

**Office of Administrative Hearings
FY18-19 Performance Oversight Questions
Committee on Government Operations
Councilmember Brandon Todd (Ward 4), Chair**

I. Agency Organization

1. Please provide a current **organizational chart** for the agency, arranged by division and subdivision, as of Feb. 1, 2019.
 - a. Show for each division and subdivision:
 1. The names and titles of all senior personnel.
 2. The titles of all positions
 3. The number of vacant, frozen, and filled positions in each division or subdivision (A-active, R-frozen, or V-vacant);

Please see Attachment #1 (Organizational Chart).

- b. Please provide an explanation of the roles and responsibilities of each division and subdivision, specifying any changes to these since the agency's last report to the committee.

The agency is comprised of four programs/divisions – Trials, Appeals, and Judicial Management; Agency Management and Operational Support; Case Management and Judicial Support; and Judicial Assistance and Legal Counsel. The Trials, Appeals, and Judicial Management program implements the agency's pre-trial adjudication and mediation functions. The program is comprised of the agency's Administrative Law Judges, who are charged with ensuring and improving the quality, efficiency, and efficacy of justice management.

The Agency Management and Operational Support program provides the administrative and operational support tools required to achieve programmatic results. The budget, human resources, contracting and procurement, and information technology support functions comprise this program, which is staffed with the Chief Operating Officer, Administrative Officer, Human Resources Specialist, and IT Specialists.

The Case Management and Judicial Support program is charged with the efficient intake and distribution of cases; data entry; caseload reporting; maintenance of forms and documentation; and serves as the primary customer service interface. Program staff includes the Clerk of Court and staff that support the administrative functions of the Clerk's Office.

The Judicial Assistance and Legal Counsel program supports the Chief Administrative Law Judge's responsibility to ensure agency compliance with applicable case law, statutes, and rules by tracking relevant court cases and legislative and regulatory initiatives. This program supports the judicial function by

assisting the Administrative Law Judges with legal research, legal analysis, and drafting orders.

- c. Please provide a narrative explanation of any changes to the organizational chart made during FY18 or FY19, to date.

OAH provided for the following change to the organization chart.

- **Reclassify part-time Records Management Assistant position (0.25), CS-0303-06 to full-time Records Management Assistant position (1.00) due to increasing demand for a dedicated, full-time person to oversee the present system of storing, digitizing, and archiving case records.**

- d. Note on the chart the date of the information.

Please see Attachment #1 (Organizational Chart).

2. Please attach in Excel a current **chart of all positions at** the agency, as of February 1, 2019, with the following information for each position:
- a. Position number;
 - b. Position status (A-active, R-frozen, or V-vacant);
 - c. Job title;
 - d. Program and activity name and code as appear in the budget;
 - e. Office name, if different from activity code;
 - f. Employee's name, if the position is filled;
 - g. Grade level and step;
 - h. Salary;
 - i. Fringe benefits;
 - j. Type of appointment (e.g. career, excepted service, MSS);
 - k. Job status (i.e. continuing, term, or temporary);
 - l. Full-time, part-time, or WAE;
 - m. Seasonal or year-round;
 - n. Start date in the position (i.e. effective date); and
 - o. Start date in District government employment.

Please see the attached Excel file FS0 OAH FY18-19 Council Filings. The Schedule A can be found in the tab titled "I. Q2. Schedule A." See also Attachment #2.

3. Regarding **FTEs and vacancies**:
- a. Please provide, the total number of FTEs in the agency as of Feb. 1, 2019, the number of active (i.e. filled) FTEs, and the total number of vacant positions.
 - b. Please list each vacant position's position number and provide: (1) the date on which it became vacant and (2) the step or status of the hiring process for the position as of Feb. 1, 2019.

Please see the attached Excel file FS0 OAH FY18-19 Council Filings. The tab is titled “I. Q3. Vacancies.” See also Attachment #3.

4. What were/are the FY2017, FY2018, and FY2019 **fringe benefit rates** for the agency?

Fiscal Year	Fringe Benefits Rate
2017	19.4
2018	18.7
2019	18.9

5. Regarding **term and temp employees**:

a. For *each* term employee included in the schedule A and filled in FY2018 or FY2019, please provide a brief narrative to specify why the hire was done on a term or basis and not on a continuing basis.

Please see the attached Excel file FS0 OAH FY18-19 Council Filings. The tab is titled “I. Q.5 Term and Temp.” The narrative is found in Column S. See also Attachment #4.

b. For *each* term employee employed during FY2018 or FY2019 whose hire date is before FY2015, please explain why the employee is term and has not been converted to a permanent employee.

N/A

6. Please provide the following information on each **contract worker** who worked in your agency during FY2018 or FY2019:

a. Contract worker’s name (i.e., John Smith);

Rene Costales – PO593689
Matilde J. Farren – PO593671
Aimee R. Sullivan – PO593871
Patricia Triana – PO598321

b. Contracting company name;

Please see 6a.

c. Contract number;

Please see 6a.

d. Job title or position name;

Language Interpreter/Translator.

e. Organizational unit (division, subdivision, or activity) assigned to;

Language Interpreters/Translators support the Case Management and Judicial Support (Clerk’s Office) program is charged with the efficient intake and distribution of cases; data entry; caseload reporting; maintenance of forms and documentation; and serves as the primary customer service interface. Program staff includes the Clerk of Court and staff that support the functions of the Clerk’s Office. However, Language Interpreters/Translators are managed in the Agency Management and Operational Support program.

f. Hourly rate; and

\$400 per day

g. Name of project assigned to and type of work duties.

Court certified Spanish interpreters and translators assist many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act.

7. Please complete the following charts about the **residency of new hires** in FY18 and FY19, to date. Provide residency information as reported on the first day of work for each employee, unless it is not available. If not available, please explain when and where the residency information is obtained for these employees.

DC Residency of Employees Hired in FY 2018

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>	<i>Percent of total who are District residents</i>
Continuing	10	8	80%
Term	2	0	0%
Temporary	4	4	100%
WAE	0	n/a	0 %

DC Residency of Employees Hired in FY 2019 to date

<i>Position Type</i>	<i>Total Number</i>	<i>Number who are District Residents</i>	<i>Percent of total who are District residents</i>
Continuing	9	5	56%
Term	0	n/a	0%
Temporary	0	n/a	0%
WAE	0	n/a	0%

8. Please list each **employee detailed** to or from your agency during FY2018 or FY2019, to date. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the start date of the detail, and the employee's projected date of return.

Jessica Ramirez Pineyro was detailed to the DC Department of Forensic Sciences from March 5, 2018 to February 16, 2019 for personnel reasons.

9. Please complete the following chart about **travel** expenses, arranged by employee for FY2018 and FY2019.

Travel FY2018 and FY2019, to date

<i>Employee Name</i>	<i>Dates of travel</i>	<i>Place(s) travelled to</i>	<i>Total expenses (\$)</i>	<i>Explanation (airfare, meals, train ticket, subway fare)</i>	<i>Purpose of travel (e.g. conference name)</i>
Nicholas Cobbs	10/7/17 -10/11/17	New York, NY	\$2,142.00	Train fare, lodging, per diem and training registration fee	2017 NAALJ Annual Conference
Elizabeth Figueroa	10/7/17 -10/11/17	New York, NY	\$1,854.96	Bus fare, lodging, per diem, training registration fee and ground transportation	2017 NAALJ Annual Conference
Leslie Meek	1/24/18 -1/27/18	Miami, FL	\$1,583.93	Airfare, lodging, per diem, car rental, training registration fee, parking and ground transportation	The National Judicial College – Advances Bench Skills: Procedural Fairness
Vytas Vergeer	2/2/18 -2/24/18	San Francisco, CA	\$1,513.00	Airfare, lodging, per diem and training registration fee	2nd Annual Self Represented Litigation Network (SRLN) Conference
Maia Ellis	2/20/18 -2/24/18	San Francisco, CA	\$1,633.39	Airfare, lodging, per diem, training registration fee and ground transportation	2018 Self Represented Litigation Network Conference

Natalia Kalloo	4/29/18 -5/3/18	Las Vegas, NV	\$2,791.79	Airfare, lodging, per diem, training registration fee and ground transportation	COSO Internal Control Certificate
Nicholas Cobbs	6/10/18 -6/14/18	Wilmington, DE	\$2,920.21	Car mileage, lodging, per diem and training registration fee	The National Judicial College – Administrative Law: Advanced
Elizabeth Figueroa	6/18/18 -6/21/18	Annapolis, MD	\$1,410.78	Car mileage, lodging, per diem, training registration fee and parking	2018 NAUIAP Annual Conference
Christopher Costa	8/12/18 -8/24/18	Reno, NV	\$4236.12	Airfare, lodging, per diem, training registration fee and ground transportation	The National Judicial College – Administrative Law: Fair Hearings
Tannisha Bell	8/18/18 -8/24/18	Reno, NV	\$4,732.16	Airfare, lodging, per diem, training registration fee and ground transportation	The National Judicial College – Administrative Law: Fair Hearings
Elizabeth Figueroa	8/19/18 -8/22/18	Orlando, FL	\$1,225.91	Air fare, lodging, per diem, car rental, training registration fee and parking	2018 NAWCJ Workers’ Compensation Educational Conference
Nicholas Cobbs	10/14/18 - 10/18/18	St. Petersburg, FL	\$1,780.27	Airfare, lodging, per diem, training registration fee and ground transportation	2018 NAALJ Annual Conference
Elizabeth Figueroa	10/14/18 - 10/18/18	St. Petersburg, FL	\$1,832.14	Airfare, lodging, per diem, training registration fee and ground transportation	2018 NAALJ Annual Conference

Claudia Crichlow	10/28/18 -11/2/18	Santa Fe, NM	\$3,255.05	Airfare, lodging, per diem and training registration fee	The National Judicial College Conference – Mindfulness of Judges
Alexis Taylor	11/4/18 -11/9/18	Reno, NV	\$3,003.07	Airfare, lodging, per diem, training registration fee, laundry and ground transportation	The National Judicial College – Designing & Presenting Programs Effectively

The agency follows the approved OCFO Public Safety Justice Cluster Procedures for Travel and Related Expenses. See Attachment #5.

10. For FY2018 and FY2019, to date, please list for each **employee separated** from the agency, other than due to retirement:
- Employee name;
 - Job title;
 - Amount of separation pay, if relevant;
 - Number of weeks of pay, if relevant; and
 - The reason for the separation; specify it was due to resignation, probation, performance improvement, or discipline.

Employee Name	Job Title	Separation Pay	Weeks of Pay	Separation Reason
Jamarle Thomas	Paralegal Specialist	n/a	n/a	Resignation
Audrey Jenkins	Administrative Law Judge	n/a	n/a	Appointment not renewed
Kiyana Wainwright	Paralegal Specialist	n/a	n/a	Resignation
Henry Mullen	Legal Assistant	n/a	n/a	Terminated for disciplinary reasons
Beneddta Rhames	Legal Assistant	n/a	n/a	Terminated for disciplinary reasons
Tamerat Beyene	Legal Administrative Specialist	n/a	n/a	Transfer
Teju Ademisoje	Legal Assistant	n/a	n/a	Terminated during probationary period
Brenda Campos	Legal Assistant	n/a	n/a	Terminated for disciplinary reasons
April Garner	Management Liaison Specialist	n/a	n/a	Resignation
Vernetta Allen	Administrative Officer	n/a	n/a	Terminated during probationary period

Angela Fowlkes	Law Clerk	n/a	n/a	Transfer
Amber Sigler	Deputy Clerk of Court	n/a	n/a	Transfer
Natalia Kalloo	Chief Operating Officer	n/a	n/a	Resignation
Jessica Ramirez Pineyro	Paralegal Specialist	n/a	n/a	Transfer

11. Please provide the Committee with a list of each employee who received **bonuses or special award pay** granted in FY2018 and FY2019, to date, and identify:

- a. Name of the employee;
- b. The amount received; and
- c. The reason for the bonus or special pay.

In FY2019 and FY2019, there were no bonuses or special awards paid to employees.

12. Please complete the following table regarding **overtime**.

Program Name	Activity Name	# employees who worked OT		# of OT hours worked		Amount of overtime pay		Provide a narrative explanation of why overtime was required and explain any increase in overtime hours from FY17-18 of more than 10%
		FY17	FY18	FY17	FY18	FY17	FY18	
N/A								
Agency Total								

13. Please provide a list of employees and the number of **overtime hours** each employee worked in FY17, FY18, and FY19 as of Feb. 1, 2019.

None.

14. Please provide the name of each employee who has been placed on **administrative leave** in FY2018 and FY2019, to date. In addition, for each employee identified, please provide:

- a. Employee's job title;
- b. Position number;
- c. A brief description of the reason they were placed on leave;
- d. The start date of administrative leave;
- e. Actual or expected date of return;
- f. if they did not or will not return, whether it was at the employer's or the employee's option; and
- g. What portion, if any, of the leave period was paid.

Please see Attachment #6.

15. Please provide a list of each **collective bargaining agreement** (CBA) that is currently in effect for agency employees.
- a. Include the effective date of the CBA and its expiration date.
 - b. Include the bargaining unit (name and local number), divisions or offices in which covered employees work, and the number of employees covered by each CBA.

Clerk of Court Office

- a. **October 1, 2017 through September 30, 2021**
- b. **AFSCME Local 2776 – Clerk of Court’s Office - Number of employees covered: twenty-six (26) employees**

Administrative Law Judges

- a. **October 1, 2015 through September 30, 2019**
- b. **The Federation of Administrative Judges – D.C. (FALJ – DC) – Number of employees covered: thirty-four (34) employees**

Office of General Counsel

- a. **October 1, 2017 through September 30, 2020**
- b. **AFGE Lo. 1403 – Number of employees covered: three (3) employees**

16. Please list in chronological order any **grievances filed by labor unions** against the agency or any member of agency management in FY18 or FY19, to date, broken down by source. Include on the chronological list any earlier grievance that is still pending in any forum. For each grievance:

- a. Provide the union name and local number, a brief description of the matter, and the current status.
- b. Describe the response to each complaint or grievance and any change to agency policies or procedures as a result.
- c. For any complaint or grievance that was resolved in FY18 or FY19, to date, describe the resolution or outcome.

No grievances were filed against OAH by a labor union in FY18 or FY19. There are currently two unresolved complaints pending against OAH that were filed by the Federation of Administrative Law Judges – D.C., International Federation of Professional and Technical Engineers (“FALJ”), the labor union representing OAH Administrative Law Judges. The status of these two complaints is as follows:

- On July 7, 2017, FALJ filed a complaint (No. 17-U-31) with the Public Employee Relations Board (“PERB”) alleging OAH committed an Unfair Labor Practice by interfering with, restraining and coercing an employee’s right to assist a labor organization, in violation of D.C. Code § 1-617.04(a)(1), and for discriminating with regard to the tenure, term and condition of employment to discourage membership in a labor organization, in violation of D.C. Code § 1-617.04(a)(3). OAH filed a timely Answer denying these allegations on July 26, 2017. The parties appeared before the Honorable Bruce Rosenstein for a hearing on July 17 through July 19, 2018 and he issued a Report and Recommendation on September 28, 2018. FALJ filed exceptions to Judge Rosenstein’s recommendation with the full PERB on October 12, 2018. To date, a decision has not been received and no changes to OAH policies have been effectuated.
- On February 23, 2018, FALJ filed a complaint (No. 18-U-22) with PERB alleging OAH committed an Unfair Labor Practice by interfering with, restraining and coercing an employee’s right to assist a labor organization, in violation of D.C. Code § 1-617.04(a)(1), and for discriminating in regard to the tenure, term and condition of employment to discourage membership in a labor organization, in violation of D.C. Code § 1-617.04(a)(3). OAH filed a timely Answer denying these allegations on March 19, 2018. The matter was tentatively stayed by an agreement of the parties pending the resolution of FALJ’s July 7, 2017 complaint. To date, no changes to OAH policies have been effectuated.

17. Please list in chronological order, any **additional employee grievances or complaints** that the agency received in FY18 and FY19, to date, broken down by source (i.e., complainant). Include on the chronological list any earlier grievance that is still pending in any forum. For each grievance or complaint:
- a. Provide a brief description of the matter and the current status.
 - b. Describe the response to the complaint or grievance and any changes to agency policies or procedures as a result.
 - c. For any complaint or grievance that was resolved in FY18 or FY19, to date, describe the resolution or outcome.

No grievances were filed against OAH by any of its employees in FY18 or FY19. The following employee complaints were received and/or resolved:

- On November 3, 2017, an OAH employee submitted a written complaint to his supervisors regarding the alleged conduct of another employee. A second complaint was filed by the same OAH employee against the same co-worker on November 29, 2017. These complaints were investigated and resolved internally by the OAH Office of the General Counsel.
- On November 6, 2017, an OAH employee submitted a written complaint to her supervisors regarding the alleged conduct of another employee. A

second complaint was filed by the same OAH employee against the same co-worker on November 29, 2017. These complaints were investigated and resolved internally by the OAH Office of the General Counsel.

- On November 9, 2017, an OAH employee filed an informal EEO complaint alleging retaliation and discrimination on the basis of sex. The handling EEO Investigator/Counselor was unable to resolve the employee's claim and an exit letter was issued to the employee on December 6, 2017. To date, the employee has not taken any further action.
- On November 14, 2017, an OAH employee submitted a written complaint to her supervisors regarding the alleged conduct of another employee. This complaint was investigated and resolved internally by the OAH Office of the General Counsel.
- On December 7, 2017, an OAH employee filed a Charge of Discrimination with the D.C. Office of Human Rights and the Equal Employment Opportunity Commission ("EEOC") (Charge No.: 570-2018-00572) alleging retaliation and discrimination on the basis of sex. OAH filed its response denying the allegations on January 17, 2018. The claim was dismissed with no adverse finding against OAH.
- On December 13, 2017, an OAH employee submitted a written complaint alleging unfair treatment by her supervisor. This complaint was received and resolved internally by the OAH Office of the General Counsel.
- Following an incident on December 14, 2017, several OAH employees submitted written statements complaining about the behavior of a co-worker. These complaints were investigated and resolved internally by the OAH Office of the General Counsel.
- On December 15, 2017, an OAH employee filed an EEO intake questionnaire with the D.C. Office of Human Rights alleging discrimination on the basis of a disability. To date, the employee has not taken any further action.
- In January of 2019, an OAH employee complained about the bullying behavior of her co-workers. This complaint was investigated and resolved internally by the OAH Office of the General Counsel.

18. Sexual harassment

a. In FY18 and FY19, to date, how has the agency complied with Mayor's Order 2017-313 section V regarding sexual harassment?

1. Disseminated the Mayor's December 18, 2017 letter and Mayor's Order 2017-313;
2. Designated a Sexual Harassment Office (SHO) and submitted the SHO's name to the Office of Human Rights;
3. Displayed, in noticeable and conspicuous locations, notices identifying the agency's designated SHO and setting forth the District's policy prohibiting sexual harassment;
4. Ensured that employees have taken an online course on sexual harassment

b. Please identify the employee appointed as the agency Sexual Harassment Officer by name and position title.

OAH's SHO is Assistant General Counsel Maia Ellis. Additionally, the agency has appointed Administrative Law Judge Arabella Teal as the backup SHO.

c. How many alleged incidents were reported to the Sexual Harassment Officer per year in FY18 and FY19, to date?

No incidents were reported to the SHO in either FY18 or FY19, to date.

II. Budget and Expenditures

19. 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 fiscal years 2017, 2018, and the first quarter of 2019. 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).

See Please find attached the budgets for FY17, and FY18 in the Excel file titled FS0 OAH FY18-19 Council Filings. The tab is titled "II. Q19a. Budget". See also Attachment #7. (See 19B for FY18 and FY19 Answers)

b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2018 and 2019 for each program and activity code.

See Attached Excel file titled FS0 OAH FY18-19 Council Filings. The tabs are "II. Q19b. FY18 Budget" and "II. Q19b. FY19 Budget." See also Attachment #8.

- c. In FY2018 or FY2019, 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.

None.

20. Please provide the following information for all **intra-District memoranda of understanding (MOUs)** for FY2018 and FY2019 to date, *including anticipated MOUs or MOAs* for the remainder of FY2019.

- a. *Attach copies* of all intra-district MOUs, omitting any routine overhead or logistical expenses such as IT services, security, or mail.
- b. For each MOU, including anticipated MOUs, provide a table with the following details:
- i. Buyer agency name
 - ii. Seller agency name
 - iii. Program and activity codes and names in the seller agency's budget
 - iv. Program and activity codes and names in the buyer agency's budget
 - v. Original funding source (i.e. local, federal, SPR)
 - vi. Service period
 - vii. Description of MOU services, including name of project or initiative
 - viii. Total MOU amount, including any modifications
 - ix. Whether a letter of intent was executed for FY2018 or FY2019 and if so, on what date; and
 - x. The date funds were transferred to the receiving agency.

See Attached Excel file titled FS0 OAH FY18-19 Council Filings. The tabs are titled "II. Q20b. FY18" and "II. Q20b. FY19." See also Attachment #9.

See Attachment #10 for FY18 MOUs.

See Attachment #11 for FY19 MOUs.

21. Please provide the following information for all **intra-District memoranda of agreement (MOAs)** for FY2018 and FY2019 to date, *including anticipated MOAs* for the remainder of FY2019.

- a. *Attach copies* of all intra-district MOAs, other than those for overhead or logistical services, such as routine IT services or security.
- b. For each MOU, including anticipated MOUs, provide a table with the following details:
- xi. Names of agencies party to the MOA
 - xii. Service period
 - xiii. Description of MOA services or purpose, including name of project or initiative

See Question 20.

22. Please provide the following information for each **reprogramming** of funds into and out of the agency for FY2018 and FY2019, to date, *including anticipated inter-agency reprogrammings* for the remainder of FY2019.
- a. Please *attach copies* of the reprogramming documents, including the Agency Fiscal Officer's request memo and the attached reprogramming chart.

See Attachment #12.

- b. For each reprogramming, including anticipated reprogrammings, provide a chart with the following information:
 1. The sending agency name;
 2. The receiving agency name;
 3. The date (actual or expected);
 4. The dollar amount (actual or expected);
 5. The originating funding source (i.e. local, federal, SPR);
 6. The program, activity, and CSG codes for the originating funds;
 7. The program, activity, and CSG codes for the received funds; and
 8. A detailed rationale for the reprogramming.

See Attached Excel file titled FS0 OAH FY18-19 Council Filings. The tabs are titled "II. Q22b. FY18 Reprogramming" and "II. Q22b. FY19 Reprogramming." See also Attachment #13.

23. Please list, in chronological order, every **reprogramming** *within* your agency during FY2018 and FY2019, to date, as well as any anticipated intra-agency reprogrammings.
- a. Please *attach copies* of any reprogramming documents.

See Attachment #14.

- b. For each reprogramming, including anticipated reprogrammings, provide a chart with the following information:
 1. The date (actual or expected);
 2. The dollar amount (actual or expected);
 3. The funding source (i.e. local, federal, SPR);
 4. The program, activity, and CSG codes for the originating funds;
 5. The program, activity, and CSG codes for the received funds; and
 6. A detailed rationale for the reprogramming.

See Attached Excel file titled FS0 OAH FY18-19 Council Filings. The tabs are titled "II. Q23b. FY18 OAH Reprogramming" and "II. Q23b. FY19 OAH Reprogramming." See also Attachment #15.

24. For FY18 and FY19, 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. An itemized list of each expenditure showing the recipient (if an outside vendor) and specific purpose; and
 - e. The fund balance at the end of FY18, the current fund balance as of Feb. 1, 2019, and the expected balance at the end of FY19.

None

25. Please list all **capital projects** in the financial plan and provide an update on all capital projects under the agency's purview, including projects that are managed or overseen by another agency or entity.
- a. Please provide for each project begun, in progress, or concluded in FY2017, FY2018, and FY2019, to date all of the following information:
 1. A description of the project
 2. The amount budgeted
 3. Actual dollars spent
 4. Any remaining balances
 5. Start date
 6. Actual or expected completion date
 7. Current status of the project
 8. Note if the project is experiencing delays or requires additional funding
 9. Describe whether the capital project had or will have an impact on the operating budget of the agency; if so, please provide an accounting of such impact, including any dollar amount or number of FTEs needed.
 - b. Provide a status report, including description and estimated budget amount for any new (not yet started) capital projects planned for FY2019, FY2020, FY2021, FY2022, or FY2023.

None.

26. Please attach all **budget enhancement requests** submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for previous fiscal years of FY2016 and FY2017.

See Attachment #16.

27. Please list each **grant or sub-grant**, including multi-year grants and federal grants, received by your agency in FY2018 and FY2019, to date. List the following:
- a. Source;
 - b. Purpose;
 - c. Time period covered by the grant;
 - d. Dollar amount received;

- e. Amount expended;
- f. How the grant funds are allocated if it is a multi-year grant; and
- g. 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.

See Attached Excel file titled FS0 OAH FY18-19 Council Filings. The tab is titled "II. Q27. FY18-19 Fed Grants." See also Attachment #17.

28. Please list each **contract, procurement, and lease** leveraged in FY2018 and FY2019 as of Feb. 1, 2019, with a value amount of \$10,000 or more. "Leveraged" includes any contract, procurement, or lease used by the agency as a new procurement, contract extension, or contract option year execution. This also includes direct payments, if applicable.

- a. For each contract, procurement, or lease leveraged, please attach a table *in Excel* with all of the following information. Each item below is a column title for the spreadsheet:
 - a. Contract Number;
 - b. Contractor/Vendor Name;
 - c. Contract administrator name and job title;
 - d. Contracting Officer name;
 - e. Solicitation method (e.g., competitive bid via GSA or DCSS, sole source, task order against other agency's contract);
 - f. Contract type (e.g., HCA, BPA, Sole Source, single/exempt from competition award, etc.);
 - g. Specific description of contractual goods and/or services;
 - h. Names of any subcontractors;
 - i. State whether contract is performance-based and list the specific metrics used to determine payment;
 - j. List contract's required deliverables and the current status of each deliverable (e.g. whether each deliverable was delivered, in progress, not delivered in part, not delivered in full by the deadline);
 - k. State Yes or No, as to whether contract fully met all requirements;
 - l. Period of performance;
 - m. Current year of contract (e.g. Base Year, Option Year 1, etc.);
 - n. Division, activity, Index, and PCA codes within agency's budget;
 - o. Funding source (e.g. federal, local, SPR);
 - p. Maximum or total contract or procurement value in FY2018, per contract, and for Human Care Agreements, aggregated by vendor for all task orders under each HCA;
 - q. Actual expenditures in FY2018 for each contract;
 - r. Maximum or total contract or procurement value in FY2019, and for Human Care Agreements, aggregated by vendor; and
 - s. Actual expenditures in FY2019 for each contract, to date.

See Attached Excel file titled FS0 OAH FY18-19 Council Filings. The tabs are titled "II. Q28. FY18" and "II. Q28. FY19." See also Attachment #18.

29. Were any complaints filed with the **Contract Appeals Board** in FY2018 or 2019 to date, against or involving your agency or any employee of the agency? If so, please state the following:

- a. Case number
- b. Name of complainant
- c. Date of complaint
- d. Description of complaint
- e. Status of complaint

OAH is not aware of any complains that have been filed against the agency with the Contract Appeals Board in FY18 or FY19.

30. Please create a table in Excel with the following information on each **grant** awarded by your agency during FY2017, FY2018, and FY2019 (year-to-date).

a. For each grant, please create a table in Excel and include the following information. Each item below is the title of a column in the spreadsheet:

1. Grant/Program Title;
2. Grant/Program Number;
3. Program Manager or grant administrator name and job title;
4. Solicitation method (e.g. competitive RFA or sole source);
5. Grantee Names;
6. Names of all applicants;
7. Description of goods and/or services;
8. State whether grant is performance-based and list the specific metrics used to determine payment;
9. Names of any sub-grantees;
10. Period of performance (e.g. May 31 to April 30);
11. Current year of grant (e.g. Base Year, Option Year 1, etc.);
12. Division, activity, Index, and PCA codes within agency's budget;
13. Funding source (e.g. federal, local, SPR);
14. For each grantee under each grant, the maximum or total grant amount in FY2018;
15. For each grantee, actual expenditures in FY2018;
16. For each grantee, maximum or total grant amount in FY2019; and
17. For each grantee, actual expenditures in FY2019.

None.

31. Regarding **purchase cards and credit cards**:

a. How many agency employees are authorized to use purchase or credit cards?

Four agency employees are authorized to use purchase or credit cards.

b. Please complete the following table with information on all credit card, p-card, or purchase card purchases and expenditures for FY2018 and 2019, to date.

Alternatively, you may attach monthly statements with this same information; however, please name the ultimate vendor and specific purpose of the purchase for any transaction with an indirect payment service like PayPal.

Credit and purchase card expenditures, FY2018 and FY2019

<i>Employee name</i>	<i>Date of purchase</i>	<i>Vendor name (do not list "PayPal;" name the ultimate vendor)</i>	<i>Dollar amount</i>	<i>Purpose of expenditure</i>
Kaloo, Natalia	10/5/2017	Pitney Bowes	\$977.44	Office Support
Kaloo, Natalia	10/6/2017	Advanced Kiosks	\$1,000.00	Office Support
Steele, Shauntinique	10/6/2017	The National Association	\$75.00	Training
Steele, Shauntinique	10/6/2017	Acroprint Time Recorders	\$955.65	Office Supplies
Steele, Shauntinique	10/7/2017	Comcast	\$14.22	Office Support
Steele, Shauntinique	10/10/2017	Amazon Marketplace	\$25.56	Office Supplies
Steele, Shauntinique	10/10/2017	Amazon Marketplace	\$24.95	Office Supplies
Steele, Shauntinique	10/11/2017	Spectrum Management	\$171.61	Office Maintenance
Kaloo, Natalia	10/16/2017	Multicultural Community Services	\$1,255.29	Office Support
Kaloo, Natalia	10/16/2017	Multicultural Community Services	\$990.00	Interpreter Services
Kaloo, Natalia	10/17/2017	Pitney Bowes	\$222.00	Office Support
Kaloo, Natalia	10/17/2017	Neal R. Gross & Co.	\$2,500.00	Office Support
Kaloo, Natalia	10/17/2017	LTI Language Test	\$70.00	Professional Services
Kaloo, Natalia	10/23/2017	National Judicial College	\$428.00	Training
Steele, Shauntinique	10/27/2017	American Association Notaries	\$69.90	Office Support

Steele, Shauntinique	11/4/2017	Varidesk	\$550.00	Office Furniture
Steele, Shauntinique	11/7/2017	Comcast	\$14.22	Office Support
Steele, Shauntinique	11/7/2017	Easykeyscom Inc.	\$10.00	Office Supplies
Steele, Shauntinique	11/8/2017	Ready Refresh by Nestle	\$287.55	Office Supplies
Steele, Shauntinique	11/20/2017	Neal R. Gross & Co.	\$1,231.70	Office Support
Steele, Shauntinique	11/27/2017	VH Sign Company	\$14.50	Office Supplies
Kaloo, Natalia	11/28/2017	Intuit Payment	\$350.00	Office Support
Kaloo, Natalia	11/28/2017	Metro Fare Autoload	\$50.00	Travel
Steele, Shauntinique	12/1/2017	Metro Fare Autoload	\$30.00	Travel
Steele, Shauntinique	12/1/2017	Metro Fare Autoload	\$30.00	Travel
Steele, Shauntinique	12/1/2017	Metro Fare Autoload	\$30.00	Travel
Kaloo, Natalia	12/2/2017	Wasp Barcode	\$2,366.40	Office Support
Steele, Shauntinique	12/5/2017	Metro Fare Autoload	\$50.00	Travel
Steele, Shauntinique	12/12/2017	Multicultural Community Services	\$460.00	Office Support
Steele, Shauntinique	12/12/2017	Multicultural Community Services	\$1,150.00	Office Support
Steele, Shauntinique	12/12/2017	Multicultural Community Services	\$65.00	Office Support
Steele, Shauntinique	12/14/2017	Flash Delivery Service	\$15.50	Office Support
Steele, Shauntinique	12/18/2017	Flash Delivery Service	\$20.53	Office Support
Kaloo, Natalia	12/19/2017	Intuit Payment	\$350.00	Office Support
Steele, Shauntinique	12/20/2017	Flash Delivery Service	\$40.28	Office Support
Steele, Shauntinique	12/20/2017	Flash Delivery Service	\$15.50	Office Support

Steele, Shauntinique	12/20/2017	Flash Delivery Service	\$15.50	Office Support
Steele, Shauntinique	12/20/2017	Flash Delivery Service	\$15.50	Office Support
Steele, Shauntinique	12/20/2017	Flash Delivery Service	\$15.50	Office Support
Steele, Shauntinique	12/20/2017	Flash Delivery Service	\$15.50	Office Support
Steele, Shauntinique	12/20/2017	Flash Delivery Service	\$15.50	Office Support
Steele, Shauntinique	12/21/2017	Legal Aid Association	\$158.50	Training
Steele, Shauntinique	12/21/2017	Virgin America Airlines	\$336.40	Travel
Steele, Shauntinique	12/21/2017	Flash Delivery Service	\$20.53	Office Support
Steele, Shauntinique	12/22/2017	Varidesk	\$550.00	Office Furniture
Steele, Shauntinique	12/22/2017	Flash Delivery Service	\$20.53	Office Support
Steele, Shauntinique	1/10/2018	Southwest Airlines	\$15.00	Travel
Steele, Shauntinique	1/10/2018	Southwest Airlines	\$15.00	Travel
Steele, Shauntinique	1/10/2018	Southwest Airlines	\$151.96	Travel
Steele, Shauntinique	1/11/2018	DC Bar	\$89.00	Training
Steele, Shauntinique	1/12/2018	Amazon	\$1,710.93	Office Supplies
Steele, Shauntinique	1/12/2018	Metro Fare Autoload	\$40.00	Travel
Steele, Shauntinique	1/16/2018	Virgin America Airlines	\$170.20	Travel
Steele, Shauntinique	1/17/2018	Priceline	\$30.00	Travel
Kaloo, Natalia	1/18/2018	Association of Government	\$65.00	
Kaloo, Natalia	11/18/2018	Advanced Kiosks	\$2,250.00	Office Support
Steele, Shauntinique	1/18/2018	Villa Florence	\$713.40	Lodging
Steele, Shauntinique	1/18/2018	Flash Delivery Service	\$24.44	Office Support
Steele, Shauntinique	1/19/2018	Varidesk	\$550.00	Office Furniture

Steele, Shauntinique	1/19/2018	Flash Delivery Service	\$15.50	Office Support
Steele, Shauntinique	1/20/2018	Ready Refresh by Nestle	\$239.55	Office Supplies
Kaloo, Natalia	1/24/2018	National Judicial College	\$339.00	Training
Steele, Shauntinique	1/24/2018	Mondrian South Beach	\$453.72	Lodging
Steele, Shauntinique	2/9/2018	Ready Refresh by Nestle	\$317.55	Office Supplies
Steele, Shauntinique	2/13/2018	Walmart	\$52.72	Office Supplies
Steele, Shauntinique	2/14/2018	Comcast	\$85.03	Office Support
Steele, Shauntinique	2/14/2018	Easykeyscom Inc.	\$18.88	Office Supplies
Steele, Shauntinique	2/22/2018	US Tax Court	\$97.50	Printing
Steele, Shauntinique	2/27/2018	Hunt Reporting Company	\$883.03	Office Support
Steele, Shauntinique	2/28/2018	The Printer	\$20.70	Office Supplies
Kaloo, Natalia	3/2/2018	Vistaprint	\$41.71	Office Supplies
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	Multicultural Community Services	\$840.00	Office Support
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage
Steele, Shauntinique	3/5/2018	FedEx	\$12.13	Postage

Steele, Shauntinique	3/7/2018	Comcast	\$14.25	Office Support
Steele, Shauntinique	3/15/2018	Acroprint Time Recorders	\$1,209.70	Office Supplies
Steele, Shauntinique	3/17/2018	Amazon Marketplace	\$40.74	Office Supplies
Steele, Shauntinique	3/21/2018	Amazon Marketplace	\$2,999.95	Office Supplies
Steele, Shauntinique	3/20/2018	VH Sign Company	\$52.00	Office Supplies
Steele, Shauntinique	3/28/2018	GU Law Library	\$48.00	Office Resources
Kaloo, Natalia	3/29/2018	Ballys Hotel	\$100.91	Lodging
Kaloo, Natalia	3/30/2018	Spectrum Management	\$701.28	Office Maintenance
Kaloo, Natalia	4/4/2018	The Institute of International Auditors	\$160.00	Professional Services
Handy, Paul	4/4/2018	The Institute of International Auditors	\$1799.00	Professional Services
Kaloo, Natalia	4/3/2018	Spirit Airlines	\$118.19	Travel
Kaloo, Natalia	4/3/2018	Spirit Airlines	\$123.98	Travel
Steele, Shauntinique	4/10/2018	Capitol Marketing Products	\$45.75	Office Supplies
Steele, Shauntinique	4/11/2018	Dell	\$199.95	Office Supplies
Steele, Shauntinique	4/11/2018	Dell	\$1175.94	Office Supplies
Steele, Shauntinique	4/11/2018	Ready Refresh by Nestle	\$263.55	Office Supplies
Kaloo, Natalia	4/11/2018	DS Services	\$51.16	Retail
Steele, Shauntinique	4/10/2018	Delta	\$481.39	Travel
Steele, Shauntinique	4/11/2018	VH Sign Co	\$39.50	Office Supplies
Steele, Shauntinique	4/15/2018	Pitney Bowes	\$1172.67	Postage
Kaloo, Natalia	4/18/2018	Spectrum Mgmt.	\$373.20	Office Maintenance
Steele, Shauntinique	4/20/2018	Varidesk	\$450.00	Office Furniture
Steele, Shauntinique	4/26/2018	Pitney Bowes	\$63.72	Postage
Kaloo, Natalia	4/29/2018	Spirit Airline	\$64.00	Travel

Kaloo, Natalia	4/29/2018	Spirit Airline	\$30.00	Travel
Steele, Shauntinique	4/27/2018	VH Sign Co	\$14.50	Office Supplies
Kaloo, Natalia	5/3/2018	Ballys Hotel	\$319.70	Travel
Kaloo, Natalia	5/12/2018	Uber	\$10.53	Travel
Kaloo, Natalia	5/12/2018	Uber	\$10.36	Travel
Steele, Shauntinique	5/16/2018	Ready Refresh by Nestle	\$281.55	Office Supplies
Steele, Shauntinique	5/16/2018	Easy Keys	\$17.76	Office Supplies
Kaloo, Natalia	5/21/2018	Spectrum Mgmt.	\$660.00	Office Maintenance
Steele, Shauntinique	5/22/2018	Amazon	\$24.66	Office Supplies
Kaloo, Natalia	5/23/2018	New Horizons	\$1,102.50	Education
Steele, Shauntinique	5/25/2018	The Printer	\$360.00	Office Supplies
Kaloo, Natalia	6/1/2018	PMI Project Mgmt. Institute	\$104.95	Education
Steele, Shauntinique	6/4/2018	National Judicial College	\$1798.00	Training
Steele, Shauntinique	6/5/2018	Gospel Spreading Bookstore	\$479.80	Uniforms
Steele, Shauntinique	6/8/2018	Comcast	\$22.75	Office Telecom
Steele, Shauntinique	6/11/2018	The National Association of Judges	\$75.00	Training
Steele, Shauntinique	6/13/2018	Easy Keys	\$10.00	Office Supplies
Kaloo, Natalia	6/14/2018	WASP Barcode	\$1181.17	Office Support
Steele, Shauntinique	6/14/2018	Doubletree	\$751.68	Lodging
Steele, Shauntinique	6/15/2018	NAIUIAP	\$495.00	Training
Kaloo, Natalia	6/15/2018	Amazon	\$15.98	Education
Kaloo, Natalia	6/18/2018	WMATA	\$50.00	Travel
Steele, Shauntinique	6/21/2018	Palmetto Hospitality	\$582.58	Lodging
Steele, Shauntinique	6/22/2018	VH Sign Co	\$143.50	Office Supplies

Steele, Shauntinique	6/30/2018	Varidesk	\$790.00	Office Furniture
Kaloo, Natalia	7/9/2018	Cross Cultural Community	\$675.00	
Kaloo, Natalia	7/11/2018	Amazon Marketplace	\$343.96	Retail
Allen, Vernetta	7/15/2018	La Quinta Inn	\$305.58	Lodging
Steele, Shauntinique	7/12/2018	VH Sign Co	\$39.50	Office Supplies
Steele, Shauntinique	7/17/2018	Ready Refresh by Nestle	\$179.55	Office Supplies
Kaloo, Natalia	7/18/2018	Zendesk, Inc.	\$1440.00	Office Support
Steele, Shauntinique	7/20/2018	American Airlines	\$873.61	Travel
Steele, Shauntinique	7/20/2018	American Airlines	\$83.96	Travel
Steele, Shauntinique	7/23/2018	Capitol Marketing Products	\$114.00	Office Supplies
Steele, Shauntinique	7/25/2018	National Judicial College	\$1108.00	Training
Steele, Shauntinique	7/25/2018	National Judicial College	\$1108.00	Training
Steele, Shauntinique	7/25/2018	Silver Legacy Hotel	\$112.37	Lodging
Steele, Shauntinique	7/25/2018	Silver Legacy Hotel	\$112.37	Lodging
Steele, Shauntinique	7/25/2018	American Airlines	\$836.60	Travel
Steele, Shauntinique	7/25/2018	American Airlines	\$47.36	Travel
Steele, Shauntinique	7/27/2018	Caribe Royale Resort	\$421.86	Lodging
Steele, Shauntinique	7/30/2018	Silver Legacy Hotel	\$1476.43	Lodging
Kaloo, Natalia	8/1/2018	WASP Barcode	\$46.80	Office Support
Steele, Shauntinique	8/4/2018	American Airlines	(\$47.36) credit	Travel
Kaloo, Natalia	8/6/2018	Cover6 Solutions	\$498.00	Computer Equipment

Steele, Shauntinique	7/31/2018	Silver Legacy Hotel	(\$112.37) credit	Lodging
Steele, Shauntinique	8/7/2018	Varidesk	\$395.00	Office Furniture
Allen, Vernetta	8/8/2018	Premier Golf & Family	\$469.49	Lodging
Steele, Shauntinique	8/10/2018	WMATA	\$50.00	Travel
Steele, Shauntinique	8/10/2018	WMATA	\$25.00	Travel
Steele, Shauntinique	8/10/2018	WMATA	\$25.00	Travel
Steele, Shauntinique	8/10/2018	WMATA	\$25.00	Travel
Steele, Shauntinique	8/10/2018	WMATA	\$25.00	Travel
Steele, Shauntinique	8/13/2018	Amazon	\$29.48	Office Supplies
Steele, Shauntinique	8/14/2018	Georgetown Law Library	\$135.00	Office Resources
Steele, Shauntinique	8/12/2018	Whitney Peak Hotel	\$776.15	Lodging
Kaloo, Natalia	8/21/2018	Cover6 Solutions	(\$249.00) credit	Computer Equipment
Steele, Shauntinique	8/22/2018	Ready Refresh by Nestle	\$387.47	Office Supplies
Steele, Shauntinique	8/21/2018	Varidesk	\$395.00	Office Furniture
Steele, Shauntinique	8/18/2018	Whitney Peak Hotel	\$776.15	Lodging
Steele, Shauntinique	8/23/2018	Caribe Royale Resort	(\$337.47) credit	Lodging
Steele, Shauntinique	8/24/2018	USPS	\$13.40	Postage
Steele, Shauntinique	8/24/2018	Whitney Peak Hotel	\$310.46	Lodging
Steele, Shauntinique	8/30/2018	Novi Survey	\$999.00	Office Support
Kaloo, Natalia	8/31/2018	WMATA	\$100.00	Travel
Steele, Shauntinique	8/25/2018	Silver Legacy Hotel	(\$197.15) credit	Lodging
Steele, Shauntinique	9/11/2018	Comcast	\$48.70	Office Telecom
Steele, Shauntinique	9/10/2018	Flash Delivery	\$1000.00	Office Support

Steele, Shauntinique	9/13/2018	Varidesk	\$495.00	Office Furniture
Kaloo, Natalia	9/20/2018	Uber	\$5.70	Travel
Allen, Vernetta	10/17/2018	LaQuinta Inns (credit)	(\$308.58)	Lodging
Steele, Shauntinique	10/17/2018	The Printer	\$640.00	Office Support
Steele, Shauntinique	10/19/2018	Delta Airlines	\$226.80	Travel
Steele, Shauntinique	10/19/2018	United Airlines	\$170.80	Travel
Steele, Shauntinique	10/19/2018	United Airlines	\$7.00	Travel – Seat change
Steele, Shauntinique	10/19/2018	United Airlines	\$7.00	Travel – Seat change
Steele, Shauntinique	10/22/2018	National Judicial College	\$798.00	Training
Steele, Shauntinique	10/24/2018	Varidesk	\$395.00	Office furniture
Steele, Shauntinique	10/25/2018	Thomson Elite	\$1,333.40	Office Supplies
Steele, Shauntinique	10/29/2018	U.S. Office Solutions	\$2,986.17	Office Supplies
Steele, Shauntinique	10/30/2018	Gospel Spreading Bible	\$239.90	Uniforms
Allen, Vernetta	11/01/2018	LaQuinta Inns (dispute rebill)	\$308.58	Lodging
Steele, Shauntinique	11/01/2018	Drury Inns	\$753.35	Lodging
Kaloo, Natalia	11/07/2018	CBI Winzip	\$39.95	Office Supplies
Steele, Shauntinique	11/14/2018	Dell Business	\$143.05	Office Supplies
Steele, Shauntinique	11/17/2018	Comcast	\$28.50	Office Support
Kaloo, Natalia	11/26/2018	Metro Fare Auto Load	\$100.00	Travel
Steele, Shauntinique	11/27/2018	Capitol Marking Production	\$289.00	Office Supplies
Handy, Paul	12/11/2018	Ready Refresh by Nestle	\$938.90	Office Supplies
Handy, Paul	12/11/2018	Flash Delivery Service	\$15.50	Office Support

Handy, Paul	12/11/2018	Flash Delivery Service	\$15.50	Office Support
Handy, Paul	12/11/2018	Flash Delivery Service	\$15.50	Office Support
Handy, Paul	12/11/2018	Flash Delivery Service	\$15.50	Office Support
Handy, Paul	12/11/2018	Flash Delivery Service	\$15.50	Office Support
Handy, Paul	12/11/2018	Flash Delivery Service	\$15.50	Office Support
Kaloo, Natalia	12/11/2018	NFBPA	\$1,150.00	Organizations Charitable and Social Services
Steele, Shauntinique	12/20/2018	VH Sign Company	\$15.25	Office Supplies
Steele, Shauntinique	12/20/2018	VH Sign Company	\$130.00	Office Supplies
Turner, Sirah	1/29/2019	Comcast	\$698.80	Office Support
Turner, Sirah	1/30/2019	Atkinson-Baker Inc.	\$86.85	Stenographic and Secretarial Support Services
Steele, Shauntinique	1/31/2019	Hall Station Cleaners	\$35.00	Dry Cleaning Uniform
Steele, Shauntinique	2/5/2019	Amazon	\$31.00	Office Resources
Steele, Shauntinique	2/6/2019	VH Sign Company	\$101.62	Office Supplies
Steele, Shauntinique	2/7/2019	Ready Refresh by Nestle	\$366.35	Office Supplies
Steele, Shauntinique	2/8/2019	Comcast	\$16.57	Office Support

III. Agency performance, evaluation, and disputes

32. Please list all **lawsuits** that name the agency, a division, or an employee of the agency (alleged to be related to the employee's work) as a party, which are pending or which concluded in FY2018 or FY2019, to date.
- Provide the case name, court where claim was filed, case docket number, current status of case, and a description of all causes of action, counts, and/or allegations in the filed complaint.
 - Attach a copy of each complaint and any response filed by the agency or its legal representative.

See Attachment #19. The ledger and copies of the complaints and responses, where available.

33. Please list all **settlements** entered into by the agency or by the District on behalf of the agency in FY2017, FY2018 or FY2019, 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
- The parties' names;
 - The date the settlement was entered into;
 - The amount of the settlement;
 - If related to litigation, the case name, court where claim was filed, case docket number, and a description of the case; and
 - If unrelated to litigation, please describe the underlying claim, liability, or reason for the settlement (e.g., sexual harassment claim).

None.

34. Please list in chronological order all **complaints** or grievances filed with an external entity, such as the Inspector General, against the agency regarding services provided by the agency in FY2018 or FY2019, to date, broken down by source. Include on the chronological list any earlier grievance that is still pending in any forum.
- For each grievance or complaint, give a brief description of the matter as well as the current status.
 - Please describe any changes to agency policies or procedures that have resulted from complaints or grievances received.
 - For any such complaints or grievances that were resolved in FY2018 or FY2019, to date, describe the resolution.

See OAH's responses to questions 16, 17 and 32. Additionally, the following complaints were filed with an external entity against OAH (or were resolved) in FY18 and FY19.

- **On May 24, 2018, a former OAH employee filed a complaint with the D.C. Office of Open Government ("OOG") alleging OAH violated the Open Meetings Act. OOG dismissed the**

employee's complaint on May 29, 2018 pursuant to 3 DCMR § 10402.2 as the requested relief was beyond OOG's statutory mandate.

- On September 29, 2018, a former OAH employee filed a complaint with OOG alleging OAH violated the Open Meetings Act and Freedom of Information Act. OOG dismissed the employee's complaint on October 3, 2018 pursuant to 3 DCMR § 10402.2 because it "[did] not raise issues within the [OOG] Director's authority under the OMA."
- In September of 2018, OAH was advised that the D.C. Office of the Inspector General ("OIG") had received a complaint about the legitimacy of the appointments of two Administrative Law Judges. OAH responded to the complaint on September 13, 2018 and was advised that OIG would contact the agency if any additional information was needed. To date, OIG has not contacted OAH.
- On October 11, 2018, Paul Shearon, the President of the International Federation of Professional and Technical Engineers and the parent union of the Federation of Administrative Law Judges, filed a complaint with D.C. Mayor Muriel Bowser regarding an OAH employee's alleged violation of the OAH Code of Ethics for ALJs, the failure to protect the integrity of the D.C. Government and the dissemination of confidential personnel information. OAH responded to the complaint and is not aware of any further action being taken.

35. Please provide the following information on any **investigations, audits, or reports** on the agency or any employee of the agency. Include any routine or ad hoc monitoring, site reviews, desk audits, or other reviews or audits by federal agencies, the District Inspector General, the DC Auditor, or *any other* local or federal governmental entity.

- a. Please list and describe any ongoing investigations, audits, or reports that involve the agency or any employee of the agency.
- b. Please list and describe any investigations, audits, or reports involving the agency or an employee that were completed during FY2018 and FY2019, to date. *Attach copies* of any such document.

See responses to Questions 34 and 43. See also Attachment #20.

36. Please provide a copy of the agency's FY2018 **performance accountability report**.

The FY2018 Performance Accountability Report (PAR) is enclosed as Attachment #21.

a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY18 and which were not.

- **Percentage of cases entered into eCourt into two or fewer business days of receipt at OAH. Unmet**
- **Case closure rate at or over 100% at the end of the fiscal year. Nearly Met**
- **Percent of all cases filed within the fiscal year entered into the database within 3 days of filing. Unmet**
- **Percent of all cases open without approval more than age of all cases open without 120 days at the end of the fiscal year. Unmet**
- **Average number days between the end of a hearing and the issuance of a final order. Unmet**
- **Percent of all non-unemployment insurance cases closed within the fiscal year that were closed within 120 days. Met**
- **Percent of all unemployment insurance cases closed within the fiscal year that were closed within 90 days of filing. Met**
- **Percent of jurisdictions reviewed for increased focus on mediation. Unmet**
- **Percentage of cases in target jurisdictions in which mediations occurred. Unmet**
- **Percent of jurisdictions in which cases are available for remote access. Unmet**
- **Average number of unique hits through the public portal. Met**

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.

1. If they were not on time or within budget, please provide an explanation.

All met objectives were completed by the project completion date and within budget.

2. For any objective not met or completed, please provide an explanation.

The following KPIs were not met.

- **Percentage of cases entered into eCourt into two or fewer business days of receipt at OAH. Unmet. OAH's caseload increased dramatically in**

FY2018, with little or no warning from the individual agencies filing cases. Cases newly filed went from 19,761 in FY17 to 31,844 in FY18. OAH increased its cases closed from 19,800 in FY17 to 26,696 in FY18. In FY 17, OAH was able to close one case for every case opened. In FY18, with the increase in filings, OAH was not able to do so. Nevertheless, OAH increased the number of cases closed by almost 35% in FY18.

The Department of Public Works (DPW) alone doubled the cases it filed (from 11,800 in FY17 to 22,076). OAH and DPW are cooperating on digital transfer of DPW cases to OAH which should decrease the strain on OAH resources. Eighteen of the 28 jurisdictions which OAH adjudicates opened more cases in FY18 than in FY17. OAH did not have the resources to keep pace with this increase in filings. During FY18, there were also staffing shortages among administrative professionals from voluntary and involuntary departures. That shortage has been largely addressed in late FY18 and into FY19.

- **Case closure rate at or over 100% at the end of the fiscal year.** Nearly Met. OAH's caseload increased dramatically in FY2018, with little or no warning from the individual agencies filing cases. Cases newly filed went from 19,761 in FY17 to 31,844 in FY18. OAH increased its cases closed from 19,800 in FY17 to 26,696 in FY18. In FY 17, OAH was able to close one case for every case opened. In FY18, with the increase in filings, OAH was not able to do so. Nevertheless, OAH increased the number of cases closed by almost 35% in FY18.

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- **Percent of all cases filed within the fiscal year entered into the database within 3 days of filing.** Unmet. OAH's caseload increased dramatically in FY2018, with little or no warning from the individual agencies filing cases. Cases newly filed went from 19,761 in FY17 to 31,844 in FY18. OAH increased its cases closed from 19,800 in FY17 to 26,696 in FY18. In FY 17, OAH was able to close one case for every case opened. In FY18, with the increase in filings, OAH was not able to do so. Nevertheless, OAH increased the number of cases closed by almost 35% in FY18.

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- **Percent of all cases open without approval more than age of all cases open without 120 days at the end of the fiscal year.** Unmet. OAH believes that it is making significant progress in meeting this goal. The aging of cases requires constant monitoring and is a responsibility of the Principal ALJs. A few ALJs had some unexpected challenges and were out for extended periods which affected workflow, completion rates, and efficiency in a number of areas. These issues have been resolved and OAH anticipates fully meeting this performance measure for FY19.
- **Average number days between the end of a hearing and the issuance of a final order.** Unmet. The overall increase in caseload increased the number of final orders each judge had to issue. Four new judges joined OAH during FY18 which should increase and facilitate issuing final orders.
- **Percent of jurisdictions reviewed for increased focus on mediation.** Unmet. Increasing cases which are mediated has largely occurred on an ad hoc basis across jurisdictions as opportunities present themselves. For example, in some jurisdictions, it is not cost-efficient to mediate cases involving one low-dollar fine. In the same jurisdictions, however, if a respondent has multiple tickets involving multiple violations, mediation can be fruitful and has been used.
- **Percentage of cases in target jurisdictions in which mediations occurred.** Unmet. The percentage varies and depends upon mix of case types and complexity of particular cases involved. This percentage does not reflect cases that were partially resolved through mediation.
- **Percent of jurisdictions in which cases are available for remote access.** Unmet. Due to confidentiality reasons, all jurisdictions were not available for remote access. Final orders from 10 jurisdictions are available for remote access.

37. Regarding your agency's FY2019 **performance plan:**

- a. Please provide a copy of your agency's FY2019 performance plan as submitted to the Office of the City Administrator.

The FY2019 Performance Plan is enclosed as Attachment #22.

- b. Discuss any changes to any outcome measurements in FY2018 or FY2019, 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.

There were no changes to measurements; however one KPI was removed.

- **Percent of jurisdictions reviewed for increased focus on mediation.** This KPI was removed because OAH determined the focus on mediation should not be limited to targeted jurisdictions. The number of mediations has increased and partial or complete resolution of cases in some jurisdictions has increased.

The following *initiative* was added to assess methods used to handle, store, and archive paper records at OAH.

- **Document Storage.** OAH handles thousands of pages of paper case files a year. By the end of FY19, OAH will prepare and implement a revised, more efficient method of handling its records, including on- and off-site storage.

38. Regarding **FOIA requests** for FY2018 and FY2019, to date, submitted to your agency:

- a. For each year, provide the total number of FOIA requests received.
- b. For each year, specify the number of requests granted, partially granted, denied, or pending.
- c. For each year, specify the number of requests for which the agency identified no responsive documents or records.
- d. For each year, specify how many of the total requests were responded to within 15 business days.
- e. the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.
- f. Did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia in FY2018? Please provide a copy of that report as an attachment.
- g. Please attach copies of all FOIA requests received and all responses provided in FY2018 and FY2019. Alternatively, if this information is hosted online, please provide the Committee the url and, if necessary, a login to the relevant website.
- h. Please explain why your agency does not post all FOIA requests and responses on the DC Government FOIA Reading Room, at <https://foia-dc.gov/App/ReadingRoom.aspx>.

For subparts (a)-(f), see the attached Annual Freedom of Information Act Report for Fiscal Year 2018 and the Supplemental Freedom of Information Act Report (to date) for Fiscal Year 2019. For subpart (g), where available OAH has attached a copy of the FOIA requests received and OAH's responses. Attachments to OAH's responses have been omitted due to volume, but will be made available on request. In response to

subpart (h), OAH responds directly to the requestor and considers their individual needs in transmitting any available disclosures. To date, OAH has not utilized the FOIA Reading Room but will look to integrate this feature in the future.

See Attachment #23.

39. Please provide a list of all **studies, research papers, reports, and analyses**, including consultants' reports, that the agency prepared or contracted for during FY2018 and FY2019, to date.

- a. For each study, paper, report, or analysis, please include:
 - 1. Report name;
 - 2. Author, whether the agency or an outside party;
 - 3. Contract number or grant name if the report was produced by a contractor or grantee;
 - 4. Status, including actual or expected completion date;
 - 5. Purpose;
 - 6. Reference to the relevant grant or contract (name or number) in your responses above; and
 - 7. Source of funding (program and activity codes) if not included in responses above
- b. Please attach a copy if the study, research paper, report, or analysis is complete.

N/A

40. If the Director has request the agency to report, please explain the status of any such reports

<i>Report Name</i>	<i>Frequency (e.g. annual)</i>	<i>Statutory or regulatory citation</i>	<i>Submission dates</i>	<i>Reason for any report not submitted</i>

- a. For each report in the table above,
 - 1. Fill in the column to provide all date(s) of submission for any report submitted in FY2018 or FY2019, to date.
 - 2. Fill the in the column to explain why any report not was submitted.

There have been no formal reports requested by the Chief Administrative Law Judge for the current or previous fiscal year.

- b. Please list any additional reports or reporting which do not appear in the table above that are currently required of the agency by federal law, the District of Columbia Code, or municipal regulations. For each, include:
 - 1. The statutory code or regulatory citation;
 - 2. Title or description of the requirement;

3. Any report deadlines;
4. Most recent submission date; and
5. A description of whether the agency has complied with the reporting and deadline requirements. If not, why not?

The Department of Labor requires the filing of several monthly reports to assure accuracy, uniformity, and comparability of state unemployment insurance operations. OAH submits ETA 5130 (monthly information the appeals case workload), ETA 9054 (monthly information on the time lapse of appeals from date of filing to decision), ETA 9055 (monthly information on the case ages of appeals filed but undecided), and ETA 5130 EUC-08 (monthly information on appeals filed relative to claims under the Federal-State Extended Compensation Program). OAH submits each of these reports to the Department of Employment Services (DOES) by the 15th of each month so that DOES may transmit these reports to the National Office by the 20th day of the month following the month to which the reports relate. The monthly reports for January 2019 were most recently submitted to DOES on February 12, 2019. Additionally, OAH submits to DOES ETA 9057 (a quarterly report providing information on the quality of lower authority appeals hearings and decisions) on the 15th day of the second month following the end of the quarter to which the data relates. The 9057 quarterly report for Fourth Quarter CY2018 was most recently submitted to DOES on February 12, 2019. A skeleton version of the ETA 9057 is submitted to DOES on the 15th day of the first month following the end of the quarter to which the data relates. The 9057 skeleton for Fourth Quarter CY2018 was most recently submitted on January 11, 2019. These reporting requirements are established by 42 U.S.C. §1111(b) and found in the Department of Labor's UI Reports Handbook No. 41. OAH is fully compliant with the reporting and deadline requirements.

The U.S. Department of Agriculture requires the D.C. Department of Human Services (DHS) to submit a Program and Budget Summary Statement: Part B Program Activity Statement quarterly. OAH submits to DHS information on fair hearings for Supplemental Nutrition Assistance Program benefits cases for that report within the first two weeks of the subsequent quarter. These reporting requirements are found in 7 C.F.R. § 272.2(c)(i-ii). The report was most recently submitted to DHS on January 11, 2019 and OAH is compliant with the reporting and deadline requirements.

The Executive Office of the Mayor's Interagency Council on Homelessness requires OAH to supply a quarterly report on fair hearings for shelter cases as required by § 4-752.02 of the Homeless Services Reform Act. OAH submits to DHS information including the provider party to the appeal, the subject matter of the appeal, and the final disposition of the appeal within the first two weeks of the subsequent quarter. The report was most recently submitted to DHS on February 22, 2019, and OAH is compliant with the reporting and deadline requirements.

The District's Health Benefit Exchange Authority (HBX) requires OAH to submit bimonthly reports on fair hearings for health benefit exchange cases under D.C. Code § 31-3171.04(C)(iii) and pursuant to the Memorandum of Agreement between HBX and OAH. The report includes information on the number of new, pending and decided cases for the period as well as the date the case was filed, the date the case was received at OAH, and the case age in days. The report was most recently submitted to HBX on February 8, 2019 and OAH is compliant with the reporting and deadline requirements.

The Office of Human Rights (OHR) requires OAH to submit both a quarterly and annual report detailing the agency's compliance with the Language Access Act as a major public contact entity under the Act. The reports are submitted by the OAH Language Access Coordinator using QuickBase. 4 DCMR § 1213 requires OAH to submit a quarterly report within 30 days after the end of each quarter of the fiscal year. The information included in the report includes: the number of Limited-English and Non-English Proficient (LEP/NEP) encountered at the agency; complaints and waivers; LEP/NEPs in the agency systems data; LEP/NEPs in grantee or contractor data; LEP/NEPs on sign-in sheets; and activities for the quarter (such as staff training, outreach events, and vital documents). The quarterly report was most recently submitted to OHR on January 29, 2019 and OAH is compliant with the reporting and deadline requirements. 4 DCMR § 1214 mandates OAH file an annual Language Access Act Compliance Report with OHR. The annual report includes the information submitted in the quarterly reports as well as steps the agency has taken in the quarter to comply with the Biennial Language Access Plan and financial expenditures on interpretation, translation, or other services that assist in compliance with the Language Access Act. The annual report was most recently submitted to OHR on October 31, 2019 and OAH is compliant with the reporting and deadline requirements.

c. For any report not previously submitted to the Committee, please attach a copy.

41. Please provide a list of any in-service **training or continuing education** provided to agency employees, including those conducted by outside organizations.

Please see the chart below.

- a. For each additional training or continuing education program conducted, please provide:
1. the subject of the training;
 2. the name(s) and professional affiliation(s) of the trainers;
 3. the length (in hours or days) of the training; and
 4. the number of agency employees in attendance.

FY 2018 In-Service Training

<i>Subject of Training</i>	<i>Name(s) and Professional Affiliation</i>	<i>Length (in hour or days) of Training</i>	<i>Number of Agency Employees in Attendance</i>
WORD – Tips and Shortcuts	ALJ Nicholas Cobbs DC Office of Administrative Hearings	1 hour	8
SNAP/Food Stamp Intentional Program Violations	ALJ Elizabeth Figueroa DC Office of Administrative Hearings Professor David Super Georgetown University Law Center	2.5 hours	15
New ALJ Reappointment Workshop	ALJ William England DC Office of Administrative Hearings	1.5 hours	5
Tips on Using New Version of eCourt	ALJ Ann Yahner Rodney Colbert, IT Specialist DC Office of Administrative Hearings	1 hour	6
Handling Cases with Self-Represented Litigants	Katherine Attender Self-Represented Litigation Network Maia Ellis, Assistant General Counsel DC Office of Administrative Hearings	2.5 hours	18
Language Access	DC Office of Human Rights	1.5 hours	25
eCourt: Case Initiation; Motions; Rescheduling Hearings; and Closing Cases/Dispositions (Clerk's Office)	ALJ Ann Yahner DC Office of Administrative Hearings	1 hour	21
Deference to Agencies' Interpretations of Statutes	Professor David Super Georgetown University Law Center	2 hours	23

How to Prepare Exhibits (Clerk's Office)	ALJ Erika Pierson ALJ Ann Yahner DC Office of Administrative Hearings	1 hour	21
Plain Language: Promoting Clear Communication	Dr. Chip Crane Center for Plain Language	2 hours	13
Appellate Decision Round-Up	Principal Administrative Law Judges Shawn Nolen, Assistant General Counsel DC Office of Administrative Hearings	2 hours	20
Access to Justice & Technology	WebEx	1.5 hours	9
New ALJ Training	Administrative Law Judges & Clerk's Staff DC Office of Administrative Hearings	5/21/18 – 8/1/18	3
Model of Judicial Conduct for States ALJs; Current Developments in Administrative Law; Credibility and Demeanor Evidence	Webinar - National Association of Administrative Law Judiciary	3.5 hours	10
Mediation Training	Center for Alternative Dispute Resolution	40 hours	4
Procedural Fairness	Professor Tom Tyler Yale Law	2 hours	12
<i>Lucia v. SEC</i>	Professor Richard Pierce GW Law School	2 hours	12
Ethics	DC Board of Ethics and Government Accountability	1 hour	40
Understanding Today's Unwritten Rules of Business Professionalism and Workplace Etiquette (Civility Training)	DC Office of the Attorney General	4 hours	5

FY 2019 In-Service Training

<i>Subject of Training</i>	<i>Name(s) and Professional Affiliation</i>	<i>Length (in hour or days) of Training</i>	<i>Number of Agency Employees in Attendance</i>
New ALJ Training	Administrative Law Judges & Clerk's Staff DC Office of Administrative Hearings	9/10/18 – 12/31/18	2
eCourt: Saving and Retrieving	ALJ Ann Yahner DC Office of Administrative Hearings	1 hour	10
Refresher on LCAA and CIA; Recent Developments in Fine Assessment	PALJ Claudia Crichlow Maia Ellis, Assistant General Counsel DC Office of Administrative Hearings	1.5 hours	14
Review of 2018 DCAA Decisions	Shawn Nolen, Assistant General Counsel DC Office of Administrative Hearings	1 hour	17

Please see Question #9 for additional trainings.

b. What training deficiencies, if any, did the agency identify during FY2018 and FY2019, to date?

In FY2018 and FY2019, OAH experienced a dramatic turnover in staff. As such, training efforts were focused on onboarding new staff. Going forward, continuing education, to keep OAH staff current in law, technology, and other subject matters, will be needed on an ongoing basis. OAH requires a dedicated training budget to enable its judges and supporting staff to efficiently and effectively perform their duties.

42. Please discuss **performance evaluations**. In OAH's responses to performance oversight questions in 2018, the agency indicated that it conducts mid-year and year-end reviews.

a. Are these tied to the fiscal year, calendar year, or work anniversary year?

- b. Is this still the practice? If not, what changes have been made?
- c. Did the agency completed annual performance reviews for all employees in FY18 (or calendar year, if used)? How many were not completed? Why?
- d. When did/will the agency complete reviews for all employees for FY19?
- e. How many employees were placed on Performance Improvement Plans (PIPs) during the last review period? Please indicate when.

For the Trials, Appeals, and Judicial Management division personnel (the ALJs):

- a. The performance reviews are tied to the fiscal year, meaning that OAH employees are evaluated at the end of each fiscal year.
- b. OAH conducts a year-end evaluation of its ALJs pursuant to criteria set forth in Article 24 of the CBA. The process is interactive and requires most ALJs to respond substantively to their evaluations.
- c. For FY18, the agency will complete the evaluations within the next thirty days for thirty-two of the thirty-four ALJs. Because one ALJ retired in August, 2018 and the other started in September 2018, OAH will not evaluate their performance for FY18.
- d. As required by Article 24 of the CBA, OAH will complete year-end evaluations for the ALJs within forty-five days after the close of FY19.
- e. No ALJs were placed on a PIP during the last review period.

For the Case Management and Judicial Support division personnel:

- a. The performance reviews are tied to the fiscal year, meaning that OAH employees are at least evaluated at the end of each fiscal year.
- b. OAH conducts both mid-year and year-end reviews for the Clerk's Office personnel.
- c. For FY18, OAH completed mid-year and year-end reviews for most of the Clerk's Office current personnel. Mid-year reviews for FY18 were not completed for two employees. One employee was not eligible for a mid-year review pursuant to 6-B DCMR 1409.1. Year-end reviews for FY18 were not completed for three employees because: 1) a performance plan was not in place for two employees for at least ninety calendar days before the end of the fiscal year as required by 6-B DCMR 1411.1; and 2) there is a draft evaluation for the third that will be finalized shortly.
- d. In FY19, OAH will complete mid-year review no less than three months prior to end of the fiscal year and year-end reviews within three months of the end of the fiscal year as prescribed by Chapter 14 of the DCMR.
- e. No Case Management and Judicial Support division personnel were place on a PIP during the last review period.

For the Agency Management and Operational Support division:

- a. The performance review is tied to the fiscal year, meaning that OAH employees are at least evaluated at the end of each fiscal year.
- b. OAH conducts mid-year and year-end evaluations for the division's employees.
- c. For FY18, OAH completed a mid-year review for the division's one current employee, but did not complete mid-year reviews for two employees. Year-end

reviews were not completed for any of the three employees in the division. Two employees left the agency before their performance reviews could be completed. For the third employee, there is a draft year-end review that will be finalized shortly.

- d. In FY19, OAH will complete mid-year review no less than three months prior to end of the fiscal year and year-end reviews within three months of the end of the fiscal year as prescribed by Chapter 14 of the DCMR.
- e. No Agency Management and Operational Support division personnel were placed on a PIP during the last review period.

For the Judicial Assistance and Legal Counsel division:

- a. For the paralegals, performance reviews are tied to the fiscal year, meaning that OAH employees are at least evaluated at the end of each fiscal year.
- b. For the paralegals, OAH will perform mid-year and year-end evaluations. And OAH will perform annual reviews for the attorney advisors, the Deputy General Counsel, and the General Counsel.
- c. For FY18, OAH did not complete either mid-year or year-end performance evaluations for the paralegals; however the agency did complete draft evaluations. OAH's attorney advisors, Deputy General Counsel, or the General Counsel are not subject to either Chapter 14 or 36 of the DCMR, nor under the authority of the OAG or the MOLC. OAH is seeking guidance from both OAG and DCHR to develop the appropriate evaluation tool in order to complete evaluations for FY19.
- d. For the paralegals, OAH will complete mid-year reviews no less than three months prior to the end of FY19 and year-end reviews within three months of the end of FY19 as prescribed by Chapter 14 of the DCMR.
- e. No Judicial Assistance and Legal Counsel division personnel were placed on a PIP during the last review period.

43. Please list all **recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities** during FY2017, FY2018, or FY2019, 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.

There were no recommendations made by any federal or local oversight entities to OAH during FY2017, FY2018 or FY2019.

44. As of the date of this request, by which of the following methods are employees of OAH informed of the rights and protections provided for by DC Official Code §1-615.51 ("whistleblower statute")? Wall poster(s), email, internet/intranet posting, personal delivery, training (in person or computer-based), or other. How often is this information provided? When? Who maintains the records demonstrating that the necessary information has been provided?

OAH provides its employees with an annual, in-person ethics training conducted by BEGA. This training covers the Whistleblower Statute as it relates to government

ethics. DHCR does not offer either an official training or an official poster covering employees' protections and obligations pursuant to the Whistleblower Statute.

In the future, OAH will develop a wall poster advising employees of protections afforded and obligations provided by the Whistleblower Statute. Further the agency will determine if additional means to educate its employees are necessary.

45. Please list the **task forces, working groups, and organizations** of which the agency is a member and any associated membership dues paid in FY18 and FY19, to date.

OAH is not a member of any task forces and the agency is not associated with any associated membership dues.

OAH's Chief Administrative Law Judge is a non-voting member of the Commission on Selection and Tenure (COST). The COST is responsible for the appointment, reappointment, and discipline of OAH's ALJs.

The OAH Advisory Committee advises Chief ALJ Adams on carrying out his duties and identifies issues of importance to the ALJs that OAH should address. The committee also reviews problems related to administrative adjudication, and makes recommendations for statutory and regulatory changes that are consistent with advancing.

IV. Agency Operations

46. How would you describe the agency's mission?

The mission of the Office of Administrative Hearings is to provide the District of Columbia's citizens with a fair, efficient, and effective forum to manage and resolve administrative disputes.

47. Please discuss the agency's **top five priorities**.
- a. How did the agency address its top five priorities in FY2018?

Please see discussion of FY2019 below.

- b. What are the agency's top five priorities in FY2019? Please explain how the agency expects to address these priorities in FY2019.

The agency's top five priorities in FY2019 are basically unchanged from FY2018:

- Increase operational efficiency and the public's confidence in OAH's resolution of administrative disputes**
- Increase use of mediation to settle cases in certain jurisdictions**
- Facilitate the flow of information to and from agencies whose cases are heard at OAH**

- Improve the OAH data management system to support a highly efficient, transparent, and responsive OAH
- Reduce fraud, waste, and abuse in supply/asset management

In FY2019, OAH will continue steps it has been taking to address these priorities. Operational efficiency should increase as new staff is brought on and trained, a process that started in late FY18. Four new judges brought on in FY18 should assist OAH in increasing efficiency in FY19. Results from customer surveys indicate a high degree of satisfaction in OAH by those who responded in FY18. Mediation remains an option considered as an alternative in many jurisdictions. Major client agencies have been able to monitor their OAH cases through access to the case management system and continue to do so. A major upgrade to that system occurred in FY2018 and further changes will be implemented in FY19. A major effort continues to improve supply and asset management by moving to a digital system to monitor supplies and assets

48. Please describe any **initiatives** that the agency implemented in FY2018 or FY2019, 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.

- **Website/Web Portal Access:** Since September 2017, OAH has posted all Final Orders from several jurisdictions on the OAH website. Final Orders are uploaded on a weekly basis to a cloud-based server and are immediately accessible to all users. More than 14,000 Final Orders from ten different jurisdictions have been posted to date. While confidentiality restrictions will limit the Final Orders that can be posted from certain jurisdictions, more jurisdictions may be added shortly.
- **Customer Service Surveys:** These surveys evaluate both the general OAH and hearing room experiences. The surveys have been simplified and redesigned. In addition to paper copies, an electronic version of the survey is located on several publicly-accessible computers. Also, surveys may be completed on OAH's website. While OAH does not receive a high number of surveys, the submitted surveys have been positive about the OAH experience.
- **Supply & Asset Management:** OAH has procured and is using a supply and asset management system called WASP.
- **DPW/OAH Transfer:** This is a joint project with the Department of Public Works (DPW) to transfer its cases electronically from its new system into OAH's case management system. Once implemented, electronic transfer will eliminate the manual input of new cases as now required. Information will be transferred from DPW to OAH and from OAH to DPW. OAH has allocated \$15,000 to the design and implementation of the project.

- **Case Management System Upgrades:** During FY18, OAH performed a major update on the system. This upgrade improved upon the system's processing speed and overall efficiency. The agency will continue these upgrades throughout FY19, depending on the availability of funding.
- **OAH Committees:** The Chief Administrative Law Judge has re-established moribund committees in the office by eliminating some that were unnecessary , creating new ones and by re-energizing (new Chairs and membership) the agency's four main committees: 1) Ethics; 2) Rules; 3) Court Management; and 4) Resource Center.
- **OAH Judicial Clerkship Pilot Program:**
 - OAH is launching a Pilot Clerkship Program to begin in FY19. OAH has planned to begin with approximately four judicial clerks, who will be recent law school graduates who have taken the bar and will be full-time employees for approximately one year with the court.
 - This Program has been made possible through a strategic Partner Fellowship with Georgetown Law akin to the Ruff Fellowship used at the OAG, where the School is partially funding the Program. If all four positions are filled, OAH will achieve a minimum savings to the D.C. Government of \$80,000.00 in hiring these attorneys.
 - OAH expects to achieve enhanced efficiencies in supporting the ALJs, processing cases and serving the public, while providing a unique educational and development opportunity for these recent graduates in their first job out of law school.
 - The Judicial Clerks selected through the Partnership Program will have a job description similar to that of a judicial law clerk at a trial-level general jurisdiction court. The Clerks will conduct legal research; recommend decisions; and draft opinions, orders, and memoranda.
 - The Clerks will assist with chambers functions, and will be fully involved in the preparation, execution, and follow-up on cases from initiation through hearing and appeal. The Clerks will also have the opportunity to assist with the Resource Center and initiatives at OAH. OAH has assigned a team member to enter into discussions with other schools to see if similar partnerships can be formed in future years.

49. Please list each **new program** implemented by the agency during FY2018 and FY2019, 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.

Although the distinction between initiatives and programs occasionally blur, OAH did not implement any new programs during FY18 and FY19. The agency's core functions remain unchanged. OAH notes that it receives new jurisdictions/cases almost annually that it must handle with existing resources.

50. Please explain the impact on your agency of any federal **legislation** or regulations adopted in FY2018 and FY2019, to date, which significantly affect agency operations.

OAH is not aware of any legislation passed or regulations adopted at the federal level during FY18 or FY19 to date that significantly affect agency operations.

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

Over the past two council periods (21 and 22) through Section 6 of the OAH Establishment Act of 2001, the Council has expanded OAH's jurisdiction over seven new cases types (see D.C. Official Code § 2-1831.03 (b-10)-(b-15) and (b-15)), including cases under the following acts: Childhood Lead Exposure (D.C. Law 22-21), Fish and Wildlife Permit and Authorization (D.C. Law 21-282), and Higher Education Licensure Commission (D.C. Law 21-74).

Additionally, the following new case types now fall under OAH jurisdiction due to recent legislation: Universal Paid Leave (D.C. Law 21-264), Patient Complaints against the Department of Disability Services or authorized providers (D.C. Law 22-93), and Language Access Appeals (Act 22-610). Two pending pieces of legislation may have a large impact on OAH's caseload, the Short-term Rental Regulation Act of 2018 (Act 22-563) and the Department of Consumer and Regulatory Affairs Omnibus Amendment Act of 2018 (Act 22-616).

While each expansion of jurisdiction individually does not necessarily place a stress on agency's resources, they add to the growing list of OAH's statutorily mandated jurisdiction. Specifically, OAH's Enforcement and Employment clusters may need additional FTEs to manage the increased caseload.

52. Does your agency prepare a legislative agenda? If so, please attach a copy. Please describe any **legislation** your agency plans to submit to the Council in FY2019 or FY2020, including the department or division of the agency that will be primarily affected.

OAH has not prepared a legislative agenda for FY2019 or FY 2020.

53. For FY18 and FY19, thus far, list and/or provide any proposed or final rules/regulations, agency interpretations, or other legal or quasi-legal documents your agency has issued.

OAH has not issued any proposed or final rules/ regulations, agency interpretations or other legal or quasi-legal documents.

54. Please identify any **recommendations** for ways the legislature could facilitate or improve your agency's operations.

The OAH Jurisdiction Expansion Amendment Act of 2018 (D.C. Law 22-112) codified existing Memoranda of Understanding (MOUs) granting OAH jurisdiction over cases from various agencies. However, the Act contains an applicability clause that states that the law is applicable subject to appropriations or when the legislation is budgeted for.

Currently, the Act is in effect but not applicable because the necessary funds remain allocated to the various "buying" agencies rather than to OAH. The Council could resolve this issue by reprogramming the money from the buying agency to OAH to fund the Act and by enacting a repealer that would repeal the applicability provision through the Fiscal Year 2020 Budget Support Act of 2019.

Finally, OAH respectfully urges the Council to consider establishing a continually funded FTE at OAH for a Deputy Chief Administrative Law Judge. There are some important considerations, i.e., selection, tenure, statutory duties, a non-union designation, etc., that must be evaluated as part of this exercise. OAH has addressed these in other contexts, most notably, in its response to the CCE Report completed two years ago, referenced in the question immediately below.

55. Please list all **regulations** for which the agency is responsible for oversight or implementation.
- For each regulation, please list the chapter and subject heading, and the date of the most recent revision.
 - Please list any pending or planned regulatory action, including the chapter and subject, status, and actual or anticipated completion date.

OAH is responsible for oversight and implementation of the following regulations:

1 DCMR Chapter 28 – Office of Administrative Hearings Rules of Practice and Procedure (Last revised on April 29, 2016).

1 DCMR Chapter 29 – Office of Administrative Hearings: Rules for DCPS, Rental Housing, Public Benefits, and Unemployment Insurance Cases (Last revised on April 29, 2016).

56. Please identify all **information technology systems** maintained by your agency, and provide the following information on each:
- A detailed description of the information tracked or maintained within each system;

When OAH began operations as a pilot project within the Department of Health in the late 1990's, OAH used the Thompson Reuters "ProLaw" Case Management Software to manage all data related to OAH cases. The system was not as flexible as necessary for court operations. OAH acquired new case management software ("eCourt") in 2009. The data in ProLaw was not transferred to eCourt. No new cases have been entered into ProLaw since early 2010. Although the cases are closed, the system is maintained as various agencies periodically ask for its information on older cases. On April 24th (FY17) ProLaw was upgraded from version 11 to version 2017.1 (17) in order to be compatible with Microsoft Windows 2012 which was required by OCTO. These records are not accessible by the public as they contain a mix of confidential and public information.

After a review of available systems, OAH acquired the eCourt Case Management Software which is integrated with Hyland OnBase Document Management Software to replace ProLaw. The system went live at the end of 2009. The system contains all data related to OAH cases, tracks case developments, and allows generation of documents. Both eCourt and OnBase have experienced ad hoc changes and system refreshes. There was a significant upgrade on November 3rd (FY18), when eCourt moved from version 5.3 to LTS1 SP2 and Hyland OnBase moved from version 11 to version 17. At their request, certain DC government agencies have received access to eCourt to view data related to their cases. There is no public access to eCourt and OnBase as they contain both draft documents and confidential information.

There are two databases related to ProLaw, eCourt, and OnBase. They are virtual Microsoft Windows 2012 SQL databases: OAHSQLEPRD01 and OAHSQLEDEV01, which are secure and offsite at the Office of the Chief Technology Officer (OCTO) location. OAHSQLEPRD01 is a "production" or "live" environment which contains all data for the applications (eCourt, OnBase, and ProLaw with its historical data) in use at the present time. OAHSQLEDEV01 is a "test" environment which is refreshed periodically to mirror the data in the production environment. The test environment can be used for troubleshooting, testing, developing changes, and applying system patches/upgrades without risking problems to the live environment. Both databases maintain public and non-public records for OAH cases.

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

The public cannot be granted access to these systems. They contain both draft and final versions of documents issued by presiding judges. In addition, there are areas in which access is restricted by statute or regulation, e.g., most public benefits cases, school discipline cases, unemployment insurance cases, etc. Final Orders in public jurisdictions are available through BOX (see below).

- b. Expenditures in each year of FY2017, 2018, and 2019. Explain any increase or decrease in expenditures of more than 10 percent over the 2017-2019 time period.

See below

c. Funding source (e.g. federal, local SPR)

Local

d. Program, activity, and fund codes in the budget

PCA 300AA Index 3000A

e. Contract number and contractor name for any contracted work, such as maintenance or upgrades;

Journal Technologies, Inc. - CW51089

- f. For any **new technology** acquired or any upgrades to existing technology in progress or completed in FY2017, FY2018 or FY2019, to date, provide the following information:
1. Explain which functions were or are to be upgraded and why;
 2. The total cost of acquiring or upgrading the technology; delineate costs for any system that was both acquired and upgraded in the FY2017-FY2019 period;

In FY17, we acquired and/or upgraded:

Hardware: 10 Dell 22" Monitors; 10 Latitude E7470 Laptops; 10 Logitech Wireless Keyboards and Mouse MK710's; and 10 Port Replicators (docking stations) were purchased for \$16,673.70 to replace older equipment and support new employees. The purchase was paid via purchase order PCA 10400 Index 1040A.

In FY18, we acquired and/or upgraded:

WASP Barcode Technologies: OAH purchased an Inventory Management system to track assets (computers, printers, mice, etc.) and consumables (paper, toner, etc.) and to forecast future needs. OAH purchased the software, a barcode scanner and a label maker in November 2017. The cost was \$4,513.19 and paid via purchase order: PCA 200AA Index 2000A.

BOX: Box is an OCTO-managed cloud service which OAH utilizes to post Final Orders with no confidentiality concerns. Litigants can access their Final Orders and look at others from the OAH website. BOX software is free; however there is a fee for the seven site administrators.

Qline: In FY18, OAH purchased Qline which is self-registration check-in system software. To use the software in its reception area, OAH purchased two kiosks and

compatible tablets. OAH purchased the software to allow litigants to sign-in for hearings without staff assistance and to track the time a litigant waits for a hearing. Microsoft Surface Pro was also purchased to use with the software. Paid via PCard-PCA300AA Index 3000A.

Hardware: 11 Dell Optiplex 7050 desktop computers were purchased for \$9,779 to replace older equipment and support new employees. Paid via purchase order PCA 300AA Index 3000A.

In FY19, we acquired and/or upgraded:

Electronic Time/Date Stamps: 20 Acroprint Electronic Time Clocks (ETC) were purchased to replace older equipment. Each paper that is filed at OAH is identified by stamping the date and time of filing as well as OAH's name on the document. Paid via purchase order PCA 400AA Index 4000A.

Hardware: 13 Dell Optiplex 7060 desktop computers for \$9,867 were purchased to replace older equipment and support new employees. Paid via purchase order PCA 300AA Index 3000A.

3. Contract number for any contracted work; and

Not applicable

4. Explain if there have been any issues with implementation.

There have been no issues with implementation of these items.

Most of the software offers very basic functionality and OAH recognizes that, as time goes by, further upgrades and enhancements may be necessary to improve that basic functionality. Any improvements involve balancing their cost with their effectiveness.

- g. For any **anticipated new technology** to be acquired or existing technology to be upgraded during the remainder of FY2019 or FY2020, provide the following information:
 1. Describe the technology's functions and if it is being upgraded, explain which functions are to be upgraded and why
 2. The total anticipated cost of acquiring or upgrading the technology; delineate costs for any system that will be both acquired and upgraded in the FY2017 through FY2019 period
 3. Contract number or solicitation number if a contract has not yet been executed
 4. Funding source (e.g. federal, local SPR)
 5. Program, activity, and fund codes in the budget
 6. Anticipated expenditures in each year of 2019 and FY2020

In FY2019, new technology to be acquired and/or upgraded:

DPW - Data Download Project: The Department of Public Works (DPW) files Notices of Violation (NOVs) with OAH for adjudication. Each filing consists of a paper copy of the NOV, certificates of service proving the NOV was sent to the respondent, photographs of the scene of the violation, and other supporting documents. There are about 20 data points from each NOV that are manually input to the OAH case management system, eCourt. DPW's filings doubled in FY18 from about 11,000 to 22,000 NOVs. OAH has not been able to keep pace with the increase as staff resources are limited. To streamline this process, a link to transfer data electronically between the DPW data system (eSWEEP) and OAH (eCourt) is being developed. The cost for the project is \$15,000 with Journal Technologies, Inc., the contractor for eCourt. Contract No. CW51089-Local Fund PCA 300AA Index 3000A.

In FY2020, new technology to be acquired and/or upgraded:

Microsoft Windows 10 Operating System (OS) Licenses: Starting on January 14, 2020, Microsoft Corporation will no longer be supporting the Microsoft Windows 7 Operating System (OS) which OAH runs on many of its computers. Microsoft will support Microsoft Windows 10 OS until October 14, 2025. OAH must replace the older software or face the risk of having the network susceptible to known and unknown security risks, as Microsoft (or OCTO) will neither provide the necessary security patches, nor troubleshoot any incompatibilities with future technology. The cost for the project is \$10,000.

V. OAH

57. In its 2016 report, Administrative Justice in the District of Columbia: Recommendations to Improve DC's Office of Administrative Hearings, the District of Columbia Auditor recommended that OAH "[s]et a deadline for implementing a uniform electronic process for filing cases, along with a deadline for the public to access OAH records on the OAH website," and "[m]ake OAH case dockets and decisions publicly accessible on the OAH website." Please provide an update regarding OAH's implementation of these two recommendations.

Since September 2017, OAH has posted all Final Orders from several jurisdictions on the OAH website. Final Orders are uploaded on a weekly basis to a cloud-based server and are immediately accessible to all users. More than 14,000 Final Orders from ten different jurisdictions have been posted to date. While confidentiality restrictions will limit the Final Orders that can be posted from certain jurisdictions, OAH will add more jurisdictions shortly as it finalizes its use of applicable confidentiality provisions with these cases.

As for access to OAH case dockets, DC government agencies are able to view a variety of case information online including case status, scheduled hearings, and fines imposed.

A web-based “portal” to the OAH case management system for members of the public is the next level of access, similar to the access now provided to DC government agencies. While OAH does not dispute that this service would be useful, funding is currently inadequate to achieve this goal. Moreover, OAH data suggests that the public portal, given the nature of the cases the agency adjudicates, might be used on an extremely limited basis despite its value.

58. Regarding appeals filed with OAH regarding programs administered by the Department of Health Care Finance, please provide the average, median, and mode in FY18, FY19 to date, for:

- a. The number of days from the date of the filing of the appeal to the date the initial status conference is held.

The number of days from the date of the filing of an appeal to the date the initial status conference is held is not measured by our case management system. In FY18, 1,184 Department of Healthcare Finance appeals were filed with OAH and in FY19 (as of February 1, 2019) 685 appeals were filed. While it is not feasible to manually calculate the number of days from the date of filing of the appeal to the date the initial status conference is held, DHCF appeals are usually processed and assigned to an ALJ within 48 hours of receipt and scheduled for an initial status conference within two weeks. In FY19, OAH saw a large increase in the number of DHCF appeals filed and initial status conferences were delayed to due to personnel limitations.

- b. The number of days from the date of the filing of the appeal to the date that OAH renders a decision in the case.

The number of days from the date of the filing of the appeal to the date that OAH renders a decision for cases filed and disposed of in FY18:

- i. **Average: 56.43 days**
- ii. **Median: 40 days**
- iii. **Mode: 28 days**

The number of days from the date of the filing of the appeal to the date that OAH renders a decision for cases filed and disposed of in FY19 (as of February 1, 2019):

- i. **Average: 63.16 days**
- ii. **Median: 64 days**
- iii. **Mode: 70 days**

59. Regarding appeals filed with OAH regarding SNAP (food stamps) benefits, please provide the average, median, and mode in FY18, FY19 to date for:

- a. The number of days from the date of the filing of the appeal to the date the initial hearing or status conference is held.

The number of days from the date of the filing of an appeal to the date the initial status conference is held is not measured by our case management system. In FY18, 370 Supplemental Nutrition Assistance Program (SNAP) appeals were filed with OAH and in FY19 (as of February 1, 2019) 56 appeals were filed. While it is not feasible to manually calculate the number of days from the date of filing of the appeal to the date the initial status conference is held, SNAP appeals are usually processed and assigned to an ALJ within 48 hours of receipt and scheduled for an initial status conference within two weeks.

- b. The number of days from the date of the filing of the appeal to the date that OAH renders a decision in the case.

The number of days from the date of the filing of the appeal to the date that OAH renders a decision for cases filed and disposed of in FY18:

**Average: 39.60 days
Median: 30 days
Mode: 23 days**

The number of days from the date of the filing of the appeal to the date that OAH renders a decision for cases filed and disposed of in FY19 (as of February 1, 2019):

**Average: 37.89 days
Median: 37 days
Mode: 28 days**

- 60. Regarding appeals filed with OAH challenging Department of Human Services (DHS) Medicaid eligibility determinations, please provide the average, median, and mode in FY18, FY19 to date for:
 - a. The number of days from the date of the filing of the appeal to the date the initial hearing or status conference is held.

The number of days from the date of the filing of an appeal to the date the initial status conference is held is not measured by our case management system. Additionally, OAH's case management system does not distinguish Medicaid eligibility determinations from cases involving a reduction in Medicaid benefits or a recertification of Medicaid benefits. In FY18, 626 Medicaid appeals were filed with OAH and in FY19 (as of February 1, 2019) 43 appeals were filed. While it is not feasible to manually calculate the number of days from the date of filing of the appeal to the date the initial status conference is held, Medicaid appeals, if filed with OAH, an administrative review by DHS is requested and cases are usually assigned to an ALJ within 48 hours of receipt. Cases are then scheduled for an initial status conference within two weeks, pending the administrative review hearing at DHS. If an appeal is filed with DHS, DHS schedules the case for an administrative review and OAH processes the case and assigns it to an ALJ typically within 48 hours of

notification of the administrative review. OAH then schedules an initial status conference within a few days of the administrative review hearing. In FY19, OAH saw a large increase in the number of Medicaid appeals filed and initial status conferences were delayed to due to personnel limitations.

- b. The number of days from the date of the filing of the appeal to the date that OAH renders a decision in the case.

The number of days from the date of the filing of the appeal to the date that OAH renders a decision for cases filed and disposed of in FY18:

**Average: 45.96 days
Median: 35 days
Mode: 35 days**

The number of days from the date of the filing of the appeal to the date that OAH renders a decision for cases filed and disposed of in FY19 (as of February 1, 2019):

**Average: 39.86 days
Median: 39 days
Mode: 30 days**

61. Regarding Court of Appeals review of OAH's decisions, please provide the mean, median, and mode in FY18, FY19 to date for:
- a. The number of days from the date on which OAH receives a Court of Appeals order to produce an administrative hearing record and the date on which OAH transmits the record to the Court of Appeals.

**Mean: 83.55 days
Median: 60.5 days
Mode: 7 days**

62. Regarding the OAH Resource Center, please provide:
- a. The Resource Center's budget for FY18 and FY19

The Resource Center is operated with Legal Assistants who are part of the overall budget. OAH does not have a designated FY18 or FY19 budget for the Resource Center.

- b. The current number of staff allocated to the Resource Center. Please specify how many of these staff are full-time.

Currently, there are three full-time Customer Service Representatives and one LEAP intern allocated to the Resource Center. Two of the Customer Service

Representatives staff the Resource Center and one assists at the Reception Desk. The LEAP intern assists in the Resource Center and works up to 36 hours a week.

- c. A report of any changes that OAH has undertaken in FY18, FY19 to date to Resource Center policies or practices.

OAH has streamlined processes, established policies, and developed an operations manual for the Resource Center. OAH also hired additional staff, specifically two bilingual employees to assist with interpretation or translation services in person or by phone. Ongoing training and feedback is provided to all staff on Language Access Act issues. To ensure compliance with the Language Access Act, procedures were implemented to track encounters with Limited-English or Non-English (LEP/NLEP) customers. This data is collected for quarterly and annual reports submitted to the Office of Human Rights.

OAH discontinued using a digital system to track arrivals and waiting times for users of the Resource Center as it proved to be too difficult to use.

- d. A report of any changes that OAH anticipates making over the remainder of FY19 to Resource Center policies and practices.

In FY19, OAH has created a Resource Center Committee to evaluate and improve its operations. The Committee will include both ALJs and other staff, including those with experience in the Resource Center. The Committee will focus on simplifying forms, establishing customer service best practices, and arranging better collaboration with legal service providers, law schools, and pro bono counsel.

- e. Any steps that OAH has taken in FY18, FY19 to date, to improve the reach and/or effectiveness of the Resource Center.

OAH has redesigned its customer survey forms to obtain feedback and commentary from customers about the level of service received at OAH. There are two forms – one which focuses on experiences during hearings and one which focuses on experiences with staff interacting with the public. Both forms are available digitally on kiosks in the Resource Center and Reception Area, as well as through links on the OAH website. Paper surveys are also available in the Resource Center and at the Reception Desk for those without computer access. The surveys are reviewed on a monthly basis.

- f. Any steps that OAH anticipates taking over the remainder of FY19 to improve the reach and/or effectiveness of the Resource Center.

Please see Question #62d and #62e. We anticipate that the Resource Center Committee will develop other ways to improve the operations of the Resource Center. In July 2018, the District of Columbia Language Access Program released its annual compliance review of agencies' implementation of the Language Access

Act. OAH has received a perfect rating for FY17 and has worked to do the same in the following years.

63. 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.

The FY2018 Performance Plan is enclosed as Attachment #22. Please see narrative in Question #37.

64. Please provide copies of responses your agency provided to any **FOIA requests** received in FY18 and FY19, to date. Include:
- the request;
 - the response, even if no responsive documents were found;
 - the exemptions, if any, that applied to the requested documents; and
 - whether an appeal of a FOIA response was submitted by a requesting entity or person;
 - 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;
 - 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.

For subparts (a)-(c),(e) and (f) see OAH's response to Question 38. For subpart (d), the following matters were appealed during the applicable time period 2018-FOIA-01051; 2018-FOIA-03485; 2018-FOIA-03779; and 2018-FOIA-07613.

65. How many Privacy Act requests were received under 5 U.S.C. §552a and how many of these requests received responsive documents?

None.

66. Please provide a list of all **studies, research papers, reports, and analyses** that the agency prepared or contracted for during FY18 and FY19, 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:
- The name;
 - Status, including actual or expected completion date;
 - Purpose;
 - Author, whether the agency or an outside party;
 - Reference to the relevant grant or contract (name or number) in your responses above; and
 - Source of funding (program and activity codes) if not included in responses above.

Please see Agency's response to Question 39.

67. 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
- The statutory code or regulatory citation;
 - Brief description of the requirement;
 - Any report deadlines;
 - Most recent submission date; and
 - A description of whether the agency is in compliance with these requirements, and if not, why not.

Please see Agency's response to Question 40.

68. 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 FY18 and FY19, to date?

Please see Agency's response to Question 41.

69. Please discuss employee **performance evaluations**.
- Does the agency conduct annual **performance evaluations** of all its employees?
 - How often are the evaluations conducted?
 - What steps are taken to ensure that all agency employees are meeting individual job requirements?

Please see Agency's response to Question 42.

70. Please list all **recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities** during FY17, FY18, or FY19, 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.

Please see Agency's response to Question 43.

	FTE
Filled	75
Vacant	6.25
Total	81.25

OFFICE OF ADMINISTRATIVE HEARINGS (FSO)
Schedule A as of February 1, 2019

Agency	AY	Position Status	Position Number	Title	Name	Hire Date	Status	Grade	Step	Salary	Fringe Benefit	Program	Activity	Barg	Union	Position Eff Date	Position NTE Date	Full/Part Time	Reg/Temp/ Term	WAE	NTE Date	Wgi Due Date	Gvt Lei Date
AGENCY MANAGEMENT - 100A																							
FSO	19	A	00006524	Human Resources Specialist	Vacant		V	13	0	85,149	16,093	1010	1010	CH11	XAA	9/21/2018		F	Reg	N			
FSO	19	A	00035289	Inform Tech Specialist	Colbert,Rodney	9/6/2016	F	13	4	93,336	17,641	1040	1040	CH11	XAA	#####		F	Reg	N		9/1/2019	9/2/2018
FSO	19	A	00038956	Information Technology Special	Vacant		V	9	0	49,570	9,369	1040	1040	CH11	XAA	5/13/2018		F	Reg	N			
AGENCY FINANCIAL OPERATION - 100F																							
FSO	19	A	00029143	Budget Officer	Iwobi,Anthony	10/9/2001	F	14	8	133,259	25,186	110F	100F	CH11	CFO	5/28/2017		F	Reg	N		7/5/2020	7/8/2018
JUDICIAL - 200A																							
FSO	19	A	00000164	Administrative Law Judge	Beatty-Arthur,Sherrri M	7/14/2014	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			
FSO	19	A	00001237	Administrative Law Judge	Aderoju,Yewande	8/13/2001	F	9	1	168,133	31,777	020A	020A	C35	RAA	10/1/2016		F	Reg	N			7/24/2016
FSO	19	A	00003085	Administrative Law Judge	Weberman,Bernard H	6/30/2014	F	9	1	168,132	31,777	020A	020A	C35	RAA	#####		F	Reg	N			
FSO	19	A	00004256	Administrative Law Judge	Handy,Paul Brooks	7/26/2004	F	9	1	168,133	31,777	020A	020A	C35	RAA	#####		F	Reg	N			1/6/2008
FSO	19	A	00009722	Administrative Law Judge	Mcdonald,Calonette M	10/1/1986	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00010722	Administrative Law Judge	Howard,John	10/6/2014	F	9	1	168,132	31,777	020A	020A	C35	RAA	10/1/2016		F	Reg	N	3/3/2018	8/5/2018	10/2/2016
FSO	19	A	00011806	Administrative Law Judge	Sharkey,Robert E	2/25/2002	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00013470	Administrative Law Judge	Carroll,Deborah	6/12/2017	F	9	1	168,132	31,777	020A	020A	C35	RAA	#####		F	Reg	N			6/12/2017
FSO	19	A	00015529	Administrative Law Judge	Bullock,Repunzelle R.	8/6/2007	F	9	0	168,133	31,777	020A	020A	C35	RAA	10/1/2018		F	Reg	N			4/30/2017
FSO	19	A	00029157	Administrative Law Judge	Meek,Leslie A	5/15/2006	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			5/19/2013
FSO	19	A	00032337	Administrative Law Judge	Yahner,Ann Catherine	7/26/2004	F	9	0	168,133	31,777	020A	020A	C35	RAA	10/1/2016		F	Reg	N			1/6/2008
FSO	19	A	00033120	Administrative Law Judge	England Jr.,William Luke	8/9/2004	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00036381	Administrative Law Judge	Hildum,Robert	2/20/2007	F	9	1	168,132	31,777	020A	020A	C35	RAA	#####		F	Reg	N			7/25/2016
FSO	19	A	00036518	Administrative Law Judge	Crichlow,Claudia A.	11/26/2007	F	9	1	168,133	31,777	020A	020A	C35	RAA	#####		F	Reg	N			
FSO	19	A	00036519	Administrative Law Judge	Alper,Jeremy	7/25/2016	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			7/25/2016
FSO	19	A	00036958	Administrative Law Judge	Bell,Tannisha Diane	4/4/2016	F	9	0	168,133	31,777	020A	020A	C35	RAA	8/2/2017		F	Reg	N			4/4/2016
FSO	19	A	00037494	Administrative Law Judge	Currie,Margaret Colleen	9/6/2016	F	9	1	168,133	31,777	020A	020A	C35	RAA	#####		F	Reg	N			9/6/2016
FSO	19	A	00037495	Administrative Law Judge	Costa,Christopher A.	5/16/2018	F	9	1	168,132	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			
FSO	19	A	00037496	Administrative Law Judge	Tucker,Wanda R	8/15/2005	F	9	1	168,132	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00037498	Administrative Law Judge	Masulla,Mary	8/15/2005	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00037499	Administrative Law Judge	Taylor,Alexis P	5/22/2000	F	9	0	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			6/11/2017
FSO	19	A	00037907	Administrative Law Judge	Harvey,Scott A.	8/29/2005	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00037909	Administrative Law Judge	Cobbs,Nicholas	8/29/2005	F	9	1	168,133	31,777	020A	020A	C35	RAA	#####		F	Reg	N			1/6/2008
FSO	19	A	00037910	Administrative Law Judge	Goodie,Sharon E	8/29/2005	F	9	0	168,132	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00037911	Administrative Law Judge	Rooney,John T	1/8/2007	F	9	1	168,132	31,777	020A	020A	C35	RAA	#####		F	Reg	N			1/6/2008
FSO	19	A	00037912	Administrative Law Judge	Teal,Arabella W.	8/29/2005	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00038309	Administrative Law Judge	Bruch,Eli B	10/29/2007	F	9	1	168,132	31,777	020A	020A	C35	RAA	#####		F	Reg	N			11/6/2011
FSO	19	A	00042505	Administrative Law Judge	McClendon,Samuel	11/27/2006	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			1/6/2008
FSO	19	A	00042506	Administrative Law Judge	Pierson,Erika L	12/10/2006	F	9	1	168,133	31,777	020A	020A	C35	RAA	#####		F	Reg	N			1/6/2008
FSO	19	A	00042508	Administrative Law Judge	Mangan,Margaret A.	1/22/2007	F	9	1	168,132	31,777	020A	020A	C35	RAA	#####		F	Reg	N			1/6/2008
FSO	19	A	00042509	Administrative Law Judge	Figueroa,Elizabeth D	12/11/2006	F	9	1	168,132	31,777	020A	020A	C35	RAA	#####		F	Reg	N			1/6/2008
FSO	19	A	00047933	Administrative Law Judge	Rushkoff,Bennett C	12/7/1998	F	9	1	168,133	31,777	020A	020A	C35	RAA	9/13/2017		F	Reg	N			7/24/2016
FSO	19	A	00077959	Administrative Law Judge	Vergeer,Vytas V	8/18/2014	F	9	1	168,133	31,777	020A	020A	C35	RAA	10/1/2016		F	Reg	N			
COURT COUNSEL - 300A																							
FSO	19	A	00012447	General Counsel	Natale,Vanessa	6/11/2007	F	2	0	164,934	31,172	030A	030A	CH11	XAA	10/1/2017		F	Reg	N		#####	4/16/2017
FSO	19	A	00012480	Paralegal Specialist	Ramirez Pineyro,Jessica	5/31/2016	F	9	2	55,333	10,458	030A	030A	C1	ACC	7/24/2017		F	Reg	N		#####	9/2/2018

FSO	19	A	00029149	Deputy General Counsel	Neal Jr.,Louis L	2/25/2013	F	1	0	137,629	26,012	030A	030A	CH11	XAA	10/1/2017		F	Reg	N				10/16/2016
FSO	19	A	00033013	Law Clerk	Vacant		V	3	0	60,897	11,510	030A	030A	CH11	XAA	10/2/2017		F	Reg	N				
FSO	19	A	00033051	Paralegal Specialist	Mangan,Joseph L	10/11/2011	F	9	5	60,472	11,429	030A	030A	C1	ACC	2/27/2017		F	Reg	N		#####	12/9/2018	
FSO	19	A	00036334	Attorney Advisor	Ferguson,Ashlei	10/19/2015	F	12	3	89,443	16,905	030A	030A	CH11	XAA	4/1/2018		F	Reg	N	#####	#####	4/1/2018	
FSO	19	A	00037946	Attorney Advisor	Nolen,Shawn M	2/23/2015	F	14	2	121,760	23,013	030A	030A	CH11	XAA	10/1/2017		F	Reg	N		#####	9/30/2018	
FSO	19	A	00037949	Attorney Advisor	Ellis,Maia J	3/9/2015	F	13	3	106,364	20,103	030A	030A	CH11	XAA	10/1/2017		F	Reg	N		#####	9/30/2018	
FSO	19	A	00038311	Law Clerk	Vacant		V	3	1	60,897	11,510	030A	030A	CH11	XAA	10/1/2016		F	Reg	N				
FSO	19	A	00073636	Paralegal Specialist	Walker,Breanna L	10/1/2018	F	9	3	57,046	10,782	030A	030A	C1	ACC	10/1/2016		F	Reg	N		#####		
FSO	19	A	00073637	Attorney Advisor	Noteware,Rachel	5/31/2016	F	12	3	89,443	16,905	030A	030A	CH11	BQA	1/25/2018		F	Reg	N		#####	9/30/2018	
FSO	19	A	00073638	Paralegal Specialist	Webb,Kimberly	7/20/2015	F	9	4	58,759	11,105	030A	030A	C1	ACC	10/1/2016		F	Reg	N		#####	7/22/2018	
FSO	19	A	00073639	Paralegal Specialist	Harrison,Joseph P	10/3/2011	F	9	7	63,898	12,077	030A	030A	C1	ACC	10/1/2016		F	Reg	N		#####	6/25/2017	
FSO	19	A	00073640	Paralegal Specialist	Browne,Meagan C	10/15/2018	F	9	3	57,046	10,782	030A	030A	C1	ACC	10/1/2016		F	Reg	N		#####		
CLERK OF COURT - 400A																								
FSO	19	A	00002582	Legal Assistant (Court)	Gantt,Starr T	5/5/2014	F	7	10	58,267	11,012	040A	040A	C1	ACC	4/16/2017		F	Reg	N				5/15/2016
FSO	19	A	00007142	Customer Service Representative	Proctor,Sandra	10/31/2016	F	7	4	49,015	9,264	040A	040A	1_2	ACC	4/1/2018		F	Reg	N		#####	11/12/2017	
FSO	19	A	00011339	Supvy Clerk of Court	Harley,Angela L.	6/26/2006	F	14	0	121,614	22,985	040A	040A	CH11	MSS	#####		F	Reg	N		#####	6/26/2016	
FSO	19	A	00011946	Legal Assistant (Court)	Vacant		V	7	0	44,389	8,390	040A	040A	C1	ACC	#####		F	Reg	N				
FSO	19	A	00012735	Legal Assistant (Court)	Black,Ashley D.	11/27/2017	F	7	1	44,389	8,390	040A	040A	C1	ACC	#####		F	Reg	N	#####	#####	11/27/2017	
FSO	19	A	00013817	Records Management Assistant	Vacant		V	6	0	37,031	6,999	040A	040A	CH11	XAA	3/19/2018		P	Reg	N				
FSO	19	A	00018397	Customer Service Coordinator	Carter,Anita C	5/27/1997	F	13	9	115,717	21,871	040A	040A	C1	ACC	10/1/2016	#####	F	Reg	N		#####	1/20/2019	
FSO	19	A	00029176	Legal Assistant (Court)	Williams,Brittney T	1/7/2019	F	7	1	44,389	8,390	040A	040A	C1	ACC	2/4/2018		F	Reg	N		#####	1/7/2019	
FSO	19	A	00032358	Legal Administrative Specialis	Williams,Tyrone A	6/25/2007	F	9	6	62,185	11,753	040A	040A	C1	ACC	10/1/2016		F	Reg	N		#####	12/11/2016	
FSO	19	A	00032429	Legal Assistant (Court)	Butler,Shawnece	12/12/2016	F	7	2	45,931	8,681	040A	040A	C1	ACC	1/17/2018	#####	F	Reg	N		#####	4/1/2018	
FSO	19	A	00032497	Legal Administrative Specialis	Jones,Ricky L	8/6/2012	F	9	6	62,185	11,753	040A	040A	C1	ACC	5/28/2017		F	Reg	N		#####	3/4/2018	
FSO	19	A	00032818	Legal Administrative Specialis	Marshall,Christin E	11/30/2015	F	9	1	53,620	10,134	040A	040A	C1	ACC	#####		F	Reg	N		#####	9/30/2018	
FSO	19	A	00034302	Legal Administrative Specialis	Cash,Darrell A	9/17/2007	F	9	7	63,898	12,077	040A	040A	C1	ACC	10/1/2016		F	Reg	N		#####	7/5/2020	
FSO	19	A	00034306	Deputy Clerk of the Court	Sigler,Amber M	9/15/2008	F	11	0	76,127	14,388	040A	040A	CH11	XAA	10/7/2016		F	Reg	N			3/20/2016	
FSO	19	A	00036285	Legal Assistant (Court)	King,Patrice	11/27/2017	F	7	4	49,015	9,264	040A	040A	C1	ACC	10/1/2016		F	Reg	N		#####	11/27/2017	
FSO	19	A	00036383	Legal Assistant (Court)	Almendarez,Yuri	10/1/2018	F	7	1	44,389	8,390	040A	040A	C1	ACC	#####		F	Reg	N		#####		
FSO	19	A	00036545	Deputy Clerk of the Court	Johnson,Charlotte M	4/2/2007	F	11	0	73,542	13,899	040A	040A	CH11	XAA	10/1/2016		F	Reg	N			11/12/2017	
FSO	19	A	00038202	Deputy Clerk of the Court	Campbell,Tanya L	3/19/2007	F	11	0	83,074	15,701	040A	040A	CH11	XAA	10/1/2016		F	Reg	N	#####	#####	8/7/2016	
FSO	19	A	00038312	Legal Assistant (Court)	Vacant		V	7	0	44,389	8,390	040A	040A	C1	ACC	10/1/2016		F	Reg	N				
FSO	19	P	00045498	Customer Service Representative	Suber,Ta'Niece	2/21/2017	F	7	2	45,931	8,681	040A	040A	1_2	ACC	7/8/2018		F	Reg	N			3/3/2019	3/4/2018
FSO	19	A	00046150	Customer Service Representative	Williams,Tamiko Sata	9/23/2013	F	7	4	49,015	9,264	040A	040A	1_2	ACC	4/1/2018		F	Reg	N		#####	4/1/2018	
FSO	19	A	00073631	Legal Assistant (Court)	Okoye,Chinwe P	10/11/2011	F	7	6	52,099	9,847	040A	040A	C1	ACC	#####		F	Reg	N		#####	10/14/2018	
FSO	19	A	00073632	Legal Assistant (Court)	Sinclair,Letitia D	10/3/2011	F	7	6	52,099	9,847	040A	040A	C1	ACC	10/1/2016		F	Reg	N		#####	9/16/2018	
FSO	19	A	00073633	Legal Assistant (Court)	Harris,Arelette E	10/12/2010	F	7	9	56,725	10,721	040A	040A	C1	ACC	10/1/2016		F	Reg	N		#####	10/1/2017	
FSO	19	A	00073634	Legal Assistant (Court)	Washington,Wainneka L	1/7/2019	F	7	1	44,389	8,390	040A	040A	C1	ACC	5/27/2018		F	Reg	N		#####	1/7/2019	
FSO	19	A	00073635	Legal Administrative Specialis	Harris,Alicia	10/31/2016	F	9	1	53,620	10,134	040A	040A	C1	ACC	8/20/2017		F	Reg	N		#####	9/30/2018	
FSO	19	A	00077960	Legal Assistant (Court)	Mottley,Brandon Marc	1/22/2019	F	7	4	49,015	9,264	040A	040A	C1	ACC	#####		F	Reg	N		#####	2/2/2020	1/22/2019
EXECUTIVE - 500A																								
FSO	19	A	00000844	Chief Administrative Law Judge	Adams,Eugene A	5/16/2005	F	11	0	196,724	37,181	050A	050A	CH11	XAA	#####		F	Term	N	4/5/2021			10/14/2007
FSO	19	A	00009163	Executive Assistant	Steele,Shauntinique P.	12/1/2014	F	12	4	80,785	15,268	050A	050A	CH11	XAA	#####		F	Reg	N		#####	11/26/2017	
FSO	19	A	00032804	Chief Operating Officer	Kaloo,Natalia	3/7/2016	F	16	0	140,675	26,588	050A	050A	CH11	XAA	10/1/2017		F	Reg	N			10/15/2017	
FSO	19	A	00038215	Administrative Officer	Turner,Sirah D	11/17/2014	F	13	2	87,878	16,609	050A	050A	CH11	XAA	5/13/2018		F	Reg	N		#####	4/15/2018	

OFFICE OF ADMINISTRATIVE HEARINGS (FSO)
Vacant Positions as of February 1, 2019

Agency	Appr Year	Position Status	Position Number	Title	Program	Salary	Fringe Benefit	Grade	Step	Vacancy Date	Agency Plans To Backfill the Position/Comment
FSO	19	A	00006524	Human Resources Specialist	1010	85,149	16,093	13	0	9/21/2018	New hire scheduled onboard - February 17, 2019
FSO	19	A	00011946	Legal Assistant (Court)	040A	44,389	8,390	7	0	10/28/2018	New hire scheduled onboard - February 4, 2019
FSO	19	A	00013817	Records Management Assistant	040A	37,031	9,369	6	0	3/19/2018	Expected to be filled April 2019
FSO	19	A	00033013	Law Clerk	030A	60,897	11,510	3	0	10/2/2017	Agency may reprogram funds for Law Clerk/Fellows program
FSO	19	A	00038311	Law Clerk	030A	60,897	11,510	3	1	10/1/2016	Agency has reprogrammed funds to non-personal service
FSO	19	A	00038312	Legal Assistant (Court)	040A	44,389	8,390	7	0	10/1/2016	Employee retired January 31, 2019. Will backfill position.
FSO	19	A	00038956	Information Technology Special	1040	49,570	9,369	9	0	5/13/2018	Agency has down graded the position to lower salary

OFFICE OF ADMINISTRATIVE HEARINGS (FSO)
 Filled Term and Temporary Agency Employees as of February 1, 2019

Agency	Appr Year	Position Status	Position Number	Title	Name	Hire Date	Position Status	Grade	Step	Salary	Fringe Benefit	Program	Position Eff Date	Position NTE Date	Full/Part Time	Reg/Temp/Term	Employee NTE Date	Agency Comment
FSO	19	A	00000844	Chief Administrative Law Judge	Adams,Eugene A	5/16/2005	F	11	0	196,724	37,181	050A	10/15/2017		F	Term	4/5/2021	Chief Administrative Law Judge - On a contract
FSO	19	A	00010722	Administrative Law Judge	Howard,John	10/6/2014	F	9	1	168,132	31,777	020A	10/1/2016		F	Reg	3/3/2018	Processing error
FSO	19	A	00012735	Legal Assistant (Court)	Black,Ashley D.	11/27/2017	F	7	1	44,389	8,390	040A	11/27/2017		F	Reg	12/26/2018	Position filled as a name select
FSO	19	A	00018397	Customer Service Coordinator	Carter,Anita C	5/27/1997	F	13	9	115,717	21,871	040A	10/1/2016	5/19/2005	F	Reg		Processing error
FSO	19	A	00032429	Legal Assistant (Court)	Butler,Shawnece	12/12/2016	F	7	2	45,931	8,681	040A	1/17/2018	5/20/2011	F	Reg		Position filled as a name select
FSO	19	A	00036334	Attorney Advisor	Ferguson,Ashlei	10/19/2015	F	12	3	89,443	16,905	030A	4/1/2018		F	Reg	5/31/2019	Position filled as a name select
FSO	19	A	00038202	Deputy Clerk of the Court	Campbell,Tanya L	3/19/2007	F	11	0	83,074	15,701	040A	10/1/2016		F	Reg	11/10/2016	Processing error

OFFICE OF ADMINISTRATIVE HEARINGS (FSO)

PROGRAM TITLE	LOCAL				FEDERAL PAYMENTS				FEDERAL GRANTS			SPECIAL PURPOSE REVENUE				INTRA-DISTRICT FUNDS				GROSS FUNDS			
	FY 2017 Original Budget	FY 2017 Revised Budget	FY 2017 Actuals	FY 2017 Balance	FY 2017 Original Budget	FY 2017 Revised Budget	FY 2017 Actuals	FY 2017 Balance	FY 2017 Original Budget	FY 2017 Revised Budget	FY 2017 Actuals	FY 2017 Original Budget	FY 2017 Revised Budget	FY 2017 Actuals	FY 2017 Balance	FY 2017 Original Budget	FY 2017 Revised Budget	FY 2017 Actuals	FY 2017 Balance	FY 2017 Original Budget	FY 2017 Revised Budget	FY 2017 Actuals	FY 2017 Balance
200A	5,316,249	5,427,138	5,427,138	(110,889)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,484,831	6,595,720	6,595,720	(110,889)
300A	1,180,519	1,196,727	1,196,727	(16,208)	0	0	0	0	60,000	150,000	150,000	0	0	0	0	0	0	0	0	1,392,630	1,498,838	1,498,838	(106,208)
400A	1,548,724	1,523,540	1,523,540	25,184	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,781,796	1,756,612	1,756,612	25,184
500A	487,945	453,369	453,369	34,576	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	487,945	453,369	453,369	34,576
100A	370,976	384,291	384,291	(13,315)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	370,976	384,291	384,291	(13,315)
100F	159,173	148,484	148,484	10,689	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	159,173	148,484	148,484	10,689
TOTAL	9,060,053	9,133,549	9,130,016	(69,963)	0	0	0	0	60,000	150,000	150,000	0	0	0	0	0	0	0	0	10,677,352	10,837,315	10,837,315	(156,430)

FY 2017 Balance	FY 2017 LOCAL VARIANCE EXPLANATIONS:
(110,889)	Actual PS expenditures were higher than budgeted amount due to new ALJ negotiated salary that was not budgeted: Activity "020A".
(16,208)	Compared to approve budget, salaries were lower than budget due to new hires in Activity "030A".
25,184	Compared to approve budget, expenditures for fringe benefits were lower than budgetd amount in activity "040A".
34,576	Compared to approve budget, expenditures for fringe benefits were lower than budgetd amount in activity "050A".
(13,315)	Compared to approve budget, expenditures for fringe benefit were higher than budgeted amount in activity (1010 and 1040).
10,689	Expenditures for fringe benefits were lower than budgetd amount in activity "100F".
(69,963)	Shortfall was covered by the EOM in FY17

FY 2017 Balance	FY 2017 FEDERAL PAYMENTS VARIANCE EXPLANATIONS:
0	
0	
0	

0	
0	
0	
0	

FY 2017	
Balance	FY 2017 FEDERAL GRANTS VARIANCE EXPLANATIONS:
0	
(90,000)	Budget was revised and grantor approved and reimbursed all expenditures. This was compared to the original approved budget
0	
0	
0	
0	
(90,000)	

FY 2017	
Balance	FY 2017 SPECIAL PURPOSE REVENUE VARIANCE EXPLANATIONS:
0	
0	
0	
0	
0	
0	
0	

FY 2017	
Balance	FY 2017 INTRA-DISTRICT FUNDS VARIANCE EXPLANATIONS:
0	Any unspent fund after balancing each MOU was sent back to "buyer" agency.
0	
0	
0	
0	
0	

0	

OFFICE OF ADMINISTRATIVE HEARINGS (FSO)

PROGRAM TITLE	LOCAL				FEDERAL PAYMENTS				FEDERAL GRANTS				SPECIAL PURPOSE REVENUE				INTRA-DISTRICT FUNDS				GROSS FUNDS			
	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals	FY 2018 Balance	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals	FY 2018 Balance	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals	FY 2018 Balance	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals	FY 2018 Balance	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals	FY 2018 Balance	FY 2018 Original Budget	FY 2018 Revised Budget	FY 2018 Actuals	FY 2018 Balance
200A	5,697,138	5,300,106	4,764,572	932,566	0	0	0	0	0	0	0	0	0	0	0	0	1,287,066	1,381,066	1,381,066	(94,000)	6,984,204	6,681,172	6,145,638	838,566
300A	1,706,861	1,506,861	1,223,601	483,260	0	0	0	0	80,000	184,375	184,375	(104,375)	0	0	0	0	126,260	126,260	126,260	0	1,913,121	1,817,496	1,534,235	378,885
400A	1,486,839	1,441,839	1,501,742	(14,903)	0	0	0	0	0	0	0	0	0	0	0	0	236,813	236,813	236,813	0	1,723,652	1,678,652	1,738,554	(14,903)
500A	573,150	573,150	524,409	48,741	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	573,150	573,150	524,409	48,741
100A	397,727	397,727	356,303	41,425	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	397,727	397,727	356,303	41,425
100F	147,537	147,537	164,959	(17,423)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	147,537	147,537	164,959	(17,423)
TOTAL	10,009,253	9,367,221	8,535,586	1,473,666	0	0	0	0	80,000	184,375	184,375	(104,375)	0	0	0	0	1,650,139	1,744,138	1,744,138	(93,999)	11,739,391	11,295,734	10,464,099	1,275,292

FY 2018 Balance	FY 2018 LOCAL VARIANCE EXPLANATIONS:
932,566	In Activity "020A", budgeted amount was more than expenditures due to vacant funded positions. Compared to approve budget.
483,260	Surplus as a result of vacant positions in activity "030A". Compared to approve budget.
(14,903)	Expenditures for fringe benefits were more than budgeted amount "040A". Funds were shifted during closing to cover the deficit.
48,741	Expenditures were slightly more than budgeted amount. Compared to approve budget.
41,425	Expenditures were slightly more than budgeted amount.
(17,423)	Expenditures for fringe benefits were slightly higher than budgeted amount. Adjustments were made during end of year closing.
1,473,666	

FY 2018 Balance	FY 2018 FEDERAL PAYMENTS VARIANCE EXPLANATIONS:
0	
0	
0	
0	
0	
0	
0	

FY 2018 Balance	FY 2018 FEDERAL GRANTS VARIANCE EXPLANATIONS:
0	
(104,375)	Compared to original budget which was revised and revenue was collected (Reimbursable grant - Medicaid). No deficit reported.
0	
0	

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

PROGRAM TITLE	LOCAL				FEDERAL PAYMENTS				FEDERAL GRANTS				SPECIAL PURPOSE REVENUE				INTRA-DISTRICT FUNDS				GROSS FUNDS			
	FY 2019 Original Budget	FY 2019 Revised Budget	FY 2019 Actuals	FY 2019 Balance	FY 2019 Original Budget	FY 2019 Revised Budget	FY 2019 Actuals	FY 2019 Balance	FY 2019 Original Budget	FY 2019 Revised Budget	FY 2019 Actuals	FY 2019 Balance	FY 2019 Original Budget	FY 2019 Revised Budget	FY 2019 Actuals	FY 2019 Balance	FY 2019 Original Budget	FY 2019 Revised Budget	FY 2019 Actuals	FY 2019 Balance	FY 2019 Original Budget	FY 2019 Revised Budget	FY 2019 Actuals	FY 2019 Balance
200A	5,520,318	5,520,318	1,390,539	4,129,779	0	0	0	0	0	0	0	0	0	0	0	0	1,723,258	1,768,258	236,547	1,486,711	7,243,576	7,288,576	1,627,086	5,616,490
300A	1,759,970	1,759,970	496,000	1,263,969	0	0	0	0	150,000	150,000	47,170	102,830	0	0	0	0	139,008	139,008	31,541	107,467	2,048,978	2,048,978	574,712	1,474,266
400A	1,645,700	1,645,700	357,393	1,288,307	0	0	0	0	0	0	0	0	0	0	0	0	228,356	228,356	62,085	166,271	1,874,056	1,874,056	419,478	1,454,578
500A	622,006	622,006	135,933	486,073	0	0	0	0	0	0	0	0	0	0	0	0	622,006	622,006	0	0	622,006	622,006	135,933	486,073
100A	431,889	431,889	86,279	345,610	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	431,889	431,889	86,279	345,610
100F	155,337	155,337	41,753	113,584	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	155,337	155,337	41,753	113,584
TOTAL	10,135,220	10,135,220	2,507,899	7,627,322	0	0	0	0	150,000	150,000	47,170	102,830	0	0	0	0	2,090,622	2,135,622	330,173	1,760,449	12,375,842	12,420,842	2,885,242	9,490,600

FY 2019 Balance	FY 2019 LOCAL VARIANCE EXPLANATIONS:
4,129,779	Only a quarter of FY19 has lapsed. Expenditures were through December 31, 2018. OAH is on track to spend its budget.
1,263,969	Only a quarter of FY19 has lapsed. Expenditures were through December 31, 2018. OAH is on track to spend its budget.
1,288,307	Only a quarter of FY19 has lapsed. Expenditures were through December 31, 2018. OAH is on track to spend its budget.
486,073	Only a quarter of FY19 has lapsed. Expenditures were through December 31, 2018. OAH is on track to spend its budget.
345,610	Only a quarter of FY19 has lapsed. Expenditures were through December 31, 2018. OAH is on track to spend its budget.
113,584	Only a quarter of FY19 has lapsed. Expenditures were through December 31, 2018. OAH is on track to spend its budget.
7,627,322	

FY 2019 Balance	FY 2018 FEDERAL PAYMENTS VARIANCE EXPLANATIONS:
0	
0	
0	
0	
0	
0	

FY 2019 Balance	FY 2018 FEDERAL GRANTS VARIANCE EXPLANATIONS:
0	
102,830	OAH will spend all of the federal grant expenditure budget. Expenditures were through Dec. 31, 2018

0	
0	
0	
0	
102,830	

FY 2019	
Balance	FY 2018 SPECIAL PURPOSE REVENUE VARIANCE EXPLANATIONS:
0	
0	
0	
0	
0	
0	
0	

FY 2019	
Balance	FY 2018 INTRA-DISTRICT FUNDS VARIANCE EXPLANATIONS:
1,486,711	Any unspent balance will be sent back to "buyer" agency at the end of FY19. Expenditures were through December 31, 2018.
107,467	Any unspent balance will be sent back to "buyer" agency at the end of FY19. Expenditures were through December 31, 2018.
166,271	Any unspent balance will be sent back to "buyer" agency at the end of FY19. Expenditures were through December 31, 2018.
0	
0	
0	
1,760,449	

FY 2018 Intra-District Summary - SELLER

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

BUYING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING SOURCE	PROGRAM/ACTIVITY	FUNDING RECEIVED	LETTER INTENT DATE
Department of Employment Services (DOES) - CF0	UI appeal cases referred by DOES.	DOES00/18	VARIOUS	1,389,354	11/10/16
DC Public Schools (DCPS) - GA0	Student Disciplinary cases.	DCPS00/18	300A/030A	5,246	11/10/16
Dept. of the Environment (DDOE) - KG0	Environmental enforcement.	DDOE00/18	300A/030A	24,713	10/18/16
Health Benefit Exchange Authority - H10	Affordable Healthcare (OBAMA Care) cases.	HBEA00/18	300A/030A	6,500	10/27/16
Department of Employment Services (DOES) - CF0	Adjudication of Worker Compensation	DOWH00/18	200A/020A	93,499	NONE
Department of Employment Services (DOES) - CF0	Wage Theft Prevention Act of 2014	DOHA00/18	200A/020A	223,556	NONE
Office of the Attorney General (OAG) - CB0	Child Support Division; cases on child support and appeals of child support financial seizure cases	CSSD00/18	200A/020A	1,270	NONE
TOTAL				1,744,138	0

FY 2018 Intra-District Summary - BUYER

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING SOURCE	PROGRAM/ACTIVITY	FUNDING SENT	LETTER INTENT DATE
Office of Labor Relations and Collective Bargaining (OLRCB) - AE0	Represent OAH - IFPTE and AFSCME	LOCAL	200A/020A	50,000	NONE
Office of Contracting and Procurement (OCP) - PO0	Pcard Payments	LOCAL	VARIOUS	65,000	NONE
Office of the Chief Technology Officer (OCTO) - TO0	RTS Payments	LOCAL	100A/1040	5,000	NONE
Dept of Public Works (DPW) - KT0	Archive - documentation	LOCAL	300A/030A	8,571	NONE
Office of Disability Rights - JR0	Sign Language Interpretation Services	LOCAL	300A/030A	6,106	NONE
TOTAL				134,677	0

FY 2019 Intra-District Summary - SELLER

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

BUYING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING SOURCE	PROGRAM/ACTIVITY	FUNDING RECEIVED	LETTER INTENT DATE
Department of Employment Services (DOES) - CF0	UI appeal cases referred by DOES.	DOES00/19	VARIOUS	1,587,801	11/1/17
DC Public Schools (DCPS) - GA0	Student Disciplinary cases.	DCPS00/19	300A/030A	25,000	NONE
Dept. of the Environment (DDOE) - KG0	Environmental enforcement hearings	DDOE00/19	200A/020A	45,000	NONE
Health Benefit Exchange Authority - H10	Affordable Healthcare (OBAMA Care) cases.	HBEA00/19	300A/030A	15,000	9/22/17
Office of the Attorney General (OAG) - CB0	Child Support Division; cases on child support and appeals of child support financial seizure cases.	CSSD00/19	200A/020A	37,821	10/4/17
Department of Employment Services (DOES) - CF0	Adjudication of Worker Compensation	DOWH00/19	200A/020A	200,000	11/16/17
Department of Employment Services (DOES) - CF0	Wage Theft Prevention Amendment Act of 2014	DOHA00/19	200A/020A	250,000	11/16/17
TOTAL				2,160,622	0

FY 2019 Intra-District Summary - BUYER

OFFICE OF ADMINISTRATIVE HEARINGS (FS0)

SELLING AGENCY	DESCRIPTION OF SERVICES PROVIDED	FUNDING SOURCE	PROGRAM/ACTIVITY	FUNDING SENT	LETTER INTENT DATE
Office of Labor Relations and Collective Bargaining (OLRCB)	Represent OAH - IFPTE and AFSCME	LOCAL	VARIOUS	50,000	NONE
Office of Contracting and Procurement (OCP) - PO0	Pcard Payments	LOCAL	VARIOUS	38,000	NONE
DC Office of Human Resources (DCHR) - BE0	Recruitment and staffing services	LOCAL	100A/1010	0	NONE
Office of the Chief Technology Officer (OCTO) - TO0	RTS Payments	LOCAL	100A/1040	5,000	NONE
Dept of Public Works (DPW) - KT0	Archive - documentation	LOCAL	300A/030A	6,700	NONE
Office of Disability Rights - JR0	Sign Language Interpretation Services	LOCAL	300A/030A	5,000	NONE
TOTAL				104,700	0

OFFICE OF ADMINISTRATIVE HEARINGS					
FY 2018 REPROGRAMMING LIST					
LOCAL				Original Budget \$10,009,253	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	0100	9/30/2018	BJFLREP8	ALIGN BUDGET TO EXPENDITURES	(500,000)
2018	0100	6/26/2018	BJFS0FO0	OFFICE OF VICTIM SERV	(130,000)
2018	0100	6/26/2018	BJFS0FO0	OFFICE OF VICTIM SERV	(70,000)
Revised Budget					\$9,367,221

FEDERAL GRANT				Original Budget \$200,000	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	8250			NONE	
2018	8250				
2018	8250				
Revised Budget					\$153,296

INTRA-DISTRICT				Original Budget \$1,649,805	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	0701			NONE	
2018	0701				
2018	0701				
2018	0701				
Revised Budget					\$1,744,138

OFFICE OF ADMINISTRATIVE HEARINGS					
FY 2019 REPROGRAMMING LIST					
LOCAL				Starting Budget \$10,135,220	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019	0100				
2019	0100				
2019	0100				
Final Budget					\$10,135,220

FEDERAL GRANT				Starting Budget \$150,000	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019	8250			NONE	
2019	8250				
2019	8250				
Final Budget					\$150,000

INTRA-DISTRICT				Starting Budget \$2,135,622	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019	0701			NONE	
2019	0701				
2019	0701				
2019	0701				
Final Budget					\$2,135,622

OFFICE OF ADMINISTRATIVE HEARINGS					
FY 2018 REPROGRAMMING LIST					
LOCAL				Starting Budget \$10,009,253	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	0100	10/31/2017	BJFS0131	ALIGN BUDGET TO EXPENDITURES	(55,440)
2018	0100	10/31/2017	BJFS0131		55,440
2018	0100	10/23/2017			5,000
Final Budget					\$10,009,253

FEDERAL GRANT				Starting Budget \$200,000	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	8250	9/30/2018	BHFSOMED	BUDGET ADJUSTMENT	(\$8,704)
2018	8250	2/2/2018	BHFS00AI	REALIGN BUDGET	\$97,200
2018	8250	10/23/2017	PAFSMED8	REALIGN BUDGET	\$64,800
Final Budget					\$153,296

INTRA-DISTRICT				Starting Budget \$1,649,805	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2018	0701	2/26/2018	HBFSAI18	INTRA-DIST: WORKER COMPENSATION (MOU)	94,333.00
2018	0701				
2018	0701				
2018	0701				
Final Budget					\$1,744,138

OFFICE OF ADMINISTRATIVE HEARINGS					
FY 2019 REPROGRAMMING LIST					
LOCAL				Starting Budget \$10,135,220	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019	0100	11/1/2018	BJFS0230	ALIGN BUDGET TO EXPENDITURES	(85,736)
2019	0100	11/1/2018	BJFS0230	ALIGN BUDGET TO EXPENDITURES	72,108
2019	0100	11/1/2018	BJFS0230	ALIGN BUDGET TO EXPENDITURES	13,628
Final Budget					\$10,135,220

FEDERAL GRANT				Starting Budget \$150,000	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019	8250	10/4/2018	PAFS19MD	BUDGET ADJUSTMENT	(\$150,000)
2019	8250	10/4/2018	PAFS19MD	REALIGN BUDGET	\$121,650
2019	8250	10/4/2018	PAFS19MD	REALIGN BUDGET	\$28,350
Final Budget					\$150,000

INTRA-DISTRICT				Starting Budget \$2,135,622	
FISCAL YEAR	FUND	DATE	SOAR DOC #	DESCRIPTION	AMOUNT
2019	0701				0.00
2019	0701				0.00
Final Budget					\$2,135,622

**OFFICE OF ADMINISTRATIVE HEARINGS (FSO)
FY 2018 AND FY 2019 FEDERAL GRANTS LIST**

GRANTOR NAME	GRANT NAME	PURPOSE	GRANT PERIOD	FY 2018 AMOUNT	FY 2018 EXPENDITURES	FY 2018 FTEs	FY 2019 AMOUNT	FY 2019 EXPENDITURES	FY 2019 FTEs
US Department of Health and Human Services	MEDICAID REIMBURSEMENT GRANT (8250)	Adjudication of TANF and Medicaid related cases.	Oct/01 thru Sept/30	200,000.00	184,374.91	Varies: Month by Month	150,000.00	47,170.12	Varies: Month by Month

Note: Expenditures for FY19 was through 12/31/2018

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	Copies of deliverables	Contract Administrator name and title assigned to each contract and/or procurement	Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans	Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.);	Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor)	Solicitation method (e.g. competitive bid via GSA or DCSS, sole source, task order against other agency's contract)	CBE status	Division and activity within DOES utilizing the goods and/or services	Requisitions and purchase order numbers established under each contract	Corresponding, obligated amounts for each purchase order	Corresponding, expended amounts (actuals) for each purchase order	Funding source for each requisition and purchase order	Index and PCA codes used each requisition and purchase order	Activity code and name for each index and PCA used under requisitions and purchase orders;	Total contract or procurement value in FY18 (YTD)	Period of performance (e.g. May 31 to April 30)	Current year of contract (e.g. Base Year, Option Year 1, etc.)
PITNEY BOWES, POSTAGE	N/A	Exempt from Competition	OAH seeks Pitney Bowes by Phone Reserve Account.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Exempt from Competition	N	N/A	PO572328	\$ 27,000.00	\$ 27,000.00	Local	10400 and 1040A	1040-Agency Management	\$ 27,000.00	October 1 2017 to September 30, 2018	N/A
VIDEO COMMUNICATIONS LLC	N/A	Firm Fixed Price	Audio Visual Support Services, Warranty, Maintenance, and Repair for all OAH equipment located in hearing rooms/conference rooms.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Competitive	N	N/A	PO574538	\$ 20,000.00	\$ 20,000.00	Local	2000A and 200AA	020A-The Trials, Appeals, and Judicial Management	\$ 20,000.00	October 1 2017 to September 30, 2018	N/A
JOURNAL TECHNOLOGIES	CW51089	Sole Source	OAH is seeking a vendor to provide license, maintenance, and upgrade support for its eCourt case management system for Option Year 1.	See enclosed for contract	LTS1 upgrade finalized.	See enclosed for contract	Natalia Kalloo, Chief Operations	None	N/A	Onbase Hyland-Document Management	Sole Source	N	N/A	PO579817	\$ 120,731.00	\$ 120,731.00	Local	3000A and 300AA, 2000AA and 200AA	030A-The Judicial Assistance and Legal Counsel program \$116,143.75 020A-The Trials, Appeals, and Judicial Management program-\$4,587.256	\$120,731.00	January 1 to December 31, 2018	Option Year 1
OLENDER REPORTING INC.	N/A	Firm Fixed Price	OAH seeks a contractor to provide transcription and stenographic services to the agency on an as needed basis with payments on a fixed cost basis for an estimated 8,500 pages.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Competitive	Y	N/A	PO572821	\$ 50,140.00	\$ 50,140.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 50,140.00	October 1 2017 to September 30, 2018	N/A
LEXISNEXIS RISK SOLUTIONS FL	CW29191	CityWide Contract	Office of Administrative Hearings (OAH) seeks a contractor to provide WestlawNext online legal research services to 18 users, consisting of administrative law judges, attorney advisors, and law clerks to conduct legal research in the issuance of orders by OAH administrative law judges. This exercises Mod 5 and 6 of CW29191.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Citywide Contract	N	N/A	PO571849	\$ 14,250.00	\$ 14,250.00	Intra-District	2000E and 200DE	020A-The Trials, Appeals, and Judicial Management	\$ 14,250.00	October 1 2017 to September 30, 2018	Modification 6

IGI DOCS INC DOCUMENT MGER	CW22761-C1872-V5	Firm Fixed Price	OAH is seeking to continue its lease and maintenance of seven (7) Canon copiers for 9 months in FY18 on a 36 month lease. Canon Photocopier Lease, Maintenance and Support License. (2) IRA 6575 (1) IRA 6575 w/folding unit (3) IRA 4235 (1) IRA C560 Copier Maintenance Pricing: Pooled Monthly black and white copy allowance: 95,000 copies Overage Cost per copy for copies over the monthly allowance of	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Competitive	Y	N/A	PO572330	\$ 48,821.67	\$ 48,821.67	Local	10400 and 1040A	1040-Agency Management	\$ 48,821.67	October 1 2017 to September 30, 2018	N/A
WEST PUBLISHING CORP	CW33526	CityWide Contract	Office of Administrative Hearings (OAH) seeks a contractor to provide WestlawNext online legal research services to 18 users, consisting of administrative law judges, attorney advisors, and law clerks to conduct legal research in the issuance of orders by OAH administrative law judges. Exercises Mod 2 of CW33526.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Citwide Contract	N	N/A	PO571851	\$ 10,192.50	\$ 2,793.41	Intra-District	2000E and 200DE	020A-The Trials, Appeals, and Judicial Management	\$ 10,192.50	October 1 2017 to September 30, 2018	Modification 2
KY,LLC DBA/US OFFICE SOLUTIC	N/A	Firm Fixed Price	OAH is seeking an experienced contractor to sell and timely deliver office supplies to OAH on an as needed basis.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Competitive	Y	N/A	PO572250	\$ 53,368.49	\$ 3,697.53	Local	2000A and 200AA	020A-The Trials, Appeals, and Judicial Management	\$ 53,368.49	October 1 2017 to September 30, 2018	N/A
Matlida J Farren	BPA-17-0010	Firm Fixed Price	OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. References BPA-17-0010.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Competitive	N	N/A	PO571184	\$ 19,600.00	\$ 19,600.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 19,600.00	October 1 2017 to September 30, 2018	N/A

Aimee R. Sullivan	BPA-17-0009	Firm Fixed Price	OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. References BPA-17-0009.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Competitive	N	N/A	PO571185	\$ 20,000.00	\$ 20,000.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 20,000.00	October 1 2017 to September 30, 2018	N/A
RENE COSTALES	BPA No. CW29104	Exempt from Competition	OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. OAH seeks to exercise option year 3.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Exempt from Competition	N	N/A	PO571218	\$ 20,000.00	\$ 20,000.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 20,000.00	October 1 2017 to September 30, 2018	Option Year 3
WESLEY, CARLOS J.	CW29102	Exempt from Competition	OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. OAH seeks to exercise Option Year 3.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Exempt from Competition	N	N/A	PO571852	\$ 20,000.00	\$ 20,000.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 20,000.00	October 1 2017 to September 30, 2018	Option Year 3
MPREHENSIVE LANGUAGE CENT	CW18118	Firm Fixed Price	OAH seeks federal and/or state court certified interpreter services necessary for many self-represented litigants that have limited English proficiency. These services will allow OAH to comply with the Language Access Act.	N/A	N/A	N/A	Natalia Kalloo, Chief Operations	None	N/A	N/A	Competitive	N	N/A	PO571856	\$ 24,810.00	\$ 24,810.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 24,810.00	October 1 2017 to September 30, 2018	N/A

Contractor/Vendor Name	Contract Number	Contract type (e.g. HCA, BPA, Sole Source, single-source, competition award, etc.)	Description of contractual goods and/or services	Contract's outputs and deliverables	Status of deliverables	Copies of deliverables	Contract Administrator name and title assigned to each contract and/or procurement	Oversight/monitoring plan for each contract and associated reports, performance evaluations, cure notices, and/or corrective action plans	Target population for each contract (e.g. unemployed adults, homeless youth, DOES staff, etc.)	Subcontracting status (i.e. Did the Contractor sub any provision of goods and/or services with another vendor)	Solicitation method (e.g. competitive bid via GSA or DSS, sole source, task order against other agency's contract)	CBE status	Division and activity within DOES utilizing the goods and/or services	Requisitions and purchase order numbers established under each contract	Corresponding obligated amounts for each purchase order	Corresponding expended amounts (actuals) for each purchase order	Funding source for each requisition and purchase order	Index and PCA codes used each requisition and purchase order	Activity code and name for each Index and PCA used under requisitions and purchase orders	Total contract or procurement value in FY18	Total contract or procurement value in FY19 (YTD)	Period of performance (e.g. May 31 to April 30)	Current year of contract (e.g. Base Year, Option Year 1, etc.)
PITNEY BOWES, POSTAGE	N/A	Exempt from Competition	OAH seeks Pitney Bowes by Phone Reserve Account.	N/A	N/A	N/A	??	None	N/A	N/A	Exempt from Competition	N	N/A	POS92770	\$ 27,000.00	\$ 27,000.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 27,000.00	\$ 27,000.00	October 1 2018 to September 30, 2019	N/A
VIDEO COMMUNICATIONS LLC	N/A	Firm Fixed Price	Audio Visual Support Services, Warranty, Maintenance, and Repair for all OAH equipment located in hearing rooms/conference rooms.	N/A	N/A	N/A		None	N/A	N/A	Competitive	N	N/A	POS93134	\$ 20,000.00	\$ 20,000.00	Local	3000A and 300AA	030A-The Trials, Appeals, and Judicial Management	\$ 20,000.00	\$ 20,000.00	October 1 2018 to September 30, 2019	N/A
JOURNAL TECHNOLOGIES	CW51089	Sole Source	OAH is seeking a vendor to provide license, maintenance, and upgrade support for its eCourt case management system for Option 14.	See enclosed for contract	LTS1 upgrade finalized.	See enclosed for contract		None	N/A	Onbase Hyland-Documents Management	Sole Source	N	N/A	POS98205	\$ 141,518.00	Not as of yet	Local	3000A and 300AA,	030A-The Judicial Assistance and Legal Counsel program	\$ 120,731.00	\$ 141,518.00	January 1 to December 31, 2019	Option Year 2
NEAL R GROSS & CO INC	N/A	Firm Fixed Price	OAH seeks a contractor to provide transcription and stenographic services to the agency on an as needed basis with payments on a fixed cost basis for an estimated 9,000 pages.	N/A	N/A	N/A		None	N/A	N/A	Competitive	Y	N/A	POS93662	\$ 50,000.00	\$ 2,734.26	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	NA	\$ 50,000.00	October 1 2018 to September 30, 2019	N/A
LEXISNEXIS RISK SOLUTIONS FL	CW29191	CityWide Contract	Office of Administrative Hearings (OAH) seeks a contractor to provide WestlawNext online legal research services to 22 OAH users, consisting of administrative law judges, attorney advisors, and law clerks to conduct legal research in the issuance of orders by OAH administrative law judges. This exercises the base year of CW29191.	N/A	N/A	N/A		None	N/A	N/A	Citywide Contract	N	N/A	POS92703	\$ 18,816.00	\$ 18,816.00	Local	2000A and 200AA	020A-The Trials, Appeals, and Judicial Management	\$ 14,250.00	\$ 18,816.00	October 1 2018 to September 30, 2019	Option Year 1
DIGI DOCS INC DOCUMENT MGRERS	CW22761-C1872-V5	Firm Fixed Price	OAH is seeking to continue its lease and maintenance of seven (7) Canon copiers for 9 months in FY19 on a 36 month lease. Canon Photocopier Lease, Maintenance and Support License. (2) IRA 6575 (1) IRA 6575 whifolding unit (3) IRA 4235 (1) IRA C5560 Copier Maintenance Pricing: Pooled Monthly black and white copy allowance: 95,000 copies Overage Cost per copy for copies over the monthly allowance of 95,000 B&W and 2,000 Color	N/A	N/A	N/A		None	N/A	N/A	Competitive	Y	N/A	POS93869	\$ 48,821.67	\$ 21,698.52	Local	10400 and 1040A	1040-Agency Management	\$ 48,821.67	\$ 48,821.67	October 1 2018 to September 30, 2019	N/A
THOMSON REUTERS(TAX & ACC) INC	CW33526	CityWide Contract	Office of Administrative Hearings (OAH) seeks a contractor to provide WestlawNext online legal research services to 24 users, consisting of administrative law judges, attorney advisors, and law clerks to conduct legal research in the issuance of orders by OAH administrative law judges. Exercises Mod 3 of CW33526.	N/A	N/A	N/A		None	N/A	N/A	Citywide Contract	N	N/A	POS98090	\$ 14,880.00	Not as of yet	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	\$ 10,192.50	\$ 14,880.00	October 1 2018 to September 30, 2019	Modification 3

SKY,LLC DBA/US OFFICE SOLUTION	N/A	Firm Fixed Price	OAH is seeking an experienced contractor to sell and timely deliver office supplies to OAH on an as needed basis.	N/A	N/A	N/A		None	N/A	N/A	Competitive	Y	N/A	POS95080	\$ 41,373.43	\$ 22,104.62	Local	2000A and 200AA	020A-The Trials, Appeals, and Judicial Management	\$ 63,478.05	\$ 63,478.05	October 1 2018 to September 30, 2019	N/A
Mailde J Farren	BPA-17-0010	Firm Fixed Price	OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. References BPA-17-0009.	N/A	N/A	N/A		None	N/A	N/A	Competitive	N	N/A	POS93671	\$ 15,000.00	\$ 10,000.00	Local	2000A and 200AA	020A-The Judicial Assistance and Legal Counsel program	\$ 15,000.00	\$ 15,000.00	October 1 2018 to September 30, 2019	N/A
Aimee R. Sullivan	BPA-17-0009	Firm Fixed Price	OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. References BPA-17-0010.	N/A	N/A	N/A		None	N/A	N/A	Competitive	N	N/A	POS93871	\$ 15,000.00	\$ 10,000.00	Local	2000A and 200AA	020A-The Judicial Assistance and Legal Counsel program	\$ 5,000.00	\$ 15,000.00	October 1 2018 to September 30, 2019	N/A
RENE COSTALES	BPA No. CW29104	Exempt from Competition	OAH seeks Spanish court certified interpreter and translation services necessary for many self-represented litigants that have limited English proficiency. OAH seeks to comply with the Language Access Act. OAH seeks to exercise option year 3.	N/A	N/A	N/A		None	N/A	N/A	Exempt from Competition	N	N/A	POS93689	\$ 20,000.00	\$ 8,400.00	Local	2000A and 200AA	020A-The Judicial Assistance and Legal Counsel program	\$ 20,000.00	\$ 20,000.00	October 1 2018 to September 30, 2019	Option Year 4
MULTICULTURAL COMMUNITY SERVICE	CW58696	Firm Fixed Price	OAH seeks federal and/or state court certified interpreter services necessary for many self-represented litigants that have limited English proficiency. These services will allow OAH to comply with the Language Access Act.	N/A	N/A	N/A		None	N/A	N/A	Competitive	N	N/A	POS94936	\$ 26,000.00	\$ 3,285.00	Local	3000A and 300AA	030A-The Judicial Assistance and Legal Counsel program	NA	\$ 26,000.00	October 1 2018 to September 30, 2019	N/A