

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**EXECUTIVE OFFICE OF THE MAYOR**



**Responses to Fiscal Year 2020 Performance Oversight Questions**

***Sheila Alexander-Reid***

*Director, Mayor's Office on Lesbian, Gay, Bisexual, Transgender, and Questioning Affairs*

***Submission to***

*Committee on Government Operations and Facilities*

*Chairperson Robert White*

*At-Large Councilmember*

*February 9, 2021*

*Committee on Government Operations and Facilities*

*John A. Wilson Building*

*1350 Pennsylvania Ave., NW*

*Washington, DC 20004*

## GENERAL QUESTIONS

**1. Please provide the agency's mission statement.**

Answer: The mission of the Mayor's Office of LGBTQ Affairs (MOLGBTQA) is to address the important concerns of the District's lesbian, gay, bisexual, transgender, and questioning (LGBTQ) residents. The District of Columbia has one of the highest concentrations of LGBTQ residents (over 10 percent of residents self-identify as LGBTQ). To continue fulfilling its mission, the Office is focused on empowering young LGBTQ community leaders, removing barriers for LGBTQ business owners, building a cohesive LGBTQ community across all eight wards, and providing resources for at-risk LGBTQ populations.

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

Answer: There are no statutory mandates that MOLGBTQA is unable to implement with the current resources.

**3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is 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.**

Answer: MOLGBTQA has not submitted individual annual reports but has reported on office activities in the comprehensive MOCA report. Reports can be found: <https://communityaffairs.dc.gov/content/about#3>

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

Answer: MOLGBTQA did not have any regulations promulgated in FY20 or FY21.

**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.**

Answer: While the community we serve has been impacted by legislation, our agency's mission has not.

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

Answer:

- a. Housing: Through a partnership with the District of Columbia Housing Authority (DCHA), MOLGBTQA provides housing vouchers to LGBTQ seniors of the District who are unstably housed.
- b. Employment: Through a funded program by Byte Back, MOLGBTQA will begin to address disparities in employment with the transgender and non-binary community. This program offers several tracks to increase professional skill sets and ultimately prepare residents for careers in IT and administration. In addition, we have been intentional advisors for the Department of Human Services' creation and rollout of their newly funded Workforce Development Program for Transgender, Non-Binary and Gender Non-Conforming Youth (TGNC). This program engages youth 18 to 24 experiencing or at risk of experiencing homelessness. Along with job readiness training, the workforce development program will provide wraparound services to support the needs of youth through the program's duration.
- c. Discrimination: LGBTQ residents are disproportionately impacted by discrimination. As a result, MOLGBTQA works closely with the Office of Human Rights (OHR) to ensure the eradication of LGBTQ discrimination, and promote fairness and equality in key areas that impact their quality of life: employment, education and housing for LGBTQ residents, a protected class in the District.
- d. Public Safety: MOLGBTQA meets monthly to share information regarding hate crimes from the Metropolitan Police Department's Lesbian, Gay, Bisexual, and Transgender Liaison Unit (LGBTLU) to community organizations that provide victim services. These meetings focus on preventing crimes and disrupting crime patterns that target LGBTQ residents. In FY20, these meetings focused primarily on hate-bias crimes against residents who are transgender women of color. MOLGBTQA continues to focus on the safety of all LGBTQ residents. This monthly information session works to ensure that hate crimes are addressed appropriately by the law and LGBTQ safety and security is prioritized.
- e. Health Disparities: MOLGBTQA continues to address health disparities within the LGBTQ community for members of all ages and identities. This priority engages DC Health, the Department of Human Services, the Department of Behavioral Health, and local community health providers to address the physical, emotional and mental health needs of the District's LGBTQ residents.

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

Answer:

The key performance indicators we use are:  
# of subscribers on our newsletter  
# of Facebook followers

# of Twitter Followers  
# of community events we attend  
# of events we host  
# of trainings we facilitate:  
# of LGBTQ residents that attend our events:  
# of LGBTQ housing unstabled youth we assist with housing  
# of Housing Vouchers we are able to successfully help LGBTQ residents acquire  
# of LGBTQ youth our grantees serve

**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.**

***Answer: Not applicable***

**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.**

***Answer: Not applicable***

**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 describe any funding utilized for these initiative or program and the results, or expected results, of each initiative.**

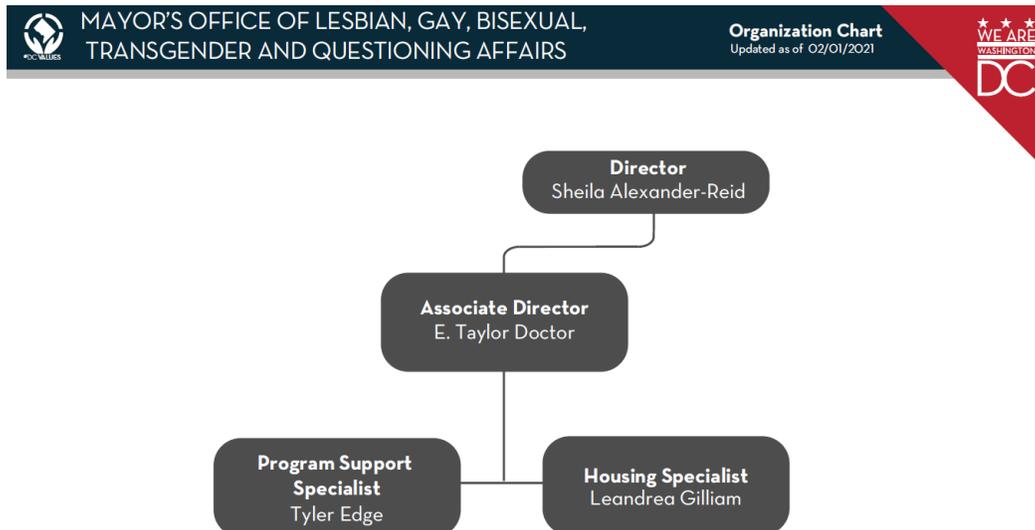
Answer:

- a. Transgender Pathways Project (TPP)- MOLGBTQA joined with Byte Back, a new partner and local technology training company to create a tech training program for transgender and non-binary adults who desired to increase employment opportunities beyond sex work. Byte Back also assists with resume development, mock interviews and job placement. The Transgender Pathways Project features training programs ranging from Computer Fundamentals to Information Technology. The first cohort will begin this month and is expected to accommodate up to 16 residents at no charge to them. If needed, participants will also be provided with loaner laptops at no charge to them. We are excited about this, and it is our hope that this premier program will become a model filled with best practices for others to follow. It comes at a time when unemployment and underemployment are at all time highs and disproportionately impacting transgender and non-binary residents.
- b. DC QueerFlix- In partnership with DC Public Library, MOLGBTQA, introduced #DCQueerFlix, initially as a Pride Watch Party, where we view the film of the month together via the Kanopy streaming service (<https://dclibrary.kanopy.com>), which is free for DC Library patrons. Now, it is a monthly event. On the chosen Friday of the month at 7 pm, we all hit "Play" and enjoy a film together. We live tweet to bring the couch movie experience to everyone, using the designated hashtag, #DCQueerFlix. This event creates community virtually while remaining safe at home during COVID-19.

- c. World AIDS Day Distribution of DC Hope and Wellness Care Packages - In recognition of World AIDS Day, on December 1st, 2021, MOLGBTQA partnered with ServeDC and DC Health to package and distribute 150 DC Hope and Wellness kits containing much needed care items such as socks, hand sanitizer, 5 antimicrobial masks, and HIV prevention items. These packages were distributed at Helping Individual People Succeed (HIPS) in Ward 6. In addition, we partnered with Us Helping Us, People Into Living (UHU) to distribute packages at the Anacostia Metro Station in Ward 8 where they also provided HIV screenings. Following the full day of service, that night MOLGBTQA partnered with the Human Rights Campaign (HRC), the Love Life Foundation and DC Health to host “Mighty Real & Mighty Resilient.” This virtual evening featured a panel discussion, performances, and spoken word to celebrate the resilience of those living with HIV/AIDS and honoring the lives of those we have lost while highlighting the impact of COVID-19 on the community.
- d. DC LGBTQ Holiday Food Distribution- On Tuesday, December 22nd, MOLGBTQA partnered with the Capital Area Food Bank, DC Central Kitchen, and UHU to distribute 150 twenty-pound grocery boxes and 135 boxed meals to DC LGBTQ persons and residents in need. We distributed the packages from the Shiloh Baptist Church parking lot in Ward 1 to offer care and hope during these difficult times.

**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.**

Answer:



**a. Please provide an explanation of the roles and responsibilities for each division and subdivision.**

i. MOLGBTOA Roles and Responsibilities

b. Please provide a narrative explanation of any changes made to the organizational chart during the previous year.

Answer: The role of Community Outreach Specialist was reprogrammed to become the Associate Director 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.

Answer:

13. Please list all employees detailed to or from your agency. For each employee identified,

Name	Title	Grade	Step	Sal Plan	Hire Date	Salary	Fringe (19.4%)	Reg/Temp/Term
Edge, Tyler Avery	Program Support Specialist	11	3	DS0087	2/10/2020	\$ 65,475.00	\$ 12,702.15	Term
Alexander-Reid, Sheila A	Director	E2	0	DX0000	1/26/2015	\$ 113,130.03	\$ 21,947.23	Reg
Doctor, Erik T.	Associate Director	5	0	XS0001	3/16/2020	\$ 72,447.00	\$ 14,054.72	Reg
Gilliam, Leandra D.	Program Support Specialist	11	3	DS0087	1/11/2016	\$ 65,475.00	\$ 12,702.15	Term

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.

Answer:

**Detailed:** Charmaine Eccles

Reason for Detail: Charmaine Eccles is deployed from the Department of Health as an Impact Specialist on a full-time basis to assist our office with addressing the unique health needs and disparities of the LGBTQ community.

Date of Detail: December 22, 2020

Projected Return Date: December 21, 2021

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;

Answer:

- Sheila Alexander-Reid, Cellphone
- E. Taylor Doctor, Cellphone
- Leandra Gilliam, Cellphone
- Tyler Edge, Cellphone
- Charmaine Eccles, Cellphone

**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**

Answer: MOLGBTQA has no vehicles owned, leased or otherwise used by the agency in FY20 and FY21 to date.

**c. A list of travel expenses, arranged by employee for FY 20 and FY 21, to date, including justification for travel;**

Answer: MOLGBTQA has no travel expenses arranged for FY20 and FY21 to date.

**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.**

Answer: MOLGBTQA has no workers' compensation payments paid in FY20 and FY21 to date.

**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.**

Answer:

Posn Nbr	Title	Name	Salary	Prgm Code	Activity
00045858	Director	Alexander-Reid,Sheila A	\$ 113,130.03	5006	5006

**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.**

Answer: MOLGBTQA has no overtime earners within the agency.

**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.**

Answer: MOLGBTQA has no employees who 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.***

Answer: MOLGBTQA has no employees with a collective bargaining agreement in effect.

***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.***

Answer: Sexual Harassment (4) PeopleSoft; Ethics (4) PeopleSoft; COVID Contact Tracing (5) John Hopkins; IT Security (4) PeopleSoft

***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?***

Answer: MOLGTQA conducts annual performance evaluations for all employees. These evaluations are conducted by the Director, Sheila Alexander-Reid. Daily check-in meetings are held with the entire staff as well as weekly one-on-one meetings to track and monitor performance of job requirements and employee wellbeing.

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

Answer: Daily and weekly meetings that check in on our work, and our wellbeing.

***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?***

Answer: The total is part of The Executive Office of the Mayor’s mobile communications and devices for FY20 was \$ 118,151.27 and \$28,019.96 for FY21 to date.

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

Answer:

Department of Human Services							
Appropriated Fund	Comp Source Group	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 Expenditures	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 Expenditures
0700	0012	\$61,647.00	\$65,475.00	\$65,771.67	\$67,452.00	\$65,475.00	\$19,426.72
	0013	\$0.00	\$0.00	\$14.00	\$0.00	\$0.00	\$0.00
	0014	\$12,884.22	\$10,000.00	\$11,629.36	\$13,085.69	\$10,000.00	\$3,379.49
	0015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0020	\$0.00	\$3,525.00	\$0.00	\$0.00	\$7,525.00	\$0.00
	0040	\$0.00	\$2,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00
	0050	\$81,468.78	\$75,000.00	\$75,000.00	\$81,468.78	\$75,000.00	\$0.00
0700 Total		\$156,000.00	\$156,000.00	\$152,415.03	\$162,006.47	\$165,000.00	\$22,806.21
Grand Total		\$156,000.00	\$156,000.00	\$152,415.03	\$162,006.47	\$165,000.00	\$22,806.21

***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:***

Answer: MOLGBTQA has no special purpose revenue funds

- 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.*

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.*

Answer: MOLGBTQA has no purchase card for the agency.

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.*

Answer: [2018 MOU](#) and [Modification](#)

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.*

Answer: MOLGBTQA has no open capital project and no capital project in the financial plan.

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.*

Answer:

Appropriated Fund	Comp Source Group	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 Expenditures	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 Expenditures
0100	0011	\$178,123.98	\$178,123.98	\$189,540.84	\$232,331.92	\$232,331.92	\$45,225.93
	0012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0013	\$0.00	\$0.00	\$140.00	\$0.00	\$0.00	\$0.00
	0014	\$37,227.91	\$37,227.91	\$31,521.09	\$45,072.39	\$45,072.39	\$10,628.73
	0020	\$7,000.00	\$7,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
	0040	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0050	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>0100 Total</b>		<b>\$222,351.89</b>	<b>\$222,351.89</b>	<b>\$221,201.93</b>	<b>\$287,404.31</b>	<b>\$287,404.31</b>	<b>\$55,854.66</b>
0700	0012	\$61,647.00	\$65,475.00	\$65,771.67	\$67,452.00	\$65,475.00	\$19,426.72
	0013	\$0.00	\$0.00	\$14.00	\$0.00	\$0.00	\$0.00
	0014	\$12,884.22	\$10,000.00	\$11,629.36	\$13,085.69	\$10,000.00	\$3,379.49
	0015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	0020	\$0.00	\$3,525.00	\$0.00	\$0.00	\$7,525.00	\$0.00
	0040	\$0.00	\$2,000.00	\$0.00	\$0.00	\$7,000.00	\$0.00
	0050	\$81,468.78	\$75,000.00	\$75,000.00	\$81,468.78	\$75,000.00	\$0.00
<b>0700 Total</b>		<b>\$156,000.00</b>	<b>\$156,000.00</b>	<b>\$152,415.03</b>	<b>\$162,006.47</b>	<b>\$165,000.00</b>	<b>\$22,806.21</b>
<b>Grand Total</b>		<b>\$378,351.89</b>	<b>\$378,351.89</b>	<b>\$373,616.96</b>	<b>\$449,410.78</b>	<b>\$452,404.31</b>	<b>\$78,660.87</b>

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.*

Answer: MOLGBTQA did not have budget enhancement requests in FY21 or FY22.

**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.**

Answer: MOLGBTQA did not have any reprogramming in FY20 or FY21.

**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.**

Answer: MOLGBTQA has no grant or sub-grants received in FY20 and FY21, to date.

**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?**

Answer: MOLGBTQA has no FTEs 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:**

Answer: MOLGBTQA has no contract, procurement, or lease entered into or extended by the agency.

- 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.**

**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?**

Answer: As the Office of MOLGBTQA's is not a stand-alone budget, but rather a line item in the EOM agency budget, it's CBE expenditure threshold, compliance and goals are incorporated across the EOM budget. The CBE spend and compliance are reported in the EOM submission.

**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 will 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.**

Answer: MOLGBTQA has no pending lawsuit or litigation.

**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.).**

Answer: MOLGBTQA has no pending settlements.

**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.**

Answer: MOLGBTQA has no administrative complaints or grievances.

**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.**

Answer: All offices follow the procedures specified in Mayor's Order 2017-313. Those procedures vest responsibility for investigating allegations with the Sexual Harassment Officer or SHO, who in turn presents a report to the agency general counsel who recommends any necessary personnel actions. And findings are reported to the Mayor's Office of Legal Counsel. As appropriate, BEGA, MPD, the Office of Human Rights, or DCHR could become involved. Fortunately MOLGBTQA has not had any reports in the reporting period.

**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.**

Answer: MOLGBTQA has no spending pressures experienced by the agency in FY20 or for the remainder of FY21.

**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.**

Answer: MOLGBTQA had no FOIA requests for FY20 and FY21, to date.

**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.**

Answer: MOLGBTQA uses a contact management system to track residents, demographic information, contact information, engagements and assistance. Additionally, MOLGBTQA utilizes a marketing platform to provide periodic updates to their mailing list MOLGBTQA staff has access to this system, the public does not have access to this system.

**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.**

Answer: MOLGBTQA has no investigations, audits, or reports on the agency or any employee of the agency in FY20 and FY21, to date.

**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.**

Answer: MOLGBTQA has not prepared any studies, research papers, reports, or analyses in FY20 and FY21, to date.

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

Answer:

- a. Advisory Committee to the Mayor's Office of LGBTQ Affairs
- b. Alternative Strategies to Prostitution Working Group (closed in FY20)
- c. Advisory Committee on Street Harassment
- d. Age-Friendly DC
- e. Department of Aging and Community Living LGBTQ Advisory Committee

- f. Department of Corrections Transgender Advisory Task Force
- g. Department of Corrections Transgender Housing Classification Committee
- h. Department of Human Service Coordinated Assessment and Housing Placement (CAHP) Committee
- i. DC Health LGBTQ Data Working Group
- j. DC Public School LGBTQ Steering Committee
- k. FBI Hate Crimes Community Engagement Working Group
- l. Interagency Council on Homelessness (ICH)
- m. Violence Prevention & Response Team (VPART)

OFFICE OF LGBTQ AFFAIRS

**45. How does the Office assist community organizations in developing and submitting grant applications? How many organizations were assisted with grant applications in FY 20, or FY 21, to date?**

Answer: MOLGBTQA engages community organizations through a comprehensive pre-bidders conference that seeks to award programs that address the funding priority areas identified for FY20 to date to discuss the specific Request for Proposal (RFP) and submit applications via our ZoomGrants portal. The Office of Partnerships and Grant Services also presents at the pre-bidders conference. Ten organizations were assisted with grant applications in FY19-to-date, as our grants have a two-year grant life cycle.

**46. How did the Office provide information and technical assistance with respect to programs and services for the LGBTQ community to the Mayor, the Council, other District of Columbia agencies and departments, or the community in FY 20, or FY 21 to date?**

Answer:

- MOLGBTQA:
  - consults with the Office of Policy and Legislative Affairs (OPLA) and the Mayor's Office on Planning (MOP) on policy, planning, and legislation pertaining to the LGBTQ community;
  - oversees the Department of Human Services (DHS) trainings of their extensive group of homeless youth service providers;
  - provides technical assistance by facilitating training through DC Human Resources for all DC government employees. MOLGBTQA has recently updated both their online and virtual/in-person trainings;
  - responds to community members that contact the Office for assistance and referrals; and
  - sits on task forces/boards (see question 44) to provide expertise and the perspective of the LGBTQ community.

**47. Please provide the annual reports on the operation of the Office prepared pursuant to D.C. Code § 2-1383(b)(4) for 2019 and 2020. When does the Office expect to submit its next annual report to the Council?**

Answer: MOLGBTQA has not submitted individual annual reports but has reported on office activities in the comprehensive MOCA report. Reports can be found:  
<https://communityaffairs.dc.gov/content/about#3>

**48. Has the office utilized volunteer services or accepted public or private funds that the Office to supplement its budget and carry out its responsibilities in FY 20, or FY 21 to date? If the Office has accepted funds, how much was accepted in FY 20 or FY 21, to date?**

Answer: MOLGBTQA has not utilized volunteer services or accepted public or private funds to supplement its budget. MOLGBTQA has received 150 20-pound grocery boxes from Capital Area Food Bank, and 150 boxed meals from DC Central Kitchen.

**49. Please list all current LGBTQ services coordinator positions established pursuant to D.C. Code § 2–1383(b)(9), including the name of the coordinator and the District department or agency served.**

Answer: MOLGBTQA is in discussions with District departments and agencies to set up services coordinators.

**50. How many times have the LGBTQ services coordinators been convened in FY 20, and FY 21 to date? If agendas or minutes for these meetings are prepared, please provide the associated agendas and minutes for these meetings.**

Answer: Please refer to question #49

**51. In FY20, or FY 21, to date, how did the Office work with the Department of Health on its annual LGBTQ health report as required under D.C. Code § 2–1383(b)(10)?**

Answer:

- Our office attends the meetings of the LGBTQ Data Working Group to advise and provide a perspective of the LGBTQ community, and to work with DC Health's LGBTQ Coordinator (Ivan Torres).

**52. Please list any grants that the Office awarded during FY 20, or FY 21 to date (including any LGBTQ Homeless Youth Training Grant Fund grants awarded under D.C. Code § 2–1384), including:**

Answer: MOLGBTQ Homeless LGBTQ Youth Empowerment & Self- Sufficiency Community Grant. Creating Safe Spaces Cultural Competency Training Grant.

**a. The purpose of the grant -**

Answer:

- i.** The Homeless LGBTQ Youth Empowerment & Self-Sufficiency Grant (YESS) offers homeless youth service organizations and or providers support to build capacity, to implement innovative and reliable youth

empowerment, youth development, homeless services, and self-sufficiency learning programs. Following the continuum of care for homeless individuals.

- ii.* The Creating Safe Spaces Cultural Competency Training Grant is a knowledge, behavior, and skill-building workshop for DC-area youth service professionals and staff of youth-serving community-based organizations, DC area shelters, and housing providers. The training educates providers around; LGBTQ cultural competency, and DC laws, LGBTQ homeless youth legislation, and the rights that protect LGBTQ young people while receiving services that are homeless in the District of Columbia.

***b. The Office's grantee selection process***

Answer:

- i.* The MOLGBTQA criterion for grantee selection uses a three part process through our ZoomGrants portal.
  - 1.* Soliciting proposals, publishes a Notice of Funds Available (NOFA), which solicited Requests for Funds Available (RFA);
  - 2.* Developing eligibility and evaluation criteria; and
  - 3.* Review Committees are frequently engaged to evaluate proposals and budgets submitted for conformity with grant program goals and the selection criteria outlined in the solicitation. Reviewers evaluate and score applicant proposals and their insight will serve as the basis for making decisions about funding.

***c. The nature of the grantee;***

Answer:

- i.* DC community based organizations and LGBTQ non-profits and service providers who want to obtain funding and strengthen their programs that serve LGBTQ residents.

***d. The Ward(s) where the grantee is based;***

Answer:

- i.* Breaking Ground (Ward 6)
- ii.* Casa Ruby (Ward 1 & 7)
- iii.* Metro-DC Center (Ward 1)
- iv.* Latin American Youth Center (Ward 4)
- v.* SMYAL (Ward 6)
- vi.* Total Family Care Coalition (Ward 6, 7, 8)
- vii.* Wanda Alston Foundation (Ward 7)
- viii.* Young Playwrights' Theatre (Ward 4)

***e. The dollar amount;***

Answer:

- i. Breaking Ground (CG Award \$7.5K)
- ii. Casa Ruby (CG-Award \$6K, TG-Award \$7.5)
- iii. Metro-DC Center (CG Award \$4K)
- iv. Latin American Youth Center (CG Award \$10K)
- v. SMYAL (CG-Award \$7.5K, TG-Award \$7.5K)
- vi. Total Family Care Coalition (CG Award \$5K)
- vii. Wanda Alston Foundation (CG Award \$10K)
- viii. Young Playwrights' Theatre (CG Award \$10K)

***f. The funding source(s);***

Answer:

- i. Department of Human Services (DHS) Youth Division provides \$60K Community Grant, \$15K Cultural Competency Training Grant. Total \$75K DHS grant funding.

***g. Any oversight activities that the Office has undertaken regarding the grant; and***

Answer:

- i. MOLGBTQA grants manager, LeAndrea Gilliam, requests and reviews quarterly reports from grantees, conducts Bi-weekly grantee check-in, quarterly site-visits, provides technical assistance, and facilitates two all MOLGBTQA grantee check-in meetings per grant cycle.

***h. A brief description of any known benefits that the grant has facilitated to date.***

Answer:

- i. The known benefits to date of the MOLGBTQA YESS and Cultural Competency Training grant program are that they both meet the immediate needs of marginalized LGBTQ youth experiencing homelessness and work to achieve the development of local non-profits, shelters and service providers. While expanding their commitment and dedication of service delivery, being equipped and empowered to be culturally flexible when creating safe spaces for this marginalized population of LGBTQ youth in the District of Columbia.

***53. Please describe any special steps the Office has taken in FY 20, or FY 21 to date, in response to the COVID-19 public health emergency.***

Answer:

- a. MOLGBTQA has remained in constant contact with community organizations and providers to address their needs
- b. MOLGBTQA has connected grantees to resources. For instance, when a provider needed laptops to stay in touch with their clients, MOLGBTQA reached out to ServeDC, ConnectDC, and other partners to obtain the needed laptops for the provider.

- c. MOLGBTQA has hosted over 10 virtual events during COVID-19 to ensure the LGBTQ remains connected and engaged
- d. MOLGBTQA has expanded its social media reach to keep LGBTQ residents informed.
- e. MOLGBTQA has met regularly with the Metropolitan Police Department's LGBT Liaison Unit to monitor and address public safety concerns.
- f. MOLGBTQA has facilitated phone bank calls to engage LGBTQ residents directly.
- g. MOLGBTQA has addressed food insecurities by facilitating a food distribution event connecting LGBTQ residents to free groceries and free meals.
- h. MOLGBTQA has attended key virtual events held by the community on behalf of the Mayor including the Transgender Day of Remembrance.
- i. MOLGBTQA has attended key in-person events held by the community on behalf of the Mayor including the National Transgender Visibility March.
- j. MOLGBTQA has established partnerships with local organizations to launch a free tech training program, the Transgender Pathways Project, to meet the demands of the Transgender and non-binary community. These residents will receive computer training in order to enhance their skills and ability to obtain employment opportunities that provide a pathway to the middle class.

***a. Has the Office encountered evidence that any demographic groups or social segments within the District's LGBTQ population have suffered unique hardships during this crisis (e.g., youth facing family rejection during prolonged time at home or seniors facing prolonged isolation)?***

Answer:

MOLGBTQA has definitely encountered evidence that the District's LGBTQ population has suffered unique hardships during this crisis. Homeless LGBTQ youth have fewer resources and fewer support systems to depend on than their heterosexual counterparts. MOLGBTQA has met with the Department of Human Services (DHS) and homeless youth service providers on a weekly basis to ensure the providers had the Personal Protective Equipment needed to remain safe and keep their youth safe. In addition, MOLGBTQA has attended weekly meetings with DHS to ensure housing unstabled LGBTQ youth find emergency and transitional housing.

MOLGBTQA has attended monthly meetings of the Department of Aging and Community Living's LGBTQ Advisory Committee to connect with Mary's House for Older Adults, and Seabury Services and other older adult serving organizations to ensure LGBTQ seniors have the resources needed to address isolation, food insecurity, and homelessness.

MOLGBTQA has created a strong partnership with DC Health to create events that engage LGBTQ residents living with HIV to ensure they have access to resources needed to address isolation, food insecurity, and homelessness.

***b. Does the Office have recommendations on how the District government should respond to these issues?***

Answer:

We recommend the District Government continue its strong focus on health equity, housing stability, and employment stability, specifically for LGBTQ residents.

***54. What are the Office's priorities with respect to Capital Pride?***

Answer:

The MOLGBTQA priority is and has always been to support Capital Pride primarily by connecting them to District government resources. This may entail contacting agencies on their behalf with questions regarding permits, invoices, parade routes, facilitating meetings with community organizations that may oppose them, facilitating meetings with the Metropolitan Police Department regarding safety precautions and protesters, and recently facilitating discussions to reschedule their Pride events from June to October, 2021.

***a. If COVID-19 necessitates cancellation of in-person Pride events again in FY 21, does the Office have alternative plans to meet its priorities or to support alternative or virtual events?***

Answer:

We are already assisting Capital Pride in their alternative plans. We will continue to collaborate with Capital Pride on events and activities, as the public health emergency progresses.

***55. Please describe the Office's relationship with LGBTQ-friendly businesses or businesses that serve LGBTQ community needs.***

Answer:

MOLGBTQA works closely with the Equality Chamber of Commerce, District of Columbia (ECCDC). The Equality Chamber is the non-profit, not-partisan network of several hundred queer and allied (Q&A) businesses and business leaders in the DC metropolitan area. Through its extended network of community partners and event participants in the capital area LGBT community, it regularly reaches approximately 5,000 individuals through its messaging, networking events, and workshops. MOLGBTQA is working with the ECCDC in support of their mega-marketing and networking events and is discussing partnering on an LGBTQ Business Townhall.

MOLGBTQA also works with small businesses that may not be affiliated with the Equality Chamber of Commerce to ensure they received appropriate access to resources.

***a. How has the Office removed barriers for LGBTQ business owners in FY 20 and FY 21, to date?***

Answer:

MOLGBTQA has attended meetings between LGBTQ businesses with the Alcohol Beverage Regulation Administration and the Mayor's Office of Nightlife and Culture to ensure they are treated fairly.

MOLGBTQA has supported Capital Pride, Black Pride, Youth Pride, Latinx Pride, Asian-Pacific Islander Pride, and Trans Pride to help them navigate through DC government's processes and regulations to ensure they can successfully hold their events that lift up and connect the LGBTQ community.

MOLGBTQA has served as a liaison between LGBTQ businesses and District government agencies to remove barriers.

***b. Has the Office encountered evidence that any particular demographic groups or social segments within the District's LGBTQ population have suffered diminished access to such businesses?***

Answer:

MOLGBTQA has not encountered any evidence beyond the diminished access we have all had to such businesses. However, the Office of Human Rights maintains records on discrimination in public accommodations and services, and we work closely with them.

***c. Does the Office have recommendations on how the District government should improve our support for such businesses?***

Answer:

MOLGBTQA recommends a continued focus on equity.

***56. Has the Office provided support to the Rainbow Caucus of Advisory Neighborhood Commissioners in FY 20, or FY 21 to date?***

Answer:

Yes, the MOLGBTQA has supported the Rainbow Caucus of Advisory Neighborhood Commissioners by facilitating a number of meetings between them and District government representatives.

1. In FY20, MOLGBTQA facilitated a meeting between the Rainbow Caucus of Advisory Neighborhood Commissioners and the Department of Human Services to discuss their concerns regarding the agency's support of the LGBTQ community.
2. In FY20, MOLGBTQA facilitated a meeting between the Caucus, LGBTQ community leaders, District government agency heads, the Mayor, and Chairman Mendelson to discuss their concerns regarding funding for the LGBTQ community.
3. In FY20, MOLGBTQA also facilitated a meeting between the Rainbow Caucus, a representative from the Mayor's budget team and a member of the Council's budget team regarding funding that supports the LGBTQ community.
4. In FY21, Japer Bowles, the Chair of the Rainbow Caucus of Advisory Neighborhood Commissioners and the MOLGBTQA have discussed the Caucus' concern regarding potential budget cuts that have been predicted due to COVID-

19, and the impact the cuts may have on the LGBTQ community. We have also discussed community concerns with Tyron Handley, the president of the Gay and Lesbian Activists Alliance. We continue to make ourselves available to be conduits and facilitators of discussions to ensure all agencies and other non-governmental organizations offer the best possible resources for LGBTQ residents of the District.

***57. Has the Office been asked to support the study of the District's treatment of its transgender and non-binary employees required pursuant to the District Government Transgender and Non-Binary Employment Study Act of 2020, D.C. Code § 1-607.62?***

Answer: MOLGBTQA will work to support the study at the appropriate time.

***58. The Office's FY 19 Performance Oversight Hearing testimony mentioned a monthly newsletter with 6,100 subscribers. How many subscribers are there currently for the newsletter? How else has the Office maintained consistent communication to the District's LGBTQ population?***

Answer:

Our monthly newsletter currently has increased significantly to 6778 subscribers. We have also maintained communication with LGBTQ residents via social media and email. We make sure to send emails regularly with events, updates from the Mayor, and updates on Coronavirus. We also encourage our constituents to send events to our office in order for us to promote their events widely. The increased communication during COVID-19 has strengthened our relationship with the LGBTQ Community.

***59. What steps has the Office taken in FY 20 and FY 21 to date to empower youth LGBTQ leaders?***

Answer: MOLGBTQA supports several community organizations that empower LGBTQ youth leaders. One example is the Young Playwrights' Theatre (YPT) which receives funding through our Youth Empowerment and Self Sufficiency Grant. YPT has 25 years of experience working with youth who are ethnically diverse, economically disadvantaged, and chronically under-resourced. Youth leadership is part of their youth development process. YPT works to support our LGBTQ youth experiencing homelessness in developing their ability to analyze their own strengths and weaknesses, set personal and vocational goals, build self-esteem, confidence, motivation, and abilities. YPT provides unique services to thousands of youth and families in the District through their innovative, standards-based arts education programming and professional performances of LGBTQ youth-written work. YPT provides our LGBTQ youth with the platform to amplify their stories with powerful, important, and necessary voices developing youth leaders, storytellers and playwrights. We are proud of our existing partnership with YPT and the benefits they provide to our LGBTQ youth through mentorship and leadership initiatives. YPT continues to maintain seamless service to our region's LGBTQ young people through their

new virtual learning initiatives and leadership programming. YPT's partnerships with public, public charter, and private schools to name a few include: Duke Ellington School of the Arts, Eastern High School, SEED School of Washington, Howard University, University of the District of Columbia, and other institutions such as the DC Collaborative on Arts and Humanities, Kennedy Center for the Arts, The Welders Playwrights Collective, The National Theatre, the Sitar Arts Center, and more.

**60. Public safety was a theme of the Office's FY 19 Performance Oversight Hearing testimony before the Committee on Government Operations. Please discuss the state of public safety for LGBTQ people in the District in FY 20, and FY 21 to date and how the District government can improve its LGBTQ protections, including with respect to the following topics:**

***i. What were the results of the #RespectMeDC public awareness campaign? Does the Office intend to engage in any similar campaigns in FY 21?***

Answer: We delivered 927,793 weekly impressions for the #RespectMeDC public awareness campaign with ads on 20 printed transit shelter locations.

***j. How can the Office support the implementation and raise community awareness of the Bella Evangelista and Tony Hunter Panic Defense Prohibition and Hate Crimes Response Amendment Act of 2020?***

Answer: MOLGBTQA supported the Mayor when she signed this Amendment. We are going to work with our Violence and Prevention and Response Team (VPART) to raise awareness about this important act.

***k. What does the Office consider the greatest ongoing threats to the safety of LGBTQ people in the District (both in general and with respect to any particular demographic groups or social segments)?***

Answer: MOLGBTQA considers continued discrimination an ongoing threat to the safety of LGBTQ people in the District. The number of hate crimes has increased significantly in the District and in the country during the four years. We work tirelessly with District government agencies, local for profit businesses and local non-profits to keep LGBTQ residents safe. In order to address the death of Zoey Spears and Ashanti Carmon in Fairmont Heights, Maryland, we also worked with their agencies and elected officials in Prince George's County, Maryland to provide the District's best practice models for public safety.

**61. Please describe any challenges that are impacting the Office's ability to meet its goals.**

Answer: MOLGBTQA has not encountered any challenges that have impacted its ability to meet its goals.

QUESTIONS AT THE REQUEST OF THE COMPREHENSIVE HOMICIDE ELIMINATION STRATEGY TASK FORCE

**62. Please describe three initiatives, programs, or projects currently underway within your agency directed at preventing homicide in the District of Columbia. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe three ways in which your agency could play a role in reducing homicides in the District of Columbia.)**

Answer:

1. Active projects:
  - a. MOLGBTQA has intentionally partnered with DC Health to secure an Impact Specialist who is a Transgender woman of color, and a survivor of violence to coordinate our Transgender Pathways Project. This partnership provided an employment opportunity for the Specialist who as coordinator of our TPP has been very successful in recruiting other Transgender women of color into the program which provides tech training that can lead to employment opportunities beyond survival sex work and low paying jobs.
  - b. MOLGBTQA has partnered with Byte Back to develop and launch their Transgender Pathways Project (TPP) specifically to assist Transgender and non-binary residents who are at greater risk for violence. Many of the participants are former or current survival sex workers. They will receive technical training that will provide many more employment opportunities.
  - c. MOLGBTQA has consulted with the Office of the Attorney General's (OAG) Director of Presidential Initiative to Counter Hate and Senior Policy Advisor on their hate crimes initiatives that address hate crimes through a racial and social justice lens in the District. One of the projects we are consulting with them on is in conjunction with Artists v. Hate, a young artists collective, working on an OAG program titled, "The People vs Hate: Standing up for Humanity." This is an art project that furthers the cause of social justice. We have also invited the OAG official to participate in our Violence Prevention and Response Team (VPART) meetings to update our members on their programs, resources, and vision.
  - d. MOLGBTQA's Director Alexander - Reid is a key member of the FBI Hate Crimes Task Force and assists them with addressing hate crimes in the District. According to the FBI, nationally 2019 had 51 death crimes on record. In DC, hate crimes tripled between 2015 and 2019. In 2020, they went down slightly.

**2. Potential projects**

Answer:

- a. MOLGBTQA is in the process of working with w/ MPD on presenting de-escalation tactics to the LGBTQ community

- b. MOLGBTQA and the Violence and Prevention Response Team (VPART) is planning an LGBTQ public safety Community Conversation to share public safety resources that will assist during the pandemic.

***63. Please describe the resources currently allocated to these initiatives, program, or projects, and describe what additional resources you would need to improve the efficacy or scale of these efforts. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe the resources you would need to implement the ideas detailed in response to question).***

Answer: MOLGBTQA events, programs and projects run on ingenuity and partnerships.

***64. Please describe how your agency is working collaboratively with other DC agencies toward the goal of reducing homicides. Please also describe how your agency is engaging non-governmental organizations and the community at large on the issue of homicide prevention. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe with whom you would collaborate and how you would engage the community in order to implement the ideas detailed in response to question 1.)***

Answer: MOLGBTQA works with VPART partners (the Metropolitan Police Department's LGBT Liaison Unit, the DC LGBTQ Community Center's Anti-Violence Project, the Rainbow Response, the Office of Human Rights, and the Office of Victim Services and Justice Grants to focus on public safety.

***65. Please describe how you currently measure (or would measure) the efficacy of the aforementioned initiatives, programs, or projects. Additionally, if three metrics related to homicide prevention were added to your Key Performance Indicators (KPIs), what should those metrics be?***

Answer:

- a. Through the Metropolitan Police Department, MOLGBTQA tracks the District's reported hate incidents and shares this information with key LGBTQ victim service providers.
- b. Three metrics that MOLGBTQA would suggest related to homicide prevention metrics are related to the Respect Me DC campaign:
  - 1. Track the number of Respect Me DC impressions
  - 2. Track which bus routes the Respect Me DC campaign appeared on
  - 3. Track the hate crimes and homicides in those areas where the campaign appeared

**MODIFICATION NUMBER TWO  
TO THE  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
AND  
THE MAYOR'S OFFICE OF COMMUNITY AFFAIRS  
OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER  
AND QUESTIONING AFFAIRS  
FOR  
FISCAL YEAR 2020**

This Memorandum of Understanding (MOU) dated December 11, 2018, was entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA), the buyer agency, and the Mayor's Office of Community Affairs (MOCA), Office of Lesbian, Gay, Bisexual, Transgender and Questioning Affairs (MOLGBTQA), the seller agency, collectively referred to herein as the Parties.

The Parties now desire to renew the MOU as follows:

- I. **Section III. SCOPE OF SERVICE** is hereby modified to replace all references to "2019" with "2020".
- II. **Section IV. PERIOD OF PERFORMANCE** is hereby modified to replace all references to "2018" with "2019" and "2019" with "2020".
- III. **Section VIII. INTRA-DISTRICT FUNDING PROVISIONS** is hereby modified to replace all references to "2018" with "2019" and "2019" with "2020".
- IV. **Section XIV. EFFECTIVE DATE** is hereby modified to replace all references to "2018" with "2019", and "2019" with "2020".

**All other terms and conditions of the MOU shall remain the same.**

**IN WITNESS WHEREOF**, the Parties hereto have executed this MOU as of the day and year written below.

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

  
Laura Green Zeilinger  
Director

OCT 29 2019

\_\_\_\_\_  
Date

**FOR THE OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER  
AND QUESTIONING AFFAIRS:**

\_\_\_\_\_  
Sheila Alexander-Reid  
Director

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DISTRICT OF COLUMBIA  
DEPARTMENT OF HUMAN SERVICES  
AND  
THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL, TRANSGENDER  
AND QUESTIONING AFFAIRS  
FOR  
FISCAL YEAR 2018**

**I. INTRODUCTION**

This Memorandum of Understanding (MOU) is entered into between the District of Columbia (District) Department of Human Services (DHS), Family Services Administration (FSA) and the Executive Office of the Mayor (EOM), Office of Community Affairs, Office of Lesbian, Gay, Bisexual, and Transgender Affairs (MOLGBTQA).

DHS/FSA is the agency within the District, which is responsible for providing protection, intervention and social services, including homeless services such as shelter and homelessness prevention, to meet the needs of vulnerable adults and families to help reduce risk and promote self-sufficiency.

The MOLGBTQA is a permanent, cabinet-level office within the Mayor's Office of Community Affairs (MOCA), established by statute in 2006 to address the important concerns of the District's Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) residents. The MOLGBTQA fulfills its mission by providing capacity building services, outreach services, education/training programs, and technical assistance.

**II. OVERVIEW/PROGRAM GOALS AND OBJECTIVES**

The LGBTQ Homeless Youth Reform Amendment Act (the Act) of 2014, effective May 3, 2014 (D.C. Law 20-100; D.C. Code §§2-1381, *et seq.*), authorizes the creation of a special fund entitled the LGBTQ Homeless Youth Training Grant Fund (Fund), to be administered by the MOLGBTQA for the purpose of providing grant awards to fund cultural competency training to service providers who serve LGBTQ Homeless youth in the District. In addition to appropriated funds, the Act mandates that DHS shall transfer revenue received from other District agencies for the purpose of providing services to homeless LGBTQ youth, to the Fund which shall be administered by the MOLGBTQA. See D.C. Official Code §2-1384(b).

The objective of this MOU is to provide the terms and conditions under which: (1) DHS/FSA shall transfer revenue received from other District agencies for the purpose of providing services to homeless LGBTQ youth, to the Fund which shall be administered by the MOLGBTQA; (2) the MOLGBTQA shall establish criteria for the grants awarded from the Fund; and (3) the MOLGBTQA shall hire an employee to administer the Fund.

### **III. SCOPE OF SERVICE**

#### **A. Responsibilities of the MOLGBTQA**

##### **1. Services**

The MOLGBTQA shall administer grants to fund training on cultural competency for providing services to LGBTQ homeless youth for providers throughout the District and;

1. Establish criteria for eligibility to receive grant funds.
2. Ensure Providers have demonstrated ability and expertise in the field, and follow best practices regarding training content, delivery and data collection pertaining to LGBTQ homeless youth.
3. Hire appropriate staff with the requisite expertise to administer grants, monitor selected grantees, and evaluate grant-related outcomes.
4. Address the funding priority areas identified for FY 2018 aligned with Mayor Muriel Bowser's administration budget priorities below:
  - i. Education
  - ii. Jobs & Economic Development
  - iii. Public Safety
  - iv. Civic Engagement
  - v. Health & Wellness
  - vi. Youth Engagement
  - vii. Arts & Creative Economy

##### **2. Target Population**

- a. Providers that serve LGBTQ homeless youth, and those that would like to build capacity or expand capacity to serve LGBTQ homeless youth in the District; and
- b. LGBTQ youth who are District residents and homeless, or at risk of homelessness.

##### **3. Location of Services**

Provider sites throughout the District.

#### **B. Responsibility of DHS/FSA**

1. DHS/FSA shall transfer one hundred fifty-six thousand dollars and zero cents (\$156,000.00) to the MOLGBTQA to establish and administer the Fund in accordance with the Act.
2. DHS/FSA shall budget for all services requested in this MOU.

**IV. PERIOD OF PERFORMANCE**

- A. This MOU shall be effective from October 1, 2017 through September 30, 2018 unless otherwise amended in writing by the Parties.
- B. This MOU shall terminate on September 30, 2018. Contingent upon availability of funds, this MOU may be extended for one (1) year for a total to two (2) years in accordance with the Act.

**V. MODIFICATION/AMENDMENT**

DHS/FSA and the MOLGBTQA reserve the right to a request modification and/or amendment of the terms and conditions of this MOU at any time, in writing and with the agreement of both Parties.

**VI. SPECIAL PROVISIONS FOR TERMINATION OF MOU**

DHS/FSA may terminate this MOU on the following grounds:

- A. Funding received from other District agencies for the purpose of providing services to homeless LGBTQ youth ends; or
- B. Change in the Act and any other applicable local or federal laws, rules or regulations.

**VII. AUTHORITY OF MOU**

This MOU is made pursuant to the Act and D.C. Official Code §1-301.01(k) (2001 ed. & Supp. 2014).

**VIII. INTRA-DISTRICT FUNDING PROVISIONS**

**A. Cost of Services**

- 1. The total cost of services shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) for FY 2018.
- 2. In the event of termination of this MOU, payment to the MOLGBTQA shall be held in abeyance until all required fiscal reconciliations are completed, but not longer than September 30, 2018.

**B. Payment**

- 1. Payment for the goods and services shall be made through an Intra-District transfer by DHS/FSA to the MOLGBTQA in an amount that shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) in FY 18.
- 2. Advances to the MOLGBTQA for services to be performed/goods to be provided shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) for FY 2018.

3. The MOLGBTQA shall maintain payment reconciliation records for all cost expended under this MOU.
4. All adjustments and/or disputes arising from costs provided under this MOU shall be resolved by the Director of DHS and the Director of the MOLGBTQA. In the event that the Parties cannot resolve a financial dispute, the matter shall be referred to the District Office of Financial Operations and Systems.
5. DHS/FSA shall transfer an amount that shall not exceed one hundred fifty-six thousand dollars and zero cents (\$156,000.00) to the MOLGBTQA to carry out this MOU.
6. Upon final completion of the services outlined in this MOU for which funds have been provided by DHS/FSA, explanation of the term of this MOU, cancellation, or termination of this MOU, the MOLGBTQA shall transfer to DHS/FSA any unspent, excess or surplus funds, to include accounts receivable attributable to the use of the funds.
7. Any expenditure disallowed by DHS or federal government audit shall be subject to repayment by the MOLGBTQA.

**B. Anti-Deficiency Consideration**

The Parties acknowledge and agree that their 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 availability of funds and the provisions of (i) the federal Anti-Deficiency Act, effective September 13, 1982 (Pub. L. No. 97-258, 31 U.S.C §§1341, 1342, 1349, 1351, and specific sections in subchapter II, Section 15 of the Title 31 of the U.S. Code) and (ii) the District of Columbia Code Anti-deficiency Act of 2002, effective April 4, 2003 (D.C. Law 14-285, D.C. Official Code §§1-204,46, 47-205, 47-335-.01-355.08) as amended, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

**IX. COMPLIANCE AND MONITORING**

As this MOU is funded by District funds, the MOLGBTQA shall be subject to scheduled and unscheduled monitoring reviews to ensure compliance with all applicable requirements.

**X. RECORDS AND REPORTS**

The MOLGBTQA 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 Director's request, make these documents available for inspection by duly authorized representatives of DHS/FSA and other officials as may be specified by the District at its sole discretion.

**XI. CONFIDENTIALITY INFORMATION**

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

**XII. NOTICE**

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

**For DHS:**

Hilary Cairns, Deputy Administrator  
Family Services Administration  
Department of Human Services  
64 New York Avenue, N.E., 5<sup>th</sup> Floor  
Washington, DC 20002  
Phone: (202) 299-2156  
Email: [Hilary.Cairns@dc.gov](mailto:Hilary.Cairns@dc.gov)

**For MOLGBTQA:**

Sheila Alexander-Reid, Director  
Mayor's Office of Lesbian, Gay, Bisexual,  
Transgender and Questioning Affairs  
Executive Office of the Mayor  
2000 14<sup>th</sup> Street, N.W., 2<sup>nd</sup> Floor  
Washington, DC 20009  
Phone: (202) 442-5143  
Email: [Sheila.Reid2@dc.gov](mailto:Sheila.Reid2@dc.gov)

**XIII. PROCUREMENT PRACTICES ACT AND OTHER RELEVANT AUTHORITY**

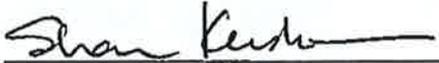
- A. If the District agency or instrumentality plans to utilize the goods or services of an agent or third party (e.g., contractor, consultant) to provide any of the goods or services specified under this MOU, then the agency or instrumentality shall abide by the provisions of the Procurement Practices Reform Exemption Amendment Act of 2014, effective March 14, 2014 (D.C. Law 20-94; D.C. Official Code §§2-352.01, *et seq.*) to procure the goods or services of the agent or third party.
- B. The application for, acceptance, and use of grant funds specified under this MOU shall abide by the provision of the Planning Grant-making Authority Act of 2010, effective September 24, 2010 (D.C. Law 18-223; D.C. Code §1-328.02); Grant Administration Act of 2013, effective October 1, 2013 (D.C.20-61; D.C. Code §§1-328.11, *et seq.*); Title 1, Chapter 50 of the District of Columbia Municipal Rules; and Mayor's Order 2011-170, effective October 5, 2011.

**XIV. EFFECTIVE DATE**

This MOU shall be effective October 1, 2017 through September 30, 2018 following execution by the parties.

**IN WITNESS WHEREOF**, the Parties hereto have this MOU as of the day and year written below.

**FOR THE DEPARTMENT OF HUMAN SERVICES:**

  
\_\_\_\_\_  
Laura Green Zeilinger  
Director

11/9/17  
Date

**FOR THE MAYOR'S OFFICE OF LESBIAN, GAY, BISEXUAL,  
TRANSGENDER AND QUESTIONING AFFAIRS:**

  
\_\_\_\_\_  
Sheila Alexander-Reid  
Director

11/9/17  
Date