



## District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599  
(202) 535-1000

---

Tyrone Garrett, Executive Director

### PERFORMANCE OVERSIGHT QUESTIONS & RESPONSES

#### Standard Agency Questions

1. 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:**

*See attachment 1*

- a. Please provide an explanation of the roles and responsibilities of each division and subdivision and how each role and/or responsibility contributes to the mission of the agency.

**Answer:**

*See attachment 1a*

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

**Answer:**

Agency is currently undergoing a workforce assessment.

- c. Please provide your most current strategic plan and identify each goal and strategy. Explain how each division and subdivision contributes to that plan.

**Answer:**

The District of Columbia Housing Authority provides quality affordable housing to extremely low- through moderate-income households, fosters sustainable communities, and cultivates opportunities for residents to improve their lives

- Create opportunities to improve the quality of life for DCHA residents through collaboration and partnerships.
- Increase access to quality affordable housing.
- Provide livable housing to support healthy and sustainable communities.
- Foster a collaborative work environment that is outcome driven and meets highest expectations of the affordable housing industry.
- Effectively communicate DCHA's accomplishments and advocate for its mission.

2. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

**Answer:**

*See attachment 2*

3. 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.

**Answer:**

Not applicable. No employees were detailed to or from DCHA.

4. Please provide the Committee with
  - a. A list of all employees who received or retained cellphones, personal digital assistants, notebooks, laptops, iPads or similar communications devices at agency expense during any part of FY20 and FY21, to date; and the annual cost to the agency for each device;

**Answer:**

*See attachment 4a*

- 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 FY20 and FY21, to date;

**Answer:**

*See attachment 4b*

- c. A list of travel expenses and reimbursements, arranged by employee for FY20 and FY21, to date, including the justification for travel; and

**Answer:**

Not applicable

- d. A list of the total workers' compensation payments paid in FY20 and FY21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

**Answer:**

*See attachment 4d*

5. Please separately list each employee whose salary was \$100,000 or more in FY20 and FY21, 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:**

*See attachment 5*

- Please list in descending order the top 25 overtime earners in your agency in FY20 and FY21, to date. For each, state the employee’s name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

**Answer:**

*See attachment 6*

- For FY20 and FY21, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

**Answer:**

None

- 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 its anticipated completion.

**Answer:** The current collective bargaining agreement between the District of Columbia Housing Authority (DCHA) and the Fraternal Order of Police (FOP) is in full force and effect until September 30, 2021. The DCHA and the FOP are currently in negotiations for a renewed agreement prior to the expiration of the current contract.

The current collective bargaining agreement between the DCHA and the American Federation of Government Employees, Local 2725 (AGFE) is in full force and effect until September 30, 2021. The DCHA and AGFE are not currently negotiating a new agreement.

- Please list all memoranda of understanding (“MOU”) or memoranda of agreement (“MOA”) entered into by your agency during FY20 and FY21, to date, as well as any MOU and MOA currently in force. For each, indicate the date on which the MOU or MOA was entered and the termination date.

**Answer:**

*See attachment 9*

- Please list how, other than by MOU and MOA, the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY20 and FY21, to date.

**Answer:**

<b>Collaboration: Federal Agency, NGOs, Local Agencies</b>	<b>Description</b>
U.S. Department of Housing and Urban Development	Worked with HUD counterparts to highlight DCHA’s Family Self-Sufficiency and Homeownership programs, the promotion of various classes and programs held at the Southwest Family Enhancement and Career Center/EnVision Center, and award announcements.
Council of Large Public Housing Authorities	Promotion of donation to DCHA customers

Hanes	Promotion of donation to DCHA customers
Woebot	Promotion of partnerships to utilize technology/apps to encourage physical and mental health among staff and customers
Emocha	Promotion of partnerships to utilize technology/apps to encourage physical and mental health among staff and customers
Executive Office of the Mayor	Promotion of social media graphics regarding the health emergency
Deputy Mayor of Planning and Economic Development	Promotion of New Year, New Housing
Dept. Housing and Community Development	Promotion of New Year, New Housing
DC Financing Authority	Promotion of New Year, New Housing
D.C. Census	Promotion encouraging D.C. residents to fill out the census
D.C. Department of Employment Services	Promotion of Summer Youth and other employment programming and events
D.C. Department of Housing and Community Development, Community Connections, the LCP Group, D.C. Department of Human Services, Urban Atlantic, and Brookfield Properties	Promotion of the Harlow grand opening
D.C. Public Schools	Promotion of their student food distribution events during the health emergency
D.C. Sustainable Energy Utility and Washington Gas	Press release and promotion of incentives DCHA received to replace antiquated boilers to energy efficient gas boilers
Metropolitan Police Department	Promotion of events and partnerships
Metro Transit Police Department	Promotion of events and partnerships
11 <sup>th</sup> Street Bridge Park	Promotion and coverage of activities at Hopkins Apartments
Black Girl Health	Promotion of online health classes for DCHA customers
C&A Electric	Promotion of donation to DCHA customers
Everyone Wins DC	Promotion of their book distribution events
George Washington University School of Nursing	Press release and promotion of partnership to provide general health screenings at DCHA properties
Greenleaf District Partners	Press release and promotion of the start of contract negotiations for the redevelopment of the Greater Greenleaf community
Gridiron Capitol	Promotion of donation to DCHA customers
Howard University	Press release and promotion of partnership to provide general health screenings at DCHA properties, as well as clinical trials
Maximus	Promotion of programming held at the SWFECC/EnVision Center

Omicron Eta Lambda chapter of the Alpha Phi Alpha fraternity	Promotion of event
Sonder	Promotion and coverage of large furniture donation to DCHA
SOUL programs	Promotion of online activities
UHC Community & State	Promotion of donation to DCHA customers
United Medical Center	Press release and promotion of partnership to provide general health screenings at DCHA properties
United Planning Organization	Promotion of events
WC Smith	Promotion of City View's grand opening
Metro DC Police	Intelligence/information sharing, training and the deployment of resources to provide services to residents and visitors to the District of Columbia
DC, Maryland and Virginia law enforcement agencies, the Metro Transit Police Department, and numerous federal law enforcement agencies to include: the Drug Enforcement Administration (DEA), Bureau of Alcohol Tobacco and Firearms (ATF), and Federal Bureau of Investigations (FBI)	Obtained/provided information concerning ongoing investigations, assisting on operations, and partnering on outreach initiatives
United States Attorney's Office	Reviewed and made recommendations on request for witness relocations within the public housing footprint
HUD Office of the Inspector General	HUD OIG also directly receives referrals of fraud, waste and abuse. If needed, they will request tenant file documentation from the DCHA, for investigations they are conducting. In addition, they will also submit the results of completed investigations involving a DCHA client for final program resolution. To date in FY 21, the OAC has received one (1) request for information. In FY 20, no requests were made.

11. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY19, FY20, and the first quarter of FY21.
- a. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
  - b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY20 and FY21 for each program and activity code.
  - c. Attach the cost allocation plans for FY20 and FY21.
  - d. In FY20 or FY21, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

**Answer:**

*See attachment 11+12*

12. Please provide as an attachment a chart showing the agency's federal funding and expenditures by program for FY19, FY20 and FY21, to date.

**Answer:**

*See attachment 11 + 12*

13. For FY20 and FY21, to date, please list all intra-District transfers to or from the agency.

**Answer:**

None.

14. With respect to capital projects, please provide:

- a. A list of all capital projects in the financial plan.

**Answer:** *See attachment 14A.*

- b. For FY19, FY20, and FY21, an update on all capital projects under the agency's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.

**Answer:** *See attachment 14B.*

- c. An update on all capital projects planned for FY21, FY22, FY23, and FY24. Please exclude projects planned toward renovation through execution of the 2020 Transformation Plan.

**Answer:** *See attachment 14C*

- d. A description of whether the capital projects begun, in progress, or concluded in FY19, FY20, or FY21, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

**Answer:**

To date none of the capital projects begun, in-progress or concluded in FY 19-21 have had a measurable impact upon the operating budget of the agency. We expect in future years that the annual maintenance budgets will decrease at sites where DCHA has spent District dollars on capital and infrastructure improvements to bring equipment up to a state of good-repair. DCHA will plan to report on this cost-reduction in future Council Oversight hearings.

- e. Please list the location/property name and explain the anticipated timing and expenditure required to implement Phase I of the 2020 Transformation Plan.

**Answer:**

Our Phase I of the Transformation Plan envisioned the complete rehabilitation of four DCHA public housing properties: Judiciary House, LeDroit Senior, Kelly Miller Townhomes and Langston Additions; and conversion of all four projects using the HUD Rental Assistance Demonstration Program (RAD) from public housing to Project-Based Voucher assistance.

This conversion will allow DCHA to bring private funding into projects to supplement HUD and District dollars, as well as to operate these projects more-efficiently and keep them in a state of good-repair for the next 20-40 years under a HUD Housing Assistance Payment (HAP) contract.

These four rehabilitation projects contain a total of 450 units. With the exception of Kelly Miller Townhomes, which is a project of limited scope, the rest of these projects are planned to be phased in blocks of units over the course of the next 2 years. This is due to the fact that residents will be living in these buildings during renovations and temporarily relocate to “make-ready” temporary units within each building during the course of renovations. The complete renovations of each property are currently budgeted as follows:

- Judiciary House - \$36 Million (\$132,840/unit)
- Kelly Miller Townhomes - \$929,368.99 (\$23,230/unit)
- LeDroit Senior - \$13.9 Million (\$132,380/unit)
- Langston Addition - \$4.5 Million (\$132,350/unit)

Kelly Miller Townhomes is 90% complete, with final painting of the remaining 8 units on-hold due to social-distancing protocols under COVID-19. LeDroit Senior and Langston Additions are fully-funded with FY19 and FY 20 District dollars. Judiciary House is currently 53% funded with approximately \$19.2 Million in District dollars, with the balance expected to be funded through private equity and debt post-RAD conversion. Renovations to Judiciary House, LeDroit Senior and Langston Additions are anticipated to be completed within the next 2-years.

- f. Please list the location, size, and explain the proposed utilization of the agency headquarters in the Transformation Plan.

**Answer:**

The agency’s headquarters was not, and is not, an integral part of the Transformation Plan, however, the opportunity to create a 21<sup>st</sup> Century workspace is anticipated to create greater work-efficiencies. The exact location and size (in square feet) of the agency’s new headquarters has not been determined to this point. DCHA is currently working with a consultant team to assist DCHA in determining our future agency space needs and layout, in light of new assumptions regarding staffing and remote work; as well as potential locations within the District for the new headquarters in order to best-optimize accessibility for our residents and clients.

- g. Provide the number of affordable units (defining affordable as 0-30% MFI), the square footage of units, portion of the footprint allocated to housing, and anticipated timeframe for execution of the finalized term sheet of the Transformation Plan.

**Answer:**

The Transformation Plan is a planning and scoping document to assist DCHA in attacking the long-range capital and infrastructure needs of its public housing portfolio. DCHA is committed to providing one-for-one replacement of all of the existing public housing units on all of the 14 sites within the Transformation Plan, and will do so in the bedroom size and the level of affordability that is appropriate and necessary for each of our families on each of the 14 sites.

The vast majority of these families (80-90% per the most-recent demographic data) have incomes at or below 30% of the area median. The average square footage of these replacement

units will also be the same as, or slightly larger than, the comparable public housing unit, owing to the fact that living space needs have increased over the past 50-60 years due to factors such as ADA and universal design, as well as the expectations of 21<sup>st</sup> Century families.

Since this is a planning document for multiple sites and does not represent a final plan for any one of the sites, we do not know at this point how many units will ultimately be built on these sites, nor is there any final plan for non-residential space such as commercial, retail or amenity spaces like community or recreation centers. DCHA has been in collaboration over the past 1-1/2 years with the DC Office of Planning (OP) and the DC Historic Preservation Office (HPO), and has worked collaboratively with both agencies to determine the maximum allowable housing and building density at each of the Transformation Plan sites, as well as to identify potential historic building or site features at all 14 sites. The density studies undertaken in-conjunction-with OP have looked at both current zoning, and potential future zoning relative to the revised DC Comprehensive Plan and the Future Land Use Map (FLUM).

It is DCHA's desire, generally, to increase housing density at the majority of these sites, where permitted under current zoning or future revisions permitted under the FLUM. This increase in density will allow for increased affordable housing at many of these sites, as well as for greater mixed-income and mixed-use potential to integrate future development plans into the larger surrounding neighborhoods. The Transformation Plan is a roadmap to future development or rehabilitation projects at these sites, and as such, there is no, and will be no, finalized term sheet as part of the Transformation Plan revisions currently planned under the Transformation Plan 2.0 currently being developed for release later this year.

- h. Please provide any other relevant information and successes pertaining to the Transformation Plan at this time.

**Answer:**

DCHA is currently developing a revised Transformation Plan 2.0 to address comments received from the public to our original Transformation Plan public-comment draft, issued in Fall of 2019. This revised Transformation Plan 2.0 will provide an overall vision statement, more pro-actively address policy issues regarding resident rights and concerns, and provide revisions to property-by-property recommendations based-upon engagement with residents, the public, financial consultants and HUD.

- 15. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY20 and FY21, to date. For each, include a description of the need and the amount of funding requested.

**Answer:**

DCHA has submitted a six-year capital budget request as part of the FY22 capital budget process to continue the process to rehabilitate its public housing portfolio and place it in a state of good repair, and submitted a the FY21 Capital Budget Spending Plan to the OCFO, Council, and the Administration. *See Attachment 14A & Attachment 15*

- 16. Please list, in chronological order, each reprogramming request and each reprogramming in FY20 and FY21, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY20 and FY21, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

**Answer:**

*Not applicable*

17. Please list each grant or sub-grant received by your agency in FY20 and FY21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

**Answer:**

Date	Amount	Source	Purpose	Amount expended
9/24/20	\$389,060	U.S. Department of Justice/Community Oriented Policing Services	Award two (2) sworn officer positions to initiate or enhance community policing activities by the District of Columbia Housing Authority Police Department; in collaboration with local law enforcement.	\$79,442.86
FY 18, 19, 20	\$757,522	DCSEU	Solar for All Grant/Rebate	\$1.8M (rebate covers portion of cost)

18. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY20 and FY21, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The names of the individual principals constituting that contracting party;
- c. Does the contracting party or individual principals constituting the contracting party have a relationship with any member of agency staff?
- d. The nature of the contract, including the end product or service;
- e. The dollar amount of the contract, including amount budgeted and amount actually spent;
- f. The term of the contract;
- g. Whether the contract was competitively bid and/or the explanation for it being non-competitive or sole source;
- h. The name of the agency's contract monitor and the results of any monitoring activity; and
- i. The funding source.

**Answer:**

*See attachment 18*

19. 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 significant 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. For those identified, please include an explanation about the issues involved in each case.

**Answer:**

*See attachment 19*

20. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, 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:**

*See attachment 20*

21. Please list the administrative complaints or grievances that the agency received in FY20 and FY21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY20 and FY21, to date, describe the resolution.

**Answer:**

*See attachment 21*

22. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe allegations received by the agency in FY20 and FY21, to date, and whether or not those allegations were resolved. Please give the number of allegations and describe the nature of any resolutions.

**Answer:**

*See attachments 22*

23. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY20 and FY21, to date.

**Answer:**

**Completed Audits and Reviews (FY 20 and FY 21 to Date):**

Name	Description
<b>More Urgency Needed to Fix Lead-based Paint Hazards</b>	This audit was conducted by the Office of the District of Columbia Auditor (ODCA). ODCA audited DCHA for their compliance with and enforcement of local and federal lead-based paint exposure laws.

**Ongoing Audits and Reviews (FY 21 to Date):**

Name	Description
------	-------------

<b>Review of DCHA Resident Council Participation and Vending Funds Usage</b>	This review covers all active Resident Councils that receive Resident Participation Funds and/or Vending Proceeds, and self-manage their funds. The review is to determine whether funds are being used consistent with DCHA's Resident Council / Vending Funds policy. The DCHA's scope is not limited to these two fund types. Any funds deposited and saved in the bank accounts established for resident council funds and vending funds are subject to review by the DCHA.
<b>Just-In-Time Inventory Management Review</b>	To determine whether the Just-In-Time materials were procured in accordance with DHCA policies, properly tracked, and managed in compliance with applicable policies and procedures, and to determine whether the internal controls within the process are appropriate and operating effectively.

Completed Investigations (FY 20):

In FY 20, 50 cases were investigated and closed by the Office of Audit and Compliance. The summary of those cases is shown below.

Investigation Type	Number of Cases Closed
Abandoned Property	1
Criminal Activity	6
Delinquent HAP Payments	1
Double Subsidy	22
Employee Misconduct	3
Fraud	1
Referred to Other Departments	1
Sublease	6

Investigation Type	Number of Cases Closed
Unauthorized Occupant	8
Violation of Family Obligation	1
<b>Total:</b>	<b>50</b>

Completed Investigations (FY 21 to Date):

In FY 21, 2 cases were investigated and closed by the Office of Audit and Compliance. The summary of those cases is shown below.

Investigation Type	Number of Cases Closed
Criminal Activity	1
Fraud	1
<b>Total:</b>	<b>2</b>

**Open Investigations:**

To date in FY 21, 14 cases are open investigations. The summary of those cases is shown below.

Investigation Type	Number of Cases
Abandoned Property / Sublease	1
Criminal Activity	1
Employee Misconduct	1
Landlord Activity	1
Sublease	1
Unauthorized Occupant	7
Unauthorized Occupant / Criminal Activity	2
<b>Total:</b>	<b>14</b>

24. Please list all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during FY19, FY20, or FY21, to date.
- Please provide an update on what actions have been taken to address each recommendation. If the recommendation has not been implemented, please explain why.

**Answer:**

In its capacity as the liaison and coordinator of DCHA's interest with HUD, local and federal regulatory and investigative bodies, the Office of Audit and Compliance (OAC) has engaged with the following external parties:

HUD Office of the Inspector General (HUD OIG):

Upon the conclusion of an investigation, if the OAC determines that a program participant has purchased a home while also receiving federally subsidized housing assistance, the OAC refers the matter to HUD OIG (and also informs the appropriate program office at the DCHA of the results of the investigation). HUD OIG may follow up with a request for additional documentation. The OAC is able to provide most of the requested documentation, and will reach out to the appropriate program team for additional documentation, if warranted. One such referral was sent to HUD OIG in FY 20, and none were sent in FY 21 to date.

HUD OIG also directly receives referrals of fraud, waste and abuse. If needed, they will request tenant file documentation from the DCHA, for investigations they are conducting. In addition, they will also submit the results of completed investigations involving a DCHA client for final program resolution. To date in FY 21, the OAC has received one (1) request for information. In FY 20, no requests were made.

25. Excluding the pressures due to COVID-19, describe any spending pressures the agency experienced in FY20 and any anticipated spending pressures for the remainder of FY21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY20, describe how it was resolved, and if the spending pressure is in FY21, describe any proposed solutions.

**Answer:**

Annual increased costs for housing vouchers.

- a. Describe the spending pressures the agency experienced in FY20 and FY21, to date, due to COVID-19. If applicable, please discuss federal and local resources that the agency has acquired and utilized to alleviate the spending pressures. Please describe anticipated spending pressures in FY21 and name the agency, local, and federal resources the agency anticipates using to address the spending pressures.

**Answer:**

There has been no federal budget increase to DCHA's budget including the public housing repairs line item.

26. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY20 and FY21, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

**Answer:**

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:a154c0bb-54c2-469a-b0e4-afdae66a5e92>

27. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY20 and FY21 to date.

**Answer:**

*See attachment 27*

[https://drive.google.com/drive/folders/1Js\\_9KPMrLgsv2nJYGWA\\_mKE67Ec4Z4QW?usp=sharing](https://drive.google.com/drive/folders/1Js_9KPMrLgsv2nJYGWA_mKE67Ec4Z4QW?usp=sharing)

28. Please provide a copy of the agency’s FY20 performance plan. Please explain which performance plan objectives were completed in FY20 and whether they were completed on time and within budget. If they were not, please provide an explanation.

**Answer:**

*See attachment 28*

29. Please provide a copy of your agency’s Strategic Plan for FY20 and FY21.

**Answer:**

**STRATEGIC GOALS**

Create opportunities to improve the quality of life for DCHA residents through collaboration and partnerships.

Increase access to quality affordable housing.

Provide livable housing to support healthy and sustainable communities.

Foster a collaborative work environment that is outcome driven and meets highest expectations of the affordable housing industry.

Effectively communicate DCHA’s accomplishments and advocate for its mission.

*See attachment 29 for FY2021 Performance Goals*

30. Please provide the number of FOIA requests for FY20 and FY21, 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 spent responding to these requests, the cost of compliance, and a copy of a FOIA disclosure activities report.

**Answer:**

<b><u>FOIA Requests</u></b>	<b><u>FY 2020</u></b>	<b><u>FY 2021 YTD</u></b>
Requests Received	63	13
Granted	43	1
Partially Granted	4	0
Denied	0	0
Pending	8	12
Withdrawn	8	0
Average Response Time	8 days	1
Average # of FTE’s Required	2.5	2.5
Estimated Time Spent	150 hours	5 hours
Cost of Compliance	\$0	\$0

31. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with each requirement, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

**Answer:**

*See Attachment 31*

32. Please provide a list of any training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the number of agency employees that were trained, the names of the trainers, and the total cost of each, if a procurement was made, the name of the contractor and the basis for the non-competitive award, if applicable.
- a. What training deficiencies, if any, did the agency identify during FY19 and FY20, to date?

**Answer:**

Need to increase ability of agency to sustain management at all levels.

33. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

**Answer:**

Office of the Executive Director sets metrics based on Board goals.

34. Please provide a copy of the agency's FY20 performance accountability report.
- a. Please explain which performance plan strategic objectives and key performance indicators (KPIs) were met or completed in FY20 and which were not.
  - b. For any met or completed objective, also note whether they were completed by the project completion date of the objective and/or KPI and within budget. If they were not on time or within budget, please provide an explanation.
  - c. For any objective not met or completed, please provide an explanation.
  - d. What concrete tasks or actions does the agency take in the year following the dissemination of the performance plans and the performance accountability report to ensure that recommendations are implemented and faulty processes are corrected?

**Answer:**

We met our FY20 performance goals.