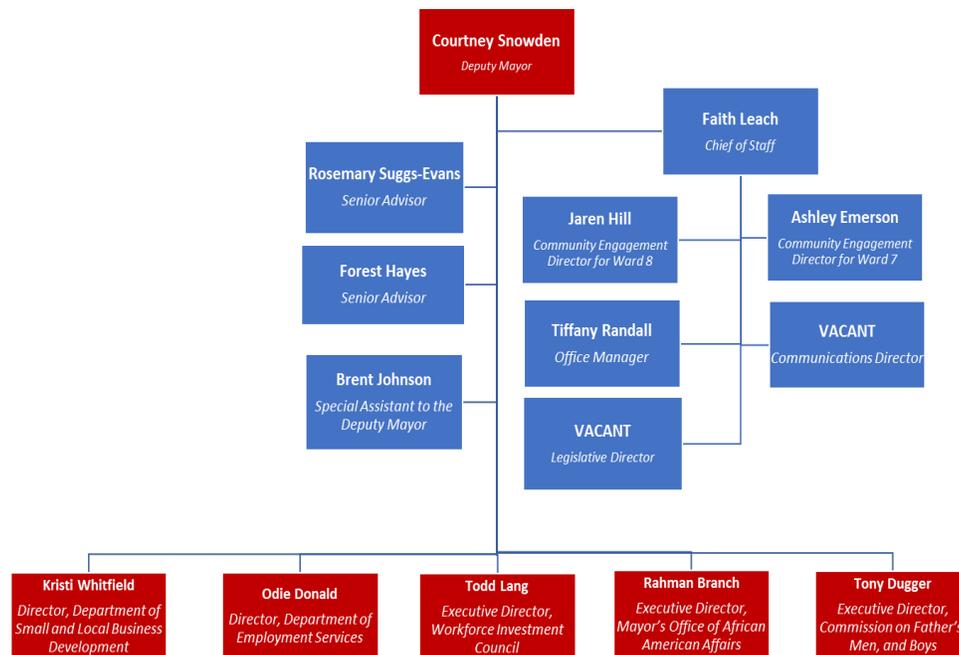


DEPUTY MAYOR FOR GREATER ECONOMIC OPPORTUNITY
FY17-18 Performance Oversight Questions
Committee on Labor and Workforce Development
Councilmember Elissa Silverman (At-Large), Chair

I. Agency Organization

1. Please provide a current, as of February 1, 2018, **organizational chart** for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision.
 - a. Include the names and titles of all senior personnel.
 - b. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - c. Please provide a narrative explanation of any changes to the organizational chart made during FY17 or FY18, to date.
 - d. Note on the chart the date that the information was collected.
The information is as of February 23, 2018



2. Please attach in Excel a current **Schedule A** for the agency, as of February 1, 2018, with the following information for each position:
 - a. Employee's name, if the position is filled;
 - b. Program and activity name and code as appears in the budget;
 - c. Office name, if different from activity code;

- d. Title/position name;
- e. Position number;
- f. Grade, series, and step;
- g. Salary and fringe benefits (please separate salary and fringe and include the FY17 fringe benefit rate);
- h. Job status (e.g. continuing/term/temporary);
- i. Type of appointment (e.g. career, MSS);
- j. Full-time, part-time, or WAE;
- k. Seasonal or year-round;
- l. Start date in the position (i.e., effective date);
- m. Start date with the agency;
- n. Previous office (program) and position (job title) with the agency, if relevant
- o. Position status (A-active, R-frozen, P-proposed, etc);
- p. Date of vacancy or freeze, if relevant; and
- q. Whether the position must be filled to comply with federal or local law (and if so, please specify what federal or local law applies).

See Attachment A

3. For any **term or temp position** included in the schedule A and filled in FY17 or FY18, please provide a brief narrative for why the hire was done on a term or temporary basis and not on a continuing basis.

DMGEO does not have any term or temp positions.

4. Please provide the following information on any **contract workers** in your agency:
- a. Position name
 - b. Organizational unit assigned to
 - c. Hourly rate
 - d. Type of work duties

DMGEO does not have any contract workers.

5. Please complete the following chart about the **residency of new hires** in FY17 or FY18, to date:

Number of Employees Hired in FY 2017 and FY 2018 to date

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>
Continuing	3	3
Term	0	0
Temporary	0	0
WAE	0	0

6. Please list all **employees detailed** to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee’s projected date of return.

Employee Name	Agency Detailed From	Reason	Project Return
Candace Nelson	DOES	Expand opportunities to connect and implement agency special initiatives and to support overall cluster performance	June 1, 2018

7. Please provide the Committee with a list of **travel** expenses, arranged by employee for FY17 and FY18, to date, including the dates of travel, amount of expenses, and reason for travel. Please specify whether employees may be reimbursed for out-of-pocket travel expenses; and, if so, please describe agency protocol and requirements for employees to apply for and receive reimbursements for such travel expenses, such as necessary documentation, timeframes, and other requirements.

Faith Leach, Chief of Staff

FY2017

Dates of Travel: August 15, 2016
Amount of Expenses: \$592.00
Reason for Travel: Safer Stronger Outreach site visit with City of Boston

FY2017

Dates of Travel: November 13-17, 2016
Amount of Expenses: \$684.20
Reason for Travel: Emerging Leaders, Kennedy School of Government at Harvard University

FY2018

Dates of Travel: September 24-27, 2017
Amount of Expenses: \$660.00
Reason for Travel: Attend and Present at Healing Justice Alliance

Jaren Hill, Director of Ward 8 Community Engagement

FY2017

Dates of Travel: January 15-20, 2017
Amount of Expenses: \$2,090.69
Reason for Travel: Training for Certified Festival and Event Certification

8. Please provide the Committee with a list of the total **workers' compensation** payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

DMGEO does not have any workers' compensation payments to report.

9. For FY17 and FY18, to date, please list each **employee separated** from the agency, other than due to retirement. Also include:
- Amount of separation pay, if relevant;
 - Number of weeks of pay, if relevant; and
 - The reason for the separation.

Legislative Director	No separation pay/weeks of pay provided	Resignation
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10. Please provide the Committee with a list of employees who received **bonuses or special award pay** granted in FY 2017 and FY 2018, to date, and identify:

- The employee receiving the bonus or special pay;
- The amount received; and
- The reason for the bonus or special pay.

DMGEO did not have employees who received bonuses or special award pay.

11. Please provide the name of each employee who was or is on **administrative leave** (not to include medical leave) in FY 2017 and 2018, to date. In addition, for each employee identified, please provide:

- Their position;
- A brief description of the reason they were placed on leave;
- The dates they were/are on administrative leave;
- Expected date of return;
- Whether the leave was/is paid or unpaid; and
- Their current status (as of February 1, 2018).

DMGEO does not have any employees on administrative leave.

12. Please provide a list of each **collective bargaining agreement** that is currently in effect for agency employees.

- Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.
- Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.
- Please note if the agency is currently in bargaining and its anticipated completion date.

Excepted service employees are not part of any collective bargaining unit.

13. Please list in chronological order, any **grievances filed by labor unions** against the agency or agency management in FY16, FY17, or FY18, to date, broken down by source.

- For each grievance, give a brief description of the matter as well as the current status.

- b. Include on the chronological list any earlier grievance that is still pending in any forum.
- c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
- d. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

DMGEO has not received any grievances filed by labor unions.

14. Please list in chronological order, any **additional employee grievances or complaints** that the agency received in FY17 and FY18, to date, broken down by source.
- a. For each, give a brief description of the matter as well as the current status.
 - b. Include on the chronological list any earlier grievance that is still pending in any forum.
 - c. Please describe the process utilized to respond to any complaints or grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - d. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution or outcome.

DMGEO has not received any employee grievances or complaints in FY17 or FY18.

15. Please describe the agency's procedures for investigating allegations of **sexual harassment** or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, and whether or not those allegations were resolved. Please describe the nature of such resolution.

No formal complaints were lodged in FY17 or FY18, to date. DMGEO follows the policy, guidance, and procedures outlined for District agencies per Mayor's Order 2017-313, dated December 18, 2017.

16. For any **boards or commissions** associated with your agency, please provide a chart listing the following for each:
- a. For each member:
 - 1. The member's name;
 - 2. Confirmation date;
 - 3. Term expiration date;
 - 4. List any previous terms served;
 - 5. Whether the member is a District resident or not; and
 - 6. Attendance at each meeting in FY17 and FY18, to date.
 - b. List any vacancies.
 - c. Describe the board's or commission's responsibilities and activities in FY17.
 - d. Attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared.

DMGEO does not have any boards or commissions.

17. Please list the **task forces and organizations** of which the agency is a member and any associated membership dues paid.

DMGEO does not have any affiliations with taskforces or organizations of which the agency is a member.

II. Budget and Expenditures

18. Budget

- a. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY17 and the first quarter of FY18. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
- b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY17 for each program and activity code.
- c. Attach the cost allocation plans for FY17 and FY18.
- d. In FY16 or FY17, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

See Attachment C; the agency does not receive federal funds directly.

19. Please provide a table listing all **intra-District transfers** for FY17 and FY18 (YTD), as well as anticipated transfers for the remainder of FY18.

- a. For each transfer, include the following details:
 - i. Buyer agency;
 - ii. Seller agency;
 - iii. The program and activity codes and names in the sending and receiving agencies' budgets;
 - iv. Funding source (i.e. local, federal, SPR);
 - v. Description of MOU services;
 - vi. Total MOU amount, including any modifications;
 - vii. Whether a letter of intent was executed for FY17 or FY18 and if so, on what date;
 - viii. The date of the submitted request from or to the other agency for the transfer;
 - ix. The dates of signatures on the relevant MOU; and
 - x. The date funds were transferred to the receiving agency.
- b. Attach copies of all intra-district transfer MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
- c. Please list any additional intra-district transfers planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.

The \$798,000 intra district transfer to DMPED for \$798,000 was for grant management and contracting and procurement support. The actual MOU is included as part of the Question 19 intra district transfer attachments.

20. Please provide a table listing every **reprogramming** of funds (i.e. local, federal and SPR) into and out of the agency for FY17 and FY18, to date, as well as anticipated inter-agency reprogrammings for the remainder of FY18. Please attach copies of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart. For each reprogramming, include:
- The reprogramming number;
 - The sending or receiving agency name;
 - The date;
 - The dollar amount;
 - The funding source (i.e. local, federal, SPR);
 - The program, activity, and CSG codes for the originating funds;
 - The program, activity, and CSG codes for the received funds; and
 - A detailed rationale for the reprogramming.

See Attachment E

21. Please list, in chronological order, every **reprogramming** *within* your agency during FY17 and FY18, to date, as well as any anticipated intra-agency reprogrammings. Please attach copies of any reprogramming documents. For each reprogramming, include:
- The date;
 - The dollar amount;
 - The funding source (i.e. local, federal, SPR);
 - The program, activity, and CSG codes for the originating funds;
 - The program, activity, and CSG codes for the received funds; and
 - A detailed rationale for the reprogramming.

FY 2017 Reprogramming							
Date	Funding	Program	From	Amount	TO	Amount	DESCRIPTION
June 12, 2017	Local 0100	2010	0011	195,000.00	0410	137,000.00	Procure Training PRGS
		2010	0020	10,000.00	0409	95,000.00	Procure Training PRGS
		3030	0020	27,000.00			
August 10, 2017	Local 0100	3030	0012	62,475.00	0410	75,000.00	Support Entrepreneurial Training
		3030	0014	12,525.00			
Dec 7, 2016	Local 0100	2010	CC Budge Office	150,000.00	0408	150,000.00	Budget Office
Total				457,000.00		457,000.00	
FY 2018 Reprogramming							
Nov 7, 2017	Local 0100	3030	0011	35,000.00	BO	35,000.00	BY Budget Office to UPO
Dec 5, 2018	Local 0100	2010	0011	100,000.00	0409	150,000.00	Adm, Support and Cont Services
		2010	0014	50,000.00			
Total				185,000.00		185,000.00	

22. For FY17 and FY18, to date, please identify any **special purpose revenue funds** maintained by, used by, or available for use by the agency. For each fund identified, provide:

- a. The revenue source name and fund code;
- b. A description of the program that generates the funds;
- c. The revenue funds generated annually by each source or program;
- d. Expenditures of funds, including the purpose of each expenditure; and
- e. The current fund balance (i.e. budget versus revenue)

DMGEO does not currently have special purpose revenue funds.

23. Please list all **memoranda of understanding** (“MOU”) and memoranda of agreement (“MOA”) entered into by your agency during FY17 and FY18, to date, as well as any MOU or MOA currently in force. (You do not need to repeat any intra-district MOUs that were covered in the question above on intra-district transfers.)

- a. For each MOU, indicate:
 - i. The parties to the MOU or MOA;
 - ii. Whether a letter of intent was signed in the previous fiscal year and if so, on what date;
 - iii. The date on which the MOU or MOA was entered;
 - iv. The actual or anticipated termination date;
 - v. The purpose; and
 - vi. The dollar amount.
- b. Attach copies of all MOUs or MOAs, other than those for overhead or logistical services, such as routine IT services or security.
- c. Please list any additional MOUs and MOAs planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.

See Attachment F

24. Part I. The committee would like to better understand the agency’s programmatic needs and the associated budgetary costs. Please submit copies of your **FY19 budget submission to the Mayor’s Office of Budget and Finance (OBF)**. In FY19, this includes:

- a. The Operating Budget Submission Memo;
- a. Attachment A, Vacancy List;
- b. Form 1 (Impact of Agency’s Marc);
- c. Form 2 (Enhancement Requests); and
- d. Attachment B, List of intra-districts.

Part II: In addition, please identify:

- a. Which of your agency’s MARC reductions and hypothetical 2% cuts (Form 1) were accepted or rejected (i.e. if the cut was rejected, the funds were not swept and if the cuts were accepted, the funds were swept) ; and
- b. Which of your agency’s enhancement requests (Form 2) were accepted (i.e. which enhancements were added to your agency’s FY19 budget).

Part III: For FY16 and FY17, please include each fiscal year’s information for #24 Part I and Part II. Please indicate if your agency is willingly omitting any information requests in Part I and Part II.

DMGEO works with the Mayor's Budget Office to develop our annual budget. The Mayor's annual budget submissions reflect those efforts. The Mayor's FY19 budget will be submitted to the Council on March 21, 2018.

25. Please list each **grant or sub-grant**, including multi-year grants, received by your agency in FY17 and FY18, to date. List the following:
- Source;
 - Purpose;
 - Timeframe;
 - Dollar amount received;
 - Amount expended;
 - How the grant is allocated if it is a multi-year grant; and
 - How many FTEs are dependent on each grant's funding, and if the grant is set to expire, what plans, if any, are in place to continue funding the FTEs.

DMGEO does not receive any grants.

26. Please describe every **grant** your agency is, or is considering, applying for in FY18.
- DMGEO is always looking for ways to identify outside funding to support our work in overlooked and underserved communities. To date, we do not have specific grants we are pursuing in FY18.*

27. Please list each **contract or procurement** leveraged in FY17 and FY18 (year-to-date) with a value amount of \$10,000.00 or more. "Leveraged" includes any contract, procurement, or lease used by DMGEO as a new procurement establishment (i.e. HCA, BPA, etc.), contract extension, and contract option year execution. This also include direct payments (if applicable). Please attach a table with the following information, where applicable, for each contract or procurement:

Part I

- Contractor/Vendor Name;
- Contract Number;
- Contract type (e.g. HCA, BPA, Sole Source, single/exempt from competition award, etc.);
- Description of contractual goods and/or services;
- Contract's outputs and deliverables;
- Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- Division and activity within DOES utilizing the goods and/or services;
- For any contract that is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula;
- Total contract or procurement planned expenditures/budget and actual expenditures in FY17;
- Total contract or procurement planned expenditures/budget in FY18;
- Period of performance (e.g. May 31 to April 30);
- Current year of contract (e.g. Base Year, Option Year 1, etc.);

Part II: For any contracts or procurements other than overhead or logistical services or goods, please attach:

- m. Copies of deliverables (e.g. reports, presentations);
- n. The oversight/monitoring plan for each contract;
- o. Monitoring documentation, including performance evaluations, cure notices, and/or corrective action plans.

See Attachment G

All DMGEO contracts follow the District's contract and procurement guidelines and follow a competitive process that is managed by the District's Office of Contracting and Procurement. Given the mission of the agency, OCP works to ensure vendors from ward 7 and 8 are given priority in contracting with DMGEO. All contract requirements and deliverables have been met. DMGEO contracts are for one fiscal year. We do not have option year contracts. Additionally, DMGEO works with OCP to monitor the performance of contracts/vendors.

28. Please list each **grant** awarded by your agency during FY17 and FY18 (year-to-date) for good and/or services provided by your agency. Please attach any documentation of monitoring, including any reports developed.

Please create a table with the following information, where applicable, for each grant:

Part I

- a. Grant/Program Title;
- b. Grant/Program Number;
- c. Division and activity within DOES utilizing the goods and/or services;
- d. Grantee Name;
- e. Description of goods and/or services;
- f. Grant's outputs and deliverables;
- g. For any grant that is performance-based, specify the basis of performance (i.e. the metrics) and describe the payment formula.
- h. Status of deliverables (e.g. whether each was met or not met, in-progress, etc.);
- i. Target population for each grant (e.g. unemployed adults, homeless youth, DOES staff, etc.);
- j. Sub-granting status (i.e. Did the Grantee sub any provision of goods and/or services with another vendor);
- k. Total grant award and expenditures in FY17;
- l. Total grant award in FY18;
- m. Period of performance (e.g. May 31 to April 30);
- n. Current year of grant award (e.g. Base Year, Option Year 1, etc.);

Part II: Please attach for each grant:

- o. Copies of deliverables (e.g. reports, presentations);
- p. Oversight/monitoring plan for each grant;

- q. Monitoring documentation, including any associated reports, performance evaluations, cure notices, and/or corrective action plans.
DMGEO did not award any grants in FY17 or FY18.

III. Agency performance, evaluation, and disputes

- 29. Please list all pending **lawsuits** that name the agency as a party.
 - a. Provide the case name, court, where claim was filed, case docket number, and a brief description of the case.
 - b. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation.
 - c. Please provide the extent of each claim, regardless of its likelihood of success.
 - d. For those identified, please include an explanation about the issues involved in each case.

DMGEO is not currently a party to any lawsuits

- 30. Please list all **settlements** entered into by the agency or by the District on behalf of the agency in FY17 or FY18, to date, including any covered by D.C. Code § 2-402(a)(3), which requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years. For each, provide
 - a. The parties' names;
 - b. The amount of the settlement; and
 - c. If related to litigation, the case name, court where claim was filed, case docket number, and a brief description of the case; or
 - d. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. Administrative complaint, etc.).

DMGEO has not entered into any settlements.

- 31. Please list in chronological order, all **administrative grievances or complaints** filed by parties outside the agency against the agency in FY17 or FY18, to date, broken down by source. Include on the chronological list any earlier grievance that is still pending in any judicial forum.
 - a. For each grievance or complaint, give a brief description of the matter as well as the current status.
 - b. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - c. For any complaints or grievances that were resolved in FY17 or FY18, to date, describe the resolution.

DMGEO has not received any administrative grievances or complaints filed by parties outside the agency in FY17 or FY18, to date.

32. Please list and describe any ongoing **investigations, audits, or reports** on the agency or any employee of the agency, or any that were completed during FY17 and FY18, to date. Please attach copies of any such document.

DMGEO does not have details regarding ongoing investigations, audits or reports.

33. Please specifically address the report issued by the Inspector General on the DMGEO office. Are there any outstanding items? Have any referrals been made to the Board of Ethics and Government Accountability? How have office policies changed since the publication of the report?

The Office of the Inspector General released a report on the DMGEO office on November 22, 2017. As indicated in the Mayor's letter included in the report, the Deputy Mayor has worked with the Executive Office of the Mayor to address the issue.

34. Please provide a copy of the agency's FY17 **performance accountability report**.

- a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY17 and which were not.
- b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
- c. For any objective not met or completed, please provide an explanation.

See Attachment H

35. Please provide a copy of your agency's FY18 **performance plan** as submitted to the Office of the City Administrator. Please discuss any changes to outcomes measurements in FY17 or FY18, including the outcomes to be measured, or changes to the targets or goals of outcomes; list each specifically and explain why it was dropped, added, or changed.

See Attachment I

36. Please provide the number of **FOIA requests** for FY17 and FY18, to date, that were submitted to your agency.

- a. Include the number granted, partially granted, denied, and pending.
- b. Provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
- c. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? Please provide a copy of that report as an attachment.

DMGEO FOIA requests are handled by the Mayor's General Counsel.

37. Please provide a list of all **studies, research papers, reports, and analyses** that the agency prepared or contracted for during FY17 and FY18, to date. Please attach a copy if the study, research paper, report, or analysis is complete. For each study, paper, report, or analysis, please include:

- a. The name;
- b. Status, including actual or expected completion date;
- c. Purpose;

- d. Author, whether the agency or an outside party;
- e. Reference to the relevant grant or contract (name or number) in your responses above; and
- f. Source of funding (program and activity codes) if not included in responses above.

See Attachment J

38. Please list all **reports or reporting** currently required of the agency in federal law, the District of Columbia Code, or Municipal Regulations. For each, include
- a. The statutory code or regulatory citation;
 - b. Brief description of the requirement;
 - c. Any report deadlines;
 - d. Most recent submission date; and
 - e. A description of whether the agency is in compliance with these requirements, and if not, why not.

DMGEO does not have reports currently required by federal law or DC Code.

39. Please provide a list of any additional **training or continuing education** opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained. What training deficiencies, if any, did the agency identify during FY17 and FY18, to date?

Two Senior DMGEO staff participated in the District's Executive Leadership Program at George Washington University. Additionally, all training available through DCHR is made available to staff, as well as opportunities that allow our staff to grow their knowledge base to support the work of DMGEO.

40. Please discuss **performance evaluations**.
- a. Does the agency conduct annual **performance evaluations** of all its employees?
 - b. Who conducts such evaluations?
 - c. What steps are taken to ensure that all agency employees are meeting individual job requirements?

Yes. Staff evaluations are conducted by direct supervisors and submitted to DCHR and/or MOTA as required.

41. Please list all **recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities** during FY16, FY17, or FY18, to date. Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.
- DMGEO has not received recommendations from the Office of the Inspector General, DC Auditor or federal or local oversight entities.*

IV. Agency Operations

42. How did the agency address its **top five priorities** in FY17? What are the agency's top five priorities in FY18? Please explain how the agency expects to address these priorities in FY18.

DMGEO is focused on developing a world class workforce system by training our residents for the jobs of today and tomorrow; growing and supporting our resident owned small businesses and revitalizing overlooked and underserved communities. Our focus in FY18 remains the same.

In FY17 DMGEO:

- *Worked with US Department of Labor to get the District's high risk status removed after 17 years of documented issues;*
- *We closed transformational economic development deals in ward 7 and 8 including the new Uber Green light Hub in Ward 7 and the first Starbucks East of the Anacostia in Ward 8 at the Maple View Flats Development;*
- *Supported more than 470 entrepreneurs, primarily from overlooked and underserved communities through project 500 and partnered with JP Morgan Chase to launch the Ascend 2020 Accelerator program with a \$1M investment in DC's small businesses;*
- *Launched innovative programs like ASPIRE to Entrepreneurship to train returning citizen entrepreneurs. To date 13 businesses have been launched with 39 employees and more than \$1M in contracts;*
- *Launched homebuyers clubs in Ward 7 and 8 as part of Financially Fit DC.*

In FY18 DMGEO will continue to focus on workforce development, small business development and, revitalizing overlooked and underserved communities through innovative programing, partnerships and engaging the broader community.

43. Please describe any **initiatives** that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

We recently conducted an overhaul of the DMGEO website, providing updates on programs, links to new resources like the Fair Shot: A Toolkit for African American Prosperity and the Ward 7 and 8 resource guides for residents. Additionally, we recently started a DMGEO newsletter to share more frequent programmatic updates with residents. In addition, please see the response to Question 44.

44. Please list each **new program** implemented by the agency during FY17 and FY18, to date. For each program, please provide:

- a. A description of the program;
- b. The funding required to implement to the program;
- c. The program and activity codes in the budget; and
- d. Any documented results of the program.

In FY18 DMGEO released, "A Fair Shot: A Toolkit for African American Prosperity" in an effort to connect African American residents with the resources and tools available within

DC government. The project was funded through DMGEO's non-personnel services contracting budget. The toolkit was released on February 1, 2018 and DMGEO hosted the "Fair Shot Job and Prosperity Fair" on February 24, 2018 and connected more than 1,000 residents with resources.

45. Please explain the impact on your agency of any **legislation** passed or regulations adopted at the federal level during FY17 and FY18, to date, which significantly affect agency operations.

DMGEO does not anticipate any federal legislation and/or regulations will impact our locally funded budget.

46. Please identify any **legislative requirements** that your agency lacks sufficient resources to properly implement. Please explain.

DMGEO does not lack sufficient resources to implement legislative requirements.

47. Please discuss any **legislation** your agency plans to submit to the Council in FY18 or FY19.

DMGEO works with the Mayor's Office of Policy and Legislative Affairs to develop legislation for submission to the DC Council.

48. Please identify any **statutory or regulatory impediments** to your agency's operations.

DMGEO does not have any statutory or regulatory impediments to agency operations.

49. Please list all **regulations** for which the agency is responsible for oversight or implementation.

a. For each regulation, please list the chapter and subject heading, and the date of the most recent revision.

b. Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

DMGEO provides oversight to the Department of Employment Services, the Workforce Investment Council, and the Department of Small and Local Business Development. While DMGEO does not have regulations, the agency monitors the performance and policy implementation of the aforementioned agencies.

50. Please attach copies of the required annual **small business enterprise (SBE) expenditure** reports for your agency for FY16 and FY17.

a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for FY17? Please provide a copy as an attachment.

See Attachment K

51. Please identify all **electronic databases** maintained by your agency, including the following:

- a. A detailed description of the information tracked or maintained within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether the public can be granted access to all or part of each system.

DMGEO maintains LCP tracker – software used to track certified contractor payroll. The system DMGEO uses is less than a year old. The public cannot access the system. In addition, the agency maintains a contact list used to communicate with residents and community leaders about DMGEO programming.

52. Please provide a detailed description of any **new technology** acquired or any upgrades to existing technology in FY17 and FY18, to date, or anticipated for the remainder of FY18.

- a. Include the cost, what it does, and the budget program and activity codes that fund it.
- b. Cross reference to any relevant contracts (name or number) in the responses above.
- c. Please explain if there have there been any issues with implementation.

Please see our response to Question 51.

V. Cluster coordination

53. Please discuss the Office's **oversight of agencies within its cluster**.

- a. For the agencies in the Office's purview, please list the specific performance metrics for FY17 and for FY18, outcomes for FY17, and outcomes to date for FY18.
- b. Based on those metrics, what is DMGEO's analysis of the operations, program performance, and spending accountability of each of the agencies under its purview?
- c. What steps has DMGEO taken to review and evaluate performance of the agencies within its purview in FY17 and FY18, to date?
- d. How often does DMGEO meet with agency heads or other senior leaders? What is the general nature of such discussion?
- e. Please discuss the specific steps DMGEO takes to review each of the following:
 1. Full compliance with all statutory requirements;
 2. Performance on all grants and contracts; and
 3. Appropriate use of funds.

DMGEO works with the City Administrator's Office of Performance Management to develop annual Performance plans for each of our agencies. The plans are monitored by both the DMGEO office and the Office of Performance Management quarterly. In addition, DMGEO regularly meets with all agency directors and receives regular written reports on agency performance and upcoming reporting deadlines/reports. As it relates to contracting, the District's Office of Contracts and Procurement works closely with the agency to ensure agency contracting deliverables are met. The DMGEO agencies under the

committee's purview supplied copies of their annual performance plan as well as their performance accountability reports as part of their responses to the committee's oversight questions.

54. Please specifically discuss the Office's role in managing **interaction between the WIC and DOES**.
- a. What role does DMGEO play in managing these agencies' interactions? What is the hierarchy of decision-making?
 - b. What factors determine which agency takes the lead on any particular workforce initiative?
 - c. What specific steps has DMGEO taken to instill proper checks and balances between these agencies, in the context that the interim Executive Director of the WIC was formerly the subordinate of the Director of DOES and conversely, that the director of DOES (subject to WIC oversight) was once the supervisor of the current WIC director?
 - d. How does DMGEO work to ensure the WIC can fully carry out its statutory responsibilities under both federal and District law in providing accountability for (1) WIOA spending by DOES, and (2) the performance of the American Job Centers?
 - e. Please specifically address DMGEO's role in the development and execution of the MOU(s) governing WIOA funding. Describe the process and timeline for determining the division of funds, content of the MOU(s), and execution (signature by all parties and transfer of funds).

DMGEO provides direction and strategic oversight to the agencies within the DMGEO cluster. Agency Directors manage their agency budget, human resources, and work with the Office of Contracts and Procurement to handle contracting and procurement, etc. DMGEO provides oversight and direction for agency decision-making. Additionally, funding, capacity, and the agency's role in the overarching workforce system determine which DMGEO agency will take the lead on implementing a workforce initiative. DMGEO works to ensure all proper checks and balances are in place between the WIC and DOES.

V. Workforce Development

55. Please discuss DMGEO's work in FY2017 and plans for FY18 to manage **interagency cooperation and share information** across District agencies related to workforce development. Please cover the following topics:

- a. Hiring of DC residents on government contracts and government-assisted projects.

DMGEO is working across government agencies to ensure we have the proper systems in place to ensure DC residents are hired on DC government contracts and government-assisted projects. This includes adhering to the First Source policy and using LCP tracker and other software to manage certified payroll on all government contracts and working with DOES, DMPED, and DSLBD to ensure our systems and communication channels are aligned.

- b. Hiring of DC residents in high-demand sectors.
DMGEO works with the WIC, DOES, and workforce system partners to identify in demand sectors as part of the Workforce Innovation and Opportunity Act Plan development and implementation process. We are focused on growing apprenticeships through apprenticeship DC, developing an In Demand Industry Council and connecting with training providers and leaders from in demand industries to ensure our training reflects the current needs of employers from these sectors.
- c. Coordinating workforce development, training, and adult education programs to provide employment to DC residents in high-demand sectors.
DMGEO works with the WIC, DOES, and workforce system partners to identify in demand sectors as part of the Workforce Innovation and Opportunity Act Plan development and implementation process. We are focused on growing apprenticeships through apprenticeship DC, developing an In Demand Industry Council and connecting with training providers and leaders from in demand industries to ensure our training reflects the current needs of employers from these sectors.
- d. WIOA implementation.
The District is taking a phased approach to WIOA implementation over a four-year period, prioritizing key decisions and activities described in the District's Unified State Plan and incorporating new federal guidance as it becomes available.
- e. The upcoming process to update the WIOA state plan.
The WIC is working with workforce partners to review and update the required elements for submission of the WIOA State plan update. DMGEO is working closely with the WIC to develop and implement a timeline that allows for feedback from both internal and external stakeholders and meets the requirements as outlined in WIOA.
- f. Streamlining workforce data collection, storage, and access across relevant agencies.
DMGEO and the WIC both work collaboratively with the Office of the City Administrator's Office of Performance Management to coordinate data collection across all workforce agencies and to develop and implement best practices in data collection and storage.
- g. Integrating intake assessment, screening, and referral processes across agencies, which was highlighted as a work in progress in the 2016 WIOA State Plan.
DMGEO and the WIC are working with our workforce partners to continue to evaluate the effectiveness of integrating intake assessment, screening and referrals across key workforce agencies. We have seen some success. For example, in October 2015, OSSE Adult and Family Education (AFE), and DOES implemented the DC Data Vault in the four American Job Center (AJC) locations,

moving from a paper based referral process to an electronic system. The DC Data Vault is now being used daily in AJCs As of January 1, 2018, almost 3,500 residents have been served by DOES AJC's and OSSE AFE Providers through the Data Vault with over 2,300 clients currently active in the Data Vault.

56. For any DMGEO-administered or -funded **program that provides workforce development services**, including entrepreneurship, please fill out the attached table, "Workforce Development Program Information and Results." Please fill out all of the shaded cells to describe the programs and their performance results for the 2017 program year. Include at a minimum the following programs, for which the Excel file has a separate worksheet set up for each.

- a. Aspire to Entrepreneurship
- b. Project 500

Does DMGEO operate or fund any other workforce development programs? If so, please create a new sheet (copy a blank table to a new sheet) and complete it for each program. *DMGEO does not directly operate or fund any workforce development programs. All workforce development programs are funded and operated by agencies within the DMGEO cluster including the Workforce Investment Council and the Department of Employment Services. DOES and DSLBD partner on the management of the ASPIRE to Entrepreneurship program with DSLBD serving as the lead agency in partnership with Project Empowerment at DOES. In addition, DMGEO partners with Georgetown University and Professor Melissa Bradley to manage the Project 500 Entrepreneurship Training program. Currently, Project 500 operates at no cost to the District. The program has been expanded to include the Ascend 2020 Accelerator with funding from JP Morgan. Georgetown serves as the lead technical assistance provider to businesses enrolled in Project 500.*

57. On the **Aspire to Entrepreneurship** Program, how does the Office measure success and using that metric, how would you describe the program's success in FY17 and FY18, to date?

ASPIRE to Entrepreneurship is an innovative program combining the work of two DMGEO agencies: the Department of Employment Services and the Department of Small and Local Business Development. To date, 25 individuals enrolled in the Aspire to Entrepreneurship program. Of those 25 enrollees, 13 have fully established businesses, and several more are working to launch their businesses. Additionally, Aspire participants have created 39 jobs. Aspire businesses include: catering services, cleaning services, event management and security, transportation companies, social media and marketing companies, accountancy and financial literacy consulting, CPR training, general contracting, green construction and rain gardens, cable installation, and janitorial services. Several of these companies have registered as CBEs. ASPIRE participants have won more than \$1million in contract awards. Our core metric for success is life stabilization. Additionally, we have not had any of the 25 individuals enrolled in the ASPIRE program recidivate

58. The Committee notes that as of January 8, 2018, which is 3 months after the start of the fiscal year, FY18 funding for the **Career Pathways Innovation Fund** had not been transferred from DOES to the WIC.
- a. Please specifically address DMGEO’s role in the development and execution of the MOU(s) governing this funding.
DMGEO oversees the MOU development and execution process, addressing any concerns raised by the Office of the Chief Financial Officer and/or legal counsel of each agency involved in the MOU process. The Deputy Mayor also provides a final signature to execute all MOUs.
 - b. Describe the process and timeline for developing the MOUs, content of the MOU(s), and execution (signature by all parties and transfer of funds).
DMGEO and the WIC work closely with partner agencies to craft MOUs for signature by respective agency heads. The parties negotiate language, deliverables, and other items specified in the MOU. Once the MOU language is drafted then the MOU is shared with the OCFO and our legal team to provide funding certification/attributes and legal sufficiency, the legal counsel at each agency must review each MOU before sign off. Once MOUs receive approval from OCFO and our legal team, and funds are identified, then the MOU can be signed off by agency partners and transferred to the agency identified in the MOU.
 - c. Please explain why there has been a significant delay and how these circumstances will be avoided in the future.
*The MOU is complete at this time, having been signed on January 30, 2018. There was no delay in executing the MOU. The initial MOU was revised to a three-party MOU between the WIC, OSSE, and DOES. MOUs routinely require extensive review and revision prior to finalization. The current MOU is for FY18 with no option year. *
59. At last year’s budget hearing, in May 2017, the Deputy Mayor committed to providing the committee by the end of that month with the 2015 Workforce CapStat, the 2017 update of the **CapStat**, and a new **VendorStat**.
- a. The committee has not received the latter two of these important materials. Please provide them.
 - b. In addition, please provide a full status update on each project including:
 - i. What steps have been taken to complete them,;
 - ii. Participating agencies;
*Department of Behavioral Health
Department of Disability Services
Department of Human Services
Department of Employment Services
Office of the State Superintendent of Education
University of the District of Columbia – Community College
Workforce Investment Council*

- iii. Planned information to be contained in each analysis;
The CapSTAT will provide information on workforce vendors as well as known participant outcomes.
- iv. The dates of interagency meetings; and
The initial CapStats were held on May 30, 2017 and September 18, 2017.
- v. The date that information will be publicly available.

The Office of the City Administrator held the second Workforce CapSTAT of the Bowser Administration on May 30, 2017. OCA held a follow-up meeting in September 2017 as a follow-up to the May 30, 2017 CapSTAT meeting. The recording of the CapSTAT is posted online and materials are provided in Attachment L.

60. Please attach copies of all FY2017 and FY18, to date, **correspondence with the Department of Labor (DOL)** concerning the performance of the District under federal programs such as WIOA, Unemployment Insurance, and any other program funded or overseen by DOL. Include all correspondence to DOL and from DOL.
- a. Please include all “quarterly letters” and any other correspondence (other than non-substantive emails).
 - b. Include any documentation demonstrating the end of the high-risk status.
 - c. Summarize any corrective actions taken.

DMGEO and DOES leadership met with USDOL Regional leadership to discuss USDOL’s documented challenges with the District’s workforce programs. Immediately following the meeting, DMGEO established a “turnaround team” at the Department of Employment Services led by Dr. Unique Morris Hughes. DMGEO leadership, Dr. Morris Hughes and then WIC Director Odie Donald II worked to build a team to focus on implementation of the District’s negotiated Corrective Action Plan with USDOL. Below are excerpts from the US Department of Labor’s September 2017 letter Mayor Muriel Bowser that summarizes corrective actions taken:

- *“In March 2016, the District created a created a CAP that identified 36 program strategies as well as developed a Fiscal Analysis Tool spreadsheet to address the requirements outline in the first three bullets above. As of July 21, 2017, ETA was able to confirm the District fully implemented all of the 36 identified strategies. Subsequently on August 1, 2017, ETA closed the CAP.*
- *The District procured a third party vendor to conduct a root cause analysis and incorporated findings provided by the vendor into the CAP that was resolved on August 1, 2017.*
- *The district and ETA held, at minimum, monthly calls to discuss the District’s progress in resolving the issues identified in ETA’s December 28, 2015 letter.*
- *The District had four consecutive quarters of improved enrollments and performance in the WIOA programs beginning in the quarter ending March 31, 2016.*
- *The District resolved all outstanding program findings that were identified in the December 28, 2015 letter and also resolved additional findings that were identified in the July 2016 monitoring review.*

See also Attachment M and Question 60 Attachment

61. Has the District **corresponded with any other federal agency** regarding workforce development, adult education, employment-related services for people with disabilities, or similar matters in FY17 or FY18 to date? If so, please explain the nature of the correspondence and attach all letters or reports to or from such federal agencies.
DMGEO cannot speak to the correspondence of other District agencies with federal agencies regarding workforce development.

62. Please discuss the process for hiring an **Executive Director for the WIC**. (Some questions referred to MOTA)

- a. Please explain why it took a year, from January 2017 to January 2018, to hire a permanent Executive Director.
- b. When was a job posting posted?
- c. Please attach a copy of the job posting.
- d. On what sites and through what means was the posting distributed?
- e. Who was the lead on hiring this position? DMGEO? MOTA?
- f. Please explain the roles and responsibilities of the WIC Executive Committee in this search.
- g. What role did the full WIC Board play in this search? Please be specific.
- h. Did the District hire a recruitment firm to manage this hiring process? If so, please provide their name and the date they were hired.
- i. How many applications were received?
- j. How many applications were deemed to have minimum qualifications?
- k. How many interviews were conducted?
- l. Please attach a copy of the resume of the announced director, Todd Lang.

In January 2017, the previous WIC Director took on a new opportunity as the Director of the Department of Employment Services and the Deputy Director was appointed as the Interim Executive Director. The hiring process was managed through the Mayor's Office of Talent and Appointments as they serve as the lead agency for recruitment of Executive and Excepted service appointments. Much like the full Board, the WIC Executive Committee served in an advisory capacity for the WIC Executive Director Search. The Executive Committee was given an opportunity to recommend candidates and they were given an opportunity to meet with the final candidate before final appointment by the Mayor. The WIC Board served as advisors for the Executive Director search. Specifically, the Board was provided an opportunity to participate in the process by recommending candidates for the Mayor to interview.

DMGEO does not maintain detailed information regarding the search timeline, applications received, website postings, etc...as the hiring for the position was managed by the Mayor's Office of Talent and Appointments.

See Attachment N

63. Please discuss the change in the **WIC Board Chair** in late 2017.

- a. Please provide information about what happened and why.
- b. Was any public announcement made as to this change? If not, why not?
- c. Was the rest of the WIC board informed of this change? If so, on what date? If not, why not?

After more than two years of service, the former WIC Board Chair resigned his post to focus his energy on running and expanding his business. The WIC Board was informed via email and the public was notified by a formal press release sent from the Mayor's Office.

64. Please outline DMGEO's work in FY2017 and plans for FY18 to fully utilize and maximize **federal workforce development funds**, including WIOA funds.

DMGEO does not receive workforce development funds.

65. At the November hearing on legislation to expand the **Career Pathways Taskforce**, the Deputy Mayor testified she would provide the committee with the following documents, which were required by the 2015 Career Pathways Taskforce strategic plan. If they are not available, please provide an explanation for why they have not been completed, as well as an update on their status.

- a. An "umbrella Adult Career Pathways system MOA that lists the partners, mission, goals, roles, and responsibilities for the career pathways system as a whole," with a target date of Dec. 2015;

The adult career pathways strategic plan framework reflects all the components that would go into the MOA such as engaging partners in regular meetings, mission, goals, roles and responsibilities for the career pathways system. The development of the Career Pathways Framework was in alignment with the Task Force recommendations and WIOA.

- b. A "map of services in the District to determine the capacity and availability of education and training programs relevant to adult career pathways," target date Feb. 2016;

The WIC developed a draft "map of services," that reflects the availability of education and training programs in the District relevant to adult career pathways.

- c. A "set of recommended participant outcomes and career pathways implementation measures that can be used as a basis for reporting and evaluation plans," target date April 2016.

The task force developed outcome and implementation measures that can be used as a basis for reporting and evaluation plans. The performance indicators and measures define the system as well as program and participant outcomes.