

GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR



Responses to Fiscal Year 2020 Performance Oversight Questions

Lamont Carey
Director
Mayor's Office on Returning Citizens Affairs

Submission to

Committee on Government Operations and Facilities

Chairperson Robert White

At-Large Councilmember

February 19, 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.

As the District of Columbia's coordinating and advisory agency for reentry, MORCA removes barriers to reentry and empowers residents to break the cycle of recidivism by providing guided re-entry and ensuring that previously incarcerated people are connected to essential programs and services in areas such as employment, health, education, housing assistance, and social services.

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

There are no statutory mandates that MORCA 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 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.

Please see Attachment #1, Mayor's Office on Returning Citizens FY2020 Annual Report

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 agency.

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.

In FY21, The DC City Council passed The Access to Jobs Amendment Act of 2020, that required MORCA to implement a subsidy employment pilot program for returning citizens.

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

1. Identification and coordination of services offered through government agencies and community-based organizations supporting returning citizens.
 - 1.A: This will be achieved by developing a comprehensive list of service providers and strategic collaboration, through on-going and frequent communication with program personnel to ensure there's a steady flow of information about both government and community programming, which will assist MORCA with connecting constituents to programs and services.
2. Coordinated efforts towards removing barriers for returning citizens.

2. A: Through participation in community-based working groups, roundtables, and symposiums, MORCA will continue to identify employment training programs and connect with program staff to establish a referral system to ensure MORCA clients are connected to training opportunities

3. Connect constituents to employment, vocational training, and certification training opportunities.

3A: The workforce development team will connect constituents to employment, employment training, and vocational and certification training opportunities. Identify and establish working relationships with employment training program staff to establish a formal referral system to ensure MORCA clients are connected to training opportunities.

4. Establish a returning citizen coalition working group composed of returning citizen advocates, government agencies, and community-based organizations.

4.A: Establish a returning citizen coalition working group comprised of returning citizen advocates, government agencies, and community-based organizations. The working group will focus on strengthening service delivery for returning citizens within government agencies and community-based organizations.

5. Continue to track the progress of returning citizens to ensure returning citizens are connecting to essential services.

5A: The current manual tracking system allows MORCA to track the name of the organization, the course name, date of referral, the status of the referral, and the completion date. MORCA's Peer Support Specialist, Case Manager, and staff assistant conduct follow ups with the constituents to ensure that they are connected and thriving. Also, it allows MORCA to track the constituents that are being connected to employment opportunities to ensure that constituents are maintaining employment opportunities for 30, 60, 90, and 120 days.

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.

MORCA follows the metrics outlined in the FY21 Performance Plan. Measurements include: the number of individuals that are currently receiving case management, workforce development, and individuals that are receiving assistance for their driver license/fee waivers, via an online tracking system. A report is run monthly to ensure that individuals who are receiving MORCA services have been given needs assessment.

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.

MORCA did not submit an FY20 Performance Plan. Prior to October 1, 2020, MORCA fell under the Mayor's Office of Community Affairs (MOCA), which is under the Executive Office of the Mayor (EOM).

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.

Please see attachment

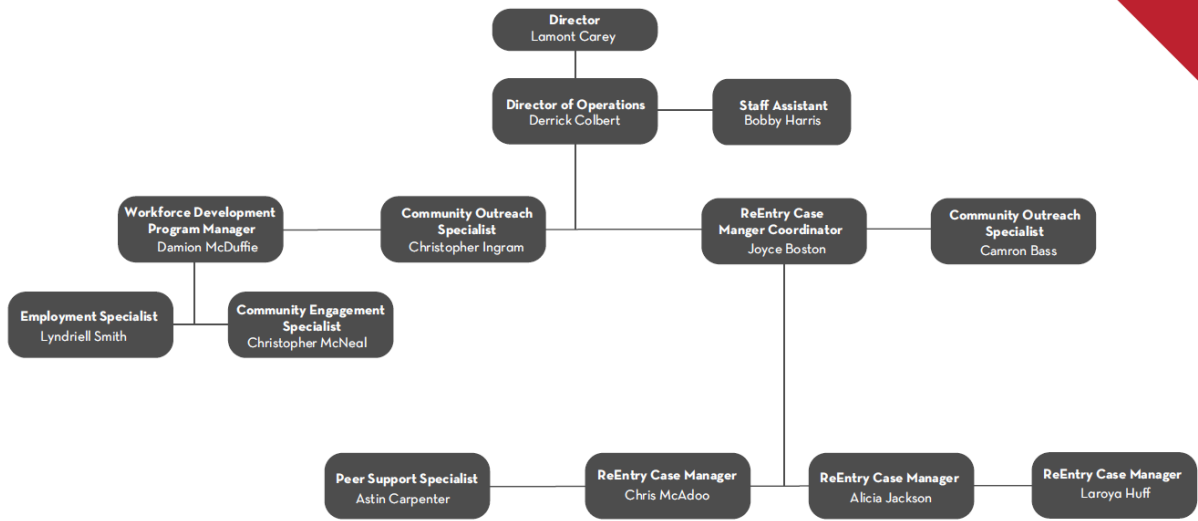
10. Please describe any new initiatives or programs that the agency implemented in FY 20 and FY 21, to date, to improve the operations of the agency. Please identify any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.

In FY20 MORCA implemented the 90-day constituent referral tracking system. MORCA used the current software and applications to develop the tracking system, there was no cost associated with this initiative.

In FY21 MORCA collaborated with Macy's to provide 18 returning citizens who are currently participating in MORCA's Supplemental Nutrition Assistance Program Education and Training (SNAP E&T) workforce program with professional attire for job search and employment opportunities. MORCA collaborated with the Capital Area Asset Builders to host a four-week financial literacy program and we will be resuming this initiative in March or early April 2021.

MORCA also collaborated with local faith and community-based organizations to distribute 150 care packages to returning citizens released during COVID-19.

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.



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

Partnerships and Engagement:

MORCA engages with constituents in the following ways:

1. Federal Bureau of Prisons Outreach Information Sessions:

MORCA’s Outreach Team, in collaboration with other government agencies and community-based organizations, visit Federal Bureau of Prisons facilities to conduct information sessions with DC residents within 6 to 18 months of release. These information sessions trips were occurring once a month pre-COVID-19.

2. Halfway House Outreach Information Sessions:

MORCA’s Outreach Team conducts information sessions to provide residents of both men’s and women’s halfway houses essential resources and information regarding employment, educational, medical, and housing opportunities. Due to the closing of Hope Village, MORCA has suspended these in-person sessions.

3. Referrals to Community Collaborators and Advocates:

MORCA works with community collaborators and advocates to inform them of MORCA services through community presentations, participation in roundtable discussions and community events, and literature distribution.

Case Management:

The function of MORCA Case Managers is to refer and connect constituents to essential government and community-based services: housing, employment and job readiness, behavioral and physical health services, educational and vocational training, clothing, food, and legal services. This is achieved by conducting intakes, completion of individualized assessment plans, and connecting constituents to appropriate community programming and government services.

Workforce Development: Responsible for the identification of employers, employment training, and vocational training programs.

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

MORCA promoted Damion McDuffie from Case Manager to Workforce Program Coordinator, promoted Alicia Jackson from Workforce Specialist to Case Manager, promoted Christopher McNeal from Outreach Specialist to Workforce Specialist, and promoted Camron Bass from Staff Assistant to Outreach Specialist. In addition MORCA added Bobby Harris as Staff Assistant.

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.

Agency	Fund Code	Activity	Activity Title	Posn Nbr	Title	Grade	Step	Salary	Fringe - 19.4%	Hire Date
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00091375	Director	14	5	109,835	21,308	10/15/19
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00099774	Director of Operations	7	4	98,947	19,196	07/06/15
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00099986	Supervisory Case Manager	16	0	80,845	15,684	10/01/17
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00102642	Supvy Outreach & Svcs Spec	14	0	80,845	15,684	11/12/19
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00094128	Case Manager	14	3	72,448	14,055	11/18/19
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00094127	Case Manager	13	10	72,448	14,055	02/02/18
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00099775	Case Manager	8	10	72,448	14,055	02/16/16
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00091377	Case Manager	8	9	72,448	14,055	04/20/20
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00091376	Community Services Program Spe	14	0	69,427	13,469	09/24/18
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00075344	Outreach & Service Specialist	12	4	65,474	12,702	11/12/19
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00097019	Outreach & Service Specialist	9	0	65,474	12,702	10/05/20
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00099778	Program Support Specialist	11	6	63,498	12,319	10/03/16
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00091374	Outreach & Service Assistant	11	6	63,498	12,319	04/22/19
								\$987,634	\$191,600	

The information on this Schedule A was collected on February 10, 2021. All positions are continuing, and none are vacant or frozen.

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.

MORCA does not have detailed employees.

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;

FY 20:

Name	Vendor	Service Type	Device Type
Lamont Carey	AT&T Verizon	Cellular Tablet with wireless services	iPhone 7 iPad Pro 12.9
Derrick Colbert	AT&T Verizon	Cellular Tablet with wireless services	iPhone 7 iPad Pro 12.9
Alicia Jackson	AT &T	Cellular	iPhone 7
Frank Petersen	AT&T	Cellular	iPhone 7
Christopher McNeal	AT&T	Cellular	iPhone 7
Astin Carpenter	AT&T	Cellular	iPhone 7
Charles Shepherd	AT&T	Cellular	iPhone 7

Joyce Boston	AT&T	Cellular	iPhone 7
Camron Bass	AT&T	Cellular	iPhone 7
Damion McDuffie	AT&T	Cellular	iPhone 7
Chris McAdoo	AT&T	Cellular	iPhone 7

FY21:

First Name	Last Name	Vendor	Service Type	Device Type
CAMRON	BASS	AT&T	Cellular	iPhone8
CHARLES	SHEPHERD	AT&T	Cellular	iPhone 6
CHRISTOPHER	INGRAM	AT&T	Cellular	iPhone8
CHRISTOPHER	MCADOO	AT&T	Cellular	AT&T 3G GLOBAL 8525
CHRISTOPHER	MCNEAL	AT&T	Cellular	iPhone 6S
DAMION	MCDUFFIE	AT&T	Cellular	iPhone 7
Derrick	Colbert	AT&T	Cellular	iPhone 8
LAMONT	CAREY	AT&T	Cellular	iPhone 8

LYNDRIELL	SMITH	AT&T	Cellular	iPhone 6S
ALICIA	JACKSON	AT&T	Cellular	iPhone 6
ASTIN	CARPENTER	AT&T	Cellular	iPhone 7
JOYCE	BOSTON	AT&T	Cellular	Galaxy S6 Edge
BOBBY	HARRIS	AT&T	Cellular	iPhone 7

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;

MORCA did not have any leased or owned vehicles in FY20 or FY21, to date.

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

MORCA did not have any travel expenses for FY20 or 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.

MORCA did not pay any workers compensation claims in FY20 or 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.

Agency	Fund Code	Activity	Activity Title	Posn Nbr	Title	Grade	Step	Salary	Fringe - 19.4%	Hire Date
RCO	0100	1000	RETURNING CITIZEN AFFAIRS	00091375	Director	14	5	109,835	21,308	10/15/19

The Mr. Carey did not receive any overtime or bonus pay in FY20 or FY21, to date.

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.

MORCA did not pay any overtime in FY20 or FY21, to date.

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.

MORCA did not pay any bonuses or separation pay in FY20 or FY21, to date.

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.

MORCA does not have any collective bargaining agreements.

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.

Staff	DCHR Training
Damion McDuffie	<ul style="list-style-type: none">· Effective Communication· Case Monitoring and Resources· Basics of Coronavirus· Basics of Contract Tracing
Alicia Jackson	<ul style="list-style-type: none">· Ready, Set, Goal· Case Monitoring and Resources· Effective Communication· Coaching with Intention· Moving Into Management
Chris McAdoo	<ul style="list-style-type: none">· Covid-19 Contact Tracing· Unpacking Bias· Myers Briggs· Cyber Security Training· Managing Up

Lamont Carey	<ul style="list-style-type: none"> · Coaching Techniques that inspire Coaches to Action • Building a Coaching Culture · Navigating Other People's Emotions · The Emotionally Intelligent Leader · Leading Outside The Organization · Leading Teams Through Change · Knowing when to Take Leadership Risks · Wanted - Innovation Leaders • Leading Change Crafting an Organizational Vision · Communicating A Shared Vision · Emotional Intelligence at Work · Polishing Your Feedback Skills · Gaining a Positive Perspective on Feedback · Sexual Harassment Prevention for Employees • Contact Tracer Training
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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?

Yes, MORCA’s Director of Operations utilizes the DCHR Smart Goals tool to conduct annual performance evaluation of all employees.

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

MORCA strives to promote from within when vacancies become available. MORCA incorporates a team approach environment which allows staff to contribute ideas on programming, initiatives, and service delivery for MORCA. Employees occasionally serve as project leads on projects and initiatives that allow them to gain new skill sets.

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?

FY20: \$7,409.83

FY21: \$1,874.85

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

MORCA Response:

Grant	Amount	Purpose
SNAP E&T	\$204,000	Expand upon the SNAP E&T by providing resources and job placement to service up to 200 eligible SNAP E&T customers who are returning citizens who are registered and participating in MORCA programs.

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.*

MORCA did not have any special purpose revenue funds in FY20 or FY21, to date.

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.

There were no purchase card transactions in FY20 and FY21, to date.

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 attachment III: Department Human Services SNAP E&T Intra-District MOU.

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.

MORCA does not have any 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.

FUND	PROGRAM	COMPTROLLER SOURCE GROUP (CSG)	FY 2021 COUNCIL APPROVED BUDGET	REPROGRAMMINGS, ETC. (FUND 0700 BUDGET ESTABLISHMENT)	FY 2021 REVISED BUDGET	TOTAL FIRST QUARTER EXPENDITURES	RECLASS FROM MORCA	ADJUSTED FIRST QUARTER BUDGET BALANCE (AFTER RECLASS)
0100		0011 - REGULAR PAY - CONT FULL TIME	891,553	-	891,553	133,028	86,805	671,720
		0012 - REGULAR PAY - OTHER	51,059	-	51,059	-	5,770	45,289
		0013 - ADDITIONAL GROSS PAY	-	-	-	381	8,050	(8,430)
		0014 - FRINGE BENEFITS - CURR PERSONNEL	183,117	-	183,117	25,155	18,692	139,270
		SUB-TOTAL PS	1,125,729	-	1,125,729	158,564	119,316	847,849
		0020 - SUPPLIES AND MATERIALS	31,686	-	31,686	-	-	31,686
		0040 - OTHER SERVICES AND CHARGES	608,000	-	608,000	-	-	608,000
		0050 - SUBSIDIES AND TRANSFERS	124,800	-	124,800	-	-	124,800
		SUB-TOTAL NPS	764,486	-	764,486	-	-	764,486
		TOTAL FUND 0100	1,890,215	-	1,890,215	158,564	119,316	1,612,335
0700	1:00 - RETURNING CITIZEN AFFAIRS	0011 - REGULAR PAY - CONT FULL TIME	-	-	-	-	9,594	(9,594)
		0012 - REGULAR PAY - OTHER	-	79,740	79,740	-	2,778	76,962
		0013 - ADDITIONAL GROSS PAY	-	-	-	-	-	-
		0014 - FRINGE BENEFITS - CURR PERSONNEL	-	13,556	13,556	-	2,614	10,942
		SUB-TOTAL PS	-	93,296	93,296	-	14,986	78,310
		0020 - SUPPLIES AND MATERIALS	-	24,545	24,545	-	-	24,545
		0040 - OTHER SERVICES AND CHARGES	-	15,000	15,000	-	-	15,000
		0050 - SUBSIDIES AND TRANSFERS	-	50,000	50,000	-	-	50,000
		0070 - EQUIPMENT & EQUIPMENT RENTAL	-	21,686	21,686	-	-	21,686
		SUB-TOTAL NPS	-	111,231	111,231	-	-	111,231
TOTAL FUND 0700	-	204,527	204,527	-	14,986	189,541		
TOTAL - ALL FUNDS			\$1,890,215	\$204,527	\$2,094,742	\$158,564	\$134,302	\$1,801,876

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.

MORCA works with the Office of the City Administrator to develop its budget. The FY2019, FY2020, and FY2021 budgets submitted by the Mayor to the Council reflect those efforts.

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.

MORCA did not have any reprogramming’s in FY20 or FY21, to date.

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.

FY20

Department of Human Services SNAP E&T Grant: \$150,000

Date: October 1, 2019-September 30, 2020

Expenditure: \$150,000

FY21

Department of Human Services SNAP E&T Grant: \$204,000

Date: October 1, 2020-September 30, 2021

Expenditure: \$15,094.15

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?

There are no MORCA FTE's 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.

MORCA did not have any contracts in FY20 and FY21, to date.

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?

MORCA has a CBE goal of \$78,243 for FY21. MORCA hasn't had any spending with CBE's in the first quarter of FY21.

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.

MORCA does not have any pending lawsuits.

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.).

MORCA has not entered into any settlement agreements for FY20 or FY21, to date.

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.

MORCA has not had any complaints or grievances in FY20 or FY21, to date.

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.

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 EOM general counsel who recommends any necessary personnel actions, and findings are reported to the Mayor's Office of Legal Counsel. As appropriate, the Board of Ethics and Government Accountability (BEGA), the Metropolitan Police Department (MPD), the Office of Human Rights (OHR, or the Department of Human Resources (DCHR) could become involved. Fortunately, MORCA has not had any reports during 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.

MORCA had no spending pressures in FY20 or FY21, to date.

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 estimated number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.

MORCA did not have any FOIA request for FY20 or 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.***

MORCA uses a contact management system to track our constituents. This system tracks information on resident demographics, MORCA visits, and services rendered. MORCA staff has access to the software system; it is not accessible to the public.

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.

MORCA did not have any investigations, audits, or reports on the agency or any employee during 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.

MORCA hasn't conducted any studies, research papers, or reports in FY20 or FY21, to date.

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

MORCA participates in the DC Re-entry Task Force; The Re-entry Action Network (RAN); Criminal Justice Coordinating Council (CJCC) Re-entry Steering Committee; and CJCC Principal's Group.

45. Please provide the most recent annual report on the operations of the Office prepare pursuant to D.C. Code § 24-1302(b)(2)(H). Please also provide the anticipated date of completion for the next annual report.

Please see attachment for FY20 Annual Report.

46. What is the current estimated population of returning citizens in the District of Columbia? How many returning citizens live in each ward?

According to a 2015 report from George Washington University for the Mayor’s Office on Returning Citizens Affairs, the District of Columbia is home to an estimated 67,000 returning citizens.

MORCA does not currently capture ward residency information. However, this question (“ward residency”) will be added to our intake sheet and captured going forward.

47. How many returning citizens are estimated to return from incarceration each year? How many of those residents returning home does the agency serve?

An estimated 8,088 returned from incarceration in FY20; 6,577 from the Department of Corrections and 1,511 from the FBOP.

In the first quarter of FY21, FBOP reports that 326 residents were released.

MORCA serves an estimated 1,800-2,500 returning citizens each year.

48. How many returning citizens total did the Office serve in FY 20 and FY 21, to date?

In FY20 MORCA served 1,570 returning citizens. In FY21, MORCA has served 384 returning citizens so far. During the Covid-19 pandemic, MORCA has seen a slight decline in the number of returning citizens seeking services

49. How many returning citizens have received comprehensive needs assessments and case plans from the Office in FY 20 and FY 21, to date?

In FY20 MORCA provided 1,570 comprehensive needs assessments to returning citizens and 1,194 case plans.

In FY21 to date, MORCA provided 4 comprehensive needs assessments to returning citizens and 277 case plans.

50. How many referrals of returning citizens to outside programs or agencies were made by the Office in FY 20 and FY 21, to date? Please provide a breakdown of the number of referrals by program or agency.

In FY20 MORCA referred 1,468 returning citizens to government or community-based organizations.

FY20 REFERRALS	
Organizations	Number of Residents Referred
Social Security Administration	35

Department on Disability Services	21
Department of Human Services	185
SNAP Benefits	200
Martha's Table's Outfitters	75
Bread for the City	20
Wider Circle	16
DC Infrastructure Academy	403
Catholic Charities Green Apprenticeship Program	25
DC Central Kitchen Culinary Training	35
Community College Preparatory Academy HVAC Training and GED Program	45
Building Futures Construction Training Program	127
MORCA CDL Class B Training Program	281

In FY21 to date, MORCA referred 217 returning citizens to government or community-based organizations.

FY21 REFERRALS	
Organization	Number of Residents Referred
Community Family Life Services	4
SOME Housing	15
Catholic Charities Housing Services	6
Department of Behavioral Health	80
Department of Human Services	30
UPO Job Readiness Program	8
DC Infrastructure Academy Pepco Program	2

Community College Preparatory Academy HVAC Training and GED Program	5
UPO Emergency Medical Technician Training Program	3
DOES American Job Center	14
Building Futures Construction Training Program	10
Department on Disability Services	14
DOES Apprenticeship Training	3
SOME Center for Employment and Training	9
SE Ministries GED Program	5
DC Central Kitchen Training Program	6
Byte Back Computer Training Program	3

51. How many referrals has the Office received from the READY Center in FY 20 and FY 21, to date? Please provide a breakdown of the number of referrals by the service area need.

MORCA has not received any referrals from the READY Center in FY20 or FY21, to date.

52. How many clients were referred to Project Empowerment in FY 20 and FY 21, to date? MORCA Response:

In FY20 MORCA referred 126 returning citizens to Project Empowerment. In FY21, to date MORCA has not made any referrals to Project Empowerment

53. How many returning citizens were referred to adult education providers in FY 20 and FY 21, to date? Please provide a list of all providers to which returning citizens were referred.

In FY20 MORCA referred 45 returning citizens to Community College Preparatory Academy (CCPREP) for its GED program.

In FY21 MORCA referred 10 returning citizens to the following organizations

- Community College Preparatory Academy GED program: 5
- SE Ministries GED Program: 5

54. How many job fairs has the Office hosted in FY 20 and FY 21, to date? How many clients have received employment from these job fairs? How has the Office continued this service during the public health emergency?

In FY20 MORCA collaborated with the following employers to host on-site mini job fairs:

1. McCullough Construction Apprenticeship
 - a. 25 MORCA constituents participated
 - b. 20 directly accepted into apprenticeship
2. Lasership Warehouse- Warehouse worker positions
 - a. 45 MORCA constituents participated
 - b. 42 directly hired
3. Department of Public Works Leaf Season-Sanitation and CDL Class A & B Drivers, Clerks (seasonal positions)
 - a. 106 MORCA constituents participated
 - b. 45 directly hired
4. Census Bureau- Census Taker positions
 - a. 50 MORCA constituents participated
 - b. Number of constituents actually hired from this event is unknown due to COVID-19.

In FY21 due to COVID-19, MORCA halted the on-site mini job fairs and instead has connected returning citizens directly to the following employers:

Employer	Position	# of Constituents hired
DC Department of Public Works (Leaf Season)	Sanitation Worker	19
	Truck Driver	2
Robinson Plumbing and Mechanical LLC	Plumber	1
Turnz Partner	Administrative Assistant	1
Telligent Construction Company	Laborer	5
Amazon	Warehouse worker	1

Post Office	Sorter	1
Community Bridges	Laborer	1
Perkins trucking	Driver	1
BJ's	Stocker	1
Sauls	Landscaper	1
People Ready Temp Agency	Mover	1
Kearny Produce	Driver	1

55. In response to pre-performance oversight questions from FY 20, the Office stated that it did not create a client survey in FY 19, but that it had just completed the survey and would be implementing it in the daily functions of the office beginning on February 3, 2020. Please provide a copy of the results.

MORCA received 73 client surveys in FY20; these surveys were provided to constituents at the conclusion of their in-office interaction with MORCA Staff. Fifty-seven constituents expressed satisfaction with services provided at MORCA. Thirteen constituents expressed that the wait time was too long for case management. Three constituents expressed that they were dissatisfied because they were unable to find employment opportunities through MORCA.

56. Please provide an update on the 90-day tracking system implemented to ensure that constituents are receiving the appropriate services that was referenced in response to pre-performance oversight questions from FY 20.

The current tracking system allows MORCA to track the organization, the course name, date of referral, status of referral and completion date. MORCA's Peer Support Specialist, Case Manager, and staff assistant conduct follow-ups with the constituents to ensure that they are connected and thriving. In addition, the system allows MORCA to track the constituents that are being connected to employment opportunities to ensure that constituents are maintaining employment opportunities for 30, 60, 90, and 120 days.

57. Please describe the status of the transportation subsidy stipend program in FY 20 and FY 21, to date. How much has been expended by the program in FY 20 and FY 21, to date? How many clients have received subsidies in FY 20 and FY 21, to date? What are the limitations of the program?

In FY20 MORCA provided 53 constituents with travel subsidies totaling \$4,470. As MORCA transitioned into telework posture due to the public health emergency, the travel subsidy program was suspended. As service providers shifted to virtual platforms or halted services altogether, there has been a decreased need for this travel subsidy program.

As training providers and the economy begin to reopen, MORCA anticipates the increase of need and is positioned to meet this need.

58. In reference to a Committee recommendation in the FY 21 budget, has the Office reassumed full administrative control over the transportation stipend program? If not, why?

In FY21 MORCA has not entered into any agreement with any agency to administer the travel subsidy program, the public health emergency has negated the need for the transportation stipend program. Once the public health emergency is over, MORCA anticipates assuming full administrative control over the transportation stipend program.

59. Please describe any steps the Office has taken to access additional data from the Federal Bureau of Prisons in order to create a database containing the name, location of incarceration, and contact information for each District resident incarcerated by the Federal Bureau of Prisons who is expected to be released within 6 months.

MORCA has communicated with the Federal Bureau of Prisons (FBOP) several times to obtain this information so a database could be created; however, the FBOP has declared it cannot give us individual information as it violates privacy regulations (if we knew individuals' names, then FBOP stated the information could be looked up on its Inmate Locator database). Once we were told this information, we spoke to the FBOP Reentry Staff to see if this information could be provided, however they could not help us. Therefore, MORCA will continue to provide its literature to the FBOP to circulate amongst its incarcerated population so those who are expected to soon be released will contact our office.

60. How much has been expended on fee waivers for vital documents in FY 20 and FY 21, to date? How many returning citizens received a fee waiver in FY 20 and FY 21, to date?

In FY20 MORCA provided 138 fee waivers for vital documents to returning citizens.

In FY21, due to the Covid-19 telework posture, MORCA collaborated with community-based organizations to assist with vital records. As MORCA transitions back into the office we will resume this in-person service.

In FY20 and FY21, to date, the total expenditure is \$2,096.00.

61. How many housing vouchers were provided to returning citizens through the Office's assistance in FY 20 and FY 21, to date? Has the process, including eligibility requirements, for residents to receive a housing voucher changed since last FY 20? If so, how? How many housing vouchers of the 18 funded for returning citizens remain available for FY 21?

In FY20 provided 20 housing vouchers for returning citizens.

In FY21 to date, MORCA has identified 18 returning citizens that qualify for the DCHA voucher program. Case Management is currently assisting 9 returning citizens to submit their applications to DCHA for review.

The process and eligibility requirements to receive a housing voucher remain unchanged.

62. Please describe any new services, supports, or programs that were initiated in FY 20 and FY 21, to date, to meet the housing needs of returning citizens.

MORCA strengthened its relationships with the following non-profit housing providers to identify housing options for returning citizens: Jubilee Housing, Community Family Life Services, Philemon Mission Transitional Housing, SOME So Others Might Eat (SOME)- Single Room Occupancy, and Catholic Charities.

63. How has the Office prioritized supporting the housing needs of returning citizens who have been released since the beginning of the COVID-19 pandemic?

MORCA has identified housing resources and made referrals based on availability.

64. Has the Office begun issuing certificates of good standing to persons previously convicted of a crime in the District of Columbia pursuant to D.C. Code § 24-1304? If yes, how many have been issued in FY 20 and FY 21, to date. If not, why?

MORCA does not issue Certificates of Good Standing.

65. Please provide an update on any services specifically targeting female returning citizens provided by the Office. Please include any anticipated outcomes or metrics used to measure the success of these programs.

MORCA conducts virtual outreach sessions to the Fairview Women's Halfway House informing them of MORCA services.

In FY20, MORCA case management connected with and provided services to 182 female constituents. The primary resources the female constituents utilized MORCA for were the Pathways ticket program, vital records, and employment.

In FY21, to date, MORCA Case Managers connected 36 female constituents to vital records, housing, and employment resources.

66. Please provide an update on the implementation of the paralegal fellowship program for FY 21. Has a partner institution been identified to operate the program within the associated budget? What barriers remain to implementation if any?

No, a partner institution has not been identified to operate the program within the approved/allocated budget. MORCA has researched the programs of several area institutions, including George Washington, Howard, Catholic, Georgetown, and American Universities.

Tuition remains the largest barrier, preventing us from enrolling the total targeted number of participants for the program.

The ongoing public health emergency has been another barrier, with many campuses closed to in-person instruction.

67. Please provide an update on the implementation of the Access to Jobs pilot program.

a. Have any partner employers been identified and/or established thus far? If so, how many?

The Workforce Development Program began on January 1, 2021 and six employers have been identified that we plan to engage for participation. After these preliminary discussions, if the employers express their willingness to participate, we will do a Memorandum of Understanding. The Workforce Development Program Manager has been directed to develop and implement the program. It is our intent to have this program implemented by June 30, 2021.

b. When does the office anticipate beginning to accept applications?

We will begin accepting applications on July 1, 2021.

c. Please provide any other relevant updates on the status of the program.

The Workforce Development Program Manager was hired and started on January 1, 2021. The Workforce Development Program Manager has been directed to implement the program with participants and employers by July 1, 2021.

68. Please provide the number of individuals that the Office helped register to vote in FY 20 and FY 21, to date. How many outreach and on-site voting events did the Office host?

Due to the public health emergency and subsequent restrictions, MORCA was not able to host any events. However, MORCA participated in several community-led voter registration events:

three faith-based voter registration events, two community advocacy events, one Volunteers of America Voter Registration, and one Board of Elections Drive-by Event in the District. From these events, 120 returning citizens were registered to vote. MORCA was able to virtually register 207 returning citizens that contacted the office to receive services in FY20 and FY21. 547 voters were registered through Restore the Vote efforts in partnership with the Board of Elections.

69. What steps, if any, has the Office taken to support the implementation of the Restore the Vote Amendment Act?

MORCA collaborated with the Board of Elections and communicated with FBOP and Rivers Private Prison to ensure that ballots were being received and distributed to DC residents in the FBOP.

70. Please provide the number of individuals that received CDL training from the office in FY 20 and FY 21, to date.

In FY20 MORCA connected 281 returning citizens to the CDL program.

In FY21, due to the public health emergency, the CDL program was suspended. It is MORCA's understanding that the CDL program will resume in early March 2021.

71. Please provide an update on the Office's partnership with the Aspire to Entrepreneurship Program. How many returning citizens took advantage of this opportunity FY 20 and FY 21, to date. How has the program adapted to the public health emergency?

In FY20 MORCA connected 17 returning citizens to the Aspire to Entrepreneurship Program.

During FY21, the Department of Small and Local Business Development is currently revamping the Aspire to Entrepreneurship Program. MORCA will be meeting with the Aspire Team soon to discuss future details of the program.

72. Please list, for FY 20 and FY 21, to date, any visits that the Office has made to corrections facilities. Given the impact of the public health emergency, how has the Office maintained contact with incarcerated District residents?

Due to COVID-19, in FY 20 MORCA was only able to visit Petersburg, where we held a Reentry Resource Fair on January 30, 2020, touching 82 constituents.

To maintain contact with incarcerated District residents, MORCA has provided FBOP facilities with information on MORCA programs. Director Carey sent a letter to several DC residents

housed in various FBOP facilities. MORCA also corresponds with DC residents through the Corri-links.

73. Please list any actions taken or programs initiated as a result of recommendations or policy statements from the Commission on Re-Entry and Returning Citizen Affairs.

MORCA is the initial stages of implementation of the Access to Jobs program, which was recommended by the Commission on Re-Entry and Returning Citizen Affairs.

74. Please list any expenditures made by the Office to support the Commission on Re-Entry and Returning Citizen Affairs in FY 20 and FY 21, to date.

MORCA has not made any expenditures to support the Commission on Re-Entry and Returning Citizen Affairs.

75. Please list all meetings of the Criminal Justice Coordinating Council attended by the Executive Director of the Office, or a designee, and any recommendations provided to the Criminal Justice Coordinating Council at those meetings.

The Executive Director attends the following committee meetings:

The Executive Director attends the following committee meetings:

12/14/20 – Halfway House Closing Update – Recommended to CORE DC that MORCA is provided access to residents

9/2/20 – Incarcerated Youth and COVID- Recommended releasing youth during COVID

8/19/20 – This was a virtual series- No recommendations

8/14/20- U.S. Drug Czar- Recommended Family Reunifications inside Prison, Prison Jobs turned into Pre-apprenticeship Jobs

8/12/20 – Virtual series- DOC- COVID Update- No recommendations

6/26/20 - SATMHSIT Meeting – Recommended automatic consideration for enrollment in drug program for residents that test positive in intake at DOC.

3/16/20- Reentry Guide- Recommended it be given to case managers and staff that engage returning citizens instead of providing it to them directly. Recommended getting the guides inside of the prisons to be used as reference books

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

76. 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.)

MORCA does not have an initiative, program or project underway that directly impacts the prevention of homicide in the District of Columbia. Three ways that MORCA could play a role in reducing homicides in the District of Columbia are: 1) As part of MORCA's outreach, MORCA can collaborate with government agencies and CBO to conduct community events in neighborhoods that have experienced homicides. The focus would be to connect teens through adults to programs, services and opportunities that build skillsets, change mindsets and a pathway to employments. that 2) MORCA could potentially partner with Law Clinic to conduct events in communities that have experienced homicides. The focus would be to help in record sealing, child support, tenant issues and other issues that create frustration, hopelessness and crime. 3) MORCA's staff, community partners and advocates can speak at schools in communities that have been impacted by homicide. MORCA can share the harsh realities of returning citizens trying to find trainings, employment, housing, and other opportunities because of their violent backgrounds. It can be stressed that after serving long prison sentences these individuals are now looking for the very opportunities that the youth can take advantage of. The goal is to paint the picture of what bad decision making, impulsive behavior and crime can create. Death is not always a deterrent, but suffering can have a greater impact.

77. 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.

Please see question 76 response. To implement these outreach efforts MORCA would need to pull in our partners who have services and opportunities that these residents can access without a waiting list. There will be no additional cost to MORCA.

78. 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.

Technically, MORCA is not collaborating with any agency to reduce homicides specifically. All of our efforts is to reduce crime overall by referring our constituents to the Department of Health, Vital Records, DMV, Department of Aging, Department of Public Works and other agencies that provide services that remove barriers and create opportunities for constituents to gain access to opportunities that they otherwise are denied. In addition, MORCA works with nongovernmental organizations such as, the local collaboratives, Bread for the City, CCprep, Southeast Ministries, S.O.M.E, Philemon Mission Transitional House, East of the River Clergy Police Community Partnership and others to assist returning citizens to gain needed services, in an effort to deter crime, the lost of life and to assist in becoming pillars of their community.

79. 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?

MORCA does not have a program that focuses on homicides specifically. However, the metrics we use to determine if a constituent is on a productive path is through our tracking system. Once a constituent is referred to an agency or organization, our Peer Support Specialist conduct follow ups to see if the constituent has contacted the entity, did they complete their goals and/or what were the challenges. The success can be determined by how many individuals were referred to how many successfully accomplished their goals.