

Pre-Hearing Questions

Of the

Committee on Government Operations and Facilities

And the

Answers of the

Office of

Advisory Neighborhood Commissions (OANC)

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

The mission of the Office of Advisory Neighborhood Commissions (“OANC”) is to provide technical, administrative, and financial reporting assistance to the Advisory Neighborhood Commissions. The OANC is intended to support the efforts of Advisory Neighborhood Commissions, review Commission quarterly financial reports, and approve or disapprove the release of Commission quarterly allotments pursuant to section 1-309.13.

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

Two new positions have recently been added to the office and we are hopeful that this addition will provide the resources previously lacking to fully implement the statutory mandates placed on our office.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency was required to complete in FY 20 and FY 21, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

The OANC is required to report its spending plans and experience to the Department of Small, Local, and Business Development, and we did so timely.

4. Please list and describe any regulations promulgated by the agency in FY 20 or FY 21, to date, and the status of each

No regulations were promulgated by the OANC in FY20 or FY21 to date.

5. Please explain any significant impacts on your agency, if any, of any legislation passed at the federal or local level during FY 20 and FY 21, to date.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 21.

- Orienting new Commissioners for the 21-22 term and implementing necessary transition requirements.
- Reviewing and approving ANC quarterly financial reports, using OANC-developed software.
- Providing on-going assistance to Commissions and individual Commissioners regarding ANC administrative processes and internal ANC operations. Implementing the Technical Assistance Fund and identifying Commission equirements for assistance.

- Implementing the authorization for a new position in FY21, i.e. creating the new position, recruiting a new hire, then training them to carry out their responsibilities.

7. What metrics are regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

The OANC’s most discrete responsibility is the review and approval of ANC quarterly reports. Accordingly, we watch to ensure that each quarter we process the reports of the 40 ANCs, and that by the end of the year all 160 reports (if all ANCs have submitted all of their reports) have been examined.

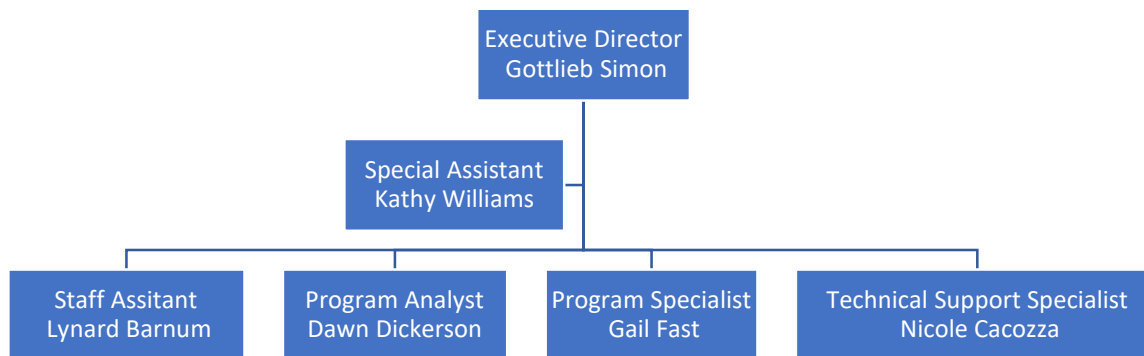
8. Please provide a copy of the agency’s FY 20 performance plan, if one was prepared. Please explain which performance plan objectives were completed in FY 20 and whether they were completed. If they were not completed, please provide an explanation.

9. Please provide a copy of your agency’s FY 21 performance plan as submitted to the Office of the City Administrator, if one was prepared.

The OANC does not report to the City Administrator.

10. Please describe any new initiatives or programs that the agency implemented in FY 20 and FY 21, to date, to improve the operations of the agency. Please identify any funding utilized for these initiative or program and the results, or expected results, of each initiative.

11. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.



2/4/21

- Please provide an explanation of the roles and responsibilities for each division and subdivision.**
- Please provide a narrative explanation of any changes made to the organizational chart during the previous year.**

The chart has been changed by the addition of the Technical Support

position.

12. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen.

Please see the attachment.

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

No employees have been detailed to or from the OANC.

14. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 20 and FY 21, to date;**
- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 20 and FY 21, to date;**
- c. A list of travel expenses, arranged by employee for FY 20 and FY 21, to date, including justification for travel;**
- d. A list of total workers' compensation payments paid in FY 20 and FY 21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

No OANC employees have received agency cell phones or similar devices. The OANC does not own or lease vehicles. No OANC employees incurred travel expenses. Finally, no OANC employees received workers' compensation payments.

15. Please separately list each employee whose salary was \$100,000 or more in FY 20 and FY 21, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Please see the attachment.

16. Please list in descending order the top 25 overtime earners in your agency in FY 20 and FY 21, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.

No OANC employees earned overtime

17. For FY 20 and FY 21, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

No OANC employees received bonuses, special pay or separation pay.

18. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining

No collective bargaining agreements apply to the OANC.

19. Please provide a list of any training or continuing education opportunities made available to agency employees. For each 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.

Kathy Williams, Special Assistant to the Executive Director, took Workforce Development training on "Communications in the Workplace,"; and, a CLE class on "Practical Law in the Age of COVID," from Thomson Reuters.

20. Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? If not, what steps are taken to ensure that all agency employees are meeting individual job requirements?

Prior to the health emergency we were all in close physical proximity. Being a small staff we have remained in close virtual proximity. Performance feedback is immediate and ongoing. It should be noted that the trend in private industry is to move away from annual performance evaluations. See "The Performance Management Revolution," by Peter Cappelli and Anna Tavis, October 2016, Harvard Business Review (<https://hbr.org/2016/10/the-performance-management-revolution>)

21. Please describe what strategies the agency is using to improve employee retention.

The OANC has not experienced any problems with employee retention.

22. For FY 20 and FY 21, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

The OANC does not pay for mobile communications.

23. For FY 20 and FY 21, to date, please list all intra-District transfers to or from the agency.

24. For FY 20 and FY 21, 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 code;*
- b. The source of funding;*
- c. A description of the program that generates the funds;*
- d. The amount of funds generated by each source or program;*
- e. Expenditures of funds, including the purpose of each expenditure; and*
- f. The current fund balance.*

The OANC has no special purpose revenue funds

25. For FY 20 and FY 21, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

All purchase card spending, as shown below, is initiated by Lynard Barnum, Staff Assistant, on behalf of the OANC:

Date	Vendor	Amount	Purpose
01/20/20	Standard Office Supply	\$124.99	Office supplies
01/23/20	Standard Office Supply	\$218.39	Office supplies
01/24/20	Standard Office Supply	\$61.79	Office supplies
02/17/20	Microsoft Store	\$74.19	Adobe Photoshop Elements
02/19/20	TechSmith	\$237.41	Camtasia Screen R/E

26. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 20 and FY 21, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Please see the attachment.

27. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.

The OANC has no capital projects.

28. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 20 and the first quarter of FY 21. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.

Please see the attachment.

29. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 21 or FY 22. For each, include a description of the need and the amount of funding requested.

30. Please list, in chronological order, each reprogramming that impacted the agency in FY 20 and FY 21, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

The OANC has made no budget enhancement requests.

31. Please list each grant or sub-grant received by your agency in FY 20 and FY 21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

32. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

The OANC has received no grants and accordingly no positions are dependent on grant funding.

33. Please list each contract, procurement, and lease entered into or extended by your agency during FY 20 and FY 21, to date. For each contract, please provide the following information where applicable:

- a. The name of the contracting party;**
- b. The nature of the contract, including the end product or service;**
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
- f. The name of the agency's contract monitor and the results of any monitoring activity; and**
- g. The funding source.**

No contracts have been entered into in FY20 or thus far in FY21.

34. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?

Our adjusted expendable budget is \$2,757.41 and our goal is \$1,378.70 and \$1,396.40 has been spent with SBEs yielding 101.28% as the percentage of the OANC budget that has been spent with SBEs.

35. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or may result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

There are no pending lawsuits against the OANC.

36. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 20 or FY 21, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

There have been no settlements entered into by the OANC.

37. Please list the administrative complaints or grievances that the agency received in FY 20 and FY 21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 20 or FY 21, to date.

No administrative complaints or grievances have been received by the OANC.

38. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any sexual harassment allegations received by the agency in FY 20 and FY 21, to date, and whether or not those allegations have been resolved.

In case of any such allegations the OANC will follow the procedures for investigating allegations of sexual harassment outlined in the Policy Statement on Sexual Harassment of the Office of the Secretary of the Council of the District of Columbia. No allegations of sexual harassment were received by the OANC in FY20 or FY21 or at any time..

39. Please list and describe any spending pressures the agency experienced in FY 20 and any anticipated spending pressures for the remainder of FY 21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 20, describe how it was resolved, and if the spending pressure is in FY 21, describe any proposed solutions.

No spending pressures are experienced at the present time.

40. Please provide the number of FOIA requests for FY 20, and FY 21, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.

The OANC received two FOIA requests. The requests were similar and eventually denied. The determination was not appealed. Interacting with the requester and preparing the responses took a few hours.

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

a. A detailed description of the information tracked within each system;

- b. The age of the system and any substantial upgrades that were made in FY 20 or FY 21, to date, or that are planned for the system;*
- c. Whether the public is currently granted access to all or part of each system; and*
- d. Whether the public could be granted access to all or part of each system.*

The OANC maintains a database of ANC Commissioners and their contact information which is updated as Commissioners leave or fill vacancies and is accessible at <http://anc.dc.gov>. Some Commissioners, however, have requested that certain information, e.g. apartment units or telephone numbers, not be listed there. This site also includes information on the date, time, and location of Commission monthly meetings, and it is updated as the OANC identifies changes or the Commissions report changes.

42. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 20 and FY 21, to date.

No ongoing investigations, audits, or reports on the OANC or its employees were completed during FY20 or FY21.

43. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 20 and FY 21, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.

The OANC did not prepare or fund any such efforts.

44. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

There are no boards or commissions associated with the OANC, apart from ANCs which are excluded from this item.

OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS

45. Please list all currently vacant Advisory Neighborhood Commissioner positions.

The following SMDs are currently vacant:

2A08 4A04 4B05 5A04 7E03 7F07 8B07 8E03

46. What new programming and services were developed or implemented by the Office to support Advisory Neighborhood Commissioners in serving District residents in FY 20 and FY 21, to date?

A major effort new effort was required as a result of Covid-19. The authorization and need for ANCs to operate “virtually” resulted in partnership efforts with OCTO to provide access to WebEx for all 40 ANCs and to assist the ANCs in learning how to use it by means of a training video and one-on-one help. Advice on running effective and safe video meetings on other platforms

was also provided. The Office also partnered with the Council Budget Office to provide new training on the budget process, and with the Office of Government Ethics to offer new training on government ethics.

47. How many training sessions were provided by the Office to Advisory Neighborhood Commissioners in FY 20 and FY 21, to date? Please provide the subjects covered, dates, and attendance for each training offered. Please also note which trainings were provided virtually, and if those trainings are now available on demand.

48. To your knowledge, how many training sessions were provided by District government agencies or non-profit organizations to ANCs in FY 20 and FY 21, to date? Please provide the subjects covered, dates, and attendance for each training offered.

49. Please describe the efforts of the Office to increase public awareness of the work of the Advisory Neighborhood Commissions.

The Office has worked to create public awareness of the work of Commissions and Commissioners through our regular fielding of phone calls and emails requesting information about ANCs. During the summer we provided information on how to run for ANC and which SMDs had candidates and how many. In addition we have begun a Twitter “series” highlighting from time to time significant contributions of individual ANCs explaining that that “ANC also stands for: Advancing Neighborhood Cooperation; Advocating for the Needs of Children; “Assisting the National Census”, etc. Additionally the Executive Director will appear as a featured speaker in the public library series: Now that the Program Specialist position has been filled, we expect to do more work in this area.

50. Please provide a list of any support services that were requested by ANCs in FY 20, or FY 21 to date, but that were not available.

No such requests were made to the OANC in FY20 or to date in FY21.

51. Please provide an update on the use of the budget allotment provided for ANC Communications Access in FY 20, and FY 21, to date. How much has been expended in each fiscal year and how many meetings have been translated for that expenditure? What is the process for Advisory Neighborhood Commissions to request Communications Access assistance?

Service	FY20		FY21	
	No. of Meetings	Expenditure	No. of Meetings	Expenditure
ASL	17	\$7,083.78	10	\$5,148.50
CART	11	\$7,642.18	12	\$6,273.90
Total	28	\$14,725.96	22	\$11,422.40

Commissions may request these services by filling out a form on the Office

of Disability Rights (ODR) website which then arranges for service at an ANC meeting.

52. Please provide an update on the use of the budget allotment provided for language access for ANCs in FY 20, and FY 21, to date. How much has been expended in each fiscal year? What is the process for Advisory Neighborhood Commissions to request language access assistance?

No funds have yet been expended in FY21. Last year a total of just \$ 133.92 was expended in response to a request from one ANC. To receive a reimbursement, a Commission must submit a reimbursement request form to the OHR at (ANC.OHR@dc.gov).

53. Please provide an update on the use of the budget allotment provided to procure or license a mobile or desktop application to assist Advisory Neighborhood Commission with outreach and engagement with their constituents. Has procurement begun? How has the Office engaged with ANCs to develop the requirements for this application? When does the Office anticipate this application will be available to ANCs?

We have reviewed a variety of mobile apps (e.g. CitySend, MySurprise, E-citizen, etc.) from a number of developers (e.g. CitizensLab, CivicPlus, GovDelivery, CitySoured, etc.) and have discussed the features that might be required to be in a new app with several of the witnesses who testified in support of the idea. We've also interviewed an interested local developer and consulted with OCP on the procedures necessary to carry out the procurement process. While the intent and philosophy behind the app, to enhance outreach and engagement with constituents, remain clear, the specific features and operation of an app necessary to procure an existing product, or solicit a new, are not. Accordingly, now that the new Technology Assistance position is filled, we intend to plan a systematic survey of Commissioners to determine more specifically what is required in a new application.

54. How many Commission annual reports from the ANCs prepared pursuant to D.C. Code § 1-309.10(j)(1) have been received in FY 20 or FY 21, to date?

Nine annual reports have been received.

55. How many Commissions submitted a budget for FY 20 and FY 21 pursuant to D.C. Code § 1-309.10(n)?

Thirty-four Commissions submitted budgets for FY20 pursuant to the DC Official Code, and 20 have so far have submitted budgets for FY21.

56. How many Advisory Neighborhood Commissioners have been reimbursed for qualifying travel or childcare expenses pursuant to D.C. Code § 1-309.13(l-1) in FY 20 and FY 21, to date? How much money has been reimbursed to Commissioners for qualifying travel or childcare expenses in FY 20 and FY 21, to date?

Various Commissioners have been reimbursed for travel at the discretion of their Commissions, but only one has been reimbursed specifically for “qualifying” (i.e. matter of right) travel. No Commissioners have been reimbursed for “qualifying” childcare to date. The need and opportunity for remote meetings may provide some explanation for these figures.

57. *How many Advisory Neighborhood Commissions have obtained a debit card pursuant to D.C. Code § 1-309.13(b-1) in FY 20 and FY 21, to date? How much has been expended on Commission debit cards in FY 20 and FY 21, to date?*

The debit card authorization has not been activated because we have not found that there are any area banks are willing to issue *debit* cards, as opposed to credit cards, to government entities. This provision began as legislation to provide *credit* cards which the OANC had suggested in previous testimonies. Due to the opposition of the Chief Financial Officer it was changed to authorize debit cards in lieu of credit cards. Credit cards, however, remain a better option for ANCs, and the CFO’s opposition is difficult to comprehend. Even if support for a credit card option could be found, this would still provide less than needed financial flexibility to ANCs. There are various transactions that could be achieved through the use of electronic transfer of funds (e.g. ACH transactions) if it were available. We, therefore, recommend that the Committee explore this alternative, with or without, providing authorization for credit cards.

58. *Are ANC quarterly financial reports made available to Commissions and the public online? If so, please provide the web address. If not, why not?*

Public access is provided by many Commissions which post their quarterly financial reports on their websites. OCTO has begun work on an enhancement to city’s website (at anc.dc.gov/) to display QFRs city-wide.

59. *Please provide a chart listing the dates of ANC allocation disbursements for each ANC in FY 20 and FY 21, to date.*

Please see the attachment.

60. *Please list any Advisory Neighborhood Commission allotments whose release was disallowed or reduced by the Office in FY 20, and FY 21, to date. For each, please provide the reason for the disallowance or reduction.*

The following ANCs forfeited quarterly allotments because they failed to submit the required QFRs by the end of the fiscal year. The number of allotments are shown in parentheses:

6E (1), 7D (2), 7F (1), 8C (1), 8E (4)

61. *Please provide a list of all ANCs that have had their checkbook or debit card withheld, or that have had their bank accounts frozen in FY 20, or FY 21, to date, and the reason for each action.*

Two ANCs, 8B and 8E, have surrendered their checkbooks to the OANC because they have failed to file three consecutive QFRs. In addition, ANC 8E's checking account was frozen because of fraudulent transactions that occurred.

62. *Please provide the recommendation of the Office on how best to restart elections to fill ANC vacancies.*

As a meeting has been scheduled with the Chairman of the Committee and the Executive Director of the Board of Elections to discuss this issue, we will provide our recommendations at to that time,

63. *Please provide the recommendation of the Office on the steps that should be taken legislatively to support Advisory Neighborhood Commissions at the end of the public health emergency.*

The emergency legislation that was adopted in response to Covid-19 was largely driven by the need to maintain social distancing (e.g. reducing the number of signatures on nomination petitions and allowing the petitions to be filed electronically). Absent the conditions that created the health emergencies, it is not apparent that legislation is need to support a return to rules and procedures previously in affect. The emergency legislation already provides for a re-starting or extension of notification times for ANCs.

64. *Please provide the status of filling the Technical Support Director position funded in the Fiscal Year 2021 budget, as well as any other currently vacant positions in the Office.*

All positions in the OANC are now filled. The Technical Support position was filled as of January 19. (Due to the salary, grade, and lack of supervisory responsibility, DCHR advised that the position could not be termed a "Director" and needed to classified instead as a "Technical Support Specialist.")

65. *Please provide an update on the creation and use of the Advisory Neighborhood Commissions Technical Support and Assistance Fund. Please provide an accounting of how much money is currently in the fund, how much has been spent, and what it was spent on. Please describe any future plans for allocating the funding. How will the availability of the new services funded be communicated to Commissioners?*

Now that the Technical Support position has been filled, I will be working with the incumbent to develop a plan and criteria for determining how the fund can be best deployed. Accordingly, no funds have yet been expended. The availability of the funds will be announced by email and in meetings with Commissioners. Many Commissioners, however, have indicated they are aware of its existence and some have made inquiries about it.

66. *Please provide an update on the provision of implicit bias training for Advisory Neighborhood Commissions, as funded in the Fiscal Year 2021 budget.*

A proposal has been solicited from an experienced Howard University professor to conduct training as well as carry out an evaluation, and it is under review.

66. Please describe how the Office assists Commissions in avoiding the forfeiture of funds.

Our primary method of assisting ANCs to avoid the forfeiture of funds is through education, by providing advance training in the rules governing allowable and impermissible expenditures, and by providing written guidelines. Funds may be lost when ANCs are late in filing their quarterly financial reports or when they fail to file altogether. Accordingly, we provide calendar awareness in advance and “friendly” and “urgent” reminders as ANCs approach the deadlines. On deadline days such as the end of the fiscal year we remain available after hours and on weekends.

67. Please provide a report of all grant requests by Commissions that were rejected by the Office in FY 20 and FY 21, to date, and the basis for the rejection.

Two grants were disallowed by the OANC for FY2020: 1) A grant by ANC 3B for the purchase of shopping bags imprinted with the name of the grantee were deemed not have met the public purpose test; and, 2) A grant by ANC 7F for \$1,000 was unsupported by a grant application, after action report, or receipts.

Attachments

For #12 and #15

Posn Nbr	Title	Name	Grade	Step	Hire Date	Vac Stat	Salary	Fringe Benefit @19.21%	Total Salary	FTE x Dist	
00008695	SPECIAL ASST	Williams, Kathy S.	12	7	9/13/2010	F	90,292.00	17,345.09	107,637.09	1.00	
00013598	EXECUTIVE DIR	Simon, Gottlieb C	13	10	6/18/2001	F	113,002.00	21,707.68	134,709.68	1.00	
00028543	STAFF ASSISTANT	Barnum, Lynard J	11	5	11/13/2012	F	17,357.25	3,334.33	20,691.58	0.50	
00094177	Program Analyst	Dickerson, Dawn	12	4	10/30/2017	F	83,209.00	15,984.45	99,193.45	1.00	
00101911	Program Specialist	Fast, Gail	12	1	8/3/2020	F	76,126.00	14,623.80	90,749.80	1.00	
00102689	Program Support Specialist	Cacozza, Nicole	12	1	1/19/2021	F	76,126.00	14,623.80	90,749.80	1.00	
Grand Total								456,112.25	87,619.16	543,731.41	5.50

For #15

	FY20				FY21
ANC	Q1	Q2	Q3	Q4	Q1
1A	8/26/2020	10/1/2020	10/1/2020	10/1/2020	
1B	10/31/2019	1/15/2020	7/13/2020	7/21/2020	10/28/2020
1C	3/26/2020	9/25/2020	9/30/2020	10/5/2020	
1D	1/16/2020	1/15/2020	na	9/30/2020	
2A	10/31/2019	1/15/2020	5/15/2020	7/21/2020	
2B	9/30/2020	9/30/2020	9/30/2020	9/30/2020	
2C	10/31/2019	1/15/2020	5/15/2020	7/21/2020	
2D	10/31/2019	1/15/2020	10/2/2020	10/5/2020	
2E	1/16/2020	1/15/2020	5/15/2020	9/28/2020	
2F	10/31/2019	5/15/2020	7/13/2020	9/30/2020	
3B	5/15/2020	10/29/2020	10/1/2020	10/1/2020	10/28/2020
3C	9/30/2020	9/30/2020	9/30/2020	9/30/2020	
3D	2/27/2020	9/30/2020	9/30/2020	9/30/2020	
3E	2/27/2020	3/30/2020	5/15/2020	9/28/2020	11/4/2020
3F	8/26/2020	9/30/2020	9/30/2020	9/30/2020	
3G	3/26/2020	7/16/2020	10/2/2020	10/5/2020	
4A	9/30/2020	10/1/2020	10/1/2020	10/1/2020	
4B	1/16/2020	1/15/2020	10/2/2020	10/5/2020	
4C	2/27/2020	3/30/2020	10/2/2020	10/5/2020	
4D	3/26/2020	9/30/2020	9/30/2020	9/30/2020	
5A	10/31/2019	1/15/2020	5/15/2020	6/30/2020	
5B	2/27/2020	9/30/2020	9/30/2020	9/30/2020	
5C	1/16/2020	1/15/2020	5/15/2020	6/30/2020	
5D	10/31/2019	8/17/2020	10/2/2020	10/5/2020	
5E	5/15/2020	9/28/2020	9/28/2020	9/28/2020	
6A	3/26/2020	8/17/2020	10/2/2020	10/1/2020	
6B	2/27/2020	3/30/2020	5/15/2020	10/5/2020	
6C	10/31/2019	1/15/2020	9/25/2020	9/25/2020	10/28/2020
6D	10/31/2019	1/15/2020	7/13/2020	7/21/2020	
6E	10/29/2019	10/1/2020	na	na	
7B	6/19/2020	7/16/2020	10/2/2020	10/1/2020	
7C	2/27/2020	8/17/2020	10/2/2020	10/1/2020	
7D	10/29/2019	10/1/2020	na	na	
7E	3/26/2020	10/1/2020	10/1/2020	10/1/2020	
7F	10/29/2019	10/2/2020	10/29/2020	10/2/2020	
8A	9/30/2020	9/30/2020	9/30/2020	9/30/2020	
8B	9/30/2020	9/30/2020	9/30/2020	9/30/2020	
8C	10/29/2019	10/29/2020	na	na	
8D	6/19/2020	8/17/2020	9/30/2020	10/5/2020	
8E	na	na	na	na	

For #28

Approp Fund Title	GAAP Category	Comp Source Group	2020 Approved Budget	2020 Revised Budget	2020 Total Expenditures	2020 Variance	FY 2020 Variance Explanation	2021 Approved Budget	2021 Total Expenditures	
LOCAL FUND	01 - Personnel Services	0011	285,038.00	285,038.00	296,758.16	(11,720.16)	The variance is due to vacancy savings related to program analyst position	448,971.00	87,772.26	
		0012	113,155.50	113,155.50	34,604.94	78,550.56		35,703.00	8,640.47	
		0013	-	-	560.00	(560.00)				
		0014	60,923.61	60,923.61	62,361.99	(1,438.38)		74,155.13	18,512.18	
		0015	-	-	1,904.00	(1,904.00)				
	01 - Personnel Services Total			459,117.11	459,117.11	396,189.09	62,928.02		558,829.13	114,924.91
	02 - Non Personnel Services	0020	3,000.00	3,000.00	716.77	2,283.23	Variance is due to savings from Office supplies	3,000.00	-	
		0040	238,302.89	238,302.89	15,454.39	222,848.50	Variance is due to unused sign language interpretation fund; IT Software maintenance and unused budget	268,716.80	-	
		0050	799,688.00	799,688.00	741,299.18	58,388.82	Variance is due to unused allotment	799,688.00	18,735.83	
	02 - Non Personnel Services Total			1,040,990.89	1,040,990.89	757,470.34	283,520.55		1,071,404.80	18,735.83
LOCAL FUND Total			1,500,108.00	1,500,108.00	1,153,659.43	346,448.57		1,630,233.93	133,660.74	
Grand Total			1,500,108.00	1,500,108.00	1,153,659.43	346,448.57		1,630,233.93	133,660.74	



MEMORANDUM OF UNDERSTANDING

BETWEEN

THE DISTRICT OF COLUMBIA OFFICE OF ADVISORY NEIGHBORHOOD
COMMISSIONS

AND

THE DISTRICT OF COLUMBIA DEPARTMENT OF HUMAN RESOURCES

FOR FISCAL YEAR 2021

I. INTRODUCTION

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Office of Advisory Neighborhood Commissions (OANC or Buyer) and the Department of Human Resources (DCHR or Seller), collectively known as the Parties and individually as a Party.

II. PROGRAM GOALS AND OBJECTIVES

The Buyer serves as the personnel authority for its staff and provides personnel and resource support to other offices. However, the Buyer lacks the human resources (HR) processing infrastructure necessary to accommodate its personnel related operations. Through this MOU, the Seller shall provide the Buyer the needed HR services.

III. SCOPE OF SERVICES

Pursuant to the applicable authorities and in pursuit of the shared goals of the Parties to carry out the program goals and objectives expeditiously and economically, the Parties agree as follows:

A. RESPONSIBILITIES OF DCHR

DCHR shall provide OANC the HR services listed in *Attachment A*. For each service, DCHR shall provide policy guidance, data processing and customer service to OANC, its management staff, and its employees, when applicable.

B. RESPONSIBILITIES OF OANC

In support of the services listed in *Attachment A*, OANC shall:

1. Advance to DCHR \$5,622 (five thousand, six hundred, twenty-two dollars) for HR services;
2. Ensure that DCHR receives all documentation reasonably necessary in a timely fashion to carry out its responsibilities under this MOU;
3. Ensure that OANC employees are actively enrolled in Employee Self Service;
4. Designate an OANC employee to serve as a Human Resources Advisor (HRA), who will coordinate with DCHR personnel to facilitate the services provided by DCHR.
5. Coordinate, in good faith and promptly, with DCHR before engaging in any corrective or adverse action procedure involving an OANC employee, non-union dispute resolution or mediation, or non-union grievance process;
6. Ensure that all OANC management are properly trained in performance management concepts and PeopleSoft's ePerformance application. The HRA shall be responsible for OANC level ePerformance training and administration once they have received initial training from DCHR;
7. OANC agrees to be bound by the provisions of the Comprehensive Merit Personnel Act, Title 6B of the D.C. Municipal Regulations, and all implementing DCHR policies, procedures, issuances and other guidance, unless specifically superseded by statute; and
8. OANC agrees that this MOU does not include any services relating to enhanced suitability assessments pursuant to Chapter 4 of Title 6B of the D.C. Municipal Regulations.

IV. DURATION OF MOU

- A.** The period of this MOU shall be from October 1, 2020 through September 30, 2021, unless terminated in accordance with Section XI prior to the expiration.
- B.** The Parties may extend the term of this MOU by exercising a maximum of one (1) one-year option period. OANC shall provide DCHR with written notice of its intent to exercise an option period thirty (30) days prior to the expiration of the initial year of this MOU.
- C.** The exercise of an option period is subject to the availability of funds at the time of the exercise of the option.

V. AUTHORITY FOR MOU

The authority for this MOU may be found at D.C. Official Code § 1-301.01(k).

VI. FUNDING PROVISIONS

A. COST OF SERVICES

1. Total cost for services under this MOU shall not exceed \$5,622 (five thousand, six hundred, twenty-two dollars)¹ for Fiscal Year 2021. Funding for services shall not exceed the actual cost of the goods and services.
2. The cost of this MOU is based upon the current average annual salary for an HR staff employed by DCHR multiplied by the standard ratio of HR staff to the current workforce.

B. PAYMENT

1. Payment for the services shall be made through an Intra-District advance by OANC to DCHR based on the total amount of this MOU. DCHR shall receive the advance and bill OANC only for those goods and services actually provided pursuant to the terms of this MOU.
2. OANC shall report all services received under this MOU in its monthly Financial Review Process (FRP) report to the Office of Budget and Planning of the District of Columbia Office of the Chief Financial Officer.
3. Advances to DCHR for the services to be performed and goods to be provided shall not exceed \$5,622 (five thousand, six hundred, twenty-two dollars) in Fiscal Year 2021.
4. DCHR shall receive the advance and bill OANC through the Intra-District process only for those services provided pursuant to the terms of this MOU. DCHR shall notify OANC within forty-five (45) days of the then current fiscal year if it has reason to believe that all of the advance will not be billed during

¹FY2021 costs are based on the following calculation: The current average salary of the HR staff providing services under this MOU is \$80,314. The ratio of HR staff to the current workforce used for this MOU is 1.4 HR staff for every 100 employees. Given that OANC has a workforce of 5 employees, the resulting ratio is 0.07. The resulting formula is $0.07 \times \$80,314 = \$5,622$.

the fiscal year. DCHR shall return any excess advance to OANC within thirty (30) days of the end of that fiscal year.

VII. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU, are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349, 1351; (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08; (iii) D.C. Official Code § 47-105; and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended, regardless of whether a particular obligation has been expressly so conditioned.

VIII. COMPLIANCE AND MONITORING

As this MOU is funded by District of Columbia funds, DCHR will be subject to scheduled and unscheduled monitoring reviews by OANC to ensure compliance with all applicable requirements.

IX. RECORDS AND REPORTS

DCHR shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of this MOU and, upon the request of OANC or another the District of Columbia government agency with legal authority to request review, make these documents available for inspection by duly authorized representatives of OANC or the relevant District of Columbia government agency.

X. CONFIDENTIAL INFORMATION

The Parties to this MOU will use, restrict, maintain, safeguard, and dispose of all information related to services provided under this MOU, in accordance with all relevant federal and local statutes, regulations, and policies. Information received by either Party in the performance of responsibilities associated with this MOU shall remain the property of OANC.

XI. TERMINATION

Either Party may terminate this MOU in whole or in part by giving forty-five (45) calendar days advance written notice to the other Party. In the event of the termination of this MOU, the Seller shall return any unused funds after all required fiscal reconciliation, but not later than September 30th of the then current fiscal year.

XII. NOTICE

The following individuals are the contact points for each Party under this MOU:

Nicole A. Cook, Chief Administrative Officer

DC Department of Human Resources
1015 Half Street, SE, 9th Floor
Washington DC 20003
(202) 316-8543

Gottlieb Simon, Executive Director

Office of Advisory Neighborhood Commissions
1350 Pennsylvania Ave NW, Suite 11
Washington, DC 20004
(202) 727-9945

XIII. AMENDMENTS AND MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties. Amendments or modifications shall be dated and signed by the authorized representatives of the Parties.

XIV. MISCELLANEOUS

The Parties shall comply with all applicable laws, rules and regulations whether now in effect or hereafter enacted or promulgated, and agree to be bound by the Comprehensive Merit Personnel Act, D.C. Official Code § 1-601.01 *et seq.*, as implemented through the District Personnel Manual.

XV. PROCUREMENT PRACTICES REFORM ACT


If a District of Columbia agency or instrumentality plans to utilize the goods or services of an agent, contractor, consultant or other third party to provide any of the goods or services under the MOU, then the agency or instrumentality shall abide by the provisions of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-351.01, *et. seq.*) to procure the goods or services.

XVI. RESOLUTION OF DISPUTES

The Parties' Directors, or their designees, shall resolve all disputes or adjustments resulting from goods or services provided under this MOU. In the event the Parties are unable to resolve a financial issue, the matter shall be referred to the Office of Financial Operations and Systems (OFOS) of the District of Columbia Office of the Chief Financial Officer. The decision of OFOS shall be final.

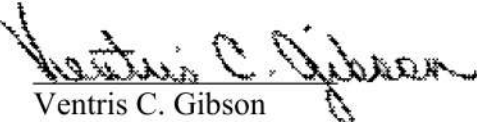
IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS


Gottlieb Simon
Executive Director

10/09/2020
Date

FOR THE DEPARTMENT OF HUMAN RESOURCES


Ventris C. Gibson
Director

10/16/2020
Date

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
OFFICE OF DISABILITY RIGHTS AND
THE OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS
FOR
SIGN LANGUAGE INTERPRETATION AND CART SERVICES
(INTRA-DISTRICT FUNDING)
FY 2020**

This Memorandum of Understanding (“MOU”) is made as of the day of October 2019 by and between the Office of Disability Rights (ODR) (“Seller”) and the Office of Advisory Neighborhood Commissions (OANC) (“Buyer”).

For and in consideration of the mutual promises contained herein, the Seller and Buyer agencies (hereafter the “Parties”) agree as follows:

I. BACKGROUND

- A. This MOU assesses the OANC for the costs of sign language interpretation and/or CART services provided through ODR, not to exceed the amount of \$60,000.00.

- B. The Office of the Chief Financial Officer, by and through the Agency Fiscal Officer of the Office of Disability Rights, will collect one hundred percent (100%) of the assessments against the OANC for the costs of sign language interpretation and/or CART services as advances after the effective date of this MOU in order to obligate funds for the purchase order issued by ODR for the provision of sign language interpretation and/or CART services. If OANC requests sign language interpretation and/or CART services and the costs of those services exceed the amount of \$60,000.00, the request will not be processed unless an addendum to this MOU is added.

II. SERVICES/OBLIGATIONS OF PARTIES

- A. ODR shall, upon the request of an ANC official or OANC staff, provide sign language interpretation and/or CART services (via a private contract vendor) for meetings, conferences, trainings, and other interactions with District residents and consumers who are deaf and hard-of-hearing.

- B. The following guidelines shall apply to the provision of sign language interpretation and/or CART services by ODR under this MOU:
 - 1. Interpreters and/or CART must be requested by the ANC official or OANC staff with at least five (5) business days’ notice.

 - 2. Interpreters and/or CART generally are not available on an emergency/short-notice basis. However, if a request for sign language interpretation and/or

CART services is made by a constituent or employee with less than five (5) business days' notice, ODR will make best efforts to work with the ANC official or OANC staff to fill the request.

3. Interpreters and/or CART are only available for travel within the District.
 4. If the ANC official or OANC staff cancels a request for an interpreter and/or CART with less than three (3) business days' notice, it shall be responsible for the full cost charged by the contract vendor for the cancellation.
- C. ODR shall notify OANC staff when payments have reached \$30,000.00 and again when payments have reached \$45,000.00.
- D. OANC agrees to the terms, projected costs, and fund availability associated with the MOU.

III. FUNDING PROVISIONS

A. PAYMENT AND COST OF SERVICES

1. Payment for the services shall be made through Intra-District advance to ODR in the amount, not to exceed \$60,000.00, unless modified by any subsequent addendum. OANC shall submit its advance within ten (10) business days after the effective date of this MOU.
2. ODR and OANC may increase the relevant amount by the mutual agreement of ODR and OANC.
3. ODR shall provide itemized invoices for each completed service request, which shall explain the amounts billed for that request.
4. Advances to ODR for the services to be performed shall not exceed the amount of \$60,000.00, as may be modified pursuant to paragraph A.2 of this section.
5. ODR will relieve the advance and bill OANC through the Intra-District process only for the actual costs of those goods and services actually provided pursuant to the terms of this MOU.
6. ODR shall return any excess advance to OANC by September 30, 2020.

B. ANTI-DEFICIENCY CONSIDERATIONS

The Parties acknowledge and agree that their respective obligations to fulfill financial obligations of any kind pursuant to any and all provisions of this MOU, or any subsequent agreement entered into by the Parties pursuant to this MOU,

are and shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08, (iii) D.C. Official Code § 47-105, and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

IV. DURATION OF MOU

The period of this MOU shall be from October 1, 2019, through September 30, 2020, unless terminated in writing by the Parties before the expiration.

V. AUTHORITY FOR MOU

The authority for this MOU includes D.C. Official Code § 1-301.01(k)

VI. RECORDS AND REPORTS

ODR shall maintain records and receipts for the expenditure of all funds provided for a period of no less than three (3) years from the date of expiration or termination of the MOU and shall make these documents available for inspection by duly authorized representatives of OANC and other officials as may be specified by the OANC.

VII. NOTICE

The following individuals are the contact points for each Party under this MOU:

For the Seller/ODR

Haydn Demas
Office of Disability Rights
441 4th Street NW, Suite 729N
Washington, DC 20001
Phone: 202-442-4692
Email: haydn.demas@dc.gov

For the Buyer/Independent Agency

Gottlieb Simon, Executive Director
Office of Advisory Neighborhood Commissions
1350 Pennsylvania Avenue, NW, Suite 11
Washington, DC 20004
Phone: 202-727-9945
Email: @dc.gov

VIII. MODIFICATIONS

The terms and conditions of this MOU may be modified only upon prior written agreement by the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the day and year first written above:

Buyer:



Gottlieb Simon, Executive Director (OANC)

Date: 5/21/2020

Seller:

Mathew McCollough, Director (ODR)

Date: _____

