts Ave SE	Washington	DC	20003	7	ANC	7F	Non-Construction	\$450,000.00	\$450,000.00	11/1/2024	2/28/2025	Closed Out	Cumulative	2	2	100%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	HARLEY DAVIDSON MOTORCYCLE_CW11A93131	Harley Davidson Motorcycle_CW11A93131	1910 Massachusetts Ave SE	Washington	DC	20003	7	ANC	7F	Non-Construction	\$450,000.00	\$450,000.00	11/1/2024	2/28/2025	Closed Out	Cumulative	2	2	100%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CATHOIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	HARLEY DAVIDSON MOTORCYCLE_CW11A93131	Harley Davidson Motorcycle_CW11A93131	1910 Massachusetts Ave SE	Washington	DC	20003	7	ANC	7F	Non-Construction	\$450,000.00	\$450,000.00	11/1/2024	2/28/2025	Closed Out	Cumulative	2	2	100%	
Office of the State Superintendent of Education	Kids in Motion	HCA Direct Service Intervention: CWC127629	1050 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$324,999.99	\$324,999.99	11/1/2024	4/30/2025	Closed Out	Cumulative	6	5	83%	
Office of the State Superintendent of Education	Kids in Motion	HCA Direct Service Intervention: CWC127629	1050 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%	
Office of the State Superintendent of Education	Kids in Motion	HCA Direct Service Intervention: CWC127629	1050 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%	
Department of Health Care Finance (DHCF)	United Healthcare	Health Care Policy Temp Resource: CWC131358	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$1,500,428.80	\$1,500,428.80	1/21/2026	9/30/2026	Active	Cumulative	0	0	0%	
Department of Behavioral Health	MBI HEALTH SERVICES, LLC	Health Homes Care Services	4130 Hunt Pl NW	Washington	DC	20002	6	ANC	6E	Non-Construction	\$4,950,000.00	\$4,950,000.00	2/6/2025	2/5/2030	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	United Healthcare	Health Insurance Plan for District Employees	800 KING FARM BLVD 500	ROCKVILLE	MD	20950	N/A	N/A	N/A	Non-Construction	\$652,700.00	\$652,700.00	6/29/2022	6/28/2027	Active	Sub Contract	10	1	10%	
Office of Contracting & Procurement (COP)	United Healthcare	Health Insurance Plan for District Employees	800 KING FARM BLVD 500	ROCKVILLE	MD	20950	N/A	N/A	N/A	Non-Construction	\$950,000.00	\$950,000.00	12/1/2020	12/31/2025	Active	Sub Contract	0	0	0%	
Office of Contracting & Procurement (COP)	United Healthcare	Health Insurance Plan for District Employees	800 KING FARM BLVD 500	ROCKVILLE	MD	20950	N/A	N/A	N/A	Non-Construction	\$500,000.00	\$500,000.00	1/16/2024	1/15/2031	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	United Healthcare	Health Insurance Plan for District Employees	800 KING FARM BLVD 500	ROCKVILLE	MD	20950	N/A	N/A	N/A	Non-Construction	\$500,000.00	\$500,000.00	8/22/2023	12/31/2024	Completed	Cumulative	20	1	5%	
Department of Housing and Community Development	DC Affordable Care from	Health Services for Children with Special Needs	1101 VERNONT AVE N100	WASHINGTON	DC	20005	2	ANC	2C	Non-Construction	\$667,260.70	\$667,260.70	10/1/2016	9/30/2026	Active	Cumulative	358	79	22%	
Department of Health Care Finance (DHCF)	HENRY S SOUL CAFE INC	Henry Soul Cafe 241 Themsing St	2325 Alabama Ave SE	Washington	DC	20020	8	ANC	8C	Non-Construction	\$1,701,897.22	\$1,701,897.22	11/1/2024	4/30/2025	Closed Out	Cumulative	0	0	0%	
Department of General Services (DGS)	HOUSING EVALUATIONS PLUS INC	HEP General Contract Maintenance and Repair Serv	1227 Manor Barry Ave SE	Washington	DC	20019	8	ANC	8A	Non-Construction	\$80,995,000.00	\$80,995,000.00	6/9/2025	9/30/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	HEP	CW103696	1227 Good Hope Rd SE	Washington	DC	20020	8	ANC	8A	Non-Construction	\$950,000.00	\$950,000.00	1/25/2023	1/24/2028	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	Art Display Co. Inc	Heritage Trail Signs	401 Hampton Park Drive	Capitol Heights	MD	20743	N/A	N/A	N/A	Non-Construction	\$447,050.00	\$447,050.00	10/1/2024	10/1/2029	Active	Cumulative	0	0	0%	
Homebased Security and Emergency Management Agency	DIGIODCS	HESMA Staffing Services Support Section	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$5,000,000.00	\$5,000,000.00	1/1/2026	1/1/2031	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	HFM Enterprises, INC.	HFM Enterprises, INC.	2117 E Street SW	Washington	DC	20020	8	ANC	8A	Non-Construction	\$5,282,620.00	\$5,282,620.00	4/1/2025	4/1/2030	Active	Cumulative	0	0	0%	
Department of Behavioral Health	MBI HEALTH SERVICES, LLC	High Fidelity Wraparound Services	CW102164 DDCG0800	4130 Hunt Pl NE	Washington	DC	20019	7	ANC	7D	Non-Construction	\$1,657,650.00	\$1,657,650.00	11/1/2022	10/31/2027	Active	Cumulative	4	1	25%
Office of Contracting & Procurement (COP)	Good Projects, Inc.	High Impact Tutoring Serv	DOC 722514 Good Projects	Washington	DC	20024	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	High Impact Tutoring Serv	DOC 722514 Smarts Powered Dance Makers	Washington	DC	20024	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%		
Office of Contracting & Procurement (COP)	KID POWER	High Impact Tutoring Serv	DOC 722514	Washington	DC	20024	6	ANC	6E	Non-Construction	\$9,900,000.00	\$9,900,000.00	8/22/2024	8/21/2025	Active	Cumulative	4	2	50%	
Office of Contracting & Procurement (COP)	Bright Minds H & Tutors Inc	High Impact Tutoring Services	DOC722514	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%	
Office of the State Superintendent of Education	STUDENT SMART & TUTORS INC	High Impact Tutoring Services	DOC722514 Study Smart Tutors	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%	
Office of the State Superintendent of Education	RESEARCH FOR LEARNING	High Impact Tutoring Services	DOC722514	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%	
Office of the State Superintendent of Education	BLUPRINT SCHOOLS NETWORK	High Impact Tutoring Services	DOC722514 Bluprint Schools Network	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	The House Inc	High Impact Tutoring Services	DOC722514 The House Inc	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	High Impact Tutoring Services	DOC722514 Bluprint Schools Network	Washington	DC	20002	6	ANC	6E	Non-Construction	\$990,000.00	\$990,000.00	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%		
District Department of Transportation (DDOT)	Joule Case	High Power Rapid Deployment Charging Station	DCXA-2024-C-0013	Washington	DC	20032	8	ANC	8C	Non-Construction	\$4,999,995.00	\$4,999,995.00	2/15/2024	12/31/2029	Active	Cumulative	0	0	0%	
Office of the State Superintendent of Education	CitySchools Collaborative	High Impact Tutoring Professional Development	CW120067	Washington	DC	20001	1	ANC	1B	Non-Construction	\$3,988,528.00	\$3,988,528.00	10/1/2024	9/30/2027	Active	Cumulative	1	1	100%	
Office of Contracting & Procurement (COP)	NET STREET VILLAGE INC	Holistic Housing Program	55230HVN2LTHR	Washington	DC	20006	2	ANC	2F	Non-Construction	\$519,448.57	\$519,448.57	10/1/2022	9/30/2027	Active	Cumulative	0	0	0%	
Department of General Services (DGS)	HOME DELIVERED MEALS	Home Delivered Meals: Great America Street NE	CW11896	Washington	DC	20024	6	ANC	6E	Non-Construction	\$4,780,860.50	\$4,780,860.50	8/26/2020	8/26/2020	Closed Out	Cumulative	1	1	100%	
Office of Contracting & Procurement (COP)	PRIME Rm LLC	Home Delivered Refrigerator Meals	DC0654909	Washington	DC	20002	6	ANC	6E	Non-Construction	\$950,000.00	\$950,000.00	10/3/2023	10/1/2027	Active	Sub Contract	0	0	0%	
Department of Housing and Community Development	KRAMER WASHINGTON URBAN LEAGUE	Home Ownership: Housing Counseling Services	2025-03	Washington	DC	20009	1	ANC	1A	Non-Construction	\$350,000.00	\$350,000.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%	
Department of Housing and Community Development	KRAMER WASHINGTON URBAN LEAGUE	Home Ownership: Housing Counseling Services	2025-03	Washington	DC	20009	1	ANC	1A	Non-Construction	\$13,198,244.11	\$13,198,244.11	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%	
Department of Housing and Community Development	KRAMER WASHINGTON URBAN LEAGUE	Home Purchase Assistance Program	2022-28	Washington	DC	20009	1	ANC	1A	Non-Construction	\$12,262,600.00	\$12,262,600.00	5/1/2025	9/30/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	Greathouse One LLC	Homeless One LLC	DOC692148	Washington	DC	20011	4	ANC	4D	Non-Construction	\$1,277,066.70	\$1,277,066.70	10/1/2024	10/1/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	HOPE INC	HOPE Apartments	DC025235	Washington	DC	20012	8	ANC	8D	Non-Construction	\$324,789.81	\$324,789.81	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE LITAN AMERICAN YOUTH CENTER	HOPES HOUSE	Hopes House 52503RAYHOUSE	1419 Columbia Rd	Washington	DC	20009	1	ANC	1A	Non-Construction	\$324,456.96	\$324,456.96	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%	
Child and Family Services Agency (CFSA)	HOSPITAL FOR SICK CHILDREN	Hospital for Sick Children	DCRL-2025-C-0058	Washington	DC	20017	5	ANC	5B	Non-Construction	\$1,898,540.00	\$1,898,540.00	8/13/2025	8/12/2030	Active	Cumulative	0	0	0%	
Child and Family Services Agency (CFSA)	HOSPITAL FOR SICK CHILDREN	Hospital for Sick Children	DCRL-2025-H-0022	Washington	DC	20017	5	ANC	5B	Non-Construction	\$4,563,905.25	\$4,563,905.25	12/10/2024	12/9/2029	Active	Cumulative	0	0	0%	
Child and Family Services Agency (CFSA)	HOSPITAL FOR SICK CHILDREN	Hospital for Sick Children	DCRL-2025-H-0022	Washington	DC	20017	5	ANC	5B	Non-Construction	\$2,847,876.00	\$2,847,876.00	8/9/2024	8/8/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (COP)	DISTRICT OF COLUMBIA HOSPITAL ASSN	Hospital Transitions	DC0C54938	Washington	DC	20005	2	ANC	2B	Non-Construction	\$508,000.00	\$508,000.00	6/1/2021	9/30/2025	Active	Cumulative	0	0	0%	
District of Columbia Public Schools (DCPS)	Hot Kitchen Care LLC	Hot Food Equipment Maintenance Repair and Serv	GAGA-2025-I-0296	Washington	DC	20002	6	ANC	6E	Non-Construction	\$398,160.00	\$398,160.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%	
Department of Housing and Community Development	HOUSING DEVELOPMENT SERVICES	Housing Counseling Services	2025-04	Washington	DC	20012	4	ANC	4B	Non-Construction	\$2,010,000.00	\$2,010,000.00	3/1/2025	3/1/2025	Active	Cumulative	0	0	0%	
Department of Housing and Community Development	MANNAN INC	Housing Counseling	2025-08	Washington	DC	20012	4	ANC	4B	Non-Construction	\$350,000.00	\$350,000.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%	
Department of Housing and Community Development	UNIVERSITY LEGAL SERVICES	Housing Counseling	2025-12	Washington	DC	20012	6	ANC	6C	Non-Construction	\$1,095,489.90	\$1,095,489.90	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	THE HOUSE INSTITUTE	Housing Demand and Neighborhood Change Assessment	DCCB-2024-R-0002	Washington	DC	20001	6	ANC	6E	Non-Construction	\$386,461.00	\$386,461.00	3/15/2024	3/14/2025	Active	Cumulative	0	0	0%	
Department of Housing and Community Development	HOUSE IN SOUTHEAST	Housing Demand and Neighborhood Change Assessment	2025-07	Washington	DC	20002	8	ANC	8D	Non-Construction	\$400,000.00	\$400,000.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	HAVEN Construction Group	Howard Road & Shannon Place Planned Urban Development	3464 14th Street NW	Washington	DC	20010	1	ANC	1A	Construction	\$6,000,000.00	\$47,260.00	4/9/2024	4/1/2025	Active	Sub Contract	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	H2 Design Studio LLC	Howard Road & Shannon Place Planned Urban Development	3464 14th Street NW	Washington	DC	20010	1	ANC	1A	Construction	\$6,000,000.00	\$6,000,000.00	4/1/2023	4/30/2025	Active	Sub Contract	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	H2 Design Studio LLC	Howard Road & Shannon Place Planned Urban Development	3464 14th Street NW	Washington	DC	20010	1	ANC	1A	Construction	\$6,000,000.00	\$6,000,000.00	4/1/2023	4/30/2025	Active	Sub Contract	0	0	0%	
Department of Housing and Community Development	DC HOUSING FINANCE AGENCY	HPAF Instructional DC Housing Finance Agency	2022-29 Amendment No 17	Washington	DC	20001	1	ANC	1B	Non-Construction	\$21,289,716.21	\$21,289,716.21	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%	
Office of the State Superintendent of Education	The New Teacher Project	HQIM Instructional Materials for Literacy and Mathematics	CW118904	Washington	DC	20002	6	ANC	6E	Non-										

Agency	Project Name	Location	Year	Agency	Year	Status	Budget	Actual	Start	End	Active	Cumulative	0	0	0%			
Department of General Services (DGS)	HOUSING EVALUATIONS PLUS INC	IDIQ for on Call Construction Repair And Replacement Serv	DCAM-20-CS-RFQ-00	1227 Good Hope Rd SE	Washington	DC	2020	8 ANC BA	Non-Construction	\$995,000.00	\$995,000.00	11/8/2023	9/30/2027	Active	Cumulative	0	0	0%
University of the District of Columbia (UDC)	CAPITAL Construction Group, LLC	IDIQ General Construction and Design Build		4200 Connecticut Avenue NW Building 39 Suite 200C	Washington	DC	2006	3 ANC 3F	Construction	\$950,000.00	\$950,000.00	5/23/2021	5/23/2026	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFA)	TADE GROUP LLC	IDIQ TADE		1751 Street NW	Washington	DC	2006	2 ANC 2B	Non-Construction	\$500,000.00	\$500,000.00	11/1/2025	11/1/2025	Active	Cumulative	1	1	100%
Office of Contracting & Procurement (OCP)	Health Innovations Solutions	Health Innovations Solutions CW102858		1875 S Street NW Suite 400	Washington	DC	2006	2 ANC 2B	Non-Construction	\$950,000.00	\$950,000.00	10/4/2022	10/3/2027	Active	Cumulative	0	0	0%
Department of Forensic Sciences	ILLUMINA INC	Illumina Testing reagent supply order_CW127173		401 E Street SW	Washington	DC	2024	6 ANC 6D	Non-Construction	\$440,607.00	\$440,607.00	6/1/2025	7/31/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	The George Washington University	Implement and monitor the NYPD HR Behavioral CW120483		2201 Shannon Place SE	Washington	DC	2020	8 ANC BA	Non-Construction	\$552,481.00	\$552,481.00	12/19/2024	12/18/2025	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFA)	SOLO LAND USE TECHNOLOGY, INC.	SoLo Land Use Agency Serv	DCR-2024-H-0026	2001 West Elm Street Suite G10	Washington	DC	2020	8 ANC 6E	Non-Construction	\$490,400.00	\$490,400.00	6/30/2028	6/30/2028	Active	Cumulative	1	1	100%
Department of Behavioral Health	INFORMINC, INC	Incedo Web-based Software Application Services CW95478		101 West Elm Street Suite G10	Washington	DC	2024	6 ANC 6D	Non-Construction	\$440,607.00	\$440,607.00	6/1/2025	7/31/2025	Active	Cumulative	0	0	0%
Metropolitan Police Department, District of Columbia	Monom International Inc.	Indoor Disturbed Antenna System, DDC		441 4th Street NE	Washington	DC	2009	6 ANC 6E	Non-Construction	\$2,873,053.52	\$2,873,053.52	7/21/2023	7/20/2027	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SOLO LAND USE TECHNOLOGY, INC.	Industrial Hygiene Services DCAM-24-NC-GSA-0012		1818 Street NW	Washington	DC	2020	8 ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	11/14/2023	11/14/2028	Not Yet Start	Cumulative	0	0	0%
Department of General Services (DGS)	SOLO LAND USE TECHNOLOGY, INC.	Industrial Hygiene Services DCAM-24-NC-GSA-0018		3924 Minnesota Ave NE	Washington	DC	2019	7 ANC 7F	Non-Construction	\$950,000.00	\$950,000.00	10/1/2023	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Deon Samral LLC	Industrial Service CW106860		4414 Dix Street NE	Washington	DC	2019	7 ANC 7F	Non-Construction	\$950,000.00	\$950,000.00	3/20/2023	3/19/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Deon Samral LLC	Industrial Services CW117391		915 5th Street NE	Washington	DC	2019	8 ANC 6F	Non-Construction	\$4,750,000.00	\$4,750,000.00	6/21/2023	6/21/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TCC Property Care Inc	Industrial Services CW121031		60153 Place SE	Washington	DC	2019	7 ANC 7C	Non-Construction	\$950,000.00	\$950,000.00	4/1/2025	3/31/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	STAR SERVICES	2010 Kendall Street NE		2010 Kendall Street NE	Washington	DC	2002	5 ANC 5D	Non-Construction	\$900,000.00	\$900,000.00	12/16/2025	12/15/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	MONUMENT ENTERPRISES, LLC	Industrial Services CW103085		4193 Minnesota Ave NE	Washington	DC	2019	7 ANC 7D	Non-Construction	\$950,000.00	\$950,000.00	10/18/2022	10/17/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Industrial Services CW108315			2200 22nd Place SE	Washington	DC	2020	7 ANC 7B	Non-Construction	\$950,000.00	\$950,000.00	11/15/2023	11/14/2028	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	US Limited LLC	Industrial Services CW119448		2911 Mills Ave NE	Washington	DC	2018	5 ANC 5C	Non-Construction	\$950,000.00	\$950,000.00	8/7/2024	8/6/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Jackpot Janitorial & Commercial Service, LLC	Industrial Services CW122344		2410 Southern Ave SE	Washington	DC	2020	8 ANC 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	1/17/2025	1/16/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RGD Enterprises LLC	Industrial Services CW120969		728 Taylor St NW	Washington	DC	2021	4 ANC 4C	Non-Construction	\$1,000,000.00	\$1,000,000.00	10/1/2025	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	NBA Office Products and Apparel	Industrial Supplies and Apparel CW123507		2121 1st Street SW	Washington	DC	2024	6 ANC 6D	Non-Construction	\$900,000.00	\$900,000.00	1/16/2025	1/15/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ALEXANDER MATTHEWS	Industrial Supplies & Apparel CW91850		4809 Georgia Ave NW	Washington	DC	2011	4 ANC 4D	Non-Construction	\$900,000.00	\$900,000.00	5/17/2022	1/31/2027	Not Yet Start	Cumulative	1	1	100%
Office of Contracting & Procurement (OCP)	G-SIDA GENERAL SERVICES	Industrial Supplies CW123142		441 4th street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	11/24/2024	12/23/2029	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Earth's Natural Solutions, LLC	Industrial Supplies and Apparel CW99942		441 4th Street NW	Washington	DC	2001	6 ANC 2C	Non-Construction	\$900,000.00	\$900,000.00	5/25/2022	5/24/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	The Hamilton Group	Industrial Supplies and Apparel CW115941		4406 Gault Place NE	Washington	DC	2019	7 ANC 7C	Non-Construction	\$900,000.00	\$900,000.00	3/18/2024	3/17/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	FORMOST ADVANCE CREATIONS LLC	Industrial Supplies and Apparel CW117489		441 4th Street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	6/24/2024	6/23/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	INDIAL ELECTRICAL SUPPLY CORPORATION	Industrial Supplies and Apparel CW91507		3515 S Street	Washington	DC	2018	5 ANC 5C	Non-Construction	\$900,000.00	\$900,000.00	6/2/2021	6/1/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Perry Group LLC	Industrial supplies and Apparel CW123024		910 Bludensburg Rd NE	Washington	DC	2002	5 ANC 5D	Non-Construction	\$4,500,000.00	\$4,500,000.00	9/13/2024	9/12/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Proteolipic and Partners LLC	Industrial Supplies and Apparel CW123024		441 4th Street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$900,000.00	\$900,000.00	12/18/2024	12/17/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ABC Technical Solutions, Inc.	Industrial Supplies and Apparel CW115191		441 4th Street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	3/6/2024	3/6/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	OMEGA SUPPLY SERVICES INC.	Industrial Supplies and Apparel CW117521		441 4th Street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	5/22/2024	5/21/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	INFORMATION UNLIMITED INC	Industrial Supplies and Apparel CW119132		441 4th Street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	8/15/2024	8/14/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	STARSUPPLY SERVICES INC.	Industrial Supplies and Apparel CW91343		3115 Sheriff Road NE	Washington	DC	2001	6 ANC 7D	Non-Construction	\$10,000,000.00	\$10,000,000.00	6/12/2021	6/11/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	OCC Cotton Threads LLC	Industrial Supplies and Apparel-CW92312		506 Longfellow st	Washington	DC	2001	6 ANC 6E	Non-Construction	\$900,000.00	\$900,000.00	6/22/2021	6/22/2025	Active	Cumulative	1	1	100%
Office of the State Superintendent of Education	School Readiness Consulting, LLC	Infant and Toddler Classroom Observation CW105979		1050 First Street NE	Washington	DC	2002	6 ANC 6E	Non-Construction	\$999,457.00	\$999,457.00	2/17/2025	2/16/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	IDEAL ELECTRICAL SUPPLY CORPORATION	Industrial Services CW123089		554 Shephard Street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	8/1/2024	8/1/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Culture Shock Media	Information Technology CW117509		441 4th street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	6/27/2024	6/16/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ADVANCED NETWORK CONSULTING	Information Technology CW120023		441 4th street NW	Washington	DC	2001	6 ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	8/19/2024	8/18/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	LVNBC SYSTEMS, INC.	Information Technology CW121811		1101 17th St NW	Washington	DC	2006	2 ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	1/22/2025	1/21/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	The Philtech and equipment Software	Information Technology CW116631		441 4th Street NW	Washington	DC	2001	6 ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	1/17/2025	1/16/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ABC Technical Solutions, Inc.	INFORMATION TECH EQUIP. SOFTWARE		1200 G STREET NW	Washington	DC	2005	2 ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	3/22/2023	3/22/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	JIC Management LLC	Information Tech Equipment Software CW141005		10634 3rd Street	Washington	DC	2007	2 ANC 2E	Non-Construction	\$950,000.00	\$950,000.00	2/18/2025	2/17/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	IDEAL ELECTRICAL SUPPLY CORPORATION	Industrial Services CW119248		1200 G Street NW	Washington	DC	2001	6 ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	6/15/2028	6/14/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	HI TECH SOLUTION INC	Information Technology Equipment and Software CW113374		1250 Connecticut Ave NW	Washington	DC	2006	2 ANC 2B	Non-Construction	\$10,000,000.00	\$10,000,000.00	1/30/2024	1/29/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	GATEKEEPER INTERNET MARKETING	Information Technology and Software CW94147		1654 13rd Street	Washington	DC	2007	2 ANC 2E	Non-Construction	\$950,000.00	\$950,000.00	4/29/2022	4/28/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	IDEAL ELECTRICAL SUPPLY CORPORATION	Industrial Services CW92877		441 4th Street NW	Washington	DC	2001	2 ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	8/28/2021	8/27/2026	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	OVERSE INC.	Information Technology Equipment & Software CW108368		6856 Eastern Ave NW	Washington	DC	2012	4 ANC 4B	Non-Construction	\$10,000,000.00	\$10,000,000.00	8/1/2023	8/1/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Davis Computer Technologies	Information Technology Equipment & Software CW122341		2701 12th Street NE	Washington	DC	2018	5 ANC 5B	Non-Construction	\$950,000.00	\$950,000.00	11/18/2024	11/17/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	VTECH SOLUTION	Information Technology Equipment and Software CW93624		441 4th Street NW	Washington	DC	2001	6 ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	12/9/2024	12/9/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	VTECH SOLUTION	Information Technology Equipment and Software CW92424		1213 Good Hope Road	Washington	DC	2001	6 ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	5/30/2022	5/29/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	VTECH SOLUTION	Information Technology Equipment and Software CW92615		441 4th Street NW	Washington	DC	2001	6 ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	1/30/2022	1/29/2026	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Bayne LLC	Information Technology Equipment and Software CW115193		3700 Hansberry Ct NE	Washington	DC	2018	5 ANC 5C	Non-Construction	\$4,750,000.00	\$4,750,000.00	2/27/2024	2/26/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Culture Shock Media	Information Technology Equipment and Software CW117509		441 4th Street NW	Washington	DC	2001	6 ANC 2C	Non-Construction	\$4,500,000.00	\$4,500,000.00	6/1/2025	6/1/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CSNET, INC.	Information Technology Equipment and Software CW122727		100 M Street SE	Washington	DC	2001	6 ANC 8F	Non-Construction	\$950,000.00	\$950,000.00	6/11/2025	6/10/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	KOVAS Innovative Solutions LLC	Information Technology Equipment and Software CW115193		99 M Street SE	Washington	DC	2003	8 ANC 8F	Non-Construction	\$950,000.00	\$950,000.00	1/15/2026	1/14/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Zurtek	Information Technology Equipment and Software CW113181		818 38th Street NW	Washington	DC	2006	2 ANC 2C	Non-Construction	\$1,000,000.00	\$1,000,000.00	1/7/2026	1/6/2031	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	NSM451365	Information Technology Equipment at Software CW87923		4019 9th Street NW	Washington	DC	2001	2 ANC 2C	Non-Construction									

Office of Contracting & Procurement (OCP)	IJAN SOLUTIONS	Jian CW107089	1050 Connecticut Ave NW	Washington	DC	20016	2	ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	8/30/2023	8/24/2028	Active	Cumulative	0	0	0%	
Department of General Services (DGS)	JEROME L TAYLOR	JL T On Call-General Maintenance Repair Serv	DCAM-25-NC-RFP-0020	936 Madison Street NW	Washington	DC	20011	4	ANC 4D	Non-Construction	\$80,995,000.00	\$80,995,000.00	6/9/2025	9/30/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Cladee Publishing LLC	Kendall Hunt Publishing Company	DCAM-2024-C-0046	680 K Street NE	Washington	DC	20002	6	ANC 5C	Construction	\$750,000.00	\$750,000.00	12/27/2024	12/27/2024	Completed	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	BAU, LLC	Job Readiness Training Program	DOES-JRT BAU 2022	1510 1st St	Washington	DC	20005	2	ANC 2B	Non-Construction	\$500,000.00	\$500,000.00	7/5/2022	8/17/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	KBCG Group, Inc.	Job Readiness Training	DOES-JET-KBCG-2023-1	3230 Pennsylvania Ave	Washington	DC	20020	1	ANC 7B	Non-Construction	\$534,000.00	\$534,000.00	1/21/2023	8/31/2025	Active	Cumulative	1	1	100%
Office of Contracting & Procurement (OCP)	The General Ship Repair Corp.	General Ship Repair	CW95951	1449 Key Highway	Baltimore	MD	21220	N/A	N/A	Non-Construction	\$650,415.00	\$650,415.00	12/22/2021	12/30/2024	Active	Cumulative	10	0	0%
Department of General Services (DGS)	John Line L&L Americas	DCAM-21-SC-RFP-0008	2000 P Street NW Suite 1100	Washington	DC	20006	2	ANC 2A	Non-Construction	\$7,222,800.00	\$7,222,800.00	4/12/2022	4/12/2022	Active	Cumulative	0	0	0%	
District Department of Transportation (DDOT)	JOHNSON MIRMAN & THOMPSON	K Street Transitway 12 to 21st Street	OCFP2000008	55 M Street SE	Washington	DC	20003	6	ANC 6D	Non-Construction	\$5,929,648.71	\$5,929,648.71	4/15/2021	2/14/2025	Completed	Cumulative	6	2	33%
Office of Contracting & Procurement (OCP)	K&M Printers-Lithographers, Inc.	K&M Printers Lithographers	CV130633	441 4th STREET NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$997,145.00	\$997,145.00	12/25/2025	12/24/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	K&M Printers-Lithographers, Inc.	K&M Printers Lithographers	CV130633	441 4th Street NW	Washington	DC	20001	2	ANC 2C	Non-Construction	\$500,000.00	\$500,000.00	8/6/2022	8/6/2022	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	K&M Printers-Lithographers, Inc.	K&M Printers-Lithographers	CV112799	7720 Harrison Road	Everett	WA	98206	N/A	N/A	Non-Construction	\$465,750.00	\$465,750.00	1/20/2024	1/19/2025	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Accelerate Learning Inc.	K-12 Digital Science Curriculum Licenses	GAGA-2018-C-0045	5177 Richmond Ave	Houston	TX	77053	N/A	N/A	Non-Construction	\$318,994.80	\$318,994.80	8/1/2022	7/31/2026	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	K-12 Math Curriculum	Everett Math	GAGA-2019-C-0011	1821 1st Street NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$87,277,448.00	\$87,277,448.00	8/1/2022	7/31/2026	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	Katie Helen Family Service Center LLC	Katie Helen Family Service Center LLC	CV100390	1231 B Good Hope Road SE	Washington	DC	20020	8	ANC 8A	Non-Construction	\$534,000.00	\$534,000.00	7/7/2021	6/30/2026	Active	Cumulative	0	0	0%
KC Community Services	KC Community Services	KC Community Services	CV100390	2412 Minnesota Ave SE	Washington	DC	20020	7	ANC 7B	Non-Construction	\$950,000.00	\$950,000.00	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
Department of Housing and Community Development	JULIEE KEB APARTMENTS LP	KEB CHURCH 24 JH TIC #E8B	DHCD-24-UHTC#E8-B	1721 Kalorama Road NW	Washington	DC	20009	1	ANC 1C	Non-Construction	\$1,400,000.00	\$1,400,000.00	1/1/2025	12/31/2026	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	KENDALL HUNT PUBLISHING COMPANY	Kendall Hunt Publishing Company	GAGA-2024-C-0046	1200 First Street NW	Washington	DC	20002	6	ANC 6E	Construction	\$467,687.64	\$467,687.64	8/2/2025	7/31/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	The Keystone Plus Construction Company	The Keystone Plus Construction Company	CV120008	1925 Minnesota Ave SE	Washington	DC	20020	8	ANC 8A	Construction	\$1,211,905.00	\$1,211,905.00	12/15/2025	8/18/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	ATMOS SOLUTIONS INC.	Key ES Naves ES and Sousa MS Boiler Replacement	CV111210	400 Virginia Ave SW	Washington	DC	20007	6	ANC 6D	Construction	\$1,000,000.00	\$1,000,000.00	2/28/2024	12/30/2024	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	AAA Complete Building Services, Inc	Key 55 Field Replacement	CV111210	5001 Dana Plz NW	Washington	DC	20016	3	ANC 3D	Construction	\$3,474,063.13	\$2,340,202.00	7/15/2024	11/30/2024	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	COMPLETE BUILDING SERVICES, INC	Key 55 Field Replacement	CV111210	5001 Dana Plz NW	Washington	DC	20016	3	ANC 3D	Construction	\$3,474,063.13	\$3,474,063.13	2/28/2024	12/30/2024	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	The Keystone Plus Construction Company	Keyone Contractor Dr. Call Replacement and repair Services	DCAM-25-NC-RFP-0020	5009 East Capitol Street SE	Washington	DC	20019	7	ANC 7C	Non-Construction	\$80,995,000.00	\$80,995,000.00	6/9/2025	9/30/2029	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTED	Eshelon Community Services	Keya Place I and II Transitional Housing Program	SS2603FEC9DIA	1233 Morse Street NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$1,040,219.28	\$1,040,219.28	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTED	Eshelon Community Services	Keya Place Transitional Housing #PIII	SS2503FEC9PII	1233 Morse Street NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$1,040,219.28	\$1,040,219.28	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTED	Eshelon Community Services	Keya Place Transitional Housing Program #P	SS2503FEC9PII	5009 East Capitol Street SE	Washington	DC	20019	7	ANC 7C	Non-Construction	\$1,859,006.59	\$1,859,006.59	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Citadel Fire	Key Greenleaf & Riggs LaSalle Roof Replacement	DCAM-22-CS-RFQ-016	201 N Street SW	Washington	DC	20004	6	ANC 6D	Non-Construction	\$1,694,440.00	\$1,694,440.00	8/15/2024	2/28/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Kinowold	Kinowold	CV126212	25 Broadway 12th	New York	NY	10004	N/A	N/A	Non-Construction	\$398,492.00	\$398,492.00	2/20/2022	2/19/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	KNERYE REAL ESTATE SERVICES INC.	Knowlth	CV126212	460 North Lindbergh	Washington	DC	20010	1	ANC 1A	Non-Construction	\$324,875.00	\$324,875.00	7/1/2024	7/1/2024	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	AVANTI REAL ESTATE SERVICES INC.	Kwik Tak Records Room and DC General Production Support	CV130268	3421 14th Street NW	Washington	DC	20010	1	ANC 1A	Non-Construction	\$81,750.00	\$81,750.00	12/1/2025	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	The Computer Solution Company Of VA, LLC	Laboratory Information Management System	CW84963	200 S 10th Street	Richmond	VA	23219	N/A	N/A	Non-Construction	\$813,555.00	\$813,555.00	9/4/2020	9/3/2025	Closed Out	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SN International LLC	Laboratory Information Management System Upgrade Implementation and Integ	441 4th Street	Washington	DC	20001	6	ANC 2C	Non-Construction	\$1,175,427.60	\$1,175,427.60	6/13/2021	6/10/2025	Completed	Cumulative	1	0	0%	
Department of General Services (DGS)	EDGE LABS INC.	Laboratory Services	DC040061	145 S Street NW	Washington	DC	20004	6	ANC 6E	Non-Construction	\$4,849,443.71	\$4,849,443.71	2/9/2024	2/9/2024	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CONTECTGLOBAL INC	Language Access Services Interpreter Serv	DC059814	441 4th Street NW	Washington	DC	20001	6	ANC 2C	Non-Construction	\$1,180,662.32	\$1,180,662.32	4/1/2022	3/31/2027	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SOLI LAND LAND USE TECHNOLOGY, INC	Lead Hazard Reduction	DCAM-21-NC-GSA-0008	1818 New York Ave NE	Washington	DC	20009	5	ANC 5C	Non-Construction	\$300,000.00	\$300,000.00	10/1/2020	9/30/2025	Active	Cumulative	2	2	100%
Department of General Services (DGS)	SOLI LAND LAND USE TECHNOLOGY, INC	Lead Remediation Testing	DCAM-21-NC-GSA-0010	6403 Transatlantic Blvd NE	Washington	DC	20024	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	9/11/2022	9/10/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SOLI LAND LAND USE TECHNOLOGY, INC	Lead Reduction in Drinking Water Program - Support	DCAM-21-NC-GSA-0010	1818 New York Ave NE Suite 231	Washington	DC	20009	5	ANC 5C	Non-Construction	\$979,750.00	\$979,750.00	10/1/2020	9/30/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SOLI LAND LAND USE TECHNOLOGY, INC	Lead Restoration Drinking Water Program Support Services	DCAM-24-NC-GSA-00	3824 Minnesota Ave NE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$950,000.00	\$950,000.00	10/1/2023	9/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	Civspan Technologies Inc	Learn2Grant Management System Maintenance and repair Services	CV119224	2023 Hillmore Street 127	San Francisco	CA	94113	N/A	N/A	Non-Construction	\$247,750.00	\$247,750.00	9/1/2024	8/30/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	California Public Schools	Learn2Grant Management System Maintenance and repair Services	GAGA-2026-C-0004	12001 Hillmore Street	Washington	DC	20026	6	ANC 6E	Non-Construction	\$655,350.00	\$655,350.00	6/30/2026	6/30/2026	Active	Cumulative	0	0	0%
Department of Housing and Community Development	LEGAL COUNSEL FOR THE ELDERLY INC	Legal Counsel for the Elderly	2025-06	601 E Street NE	Washington	DC	20049	2	ANC 2C	Non-Construction	\$502,500.00	\$502,500.00	3/1/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	AVO SYSTEMS	Lease Leasing	DC0B-2022-D-0024	1420 N STREET NW	WASHINGTON	DC	20005	2	ANC 2F	Non-Construction	\$900,000.00	\$900,000.00	12/20/2021	12/20/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	LEVEL 12 HEALTHCARE SERVICES	Level 12 Health Care Services	CV119224	920 Bellevue Street SE	Washington	DC	20002	5	ANC 5C	Non-Construction	\$500,000.00	\$500,000.00	10/1/2020	9/30/2025	Active	Not Yet Start	0	0	0%
Office of Contracting & Procurement (OCP)	Applied Technologies Inc	License Plate Reader Systems related equipment and Installation	CV114773	1725 15th Street NE	Washington	DC	20002	5	ANC 5C	Non-Construction	\$1,076,025.36	\$1,076,025.36	10/1/2024	9/30/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Asphalt Associates Incorporated DBA JAI Software Inc	LINEAR Energy Management System	CW115395	1200 First Street NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	9/20/2024	6/2/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	LMBC SYSTEMS, INC	Limbc	CV120650	1101 17th Street NW	Washington	DC	20036	2	ANC 2B	Non-Construction	\$3,000,000.00	\$3,000,000.00	10/1/2023	9/30/2025	Active	Sub Contract	6	3	75%
Office of Contracting & Procurement (OCP)	LMBC SYSTEMS, INC	Limbc	CV120650	1101 17th Street NW	Washington	DC	20036	2	ANC 2C	Non-Construction	\$4,750,000.00	\$4,750,000.00	10/1/2024	10/2/2029	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	LNAC SERVICES INC	Linac Services Inc	CV118879	1211 48th Street NE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$476,640.00	\$476,640.00	8/15/2024	8/14/2029	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	HL Truck Services Inc	Lion's Electric Vehicles	CV120650	2024 Hamilton Blvd	South Plainfield	MD	7080	N/A	N/A	Non-Construction	\$773,078.00	\$773,078.00	6/7/2023	8/31/2027	Active	Cumulative	0	0	0%
Department of Housing and Community Development	Literacy Adult and Community Education System	Literacy Adult and Community Education System	CW84050	1059 First Street NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$309,948.00	\$309,948.00	10/1/2020	9/30/2025	Active	Not Yet Start	0	0	0%
Office of Contracting & Procurement (OCP)	KBCG Group, Inc.	Living Life Alternative's iGBTG	SS3203BCELCG02	400 50th Street	Washington	DC	20009	7	ANC 7C	Non-Construction	\$776,400.00	\$776,400.00	10/1/2022	9/30/2027	Closed Out	Cumulative	17	10	58%
Department of Housing and Community Development	AmeriNational Companies LLC	Loan Serv and Collections Management/PHD	DC0C708246	1909 Martin Luther King Jr Ave SE	Washington	DC	20020	8	ANC 8A	Non-Construction	\$2,299,474.00	\$2,299,474.00	1/1/2025	12/31/2025	Active	Cumulative	0	0	0%
Department of Housing and Community Development	Lead Services And Collections Management	Lead Services And Collections Management	CV120650	1800 Martin Luther King Jr. Ave	Washington	DC	20002	8	ANC 8A	Non-Construction	\$2,247,210.71	\$2,247,210.71	12/28/2023	12/28/2023	Completed	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	The Common Market Mid-Atlantic	Long Term Care Support Serv	DCG6443587	428 E Erie Ave	Philadelphia	PA	19114	N/A	N/A	Non-Construction	\$425,000.00	\$425,000.00	3/13/2025	3/12/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TELLEGI INC	Long Term Care Support Serv	DCG6443587	1776 West Lakes Parkway	West Des Moines	IA	50266	N/A	N/A	Non-Construction	\$7,440,820.00	\$7,440,820.00	2/2/2024	2/1/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TELEGI HEALTHCARE CORP	Long Term Care Support Services	CV112887	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$1,480,974.42	\$1,480,974.42	11/1/2024	1/31/2029					

Office of the Deputy Mayor for Planning and Economic J.L EDWARDS ENTERPRISES, LLC	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$7,893,027.85	10/1/2024	5/30/2026	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Linars Construction Inc	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$552,500.00	10/1/2024	6/30/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic McMillan Townhome Phase Parcel 5	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$89,624,434.00	8/30/2023	6/30/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Mechanical Electrical and Plumbing Partners, LLC	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$2,900,000.00	12/1/2024	6/30/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Metro Stone Works, LLC	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$475,081.00	1/1/2025	1/30/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Southland Insulars, Inc.	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$696,760.00	12/1/2024	6/30/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic McMillan Townhome Phase Parcel 5	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$1,433,653.78	9/2/2023	6/30/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic The Laminator Company dba Signature Companies	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$300,000.00	11/1/2024	6/1/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic TLI Services Group, Inc.	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$3,400,000.00	10/1/2024	12/1/2026	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic McMillan Townhome Phase Parcel 5	McMillan Townhome Phase Parcel 5	2501 1st Street NW	Washington	DC	20001	1	ANC 1E	Construction	\$89,624,434.00	\$1,219,389.81	3/1/2025	12/30/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	BLANK INC	Media Marketing BLANK	Washington	DC	20100	1	ANC 1D	Non-Construction	\$900,000.00	\$900,000.00	3/7/2023	3/6/2027	Active	Cumulative	0	0	0%	
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	BERT W SMITH JR & CO CHARTERED	Medical Audit Services CFOPD-26-C002A	Washington	DC	20001	6	ANC 6E	Non-Construction	\$31,082,523.44	\$31,082,523.44	10/1/2025	9/30/2031	Active	Cumulative	0	0	0%	
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Construction Information Solutions	21060 Connecticut Ave NW	Washington	DC	20002	5	ANC 5C	Non-Construction	\$500,000.00	\$500,000.00	10/1/2025	9/30/2025	Active	Cumulative	0	0	0%	
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	MYERS AND STAUFFER	Medical Audit Services CFOPD-26-C002B	Washington	DC	20001	6	ANC 6E	Non-Construction	\$40,012,181.00	\$40,012,181.00	10/1/2025	9/30/2031	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	INK SYSTEMS	Medical Equipment supplies CW100355	Washington	DC	20037	2	ANC 2A	Non-Construction	\$500,000.00	\$500,000.00	6/15/2022	6/14/2028	Not Yet Start	Cumulative	0	0	0%	
Department of Health Care Finance (DHCF)	Williams, Adley & Company DC, LLP	Medical Audit Services CFOPD-20-C002C	Washington	DC	20005	2	ANC 2B	Non-Construction	\$3,565,932.29	\$3,565,932.29	9/1/2020	8/31/2025	Active	Cumulative	6	0	0%	
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	WILLIAMS ADLEY & COMPANY DC, LLP	Medical Audit Services CFOPD-26-C002B	Washington	DC	20036	2	ANC 2C	Non-Construction	\$39,425,808.25	\$39,425,808.25	10/1/2025	9/30/2031	Active	Cumulative	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE U STREET PARKING INC	Medical Bedc	1717 Columbia RD NW	Washington	DC	20009	1	ANC 1C	Non-Construction	\$319,975.86	\$319,975.86	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Wilson Dependable Service, LLC	Medical Equipment & Supplies	Washington	DC	20020	7	ANC 7B	Non-Construction	\$500,000.00	\$500,000.00	7/10/2023	7/9/2028	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	OMEGA SUPPLY SERVICES INC.	Medical Equipment Supplies CW16230	Washington	DC	20002	5	ANC 5C	Non-Construction	\$500,000.00	\$500,000.00	3/28/2024	3/17/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	DISTRICT SUPPLY, INC.	Medical Supplies and Specialized Patient Care Equipment CW88893	Washington	DC	20002	5	ANC 5F	Non-Construction	\$500,000.00	\$500,000.00	2/1/2025	1/31/2026	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	DISTRICT SUPPLY, INC.	Medical Supplies CW125926	Washington	DC	20012	4	ANC 4A	Non-Construction	\$2,500,000.00	\$2,500,000.00	6/30/2025	6/19/2030	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Teddie General Services	Medical Supplies Services CW113957	Washington	DC	20001	6	ANC 6E	Non-Construction	\$500,000.00	\$500,000.00	1/8/2024	1/7/2029	Not Yet Start	Cumulative	0	0	0%	
Department of Health Care Finance (DHCF)	University of Massachusetts, Worcester	Medicare Eligibility Enhancement Initiative CW123493	Washington	DC	20001	6	ANC 6E	Non-Construction	\$2,468,493.00	\$2,468,493.00	6/2/2025	6/1/2029	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic	Office of Contracting & Procurement (CCP)	SALING N Pepper Burgers LLC	Melange	Washington	DC	20020	8	ANC 8A	Construction	\$945,391.00	\$945,391.00	10/24/2022	9/30/2025	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	TEACHING STRATEGIES LLC	4500 East West Highway Suite	Huattville MD	20818	N/A	N/A	Non-Construction	\$532,178.75	\$532,178.75	6/16/2024	6/15/2025	Completed	Cumulative	0	0	0%		
Department of Behavioral Health	MENTAL HEALTH ACCESS IN PEDIANS DC DC	3000 Martin Luther King Jr.	Washington	DC	20002	8	ANC 8C	Non-Construction	\$574,866.77	\$574,866.77	10/12/2022	10/12/2026	Active	Cumulative	0	0	0%	
Department of Behavioral Health	LAMONT HOMES INC	64 New York Ave NE	Washington	DC	20001	5	ANC 5F	Non-Construction	\$2,325,958.80	\$2,325,958.80	10/1/2021	9/30/2026	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	ANCHOR MENTAL HEALTH ASSOCIATION, INC.	1001 Lawrence Street NE	Washington	DC	20017	5	ANC 5B	Non-Construction	\$1,500,000.00	\$1,500,000.00	2/1/2023	1/31/2028	Active	Cumulative	64	38	59%	
Office of Contracting & Procurement (CCP)	Mental Health Services INC	5022 Kennedy Street NW	Washington	DC	20001	6	ANC 6D	Non-Construction	\$800,000.00	\$800,000.00	9/1/2020	8/31/2023	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Kinara Health and Home Care Services LLC	Mental Health Rehabilitation Serv CW108528	Washington	DC	20020	8	ANC 8A	Non-Construction	\$2,750,000.00	\$2,750,000.00	10/1/2023	9/30/2028	Active	Cumulative	1	0	0%	
Department of Behavioral Health	PATHWAYS TO HOUSING, DC	64 New York Ave	Washington	DC	20002	5	ANC 5B	Non-Construction	\$1,900,000.00	\$1,900,000.00	2/1/2023	1/31/2028	Active	Cumulative	3	1	33%	
Department of Behavioral Health	VOLUNTEERS OF AMERICA, CHESAPEAKE	508 Kennedy Street NW	Washington	DC	20011	4	ANC 4D	Non-Construction	\$1,900,000.00	\$1,900,000.00	6/1/2023	1/31/2028	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	MENTAL HEALTH REHABILITATION SERVICES	4100 Pennsylvania Ave	Washington	DC	20001	6	ANC 6C	Non-Construction	\$1,500,000.00	\$1,500,000.00	6/1/2023	5/31/2028	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	MYNTERS CENTER for Maternal and Child Care, Inc.	Mental Health Rehabilitation Services CW108119	Washington	DC	20009	1	ANC 1C	Non-Construction	\$2,500,000.00	\$2,500,000.00	6/1/2023	5/31/2028	Active	Cumulative	68	41	60%	
Department of Behavioral Health	THE MECCA GROUP, INC.	Mental Health Specialist CW33990	Washington	DC	20002	5	ANC 5E	Non-Construction	\$796,800.00	\$796,800.00	10/1/2019	10/5/2024	Closed Out	Cumulative	24	12	50%	
Office of Contracting & Procurement (CCP)	MERATIVE U.S. MEDICAL SERVICES INC	3924 Williamsstown Ave	Washington	DC	20009	5	ANC 5F	Non-Construction	\$979,518.68	\$979,518.68	1/1/2021	12/31/2025	Closed Out	Cumulative	49	2	5%	
Office of Contracting & Procurement (CCP)	Merative US L.P.	Merative Curam Software and Support	Ann Arbor MI	48108	N/A	N/A	Non-Construction	\$13,153,520.00	\$13,153,520.00	7/1/2023	6/30/2026	Not Yet Start	Cumulative	0	0	0%		
Office of Contracting & Procurement (CCP)	Merative US L.P.	Merative Task Management and Cloud Software CW11811	Washington	DC	20024	6	ANC 6D	Non-Construction	\$11,728,457.07	\$11,728,457.07	11/1/2023	6/30/2026	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Metropolitan Solar Inc	3215 Martin Luther King Jr.	Washington	DC	20002	8	ANC 8C	Non-Construction	\$3,750,000.00	\$3,750,000.00	8/20/2023	8/19/2028	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	CDM GROUP INC	Microsoft License 2024-10022	Washington	DC	20002	6	ANC 6C	Non-Construction	\$1,348,133.86	\$1,348,133.86	1/1/2024	12/31/2028	Active	Cumulative	0	0	0%	
District of Columbia Public Schools (DCPS)	CDOW GOVERNMENT INC	Microsoft License GAGA-2025-10045	Washington	DC	20002	6	ANC 6E	Non-Construction	\$670,000.00	\$670,000.00	1/1/2026	12/31/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Midtown Personnel, inc	Midtown Temporary Support Services	Washington	DC	20009	2	ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	10/1/2017	9/30/2026	Active	Sub Contract	127	55	43%	
Office of Contracting & Procurement (CCP)	MIGRANT EMPLOYMENT SOLUTIONS, INC.	64 New York Ave NE	Washington	DC	20001	5	ANC 5F	Non-Construction	\$95,246,676.00	\$95,246,676.00	1/1/2020	12/31/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	LMBC SYSTEMS, INC.	Migration Enhancement and Support Serv DCC700059	Washington	DC	20024	6	ANC 6D	Non-Construction	\$889,640.00	\$889,640.00	2/5/2024	2/4/2029	Active	Cumulative	0	0	0%	
Department of General Services (DGS)	Millipaps, Ballinger & Associates, LLC	Millipaps, Ballinger & Associates, LLC - DCAM-21-NC-GSA-0015 T001	Washington	DC	20009	1	ANC 1B	Non-Construction	\$894,232.63	\$894,232.63	11/29/2023	11/28/2027	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic	Miss Taylor Southern Cajun Kitchen	612 Pennsylvania Ave SE	Washington	DC	20003	7	ANC 7B	Non-Construction	\$757,530.00	\$757,530.00	5/15/2021	9/30/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	THE IMPACT GROUP	Mission Oriented Business Integrated Service CW66682	Washington	DC	20018	5	ANC 5C	Non-Construction	\$10,000,000.00	\$10,000,000.00	3/25/2022	3/24/2026	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	INCAPSULATE LLC	Mission Oriented Business Integrated Services CW100747	Washington	DC	20001	6	ANC 6E	Non-Construction	\$10,000,000.00	\$10,000,000.00	12/1/2022	12/1/2025	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	TELECOMMUNICATIONS DEVELOPMENT CORP	Mission oriented Business Integrated Services Telecommunications Development	Washington	DC	20009	1	ANC 1B	Non-Construction	\$10,000,000.00	\$10,000,000.00	1/1/2020	12/31/2026	Not Yet Start	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	IBM Business Partner Services	Mission Oriented Business Integrated Services MOBIS-CW92023	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	6/16/2026	6/16/2026	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	AVIO SYSTEMS	Mission Oriented Business Integrated Systems MOBIS-CW92744	Washington	DC	20001	2	ANC 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	8/1/2021	8/30/2026	Not Yet Start	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Co Consulting	Mission Oriented Business Integrated Serv. CW120493	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	2/27/2025	2/26/2030	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	SenecaNet Inc	Mission Oriented Business Integrated Services CW124886	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	3/15/2025	3/18/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Argorand Inc	Mission Oriented Business Integrated Services CW126594	Washington	DC	20001	6	ANC 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	5/27/2025	5/26/2030	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	TechFairs	Mission Oriented Business Integrated Services MOBIS_techfairs	Washington	DC	20019	7	ANC 7B	Non-Construction	\$10,000,000.00	\$10,000,000.00	10/1/2019	9/30/2025	Not Yet Start	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	SGS Government Solutions Inc	Mission Oriented Business Integrated Services CW126256	Washington	DC	20005	2	ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	4/19/2024	4/18/2029	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	NTI Data Services Health Consulting LLC	Mission Oriented Business Integrated Services CW120895	Washington	DC	20001	6	ANC 6E	Non-Construction	\$1,500,000.00	\$1,500,000.00	4/15/2023	4/14/2028	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Engineering Project Management Construction Man	Mobis CW100956	Washington	DC	20019	7	ANC 7C	Non-Construction	\$950,000.00	\$950,000.00	8/25/2022	8/24/2027	Not Yet Start	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP)	Nimbus Solutions Provider LLC	Mobis CW106017	Washington	DC	20005	6	ANC 6B	Non-Construction	\$950,000.00	\$950,000.00	3/8/2023	3/7/2027	Not Yet Start	Cumulative	0	0	0%	
Office of Contracting & Procurement (CCP																		

Office of Contracting & Procurement (COP)	LIMNO-TECH INCORPORATED	New TMDL Implementation Plan CWA115493	1015 18th street NW	Washington	DC	20016	2	ANC 2C	Non-Construction	\$989,420.00	\$989,420.00	3/20/2025	3/19/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	New York Ave Men Low Barrier Shelter Z360C3NVA-1	1355 New York Ave NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$659,547.78	\$659,547.78	7/1/2023	12/31/2024	Closed Out	Cumulative	6	6	100%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HEALTH CARE SERVICES (DHCS)	CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	New York Ave Mens Shelter Z360C3CWA-2	1355 New York Ave NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$439,698.52	\$439,698.52	7/1/2024	10/31/2024	Closed Out	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HEALTH CARE SERVICES (DHCS)	CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	New York Ave Mens Shelter Z406CCNYAV-3	1355 New York Ave NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$439,698.52	\$439,698.52	11/1/2024	2/28/2025	Closed Out	Cumulative	1	1	100%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HEALTH CARE SERVICES (DHCS)	CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHINGTON	New York Ave Mens Shelter Z50VCCNYAV-4	1355 New York Ave NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$329,773.89	\$329,773.89	5/1/2025	7/31/2025	Closed Out	Cumulative	1	1	100%
Department of General Services (DGS)	SOTD ARCHITECTURE & URBAN DESIGN PLLC	New York Avenue Mens Shelter Renovation DCAM-19-AE-0006	1355 New York Ave NE	Washington	DC	20002	5	ANC 5D	Non-Construction	\$697,946.00	\$697,946.00	11/20/2019	6/1/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	NFP HEALTH SERVICES ADMINISTRATORS, LLC	NFP Wellness Exchange AUTHORITY	141 Congress Drive Suite 112	Washington	DC	20002	5	ANC 2C	Non-Construction	\$11,800.00	\$11,800.00	5/6/2024	9/30/2024	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	N3JO Technology LLC	N3JO Technology LLC CW96843	441 4th Street NW	Washington	DC	20001	6	ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	4/4/2022	4/3/2026	Not Yet Start	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Lindsay Ford LLC	Non-Snow Ready Light Crew Cab Dump Trucks CW120945	11220 Vein Mill Road	Wheaton	MD	20902	N/A	N/A	Non-Construction	\$158,960.00	\$158,960.00	10/18/2024	8/7/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Maxim Healthcare Transportation Management, Inc.	Non-Emergency Medical Transportation CW87551	441 4th Street NW	Washington	DC	20001	6	ANC 2C	Non-Construction	\$6,015,937.51	\$6,015,937.51	12/26/2020	12/26/2024	Active	Cumulative	0	77	83%
Office of Contracting & Procurement (COP)	NORTH ARROW	North Arrow Inc CW90800	8201 1st Street NE	Washington	DC	20002	6	ANC 6C	Non-Construction	\$900,000.00	\$900,000.00	4/1/2021	3/31/2025	Not Yet Start	Cumulative	4	1	25%
Office of Contracting & Procurement (COP)	North Capitol Partners LLC	North Capitol Partner Inc. CW125603	1935 J Place SE	Washington	DC	20020	8	ANC 8F	Non-Construction	\$500,000.00	\$500,000.00	4/1/2025	3/31/2030	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	North Capitol Street Corridor Concept Design	DCAM-2022-T-0023	8th Street NW	Washington	DC	20001	6	ANC 6F	Non-Construction	\$2,594,814.48	\$2,594,814.48	10/1/2022	10/1/2024	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Cumberland Therapy Services, LLC	NP Students GAGA-2023-T-0177	1200 First Street NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$823,725.00	\$823,725.00	8/25/2025	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	The DC Event Planner, LLC	NSO Pathways Event Planning Services	3313 Baker Street, NE	Washington	DC	20019	7	ANC 7D	Non-Construction	\$201,000.00	\$201,000.00	5/15/2023	5/9/2028	Active	Cumulative	0	0	0%
Department of Behavioral Health	DIGIDDGS	Nurse Support Staffing and Services DCOC228020	64 New York Street	Washington	DC	20002	5	ANC 5E	Non-Construction	\$8,109,612.00	\$8,109,612.00	1/6/2020	12/31/2025	Active	Cumulative	19	7	36%
Office of Contracting & Procurement (COP)	Maxim Healthcare Staffing Services, Inc.	Nursing Staffing and Services CW105131	727 L Street DeForsor Dr	Columbia	MD	21646	N/A	N/A	Non-Construction	\$1,000,000.00	\$1,000,000.00	3/19/2023	1/18/2028	Active	Cumulative	13	6	46%
Office of Contracting & Procurement (COP)	AVIS SYSTEMS	OAG DCCES IT Modernization DCBB-2019-R-0018	400 6th Street	Washington	DC	20001	2	ANC 2C	Non-Construction	\$900,000.00	\$900,000.00	2/2/2021	2/7/2025	Active	Cumulative	2	0	0%
District Department of Transportation (DDOT)	ENVIROTEST SYSTEMS HOLDINGS CORPORATION	08B Self Serv Kiosk DC Motor	1740 Twin Spring Rd	Baltimore	MD	21227	N/A	N/A	Non-Construction	\$536,200.00	\$536,200.00	8/25/2023	10/31/2027	Active	Cumulative	0	0	0%
DEPARTMENT OF DISABILITY SERVICES	M&H HEALTH SERVICES LLC	41300 Mont Place NE	20019	7	ANC 7C	7C	7C	Non-Construction	\$696,740.00	\$696,740.00	11/1/2025	10/31/2029	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	ANGEL LIVING CARE GROUP HOME	Occupancy Related Residential Expenses for District of Columbia Persons CW10	250 E Street SW	Washington	DC	20001	6	ANC 6D	Non-Construction	\$1,828,894.58	\$1,828,894.58	10/1/2022	9/30/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	ST JOHN'S COMMUNITY	Occupancy Related Residential DCOC65284	250 E Street SW	Washington	DC	20004	6	ANC 6D	Non-Construction	\$1,702,474.40	\$1,702,474.40	4/1/2024	3/31/2029	Active	Cumulative	108	56	51%
Office of Contracting & Procurement (COP)	Health & Joy Services, LLC	Occupancy Related Expenses For Districts Persons with Intellectual CW92464	250 E Street SW	Washington	DC	20004	6	ANC 6D	Non-Construction	\$245,594.40	\$245,594.40	7/1/2024	6/30/2028	Not Yet Start	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	MILESTONE THERAPEUTIC SERVICES	Occupational and Physical Therapy Serv GAGA-2023-T-0258	1200 First Street NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$1,208,620.00	\$1,208,620.00	8/1/2025	9/30/2026	Active	Cumulative	1	0	0%
District of Columbia Public Schools (DCPS)	MILESTONE THERAPEUTIC SERVICES	Occupational and Physical Therapy Serv GAGA-2023-T-0430	1200 First Street NE	Washington	DC	20002	6	ANC 6E	Non-Construction	\$1,208,620.00	\$1,208,620.00	7/1/2025	6/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	PEK ASSOCIATES, LLC	Occupational Health & Ancillary Services DCOC699109	920 Vermont Street NE	Washington	DC	20017	5	ANC 5A	Non-Construction	\$108,849,839.02	\$108,849,839.02	8/22/2024	8/21/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Occupational Health Care and Ancillary Services for MPD	OSI, INC.	1000 Vermont St NE	Washington	DC	20017	5	ANC 5A	Non-Construction	\$18,699,885.20	\$18,699,885.20	8/22/2022	8/21/2027	Not Yet Start	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	EXP US SERVICES INC.	OCFO Staff Allocation Managed Service Project CFOPD-21-0228	1100 4th Street NE	Washington	DC	20004	6	ANC 6D	Non-Construction	\$90,000,000.00	\$90,000,000.00	4/1/2022	9/30/2026	Active	Cumulative	5	1	20%
District Department of Transportation (DDOT)	EXP US SERVICES INC.	OCPO1203031 CAT F Roadway Pavement Condition Assessment DCAM-2022-T-1140	1140 3rd Street NE	Washington	DC	20002	6	ANC 6C	Non-Construction	\$997,770.90	\$997,770.90	1/2/2024	11/30/2025	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	OCFO Parking Project of the Chief Financial Officer	OCFO Parking Project of the Chief Financial Officer	1600 15th Street NW	Washington	DC	20005	5	ANC 5C	Non-Construction	\$610,674.80	\$610,674.80	1/2/2024	11/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Daily Journal Corporation	Office of Inspector General CW118423	100 M Street SE	Washington	DC	20003	6	ANC 8F	Non-Construction	\$360,000.00	\$360,000.00	8/1/2024	7/31/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	U.S. OFFICE SOLUTIONS	Office Supplies CW116245	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	4/8/2024	4/7/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	INK SYSTEMS	Office Supplies CW100153	441 4th Street NW Suite 340 South	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	7/14/2022	7/3/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	ALEXANDER MATTHEWS	Office Supplies CW100912	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	4/1/2021	3/31/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Calvin Fire Group LLC	Office Supplies CW103832	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	1/5/2023	1/4/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Phonera Charles Atkins	Office Supplies Cw113655	1340 3rd St NE	Washington	DC	20002	6	ANC 6C	Non-Construction	\$950,000.00	\$950,000.00	1/1/2024	1/2/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	PROFESSIONAL BUSINESS CREATIONS,LLC	Office Supplies CW115172	7026 Sargent St NW	Washington	DC	20015	6	ANC 6A	Non-Construction	\$950,000.00	\$950,000.00	3/1/2023	3/1/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Total Office Products	2001 Street NW	Washington	DC	20006	2	ANC 2A	2A	Non-Construction	\$950,000.00	\$950,000.00	4/17/2024	4/18/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	MDM OFFICE SYSTEMS	Office Supplies CW118033	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	7/2/2024	7/1/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	STAR OFFICE PRODUCTS	Office Supplies CW120634	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	9/20/2024	8/19/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	BURBANK BUSINESS INC.	Office Supplies CW132091	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	10/30/2022	10/1/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Supplies Com Limited Liability Com	Office Supplies CW121868	441 4th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	11/5/2024	11/4/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	NBA Office Products Inc.	Office Supplies CW87446	20 F Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	1/31/2020	10/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (COP)	Office Supply Company LLC	Office Supplies DCOC2200A-615-00	820 H Street NE	Washington	DC	20002	6	ANC 6A	Non-Construction	\$950,000.00	\$950,000.00	8/21/2023	8/20/2028	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE HEALTH CARE SERVICES (DHCS)	SAMBA BRUCE YOUTHWORK, INC.	Olygas Cradle S23203FYB0C	4769 South Capital Ter S	Washington	DC	20032	8	ANC 8D	Non-Construction	\$416,300.00	\$416,300.00	10/1/2024	9/10/2025	Active	Cumulative	3	1	33%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	USBI SYSTEMS, INC.	OLIG Business Portal & Maintenance Services CFOPD-21-C-002	1101 17th	Washington	DC	20036	2	ANC 2B	Non-Construction	\$743,000.00	\$743,000.00	10/1/2020	9/10/2025	Closed Out	Cumulative	0	0	0%
Office of General Services (DGS)	USBI SYSTEMS, INC.	On-Call As Needed Pivotalized NFW Maintenance and Installation DCAM-21-T-0021	3924 Minnesota Ave NE	Washington	DC	20019	7	ANC 7F	Non-Construction	\$500,000.00	\$500,000.00	2/20/2023	9/30/2025	Closed Out	Cumulative	0	0	0%
DC Public Library (DPL)	OLIVE TREE INC	On-Call Audio Visual Services DCPI-2024-C-0021A	901 G Street NW	Washington	DC	20001	2	ANC 2C	Non-Construction	\$4,750,000.00	\$4,750,000.00	5/15/2024	5/14/2029	Active	Cumulative	0	0	0%
DC Public Library (DPL)	Foundation Entertainment	On-Call audio Visual Services DCPI-2024-R-0021	901 G Street NW	Washington	DC	20001	2	ANC 2C	Non-Construction	\$4,750,000.00	\$4,750,000.00	5/15/2024	5/14/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	HARVEY W HOTEL INC.	On-Call Commercial HVAC Prevention Maintenance DCAM-20-CF-RFP-00020	2175 West Virginia Ave. NE	Washington	DC	20005	5	ANC 5C	Non-Construction	\$400,000.00	\$400,000.00	1/1/2020	9/30/2025	Active	Cumulative	4	0	0%
Department of General Services (DGS)	AT&T Construction Services	On-Call Construction Repair & Replacement of CR Servers Fire Clean up and repl	161 M Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$18,918,000.00	\$18,918,000.00	8/19/2024	Completed	Sub	Cumulative	1	0	0%
Department of General Services (DGS)	WINN CONSTRUCTION INC.	On-Call Electrical Services DCAM-20-NC-RFP-00338	2828 Tenth Street NE	Washington	DC	20017	5	ANC 5B	Non-Construction	\$950,000.00	\$950,000.00	8/10/2021	8/9/2025	Not Yet Start	Cumulative	0	0	0%
Department of General Services (DGS)	CEAN CITY	On-Call Electrical Services DCAM-20-NC-RFP-001387	3107 Berry Road NE	Washington	DC	20018	5	ANC 5C	Non-Construction	\$950,000.00	\$950,000.00	8/10/2021	8/9/2025	Not Yet Start	Cumulative	0	0	0%
DC Department of General Services (DGS)	DC Department of General Services (DGS)	DC Department of General Services (DGS)	DC Department of General Services (DGS)	DC Department of General Services (DGS)	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	6/28/2021	6/25/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	DCLEAN DEVELOPMENT CORPORATION	On-Call Facility Maintenance and Repair Services DCAM-20-NC-RFP-0013	1208 8th Street NW	Washington	DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	6/28/2021	6/25/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	DCLEAN DEVELOPMENT CORPORATION	On-Call Facility Maintenance and Repair Services Group A HVAC DCAM-20-NC-RFP-903	903 Girard Street NE	Washington	DC	20017	5	ANC 5B	Non-Construction	\$950,000.00	\$950,000.00	6/28/2021	6/25/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	PROTECTA CONSTRUCTION, INC.	On-Call Facility Maintenance and Repair Services Group A HVAC DCAM-																

DEPARTMENT OF HUMAN SERVICES	Transitional Housing Corporation (THC)	Permanent Support Housing 3 CW100317 DDCS75024	1322 Main Drive NW Abrams Hall	Washington	DC	20012	4 ANC 4A	Non-Construction	\$950,000.00	\$950,000.00	7/1/2022	6/30/2027	Active	Cumulative	62	14	22%
DEPARTMENT OF HUMAN SERVICES	DC DOORS	Permanent Supportive Housing 3	900 Rhode Island Avenue, NE	Washington	DC	20018	5 ANC 5B	Non-Construction	\$950,000.00	\$950,000.00	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
DEPARTMENT OF HUMAN SERVICES	Wheeler Clinic Community Development Corp.	Permanent Supportive Housing II PSH CW100401	1130 Varney Street SE	Washington	DC	20002	8 ANC 8E	Non-Construction	\$1,039,808.08	\$1,039,808.08	7/1/2022	6/30/2027	Active	Cumulative	11	6	36%
DEPARTMENT OF HUMAN SERVICES	MIRIAM'S KITCHEN	Permanent Supportive Housing III CW100395	2401 Virginia Ave NW	Washington	DC	20910	2 ANC 2A	Non-Construction	\$743,118.34	\$743,118.34	7/1/2022	6/30/2027	Active	Cumulative	17	9	52%
DEPARTMENT OF HUMAN SERVICES	BRADLEY ASSOCIATES, LLC	Permanent Supportive Housing III PSH CW100367	4916 43rd Place NW	Washington	DC	20016	3 ANC 3E	Non-Construction	\$912,992.42	\$912,992.42	7/1/2022	6/30/2027	Active	Cumulative	18	8	44%
DEPARTMENT OF HUMAN SERVICES	Community Connections	Permanent Supportive Housing III PSH CW100380	64 New York Avenue, NE	Washington	DC	20001	5 ANC 5F	Non-Construction	\$971,246.00	\$971,246.00	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
DEPARTMENT OF HUMAN SERVICES	CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHIN	Permanent Supportive Housing III PSH DDCS75024	800 Pennsylvania Ave SE	Washington	DC	20001	2 ANC 2C	Non-Construction	\$900,000.00	\$900,000.00	7/1/2022	6/30/2027	Active	Cumulative	10	3	30%
DEPARTMENT OF HUMAN SERVICES	COMMUNITY OF HOPE INC.	Permanent Supportive Housing Program CW100384	924 G Street NW	Washington	DC	20001	2 ANC 2C	Non-Construction	\$1,087,348.44	\$1,087,348.44	7/1/2022	6/30/2027	Active	Cumulative	10	3	30%
DEPARTMENT OF HUMAN SERVICES	MAGELLAN EDUCATIONAL SOLUTIONS	Permanent Supportive Housing Program CW100384	4 Atlantic Street SW	Washington	DC	20032	8 ANC 8D	Non-Construction	\$950,000.00	\$950,000.00	7/1/2022	6/30/2027	Active	Cumulative	47	17	36%
DEPARTMENT OF HUMAN SERVICES	Miward Real Estate (The Family Laundromat)	Permanent Supportive Housing Program 3 PSH DDCS75024	2011 Burkholder Street NW Suite A	Washington	DC	20011	2 ANC 2C	Non-Construction	\$2,956,778.92	\$2,956,778.92	7/1/2022	6/30/2027	Active	Cumulative	19	8	42%
DEPARTMENT OF HUMAN SERVICES	Personal Laundry and Hotel Linen CW103132	Personal Laundry and Hotel Linen CW103132	1020 Bladensburg Road NE	Washington	DC	20002	5 ANC 5D	Non-Construction	\$1,453,104.40	\$1,453,104.40	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	Personnel Support Services Management Support CW97364	Personnel Support Services Management Support CW97364	300 Madison Avenue NE	Washington	DC	20002	5 ANC 5F	Non-Construction	\$1,700,000.00	\$1,700,000.00	11/1/2022	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	Corporate Systems Resources	Personnel DCA-2024-B-0083	1200 G Street NW	Washington	DC	20005	2 ANC 2C	Non-Construction	\$317,137.60	\$317,137.60	9/3/2024	9/1/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	Metropolitan Strategies and Solutions	PFL Data Analytical and Support DDC69186	4058 Minnesota Ave NE	Washington	DC	20019	7 ANC 7F	Non-Construction	\$4,472,130.00	\$4,472,130.00	7/1/2025	6/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	RAMELSEI CORPORATION	Pharmacy Benefits Management System DDCS75975	899 North Capitol Street NE	Washington	DC	20002	6 ANC 6C	Non-Construction	\$716,944.00	\$716,944.00	1/1/2022	12/31/2026	Active	Cumulative	0	0	0%
Department of General Services (DGS)	MAGELLAN MEDICAL ADMINISTRATION	Pharmacy Benefits Manager PBM CW97904	141 4th Street NW	Washington	DC	20001	2 ANC 2C	Non-Construction	\$950,000.00	\$950,000.00	7/1/2022	6/30/2027	Active	Cumulative	3	3	100%
Department of General Services (DGS)	GM GROUP LLC	Playground EWF Maintenance and Installation DDCAM-21-NC-RF-0002AK	1503 9th Street NW	Washington	DC	20001	2 ANC 2G	Non-Construction	\$500,000.00	\$500,000.00	3/1/2024	2/28/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	CAPITAL CONSTRUCTION ENTERPRISES INC	Playground EWF maintenance and installationDCAM-21-NC-RFQ-0002K	1300 L Locust Rd NW	Washington	DC	20012	4 ANC 4A	Non-Construction	\$500,000.00	\$500,000.00	3/1/2024	2/28/2027	Active	Cumulative	1	1	100%
Department of General Services (DGS)	AMERICAN CONSTRUCT	Plumbing Maintenance and Installation DDCAM-25-NC-RF-0011B	3422 14th Street NW	Washington	DC	20012	1 ANC 1A	Non-Construction	\$20,995,000.00	\$20,995,000.00	5/1/2025	9/30/2029	Active	Cumulative	2	2	100%
Department of General Services (DGS)	A H JORDAN PLUMBING & MECHANICAL LLC	Plumbing Maintenance and repair Services DDCAM-25-NC-RF-0011A	1818 New York NE	Washington	DC	20002	5 ANC 5A	Non-Construction	\$20,995,000.00	\$20,995,000.00	3/1/2025	9/30/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	ATMOS SOLUTIONS INC.	Plumber ES Cafeteria Kitchen Renovation addition and Building Upgrade	4601 Texas Ave SE	Washington	DC	20019	7 ANC 7E	Construction	\$785,547.54	\$785,547.54	2/24/2024	12/2/2024	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic	HRBA DCLLC	Poplar Point Environmental Assessment DCEB-2025-C-2006	1700 S Street NW	Washington	DC	20006	2 ANC 2C	Non-Construction	\$990,000.00	\$990,000.00	5/9/2025	5/9/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic	HRBA DCLLC	Poplar Point Owners representative Services DCEB-2024-R-0003	1350 Pennsylvania Ave NW	Washington	DC	20004	2 ANC 2C	Non-Construction	\$166,255.00	\$166,255.00	8/3/2024	7/31/2029	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	DIGIDOS	Population Health Management Platform CW97764	441 4th Street NW	Washington	DC	20001	6 ANC 2C	Non-Construction	\$387,242.00	\$387,242.00	3/15/2022	3/14/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	Metromer AB LLC	Post Acute Rehabilitation Medical Services CW101660	64 New York Ave NE	Washington	DC	20002	5 ANC 5C	Non-Construction	\$5,014,200.00	\$5,014,200.00	11/10/2022	11/9/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	Life Theris, Inc.	Pre and Post Transitional Care Homes CW141690	4013 Gault Place NE	Washington	DC	20019	7 ANC 7C	Non-Construction	\$1,522,707.00	\$1,522,707.00	4/25/2024	6/30/2029	Active	Cumulative	2	2	100%
Office of Contracting & Procurement (OCPI)	REYNOLDS AND ASSOCIATES	Pre Release Correctional Community Services CW118665	1430 G Street NE	Washington	DC	20002	6 ANC 6A	Non-Construction	\$4,054,667.56	\$4,054,667.56	10/1/2024	9/30/2029	Active	Cumulative	7	5	67%
Child and Family Services Agency (CFS)	SASHA BEYER YOUTHWORK, INC.	Pregnant and Parenting Youth Independent Living DCLR-2024-H-0019	741 8th Street SE	Washington	DC	20003	6 ANC 6B	Non-Construction	\$1,005,074.39	\$1,005,074.39	10/1/2024	9/30/2029	Active	Cumulative	8	5	52%
Office of Contracting & Procurement (OCPI)	SYDOR OF DC LLC	Printing & Document Management Services CW95564	5650 3rd Street NW	Washington	DC	20011	4 ANC 4B	Non-Construction	\$750,000.00	\$750,000.00	5/1/2022	5/10/2028	Active	Cumulative	2	0	0%
Office of Contracting & Procurement (OCPI)	THE ROBERT BOBB GROUP, LLC	Printing & Document Management Services CW112789	441 4th Street NW	Washington	DC	20001	6 ANC 6E	Non-Construction	\$750,000.00	\$750,000.00	1/2/2024	1/2/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	Durost Computers	Printing & Document Management Services CW98890	1380 S Street NW	Washington	DC	20005	2 ANC 2C	Non-Construction	\$750,000.00	\$750,000.00	4/7/2022	4/8/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	DIGIDOS	Printing & Document Management Service CW127416	7333 Georgia Ave NW	Washington	DC	20015	6 ANC 6B	Non-Construction	\$750,000.00	\$750,000.00	6/1/2022	6/1/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	FURMST ADVANCE CREATIONS, LLC	Printing Documents CW83502	7826 Eastern Ave NW	Washington	DC	20001	4 ANC 4A	Non-Construction	\$750,000.00	\$750,000.00	6/9/2020	6/9/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	PRM CONSULTING INC.	PRM JCS24522	1814 13th Street NW	Washington	DC	20009	1 ANC 1B	Non-Construction	\$10,000,000.00	\$10,000,000.00	7/1/2025	6/30/2031	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	Washington Information Security Education and Res	Washington Information Security and Assistance Services CW109045	4058 Minnesota Ave NE	Washington	DC	20019	7 ANC 7F	Non-Construction	\$993,127.22	\$993,127.22	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	ALL PRO ALL SERVICES	1899 9th Street NE	Washington	DC	20018	5 ANC 5C	Non-Construction	\$975,000.00	\$975,000.00	4/4/2022	7/17/2027	Active	Cumulative	67	27	40%	
Department of Behavioral Health	GREAT AMERICAN CORPORATION	Professional Catering Serv_CW125102	64 New York Ave NE	Washington	DC	20002	5 ANC 5F	Non-Construction	\$500,000.00	\$500,000.00	4/29/2025	4/28/2026	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	Change Bridge LLC	Professional Development and Curricular Supports for State Level Standards	CV 1050 8th Street NW	Washington	DC	20002	6 ANC 6E	Non-Construction	\$871,250.00	\$871,250.00	6/1/2024	9/28/2029	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	Professional Development for Literacy and Mathematics	Professional Development for Literacy and Mathematics Content CW113006	509 7th Ave	Washington	DC	20001	4 ANC 4C	Non-Construction	\$892,666.00	\$892,666.00	6/21/2021	6/16/2025	Active	Cumulative	90	55	61%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Program DCCA-2025-C-0019	250 M Street SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$30,000,000.00	\$30,000,000.00	6/21/2025	6/21/2030	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Program DCCA-2025-C-0019	250 M Street SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$30,000,000.00	\$30,000,000.00	6/21/2025	6/21/2030	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Program DCCA-2025-C-0019	250 M Street SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$15,500,000.00	\$15,500,000.00	6/21/2025	6/21/2030	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$3,234,207.00	\$3,234,207.00	12/1/2019	6/30/2025	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$3,449,980.97	\$3,449,980.97	12/1/2019	12/3/2025	Active	Cumulative	4	1	25%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$10,000,000.00	\$10,000,000.00	12/1/2019	12/3/2025	Active	Cumulative	9	2	20%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$3,234,207.18	\$3,234,207.18	12/1/2019	12/3/2025	Active	Cumulative	2	1	50%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$4,488,176.86	\$4,488,176.86	12/1/2019	12/3/2025	Active	Cumulative	4	2	50%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$12,000,000.00	\$12,000,000.00	1/23/2025	1/22/2027	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$12,000,000.00	\$12,000,000.00	1/23/2025	1/22/2027	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$500,000.00	\$500,000.00	1/23/2025	1/22/2027	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Capitol Underground Partners	Program Management Serv for DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$5,455,428.58	\$5,455,428.58	4/1/2022	4/1/2027	Active	Cumulative	0	0	0%
Metropolitan Police Department, District of Columbia	TEBBA LLC	Program Management Services for the DC PLUG Capitol Underground Partners	250 M Street, SE	Washington	DC	20003	8 ANC 8F	Non-Construction	\$2,500,009.00	\$2,500,009.00	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	YEMMA CONSULTING GROUP	Promesa Consulting Group CW131110	1171 N Street NW	Washington	DC	20036	2 ANC 2B	Non-Construction	\$1,000,000.00	\$1,000,000.00	12/21/2025	12/20/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCPI)	PROGRESS CONSULTING	Program Management Maintenance and Repair Serv DDCAM-25-NC-RFP-0001	1214 4th Street NW	Washington	DC	20001	2 ANC 2A	Non-Construction	\$800,995.00	\$800,995.00	8/1/2022	8/1/2025	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	CAVALRY BILINGUAL MULTICULT LERNER CENTER	Provider Certification for Subsidized Child Care	1420 Columbia Rd NW	Washington	DC	20009	1 ANC 1A	Non-Construction	\$3,331,397.94	\$3,331,397.94	10/1/2019	9/30/2025	Active	Cumulative	284	144	50%
DEPARTMENT OF DISABILITY SERVICES	NI, INC.	Provider Agreement Review_CW92321	28464 Marlboro Ave	Easton	MD	21601	N/A	N/A	\$695,739.00	\$695,739.00	12/1/2021	11/30/2026	Active	Cumulative	15	9	60%
Department of General Services (DGS)	PROVIDER CERTIFICATION SERVICES	28464 Marlboro Ave	Washington	DC	20001	2 ANC 2A	Non-Construction	\$11,200,000.00	\$11,200,000.00	11/20/2024	10/24/2024	Active	Cumulative	0	0	0%	
Department of Health Care Finance (DHCF)	MAXIMUS HEALTH SERVICES, INC.	Provider Data Management System and Services - CW88483	4301 Connecticut Ave	Washington	DC	20008	3 ANC 3F	Non-Construction	\$3,029,488.00	\$3,029,488.00	1/7/2021	1/6/2025	Closed Out				
DEPARTMENT OF HUMAN SERVICES	PATHWAYS TO HOUSING, DC	PSH II DDCS75024	828 Ewart Street NE	Washington	DC	20018	5 ANC 5B	Non-Construction	\$1,10								

Office of Contracting & Procurement (OCP)	DC RESIDENTIAL SERVICES INC	Residential Expenses DOC-618139	250 E St. SW 6th Floor	Washington DC	20024	6	ANC 6D	Non-Construction	\$1,557,020.54	\$1,557,020.54	3/1/2023	2/2/2028	Active	Cumulative	6	2	33%
Office of Contracting & Procurement (OCP)	THE VANARIA INC.	Residential Expenses DOC0618139	250 E St. SW 6th Floor	Washington DC	20024	6	ANC 6D	Non-Construction	\$322,936.00	\$322,936.00	8/1/2022	7/31/2027	Active	Cumulative	9	3	33%
Office of Contracting & Procurement (OCP)	Edgeline Home Health Services LLC	Residential Expenses DOC0618139	250 E Street SE	Washington DC	20024	8	ANC 8F	Non-Construction	\$686,853.00	\$686,853.00	3/1/2023	2/29/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	PROJECT RE-DIRECT INC	Residential Expenses DOC0618139	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$4,117,052.90	\$4,117,052.90	4/1/2023	3/31/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	MT&G	Residential Expenses DOC072021	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$2,713,770.00	\$2,713,770.00	9/1/2024	8/31/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	NATIONAL CHILDREN'S CENTER, INC.	Residential Expenses National Children's Center DOC702201	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$2,280,207.97	\$2,280,207.97	7/3/2024	6/30/2025	Active	Cumulative	4	2	50%
Office of Contracting & Procurement (OCP)	DC Silbharline Inc.	Residential Expenses DOC047474	250 E Street SW 6th St	Washington DC	20024	6	ANC 6D	Non-Construction	\$506,000.00	\$506,000.00	9/7/2024	8/7/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	FESUCM INC.	Residential Expenses CW115867	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$1,589,474.25	\$1,589,474.25	4/3/2024	3/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	COMMUNITY MULTI-SERVICE	Residential Expenses CW116188	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$7,266,693.37	\$7,266,693.37	6/3/2024	5/31/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RESIDENTIAL SERVICES	Residential Expenses CW121948	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$336,500.00	\$336,500.00	1/1/2024	12/31/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	WHOLISTIC HOME & COMMUNITY BASES SERVICES.	Residential Expenses DOC0618139	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$6,416,059.04	\$6,416,059.04	3/1/2023	2/29/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ABUNDANT LIFE RESIDENTIAL SERVICES	Residential Expenses DOC061778	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$854,213.59	\$854,213.59	1/1/2023	12/31/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RESIDENTIAL COMMUNITY SERVICES LLC	Residential Expenses DOC049078	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$1,045,549.20	\$1,045,549.20	3/1/2023	2/29/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	INDIVIDUAL ADVOCACY GROUP	Residential Expenses DOC062462	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$5,089,781.36	\$5,089,781.36	6/3/2024	5/31/2029	Active	Cumulative	5	1	20%
Office of Contracting & Procurement (OCP)	WARD & WARD MENTAL HEALTH SERVICE	Residential Expenses DOC727412	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$6,027,921.00	\$6,027,921.00	6/6/2025	5/31/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RSCR West Virginia Inc.	Residential Expenses DOC729470	176 Sand Field Rd	Wardensville WV	26851	N/A	N/A	Non-Construction	\$1,012,605.00	\$1,012,605.00	11/1/2025	10/31/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SUPREME HEALTHCARE SERVICES LLC	Residential Expenses Supreme Healthcare DOC0618139	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$345,193.46	\$345,193.46	12/2/2023	1/30/2026	Active	Cumulative	0	0	0%
Department of Public Works (DPW)	Compost Crew Inc. A Benefic Corporation	Residential Food Waste Collection - Hauling & Processing Services DOC576628	899 N Capitol Hill	Washington DC	20009	6	ANC 6E	Non-Construction	\$4,120,588.45	\$4,120,588.45	10/0/2025	9/30/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	FRONTLINE COMMUNITY SERVICES	Residential Habilitation Supporting Living and Host Home DOC574875	250 E Street SW 6th St	Washington DC	20024	6	ANC 6D	Non-Construction	\$1,805,267.59	\$1,805,267.59	4/1/2022	3/31/2025	Not Yet Start	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	CAPITAL IMPACT PARTNERS	Residential Food Systems Infrastructure EB-24-002-890DC	1400 Crystal Dr 12th Floor	Arlington VA	22202	N/A	N/A	Non-Construction	\$1,761,371.00	\$1,761,371.00	9/30/2024	5/24/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Cardiopulmonary Services, LLC	Respiratory Care Therapy Ser. C100486	64 New York Ave 2nd Floor	Washington DC	20002	5	ANC 5F	Non-Construction	\$1,873,920.00	\$1,873,920.00	7/25/2022	7/24/2027	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	RESPIRE FOR SICK CHILDREN	Respite Care Placement Services DCR1-2024-C-0051	1713 Bunker Hill RD	Washington DC	20017	5	ANC 5B	Non-Construction	\$3,651,124.20	\$3,651,124.20	8/20/2024	8/19/2029	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	HOSPITALITY ASSN METRO WASHINGTON	Restaurant Placement Services	2112 Pennsylvania Ave	Washington DC	20037	2	ANC 2A	Non-Construction	\$1,000,000.00	\$1,000,000.00	5/10/2024	9/30/2025	Closed Out	Cumulative	1	1	100%
Office of the Deputy Mayor for Planning and Economic Development	ITREX City Collaborative Community Development Co	Co Rev. Judge Stephens Court DCR-2024-10-0048	5218 Cal Place SE	Washington DC	20019	7	ANC 7E	Non-Construction	\$325,000.00	\$325,000.00	10/3/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	SHAMUS US MIDCO z. Inc	RK Development Consulting DCEB-2024-C-2003	300 Conshohocken	West Conshohocken PA	19428	N/A	N/A	Non-Construction	\$565,000.00	\$565,000.00	6/1/2024	12/31/2024	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Charmco Construction Company	RIFOP HD Woodson High School Football Stadium Upgrade	540 55th St NE	Washington DC	20019	7	ANC 7C	Construction	\$419,600.00	\$419,600.00	12/15/2025	7/25/2026	Active	Sub Contract	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CARE AND WELLNESS PROGRAM	RIGHT OF PASSAGE 1 - S2503CHWTRC	Right of Passage 2	1629 Trinidad Ave NE	Washington DC	20020	5	ANC 5D	Non-Construction	\$420,541.51	\$420,541.51	10/3/2024	9/30/2025	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	Rite of Passage Inc.	Right of Passage Inc.	2560 Business Parkway Ste A	Minden NV	89423	N/A	N/A	Non-Construction	\$1,360,997.84	\$1,360,997.84	5/1/2021	4/30/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SPECTRUM MANAGEMENT, LLC	ROOSEVELT SR. HIGH SCHOOL	4301 13TH STREET NW	WASHINGTON DC	20011	4	ANC 4C	Non-Construction	\$4,872,685.00	\$4,872,685.00	6/27/2016	9/30/2025	Active	Sub Contract	12	2	16%
Department of General Services (DGS)	CONTRACT FOODS INC (DDOT)	Line 155- Utility with arrow Board Service Trucks CW122287	1155 Utility with arrow Board Service Trucks	WASHINGTON DC	20001	8	ANC 8A	Non-Construction	\$509,120.00	\$509,120.00	12/29/2021	12/29/2021	Closed Out	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ROSS PROFESSIONAL SERV.	Ross Professional Serv. CW129459	441 4th Street NW	Washington DC	20001	6	ANC 6E	Non-Construction	\$1,000,000.00	\$1,000,000.00	10/9/2025	10/8/2030	Active	Cumulative	0	0	0%
Department of General Services (DGS)	ROUTINE AND SUPPLEMENTAL JANITORIAL	DCAM-23NC-RFP-0002	715 Quebec Place Northwest	Washington DC	20001	1	ANC 1E	Non-Construction	\$4,974,940.00	\$4,974,940.00	11/1/2023	9/30/2028	Active	Cumulative	5	0	0%
Department of General Services (DGS)	Citadel Development LLC	Routine Janitorial & Related Supplemental Ser. DCAM-24CS-RFP-0001Q	2000 14TH STREET	Washington DC	20008	1	ANC 1B	Non-Construction	\$995,000.00	\$995,000.00	1/18/2023	9/30/2028	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Routine Support and Maintenance and Repair	CW100219	1800 P Street NW	Washington DC	20036	1	ANC 1B	Non-Construction	\$1,255,881.80	\$1,255,881.80	6/21/2025	6/30/2028	Active	Cumulative	0	0	0%
Department of General Services (DGS)	ROUTINE&SUPPLEMENTAL JANITORIAL SERVICES FOR FIRE & EMERGENCY MEDICAL UNIT	DC2000 14TH STREET	2000 14TH STREET	Washington DC	20008	1	ANC 1B	Non-Construction	\$995,000.00	\$995,000.00	1/18/2023	9/30/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	LIFELINE, INC.	RSA Vocational Serv. CW104748	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$1,632,285.00	\$1,632,285.00	3/1/2023	2/29/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RSA Vocational Services	CW102107	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$1,100,000.00	\$1,100,000.00	10/9/2023	9/30/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	DC PUBLIC CHARTER SCHOOL COOPERATIVE	DC PUBLIC CHARTER SCHOOL COOPERATIVE	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$2,500,000.00	\$2,500,000.00	7/1/2022	6/30/2027	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCP)	PROJECT RE-DIRECT INC	DC RESIDENTIAL SERVICES	250 E Street SW	Washington DC	20024	6	ANC 6D	Non-Construction	\$1,202,510.00	\$1,202,510.00	8/1/2023	7/31/2028	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RUN VEGGIE, LLC	Run Veggie LLC CW98801	2154 24th Place NE	Washington DC	20018	5	ANC 5C	Non-Construction	\$1,552,216.84	\$1,552,216.84	9/7/2022	4/30/2027	Active	Cumulative	13	8	61%
Office of Contracting & Procurement (OCP)	Rushmore Electric Services LLC	Rushmore Electric Services LLC	3000 S 36th Street	Washington DC	20002	5	ANC 5C	Non-Construction	\$392,300.00	\$392,300.00	10/28/2022	10/28/2024	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Kimley-Horn and Associates, Inc.	Safe and Efficient Deployment of Autonomous Vehicles Testing DCXA-2024-C-0042	500 S 16th Street	Washington DC	19102	5	ANC 5E	Non-Construction	\$309,670.60	\$309,670.60	6/17/2024	4/30/2026	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFS)	PS SERVICES III INC.	Safe Haven Intensive Foster Care DCR1-2024-1-0005	200 I Street SE	Washington DC	20785	8	ANC 8D	Non-Construction	\$11,500,000.00	\$11,500,000.00	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	SALESAKAMA	SALESAKAMA	4515 CORBETT BOLIUVARD	Washington DC	20002	8	ANC 8A	Non-Construction	\$2,300,000.00	\$2,300,000.00	8/21/2024	8/21/2024	Active	Sub Contract	5	1	51%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Veterans Services Corporation	Sales Merchandising and Retail Enhancement Ser. CFPD-20-R-040	2335 Shannon Place SE	Washington DC	20002	8	ANC 8A	Non-Construction	\$750,000,000.00	\$750,000,000.00	12/24/2020	12/2/2025	Active	Cumulative	5	3	60%
Department of General Services (DGS)	CGO GOVERNMENT INC	Salesforce Phase PO-G-2024-R-014-88	230 N Milwaukee Ave	Illinois IL	60061	N/A	N/A	Non-Construction	\$4,200,542.00	\$4,200,542.00	1/14/2025	9/30/2026	Active	Cumulative	0	0	0%
Department of Behavioral Health	Salesforce Professional and IT Resourcing Ser. CW112629	64 New York Ave NE	Washington DC	20002	5	ANC 5F	Non-Construction	\$1,100,000.00	\$1,100,000.00	8/1/2024	7/31/2029	Active	Cumulative	0	0	0%	
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CARE AND WELLNESS PROGRAM	SAVATION ARIEVE SEWER VENTILATOR	25177CHWSAL-1	3335 Sherman Alve NW	Washington DC	20010	1	ANC 1E	Non-Construction	\$360,000.00	\$360,000.00	11/1/2024	4/30/2025	Closed Out	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	SANDLOT LLC	SANDLOT LLC	633 Howard Road SE	Washington DC	20024	8	ANC 8C	Non-Construction	\$1,000,000.00	\$1,000,000.00	4/1/2022	9/30/2025	Not Yet Start	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CARE AND WELLNESS PROGRAM	SASHA BRUCE YOUTHWORK, INC.	Sasha Bruce House S25038YWB	1022 Maryland Ave NE	Washington DC	20002	6	ANC 6A	Non-Construction	\$877,567.35	\$877,567.35	10/1/2024	9/30/2025	Closed Out	Cumulative	4	2	50%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CARE AND WELLNESS PROGRAM	SASHA BRUCE YOUTHWORK, INC.	Sasha Bruce Youth Center S25038YWB	1022 Maryland Ave NE	Washington DC	20002	6	ANC 6A	Non-Construction	\$877,567.35	\$877,567.35	10/1/2024	9/30/2025	Closed Out	Cumulative	4	2	50%
Office of Contracting & Procurement (OCP)	SASHA BRUCE YOUTHWORK, INC.	Sasha Bruce Youthwork CW93767	741 8TH Street	Washington DC	20003	6	ANC 6B	Non-Construction	\$2,398,488.00	\$2,398,488.00	9/22/2021	9/12/2025	Active	Cumulative	16	10	62%
Child and Family Services Agency (CFS)	SASHA BRUCE YOUTHWORK, INC.	Sasha Bruce Youthwork DCR1-2022-1-0110	741 8th Street	Washington DC	20003	6	ANC 6B	Non-Construction	\$950,000.00	\$950,000.00	10/1/2022	3/7/2025	Active	Cumulative	19	11	57%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE CARE AND WELLNESS PROGRAM	SAT and Advanced Placement Testing Ser. CW128101	SAT and Advanced Placement Testing Ser. CW128101	1050 First Street NE	Washington DC	20002	6	ANC 6E	Non-Construction	\$641,143.20	\$641,143.20	10/1/2023	9/30/2028	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	COLLEGE BOARD	SAT and Advanced Placement Testing Services CW105057	1050 First Street NE	Washington DC	20002	6	ANC 6E	Non-Construction	\$603,722.00	\$603,722.00	10/1/2023	9/30/2027	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	COLLEGE BOARD	SAT and Advanced Placement Testing Services CW131923	1050 First Street NE	Washington DC	20002	6	ANC 6E	Non-Construction	\$733,396.00	\$733,396.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Sony Technology Solutions	Sony Technology Solutions CW85508	441 4th Street NW	Washington DC	20001	6	ANC 6C	Non-Construction	\$950,000.00	\$950,000.00	3/2/2022	3/21/2027	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	COLLEGE ASSESSMENT	College Assessment Test and Advanced Placement Test and Services CW100011	1050 First Street NE	Washington DC	20002	6	ANC 6E	Non-Construction	\$527,847.00	\$527,847.00	10/1/2022	10/30/2027</					

Office of the Deputy Mayor for Planning and Economic Development Warren H. Boyer, LLC	2626 Naylor Road SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$215,774.00	5/1/2024	12/31/2027	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development WGS Construction, LLC	2626 Naylor Road SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$24,000,000.00	5/1/2024	12/31/2027	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development CAPITAL CONSTRUCTION, INC.	2626 Naylor Rd SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$300,000.00	9/1/2026	12/31/2027	Active	Sub Contract	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development D&S Drivall, Inc.	2626 Naylor Rd SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$500,000.00	9/1/2026	12/31/2027	Active	Sub Contract	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development Jenson Fire Protection, Inc.	2626 Naylor Rd SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$267,120.00	11/1/2025	12/31/2027	Active	Sub Contract	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development L & C Caldwell & Associates, Inc.	2626 Naylor Road SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$272,050.00	9/30/2026	12/31/2027	Active	Sub Contract	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development Mole Construction, Inc.	2626 Naylor Rd SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$14,208,000.00	11/20/2025	12/31/2027	Active	Sub Contract	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development Ryan Homes/Fort Lincoln Retail, LLC	2626 Naylor Rd SE	Washington DC	20020	7	ANC 7B	Construction	\$24,000,000.00	\$24,000,000.00	9/1/2025	12/31/2027	Active	Sub Contract	0	0	0%
Department of Housing and Community Development LIFE/ASSET	1640 Columbia Road NW	Washington DC	20009	1	ANC 1C	Non-Construction	\$486,481.00	\$486,481.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
Department of Housing and Community Development Small Business Technical Assistance - 2025-23	2316 Rhode Island Ave NE	Washington DC	20011	4	ANC 4C	Construction	\$10,000,000.00	\$10,000,000.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
Department of Housing and Community Development F&L Construction	1847 Good Hope Rd SE	Washington DC	20020	8	ANC 8A	Construction	\$5,664,064.00	\$346,637.00	6/1/2025	8/25/2025	Active	Sub Contract	0	0	0%
Department of Housing and Community Development Huyer Corporation	1847 Good Hope Rd SE	Washington DC	20020	8	ANC 8A	Construction	\$5,664,064.00	\$544,829.00	1/4/2021	6/1/2026	Active	Sub Contract	0	0	0%
Department of Housing and Community Development BEST WAY CONSTRUCTION INC.	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$11,000,000.00	12/1/2025	9/30/2026	Active	Sub Contract	0	0	0%
Department of Housing and Community Development Best Way Electric	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$613,425.00	10/31/2024	10/31/2025	Active	Sub Contract	1	1	100%
Department of Housing and Community Development C&A Inc.	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$368,000.00	11/4/2024	6/1/2026	Active	Sub Contract	1	1	100%
Department of Housing and Community Development C&M'S MECHANICAL LLC	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$665,000.00	10/28/2024	10/1/2025	Active	Sub Contract	0	0	0%
Department of Housing and Community Development EVA-TIGHT	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$321,400.00	4/1/2024	4/1/2025	Active	Sub Contract	0	0	0%
Department of Housing and Community Development F&L Construction	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$346,637.00	6/1/2025	8/25/2025	Active	Sub Contract	0	0	0%
Department of Housing and Community Development Hamel Builders Inc.	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$11,000,000.00	4/1/2024	4/1/2025	Active	Sub Contract	1	0	0%
Department of Housing and Community Development Huyer Corporation	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$474,762.00	11/1/2024	4/1/2025	Active	Sub Contract	0	0	0%
Department of Housing and Community Development R.E. Robertson Plumbing & Heating, Inc.	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$11,000,000.00	4/1/2024	6/1/2026	Active	Sub Contract	0	0	0%
Department of Housing and Community Development Rath Enterprises Inc.	4040 8th Street NW	Washington DC	20011	4	ANC 4C	Construction	\$11,000,000.00	\$1,400,000.00	4/1/2024	4/1/2025	Completed	Sub Contract	0	0	0%
Child and Family Services Agency (CFSJA)	2209 N FROM THE START INC	Washington DC	20002	5	ANC 5D	Non-Construction	\$325,000.00	\$325,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Department of Columbia Public Schools (DCPS)	MVS, Inc.	Washington DC	20002	6	ANC 6E	Non-Construction	\$3,931,146.50	\$3,931,146.50	6/1/2024	6/30/2028	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Lightbox/BLUEFIN PARTNERS, INC.	Washington DC	20012	7	ANC 7F	Non-Construction	\$4,750,000.00	\$4,750,000.00	3/1/2025	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SM&INC	San Francisco CA	94129	N/A	N/A	Non-Construction	\$500,000.00	\$500,000.00	5/18/2021	9/30/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SNOW AND ICE REMOVAL SERVICES	Washington DC	20006	2	ANC 2B	Non-Construction	\$250,000.00	\$250,000.00	12/1/2019	12/31/2024	Closed Out	Sub Contract	0	0	0%
Department of General Services (DGS)	COMMUNITY BRIDGE, INC.	Washington DC	20009	1	ANC 1B	Non-Construction	\$250,000.00	\$250,000.00	1/1/2019	12/30/2024	Closed Out	Sub Contract	0	0	0%
Department of General Services (DGS)	COMMUNITY BRIDGE, INC.	Washington DC	20009	1	ANC 1B	Non-Construction	\$250,000.00	\$250,000.00	1/1/2019	12/30/2024	Closed Out	Sub Contract	0	0	0%
Department of General Services (DGS)	COMMUNITY BRIDGE, INC.	Washington DC	20009	1	ANC 1B	Non-Construction	\$250,000.00	\$250,000.00	1/1/2019	12/30/2024	Closed Out	Sub Contract	0	0	0%
Department of General Services (DGS)	COMMUNITY BRIDGE INC	Washington DC	20009	1	ANC 1B	Non-Construction	\$250,000.00	\$250,000.00	1/1/2019	12/30/2024	Closed Out	Sub Contract	0	0	0%
Department of Public Works (DPW)	WKM SOLUTIONS, INC.	Washington DC	20002	6	ANC 6E	Non-Construction	\$1,000,000.00	\$1,000,000.00	12/1/2025	11/30/2030	Active	Cumulative	0	0	0%
Department of Public Works (DPW)	NATIONAL SERVICE CONTRACTORS	Washington DC	20020	8	ANC 8A	Non-Construction	\$1,000,000.00	\$1,000,000.00	12/1/2025	11/30/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Capital Paving of DC Inc	Washington DC	20002	6	ANC 6E	Non-Construction	\$23,585,000.00	\$23,585,000.00	12/15/2025	12/14/2030	Active	Cumulative	0	0	0%
Department of Public Works (DPW)	Shaw Solutions, Inc.	Washington DC	20002	6	ANC 6E	Non-Construction	\$1,000,000.00	\$1,000,000.00	12/1/2025	11/30/2030	Active	Cumulative	0	0	0%
Department of Public Works (DPW)	G-SDA GENERAL SERVICES	Washington DC	20003	6	ANC 6B	Non-Construction	\$1,000,000.00	\$1,000,000.00	12/1/2025	11/30/2030	Active	Cumulative	0	0	0%
Department of Contracting & Procurement (OCP)	PAW	Washington DC	20003	6	ANC 6B	Non-Construction	\$462,500.00	\$462,500.00	11/1/2025	11/1/2030	Active	Cumulative	0	0	0%
Department of Behavioral Health	VISTA COMMUNICATIONS OF FALL CHURCH	Washington DC	20037	5	ANC 5F	Non-Construction	\$739,990.00	\$739,990.00	11/1/2025	11/1/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Softmax, CW113955	Washington DC	20001	6	ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	3/26/2024	3/25/2029	Active	Cumulative	0	0	0%
DC Public Library (DPL)	QUINN EVANS ARCHITECTS	Washington DC	20001	1	ANC 1B	Non-Construction	\$314,057.00	\$314,057.00	11/1/2023	9/1/2027	Active	Cumulative	0	0	0%
Department of General Services (DGS)	QUINN EVANS ARCHITECTS	Washington DC	20001	2	ANC 2C	Non-Construction	\$1,617,286.00	\$1,617,286.00	8/1/2024	8/1/2028	Active	Cumulative	0	0	0%
DEPARTMENT OF HUMAN SERVICES	ACCESS HOUSING INC DC	Washington DC	20032	8	ANC 8E	Non-Construction	\$317,584.48	\$317,584.48	1/1/2024	1/31/2025	Closed Out	Sub Contract	0	0	0%
Department of General Services (DGS)	GCS-SPAC, LLC	Washington DC	20032	8	ANC 8C	Construction	\$1,298,650.00	\$1,297,650.00	5/1/2024	10/1/2025	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	GCS-SPAC, LLC	Washington DC	20032	8	ANC 8C	Construction	\$1,298,650.00	\$1,298,650.00	5/1/2024	10/1/2025	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	GCS, Inc.	Washington DC	20032	8	ANC 8C	Construction	\$1,297,650.00	\$1,297,650.00	5/1/2024	10/1/2025	Completed	Sub Contract	0	0	0%
Department of General Services (DGS)	Goldin S Stafford, Inc.	Washington DC	20032	8	ANC 8C	Construction	\$1,297,650.00	\$921,022.00	2/1/2025	2/1/2026	Active	Sub Contract	0	0	0%
Department of General Services (DGS)	Southwest Business Improvement District	Washington DC	20024	6	ANC 6C	Non-Construction	\$3,000,000.00	\$3,000,000.00	12/1/2025	11/30/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ENVIROTEST SYSTEMS HOLDINGS CORPORATION	Washington DC	20024	6	ANC 6D	Non-Construction	\$3,763,900.00	\$3,763,900.00	12/1/2020	9/30/2025	Completed	Cumulative	0	0	0%
Department of General Services (DGS)	SPD General Contractor On Call General	Washington DC	20002	5	ANC 5D	Non-Construction	\$80,995,000.00	\$80,995,000.00	6/9/2025	9/30/2029	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	Patents Group	Washington DC	20002	6	ANC 6C	Non-Construction	\$571,349.76	\$571,349.76	5/1/2025	7/31/2025	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	Specialized Residential Services	Langhorne PA	19047	N/A	N/A	Non-Construction	\$250,113.63	\$250,113.63	11/21/2023	11/21/2027	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	Specialized Residential Services	Langhorne PA	19047	N/A	N/A	Non-Construction	\$388,674.95	\$388,674.95	7/1/2022	6/30/2027	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	Patent Group	Washington DC	20002	6	ANC 6C	Non-Construction	\$761,799.68	\$761,799.68	11/1/2024	2/28/2025	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	Specialty Providers Janitorial Serv. 2423PGUSG3	Washington DC	20002	6	ANC 6C	Non-Construction	\$453,990.58	\$453,990.58	11/1/2024	7/31/2025	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	Patent Group	Washington DC	20002	6	ANC 6C	Non-Construction	\$340,193.13	\$340,193.13	5/1/2025	7/31/2025	Active	Cumulative	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Gardner Martin Posen LLP	Washington DC	20020	8	ANC 8A	Non-Construction	\$300,000.00	\$300,000.00	7/16/2019	5/1/2029	Active	Sub Contract	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Intralink Inc.	Washington DC	20020	8	ANC 8A	Non-Construction	\$225,000,000.00	\$225,000,000.00	7/15/2020	7/15/2029	Active	Sub Contract	21	1	57%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	M&C Companies, LLC	Washington DC	20020	8	ANC 8A	Non-Construction	\$1,200,000.00	\$1,200,000.00	12/1/2019	12/1/2029	Active	Sub Contract	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Octane, LLC	Washington DC	20020	8	ANC 8A	Non-Construction	\$3,500,000.00	\$3,500,000.00	2/28/2020	5/1/2029	Active	Sub Contract	1	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Pomona Supply Company LLC	Washington DC	20020	8	ANC 8A	Non-Construction	\$300,000.00	\$300,000.00	9/1/2020	5/1/2029	Active	Sub Contract	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Sports Wagering, Lottery Gaming System & Related Services	Washington DC	20020	8	ANC 8A	Non-Construction	\$500,000,000.00	\$500,000,000.00	9/1/2020	9/1/2030	Active	Sub Contract	0	0	0%
DC OFFICE OF THE CHIEF FINANCIAL OFFICER	Sports Wagering, Lottery Gaming System & Related Services	Washington DC	20020	8	ANC 8A	Non-Construction	\$109,650,000.00	\$109,650,000.00	9/1/2020	5/1/2029	Active	Sub Contract	66	35	53%
Office of the State Superintendent of Education	SPRINGBOARD COLLABORATIVE	Philadelphia PA	19102	N/A	N/A	Non-Construction	\$990,000.00	\$990,000.00	10/1/2024	5/15/2029	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	St. Elizabeths Hospital	Washington DC	20013	7	ANC 7B	Construction	\$131,739,779.79	\$131,739,779.79	7/1/2020	9/30/2028	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	CATHOLIC CHARITIES OF ARCHDIOCESE OF WASHIN	Washington DC	20011	4	ANC 4A	Non-Construction	\$617,720.67	\$618,720.67	10/31/2024	9/30/2025	Closed Out	Cumulative	2	2	100%
Department of General Services (DGS)	AMERESCO INC	Washington DC	20032	8	ANC 8C	Construction	\$4,656,198.00	\$4,656,388.00	12/1/2024	9/1/2027	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	DIGITAL ENGINEERING CO	Washington DC	20032	8	ANC 8C	Non-Construction	\$406,737,924.00	\$406,737,924.00	3/1/2023	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Staff Augmentation - Medical Contractors	Washington DC	20002	6	ANC 6E	Non-Construction	\$1,610,345.00	\$1,610,345.00							



District of Columbia Public Schools (DCPS)	Deadwiler School Bus Transportation LLC	Swing School Transportation	GAGA-2424-C-00038	1200 First Street NE	Washington	DC	20002	6 ANC 6E	Non-Construction	\$1,335,000.00	\$1,335,000.00	10/1/2024	9/30/2025	Completed	Cumulative	9	6	66%
District of Columbia Public Schools (DCPS)	MILES AWAY CHARTER, LLC	Swing School Transportation	GAGA-2022-C-0294	1200 First Street NE	Washington	DC	20002	6 ANC 6E	Non-Construction	\$2,232,750.00	\$2,232,750.00	10/1/2024	9/30/2027	Active	Cumulative	0	0	0%
DEPARTMENT OF HUMAN SERVICES (DCPS)	DAVIS WING INTERIORS	TLB Hospitalities/DMS Temp Accommodations	DOC32372	2700 New York Ave NE	Washington	DC	20002	5 ANC 3C	Non-Construction	\$3,750,000.00	\$3,750,000.00	9/15/2024	9/15/2026	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Technart Computer Products dba schoolart	Technart Computer Products dba schoolart	GAGA-2024-C-00055	1200 First Street NE	Washington	DC	20002	6 ANC 6E	Non-Construction	\$384,540.00	\$384,540.00	2/2/2024	1/2/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Rehabilitation LLC	Talentology, LLC - CW118763		800 M Street SE	Washington	DC	20003	6 ANC 8F	Non-Construction	\$500,000.00	\$500,000.00	6/28/2024	6/17/2029	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	FEDCAP REHABILITATION SERVICES INC.	TANF Education and Employment program	DOC706665	2300 Martin Luther King Jr Ave SE	Washington	DC	20020	8 ANC BA	Non-Construction	\$16,000,000.00	\$16,000,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	33%
Office of Contracting & Procurement (OCP)	OT & Construction Services	OT & Construction Services	DOC706666	3489 Alabama Ave SE	Washington	DC	20002	6 ANC 6E	Non-Construction	\$16,000,000.00	\$16,000,000.00	10/1/2024	10/1/2029	Active	Cumulative	0	0	27%
Office of Contracting & Procurement (OCP)	MAXIMUS BUSINESS SERVICES, INC.	TANF EIT and JP Services	DOC706665	1600 Tyson Blvd Suite 1400	Mclean	VA	22102	N/A	N/A	\$16,000,000.00	\$16,000,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	MAXIMUS INTEGRATION LLC	Tanum Enduser Support	CW1120987	200 I Street SE	Washington	DC	20001	5 ANC 8F	Non-Construction	\$1,581,931.50	\$1,581,931.50	12/1/2024	11/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	PARSONS BRINCKERHOFF (PBOT)	TABAS CASH ANALYSIS	GAGA-2025-C-00039	2713 Newland Street NE	Washington	DC	20002	6 ANC 6E	Non-Construction	\$97,440.00	\$97,440.00	3/15/2024	3/15/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	Asurafac LLC	TASK ORDER No 2 Basic Order Agreement DCAM-2 NC.RFQ002U		6031 Kansas Avenue, NW	Washington	DC	20011	4 ANC 4B	Non-Construction	\$544,434.00	\$544,434.00	10/1/2022	9/30/2027	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	TB&A LLC	TB&A-DCA-2018-00107		14 Kennedy Street NW	Washington	DC	20003	4 ANC 8F	Non-Construction	\$10,000,000.00	\$10,000,000.00	1/23/2020	1/23/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TCG Systems Inc.	TCG Systems Inc.	CW1121029	601 5th Street SE	Washington	DC	20002	6 ANC 6E	Non-Construction	\$950,000.00	\$950,000.00	4/11/2024	3/31/2029	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE BLACKOUT INVESTIGATIONS AND SECURITY SVC	TCB BRIDGE HOUSE AND HOUSE OF RUTH-240585SUC-2	TCB Bridge House and House of Ruth-240585SUC-2		14 Kennedy Street NW	Washington	DC	20011	4 ANC 4B	Non-Construction	\$573,539.37	\$573,539.37	7/1/2024	10/31/2024	Closed Out	Cumulative	2	1	100%
Office of Contracting & Procurement (OCP)	TDI COMMUNICATION INC	TDB Communications	CW96253	4217 20th NE	Washington	DC	20018	5 AN 5B	Non-Construction	\$950,000.00	\$950,000.00	1/4/2022	1/4/2027	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	MYS, Inc.	Teacher Supply Cards	GAGA-2025-4-0133	1200 First Street NE	Washington	DC	20002	6 ANC 6E	Non-Construction	\$1,465,141.70	\$1,465,141.70	6/2/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	TEACHSTONE, INC.	TeachStone Communications	CW112174	675 Peter JeffersonParkway Suite 350	Charlottesville	VA	22914	N/A	N/A	\$924,523.00	\$924,523.00	11/21/2024	11/21/2029	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCP)	Techevic, Inc.	Techevic	CW113388	1629 N Street NW	Washington	DC	20006	2 ANC 2C	Non-Construction	\$4,750,000.00	\$4,750,000.00	9/19/2023	9/18/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Techevians Inc.	Techevians Inc.	DOCS50028	804 30th Street	Washington	DC	20019	7 ANC 7B	Non-Construction	\$1,923,550.00	\$1,923,550.00	11/20/2023	3/31/2025	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Techevians	Techevians	CW116949	804 30th Street	Washington	DC	20019	7 ANC 7B	Non-Construction	\$10,000,000.00	\$10,000,000.00	5/4/2024	5/13/2031	Active	Cumulative	2	1	50%
Office of Contracting & Procurement (OCP)	Techevians	Techevians	CW113881	804 30th Street SE	Washington	DC	20019	7 ANC 7B	Non-Construction	\$10,000,000.00	\$10,000,000.00	1/2/2024	1/1/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TECHNOMIC LLC	Technomic LLC	TS520227	1725 I Street NW	Washington	DC	20006	2 ANC 2B	Non-Construction	\$10,000,000.00	\$10,000,000.00	8/2/2022	8/21/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TELECOMMUNICATIONS DEVELOPMENT CORP	TELECOMMUNICATIONS Development	CW116297	441 4th Street NE	Washington	DC	20001	6 ANC 6E	Non-Construction	\$10,000,000.00	\$10,000,000.00	8/1/2025	7/31/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	DB Grant Associates Inc.	Temp Ass for Needy Families HCA JP and EIT	DOC706665	484 8th Street Ave SE	Washington	DC	20003	6 ANC 6B	Non-Construction	\$16,000,000.00	\$16,000,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	WASHINGTON LITERACY CENTER	Temp Ass for Needy Families HCA JP and EIT	DOC706665	1133 15th Street NW	Washington	DC	20005	2 ANC 2C	Non-Construction	\$16,000,000.00	\$16,000,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Milvotek Systems, Inc.	Temp Support Services	CW119521	4217 20th NE	Washington	DC	20018	5 AN 5B	Non-Construction	\$50,000,000.00	\$50,000,000.00	9/12/2020	9/12/2029	Active	Cumulative	22	6	27%
Office of Contracting & Procurement (OCP)	TDB COMMUNICATION INC	Temp Support Services	CW96231	441 4th Street NW	Washington	DC	20001	6 AN 5B	Non-Construction	\$10,000,000.00	\$10,000,000.00	12/15/2021	12/15/2025	Not Yet Start	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	RZEPUL TECHNOLOGY TRAINING	Temp Staff Support Serv	CW135008	441 4th Street NW	Washington	DC	20001	6 AN 6E	Non-Construction	\$1,989,600.00	\$1,989,600.00	10/29/2025	9/30/2030	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	TECHNOMIC LLC	Temp Staff Support Serv	CW128728	2 AN 2C	Washington	DC	20002	2 AN 2C	Non-Construction	\$50,000,000.00	\$50,000,000.00	8/23/2021	8/23/2025	Active	Cumulative	0	0	0%
Department of Behavioral Health	Syra Health Corp.	Temp Staffing Serv for Clinicians Social Workers and Pharmacist	CW110388	64 New York Ave NE	Washington	DC	20002	5 AN 5F	Non-Construction	\$4,750,000.00	\$4,750,000.00	9/8/2023	9/7/2028	Active	Cumulative	1	1	100%
Department of Health Care Finance (DHCF)	Techevians	Temp Staffing Support Serv	CW129577	2201 Shannon Drive SE	Washington	DC	20006	8 AN 8A	Non-Construction	\$4,750,000.00	\$4,750,000.00	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	RZEPUL TECHNOLOGY TRAINING	Temp Staffing Support Serv	CW129633	2201 Shannon Phase SE	Washington	DC	20006	8 AN 8A	Non-Construction	\$4,750,000.00	\$4,750,000.00	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	Techevians	Temp Staffing Support Serv	DOCC94284	2201 Shannon Phase SE	Washington	DC	20006	8 AN 8A	Non-Construction	\$4,750,000.00	\$4,750,000.00	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	THE FORD AGENCY INC	Temp Support Serv	CW119307	441 4th Street NW	Washington	DC	20001	6 AN 6E	Non-Construction	\$4,500,000.00	\$4,500,000.00	7/23/2024	7/23/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ADC MANAGEMENT SOLUTION	Temp Support Serv	CW130679	1315 Irving Street NW	Washington	DC	20010	1 AN 1A	Non-Construction	\$10,000,000.00	\$10,000,000.00	10/29/2025	10/28/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ADC MANAGEMENT SOLUTION	Temp Support Serv	CW112716	1642 Michigan Ave NE	Washington	DC	20010	1 AN 1A	Non-Construction	\$10,000,000.00	\$10,000,000.00	10/29/2025	10/28/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RZEPUL TECHNOLOGY TRAINING	Temp Support Serv	CW128449	441 4th Street NW	Washington	DC	20001	6 AN 6E	Non-Construction	\$1,000,000.00	\$1,000,000.00	8/5/2025	8/4/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	HRIJUCK LLC	Temp Support Services	CW129856	300 New Jersey Ave NW	Washington	DC	20001	6 AN 6E	Non-Construction	\$10,000,000.00	\$10,000,000.00	10/2/2020	10/2/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CSNET, INC.	Temp Support Services	CW126684	100 M Street SE	Washington	DC	20003	6 AN 8F	Non-Construction	\$1,000,000.00	\$1,000,000.00	8/4/2025	8/3/2029	Active	Cumulative	0	0	0%
Department of Behavioral Health	SOA Human Capital Solutions	Temporary Staffing Agency	CW386959	64 New York Ave NE	Washington	DC	20002	5 AN 5F	Non-Construction	\$2,312,440.00	\$2,312,440.00	9/12/2028	9/12/2028	Active	Cumulative	0	0	0%
Department of Behavioral Health	SAGE BUSINESS SERVICES LLC	Temporary Staffing Serv	DOCG07291	64 New York Ave NE	Washington	DC	20002	5 AN 5F	Non-Construction	\$4,750,000.00	\$4,750,000.00	9/15/2023	9/14/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Tempers Administrative Solutions	Temporary Staffing Services	CW117433	441 4th Street NW	Washington	DC	20001	6 AN 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	6/4/2024	6/3/2029	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Techevians	Temp Staffing Services	DOCF64032	716 10th Street NE	Washington	DC	20002	5 AN 5B	Non-Construction	\$1,258,254.32	\$1,258,254.32	8/7/2024	8/7/2029	Active	Cumulative	0	0	0%
Department of General Services (DGS)	ADC MANAGEMENT SOLUTION	Temporary Staffing Services	DCAM-21-NC-RFP010	2000 14th Street NW	Washington	DC	20009	1 AN 1B	Non-Construction	\$950,000.00	\$950,000.00	10/1/2021	9/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	THE COLES GROUP LLC	Temporary Support Serv	CW112055	441 4th Street NW	Washington	DC	20001	6 AN 6E	Non-Construction	\$4,750,000.00	\$4,750,000.00	12/28/2023	12/17/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	RZEPUL TECHNOLOGY TRAINING	Temp Support Services	CW188518	1130 Marne Street SE	Washington	DC	20002	2 AN 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	6/24/2020	6/24/2025	Active	Cumulative	23	14	60%
Office of Contracting & Procurement (OCP)	VTECH SOLUTION	Temporary Support Services	CW100985	1100 H Street NW	Washington	DC	20005	2 AN 2C	Non-Construction	\$10,000,000.00	\$10,000,000.00	7/18/2022	7/17/2026	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCP)	MB STAFFING SERVICES, LLC	Temporary Support Services	CW108146	2000 14TH Street	Washington	DC	20008	1 AN 1B	Non-Construction	\$950,000.00	\$950,000.00	5/22/2023	5/22/2027	Active	Cumulative	0	0	0%
Department of Behavioral Health	CHANGING TECHNOLOGIES, INC.	Temporary Support Services	CW108873	64 New York Ave NE	Washington	DC	20010	5 AN 5F	Non-Construction	\$1,503,520.00	\$1,503,520.00	9/18/2023	9/7/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Office of Contracting & Procurement (OCP)	Temporary Support Services	CW120195	64 New York Ave NE	Washington	DC	20010	5 AN 5F	Non-Construction	\$4,750,000.00	\$4,750,000.00	9/16/2023	9/15/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Belen Network LLC (dba golden ticket Events DC)	Temporary Support Services	CW110763	441 4th Street NW	Washington	DC	20001	6 AN 6E	Non-Construction	\$1,000,000.00	\$1,000,000.00	11/18/2025	11/17/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	verhulst I 2 Business Solutions	Temporary Support Services	CW84938	1101 Vermont Ave NW	Washington	DC	20005	2 AN 2F	Non-Construction	\$10,000,000.00	\$10,000,000.00	1/1/2020	10/31/2025	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SOA Human Capital Solutions	Temporary Support Services	CW88518	2200 Pennsylvania Avenue, NW 4th Floor	Washington	DC	20001	5 AN 5B	Non-Construction	\$950,000.00	\$950,000.00	11/20/21	11/20/24	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	verhulst II	Temporary Support Services	CW105464	1231 Good Hope Road	Washington	DC	20020	8 AN 8B	Non-Construction	\$950,000.00	\$950,000.00	1/26/2023	1/25/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CRADLE SYSTEMS LLC	Temporary Support Services	CW89208	2000 Pennsylvania Ave	Washington	DC	20037	2 AN 2A	Non-Construction	\$10,000,000.00	\$10,000,000.00	2/19/2021	2/18/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	MYS INC	Temporary Support Services	CW92685	1025 Connecticut Ave NW	Washington	DC	20003	2 AN 2B	Non-Construction	\$10,000,000.00	\$10,000,000.00	7/1/2024	7/1/2029	Not Yet Start	Cumulative	0	0	0%

Office of the Deputy Mayor for Planning and Economic Affairs	REBE'S MECHANICAL, LLC	The Parks at Walter Reed Building QR5	6900 Georgia Avenue, NW	Washington	DC	20011	4	ANC 4A	Construction	\$84,701,236.00	\$5,425,884.00	10/14/2022	10/31/2024	Closed Out	Cumulative	1	1	100%
Office of the Deputy Mayor for Planning and Economic Affairs	Christina Siding LLC	The Parks at Walter Reed Building QR5	6900 Georgia Avenue, NW	Washington	DC	20011	4	ANC 4A	Construction	\$84,701,236.00	\$1,270,000.00	7/1/2023	10/1/2024	Closed Out	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Griffith Shaw Company	The Parks at Walter Reed Building QR5	6900 Georgia Avenue, NW	Washington	DC	20011	4	ANC 4A	Construction	\$84,701,236.00	\$114,000.00	2/1/2024	10/31/2024	Closed Out	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Titan Mechanical	The Parks at Walter Reed Building QR5	6900 Georgia Avenue, NW	Washington	DC	20011	4	ANC 4A	Construction	\$84,701,236.00	\$2,228,000.00	2/1/2023	10/31/2024	Closed Out	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	HKZ Towers Inc	The Parks at Walter Reed Parcel 2	6811 16th Street NW	Washington	DC	20014	4	ANC 4A	Construction	\$29,900,000.00	\$29,900,000.00	11/1/2025	11/30/2028	Active	Cumulative	0	0	0%
Child and Family Services Agency (CFSA)	The Patches Group, LLC	The Patches Group, LLC	PO Box 845	Virginia Beach	VA	23451	N/A	N/A	Non-Construction	\$861,390.02	\$861,390.02	12/2/2022	10/31/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Construction Group, LLC	The Renovation of Capital One Arena BP1	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$800,000,000.00	10/1/2023	10/1/2027	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	AIW, Inc.	The Renovation of Capital One Arena BP11	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$423,400.00	11/20/2025	10/20/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Cash Doors & Hardware	The Renovation of Capital One Arena BP11	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$967,500.00	6/26/2026	7/17/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Modulars, LLC	The Renovation of Capital One Arena BP11	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$475,000.00	11/14/2025	10/20/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	AIW, Inc.	The Renovation of Capital One Arena BP8	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$840,000.00	10/30/2025	5/25/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	AIW, Inc.	The Renovation of Capital One Arena BP8	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,064,600.00	12/31/2025	10/20/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	AIW, Inc.	The Renovation of Capital One Arena BP8	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$199,396.00	11/25/2025	10/20/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Modern Door & Equipment Sales, Inc.	The Renovation of Capital One Arena BP9	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$427,616.00	11/11/2025	10/15/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	VISION SECURITY SOLUTIONS LLC	The Renovation of Capital One Arena BP9	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$304,176.00	1/12/2026	10/1/2027	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Absolute Builders, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$627,850.00	8/1/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	American Automatic Sprinkler Company, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$375,000.00	4/2/2025	10/31/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Blackwood DC, LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$2,415,000.00	3/17/2025	6/2/2025	Active	Cumulative	3	3	100%
Office of the Deputy Mayor for Planning and Economic Affairs	Emerald Ironworks, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$810,000.00	5/4/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	American Automatic Sprinkler Company, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$124,535,000.00	4/1/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Metro Mechanical Contractors, LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$370,000.00	4/1/2025	9/30/2025	Active	Cumulative	17	11	64%
Office of the Deputy Mayor for Planning and Economic Affairs	Millennium Pool Construction LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$575,000.00	3/27/2025	6/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Modulars, LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$825,000.00	2/10/2025	8/10/2025	Active	Cumulative	2	2	100%
Office of the Deputy Mayor for Planning and Economic Affairs	Modulars, LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$5,800,000.00	3/10/2025	7/17/2026	Active	Cumulative	24	10	41%
Office of the Deputy Mayor for Planning and Economic Affairs	Nationwide Electrical Services, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$400,000.00	4/23/2025	10/30/2025	Active	Cumulative	22	13	59%
Office of the Deputy Mayor for Planning and Economic Affairs	Parkinson Construction Company, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$425,000.00	3/21/2025	5/5/2025	Completed	Cumulative	1	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	R&B Mechanical, LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$5,383,000.00	5/25/2025	9/15/2025	Active	Cumulative	5	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	ROCK SPRING CONTRACTING LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$732,000.00	2/3/2025	8/29/2025	Active	Cumulative	1	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	The Berlin Steel Construction Company	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,134,000.00	3/20/2025	6/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Modulars, LLC	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,164,000.00	2/28/2025	9/30/2025	Active	Cumulative	15	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Trusted Solutions Group, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$270,000.00	2/23/2025	10/1/2027	Active	Cumulative	9	9	100%
Office of the Deputy Mayor for Planning and Economic Affairs	W.L. Gary Company, Inc.	The Renovation of Capital One Arena BP2	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$8,324,000.00	2/25/2025	9/30/2025	Active	Cumulative	6	4	66%
Office of the Deputy Mayor for Planning and Economic Affairs	Blackwood DC, LLC	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$815,300.00	3/17/2025	6/2/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	American Automatic Sprinkler Company	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$3,283,600.00	9/30/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Goel DC LLC	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$678,400.00	5/13/2025	1/31/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	H5 Solutions, LLC	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$920,000.00	4/1/2025	9/30/2025	Completed	Cumulative	7	5	71%
Office of the Deputy Mayor for Planning and Economic Affairs	Parkinson Construction Company, Inc.	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$3,378,000.00	3/23/2025	9/30/2025	Active	Cumulative	13	10	58%
Office of the Deputy Mayor for Planning and Economic Affairs	Parkinson Construction Company, Inc.	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$535,000.00	3/21/2025	6/15/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	SMART EQUIPMENT COMPANY INC	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,676,700.00	5/12/2025	11/1/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Smager Building Technologies	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$650,000.00	3/31/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	One Flooring	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$4,125,000.00	8/4/2025	8/4/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	The Berlin Steel Construction Company	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$909,000.00	3/17/2025	3/31/2025	Active	Cumulative	1	1	100%
Office of the Deputy Mayor for Planning and Economic Affairs	TRICORE SYSTEMS	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$340,000.00	2/10/2025	10/1/2027	Active	Cumulative	11	6	54%
Office of the Deputy Mayor for Planning and Economic Affairs	American Automatic Sprinkler Company	The Renovation of Capital One Arena BP3	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,077,000.00	7/14/2025	9/30/2025	Active	Cumulative	1	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	AIW, Inc.	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$610,400.00	4/12/2025	9/1/2025	Active	Cumulative	1	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	ALLEGHENY MILLWORK INC	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$4,300,000.00	7/8/2025	9/13/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	American Automatic Sprinkler Company, Inc.	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,243,000.00	4/1/2025	10/31/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	ANC Sports Enterprises, LLC	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$562,120.00	9/1/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Centimark Corporation	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$323,500.00	7/15/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	CF Masonry Specialists, Inc.	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$655,209.00	5/12/2025	8/31/2025	Active	Cumulative	14	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Central Contracting Services	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,425,800.00	7/2/2025	9/12/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	CURTIS EQUIPMENT INC	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$852,500.00	3/7/2025	10/20/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	First Choice Masonry, Inc.	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$2,930,000.00	4/7/2025	8/31/2025	Active	Cumulative	5	4	80%
Office of the Deputy Mayor for Planning and Economic Affairs	Goel DC LLC	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$890,000.00	5/25/2025	1/17/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	H5 Solutions, LLC	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,561,750.00	5/7/2025	1/31/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Invo Construction	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$451,004.84	7/22/2025	10/1/2027	Completed	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Jefferson Millwork & Design, Inc.	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$1,945,000.00	6/19/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Affairs	Lach Tile & Marble, Inc.	The Renovation of Capital One Arena BP4	601 F Street NW	Washington	DC	20004	2	ANC 2C	Construction	\$800,000,000.00	\$8,650,000.00	8/30/2025	9/30/2025	Active	Cumulative	0	0	0%
Office of the Deputy																		

Office of the Deputy Mayor for Planning and Economic Development	HDD CONTRACTING INC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$138,158,744.00	6/15/2022	12/1/2025	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	JDC CIL Construction LLC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$285,000.00	7/1/2024	10/10/2024	Completed	Cumulative	1	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Laini Tile & Marble, Inc.	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$4,625,000.00	6/1/2024	11/15/2025	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	NLS PEPS COMPANY, LLC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$1,385,000.00	6/1/2023	10/1/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	M&M Appliance Sales and Service, Inc.	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$2,896,011.00	4/9/2024	1/15/2025	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	M&M CONSTRUCTION MAINTENANCE INC.	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$1,992,020.00	8/3/2024	11/15/2025	Completed	Cumulative	3	1	83%	
Office of the Deputy Mayor for Planning and Economic Development	MSI Technology and Services Inc.	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$2,042,000.00	6/1/2024	10/30/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	MSI Flooring, LLC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$225,677.51	6/10/2024	10/31/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Oils Elevator Company	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$1,610,000.00	1/1/2024	12/31/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Oxley Wall Tech, Inc.	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$2,450,000.00	11/1/2024	11/15/2025	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Preferred Capitol Cleaning LLC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$236,000.00	5/1/2024	10/10/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	PRO-BELLE ENTERPRISES LIMITED	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$123,700.00	2/29/2024	1/15/2025	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	PRO-BELLE ENTERPRISES LIMITED	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$123,700.00	2/29/2024	1/15/2025	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Prospect Waterproofing Co.	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$1,930,000.00	1/1/2023	10/30/2024	Completed	Cumulative	2	2	100%	
Office of the Deputy Mayor for Planning and Economic Development	RVA Firestoping, LLC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$120,000.00	2/21/2024	10/10/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Source One Flooring	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$1,258,500.00	6/10/2024	10/31/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	T&R Air Servicing LLC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$990,000.00	10/10/2023	10/30/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Triam Mechanical	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$8,323,774.00	10/1/2023	10/1/2024	Closed Out	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Unfiled Door and Hardware Group LLC	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$2,975,000.00	6/15/2022	10/10/2024	Active	Cumulative	0	0	0%	
Office of the Deputy Mayor for Planning and Economic Development	Virginia Tree Services	The Yards West Parcel H Vertical	111 N Street SE	Washington	DC	20003	8	ANC	6D	Construction	\$138,158,744.00	\$447,750.00	2/6/2025	3/15/2025	Active	Cumulative	0	0	0%	
Department of General Services (DGS)	THHA INC.	Thiha General Contractor Maintenance and Repair Serv	DCAM-21-NC-RFP-0020	4937 Western Ave NW	Washington	DC	20016	3	ANC	3E	Non-Construction	\$85,995,000.00	\$85,995,000.00	6/9/2025	9/30/2025	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	VTECH SOLUTION	Third Party Assessment/ Penetration testing for Security and Compliance	CW	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$1,343,749.85	\$1,343,749.85	5/1/2025	4/30/2030	Active	Cumulative	0	0	0%
Department of Health Care Finance (DHCF)	ZANE NETWORKS LIMITED LIABILITY	Third Party Liability Verification Support	DOC736206	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$3,439,520.00	\$3,439,520.00	10/1/2025	9/30/2026	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	THIRD SECTOR NEW ENGLAND, INC.	Third Sector New England	DC115588	1015 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$356,000.00	\$356,000.00	1/1/2025	12/13/2028	Active	Cumulative	0	0	0%
DEPARTMENT OF MOTOR VEHICLES	MODANO Traffic Management USA Inc.	Ticket and Advertising Services	CVI-248719	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$100,457,950.38	\$100,457,950.38	9/28/2025	9/28/2025	Active	Cumulative	0	0	0%
District Department of Transportation (DDOT)	Commuter State & Local Solutions	Commuter Services	POKV-2006-C-0064	750 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$8,917,625.34	\$8,917,625.34	10/21/2022	9/30/2027	Active	Cumulative	5	0	0%
District Department of Transportation (DDOT)	MDDO Traffic Management USA Inc.	Ticket Processing	CVI15485	750 First Street NE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$6,000,000.00	\$6,000,000.00	6/24/2025	10/16/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Inspire Strong African Children Fund, dba TIS Four	To Inspire Strong African Children Fund	DOES-YEALP-2022-02	1508 E Capitol Street NE	Washington	DC	20003	7	ANC	7D	Non-Construction	\$500,000.00	\$500,000.00	1/1/2023	6/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	ALEXANDER MATTHEWS	To procure medical equipment supplies	CVI01646	4809 Georgia ave	Washington	DC	20011	4	ANC	4D	Non-Construction	\$500,000.00	\$500,000.00	8/23/2022	8/23/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	TPW Construction	To procure medical equipment supplies	CVI11216	441 4th Street NW	Washington	DC	20002	6	ANC	6D	Non-Construction	\$950,000.00	\$950,000.00	10/1/2024	10/1/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SEAGRAVE FIRE APPARATUS, LLC	Tractor Drawn Aerial Unit	CVI12885	1103 Half Street NE	Washington	DC	20004	6	ANC	6D	Non-Construction	\$950,000.00	\$950,000.00	12/15/2025	12/14/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	KAIROS MANAGEMENT INC.	Training Serv	CV121031	1341 I Street NE	Washington	DC	20002	6	ANC	6A	Non-Construction	\$500,000.00	\$500,000.00	10/24/2024	11/20/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	EMC2 EDUCATIONAL CONSULTING LLC	Training Services	CV99653	529 14th Street NW	Washington	DC	20045	6	ANC	6A	Non-Construction	\$500,000.00	\$500,000.00	5/16/2022	5/15/2027	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CONSTITUTURE SERVICES WORLDWIDE	Training Services & Products	CV098324	665 Rhode Island Ave SE	Washington	DC	20002	6	ANC	6E	Non-Construction	\$500,000.00	\$500,000.00	3/29/2024	3/29/2024	Not Yet Start	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	DRAMATIC SOLUTIONS INC.	Training Services & Products	CV1074003	1112 11th Street NW	Washington	DC	20001	2	ANC	2F	Non-Construction	\$500,000.00	\$500,000.00	4/1/2023	4/13/2028	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CAPITAL BUSINESS SOLUTIONS LLC	Training Services & Products	CV116254	3364 Erie Street SE	Washington	DC	20020	7	ANC	7C	Non-Construction	\$500,000.00	\$500,000.00	4/18/2024	4/18/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SMILE Therapy Services LLC	Training Services	CV121336	529 14th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$500,000.00	\$500,000.00	10/3/2025	10/3/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Market Me Consulting	Training Services	CV121861	441 4th Street NW	Washington	DC	20001	6	ANC	6D	Non-Construction	\$500,000.00	\$500,000.00	1/2/2024	11/20/29	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	IBK Consulting Group LLC	Training Services	CV092025	1007 Florida Ave NW	Washington	DC	20002	6	ANC	6A	Non-Construction	\$2,500,000.00	\$2,500,000.00	11/15/2024	11/14/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	M Resources and Career Consulting	Training Services	CV095033	728 Madison Street NW	Washington	DC	20002	6	ANC	6E	Non-Construction	\$500,000.00	\$500,000.00	8/3/2021	2/28/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	CAPITATE PERSPECTIVES	Training Services	CV96550	700 12th Street NW #700	Washington	DC	20036	2	ANC	2C	Non-Construction	\$500,000.00	\$500,000.00	1/11/2022	10/10/27	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Edgokoly Solutions	Training Services	CV113944	1616 P Street NW	Washington	DC	20036	2	ANC	2B	Non-Construction	\$2,500,000.00	\$2,500,000.00	7/16/2024	7/15/2029	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	District of Columbia Contracts for Thining Students (Diana B)	Training Services	CV118083	611 Pennsylvania Ave SE	Washington	DC	20003	6	ANC	6E	Non-Construction	\$500,000.00	\$500,000.00	6/14/2024	6/14/2024	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Actionity LLC	Training Services	CV113822	441 4th Street NW	Washington	DC	20001	6	ANC	6E	Non-Construction	\$500,000.00	\$500,000.00	1/24/2024	1/23/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Echztero	Training Services	CV124038	1642 Kramer St NE	Washington	DC	20002	7	ANC	7D	Non-Construction	\$500,000.00	\$500,000.00	6/1/2025	5/31/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Dynamic Project Management Construction Management	Training Services	CV115291	5045 Just N.E	Washington	DC	20002	7	ANC	7C	Non-Construction	\$500,000.00	\$500,000.00	5/23/2025	5/23/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	PRM CONSULTING INC.	Training Services	CV128896	1814 13th Street NW	Washington	DC	20009	1	ANC	1B	Non-Construction	\$2,500,000.00	\$2,500,000.00	10/2/2025	10/1/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Dynamic Leadership Coaching	Training Services	CV130024	2177 Half Moon Pl NE	Washington	DC	20018	5	ANC	5C	Non-Construction	\$2,000,000.00	\$2,000,000.00	12/16/2025	12/15/2030	Active	Cumulative	0	0	0%
Department of General Services (DGS)	SIGHTS ASSURANCE MANAGEMENT INC	Transition Phase Armed unarmred	DCAM-24-NC-50-0004	183 Connecticut Ave NW	Washington	DC	20006	2	ANC	2C	Non-Construction	\$25,000,000.00	\$25,000,000.00	7/15/2024	7/4/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SECURITY ASSURANCE MANAGEMENT INC	Transition Phase Armed unarmred	DCAM-24-NC-50-0004	183 Connecticut Ave NW	Washington	DC	20006	2	ANC	2C	Non-Construction	\$25,000,000.00	\$25,000,000.00	7/15/2024	7/4/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	SASHA BRUCE YOUTHWORK, INC.	Transition Housing Program	SS230385YFTF	138 Wayne Place SE	Washington	DC	20032	8	ANC	8D	Non-Construction	\$403,590.51	\$403,590.51	10/1/2022	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Charter Bus Pos Inc DBA Charter Linkz	Transportation for Requiring	CV120362	1110 South Ave	Skaten Island NY	NY	10314	N/A	N/A	N/A	Non-Construction	\$494,000.00	\$494,000.00	11/1/2024	10/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Transtar for Inauguration	CV120362	2000 14th Street NW	Washington	DC	20004	8	ANC	8B	Non-Construction	\$2,049,150.00	\$2,049,150.00	11/20/2024	11/20/2024	Active	Cumulative	0	0	0%	
Office of Contracting & Procurement (OCP)	JEROME L TAYLOR	Trash Removal and Recycling Services	DCAM-24-0001-AB	4200 Connecticut Ave NW	Washington	DC	20008	3	ANC	3F	Non-Construction	\$993,687.06	\$993,687.06	2/1/2022	1/31/2027	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	KYRIBA CORP	Treasury Management System	CFOP-24-B-003	1101 4th street SW	Washington	DC	20024	6	ANC	6D	Non-Construction	\$3,224,039.00	\$3,224,039.00	12/1/2024	11/30/2024	Active	Cumulative			

Office of the Deputy Mayor for Planning and Economic Development	WASHINGTON DC ECONOMIC PARTNERSHIP	Washington Dc Economic Partnership	BDQ236987	1495 F Street NW	Washington DC	20004	2 ANC 2C	Non-Construction	\$3,090,532.00	\$3,090,532.00	11/30/2022	9/30/2025	Completed	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	WASHINGTON DC ECONOMIC PARTNERSHIP	Washington Dc Economic Partnership	EB-25-0001-BDLOS	1495 F Street NW	Washington DC	20004	2 ANC 2C	Non-Construction	\$3,140,532.00	\$3,140,532.00	12/28/2024	9/30/2025	Closed Out	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	WASHINGTON DC ECONOMIC PARTNERSHIP	Washington Dc Economic Partnership	EB-26-0004-BDLOS	1495 F Street NW	Washington DC	20004	2 ANC 2C	Non-Construction	\$5,140,000.00	\$5,140,000.00	12/30/2025	9/30/2026	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	Washington Society Drama Inc. Arena Stage	Washington Drama	EB-24-0009-BDLOS	1101 6th Street SW	Washington DC	20024	6 ANC 6D	Non-Construction	\$600,000.00	\$600,000.00	9/1/2024	12/31/2024	Closed Out	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Wayside Publishing	Wayside Publishing	_GAGA-2025-C-0285	1200 First Street NE	Washington DC	20002	6 ANC 6E	Non-Construction	\$499,927.40	\$499,927.40	8/1/2025	9/30/2030	Active	Cumulative	0	0	0%
District of Columbia Public Schools (DCPS)	Wayside Publishing	Wayside Publishing	GAGA-2023-C-0203	1200 First Street NE	Washington DC	20002	6 ANC 6C	Non-Construction	\$594,918.00	\$594,918.00	7/5/2022	6/30/2027	Active	Cumulative	0	0	0%
Department of General Services (DGS)	HOUSING EVALUATIONS PLUS INC.	WR Patterson Elementary School HVAC Upgrades		4399 South Capitol Pie SW	Washington DC	20032	8 ANC 8D	Construction	\$2,706,676.00	\$2,706,676.00	3/23/2025	8/31/2026	Active	Sub Contract	0	0	0%
Office of Contracting & Procurement (OCP)	Librea, Inc.	Web Based Case Management System for RSA	CW88899	250 E Street SW	Washington DC	20024	6 ANC 6D	Non-Construction	\$1,777,500.00	\$1,777,500.00	5/1/2021	4/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	AVIAD SYSTEMS	Web Based Ticket Insurance & serv	DOGS64181	2000 14th Street NW	Washington DC	20009	1 ANC 1B	Non-Construction	\$710,000.00	\$710,000.00	10/1/2024	9/30/2029	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	WEISBERG HOUSE	Webster House Transitional Program	SSGS04CHWB5	4336 14th Street NW	Washington DC	20011	4 ANC 4E	Non-Construction	\$361,885.28	\$361,885.28	10/1/2024	9/30/2025	Closed Out	Cumulative	0	0	0%
District Department of Transportation (DDOT)	INTERNATIONAL ROAD DYNAMIC CORPORATION	Weigh in Motion Maintenance	DCKA-2024-C-0003	441 4th Street NW	Washington DC	20001	6 ANC 6E	Non-Construction	\$167,822.00	\$167,822.00	2/14/2025	2/13/2029	Active	Cumulative	0	0	0%
THE COMMUNITY PARTNERSHIP FOR THE PREVENTIVE	WEISBERG HOUSE	Weinberg House	SS2406SOME	1151 New Jersey Ave	Washington DC	20001	6 ANC 6E	Non-Construction	\$661,450.88	\$661,450.88	10/1/2023	12/31/2024	Closed Out	Cumulative	1	1	100%
Office of Contracting & Procurement (OCP)	WellCentric Health Group DC	WellCentric Health Group DC	CW127960	441 4th Street NW	Washington DC	20001	6 ANC 6E	Non-Construction	\$1,000,000.00	\$1,000,000.00	7/23/2025	7/21/2030	Active	Cumulative	0	0	0%
Office of the Deputy Mayor for Planning and Economic Development	BOZZUTO MANAGEMENT COMPANY	Wharf DC The Tides	Bozuto	35 Parker RowSW	Washington DC	20024	6 ANC 6D	Non-Construction	\$810,000.00	\$810,000.00	5/25/2022	5/25/2027	Active	Cumulative	14	9	64%
Office of the Deputy Mayor for Planning and Economic Development	Wharf Parcel 8 Hotel TRS Leaseholder, LLC	Wharf Parcel 8 Hotel TRS Leaseholder, LLC		760 Maine Ave SW	Washington DC	20024	6 ANC 6D	Non-Construction	\$0.00	\$0.00	4/1/2022	4/1/2027	Active	Cumulative	72	34	47%
Office of the Deputy Mayor for Planning and Economic Development	CBRE	Wharf Phase II REIT Leaseholder Property Management		760 Maine Avenue, SW	Washington DC	20024	6 ANC 6D	Non-Construction	\$570,000.00	\$570,000.00	3/1/2022	3/1/2027	Active	Cumulative	20	11	55%
Office of the Deputy Mayor for Planning and Economic Development	VADOR VENTURES INC	Wharf Phase II REIT Leaseholder	VADOR Ventures	760 Maine Ave SW	Washington DC	20024	6 ANC 6D	Non-Construction	\$1,017,000.00	\$1,017,000.00	4/28/2022	3/31/2025	Closed Out	Cumulative	19	16	84%
Office of the Deputy Mayor for Planning and Economic Development	COLONIAL PARKING	Wharf Phase Two Public Component		760 Maine Avenue, SW	Washington DC	20024	6 ANC 6D	Non-Construction	\$300,000.00	\$300,000.00	2/28/2022	2/28/2027	Active	Cumulative	3	3	100%
Office of the Deputy Mayor for Planning and Economic Development	Whole Foods Market	Wholefoods Supermarket Tax Incentives		7130 12th Street NW	Washington DC	20012	4 ANC 4A	Non-Construction	\$3,500,000.00	\$3,500,000.00	6/28/2023	6/27/2033	Active	Cumulative	330	185	56%
District of Columbia Public Schools (DCPS)	Wilson Language Training Corporation	Wilson Language Training Corp	GAGA-2023-C-0211	1200 First Street NE	Washington DC	20002	6 ANC 6E	Non-Construction	\$274,123.42	\$274,123.42	10/1/2025	9/30/2030	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Woodbourne Center	Woodbourne Center	CW34686	441 4th Street NW	Washington DC	20001	6 ANC 6E	Non-Construction	\$5,775,909.96	\$5,775,909.96	10/1/2021	9/30/2026	Active	Cumulative	0	0	0%
Child and Family Services Agency (CPSA)	Woodbourne Center	Woodbourne Psychiatric Residential treatment	DCRL-2024-C-0004	1301 Woodbourne Ave	Baltimore MD	21239	N/A	Non-Construction	\$838,079.00	\$838,079.00	10/1/2024	9/30/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	WOODLEY HOUSE	Woodley House Inc	CW10040	3000 Connecticut Ave NW	Washington DC	20008	3 ANC 3C	Non-Construction	\$950,000.00	\$950,000.00	7/5/2022	6/30/2027	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCP)	WOODLEY HOUSE	Woodley House, Inc.	CW120812	3000 Connecticut Ave NW	Washington DC	20008	3 ANC 3C	Non-Construction	\$3,389,915.00	\$3,389,915.00	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	The George Washington University	Workforce Expansion teacher Externship	DOES	1922 F Street NW	Washington DC	20052	2 ANC 2A	Non-Construction	\$375,000.00	\$375,000.00	8/1/2023	8/31/2025	Active	Cumulative	1	0	0%
Office of Contracting & Procurement (OCP)	WUSA TV INC	WUSA9 HIV Campaign	CW124625	4100 Wisconsin Ave	Washington DC	20020	3 ANC 3A	Non-Construction	\$550,000.00	\$550,000.00	2/28/2025	2/27/2026	Active	Cumulative	0	0	0%
Office of Contracting & Procurement (OCP)	Youth Entrepreneur Institute	Youth Entrepreneur Institute	DOES-WRGS-2021-19	1231 Marion Barry Ave	Washington DC	20020	8 ANC 8A	Non-Construction	\$300,000.00	\$300,000.00	6/21/2021	9/30/2025	Active	Cumulative	8	7	87%
Office of Contracting & Procurement (OCP)	YOUTH FOR TOMORROW	Youth for Tomorrow New Life	CW49510	64 New York Ave	Washington DC	20002	5 ANC 5F	Non-Construction	\$1,246,238.00	\$1,246,238.00	10/1/2024	9/30/2025	Active	Cumulative	0	0	0%
Child and Family Services Agency (CPSA)	YOUTH FOR TOMORROW	Youth for Tomorrow New Life Center	DCRL-2022-11-0051	11835 Hazel Circle Drive	Brislow VA	20136	N/A	Non-Construction	\$555,027.00	\$555,027.00	4/23/2023	4/23/2025	Active	Cumulative	0	0	0%
Office of the State Superintendent of Education	Our Minds Matter	Youth Mental Health Ambassador Programs	16261227	1550 Wilson Blvd Ste 700	Arlington VA	22209	N/A	Non-Construction	\$402,815.00	\$402,815.00	7/5/2024	6/30/2029	Active	Cumulative	3	2	66%
Office of Contracting & Procurement (OCP)	Zayo Group LLC	Zayo Group Telecommunication Infrastructure	DOC444191	1805 29th Street	Boulder CT	80301	N/A	Non-Construction	\$700,000.00	\$700,000.00	12/16/2019	9/30/2025	Closed Out	Cumulative	1	0	0%
District of Columbia Public Schools (DCPS)	Zearn Inc.	Zearn Inc	GAGA-2021-C-0097	2210 Adams Place, NE	Washington DC	20002	6 ANC 6E	Non-Construction	\$647,960.00	\$647,960.00	7/1/2025	6/30/2026	Active	Cumulative	0	0	0%

\*NOTE: The Office of Talent & Client Services (OTCS) hosted customized in-person and virtual hiring events for various employers. In Fiscal year 2025, OTCS referred 1,819 District residents to employment opportunities by collaborating with the America Job Center, Office of Apprenticeship, Division of State Initiatives, as well as Social Media marketing and word-of-mouth recruitment.













## Q161: FY25 AND FY26 UP TO JANUARY 15, 2026 FIRST SOURCE PENALTY FINES ASSESSED AND PAID

Beneficiary Name	General Contractor / Subcontractor Name	Project Name	Direct and Indirect Labor Costs	Penalty Assessed? (Y/N)	Date of Assessment	First Source Requirement (51% or HW%)	Penalty Amount Assessed	Penalty Amount Paid
NHP Foundation	Hamel Builders, Inc./ JMR Concrete Construction, Inc.	Ridgecrest Phase 1	\$73,364.62	Y	10/10/2024	HW%	\$1,650.70	\$1,650.70
NHP Foundation	Hamel Builders, Inc./ National Service Contractor (NSC)	Ridgecrest Phase 1	\$663,111.39	Y	10/10/2024	HW%	\$6,141.65	\$6,141.65
NHP Foundation	Hamel Builders, Inc./ Lama Painting and Drywall, Inc.	Ridgecrest Phase 1	\$324,105.90	Y	10/10/2024	HW%	\$3,230.53	\$3,230.53
NHP Foundation	Hamel Builders, Inc./ Western Carey	Ridgecrest Phase 1	\$33,782.41	Y	10/10/2024	HW%	\$506.74	\$506.74
NHP Foundation	Hamel Builders, Inc.	Ridgecrest Phase 1	\$103,752.87	Y	10/10/2024	HW%	\$1,406.11	\$1,406.11
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ A L L Construction	The Clara on MLK Avenue	\$98,122.41	Y	10/16/2024	HW%	\$981.22	\$981.22
1100 Eastern LLLC C/O the neighbourhood development company LLC	Hamel Builders, Inc./Royal Homes, Inc. dba Royal Exterior	1100 Eastern Avenue	\$110,970.00	Y	10/17/2024	HW%	\$970.99	\$970.99
New Savannah Preservation Partners LLC	Hamel Builders, Inc./ F&L Construction LLC	Savannah Street Apartments	\$288,442.11	Y	10/23/2024	HW%	\$7,983.16	
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ Harbor Roofing	The Clara on MLK Avenue	\$148,979.28	Y	10/24/2024	HW%	\$345.46	\$345.46
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ I Design LLC DBA- I Wire Solutions	The Clara on MLK Avenue	\$638,072.30	Y	10/25/2024	HW%	\$7,650.89	
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ VTAC General Contractors, Inc.	The Clara on MLK Avenue	\$139,166.14	Y	10/25/2024	HW%	\$13,681.77	\$13,681.77
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ Aquil Mechanical Works	The Clara on MLK Avenue	\$311,889.08	Y	10/25/2024	HW%	\$4,038.96	\$4,038.96
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ Lopez Design	The Clara on MLK Avenue	\$79,979.80	Y	10/25/2024	HW%	\$8,547.84	\$8,547.84
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./Royal Homes, Inc. dba Royal Exterior	The Clara on MLK Avenue	\$94,680.00	Y	10/25/2024	HW%	\$1,538.55	\$1,538.55
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ National Service Contractor (NSC)	The Clara on MLK Avenue	\$819,646.29	Y	10/25/2024	HW%	\$7,366.57	\$7,366.57
The Clara on MLK, Jr. Ave, LLC	Hamel Builders, Inc./ Atlas Foundations of Washington	The Clara on MLK Avenue	\$59,815.74	Y	10/25/2024	HW%	\$699.73	\$699.73
Spring Flats Family, LLC(c/o) Victory Housing, Inc.	Hamel Builders, Inc./ Harbor Roofing	Spring Flats Family	\$276,758.16	Y	10/31/2024	HW%	\$1,779.91	\$1,779.91
New Savannah Preservation Partners LLC	Hamel Builders, Inc./ Harbor Roofing	Savannah Street Apartments	\$115,848.55	Y	10/31/2024	HW%	\$498.18	\$498.18
1100 Eastern LLLC C/O The Neighbourhood Development Company, LLC	Hamel Builders of Washington, LLC/ F&L Construction, LLC	1100 Eastern Avenue	\$103,978.37	Y	11/22/2024	HW%	\$3,499.91	
49th Street Developer LLC	Hamel Builders, Inc./ V&V Construction	Crawford Landing Townhomes	\$401,177.24	Y	11/22/2024	HW%	\$9,781.20	
49th Street Developer LLC	Hamel Builders, Inc./ E-Landing Specialty Solutions, LLC	Crawford Landing Townhomes	\$108,781.49	Y	11/22/2024	HW%	\$1,132.89	\$1,132.89
1100 Eastern LLLC C/O The Neighbourhood Development Company, LLC	Hamel Builders, Inc./ POS Construction, Inc.	1100 Eastern Avenue	\$220,435.18	Y	12/17/2024	HW%	\$9,566.89	\$9,566.89
Liberty Place Apartments LLC	Hamel Builders, Inc./ JPN Masonry	Liberty Place Apartments	\$400,166.00	Y	1/15/2025	HW%	\$5,952.47	\$5,952.47
GCS Inc DBA GCS Signal	GCS Singal, Inc./ GT Contracting Corporation	Stead Park Recreation	\$241,087.49	Y	2/7/2025	HW%	\$6,299.16	\$6,299.16
Cascade Park Community Partners LLC	Hamel Builders, Inc./ EV Air Tight Shoemaker	Cascade Park 9%	\$363,024.49	Y	3/21/2025	51%	\$13,363.84	\$13,363.84
Consigli Construction	Consigli Construction	LaMond Riggs Library	\$2,177,953.61	Y	4/4/2025	HW%	\$150,084.14	
Shepherd Park Owner, LLC	Hamel Builders, Inc./ First Choice Masonry, Inc.	7428 Georgia Ave	\$207,859.30	Y	4/9/2025	HW%	\$646.96	\$646.96
Shepherd Park Owner, LLC	Hamel Builders, Inc./ Joseph Magnolia	7428 Georgia Ave	\$63,671.62	Y	4/9/2025	HW%	\$1,392.74	\$1,392.74
Conrad Management, LLC	Conrad Management, LLC	Former Convention Center Site Redevelopment	\$846,630.04	Y	4/9/2025	51%	\$15,682.17	
Shepherd Park Owner, LLC	Hamel Builders, Inc./ POS Construction	7428 Georgia Ave	\$85,535.56	Y	4/10/2025	HW%	\$465.63	\$465.63
Shepherd Park Owner, LLC	Hamel Builders, Inc./ V&V Construction	7428 Georgia Ave	\$428,865.75	Y	4/11/2025	HW%	\$56,164.79	
TM Jacob 1530 LLC	Gilbane Residential Construction, LLC/ Continental Construction	1530 First Street SW- MDX Flats	\$205,686.79	Y	5/20/2025	HW%	\$10,040.09	
TM Jacob 1530 LLC	Gilbane Residential Construction, LLC/ Steele Foundation	1530 First Street SW- MDX Flats	\$89,012.33	Y	5/20/2025	HW%	\$1,859.58	
TM Jacob 1530 LLC	Gilbane Residential Construction, LLC/ Kalkreth Roofing and Sheet, Inc	1530 First Street SW- MDX Flats	\$74,168.48	Y	5/20/2025	HW%	\$613.47	\$613.47

TM Jacob 1530 LLC	Gilbane Residential Construction, LLC/ SA Comunale Co, Inc.	1530 First Street SW- MDX Flats	\$137,038.18	Y	5/20/2025	HW%	\$10,963.05	<b>\$10,963.05</b>
TM DBT Limited Paertnership	Gilbane Building Company, Inc./ Kone, Inc.	1550 First Street	\$47,751.45	Y	6/28/2025	HW%	\$769.84	
Gilbane Building Company	Gilbane Building Company, Inc./ Kone, Inc.	Martin Luther King, Jr Library	\$456,492.28	Y	8/14/2025	HW%	\$34,449.19	
TM Jacob 1530 LLC	Gilbane Residential Construction, LLC/ Kone, Inc.	1530 First Street SW- MDX Flats	\$51,295.10	Y	8/14/2025	HW%	\$3,334.18	
Gilbane Building Company	Gilbane Building Company, LLC/ AIW, Inc.	McMillan Sand Filtration	\$74,028.34	Y	9/25/2025	HW%	\$1,279.95	
Gilbane Building Company	Gilbane Building Company, LLC/ Atlantic Refinishing & Restoration, Inc.	McMillan Sand Filtration	\$543,080.96	Y	9/26/2025	HW%	\$61,995.07	
Gilbane Building Company	Gilbane Building Company, LLC/ Blackwood of DC, LLC	McMillan Sand Filtration	\$138,154.46	Y	9/27/2025	HW%	\$12,472.76	
Gilbane Building Company	Gilbane Building Company, LLC/ Brandes & Cassagnol	McMillan Sand Filtration	\$448,069.10	Y	9/28/2025	HW%	\$60,993.41	
Gilbane Building Company	Gilbane Building Company, LLC/ Masonry Solutions International	McMillan Sand Filtration	\$194,320.45	Y	9/30/2025	HW%	\$1,564.89	<b>\$1,564.89</b>
Gilbane Building Company	Gilbane Building Company, LLC/ Kensington Glass Arts	McMillan Sand Filtration	\$225,470.86	Y	9/30/2025	HW%	\$2,840.93	<b>\$2,840.93</b>
Gilbane Building Company	Gilbane Building Company, LLC/ DLL Scaffolding	McMillan Sand Filtration	\$44,361.04	Y	9/30/2025	HW%	\$1,065.50	<b>\$1,065.50</b>
Gilbane Building Company	Gilbane Building Company, LLC/ HRGM	McMillan Sand Filtration	\$110,971.93	Y	9/30/2025	HW%	\$2,101.88	

How many projects /beneficiaries were not in compliance throughout FY25 and FY26 up to January 15, 2026?	
FY25	15 Beneficiaries and 16 Projects
FY26	0

DEPARTMENT OF EMPLOYMENT SERVICES

# FIRST SOURCE



## SEMI-ANNUAL REPORT

JANUARY 1, 2024 - JUNE 30, 2024

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## ABOUT THIS REPORT

Pursuant to DC Code § 2-219.04, the District of Columbia Department of Employment Services (DOES) is required to report on a semi-annual basis, the number of First Source agreements executed, the number of newly available jobs open because of executed First Source agreements, the number of unemployed District residents, and the number of District residents employed as a result of government-assisted projects or contracts. DOES, through the Office of First Source Compliance (OFSC), oversees compliance and enforcement of the First Source law and is responsible for monitoring employers' First Source requirements.

## ABOUT FIRST SOURCE

As the District's workforce agency, DOES is responsible for ensuring compliance by monitoring and enforcing First Source requirements for all District government-assisted projects valued at \$300,000 to \$5,000,000 or non-construction contracts of \$300,000 or more. These employers are required to meet the residency requirement by ensuring at least 51 percent of all new hires are District residents. New hires of District residents also include individuals participating in alternative plans that gives opportunities for residents to engage in pre-apprenticeship training programs, designed to build foundational skills and prepare them for long-term career success. This requirement ensures District residents are given first consideration for job opportunities.

## FIRST SOURCE LEGISLATION

### WORKFORCE INTERMEDIARY ESTABLISHMENT AND REFORM OF THE FIRST SOURCE AMENDMENT ACT OF 2011

- This Act was enacted on February 24, 2012, and made significant changes to the District's First Source law.
- The First Source hiring process must begin with a formal written agreement between the employer and DOES.
- The employer commits to utilizing DOES as its first source for recruitment, referrals, and placements of District residents.
- It outlines specific requirements of the District's original First Source law and amendments.

## MATCHING EMPLOYERS WITH DC JOB SEEKERS

### DEPARTMENT OF EMPLOYMENT SERVICES

#### OFFICE OF FIRST SOURCE COMPLIANCE

Ensures compliance with the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011

#### OFFICE OF WAGE-HOUR COMPLIANCE

Oversees and works in partnership with OFSC

#### OFFICE OF TALENT & CLIENT SERVICES

Supports employees and employers in filling First Source positions by matching District residents with employer job opportunities and managing [dcnetworks.org](https://dcnetworks.org), which serves both employers and job seekers with recruitment, placement, and referrals

## ROLE OF THE DEPARTMENT OF EMPLOYMENT SERVICES IN FIRST SOURCE

DOES is integral to First Source compliance and to the District's strategy to reduce unemployment. There were 8,493 number of names of unemployed District residents on the DC First Source Register as of June 30, 2024. Accordingly, it remains important for DOES to continue its collaboration with other District agencies to ensure contracted employers meet the minimum hiring requirements under the First Source law and that all contractors and subcontractors are informed of the First Source law and its compliance and reporting requirements. DOES also monitors contractor requirements with weekly desk reviews, meetings, and periodic site visits.

## FIRST SOURCE EMPLOYMENT AGREEMENTS

### TOTAL NUMBER OF FIRST SOURCE AGREEMENTS

The total number of First Source Employment Agreements from January 1, 2024 - June 30, 2024:



## FIRST SOURCE BY JOBS

### TOTAL NUMBER OF NEW POSITIONS CREATED ON FIRST SOURCE PROJECTS

From January 1, 2024, through June 30, 2024, 889 positions were created on First Source projects and contracts, including 78 construction jobs and 811 non-constructions jobs.

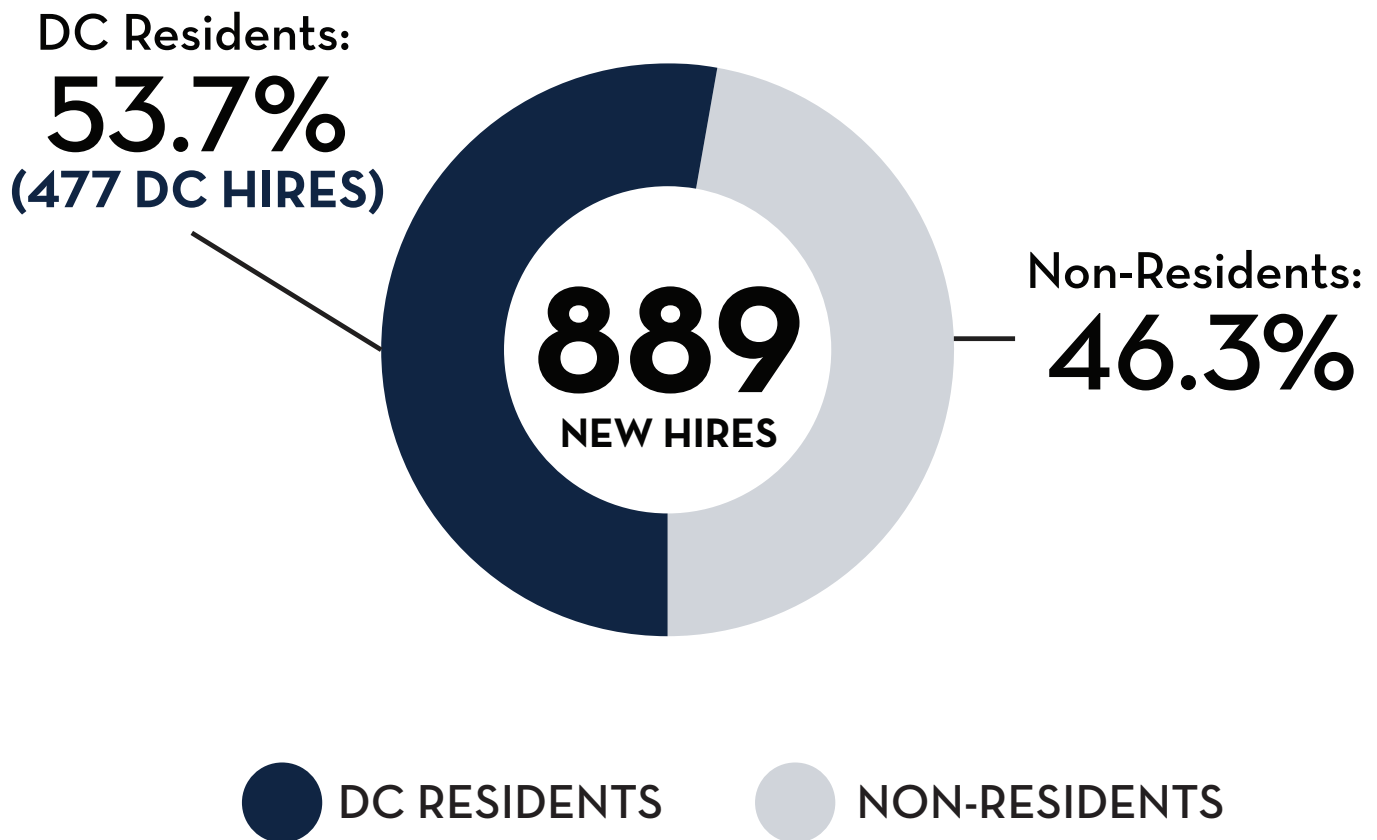




### TOTAL NUMBER OF NEW POSITIONS CREATED THAT WERE FILLED BY DC RESIDENTS

From January 1, 2024, through June 30, 2024, 889 positions were created on First Source projects and contracts, with 477 of these filled by District residents (53.7%).

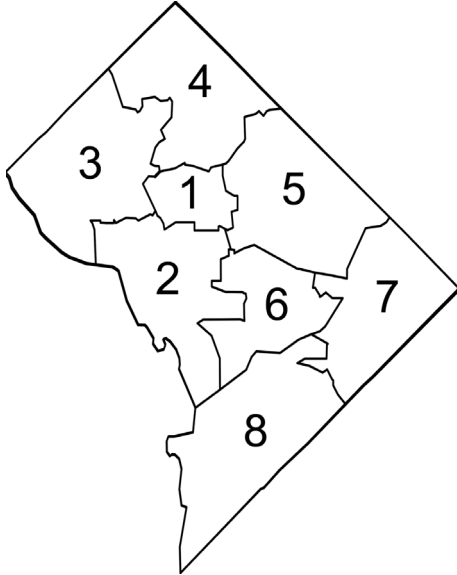
## NON-RESIDENTS BREAKDOWN



# FIRST SOURCE

## SEMI-ANNUAL REPORT

JANUARY 1, 2024 - JUNE 30, 2024



### DC RESIDENTS HIRED BY WARD

Ward 1	35	7%
Ward 2	13	5%
Ward 3	<10	5%
Ward 4	32	7%
Ward 5	96	20%
Ward 6	36	8%
Ward 7	108	22%
Ward 8	152	32%
<b>Total Hires</b>	<b>477</b>	

### NEW HIRES BY AGREEMENT TYPE CONSTRUCTION/NON-CONSTRUCTION AND BY WARD

#### CONSTRUCTION

Ward 1	<10	8.1%
Ward 2	0	0%
Ward 3	0	0%
Ward 4	<10	6.1%
Ward 5	<10	18.3%
Ward 6	<10	6.1%
Ward 7	12	24.5%
Ward 8	18	36.7%
<b>Total Hires</b>	<b>49</b>	

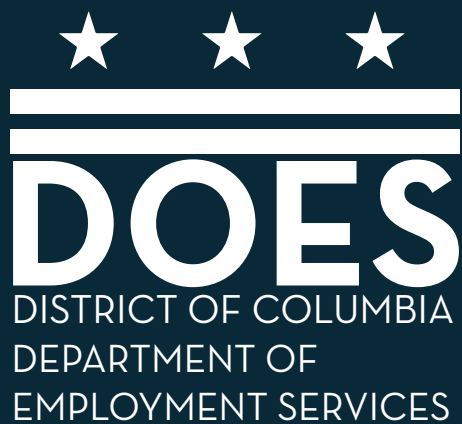
#### NON-CONSTRUCTION

Ward 1	31	7.2%
Ward 2	13	<5%
Ward 3	5	<5%
Ward 4	29	6.7%
Ward 5	87	20.3%
Ward 6	33	7.7%
Ward 7	96	22.4%
Ward 8	134	31.3%
<b>Total Hires</b>	<b>428</b>	

*Note: Per DOES policy, DOES suppresses values below 10 and percentages below 5.*

## CONCLUSION

The First Source requirements are important, robust levers to economic development in the District. DOES is committed to continuing its stringent enforcement activities in holding employers accountable for achieving their First Source requirements.



DISTRICT OF COLUMBIA  
**DEPARTMENT OF EMPLOYMENT SERVICES**  
OFFICE OF FIRST SOURCE COMPLIANCE  
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