

Council of the District of Columbia
COMMITTEE ON THE JUDICIARY
PERFORMANCE OVERSIGHT HEARING
1350 Pennsylvania Avenue, N.W., Washington, D.C. 20004

January 28, 2015

Charles Thornton
Director
Office on Returning Citizen Affairs
2100 Martin Luther King Jr. Ave., SE, Suite 100
Washington, DC 20020

Dear Director Thornton:

The Committee on the Judiciary will hold performance oversight hearings on agencies under its purview between February 12, 2015, and March 12, 2015. The Office on Returning Citizen Affairs' hearing will be held on **Thursday, February 19, 2015**, at 10 a.m. in Room 500. In preparation for your hearing, the Committee is sending the following questions for your response.

Please submit your responses no later than close of business **Friday, February 13, 2015**. If you need to discuss any of the questions, please contact Kate Mitchell, Committee Director, at kmitchell@dccouncil.us or (202) 727-8275.

1. Please provide, as an attachment to your answers, a current organizational chart for the agency with the number of vacant, frozen, and filled FTEs marked on each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart. **(See Attached)**
2. Please provide, as an attachment, a Schedule A for the agency, which identifies all employees by title/position, current salaries, fringe benefits, and program office, as of January 15, 2014. This Schedule A should also indicate any vacant or frozen positions in the agency. **(See Attached)**
3. For fiscal years 2014 and 2015 (to date), please list each employee whose salary is \$100,000 or more. Provide the name, position title, and salary. Also, state the amount of any overtime and also any bonus pay for each employee on the list. **(Not Applicable)**
4. For fiscal years 2014 and 2015 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay. **(Not Applicable)**
5. For fiscal years 2014 and 2015 (to date), please list all intra-District transfers to or from the agency. **(See Attached)**
6. For fiscal years 2014 and 2015 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. **(Not Applicable)**

7. Please list all memoranda of understanding (MOU) entered into by your agency during fiscal years 2014 and 2015 (to date). For each, indicate the date entered and the termination date. **(See Attached)**
8. Please provide, as an attachment, a list of all budget enhancement requests (including, but not limited to capital improvement needs), for fiscal years 2014 and 2015 (to date). For each, include a description of the need and the amount of funding requested. **(Not Applicable)**
9. Please list in chronological order every reprogramming in fiscal years 2014 and 2015 (to date) of funds into and out of the agency. Include a “bottom line” – the revised, final budget for your agency. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number. **(Not Applicable)**
10. (a) Please list each grant or sub-grant received by your agency in fiscal years 2014 and 2015 (to date). List the date, amount, and purpose of the grant or sub-grant received. **(Not Applicable)**
 (b) How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans (if any) are in place to continue funding? **(Not Applicable)**
11. Please provide a detailed description for each open capital project (including, but not limited to, projects within the master equipment lease and projects that are managed or overseen by another agency or entity), from FY 2015, or prior. Also include the budgeted funds and the funds spent by fiscal year. Please also provide the timeline for each project. **(Not Applicable)**
12. Please list all pending lawsuits that name the agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices and their current status. We are not asking for your judgment as to the city’s liability; rather, we are asking about the extent of the claim. For those identified, please include an explanation about the issues for each case. **(Not Applicable)**
13. Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed in fiscal years 2014 and 2015 (to date). **(Not Applicable)**
14. Please list the following information in table format regarding the agency’s use of SmartPay (credit) cards for agency purchases: individuals (by name) authorized to use the cards in fiscal years 2014 and 2015 (to date); purchase limits (per person, per day, etc.); total spent in fiscal years 2014 and 2015 (to date) (by person and for the agency). **(Not Applicable)**
15. (a) What procedures are in place to track individuals or units assigned to possess mobile communications and mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled. **ORCA tracks individuals’ assigned laptops by conducting monthly Inventory.**

(b) How does your agency manage and limit its mobile communications and devices costs? **The Director is the only employee with a mobile device managed through (EOM).**

(c) For fiscal years 2014 and 2015 (to date), what was the total cost (including, but not limited to equipment and service plans), for mobile communications and devices? **(Call Juliette)**

16. In table format, please provide the following information for FY 2014 to present regarding your agency's authorization of employee travel: (1) individuals (by name and title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person).

Individual Name/Title/Position	Total expense for trip – Date - Cost	Justification for Travel
Charles Thornton, Director	Butner Correctional Institution – 4/28/14 - \$379.80 Winton Correctional Institution – 6/4/14 - \$324.00 Cumberland Correctional Institution – 7/29/14 – (DPR provided transportation) Rivers Correctional Institution – 7/29/14 – \$511.90 Butner Correctional Institution – 11/19/14 - \$193.90 Rivers Correctional Institution – 12/3/14 – \$511.90 Cofeewood Institution – 2/4/15	<p>Outreach The purpose of the prison outreach trip is to inform men and women who are incarcerated in Bureau of Prison facilities and contract facilities of the available resources in place to assist them with effective reentry.</p> <p>Family Day The objective of the Family Day Visit is to provide an opportunity for children of incarcerated parents and caregivers to visit family members who are incarcerated in the Bureau of Prisons facility and enhance reentry support and family reunification.</p>
Lashonia Etheridge, Community Outreach Specialist	Hazelton Family Day- 6/17/14 - \$2000.00 (Total Cost of Buses)	
Enidsia Darby, Staff Assistant	Hazelton Family Day- 12/6/14 - \$2000.00 (Total Cost of Buses)	

17. Please provide, as of January 15, 2014, the current number of WAE contract, and term personnel within your agency. If your agency employs WAE contract, or term personnel, please provide, in table format, the name of each employee, position title, the length of their term or contract, the date on which they first started with your agency, and the date on which their term or contract expires. **(Please See Attachment)**

18. Please provide your anticipated spending pressures for FY 2015. Include a description of the pressure, the estimated amount, and any proposed solutions.

Anticipated Spending Pressures for FY 2015		
Description	Estimated Amount	Proposed Solution
ORCA provides digital, OSHA, and trades training to its clients returning from incarceration. The funds will allow ORCA to continue providing these classes for FY15.	30,000.00	Working with Mayor's Agency Fiscal Officer on proposed solution.
Prison Outreach for DC Residents housed in BOP Prisons and Contract Facilities directs men and women to much needed resources prior to release and builds relationships with providers. The Office on Returning Citizen Affairs and the Prison Outreach team will be visiting the following institutions during FY15. ORCA will also facilitate three Family Day trips. (Please see question #25 table)	11,500.00	Working with Agency Fiscal Officer and CJCC on solutions for the Outreach community services.

19. Please provide, as an attachment, a copy of your agency's FY 2015 performance plan as submitted to the Office of the City Administrator and indicate whether you are on track to meet those measures. **(Please See Attachment)**
20. What are your top priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FYs 2015 and 2016.

Priority	Explanation
1. Employment Services	ORCA plans to establish new relationships with different contractors, organizations, and agencies to hire Returning Citizens. ORCA will provide in house soft skill development for its clients as well as continue to provide e-mails, resume development and trades training.
2. Building Capacity	ORCA plans to increase capacity by aggressively pursuing federal grant opportunities, locale and foundation opportunities, leveraging the resource center as we look to work more closely with community based organizations funded to work with our population and refocusing on the reentry initiative partners.
3. Housing Services/ Reentry Housing	ORCA plans to work closely with the Commission on Reentry, CJCC and the DC Housing Authority to create a reentry housing model which will include vouchers for returning citizens released into homelessness. ORCA will lobby the ICH to include Returning Citizens as a targeted group.
4. Addressing Gender Specific Reentry Issues	We are working with Consultants for Change on female related reentry services, direct services for women after release, and linking women with existing service providers. Also, ORCA has launched a female reentry initiative called Women Involved in Reentry Efforts (W.I.R.E.). The W.I.R.E. is a social support network system that connects formerly incarcerated women to one another. The W.I.R.E. has engaged in leadership training, mentoring, prison outreach, public awareness and family reunification efforts.
5. Family Reunification Services	ORCA is looking to begin relationships with the family collaboratives throughout the city to address family reunification and supportive services for family members.
6. Educational Linkages for Returning Citizens	ORCA in collaboration with the community college in DC is preparing a post-release education model that ties into pre-release educational programs that will begin in DC jail, CTF, and Rivers Correctional facilities. We will continue to offer our GED, and Computer training in-house through our initiative partners.

21. For FYs 2014 and 2015 (to date), how many returning citizens has ORCA served with the Reentry Resource Center?

Title	# of People(1/1/2013-12/27/2013)
Number of New Clients Registered in 2014	2259
Number of Clients that came to ORCA for Services	5806
Number of Clients that Registered to Vote	738

Number of Clients in CDL Training	148
Number of Clients in Computer Training	99
Number Of Clients that got Placed with Employment through ORCA	253
Number of clients that received Non-Drivers ID through ORCA	400
Clients that Participated in subsidized employment training	30
Number of clients linked to DOES Through ORCA	2259
GED Training 2015	17

22. How have the agencies in the 2013 MOU for the Implementation of the District of Columbia Reentry Initiative and Reentry Resource Center assisted your efforts thus far? **Information sharing, direct linkages, and on site assessments.**
23. Please describe the referral process with regards to the 2013 MOU. **CSOSA, US Probation, B.O.P., Fairview and Hope Village refer clients to ORCA and our outreach services allow us to directly recruit B.O.P. and contract facility clients.**
24. Please describe any training or mentorship programs ORCA has instituted with regards to female returning citizens. Please indicate how many people participate in these programs.

The W I.R.E. – Women Involved in Reentry Efforts

ORCA has developed The W.I.R.E. – Women Involved in Reentry Efforts which is made up of a group of women who have successfully reintegrated back into the community after release from prison. These women participate in ORCA’s prison outreach trips to female facilities and serve as peer mentors to women in Fairview Halfway House. Trainings and conferences are as followed:

- **Trauma-Informed Care -**
- **1st Annual Women Leadership conference (Lifeskills, leadership & entrepreneurship training) - June 19, 2014**
- **Panel discussion for Practitioners (Successful female reentrants) -**
- **Panel discussion for Practitioners (Children of Incarcerated mothers)**
- **Responsive Training for Practitioners (informational material, theoretical material & exercises)**

25. For fiscal years 2014 and 2015, please list any visits ORCA made or plans to make to corrections facilities.

2014	Tentative Dates for 2015
Butner Correctional Institution – 4/28/14	Coffeewood Correctional institution – 2/4/15
Winton Correctional Institution – 6/4/14	Cumberland Correctional Institution – 4/14/15
Hazelton Correctional Institutions – 6/17/14 –	Butner Correctional Institution – 6/16/15
Cumberland Correctional Institution – 7/29/14 –	Hazelton Correctional Institutions – 8/18/15
Rivers Correctional Institution – 7/29/14 – \$511.90	Jessup Correctional Institution – 7/5/15
Butner Correctional Institution – 11/19/14 - \$193.90	Rivers Correctional Institution – 10/16/15

26. Please describe any programs or other efforts ORCA currently has to educate returning citizens about their voting rights and/or voter registration.
ORCA currently partners with Reclaim the Vote and 2nd Chance to Vote (both non-partisan voter education campaigns) focusing on registering and educating Returning Citizens. Most importantly every client who registers with ORCA is encouraged to register to vote through our intake process.
27. Please describe how ORCA’s home guides are distributed to returning citizens. In your answer, please indicate whether any of the home guides reach BOP inmates.
ORCA’s coming home guide is distributed to institutions when we visit B.O.P. facilities conducting outreach and at halfway houses when we facilitate specific programs. The home comers guide is specifically designed for men and women currently in custody.
28. Please describe ORCA’s efforts to obtain additional funding and to expand its programmatic products. Please list all applications ORCA has submitted for local and federal RFA funding opportunities for reentry.
ORCA has partnered with non-profits and community based groups on four applications opportunities, leveraging its expertise on reentry issues. ORCA also partnered with DMH and APRA on two federal applications for criminal justice involved clients.
29. Has ORCA partnered with the CCDC to offer accredited classes at the main campus?
ORCA has partnered with CCDC to hold informational sessions at the resource center to inform returning citizens about the accredited courses CCDC offers and assisting with the admissions process.
30. Please describe how ORCA makes use of data to ensure that its systems perform effectively.
ORCA went live with its data collection system on August 21, 2013. The ORCA data system was created by the CJCC to collect data on returning citizens. It is not configured to communicate with other system which enables ORCA to track outcomes of the referrals it makes. It is strongly suggested a network system that can communicate with ORCA referral partners be developed. ORCA uses its current data for reports, monitoring service delivery, and keeping track of its clients.
31. Following a previous discontinuation by the office, has ORCA reinstated HIV counseling and testing “on-demand” in its offices? If so, please identify many people have availed themselves of these services.
ORCA is in partnership with Terrific INC to provide HIV awareness, testing, and condoms. We are also working with family medical services on a MOU for the same services.
32. What services or resource assistance does ORCA provide, if any, specifically targeted for those suffering from mental illness? **ORCA in collaboration with DBH refers it clients with mental**

health challenges to DBH. DBH under the reentry initiative MOU services clients at the ORCA resource center (4) times a month the 1st Tuesday and Thursday and the 3rd Tuesday and Thursday of every month.

Sincerely,

Charles Thornton
Director, Office of Returning Citizen Affairs