

**GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**Office of the Deputy Mayor for  
Planning and Economic Development**



**Responses to Questions for the  
Agency Performance Oversight Hearing  
on FY2017-2018**

**Brian T. Kenner**  
Deputy Mayor

Submission to

Committee on Business and Economic Development  
Chairperson Kenyan McDuffie

February 22, 2018

## **GENERAL 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.**

See attachment Q1.

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

See attachment Q1.

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

There were no changes to the organizational chart made during the previous year.

- 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.**

See attachment Q2.

- 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.**

The following employees are detailed from the agency:

Joy Whitt has been detailed to the Office of the Chief Technology Officer since February 5, 2018. Ms. Whitt serves as a Program Analyst for the Agency and is assisting with the following projects during the detail:

- Building Client-side projects including Open APIs and 311 data visualizations, utilizing Angular and D3;
- Creating an internal Open Data search portal with Node.js; and
- Managing the innoMAYtion Hackathon with both OCTO and DMPED teams.

The following employees are detailed to the agency:

Kate Hartig has been detailed from the Department of Insurance, Securities, and Banking since October 17, 2016. Ms. Hartig serves in the role of Deputy Director of Communications at DMPED. She is responsible for providing communications and event management support for DMPED and its related initiatives and departments. She drafts press releases, talking points, memos, and social media content on behalf of the Agency.

**4. 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 FY17 and FY18, to date;**

See attachment Q4a.

- 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 FY17 and FY18, to date;**

DMPED has three vehicles in its fleet for general staff use, each listed below. There were no vehicle accidents with DMPED fleet vehicles during fiscal years 2016, 2017, and 2018, to date.

Vehicle #1: Minivan

Year, Make & Model: 2013 Dodge Caravan SE  
 Leased/Owned: Leased  
 Tag Number: DC 9457

Vehicle #2: Sedan

Year, Make & Model: 2013 Toyota Corolla  
 Leased/Owned: Leased  
 Tag Number: DC 9805

Vehicle #3: Minivan

Year, Make & Model: 2015 Dodge Caravan SE  
 Leased/Owned: Owned  
 Tag Number: DC 11178

- c. A list of travel expenses, arranged by employee for FY17 and FY18, to date, including the justification for travel; and**

Employee	FY 2017	FY 2018	Purpose
Andrew Trueblood	\$6,579.95	\$3,000.20	Uber meetings and Tour, Pittsburgh, PA, November 15, 2016. South by Southwest, Austin, TX, March 10-14, 2017. Cisco client meetings, San Jose, CA, May 19-20, 2017. International Shopping Center Convention, ICSC

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			ReCon 2017, Las Vegas, NV, May 20-24, 2017. West Coast Trade Mission, February 2-10, 2018.
Anthony Headen	\$1,219.00	N/A	Council of Development Finance Agencies Summer School, Minneapolis, MN, August 7-11, 2017.
Aphrodite Hadjiloucas	\$1,395.00	N/A	Neighbor Works Conference, DC, December 12-16, 2016.
Brian Kenner	\$11,703.97	\$3,662.92	South by Southwest, Austin, TX, March 10-14, 2017. Middle East Trade Mission, Doha, Qatar, Abu Dhabi and Dubai, April 17-29, 2017. Canada Trade Mission, Toronto, Canada, September 25-26, 2017. International Shopping Center Convention, ICSC ReCon 2017, Las Vegas, NV, May 20-24, 2017. West Coast Trade Mission, February 2-10, 2018.
Chanda Washington	N/A.	\$3,100.00	West Coast Trade Mission, February 2-10, 2018.
Coyan A. Lewis	\$2,866.30	N/A	Purpose Built Conference, Birmingham, AL, October 17-19, 2016. Social Solutions Impact Summit 2017, Austin, TX, September 27-29, 2017.
Dion Townley	\$99.00	N/A	Conference BizNow, Washington DC, March 23, 2017.
Edward Lloyd Fisher	\$1,098.75	\$5,126.40	Harvard Graduate School of Design Jury Review Day, Cambridge, MA, March 23, 2017. Rose Fellowship Retreat, Seattle, WA, May 1-3, 2017. Summit Series Conference, Los Angeles, CA, Nov 3-6, 2017.
Gizachew Andargeh	\$13,83.64	\$8,82.73	Middle East Trade Mission, Doha, Qatar, Abu Dhabi and Dubai, April 17-29, 2017. Canada Trade Mission, Toronto, Canada, September 25-26, 2017. India Sales Mission to Hyderabad, Mumbai, Delhi, India, December 1-17, 2017.
Jacque McDonald	\$582.35	N/A	
Jennifer Castor	\$1,087.09	\$1,117.90	Association of Defense Communities Base Redevelopment Forum, Denver, CO, October 1-4, 2017.
Joaquin McPeek	\$352.00	N/A	South by Southwest, Austin, TX, March 10-14, 2017
Joycelyn James	\$974.50	\$6,622.06	South by Southwest, Austin, TX, March 10-14, 2017. West Coast Trade Mission, February 2-10, 2018.

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Karima Woods	\$6,439.03	\$3,535.94	South by Southwest, Austin, TX, March 10-14, 2017. Middle East Trade Mission, Doha, Qatar, Abu Dhabi and Dubai, April 17-29, 2017. South by Southwest Advance trip for 2018, Austin, TX, August 3-4, 2017. Canada Trade Mission, Toronto, Canada, September 25-26, 2017. West Coast Trade Mission, February 2-10, 2018.
Latoyia Hampton	\$649.00	\$1,778.51	2017 Annual Grant Professionals Training, San Diego, CA, November 7-11, 2017.
Lee Goldstein	\$2,529.00	\$295.00	Urban Land Institute, New Orleans, LA, September 10-12 2016. City Age for the New American City DC, Washington, DC, Nov. 29-30, 2017.
Marie Whittaker	\$1,395.00	\$1,266.60	Neighbor Works Conference, DC, December 12-16, 2016. West Coast Trade Mission, February 6-10, 2018.
Randall Clarke	\$2,974.04	\$770.05	Association of Defense Communities Base Redevelopment Forum, Denver, CO, October 1-4, 2017.
Sarosh Olpadwala	\$3,951.25	\$1,684.44	Meetings and tour with Jeffrey Sussman, President, Property Group Partners (PGP), New York City, NY on December 5-6, 2016. Urban Land Institute Conference, April 2017. West Coast Trade Mission, February 6-10, 2018.
Sharon Carney	N/A	\$2,936.41	India Sales Mission to Hyderabad, Mumbai, Delhi, India, December 1-17, 2017. West Coast Trade Mission, February 6-10, 2018.
Tia Gilbert	\$1,849.42	N/A	Social Solutions Impact Summit 2017, Austin, TX, September 27-29, 2017.
Timothy White	\$1,416.00	\$1,348.80	The Sharing Cities Summit, New York City, NY, May 17-18, 2017. International City Management Association 2017 Conference, San Antonio, TX, October 21-25, 2017.

**d. A list of the total workers' compensation payments paid in FY17 and FY18, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.**

None.

**5. For FY17 and FY18, to date, what was the total cost for mobile communications and devices, including equipment and service plans?**

See attachment Q4a.

**6. For FY17 and FY18, to date, please list all intra-District transfers to or from the agency. For each transfer, include the following details:**

- a. Buyer agency;
- b. Seller agency;
- c. The program and activity codes and names in the sending and receiving agencies' budgets;
- d. Funding source (i.e. local, federal, SPR);
- e. Description of MOU services;
- f. Total MOU amount, including any modifications;
- g. Whether a letter of intent was executed for FY or FY18 and if so, on what date,
- h. The date of the submitted request from or to the other agency for the transfer;
- i. The dates of signatures on the relevant MOU; and
- j. The date funds were transferred to the receiving agency

See attachment Q6.

**7. Please list any additional intra-district transfers planned for FY18, including the anticipated agency(ies), purposes, and dollar amounts.**

See attachment Q6.

**8. For FY17 and FY18, 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.

<b>Fund No.</b>	<b>Fund Name and Code</b>	<b>Source of Funding</b>	<b>Program Description Generating Funds</b>	<b>Generated Annually</b>	<b>Expenditures and Current fund balance</b>
419	<b>H Street Retail Priority Area Grant Fund</b>	The Fund receives incremental real property tax revenue of as much as \$5 million annually and \$25 million in the aggregate. The incremental real	This fund is intended to (1) reimburse the District's general fund for tax abatements provided to Stuart Investment Companies, the development sponsor	FY 2017: \$8,250,000 FY 2018 (YTD): \$0	<b>Expenditures</b> FY 2017: Grants \$7,614,811.64 FY 2018 (YTD): Grants

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		property tax revenue is the amount by which the annual real property tax generated by the H Street, N.E., Retail Priority Area exceeds the real property tax revenue collected in that area during fiscal year 2007.	of the “Third & H Streets, N.E. project,” and (2) finance grants to retail developers in the “H Street, N.E., Retail Priority Area.”		\$305,419.44  <b>Current Fund Balance:</b> \$2,911,287.00
609	<b>Industrial Revenue Bond Special Account</b>	The revenue comes from fees assessed by the Mayor for the provision to any private entity of loans, grants, credit support, revenue bonds, notes or other obligations pursuant to federal law or regulations, or any act or resolution of the D.C. Council.	This fund is intended to “pay the costs of operating and administering economic development programs, including the provision of credit support or enhancement, loans, grants, contracts, and the implementation of other initiatives” providing financial assistance to support economic development. Money deposited in the fund is allocated annually to the Office of the Deputy Mayor for Planning and Economic Development in an amount equal to the total deposits and earnings that accrued in the prior fiscal year.	FY 2017: \$1,394,080  FY 2018 (YTD): \$859,656	<b>Expenditures</b> FY 2017: Personnel Services: \$788,361  Professional Services: \$68,500  Professional Development: \$4,965  Fencing Repairs: \$1,212.28  Total Spent \$863,038.28  FY 2018 (YTD): Personnel Services: \$261,337  Professional Services: \$61,439.60  Equipment: \$3,472.97  Total Spent: \$326,249.99

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					<b>Current Fund Balance:</b> \$1,325,938.11
616	<b>Walter Reed Re-development Fund</b>	TPWR Developer LLC and any successor or assign of the same, who is the master tenant responsible for possessory interest taxes as assessed by the District under D.C. Official Code § 47-1005.1	Walter Reed Reinvestment Fund - A non-lapsing fund to collect possessory interest tax for the Walter Reed site. Funds will be used to provide grant assistance to the Master Developer for pre-development activities	FY 2017: \$0  FY 2018 (YTD): \$0	<b>Expenditures</b> FY 2017: \$0  FY 2018 (YTD): \$0  <b>Current Fund Balance:</b> \$0
617	<b>Walter Reed Re-investment Fund</b>	The Reinvestment Fund will hold the one percent administration fee and any other payments that may come to the District from the sale or lease of the property. The District will lease the property to TPWR Developer, LLC (“Developer”) for \$25 million. The Developer is obligated to pay this amount over eight years beginning FY17.	This account will be available to use at the site for construction and demolition, landscaping, and planning and marketing of the redevelopment. After seven years, the District must remit any unspent money, in the Reinvestment Fund to the Army. Payments in the Reinvestment Fund that come after the seven-year reinvestment period will remain with the District.	FY 2017: \$0  FY 2018 (YTD): \$0	<b>Expenditures</b> FY 2017: \$0  FY 2018 (YTD): \$0  <b>Current Fund Balance:</b> \$0
632	<b>Economic Dev. Special Account</b>	(1) all operating funds transferred from the Anacostia Waterfront Corporation (AWC) and National Capital Revitalization Corporation (NCRC),  (2) all fees, revenues, and other income arising from real property or other assets formerly under the authority of the AWC and NCRC, or	This fund is used to finance the costs of operating and administering properties and programs under the authority of the Deputy Mayor for Planning and Economic Development, including (1) properties and programs formerly administered by the	FY 2017: \$9,563,350  FY 2018 (YTD): \$1,146,613	<b>Expenditures</b> FY 2017:  Professional services: \$36,093.10  Grants: \$5,613,064.51  Business Development: \$836,036.11



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	<p>any of their subsidiaries</p> <p>(3) funds authorized by an act of Congress, reprogramming, or intra-district transfer to be deposited into the account,</p> <p>(4) any other monies designated by law to be deposited into the account, and</p> <p>(5) interest earned on money deposited into the account.</p>	<p>AWC and the NCRC, and (2) economic development assistance programs, including the provision of grants, loans, and credit support or enhancement.</p>		<p>Real Estate Development: \$3,853,668.38</p> <p>Reclass of NCI Loans to local funds: (\$3,909,257.70)</p> <p>Total Spent: \$6,429,604.40</p> <p>FY 2018 (YTD):</p> <p>Professional services: \$35,318.88</p> <p>Grants: \$2,659,851.50</p> <p>Travel and Training: \$6,804.43</p> <p>Business Development: \$117,100</p> <p>Total Spent: \$2,819,074.81</p> <p><b>Current Fund Balance:</b> \$24,671,373.33</p>
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**9. For FY17 and FY18, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.**

See attachment Q9.

**10. Please list all memoranda of understanding (“MOU”) entered into by your agency during FY17 and FY18, 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.**

PURPOSE	DATE ENTERED	TERMINATION DATE	AMOUNT	AGENCY
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<b>FY17</b>				
ASL Services	10/1/2016	9/30/2017	\$ 4,560.00	Department of Disability Services
Instructor led training related to the Executive Leadership program for Senior Executives	10/1/2016	9/30/2017	\$ 12,000.00	Department of Human Resources
Fleet Services	10/1/2016	9/30/2017	\$ 9,912.84	Department of Public Works
Provide contracts, procurement and grant assistance to the Workforce Investment Council (WIC)	1/27/2017	9/30/2017	\$ 1,186,095.00	Deputy Mayor for Greater Economic Opportunity
Purchase Card Advance	10/1/2016	9/30/2017	\$ 160,319.47	Office of Contracting & Procurement
Technology support services	10/1/2016	9/30/2017	\$ 8,145.78	Office of the Chief Technology Officer
Collaboration Support Services (EOM)	10/1/2016	9/30/2017	\$ 6,000.00	Office of the Mayor
Engine 13 Maintenance	10/1/2016	9/30/2017	\$ 26,479.42	Department of General Services
Spectrum Internet Assist Services	10/1/2016	9/30/2017	\$ 8,931.78	DC Cable and TV
Souvenirs (for the China Mission)	10/1/2016	9/30/2017	\$ 12,956.41	Office of the Secretary
<b>Total</b>			<b>\$ 1,435,400.70</b>	
<b>FY18</b>				
Purchase Card Advance	10/1/2017	9/30/2018	\$ 42,457.34	Office of Contracting & Procurement
Provision of permitted space, equipment, and support.	10/1/2017	9/30/2018	\$ 12,000.00	Department of Parks and Recreation
Fleet Services	10/1/2017	9/30/2018	\$ 9,912.84	Department of Public Works

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Environmental services at new soccer stadium	10/1/2017	9/30/2018	\$ 40,000.00	Department of Energy and Environment
Office365 integration and maintenance	10/1/2017	9/30/2018	\$ 24,606.96	Office of the Chief Technology Officer
Technology support services	10/1/2017	9/30/2018	\$ 12,000.00	Office of the Chief Technology Officer
Collaboration Support Services (EOM)	10/1/2017	9/30/2018	\$ 6,000.00	Office of the Mayor
<b>Total</b>			<b>\$ 146,977.14</b>	

**11. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY17 and FY18, to date.**

DMPED consistently collaborates with analogous agencies in other jurisdictions. This includes regular meetings and check-ins with the U.S. General Services Administration and closely working with regional organizations such as the Greater Washington Partnership and the Metropolitan Washington Council of Governments. DMPED is also an active member of the National Capital Planning Commission’s Pennsylvania Avenue Initiative, which examines the economic, physical, and programmatic conditions along the avenue. In FY17 and FY18, to date, DMPED participated in national programs that bring together analogous agencies such as:

1. The Bloomberg Aspen Initiative on Cities and Autonomous Vehicles, where DMPED engaged in conversations with leaders of nine other global cities and AV experts that will guide short and long term policies to ensure this technology benefits DC residents;
2. The Rose Center for Public Leadership year-long program that selects leadership from four US cities to provide technical assistance on a local land use challenges; and
3. The Digital Transformation in Government Executive Education program at Harvard University in the Bloomberg Harvard City Leadership Initiative centered on fostering creativity and innovation in cities and help them to become high-performing organizations.

**12. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these**

**recommendations. If the recommendation has not yet been implemented, please explain why.**

On August 1, 2016, the District of Columbia Auditor released “District Agencies Did Not Provide Sufficient Oversight of Private Development Projects and Have Not Collected Potentially Significant Fines,” an audit examining whether District Agencies provide sufficient oversight of private development projects and whether they have collected potentially significant fines. The Auditor recommended the following:

“The Mayor should designate a single agency to (1) continuously identify all agreements signed with private developers throughout the District government and (2) develop a plan for ongoing coordination with relevant agencies to ensure that they are actively tracking compliance with each requirement, to completion.”

DMPED has implemented this recommendation by putting in place an improved project compliance monitoring system that allows the office to track compliance across all DMPED projects. This system includes tracking the affordable housing, Certified Business Enterprise (CBE), First Source, and environmental requirements of our projects, in congruence with the Compliance Checklist that has historically been included in our contractual documents.

**13. Please list all capital projects in the financial plan and provide an update on all capital projects under the agency’s purview in FY17 and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:**

- a. An update on all capital projects begun, in progress, or concluded in FY16, FY17, and FY18, to date, including the amount budgeted, actual dollars spent, and any remaining balances.**
- b. An update on all capital projects planned for FY18, FY19, FY20, FY21, FY22, and FY23.**
- c. A description of whether the capital projects begun, in progress, or concluded in FY16, FY17, or FY18, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.**

See attachment Q13.

**14. Please provide a table showing your agency’s Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for fiscal years 2016, 2017, and the first quarter of 2018. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).**

See attachment Q14.

- a. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017 for each program and activity code.**

See attachment Q14

- b. Attach the cost allocation plans for FY17 and FY18.**

There are no individual cost allocation plans for this agency outside of the budget.

- c. In FY16 or FY17, 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.**

See attachment Q14c.

- 15. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY17 and FY18, to date. For each, include a description of the need and the amount of funding requested.**

DMPED works with the Mayor’s Budget Office to develop our annual budget. The Mayor’s budget submissions for FY17 and FY18 reflected those efforts.

- 16. Please list, in chronological order, each reprogramming in FY17 and FY18, 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 FY17 and FY18, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number. Please also include the program, activity, and CSG codes for the originating and receiving funds.**

FUND	CSG		Date	Amount	Description
1000	41		10/15/16	\$300,000.00	Reprogramming Paygo RPA02C/01-Crummell School Operating cost
1000	12		11/8/16	\$94,502.00	Reprogramming to fund for 1 FTE in budget Operations
1000	14		11/8/16	\$19,561.92	Reprogramming to fund for 1 FTE in budget Operations
1000	40		11/8/16	(\$36,064)	Reprogramming to fund for 1 FTE in budget Operations
1000	41		11/8/16	(\$78,000)	Reprogramming to fund for 1 FTE in budget Operations
8200	50		1/8/17	\$1,423,110.00	Modification for Pier DOCSWHARF/Grant
8200	50		1/8/17	\$1,167,586.00	Modification for Marina/Grant
8200	50		1/8/17	\$100,000.00	Modification for Channel Mooring/Grant

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0609	41		1/16/17	\$737,569.82	Modification for Cardozo & Powell School
8200	41		1/24/17	\$55,135.44	Modification for Walter Reed Grant
7000	41		2/13/17	\$148,227.50	Modification for MOU with DMGEO
7000	50		2/13/17	\$1,037,867.50	Modification for MOU with DMGEO
1000	50		3/22/17	\$2,000,000.00	Reprogramming for PAYGO KA-EB BANNEKER
0632	41		3/27/17	\$397,709.77	Reprogramming for New Communities Initiatives
0632	50		3/27/17	(\$397,710)	Reprogramming for New Communities Initiatives
0609	41		4/14/17	(\$737,570)	Modification for Cardozo & Powell School to DGS
0632	50		4/20/17	\$984,000.00	Reprogramming to Reverse Paygo for Park Morton
0632	41		5/11/17	500,000.00	Reprogramming for NCI, St. E's, and Corporate Assistance
0632	50		5/11/17	\$1,950,000.00	Reprogramming for NCI, St. E's, and Corporate Assistance
8200	40		6/1/17	\$2,223.40	Modification to increase grant award for Walter Reed Grant
8200	41		6/1/17	\$181,666.70	Modification to increase grant award for Walter Reed Grant
1000	50		7/1/17	\$984,000.00	Reprogramming to Reverse Paygo for Park Morton(CORRECTION)
0632	50		7/21/17	(\$984,000)	Reprogramming to Reverse Paygo for Park Morton(CORRECTION)
1000	11		9/22/17	(\$60,000)	Reprogramming from PS TO NPS to fund Pcard & Other items
1000	14		9/22/17	(\$12,600)	Reprogramming from PS TO NPS to fund Pcard & Other items
1000	40		9/22/17	\$161,850.00	Reprogramming from PS TO NPS to fund Pcard & Other items
1000	41		9/22/17	(\$65,000)	Reprogramming from PS TO NPS to fund Pcard & Other items
1000	41		9/22/17	(\$153,857)	Reprogramming from PS TO NPS to fund Pcard & Other items
1632	40		9/22/17	(\$24,250)	Reprogramming from PS TO NPS to fund Pcard & Other items
0632	50		9/30/17	(\$6,068,648)	Decrease Walter Reed and Community Outreach
7000	41		9/30/17	\$ 8,931.78	Modification for MOU with CABLE TV
7000	41		9/30/17	(\$144,895)	Modification to reduce Year end balance
7000	50		9/30/17	(\$242,608)	Modification to reduce Year end balance

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7000	41		9/30/17	\$26,479.42	Modification for MOU with DGS Engine 13 maintenance
8200	11		9/30/17	(\$53,389)	Decrease for Walter Reed Grant Close out
8200	41		9/30/17	(\$344,053)	Decrease for Walter Reed Grant Close out
8200	12		9/30/17	(\$18,305)	Decrease for Walter Reed Grant Close out
8200	41		9/30/17	(\$31,421)	Decrease for Walter Reed Grant Close out
8200	50		9/30/17	(\$1,104,460)	Decrease for CDBG Grant Close out
0632	50		11/15/17	\$1,700,000.00	Reprogramming to Reverse Paygo for Park Morton
<b>Total</b>				<b>3,423,590.92</b>	

**17. Please list each grant or sub-grant received by your agency in FY17 and FY18, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.**

Grant Name/Purpose of the Grant	Grant Period	SOAR Grant number	FY17 Amount	FY18 Amount	Type of Grant Allocation
U.S. Department of Defense/Office of Economic Adjustment	December 1, 2016 to May 31, 2018	CL0682	\$722,202.00	-	Walter Reed legal fees, surveying, and site work
U.S. Department of the Interior/Fish and Wildlife Servs.	May 1, 2015 to December 31, 2017	MARINA	\$1,167,586.00	-	Sub grant to Developer
U.S. Department of the Interior/Fish and Wildlife Servs.	October 1, 2014 to September 30, 2017	00BOAT	\$1,423,110.00	-	Sub grant to Developer
U.S. Department of the Interior/Fish and Wildlife Servs.	April 1, 2015 to March 31, 2018	00WCMF	\$100,000.00	-	Sub grant to Developer
<b>Total Amount</b>			<b>\$3,412,898.00</b>	<b>-</b>	

**a. 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 2.5 FTEs that are dependent on grant funding from December 1, 2016 to May 31, 2018.

**18. Please describe every grant your agency is, or is considering, applying for in FY19.**

None.

**19. Please list each contract, procurement, and lease, entered into, extended, and option years exercised by your agency during FY17 and FY18, to date. For each contract, please provide the following information, where applicable:**

- 1. The name of the contracting party;**
- 2. Contract number;**
- 3. Contract type (e.g. HCA, BPA, Sole Source, sing/exempt from competition award, etc.)**
- 4. The nature of the contract, including the end product or service;**
- 5. Contract's outputs and deliverables;**
- 6. Status of deliverables;**
- 7. The dollar amount of the contract, including amount budgeted and amount actually spent;**
- 8. The term of the contract;**
- 9. Whether the contract was competitively bid;**
- 10. Subcontracting status (i.e. Did the Contractor sub any provision of the goods and/or services with another vendor);**
- 11. CBE status;**
- 12. Division and activity within DSLBD utilizing the goods and/or services;**
- 13. The name of the agency's contract monitor and the results of any monitoring activity; and**
- 14. The funding source.**

See attachment Q19.

**20. 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.**

None.

**21. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY17 or FY18, 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.).**

None.



**22. Please list the administrative complaints or grievances that the agency received in FY17 and FY18, 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 FY17 or FY18, to date, describe the resolution.**

FOIA Appeal 2018-30: DMPED received an administrative FOIA appeal. DMPED responded to the administrative appeal through a written brief submitted to the Mayor's Office of Legal Counsel. This administrative appeal was resolved when the administrative body reviewing the case ruled to sustain DMPED's original redactions.

FOIA Appeal 2018-57: DMPED received an administrative FOIA appeal. DMPED responded to the administrative appeal through a written brief submitted to the Mayor's Office of Legal Counsel. This administrative appeal was resolved when DMPED released, in part, the documents in question.

Office of Employee Appeal: DMPED currently has one matter pending before the OEA pertaining to the separation of a former employee.

**23. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY17 and FY18, to date, whether or not those allegations were resolved.**

The agency has not received any sexual harassment allegations during FY17 and FY18, to date. In compliance with Mayor's Order 2017-313, DMPED has appointed a Sexual Harassment Officer and a Deputy Sexual Harassment Officer to investigate any potential future allegations. Additionally, DMPED released its Equal Employment Opportunity (EEO) Policy on February 5, 2018 to all employees informing them of the EEO process and their rights in filing any EEO related complaints.

**24. 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 FY17 and FY18, to date.**

Ongoing: None.

Completed: The Office of the Inspector General's (OIG), Project No. 17—I-02EB0, inspection and evaluation of documents evidencing the grant solicitation and award process for the below listed DMPED grant awards. The OIG letter with findings was issued on September 19, 2017.

1. Dix Street Corridor Revitalization grant: Awarded to: Dix Street Revitalization Partners, LLC.

2. H Street NE - Starburst Burst Revitalization grant. Awarded to: H Street Main Street, Inc.

**25. Please describe any spending pressures the agency experienced in FY17 and any anticipated spending pressures for the remainder of FY18. Include a description of the pressure and the estimated amount. If the spending pressure was in FY17, describe how it was resolved, and if the spending pressure is in FY18, describe any proposed solutions.**

None.

**26. Please provide a copy of the agency's FY17 performance plan. Please explain which performance plan objectives were completed in FY17 and whether they were completed on time and within budget. If they were not, please provide an explanation.**

See attachment Q26 for DMPED's FY17 Performance Accountability Report.

As indicated in the report, DMPED completed most of our objectives in FY17. DMPED has three measures that are considered unmet. They are as follows:

1. Square footage of space occupied by companies whose attraction/relocation was supported by DMPED – While DMPED has increased its efforts to market to companies outside of the District and the region, relocation decisions often take years to come to fruition. As such, DMPED is in the position of reacting to interested parties and the private market with the tools and funding it has available. It has worked to support smaller QHTC firms that are likely to grow, but those square footage numbers tend to be smaller.
2. Number of participants in OurRFP workshops – This Key Performance Indicator is measured as an average across projects. DMPED met this goal on most of its OurRFP meetings, but saw smaller attendance at one project, which brought the average down. This project has had a good deal of historical community outreach, so its lower attendance was not considered to be a major concern. Overall, DMPED is very pleased with the continued success of the OurRFP engagement process and outcomes.
3. Number of tech and innovation sector active prospects - While DMPED has increased its efforts to market tech companies inside and outside of the District, relocation decisions often take years to come to fruition. As such, DMPED is in the position of reacting to interested parties and cannot control the number of firms actively seeking space. In FY17, DMPED did work with the Washington D.C. Economic Partnership to increase technology company engagement through efforts such as SXSW and various roundtables held with tech leaders

**27. Please provide a copy of your agency's FY18 performance plan as submitted to the Office of the City Administrator.**

See attachment Q27.

**28. Please provide the number of FOIA requests for FY17 and FY18, 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, and the cost of compliance.**

DMPED received 32 FOIA requests in FY2017 and 20 FOIA requests in FY2018 (YTD). A report of FOIA disclosure activities for FY2017 was filed with the Secretary of the District of Columbia. Please see the report in attachment Q28.

**29. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY17 and FY18, 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.**

Economic Development Strategy: On March 7, 2017, D.C.’s Economic Development Strategy was released. The study provides a framework for how Washington, DC will continue its work as an international leader for inclusive economic growth and resilience. The strategy focuses on increasing the commercial District’s tax base, creating jobs, fostering entrepreneurship and innovation, and advancing economic growth and opportunities in DC. A copy of the report can be found here: <http://dceconomicstrategy.com/>.

Pathways to Inclusion - DC Tech Report: On November 20, 2016, Pathways to Inclusion - DC Tech Report was released. It was cultivated from a commitment by the Mayor and the Innovation Technology Inclusion Council (ITIC) to expand the District’s innovation economy in a way that will serve as a national model for inclusion and diversity and to provide a roadmap to create an inclusive ecosystem where the tech and innovation economy can grow. The report provided a set of recommendations designed to provide direction for the District and its partners to carry out specific goals. The specific goals included becoming the nation’s premier hub for technology inclusion; creating 5,000 new tech jobs for underrepresented workers, creating 500 new tech businesses founded by underrepresented entrepreneurs, and fostering the most inclusive culture among tech ecosystems on the East Coast. A copy of the report can be found here:

<https://dmped.dc.gov/sites/default/files/dc/sites/dmped/publication/attachments/Pathways%20to%20Inclusion%20Report.pdf>

**30. Please separately list each employee whose salary was \$100,000 or more in FY17 and FY18, 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.**

Position number	Title	Name	Salary	Fringe	Program/Activity
<b>FY17</b>					

Office of the Deputy Mayor for Planning and Economic Development  
Performance Oversight FY 2017-2018  
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00034109	Dep. Mayor, Plan. & Econ. Dev.	Kenner, Brian T.	\$201,571.00	\$41,725.20	Agency Oversight
00077672	General Counsel	Longstreet, Susan C.	\$192,867.50	\$39,923.57	Legal
00048017	Attorney Advisor	Akyereko, Beth- Sherri T	\$168,403.00	\$34,859.42	Legal
00034920	Agency Fiscal Officer	Lewis, Curtis Jerome	\$163,878.00	\$33,922.75	Budget Operations
00013090	Deputy General Counsel	Castor, Jennifer M.	\$159,804.50	\$33,079.53	Legal
00042979	Chief of Staff	Trueblood, Andrew T	\$154,500.00	\$31,981.50	Agency Oversight
00038374	Director, Real Estate	Olpadwala, Sarosh	\$151,815.00	\$31,425.71	Development and Disposition
00083527	Contract Compliance Officer	McDonald, Jacqueline	\$147,081.10	\$30,445.78	Contracting and Procurement
00047021	Attorney Advisor	Alberta, Mark E	\$145,755.00	\$30,171.29	Legal
00038354	Financial Manager	Reyes, Ana	\$145,007.00	\$30,016.45	Budget Operations
00070043	Supvy. Project Manager	Gada, Ketan	\$135,025.04	\$27,950.18	Development and Disposition
	Supervisory Project Manager	Combai, Martine	\$132,612.50	\$27,450.79	Development and Disposition
00075328	Supervisory Project Manager	Fisher, Edward L.	\$131,325.00	\$27,184.28	Development and Disposition
00077681	Attorney Advisor	Beltran, Xavier	\$130,855.00	\$27,086.99	Legal
00068437	Director of Business Development	Woods, Karima M.	\$130,810.00	\$27,077.67	Business Development
00093259	Project Manager	Stucker Jr., Gilles A.E.	\$130,681.25	\$27,051.02	Development and Disposition
00039493	Supervisory Project Manager	Rodgers, Anginetta	\$130,490.70	\$27,011.57	Development and Disposition
00075325	Attorney Advisor	Surabian, Jay A	\$127,115.00	\$26,312.81	Legal
00047110	Supervisory Project Manager	Bleyer, Marc E	\$125,620.24	\$26,003.39	Development and Disposition
00046378	Special Assistant	Clarke, Randall	\$125,186.20	\$25,913.54	Development and Disposition

Office of the Deputy Mayor for Planning and Economic Development  
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00033374	PROJECT MANAGER	Johnson, Gregory A	\$123,403.00	\$25,544.42	Industrial Revenue Bond
00084819	Project Manager	McHale, Aimee	\$123,403.00	\$5,544.42	Development and Disposition
00077673	Project Manager	Lapan, Joseph P.	\$122,922.00	\$25,444.84	Development and Disposition
00012012	Dir, Revenue Bond-Enterprise	Liggins, William	\$122,750.25	\$25,409.30	Industrial Revenue Bond
00075331	Project Manager	Corneal, Mark	\$120,335.00	\$24,909.35	Development and Disposition
00083100	Attorney Advisor	Abbasi, Ayesha	\$119,635.00	\$24,764.45	Legal
00044777	Project Manager	Howard, David	\$118,853.73	\$24,602.72	Agency Oversight
00077668	Supervisory Project Manager	Carney, Sharon	\$118,450.00	\$24,519.15	Business Development
00045551	Public Information Officer	Washington, Chanda J.	\$118,178.00	\$ 24,462.94	Communications
00013512	Deputy Chief of Staff	White, Timothy E	\$116,699.00	\$24,156.69	Agency Oversight
00077676	Project Manager	Abernathy, Malaika	\$114,199.00	\$23,639.19	Development and Disposition
00077086	Executive Assistant	Wilson, Ingrid Penelope	\$114,199.00	\$ 23,639.19	Agency Oversight
00046086	Communications Director	McPeck, Joaquin C	\$111,394.50	\$23,058.66	Communications
00075327	Project Manager	Cook, Sybongile	\$111,131.00	\$ 23,004.12	Great Streets Initiative
00072947	Project Manager	Gilbert, Tia M	\$108,611.60	\$ 22,482.60	Development and Disposition
00077678	Project Manager	Shapiro, Anna L	\$108,063.00	\$ 22,369.04	Development and Disposition
00047087	Special Assistant	Tyus, Darnetta K	\$107,482.56	\$ 22,248.89	Development and Disposition
00047702	Project Manager	Williams, Roderick	\$104,423.00	\$ 21,615.56	Development and Disposition
00047531	Program Analyst	Luo, Yonghong	\$101,826.00	\$21,077.98	Agency Oversight
00040001	Project Manager	Andargeh, Gizachew	\$108,063.00	\$ 22,369.04	Business Development
00087193	Administrative Officer	Cuthrell, Sheila A	\$104,995.00	\$ 21,733.97	Agency Oversight
00087521	Project Manager	Lewis, Coyan A	\$104,995.00	\$ 21,733.97	Development and Disposition
00046753	Project Manager	Smith, Gina	\$104,423.00	\$ 21,615.56	Development and Disposition

Office of the Deputy Mayor for Planning and Economic Development  
Performance Oversight FY 2017-2018  
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00008929	Special Assistant	Bekele, Tsegazeab	\$102,171.00	\$ 21,149.40	Development and Disposition
00075297	Program Analyst	Meadors, Erin M	\$101,826.00	\$ 21,077.98	Contracting and Procurement
00046806	Management Liaison Specialist	Odom, Zelfhia Nicole	\$101,826.00	\$ 21,077.98	Agency Oversight
00077671	Supervisory Project Manager	Esther, Ezra	\$125,000.00	25,875.00	Development And Disposition
<b>FY18</b>					
00034109	Dep. Mayor, Plan. & Econ. Dev.	Kenner, Brian T.	\$201,571.00	\$41,725.20	Agency Oversight
00077672	General Counsel	Longstreet, Susan C.	\$192,867.50	\$39,923.57	Legal
00048017	Attorney Advisor	Akyereko, Beth-Sherri T	\$168,403.00	\$34,859.42	Legal
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00075328	Supervisory Project Manager	Fisher, Edward L.	\$131,325.00	\$27,184.28	Development and Disposition
00077681	Attorney Advisor	Beltran, Xavier	\$134,595.00	\$27,861.17	Legal
00068437	Director of Business Development	Woods, Karima M.	\$130,810.00	\$27,077.67	Business Development
00093259	Project Manager	Stucker Jr., Gilles A.E.	\$130,681.25	\$27,051.02	Development and Disposition

Office of the Deputy Mayor for Planning and Economic Development  
Performance Oversight FY 2017-2018  
Pre-Hearing Questions

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00012012	Dir, Revenue Bond-Enterprise	Liggins, William	\$122,750.25	\$25,409.30	Industrial Revenue Bond
00075331	Project Manager	Corneal, Mark	\$120,335.00	\$24,909.35	Development and Disposition
00083100	Attorney Advisor	Abbasi, Ayesha	\$123,375.00	\$25,538.63	Legal
00044777	Project Manager	Howard, David	\$118,853.73	\$24,602.72	Agency Oversight
00077668	Supervisory Project Manager	Carney, Sharon	\$118,450.00	\$24,519.15	Business Development
00045551	Public Information Officer	Washington, Chanda J.	\$127,632.00	\$26,419.82	Communications
00013512	Deputy Chief of Staff	White, Timothy E	\$116,699.00	\$24,156.69	Agency Oversight
00077676	Project Manager	Abernathy, Malaika	\$114,199.00	\$23,639.19	Development and Disposition
00077086	EXECUTIVE ASST	Wilson, Ingrid Penelope	\$114,199.00	\$23,639.19	Agency Oversight
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00075297	Program Analyst	Meadors, Erin M	\$101,826.00	\$21,077.98	Contracting and Procurement
00046806	Management Liaison Specialist	Odom, Zephia Nicole	\$101,826.00	\$21,077.98	Agency Oversight
00077671	Supervisory Project Manager	Esther, Ezra	\$125,000.00	\$25,875.00	Development and Disposition

**31. Please list in descending order the top 25 overtime earners in your agency in FY17 and FY18, 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.**

None.

**32. For FY17 and FY18, 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.**

None.

**33. 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.**

See attachment Q33 for a copy of the collective bargaining agreement between the District of Columbia, the Office of the Attorney General, and the American Federation of Government Employees Local 1403, AFL-CIO. The agreement is effective from October 1, 2017 through September 30, 2020.

**34. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY17 or FY18, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.**

St. Elizabeth's East Redevelopment Initiative Advisory Board			
Name	Appointment date	Terms	Ward of residence
Denise Robinson	5/17/2017	6/23/2019	Ward 5
Christopher Earley	9/8/2016	9/22/2018	Ward 7
Barron Harvey	6/20/2016	6/23/2018	Ward 4
Dayvie Paschall	5/10/2017	6/23/2019	Ward 8



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Telaekah Brooks	6/20/2016	6/23/2018	Ward 5
Mary Cuthbert	6/20/2016	6/23/2018	Ward 8
Brenda Jones	9/8/2016	9/22/2018	Ward 8
Christopher Stewart	12/13/2017	6/23/2019	Ward 8
Sheila Bunn	6/20/2016	6/23/2018	Ward 8
Lafayette Barnes	11/20/2017	6/23/2019	Ward 8
Brian Kenner	6/3/2016	1/2/2019	Ward 1
Johnathan Schafler	9/8/2016	12/31/2018	Ward 7

Agendas and minutes for the St. Elizabeth's East Redevelopment Initiative Advisory Board can be found here: <http://stelizabethseast.com/our-project/leadership/>. The Advisory Board does not take formal attendance each meeting; however, at the start of each meeting the Board reintroduces themselves.

Walter Reed Army Medical Center Site Reuse Advisory Committee			
Name	Appointment date	Terms	Ward of residence
Caroline Kenney	5/17/2017	01/01/2019	Ward 6
Brian Kenner	06/03/2015	01/02/2019	Ward 1
Randall Clarke	Deputy Mayor's Designee		Ward 4
Margaret Singleton	1/30/2017	01/01/2019	Ward 4
Leila Batties	1/30/2017	01/01/2019	Ward 4
Stephen Whatley	ANC Designee		Ward 4
Sherryl Newman	Council Ward 4 Designee		Ward 4
Alice Giancola	03/12/2016	12/31/2018	Ward 4
Tanya Topolewski	ANC Designee		Ward 4
Vacant, (Council Chairman Designee)			

Attendance, Agendas and minutes for the Walter Reed Army Medical Center Site Reuse Advisory Committee can be found here: <http://www.walterreedra.com/community-meetings/>.

Kennedy Street NW Economic Development and Small Business Revitalization Advisory Committee			
Name	Appointment date	Terms	Ward of residence
Lamont Akins	06-29-2017	12-31-2020	Ward 4
Loretta S. Caldwell	09-25-2017	12-31-2020	Ward 4
Derek Colbert	08-16-2017	12-31-2020	Ward 8
Lisa Colbert	08-14-2017	12-31-2020	Ward 4
Sybongile Cook	08-16-2017	12-31-2020	Ward 1
Stephen Cooke	06-29-2017	12-31-2020	Ward 4
Derek Ford	07-12-2017	12-31-2020	Ward 7
David Gottfried	06-29-2017	12-31-2020	Ward 4
Annie McCarthy	08-16-2017	12-31-2020	Ward 2
Erkin Ozberk	06-29-2017	12-31-2020	Ward 4

Dolly Turner	09-25-2017	12-31-2020	Ward 4
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The Kennedy Street NW Economic Development and Small Business Revitalization Advisory Committee was sworn-in on the 16<sup>th</sup> of December 2017. The Committee is scheduled to conduct their first public meeting in March.

Commission on Fashion, Arts, and Events			
Name	Appointment date	Terms	Ward of residence
Brandon Andrews	2/2/2016	4/15/2019	Ward 6
Jason Anthony	10/11/2016	4/15/2020	Ward 6
Arthur Espinoza	1/30/2017	1/2/2019	Ward 3
Le'Greg Harrison	2/13/2018	4/15/2020	Ward 5
Kate Hartig	11/2/2017	1/2/2019	Ward 6
Rosalynn Hughey	6/3/2015	12/31/2018	Maryland Resident
Lanaysha Jackson	2/13/2018	4/15/2020	Ward 5
Deidre Jefferies	5/16/2017	4/9/2021	Ward 6
Kristopher Johnson-Hoyle	2/13/2018	4/15/2022	Ward 2
Erik Moses	9/17/2012	12/31/2018	Ward 4
Jacqueline Rodgers-Hart	2/2/2016	4/15/2019	Ward 6
Mariessa Terrell	3/21/2017	4/9/2021	Ward 1
Shayne Wells	7/17/2017	1/2/2019	Ward 4

DMPED is working with the Commission to provide the Committee with attendance, agendas and minutes. DMPED will provide them as soon as they become available.

**35. 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 these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).**

The D.C. Official Code 10-801 amendments (effective April 7, 2017) mandate that the Mayor must submit to the Council a semiannual report explaining the status of each disposition approved by the Council during the previous 2 years. DMPED is in compliance and has attached the semiannual report. Please see attachment Q35.

DMPED’s procurements and grants adhere to regulations and laws as established by the DC Code, Procurement Practices Reform Act (PPRA), 27 DCMR, Citywide Grants Manual and Sourcebook, and DMPED’s internal grants manual. DMPED also submits any reports as per the established thresholds set by Department of Employment Services (DOES) – First Source (\$300K), Department of Small and Local Business Development (DSLBD) - CBE (\$250K), and Office of Human Rights (OHR) – Equal Employment Opportunities (EEO) – (\$10K).

DMPED remains in compliance with all required filing submissions with the applicable District agencies.

**36. Please attach copies of the required annual small business enterprise (SBE) expenditure reports for your agency for FY16 and FY17.**

See attachment Q36.

- a. D.C. Official Code § 2-218.53(b) requires each District agency to submit supplemental information with their annual SBE expenditure report, including: a description of the activities the agency engaged in to achieve their fiscal year SBE expenditure goal; and a description of any changes the agency intends to make during the next fiscal year to achieve their SBE expenditure goal. Has your agency submitted the required information for fiscal year 2017? Please provide a copy as an attachment.**

Yes. Please see attachment Q36a.

**37. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.**

In December 2016, DMPED released its Tuition Reimbursement Program Policy, allowing employees who qualify to be reimbursed for participation in college courses based upon final grades and available Agency budget.

Additionally, all Agency employees can enroll in DC Government training courses, facilitated by DCHR's Center for Learning and Development. In April 2017, DMPED began holding ongoing Lunch and Learn sessions where subject matter expert employees train their colleagues on various subjects that contribute to ongoing growth and development, including the District budget process, the legislative process, FOIA request process, and contracting and procurement, to name a few. Additionally, the Director of Operations provides monthly Management Matters Meetings to Agency managers to providing them with vital information on important topics that will contribute to their success as managers within the Agency. Finally, in FY17, two employees participated in and received certifications from DCHR's Executive Leadership Program and its Certified Public Manager Program.

**38. 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?**

Yes, DMPED conducts annual performance evaluations for all its employees. Performance evaluations are conducted by each employee's immediate supervisor. Each manager meets with their employees individually during the months of October and November each year to review the employee's performance during the previous fiscal year and to set new goals for

the year ahead. Beginning in April of each year, employees and managers participate in a mid-year discussion meeting where they review the employee's performance thus far in the performance period. During the mid-year discussions, improvement plans may be put in place if employee goals are not being met and additional training requirements may be prescribed. Managers, employees, and their teams meet on a recurring basis (at different intervals per team) to discuss team projects/initiatives and progress being made to meet goals.

## **AGENCY OPERATIONS**

### **39. Please describe any initiatives that the agency implemented in FY17 or FY18, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.**

DMPED has improved internal operations of the agency by publishing and promulgating policies, procedures, protocols, and processes which are distributed agency wide. Some of the policies that DMPED has published in FY17 and FY18, to date, include the Equal Opportunity Employment (EEO) Policy, Travel and Training Policy, Tuition Reimbursement Policy, and Gender Identity Policy. The results of this initiative have been to disseminate agency-wide useful resources to DMPED employees.

DMPED has enhanced the internal operations of the agency by implementing improvements to the grants process, through an in-depth evaluation of the grants process from Notice of Funding Availability (NOFA) to grant award. DMPED has identified areas of improvement and efficiencies within the grants process. Improvements include enhanced pre-award screening, concurrent review of applications, and firm deadlines. DMPED has begun implementation of improvements and is planning to formally memorialize the changes in Standard Operating Procedures for grant programs such as the Great Streets program. DMPED is also in the process of updating its internal grants manual to provide further clarity for staff. The expected results of the improvements made to the grants process are increasing transparency, grantee education, and compliance with District established grant regulations.

DMPED has implemented an improved project compliance monitoring system that allows the office to track compliance across all DMPED projects. This system includes tracking the affordable housing, Certified Business Enterprise (CBE), First Source, and environmental requirements of our projects, in congruence with the Compliance Checklist that has historically been included in our contractual documents. This has resulted in timely compliance monitoring.

### **40. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY18. How did the agency address its top priorities listed for this question last year?**

The priorities for the Deputy Mayor derive from our broad goals of increasing affordable housing, increasing jobs, and increasing District revenues. Together, they support the

Mayor's vision of Pathways to the Middle Class. Underlying all of our work is the Mayor's commitment to good government and transparency.

Our top priorities for this year include:

(1) Increasing affordable housing. Through partnerships with the housing production agencies (DHCD, DCHA, and DCHFA), DMPED will look to continue to produce, preserve, and protect affordable housing. Key initiatives include the implementation of the Mayor's Preservation Strike Force Plan, including supporting DHCD in the creation of a preservation office and fund; supporting and promoting the District Opportunity to Purchase Act (DOPA); Inclusionary Zoning reform implementation; and continued investment in affordable housing leveraging all available sources including HPTF, federal funding, and land dispositions.

(2) Moving forward large-scale and neighborhood real estate development projects, with a focus on making unprecedented progress on all of the New Communities neighborhoods. This year, DMPED will continue to make unprecedented progress moving its portfolio forward. Key large projects include The Parks at Walter Reed; St. Elizabeths East (infrastructure, Entertainment and Sports Arena, and Phase 1); DC United Stadium; New Communities; and the McMillan Sand Filtration redevelopment. DMPED continues to make record development progress in every NCI neighborhood.

Through our annual March Madness event, DMPED works to connect CBEs with various public and private projects. The city-wide economic development showcase and pre-solicitation event announces upcoming solicitation opportunities to the development community and attracts more than 500 attendees from all areas of the District's development community. It connects small businesses, CBEs, capital sources, contractors and more with the goal of expanding access to economic opportunity through the District's real estate development projects. DMPED remains committed to working with DSLBD to promote CBE engagement throughout our projects and was excited to select a 100% CBE development team for the Eastern Branch Boys and Girls Club redevelopment.

(3) Support D.C.'s business and job creation. DMPED is committed to the growth and success of businesses.

This year DMPED will continue to promote economic growth through its various business development initiatives. These include our #ObviouslyDC campaign to attract Amazon's HQ2, which highlights the District's strong workforce; our vibrant, diverse, and growing economy; and our world-class infrastructure. Additionally, in September of 2017, DMPED began an employer engagement campaign— "EE100"—in which the Business Development team is meeting face to face with DC's 100 largest employers and fastest growing companies. Representatives from DOES often joined these meetings, and conversations cover topics such as hiring needs and projections, opportunities for and challenges to growth, strengths and weaknesses of doing business in the District, and opportunities for collaboration.

DMPED is now in the process of implementing the District's Economic Strategy, which serves as a framework for action for the next several years- it outlines how we will continue to grow our economy and how we will make sure that growth benefits all Washingtonians. The strategy is focused on increasing the District's tax base, creating jobs, fostering entrepreneurship and innovation, and advancing economic growth and opportunities in the District. Since August 2016, DMPED has held more than 25 discussions with 400+ District stakeholders to inform the direction of our economic strategy. The Strategy was released in March and includes key priorities and initiatives that will be implemented over the coming years.

(4) Creating pathways to inclusion and supporting the growing technology and innovation sector. DMPED will continue to support the diversification of DC's economy through strategic partnerships and high-return investments in technology and innovation. We will continue to implement recommendations from our Pathways to Inclusion Report. This report is the first of its kind for the District and was developed along with the Innovation and Technology Inclusion Council. It sets a vision of fostering the most inclusive culture of inclusion in innovation. The report provides a roadmap and recommendations to create an inclusive ecosystem where the District's tech and innovation economy can grow to expand opportunity for underrepresented workers and entrepreneurs, and ultimately serve as a national model for inclusion and diversity.

DMPED is also seeking to solicit input from investment professionals and DC's entrepreneurial community on the investment capital needs, program design, and potential partnerships through the Request for Information (RFI) just issued for the Inclusive Innovation Fund. DMPED sees inclusive and diverse innovation as a comparative advantage of the District and will seek to leverage this advantage for the future. Key initiatives include South by Southwest (SXSW), the IN3 (Howard Hub), the Innovation & Technology Inclusion Council, innoMAYtion, 1776's Challenge Festival, pitch competitions, the Autonomous Vehicle Working Group, the West Coast mission, and continued use of Qualified High Technology Company (QHTC) Program for key employers.

(5) Supporting businesses, food access, and serving underserved neighborhoods. This year, DMPED will continue to tirelessly serve underserved neighborhoods by promoting equitable food access, business growth opportunities, and economic success. To tackle this initiative, DMPED is utilizing both business development and real estate development tools.

The Neighborhood Prosperity Fund is both a business and real estate development tool which supports mixed-use, real estate, or retail development projects in targeted census tracts where unemployment is at 10 percent or higher. In Q1, the first awardees were announced—two grocery stores in Wards 7 and 8 which will elevate the level of food access for District residents.

DMPED promotes business development with our Inclusive Innovation Fund to grow business activity in the District’s opportunity areas and enable access to capital by underrepresented entrepreneurs. The Agency administers the Grocery Store Tax abatement program to incentivize supermarkets to locate in specific neighborhoods. And, of course, DMPED continues to implement the popular Great Streets Program – awarding over 150 grants across all 8 Wards in fiscal years 2017 and fiscal years 2018, to date.

Through our real estate developments, the Agency has made noteworthy progress to meet these goals, including with the MLK Gateway Project which was approved by the Council in December 2017; the Entertainment and Sports Arena at St. Elizabeths, which saw its “topping off” in December 2017; and the groundbreaking for the mixed-use development and new grocery store at 965 Florida Avenue NW.

**41. Please list each new program implemented by the agency during FY17 and FY18, to date. For each initiative, please provide:**

- a. A description of the initiative;**
- b. The funding required to implement to the initiative; and**
- c. Any documented results of the initiative.**

Initiative	Description	Funding Required	Documented Results
Affordable Housing Policy	Coordinating across agencies such as DCHA, DCFHA, and DHCD, to improve existing programs and outcomes.	N/A	Initiatives include “Vacant to Vibrant DC,” a five-point plan to transform vacant spaces into approximately 70 units of workforce housing, and the New Communities Initiative.
Attracting Amazon to DC	Mayor Bowser officially submitted a bid to attract Amazon’s second headquarters to the city, in response to Amazon’s “HQ2” Request for Proposals (RFP). Mayor Bowser announced the four locations that would be included in Washington, DC’s response to Amazon’s RFP: Anacostia Riverfront, Capitol Hill East, Shaw-Howard University, and NoMa-Union Station.	TBD	Amazon has stated that the city which it selects HQ2 can expect to see over \$5 billion in construction investment and the second headquarters to grow to include as many as 50,000 high-paying jobs. It would be a transformative entrant into the DC tech economy. Currently, Amazon is reviewing proposals; the company hopes to announce its selection in 2018.
Business Retention, Expansion, and Attraction Coordinating (BREAC)	Continuing to engage the BREAC working group in FY18 will help to create a more cohesive approach to attracting and retaining businesses in the District. This effort will continue	N/A	DMPED convened the BREAC working group in April and July of 2017 and engaged with the committee throughout the Amazon HQ2 process. DMPED reached out to the BREAC working group members during our Amazon RFP

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	to support the Mayor’s business retention and expansion efforts.		bid and during our employer engagement efforts. In Q2 of 2018, DMPED will reconvene the working group and discuss overall business development marketing and communication efforts.
Green Bonds Initiative (IRB Program)	The “Green Bonds” initiative will help the District’s mission to address sustainability, green building, green infrastructure, climate change, waste management, and other cross-cutting environmental issues and increase the long-term environmental sustainability of the District.	N/A	The Green Bonds initiative is about 85 percent complete as it pertains to the IRB program. We have already closed one bond deal that used PACE have started the process of analyzing IRB program’s previous, current, and potential deals that may be candidates for PACE/Green Bonds.
Groceries East of the River/Neighborhood Prosperity Fund	<p>The Neighborhood Prosperity Fund supports mixed-use, real estate, or retail development projects in targeted census tracts where unemployment is at 10 percent or higher. The \$3 million grants for FY17 provide necessary gap funding for the commercial component of development projects and will help create job opportunities and new food options in Wards 7 and 8.</p> <p>DMPED has issued a Request for Applications currently available for the FY18 Neighborhood Prosperity Fund. Responses are due March 9, 2018.</p>	<p>\$3 M in FY17</p> <p>\$2.5 M in FY18</p>	<p>In Q1, DMPED announced the awardees for the Neighborhood Prosperity Fund would be two additional grocery stores in Wards 7 and 8, huge gains for full-service grocery stores east of the river. DMPED also facilitated the application of 3 new grocery stores for the Supermarket Tax Incentives. The provision of gap funding to two commercial developments east of the river will ensure that development can proceed on crucial projects that elevate the level of food access for District residents.</p> <p>The agency awarded \$2.1 million for the Penn Hill project located at 3200 Pennsylvania Avenue, SE in Ward 7 and \$880,000 for the South Capitol Affordable Housing project located at the intersection of Atlantic and South Capitol Streets, SW in Ward 8. Both projects will provide grocery options in areas identified as food deserts.</p>
Inclusive Innovation Fund	The aim of this project is to grow business activity in DC’s opportunity areas (i.e. impact economy, urban innovation/smart cities, hospitality and professional services innovation, data, and	TBD	DMPED incorporated recommendations from the Mayor’s Innovation & Technology Inclusion Council (ITIC) on how to expand access to capital by underrepresented entrepreneurs into a Request for Information (RFI) in relation to the Inclusive Innovation



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	security tech) and enable access to capital for underrepresented entrepreneurs, in order to maximize the impact of District investments via alternative fund structures.		Fund (IIF) which was released in early February.
IN3 partnership success	The Inclusive Innovation Incubator (In3) has partnered with a number of groups to provide career training and business development support in a variety of ways.	TBD	<p>Ongoing programs include:</p> <p>1) Street Entrepreneurs: A series of workshops following a Lean Startup and Design thinking curriculum for non-traditional entrepreneurs. This workshop series covers both ideation and iteration for businesses in the making;</p> <p>2) Thinkful: Technical training focused on diverse individuals, that includes in person and virtual mentorship to coach members through hurdles as they learn new languages and coding concepts;</p> <p>3) Black Female Founders (BFF) Labs: #BFF Labs is an 8-week pre-accelerator program for aspiring entrepreneurs, with a focus on Black female founders. These immersive workshops led by subject matter experts cover a variety of topics important to building businesses. The goal of #BFF Labs is to enable access to capital by preparing businesses to receive funding; and</p> <p>4) Cisco: In-kind donation of state-of-the-art telepresence and video technology.</p>
Employer Engagement (EE100)	In September of 2017, DMPED began an employer engagement campaign in which the Business Development team is meeting face to face with DC's 100 largest employers and fastest growing companies. Representatives from DOES often joined these meetings, and conversations cover topics such as hiring needs and projections,	N/A	The pilot kicked off in September 2017 and will end in Q2 2018. We have met with 32 out of 93 responsive employers.

	<p>opportunities for and challenges to growth, strengths and weaknesses of doing business in the District, and opportunities for collaboration.</p> <p>DMPED/DOES often shared information about the District's On the Job Training program, Apprenticeship program, and Marion Barry Summer Youth Employment Program.</p> <p>To pilot this program, we identified the District's largest employers based on their number of employees and revenue size by sector.</p>		
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**42. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY17 and FY18, to date.**

DMPED uses key performance indicators to measure programmatic success of our four strategic objectives for 2018. The chart below lists the key performance indicators for each of our 2018 strategic objectives. The performance indicators for these objectives have remained the same between FY17 and FY18. Please see attachment Q26 and Q27 for additional information.

Strategic Objective	Performance Indicators
<p>1) Deliver high-quality economic development &amp; affordable housing opportunities that meet the needs of residents and the business community across all 8 Wards.</p>	<p>2) Number of Affordable Housing Units Delivered</p> <p>3) Share of DMPED Project square footage in Wards 7&amp;8</p>
<p>2) Increase job creation in DC by attracting &amp; retaining businesses, thereby growing tax revenue, particularly in Wards 7 &amp; 8.</p>	<p>1) ROI of retention or attraction initiatives finalized (where DMPED negotiated incentives)</p> <p>2) Percentage of Great Streets grant funding expanded</p> <p>3) Square footage of space occupied by companies whose attraction/relocation was supported by DMPED</p> <p>4) Unemployment decrease in Wards 7 &amp; 8 (compared to overall DC unemployment rate decrease)</p>

	5) Net number of jobs created in DC
3) Improve public engagement by creating more opportunities for community participation & feedback and by highlighting the economic climate and development of DC	1) Number of unique Economic Intelligence dashboard visitors 2) Number of unique visitors to online business development tools 3) Number of participants in Our RFP workshops
4) Utilize tech innovation & open data to drive positive change and good government for DC residents	1) Number of economic indicators tracked regularly on an open dashboard 2) Participants at DMPED-supported tech & innovation events 3) Number of tech & innovation sector active prospects

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

Please refer to Attachment Q27 and the list of performance indicators included in question 43 above for the top metrics used by the agency to evaluate its operations.

**44. Please list the task forces and organizations of which the agency is a member.**

- Housing Authority Board of Commissioners (DCHA);
- St. Elizabeth's East Redevelopment Initiative Advisory Board;
- Walter Reed Army Medical Center Site Reuse Advisory Committee;
- Workforce Investment Council (WIC);
- Innovation and Technology Inclusion Council;
- Events DC;
- Destination DC;
- Washington DC Economic Partnership;
- Bicycle Advisory Council (BAC);
- Food Policy Council;
- Board for the Condemnation of Insanitary Buildings;
- Commission on Fashion Arts and Events;
- Kennedy Street NW Economic Development and Small Business Revitalization Advisory Committee;
- Undergrounding Project Consumer Education Task Force (UPCETF);
- Open Government Advisory Group; and

- Age Friendly In 2023 DC Task Force.

**45. Please explain the impact on your agency of any legislation passed at the federal level during FY17 and FY18, to date, which significantly affected agency operations.**

None.

**46. Please describe any steps the agency took in FY17 and FY18, to date, to improve the transparency of agency operations.**

Given the Mayor's commitment to openness and transparency, DMPED has continued to work to become more open and transparent in the last year. Notable efforts include:

- DMPED's Affordable Housing Tracker. DMPED has released unified affordable housing production and preservation data from the four primary housing agencies (DHCD, DCHFA, DCHA, and DMPED). The tracker can be found online as well as displayed on a sign in DMPED's office.
- DMPED created the accomplishment ticker at <http://open.dc.gov/dmped-delivering/>, which provides updates on DMPED accomplishments and events that took place and how each accomplishment met at least one of DMPED's priorities. The priorities are job creation, tax revenue, affordable housing, and good government.
- DMPED created the Economic Intelligence Dashboard at <https://dmped.dc.gov/dashboard>, which leverages both open data and open source code to share information with public stakeholders and gather their feedback.
- A revamp DMPED's website to include more information about DMPED's work and make it more intuitive to access. This also includes proactively posting real estate documents, including LDAs, term sheets, and agreements for projects. Highlights include efforts around St. Elizabeths and the DC United Stadium.
- Our RFP, which allowed the public to weigh in on their priorities prior to DMPED's issuance of various RFP's. Public comments were then summarized and made available to RFP respondents to incorporate into their proposals.
- DMPED launched the Ward Indicators Tool as part of DMPED's public Economic Intelligence Dashboard, which is updated weekly with data on ward by ward population, unemployment, housing, home ownership rates, and more.
- DMPED again held an Economic Development Cluster Open House featuring 20 agencies and their leadership and staff to greet residents, answer questions, and share information about District services. This year, DMPED also invited private sector organizations and nonprofits that work in the economic development footprint to share their resources as well. DMPED also introduced a "DC Makers Market" at the 2018 Open House, featuring 20 local entrepreneurs who showcased their businesses and creative talent. More than 1,000 residents, business owners, ANCs, stakeholders, and others attended the event. The event was highly rated in a post-event survey with 78 percent of attendees saying it was "Excellent or Very Good" and 82 percent saying they would attend again. Survey respondents remarked most frequently how valuable it was to speak directly with leadership and staff, receive services and information in real-time, and network with DC government agencies. Guests also remarked how

much they appreciated that we highlighted local businesses alongside government in the forum.

- DMPED has increased our social media presence by actively maintaining Twitter and Facebook Accounts.

**47. 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 discussion of substantial upgrades that have been made or are planned to the system; and**
- c. Whether the public can be granted access to all or part of each system.**

Pursuant to Mayor's Order 2017-115, DMPED is required to keep data on inventory in enterprise datasets. The Office of the Chief Technology Officer (OCTO) is managing the process of the initial data inventory and the ongoing maintenance of the inventory. DMPED is working with OCTO to complete all the steps necessary to ensure that data is freely shared among District agencies, with federal and regional governments, and with the public to the fullest extent consistent with safety, privacy, and security.

DMPED has inventoried the following:

- DMPED Invoicing;
- Real Estate Development Projects;
- DC Affordable Housing Production & Preservation Tracker;
- DMPED Grant;
- Bureau Van Dijk Orbis CBII;
- CoStar; and
- Business Development CRM.

The following datasets are already available to the public on <http://opendata.dc.gov/>

- DMPED real estate projects;
- DC Affordable Housing Production & Preservation Tracker; and
- DMPED Great Streets Grantees.

**48. Please provide a detailed description of any new technology acquired in FY17 and FY18, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.**

Microsoft Office 365 Migration

In Fiscal Year 2017, OCTO migrated the enterprise email services for DMPED from an on-premises information technology infrastructure (Core Client Access License) and device-based Microsoft Office licensing model to a Microsoft Government cloud 365 Enterprise E3 plan for the majority of DMPED users. At DMPED, Microsoft Office 365 also replaces the previous version of Microsoft Office (2010) and allows Microsoft Office 2016 to be downloaded to each user's PC and/or laptop.

Under the contract with Microsoft, OCTO provided the following services to each DMPED E3 user:

- Exchange online enterprise 100 GB mailbox;
- Skype for Business Office mobile apps;
- Unlimited OneDrive for Business (1 TB per user) Enterprise SharePoint Online Storage;
- SharePoint Online with the ability to create team sites, communication sites, and intranet sites;
- Full downloadable versions of the latest Office 365 ProPlus version for up to fifteen (15) devices (5 PCs or Macs, 5 tablets, and 5 smartphones) per user (each version of Office 365 ProPlus includes Outlook, Word, Excel, PowerPoint, OneNote, and Access); and
- Unlimited online archiving and legal hold.

Microsoft Office 365 provides a range of benefits that support the productivity of DMPED employees:

- Improved security for email;
- Greatly increased email storage capacity allowing greater email retention and accessibility;
- Greatly enhanced options for mobile and remote computing as the Microsoft Office suite application and files kept on the OneDrive can be accessed from anywhere there is internet; and
- New and expanded collaboration tools in the form of Skype for Business and Sharepoint Online.

In FY18, the annual cost for Microsoft Office 365 is \$24,606.96.

### Smartsheet

Smartsheet is a web-based collaboration tool for your project management, team task management, crowdsourcing, sales pipeline tracking needs, and more. A leading enterprise collaboration solution, Smartsheet offers businesses an innovative way to collaborate on projects and processes. Accessible from any browser and device, Smartsheet effectively combines the ease of use of a spreadsheet with visual timeline management, collaborative file sharing and discussions, and automated workflow cap. DMPED currently has 16 Smartsheet user licenses which are used in 4 of DMPED's divisions: Great Streets Initiative; Grant Team; Business Development; and Real Estate.

DMPED procured special training for Sybongile Cook, our Great Streets Director, to become a SMARTSHEET Certified User. This allows her to train others. An examination is required after taking 13 online-training courses and scoring 80% or higher. As the certified user, Sybongile receives a recurring backup file for all documents in a zip file each week. At the end of the quarter, all files that are created in SMARTSHEET are saved on DMPED's file server.

Our annual subscription to Smartsheets began on 5/3/2017 and runs through 4/28/2018. The subscription cost for the period is \$4,763.36.

**49. How many in-person training programs took place in FY17 and FY18, to date?**

25 in-person training sessions for DMPED staff took place from FY17 and FY18, to date.

**50. What training deficiencies, if any, did the agency identify during FY17 and FY18, to date?**

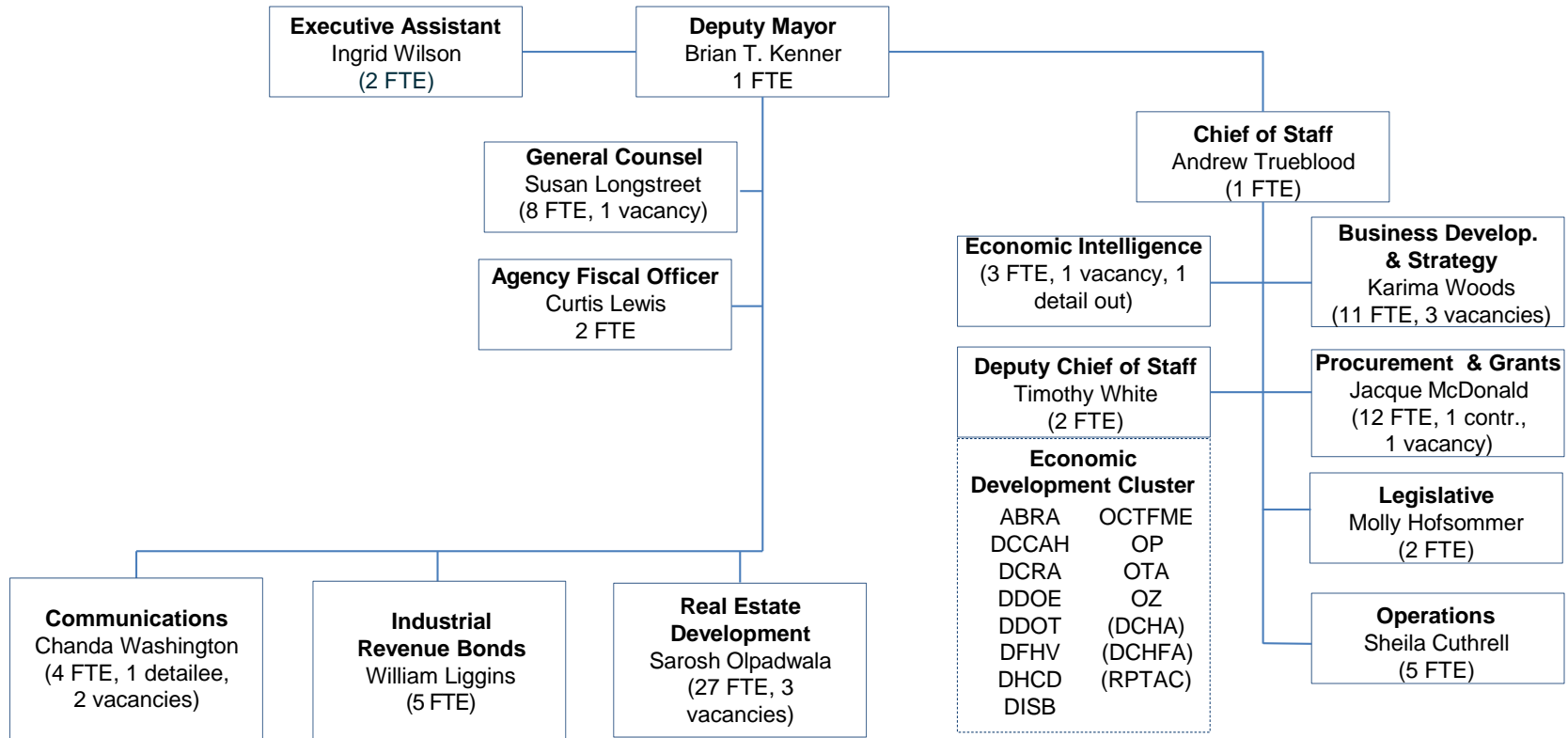
While DMPED has not identified any deficiencies, it is constantly seeking to improve its training options. In addition to monthly managerial trainings that include such topics as performance management, sexual harassment, and EEO rights and responsibilities, DMPED is currently planning an onsite contract administrator training session to build on the existing online option and to tailor to the specific needs of various DMPED business units.

# OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT



Question 1 Organizational Chart

## ORGANIZATIONAL CHART





# OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT

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## ORGANIZATIONAL STRUCTURE

**Business Attraction and Development** – Responsible for implementing Mayor’s vision for business attraction, retention, expansion, and development for the District.

**Communications** – The Communications unit is responsible for leading communications efforts (media relations, community outreach, public engagement events, and digital media) for DMPED.

**Cluster Affairs** – Responsible for coordinating Mayoral policies and initiatives amongst the agencies of the Economic Development Cluster.

**Economic Intelligence** – Responsible for providing data driven decision-making support to shape both economic development strategy and policy in the District of Columbia.

**General Counsel** – Responsible for providing legal action and advice for projects and issues affecting DMPED.

**Legislative Affairs and Policy** – Responsible for directing all legislative actions and coordination of policy issues affecting DMPED.

**Operations** – Responsible for overseeing the agency’s administrative, office management, and human resources functions.

**Procurement and Grants** – Responsible for providing all procurement expertise for the issuance and awarding of contracts for the agency. Also responsible for administering the agency’s grants programs including issuance of solicitations, coordination of grantee selection and awards, and grantee compliance.

**Real Estate Development** – Responsible for the implementation of the Mayor’s real estate development strategy for the District. Specifically, responsible for solicitation, evaluation, negotiation, and closing on agreements for the disposition of District owned assets.

**Industrial Revenue Bond (IRB) Program** – Responsible for administering below market interest rate loans to finance the cost of acquiring, constructing, rehabilitating, expanding, equipping, and furnishing industrial and commercial projects in selected areas.



Office of the Deputy Mayor for Planning and Economic Development  
 Question 4a Mobile Communications and Costs

No.	Last Name	First Name	SERVICE TYPE	FY17 ONE TIME	FY17 TOTAL	FY18 ONE TIME	FY18 To Date
1	Abbasi	Ayesha	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
2	Akyereko	Beth-Sherri	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
3	Alberta	Mark	Cellular	\$ -	\$ 685.69	\$ -	\$ 115.16
4	Andargeh	Gizachew	Cellular	\$ -	\$ 851.58	\$ -	\$ 99.12
5	Barnett	Karissa	Cellular	\$ -	\$ 650.03	\$ -	\$ 108.98
6	Bekele	Tsegazeab	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
7	Beltran	Xavier	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
8	Bleyer	Marc	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
9	Boddie	Connie	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
10	Broadous-Brown	Rosalyce	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
11	Brown	Jasmine	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
12	Brown	Pia	Cellular	\$ -	\$ 434.06	\$ -	\$ -
13	Carney	Sharon	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
14	Carroll	Jessica	Cellular	\$ -	\$ 732.02	\$ -	\$ 115.16
15	Castor	Jennifer	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
16	Clarke	Randall	Cellular	\$ -	\$ 764.32	\$ -	\$ 115.16
17	Combal	Martine	Cellular	\$ -	\$ 694.66	\$ -	\$ 115.16
18	Cook	Sybongile	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
19	Corneal	Mark	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
20	Cross	Jason	Cellular	\$ -	\$ 480.01	\$ -	\$ -
21	Cuthrell	Sheila	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
22	Donald	Odie	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
23	Ezra	Esther	Cellular	\$ -	\$ 642.85	\$ -	\$ 97.18
24	Fisher	Ed	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
25	Fortney	Jeanna	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
26	Gada	Ketan	Cellular	\$ -	\$ 1,030.67	\$ -	\$ 624.78
27	Garcia	Miguel	Cellular	\$ -	\$ 145.44	\$ -	\$ 97.18
28	George	Rodney	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
29	Gholson	Alesta	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
30	Gilbert	Tia	Cellular	\$ -	\$ 737.58	\$ -	\$ 115.16
31	Goldstein	Lee	Cellular	\$ -	\$ 737.58	\$ -	\$ 115.16
32	Gourdine	Brittanee	Cellular	\$ -	\$ (27.18)	\$ -	\$ 97.18
33	Hadjiloucas	Aphrodite	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16

34	Hampton	LaToyia	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
35	Hartig	Kathryn	Cellular	\$ -	\$ 573.04	\$ -	\$ 97.18
36	Headen	Anthony	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
37	Hofsommer	Molly	Cellular	\$ -	\$ 680.59	\$ -	\$ 97.18
38	Howard	David	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
39	Jackson	Stanley	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
40	James	Joycelyn	Cellular	\$ -	\$ 737.58	\$ -	\$ 115.16
41	Johnson	Gregory	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
42	Kenner	Brian	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
43	Lapan	Joseph	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
44	Lewis	Coyan	Cellular	\$ -	\$ 742.73	\$ -	\$ 115.16
45	Lewis	Curtis	Cellular	\$ -	\$ 633.27	\$ -	\$ 97.18
46	Liggins	William	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
47	Longstreet	Susan	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
48	Luo	Yonghong	Cellular	\$ -	<b>\$ 679.38</b>	\$ -	<b>\$ 115.16</b>
49	McDonald	Jacque	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
50	McFadden	Delbert	Cellular	\$ -	\$ 162.66	\$ -	\$ -
51	McHale	Aimee	Cellular	\$ -	\$ 579.78	\$ -	\$ 97.18
52	Meadors	Erin	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
53	Newton	Nakia	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
54	Olpadwala	Sarosh	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
55	Pabich	Diane	Cellular	\$ 499.99	<b>\$ 579.50</b>	\$ -	<b>\$ 97.18</b>
56	Parks	James	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
57	Patil	Arjun	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
58	Poole	Adam	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
59	Quigley-Odom	Zelphia	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
60	Reyes	Ana	Cellular	\$ -	\$ 770.90	\$ -	\$ 129.30
61	Rivera	Cathy	Cellular	\$ -	\$ 749.91	\$ -	\$ 115.44
62	Rodgers	Angie	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
63	Scott	Fatima	Cellular	\$ -	\$ 580.06	\$ -	\$ 97.18
64	Scott	Lauren	Cellular	\$ -	\$ 580.06	\$ -	\$ 97.18
65	Scriven	Malaika	Cellular	\$ -	\$ 737.58	\$ -	\$ 115.16
66	Shapiro	Anna	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
67	Smith	Gina	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16

68	Smith	Patrick	Cellular	\$ -	\$ 736.87	\$ -	\$ 115.16
69	Soultanian	Erica	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
70	Steffy	Glynis	Cellular	\$ -	\$ 579.50	\$ -	\$ 80.30
71	Stucker	Gilles	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
72	Surabian	Jay	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
73	Townley	Dion	Cellular	\$ -	\$ 691.83	\$ -	\$ 115.16
74	Trabue	Tracey	Cellular	\$ -	\$ 742.73	\$ -	\$ 115.16
75	Trueblood	Andrew	Cellular	\$ -	\$ 680.26	\$ -	\$ 115.16
76	Tyus	Darnetta	Cellular	\$ -	\$ 583.72	\$ -	\$ 97.18
77	Villarreal	Sandra	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
78	White	Timothy	Cellular	\$ -	\$ 638.34	\$ -	\$ 97.18
79	Whitt	Joy	Cellular	\$ -	\$ 650.03	\$ -	\$ 108.98
80	Whittaker	Marie	Cellular	\$ -	\$ 579.50	\$ -	\$ 97.18
81	Williams	Rodney	Cellular	\$ 499.99	\$ 1,030.69	\$ -	\$ 84.84
82	Wilson	Ingrid	Cellular	\$ 199.99	\$ 879.37	\$ -	\$ 115.16
83	Woods	Karima	Cellular	\$ -	\$ 916.63	\$ -	\$ 141.54
84	Yahaut	Carine	Cellular	\$ -	\$ 679.38	\$ -	\$ 115.16
86	unassigned		Cellular	\$ -	\$ -	\$ -	\$ 106.77
87	unassigned		Cellular		\$ 579.50		\$ 97.18
				\$ 1,199.97	\$ 54,630.32	\$ -	\$ 9,413.39
	<b>Other Mobile Devices:</b>						
	<b>Last Name</b>	<b>First Name</b>	<b>SERVICE TYPE</b>	<b>FY17 ONE TIME</b>	<b>FY17 TOTAL</b>	<b>FY18 ONE TIME</b>	<b>FY18 To Date</b>
88	Liggins	William	TABLET	\$ -	\$ 360.12	\$ -	\$ 90.03
89	Hampton	LaToyia	TABLET	\$ -	\$ 360.12	\$ -	\$ 90.03
90	Kenner	Brian	TABLET	\$ -	\$ 360.12	\$ 679.99	\$ 90.03
91	Quigley-Odom	Zelphia	TABLET	\$ -	\$ 360.12	\$ -	\$ 90.03
92	Liggins	William	TABLET	\$ -	\$ 360.12	\$ -	\$ 90.03
93	Cross	Jason	TABLET	\$ -	\$ 478.00	\$ -	\$ 80.00
94	Olpadwala	Sarosh	TABLET	\$ 499.99	\$ 946.19	\$ 1,149.00	\$ 75.98
95	unassigned		TABLET	\$ 1,098.99	\$ 1,557.33	\$ -	\$ -
96	Wilson	Ingrid	TABLET	\$ -		\$ 679.99	\$ -
97	Howard	David	AIRCARD	\$ -	\$ 55.18	\$ 199.99	\$ 90.03
98	Meadors	Erin	AIRCARD	\$ -	\$ 478.00	\$ -	\$ 80.00

				\$ 1,598.98	\$ 5,315.30	\$ 2,708.97	\$ 776.16

**OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT**

**QUESTION 6 Intra-District Transfers**

BUYER AGENCY	SELLER AGENCY	PROGRAM & ACTIVITY AND CODES AND NAMES IN SENDING AND RECEIVING AGENCY	FUNDING SOURCE	DESCRIPTION	AMOUNT TO THE SELLER AGENCY	AMOUNT FROM THE BUYER AGENCY	LETTER OF INTENT EXECUTION DATE	DATE OF SUBMITTED REQUEST	MOU SIGNATURE DATES	FUNDS TRANSFER DATE	TERMINATION DATE
				<b>FY17</b>							
Deputy Mayor for Planning and Economic Development	Department of Disability Rights	Agency Management (1000) Agency Oversight (1001)	Local	ASL (Sign Language) Services	\$ 4,560.00		N/A	N/A	1/6/17	4/3/17	9/30/17
Deputy Mayor for Planning and Economic Development	Department of Public Works	Deputy Mayor for Planning and Economic (2000) - Community Outreach (2020)	Local	Fleet Services	\$ 9,912.84		N/A	N/A	10/1/16	11/1/16	9/30/17
Deputy Mayor for Planning and Economic Development	Office of Contracting & Procurement	Agency Management (1000) Agency Oversight (1001)	Local	Purchase Card Advance	\$ 160,319.47		N/A	N/A	10/1/16	Various	9/30/17
Deputy Mayor for Planning and Economic Development	Office of the Chief Technology Officer	Agency Management (1000) Agency Oversight (1001)	Local	Technology support services (RTS)	\$ 8,145.78		N/A	N/A	10/1/16	Various	9/30/17
Deputy Mayor for Planning and Economic Development	Office of the Mayor	Agency Management (1000) Agency Oversight (1001)	Local	Collaboration Support Services (EOM)	\$ 6,000.00		N/A	N/A	3/17/17	4/21/17	9/30/17
Deputy Mayor for Planning and Economic Development	Office of the Secretary	Agency Management (1000) Agency Oversight (1001)	Local	Records Retention	\$ 12,956.41		N/A	N/A	7/12/17	7/24/17	9/30/17
Office of Cable Television, Film, Music	Deputy Mayor for Planning and Economic Development	Business and Workforce Development (3000) Corporate Assistance (3020)	Intra-District	Strategic Impact Advisor Services		\$ 8,931.78	N/A	N/A	9/30/17	9/30/17	9/30/17
Department of General Services	Deputy Mayor for Planning and Economic Development	Deputy Mayor for Planning and Economic (2000) - Economic Dev. Financing (2030)	Intra-District	Engine 13 Maintenance		\$ 26,479.42	N/A	N/A	9/29/17	9/30/17	9/30/17
Deputy Mayor for Greater Economic Opportunities	Deputy Mayor for Planning and Economic Development	Business and Workforce Dev. (3000) Workforce Investment Council (3035)	Intra-District	Provide contracts, procurement and grant assistance to the Workforce Investment Council (WIC)		\$ 1,186,095.00	N/A	N/A	1/27/17	2/1/17	9/30/17
					<b>\$ 201,894.50</b>	<b>\$ 1,221,506.20</b>	N/A				<b>Total</b>

BUYER AGENCY	SELLER AGENCY	PROGRAM & ACTIVITY AND CODES AND NAMES IN SENDING AND RECEIVING AGENCY	FUNDING SOURCE	DESCRIPTION	AMOUNT TO THE SELLER AGENCY	AMOUNT FROM THE BUYER AGENCY	LETTER OF INTENT EXECUTION DATE	DATE OF SUBMITTED REQUEST	MOU SIGNATURE DATES	FUNDS TRANSFER DATE	TERMINATION DATE
				<b>FY18</b>							
Deputy Mayor for Planning and Economic Development	Office of Contracting & Procurement	Agency Management (1000) Agency Oversight (1001)	Local	Purchase Card Advance	\$ 42,457.34		N/A	N/A	10/1/17	Various	9/30/18
Deputy Mayor for Planning and Economic Development	Department of Public Works	Deputy Mayor for Planning and Economic (2000) - Community Outreach (2020)	Local	Fleet Services	\$ 9,912.84		N/A	N/A	10/1/17	12/1/17	9/30/18
Deputy Mayor for Planning and Economic Development	Department of the Environment	Real Estate Development (6000) - Dev. & Disposition (6020)	SPR	Environmental services at new soccer stadium	\$ 40,000.00		N/A	N/A	1/4/18	1/30/18	9/30/18
Deputy Mayor for Planning and Economic Development	Office of the Chief Technology Officer	Agency Management (1000) Agency Oversight (1001)	Local	Office365 intergration and maintenance	\$ 24,606.96		N/A	N/A	10/1/17	11/27/17	9/30/18
Deputy Mayor for Planning and Economic Development	Office of the Chief Technology Officer	Agency Management (1000) Agency Oversight (1001)	Local	Technology support services RTS	\$ 12,000.00		N/A	N/A	10/1/17	Various	9/30/18
					<b>\$ 128,977.14</b>						<b>Total</b>



Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

<b>CARDHOLDER</b>	<b>GENERAL PURPOSE</b>	<b>AMOUNT</b>
<b>FY17</b>		
David Howard	Cable services	\$ 346.64
David Howard	Conference fees	\$ 620.00
David Howard	St. Elizabeth maintenance	\$ 2,500.00
David Howard	HR advertisement	\$ 449.00
David Howard	Travel	\$ 492.20
David Howard	Travel	\$ 16.96
David Howard	Travel	\$ 393.30
David Howard	Courier Services	\$ 474.00
David Howard	Cable services	\$ 62.24
David Howard	Cable services	\$ 176.76
David Howard	Exhibit Tablecloth cleaning	\$ 40.19
David Howard	Portapotty Rental for McMillian Groundbreaking	\$ 180.00
David Howard	Legal database	\$ 416.00
David Howard	Legal database	\$ 416.00
David Howard	Courier Services	\$ 662.00
David Howard	Cable services	\$ 62.24
David Howard	Cable services	\$ 169.88
David Howard	Website Cleaning Services-Malware St. E & Walter Reed	\$ 207.98
David Howard	Shovels for Wilson Groundbreaking	\$ 349.85
David Howard	Additional Shovels for McMillian Groundbreaking	\$ 299.85

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

David Howard	Courier Services	\$ 360.00
David Howard	Cable services	\$ 77.63
David Howard	Cable services	\$ 169.88
David Howard	HR advertisement	\$ 449.00
David Howard	HR advertisement	\$ 150.00
David Howard	Courier Services	\$ 484.00
David Howard	Window film, spray mount and blades for new reception area	\$ 55.01
David Howard	Legal database	\$ 465.30
David Howard	Legal database	\$ 124.10
David Howard	Technology accessories	\$ 123.72
David Howard	Courier Services	\$ 356.00
David Howard	Kwiktag system	\$ 1,500.00
David Howard	Legal database	\$ 465.30
David Howard	Snap Frames-WB	\$ 167.00
David Howard	Cable services	\$ 207.10
David Howard	Cable services	\$ 368.86
David Howard	Solicitation advertisement	\$ 262.08
David Howard	Cable services	\$ 6.88
David Howard	Technology accessories	\$ 70.25
David Howard	Courier Services	\$ 402.00
David Howard	Internet security	\$ 2,399.88

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

David Howard	Cable services	\$ 103.55
David Howard	Legal database	\$ 465.30
David Howard	Fed Ex services	\$ 198.42
David Howard	Technology accessories	\$586.25
David Howard	Legal database	\$ 465.30
David Howard	Safety Gloves and Vests for West End Site Visit	\$ 412.89
David Howard	Technology accessories	\$ 605.04
David Howard	Courier Services	\$ 408.00
David Howard	Travel	\$ 925.00
David Howard	THE DECATUR HOUSE	\$ 1,068.08
David Howard	THE DECATUR HOUSE	\$ 1,010.00
David Howard	Shredding services	\$ 161.20
David Howard	Cable services	\$103.55
David Howard	Cable services	\$ 375.74
David Howard	Cable services	\$ 6.88
David Howard	Software	\$ 1,091.80
David Howard	Legal database	\$ 465.30
David Howard	Banner-InnoMAYtion	\$ 808.50
David Howard	Exhibit Tablecloth cleaning	\$ 306.00
David Howard	Courier Services	\$ 432.00
David Howard	Sponsorship for the spark conference for innoMAYtion	\$ 1,000.00

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

David Howard	Cable services	\$ 103.55
David Howard	Conference fees	\$ 799.00
David Howard	Conference fees	\$ 799.00
David Howard	Smartsheet software	\$ 4,763.36
David Howard	Fed Ex services	\$ 81.49
David Howard	Cable services	\$ 184.43
David Howard	Domain renewal for WRAMC	\$ 33.98
David Howard	Lexis Nexis Bill	\$ 465.30
David Howard	Courier Services	\$ 345.00
David Howard	Signage	\$ 456.48
David Howard	Signage	\$ 719.95
David Howard	Cable services	\$ 104.24
David Howard	Cable services	\$ 185.86
David Howard	Lexis Nexis Bill	\$ 465.30
David Howard	Fed Ex services	\$ 31.78
David Howard	Legal database	\$ 416.00
David Howard	Fed Ex services	\$ 63.56
David Howard	Courier Services	\$ 288.00
David Howard	Cable services	\$ 104.24
David Howard	Technology accessories	\$ 375.69
David Howard	Cable services	\$ 185.86

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

David Howard	Word Press Essential Upgrade annual renewal	\$ 59.40
David Howard	Legal database	\$ 465.30
David Howard	Fed Ex services	\$ 10.57
David Howard	Rise-demo.com renewal	\$ 16.99
David Howard	Courier Services	\$ 168.00
David Howard	Cable services	\$ 104.24
David Howard	Cable services	\$ 185.86
David Howard	Solicitation advertisement	\$ 262.08
David Howard	Fed Ex services	\$ 3.72
David Howard	Legal database	\$ 465.30
David Howard	Technology accessories	\$ 270.98
David Howard	Technology accessories	\$ 493.98
David Howard	Fed Ex services	\$ 38.89
David Howard	Courier Services	\$ 468.00
David Howard	Cable services	\$ 104.24
David Howard	Moving services	\$ 930.00
David Howard	Office furniture-WB	\$ 4,391.70
David Howard	Fed Ex services	\$ 5.96
Stanley Jackson	Travel	\$ 470.20
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Travel	\$ 748.80
Stanley Jackson	DCRA Licensing	\$ 1,093.53
Stanley Jackson	Membership dues	\$ 1,195.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Online survey fees	\$ 300.00
Stanley Jackson	Membership fees	\$ 300.00
Stanley Jackson	Conference fees	\$ 295.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Local Travel	\$ 50.00
Stanley Jackson	Travel	\$ 345.95
Stanley Jackson	Training	\$ 995.00
Stanley Jackson	Training	\$ 430.00
Stanley Jackson	Travel	\$ 236.40

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Stanley Jackson	Travel	\$ 21.88
Stanley Jackson	Conference fees	\$ 850.00
Stanley Jackson	Travel	\$ 657.72
Stanley Jackson	Travel	\$ 892.91
Stanley Jackson	Local Travel	\$50.00
Stanley Jackson	Annual Membership dues	\$ 1,575.00
James Parks	Marketing and advertisement	\$ 1,195.00
James Parks	Technology maintenance	\$ 698.00
James Parks	EIG*IPAGE	\$ 11.99
James Parks	Technology accessories	\$ 316.50
James Parks	Signage	\$ 970.00
James Parks	Business cards	\$ 108.00
James Parks	Technology maintenance	\$ 825.00
James Parks	Website Domain	\$ 16.99
James Parks	Technology maintenance	\$ 1,945.00
Tracey Trabue	E-newsletter ad for NW1 RFP	\$ 950.00
Tracey Trabue	Travel	\$ 268.20
Tracey Trabue	Travel	\$ 446.20
Tracey Trabue	Crystal Davis, dba CSO Research Inc. Real Estate Job Posting through MIT global education and career development	\$ 30.00
Tracey Trabue	Travel	\$ 182.10

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Travel	\$ 182.98
Tracey Trabue	IEDC Membership fees -B. Kenner	\$ 175.00
Tracey Trabue	IEDC Membership fees-S. Olpadwala	\$ 175.00
Tracey Trabue	IEDC Membership fees-K. Woods.	\$ 175.00
Tracey Trabue	IEDC Membership fees-A. Trueblood.	\$ 175.00
Tracey Trabue	Registration fees-Marie Whittaker	\$ 1,395.00
Tracey Trabue	Registration fees-A. Hadjiloucas	\$ 1,395.00
Tracey Trabue	Business cards	\$ 54.00
Tracey Trabue	DMPED coffee mugs	\$ 203.50
Tracey Trabue	Travel	\$ 383.00
Tracey Trabue	Travel	\$ 476.00
Tracey Trabue	Travel	\$ 182.00
Tracey Trabue	Business cards	\$ 162.00
Tracey Trabue	Staff Retreat	\$ 2,872.00
Tracey Trabue	Birthday Burst, 50 birthday cards for DMPED Staff	\$ 124.97
Tracey Trabue	Grants training registration	\$ 649.00
Tracey Trabue	Staff Retreat	\$ 250.00
Tracey Trabue	Annual subscription fees	\$ 99.90
Tracey Trabue	Software	\$ 253.67
Tracey Trabue	Travel	\$ 633.90
Tracey Trabue	Business cards	\$ 54.00



Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Business cards	\$ 108.00
Tracey Trabue	Awards	\$ 570.00
Tracey Trabue	Travel	\$ -
Tracey Trabue	Audio Visual Rental	\$ 2,478.75
Tracey Trabue	License Fees/ room rental-DMPED open house	\$ 950.00
Tracey Trabue	Power/Electrical rentals-DMPED open house	\$ 231.00
Tracey Trabue	Travel	\$ 136.55
Tracey Trabue	Travel	\$ 211.80
Tracey Trabue	Travel	\$ 373.20
Tracey Trabue	Enterprise Ready Cloud App,-Annual Fees	\$ 199.00
Tracey Trabue	Enterprise Ready Cloud App-Annual Fees	\$ 199.00
Tracey Trabue	Digital/print annual WBJ subscriptions	\$ 189.99
Tracey Trabue	REVERSE DISPUTE CRDT JW	\$ 253.67
Tracey Trabue	REVERSE DISPUTE CRDT JW	\$ 99.90
Tracey Trabue	Transcription Services	\$ 900.00
Tracey Trabue	Transcription Services	\$ 550.00
Tracey Trabue	Training fees-P. Smith	\$ 249.00
Tracey Trabue	Business cards	\$ 216.00
Tracey Trabue	Kate Hartig, Exhibit table rentals, DMPED open house	\$ 700.00
Tracey Trabue	Printing	\$ 395.00
Tracey Trabue	Travel	\$ 202.40

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Travel	\$ 202.40
Tracey Trabue	Solicitation advertisement	\$ 218.40
Tracey Trabue	HR advertisement	\$ 99.00
Tracey Trabue	2017 ULI Trends conference registration fees for 10 staff.	\$ 1,500.00
Tracey Trabue	ULI Agency Membership and 9 associate memberships	\$ 1,460.00
Tracey Trabue	Travel	\$ 140.00
Tracey Trabue	Air Travel	\$ 1,076.41
Tracey Trabue	Air Travel	\$ 1,037.26
Tracey Trabue	Air Travel	\$ 1,076.41
Tracey Trabue	Air Travel	\$ 95.00
Tracey Trabue	Travel	\$ 940.40
Tracey Trabue	Travel	\$ 940.40
Tracey Trabue	Air Travel	\$ 80.00
Tracey Trabue	Air Travel	\$ 95.00
Tracey Trabue	Air Travel	\$ -
Tracey Trabue	Air Travel	\$ 1,037.26
Tracey Trabue	Air Travel	\$ 383.96
Tracey Trabue	Travel	\$ 544.40
Tracey Trabue	Travel	\$ 266.05
Tracey Trabue	Travel	\$ 266.05
Tracey Trabue	Travel	\$ 544.40

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Sign language interpreter during DMPED March Madness Event	\$ 550.00
Tracey Trabue	HAND EXPO Luncheon table and exhibit booth reg fees	\$ 1,700.00
Tracey Trabue	Middle East Delegation Ground Transport Services	\$ 2,430.00
Tracey Trabue	Travel	\$ 2,050.00
Tracey Trabue	Travel	\$ 2,280.00
Tracey Trabue	IEDC tech training fees-J. James	\$ 650.00
Tracey Trabue	Travel	\$ 3,420.00
Tracey Trabue	Travel	\$ -
Tracey Trabue	Travel	\$ 350.00
Tracey Trabue	Domain registration renewals for InnoMAYtion.	\$ 35.34
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 9.94
Tracey Trabue	Travel	\$ 994.39
Tracey Trabue	Air travel fees.	\$ 4.00
Tracey Trabue	Business cards	\$ 520.00
Tracey Trabue	Mailing service	\$ 245.00
Tracey Trabue	Travel	\$ 454.20
Tracey Trabue	HAND annual membership renewal fees.	\$ 500.00
Tracey Trabue	Travel	\$ 321.80
Tracey Trabue	Travel	\$ 2,300.00
Tracey Trabue	Travel	\$ 1,990.00
Tracey Trabue	Travel	\$ 1,982.98

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Travel	\$ 1,241.49
Tracey Trabue	Travel	\$ 1,241.49
Tracey Trabue	Fed Ex services	\$ 1,600.00
Tracey Trabue	Communication platform fees for Great Streets, Grant Team.	\$ 637.28
Tracey Trabue	Printing, 300 T Shirts-InnoMAYtion	\$ 2,040.00
Tracey Trabue	Express delivery fees-300 t shirts - InnoMAYtion	\$ 300.00
Tracey Trabue	DCA Agency membership and vendor display at NHBD	\$ 159.24
Tracey Trabue	Business cards	\$ 550.00
Tracey Trabue	InnoMAYtion-social media campaign content	\$ 2,500.00
Tracey Trabue	Travel	\$ 753.06
Tracey Trabue	Travel	\$ 240.98
Tracey Trabue	Travel	\$ 533.08
Tracey Trabue	Travel	\$ 114.98
Tracey Trabue	Travel	\$ 321.98
Tracey Trabue	DCBIA annual membership fees.	\$ 595.00
Tracey Trabue	Business cards	\$ 110.00
Tracey Trabue	Travel	\$ -
Tracey Trabue	Travel	\$ -
Tracey Trabue	Travel	\$ -
Tracey Trabue	InnoMAYtion-Social media campaign content	\$ 2,500.00
Tracey Trabue	Domain renewal	\$ 180.00

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Dual Lamp Projector replacement fees	\$ 1,405.00
Tracey Trabue	InnoMAYtion-Social media campaign content	\$ 2,000.00
Tracey Trabue	ADC	\$ 2,131.50
Tracey Trabue	Solicitation advertisement	\$ 360.00
Tracey Trabue	InnoMAYtion-Social media campaign content	\$ 500.00
Tracey Trabue	HR advertisement	\$ 75.00
Tracey Trabue	HR advertisement	\$ 293.30
Tracey Trabue	DMPED associate membership fees.	\$ 200.00
Tracey Trabue	Grimke School Fence Repairs	\$ 300.00
Tracey Trabue	Signature stamp	\$ 70.95
Tracey Trabue	P3 Transportation Conference Registration Fees	\$ 250.00
Tracey Trabue	Business cards	\$ 54.00
Tracey Trabue	Training	\$ 5,000.00
Tracey Trabue	Tia Gilbert, Coyan Lewis Social Solutions Conference Registration Fees.	\$ 1,350.00
Tracey Trabue	Travel	\$ 608.07
Tracey Trabue	Travel	\$ 608.07
Tracey Trabue	Travel	\$ 403.10
Tracey Trabue	Travel	\$ 403.10
Tracey Trabue	ADC conference registration -R. Clarke	\$ 695.00
Tracey Trabue	ADC conference registration fees-J. Castor	\$ 495.00
Tracey Trabue	Travel	\$ 306.40

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Travel	\$ 103.20
Tracey Trabue	Travel	\$ 248.20
Tracey Trabue	ICMA Conference Registration Fee-T. White	\$ 390.00
Tracey Trabue	ICMA Associate Membership Fee-T. White	\$ 100.00
Tracey Trabue	ULI Conference Fees-L. Goldstein	\$ 595.00
Tracey Trabue	Travel	\$ 233.96
Tracey Trabue	Travel	\$ 181.65
Tracey Trabue	Conference registration-M. Whittaker	\$ 25.00
Tracey Trabue	Conference registration-M. Whittaker	\$ 25.00
Tracey Trabue	Annual renewal calendar scheduling app	\$ 96.00
Tracey Trabue	Walter Reed Listserve monthly fee	\$ 30.00
Tracey Trabue	Business cards	\$ 108.00
Tracey Trabue	Business cards	\$ 108.00
Tracey Trabue	Travel	\$ 465.10
Tracey Trabue	Travel	\$ 401.81
Tracey Trabue	Transcription Services	\$ 700.00
Tracey Trabue	Transcription Services	\$ 900.00
Tracey Trabue	Travel	\$ 540.49
Tracey Trabue	Travel	\$ 540.49
Tracey Trabue	Business cards	\$ 324.00
Tracey Trabue	Business cards	\$ 162.00

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Travel	\$ 376.40
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 10.12
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 5.06
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 5.06
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 5.06
Tracey Trabue	Travel	\$ 1,012.07
Tracey Trabue	Travel	\$ 506.04
Tracey Trabue	Travel	\$ 506.04
Tracey Trabue	Travel	\$ 506.04
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 0.34
Tracey Trabue	Travel	\$ 33.70
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 12.07
Tracey Trabue	Gizachew Andargeh, Ground Transport in Toronto, Canada	\$ 1,207.37
Tracey Trabue	INTERNATIONAL TRANSACTION	\$ 12.69
Tracey Trabue	Gizachew Andargeh, Ground Transport in Toronto, Canada	\$ 1,268.72
(Credits)	Card disputes/credits	\$ (5,112.44)
<b>TOTAL</b>		<b>\$ 160,319.47</b>
<b>FY18</b>		
David Howard	Legal database	\$ 465.30
David Howard	COMCAST	\$ 185.86
David Howard	Cable Services	\$ 438.00
David Howard	Fed Ex services	\$ 7.50

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

David Howard	Cable Services	\$ 104.24
David Howard	Cable Services	\$ 173.73
David Howard	Fed Ex services	\$ 15.70
David Howard	Legal database	\$ 465.30
David Howard	Fed Ex services	\$ 6.20
David Howard	Shipping-Return of copiers	\$ 4,345.00
David Howard	Courier Services	\$ 260.00
David Howard	Cable Services	\$ 104.24
David Howard	Technology Accessories	\$ 155.40
David Howard	Fed Ex services	\$ 51.29
David Howard	Cable Services	\$ 167.79
David Howard	Website fees	\$ 207.98
David Howard	Legal database	\$ 263.69
David Howard	Technology Accessories	\$ 716.24
David Howard	Technology Accessories	\$ 204.60
David Howard	Courier Services	\$ 234.00
David Howard	Cable Services	\$ 104.24
David Howard	DM cards and envelopes	\$ 660.00
David Howard	Cable Services	\$ 167.79
David Howard	Dragon software	\$ 150.00
David Howard	Fed Ex services	\$ 5.45



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 Question 9 Purchase Card Purchases

David Howard	Domain renewal	\$ 16.99
David Howard	Domain renewal	\$ 16.99
David Howard	Domain renewal	\$ 16.99
David Howard	Touch screens-Dell	\$ 519.98
David Howard	Legal database	\$ 465.30
David Howard	HP 773 Matte Blk and Cyan Printhead for HPZ6600 plotter	\$ 260.00
David Howard	Open house supplies	\$ 27.87
David Howard	Open house supplies	\$ 29.99
Stanley Jackson	Training	\$ 1,785.00
Stanley Jackson	Local	\$ 50.00
Stanley Jackson	Title Services-RE	\$ 2,300.00
James Parks	Electrical Maintenance	\$ 371.00
James Parks	Elevator and Fire Alarm Monitoring	\$ 840.00
James Parks	Website Domain	\$ 11.99
Tracey Trabue	Travel	\$ 4.03
Tracey Trabue	Travel	\$ 403.08
Tracey Trabue	Training	\$ 1,895.00
Tracey Trabue	Travel	\$ 9.89
Tracey Trabue	Travel	\$ 989.16
Tracey Trabue	Travel	\$ 685.05
Tracey Trabue	Travel	\$ 685.05

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 Question 9 Purchase Card Purchases

Tracey Trabue	Walter Reed Listserve Monthly Fee	\$ 30.00
Tracey Trabue	Travel	\$ 376.40
Tracey Trabue	Training	\$ 4,750.00
Tracey Trabue	Travel	\$ -
Tracey Trabue	Travel	\$ -
Tracey Trabue	Custom Printing, T Shirts for Amazon Obviously DC Campaign	\$ 631.40
Tracey Trabue	Travel	\$ 16.80
Tracey Trabue	Travel	\$ 429.20
Tracey Trabue	Travel	\$ 603.98
Tracey Trabue	Advertising, Post Job Project Manager 13	\$ 150.00
Tracey Trabue	Advertising, Post Job Project Manager 12	\$ 150.00
Tracey Trabue	Paper Supplies for DMPED Wilson Staff.	\$ 471.41
Tracey Trabue	Business Cards	\$ 54.00
Tracey Trabue	Business Cards	\$ 108.00
Tracey Trabue	New Communities Annual Membership Dues Renewal	\$ 600.00
Tracey Trabue	Appraisal Services-RE	\$ 1,500.00
Tracey Trabue	Custom Printing,T Shirts for Amazon Obviously DC Campaign	\$ 1,852.66
Tracey Trabue	HR Advertisement	\$ 714.00
Tracey Trabue	Walter Reed Listserve Monthly Fee	\$ 30.00
Tracey Trabue	Front Desk service fee for relocation of panic button, Suite 317.	\$ 250.00
Tracey Trabue	Title Services-RE	\$ 675.00

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Training	\$ 1,099.00
Tracey Trabue	Appraisal Services-RE	\$ 1,500.00
Tracey Trabue	Business Cards	\$ 162.00
Tracey Trabue	Travel	\$ 49.21
Tracey Trabue	Travel	\$ 65.11
Tracey Trabue	Travel	\$ 1,654.06
Tracey Trabue	Gizachew Andargeh, Visa preparation for India Trade Mission.	\$ 76.87
Tracey Trabue	Sharon Carney, Visa preparation for India Trade Mission.	\$ 76.87
Tracey Trabue	Lee Goldstein, Registration Fees, City Age New American City Event in Washington DC.	\$ 295.00
Tracey Trabue	Travel	\$ 582.00
Tracey Trabue	Sharon Carney, Training Registration Fees, Advancing Racial Equity in Washington, DC.	\$ 102.35
Tracey Trabue	Gizachew Andargeh, Lodging in Mumbai, India during India Trade Mission.	\$ 511.87
Tracey Trabue	Printing back packs for DMPED year end retreat at RISE.	\$ 1,369.00
Tracey Trabue	Gizachew Andargeh, Lodging in Hyderabad India during India Trade Mission.	\$ 156.58
Tracey Trabue	Travel	\$ 4.76
Tracey Trabue	Travel	\$ 476.41
Tracey Trabue	Agency Retreat	\$ 338.00
Tracey Trabue	Agency Retreat	\$ 3,295.68
Tracey Trabue	Walter Reed Listserve Monthly Fee	\$ 30.00
Tracey Trabue	Business Cards	\$ 162.00

Office of the Deputy Mayor for Planning and Economic Development  
 Question 9 Purchase Card Purchases

Tracey Trabue	Awards	\$ 790.00
Tracey Trabue	Econ Intel Team, annual renewal, subscription to Illustrator services.	\$ 99.90
Tracey Trabue	Software	\$ 253.67
Tracey Trabue	IPAD wall mount for DMPED Front Office.	\$ 56.64
Tracey Trabue	Walter Reed Listserve Monthly Fee	\$ 30.00
Tracey Trabue	Travel	\$ 137.00
Tracey Trabue	Karima Woods, 2018 Membership Renewal, International Economic Development Council	\$ 185.00
Tracey Trabue	Sheila Cuthrell, Registration fees, 4th Annual Carey Career Fair at John Hopkins Carey Business School.	\$ 50.00
Tracey Trabue	Angie Rodgers, 2018 Membership Fees, Women of Color in Community Development (WCCD).	\$ 100.00
Tracey Trabue	Malaika Abernathy, 2018 Membership Fees, Women of Color in Community Development (WCCD).	\$ 100.00
Tracey Trabue	Nakia Newtown, Washington Business Journal, 2018 Renewal Subscription	\$ 190.00
Tracey Trabue	Kate Hartig, Audio visual equipment services, DMPED Cluster Open House.	\$ 2,433.75
(CREDITS)		\$ (33.59)
<b>TOTAL</b>		<b>\$ 50,834.89</b>

Capital Project	Lifetime Capital Budget - Allotted and/or Approved	Lifetime Expenditures	Allotment Balance	Project Update	Operating Impact?
McMillan Site Redevelopment	\$57,192,364.00	\$12,474,140.20	\$208,404.95	Active litigation related to matters before the Zoning Commission and the Mayor's Agent for Historic Preservation. Historic Preservation of assets in the service courts is ongoing.	N/A
Skyland Shopping Center	\$18,993,279.00	\$12,725,317.00	\$3,758,206.00	Vertical construction has started on Skyland. The Notice to Proceed (NTP) was issued January 2nd, 2018, to the General Contractor to begin construction on Block Two, and the excavation for sheeting and shoring is proceeding. In February 2017, the Developer closed on \$58.5 million in foreign investment. Off-site and on-site utility work is ongoing.	N/A
Saint Elizabeths East Campus Infrastructure	\$236,150,000.00	\$80,712,525.26	\$23,611,320.01	Council approved the surplus and disposition in March 2016. The District and the Developer have signed the LDA. The closing is scheduled for Q1 2018. Construction is intended to begin summer 2018. Phase 1 Construction will work concurrently with Stage 1 Infrastructure improvements.	This project has both operating and capital funding. The operating budget is independent from the capital funds, and is mostly used to fund staff and administrative costs.
Walter Reed Redevelopment	\$41,148,335.00	\$25,000,346.11	\$2,073,983.54	In FY18, the Local Redevelopment Authority will implement the Base Reuse and Small Area Plan with a strategy that complies with all Base Realignment and Closure (BRAC) laws and regulations. This will be accomplished through: (1) completion of a series of public community meetings, and (2) regular communication with partners such as US Army BRAC Staff, U.S. Department of Defense, the U.S. Department of State, the selected Public Health Users, and the development team, TPWR. Additionally, the following tasks will be accomplished in FY18: <ul style="list-style-type: none"> <li>• Activation of the site through periodic temporary uses</li> <li>• Groundbreaking and Ribbon cutting events to commemorate the start of initial uses;</li> <li>• Closing on the remaining Army owned portions of the site.</li> </ul>	This project has both operating and capital funding. The operating budget is independent from the capital funds, and is mostly used to fund staff and administrative costs.

Office of the Deputy Mayor for Planning and Economic Development  
 Question 13 Capital Projects

Master Project- New Communities	\$160,955,569.18	\$52,705,255.38	\$2,073,983.54	NCI continues to see progress, with relocation continuing at Barry Farm, demolition to start 2nd quarter, and infrastructure to start 4th quarter. At Park Morton the demolition/disposition application will be submitted to HUD. For Lincoln Heights/Richardson Dwellings, construction in 1 offsite will complete in the 3rd quarter; rezoning was approved on 2 offsite parcels, and expected on the 3rd in the 3rd quarter. For NW1 a master developer was selected and planning set to start 2nd quarter.	NCI has operating, human capital funding, and capital funding. The operating budget is independent from the capital funds, and is mostly used to fund staff and administrative costs.
Fort Lincoln New Town Development	\$154,571.32	-	\$154,571.32	In FY18, the Fort Lincoln New Town Development team will be finalizing the infrastructure, completing the last phase of the town home construction, and continue the multifamily component of the development. Delivery of the remaining town homes is set for Q4 of FY18 fiscal year and multifamily is set for a Q2 delivery in FY19 fiscal year. Finally, the stormwater pond #3 is set to be deemed completed in FY18.	N/A
DC Water New Facility	\$39,800,000.00	\$14,105,269.07	\$6,215.93	A revised Relocation Funding Agreement (RFA) was approved by Council in December, 2017 and fully executed in early January. The RFA provides for: 1) construction of two major replacement facilities and 2) relocation of DC Water operations from four development parcels at The Yards. Following relocation, the development parcels will be conveyed to Forest City for redevelopment. The first of the parcels, known as the F-1 Parcel, is planned for a multi-plex theater and is projected to close in the second quarter of 2018. In addition, an Omnibus Agreement has been finalized between the parties (District, Forest City, and DC Water) to document the rights and responsibilities of all parties in managing the transfer of development parcels to Forest City for new economic development and expansion of The Yards project. Execution of the Omnibus is anticipated shortly.	N/A
Hill East	\$24,132,393.73	\$246,266.15	\$9,886,128.00	The Developer is going through zoning approval and finalizing the building design. Lot subdivisions, street closure, and right of way has been approved by the office of Surveyor. The Developer and DDOT are finalizing the infrastructure work design. The groundbreaking will be in Q2 2018.	N/A
Poplar Point	\$1,000,000.00	\$212,124.85	\$700,001.15	DOEE is leading the Remediation Investigation and Feasibility Study under CERCLA. DMPED to re-initiate the Small Area Plan (SAP), Environmental Impact Statement (EIS), and Section 106 processes.	N/A

Office of the Deputy Mayor for Planning and Economic Development  
 Question 13 Capital Projects

Construction-Redevelopment	\$4,100,000.00	-	\$4,100,000.00	This capital project is intended to fund stabilization efforts for historic building assets, including: Franklin School, Stevens School, Grimke School, Crummell School, Boys and Girls Club, 1125 Spring Rd (Hebrew Home).	N/A
Strand Theater	\$94,408.68	-	\$94,408.68	Council approved the DFA in December 2016. The development team has submitted its PUD application and the Zoning Commission approved it for set down on June 26, 2017. First predevelopment funds distributed September 2017.	N/A

FY 2016 Projected Lapsed Grants Report														
						A	D	E	F = C - E	G = D - E	K = B + J	L	M = A - K - L	
Grant Name	Grant Type F = Federal P = Private	CFDA # (Federal)	Grant Number	Grant Begin Date	Grants with end dates between 10/1/2015 and 09/30/16	Total Grant Award Amount	Revised FY 16 Budget	Cash/Accr/ID Expend's	Unexpended Grant Award	Unexpended Budget Authority FY2016	Total Cumulative Obligations	Forecasted Obligations	Grant Lapse (Grant Award less Total Oblig's)	Comments
Walter Reed AMC	F	12.607	CL0682-15-4	12/1/2014	N/A	\$634,320.00	\$100,975.58	\$58,727.23	101,495.00	42,248.35	532,825.00	0.00	101,495.00	Grant ended on 11/30/2015. The request to carry over budget was denied as it arrived at OBP when the grant had expired. Subsequently, PS expenditures were reclass to local funds.
									0.00	0.00	0.00		0.00	
									0.00	0.00	0.00		0.00	
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									0.00	0.00	0.00		0.00	
									0.00	0.00	0.00		0.00	
<b>TOTAL</b>						<b>\$634,320.00</b>	<b>\$100,975.58</b>	<b>\$58,727.23</b>	<b>\$101,495.00</b>	<b>\$42,248.35</b>	<b>\$532,825.00</b>	<b>\$0.00</b>	<b>\$101,495.00</b>	



Agency Name: Deputy Mayor for Planning and Economic Development

Agency Code: EB0

**FY 2017 Projected Lapsed Grants Report**

FY 2017 Projected Lapsed Grants Report														
						A	D	E	F = C - E	G = D - E	K = B + J	L	M = A - K - L	
Grant Name	Grant Type F = Federal P = Private	CFDA # (Federal)	Grant Number	Grant Begin Date	Grants with end dates between 10/1/2016 and 09/30/17	Total Grant Award Amount	Revised FY 17 Budget	Cash/Accr/ID Expend's	Unexpended Grant Award	Unexpended Budget Authority	Total Cumulative Obligations	Forecasted Obligations	Grant Lapse (Grant Award less Total Oblig's)	Comments
Market Pier Docs at the Wharf	F	15.622	00BOAT	10/1/2014	9/30/2017	\$1,423,110.00	\$1,423,110.00	\$0.00	1,423,110.00	1,423,110.00	1,423,110.00		0.00	
Yards Marina Development	F	15.622	MARINA	5/1/2015	12/31/2017	\$1,167,586.00	\$1,167,586.00	\$0.00	1,167,586.00	1,167,586.00	1,167,586.00	0.00	0.00	
Washington Channel MF	F	15.622	00WCMF	4/1/2015	3/31/2018	\$100,000.00	\$100,000.00	\$0.00	100,000.00	100,000.00	100,000.00		0.00	
Walter Reed AMC	F	12.607	CL0682	12/1/2015	11/30/2016	\$576,090.00	\$168,853.27	\$119,648.21	45,525.91	49,205.06	530,564.09		45,525.91	Underspending in salaries due to vacancy and contractual services
Walter Reed AMC	F	12.607	CL0682	12/1/2016	11/30/2017	\$722,202.00	\$722,202.00	\$397,223.35	324,978.65	324,978.65	397,223.35	324,978.65	0.00	
									0.00	0.00	0.00		0.00	
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									0.00	0.00	0.00		0.00	
<b>TOTAL</b>						<b>\$3,988,988.00</b>	<b>\$3,581,751.27</b>	<b>\$516,871.56</b>	<b>\$3,061,200.56</b>	<b>\$3,064,879.71</b>	<b>\$3,618,483.44</b>	<b>\$324,978.65</b>	<b>\$45,525.91</b>	

Office of the Deputy Mayor for Planning and Economic Development  
 Question 19 Contracts, Procurements, and Leases

OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT																	
QUESTION 19	CONTRACTOR NAME	CONTRACT NUMBER	CONTRACT TYPE	DESCRIPTION OF SERVICES	CONTRACT OUTPUTS/DELIVERABLES	STATUS OF DELIVERABLES	CONTRACT AWARD OR PROCUREMENT AMOUNT	BUDGETED	ACTUAL SPEND	CONTRACT TERM	COMPETITIVE (C/NC/SS)	SUBCONTRACTOR STATUS	CBE STATUS (Yes/No)	DMPED DIVISION USE	CONTRACT ADMINISTRATOR	CONTRACT EVALUATION	FUNDING SOURCE
FY17 - OCTOBER 1, 2016 - SEPTEMBER 30, 2017																	
	400- E STREET SW LLC	PO569919	Firm fixed	Maintenance lease payment for West End Engine 13	Maintenance	Delivered	\$ 26,479.42	\$ 26,479.42	\$ 26,479.42	10-1-16-9-30-17	NC	N/A	No	Real Estate	Ann Shapiro	Satisfactory	Local
	Alvarez & Marsal Real Estate A	DCEB-2016-C-0009	Firm fixed	Technology inclusion services	Completed TI study	Delivered	\$ 39,989.00	\$ 10,000.00	\$ 9,894.00	03-22-16-03-21-17	SS	N/A	Yes	Business Development	Karima Woods	Satisfactory	Local
	AMT, LLC	DCEB-2013-C-0007	Firm fixed	Surveying and mapping for WRAMC project	Survey/mapping report	Delivered	\$ 16,800.00	\$ 5,000.00	\$ 3,360.00	8-7-16-12-31-16	C	N/A	Yes	Real Estate	Randall Clarke	Satisfactory	Capital
	AMT, LLC	PO566714	Firm fixed	Surveying and mapping for WRAMC project	Survey/mapping report	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	07-31-17-09-30-17	NC	N/A	Yes	Real Estate	Randall Clarke	Satisfactory	Federal
	AMT, LLC	PO564078-V2	Firm fixed	Surveying and mapping for WRAMC project	Survey/mapping report	Delivered	\$ 27,750.00	\$ 27,750.00	\$ 24,056.83	7-21-17-9-30-17	C	N/A	Yes	Real Estate	Randall Clarke	Satisfactory	Special purpose
	ANSWER TITLE AND ESCROW L	DLA-Strand Theatre	Firm fixed	Development loan agreement-Strand	Development loan draw	Delivered	\$ 24,223,936.00	\$ 3,454,886.00	\$ 3,454,886.00	8-22-17-8-21-20	Exempt	N/A	No	Real Estate	Gina Smith	Satisfactory	Federal
	BALLARD SPAHR LLP	DCEB-2012-D-0011-A05	IDIQ	Bond Counsel services	Bond counsel services	Delivered	\$ 428,000.00	\$ 40,000.00	\$ 40,000.00	3-11-17-3-10-18	C	N/A	No	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
	BELLO, BELLO & ASSOCIATES	PO568942	Firm fixed	Technical St. Elizabeth document review	Technical report	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	09-12-17-09-30-17	NC	N/A	Yes	Real Estate	Ed Fisher	Satisfactory	Local
	BELLO, BELLO & ASSOCIATES	PO568943	Firm fixed	Verification of demolition and report	Verification report	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	9-12-17-9-30-17	NC	N/A	Yes	Real Estate	Ed Fisher	Satisfactory	Local
	BLACKBAUD	DCEB-2016-C-2011	Sole Source	Giftonline Grants software	Grants software	Delivered	\$ 17,120.00	\$ 4,280.00	\$ 2,254.61	07-1-17-06-30-18	NC	N/A	No	Contracts, Procurement, and Grants	LaToyia Hampton	Satisfactory	Local
	BLACKBOARD INC	PO567410	Firm fixed	Tax rebate	District provided tax rebate	Delivered	\$ 586,536.11	\$ 293,268.05	\$ 293,268.05	7-31-17-9-30-17	Exempt	N/A	No	Economic Intelligence	Marie Whittaker	Satisfactory	Local
	BOWMAN CONSULTING GROUP DC PC	DCEB-2016-C-2007	Firm fixed	Civil Eng. And Planning-WRAMC	Civil engineering reports	Delivered	\$ 56,500.00	\$ 36,170.00	\$ 17,500.00	10-1-16-9-30-17	SS	N/A	Yes	Real Estate	Randall Clarke	Satisfactory	Federal
	BUREAU van DIJK ELECTRONIC PUB BUSINESS STRATEGY CONSULTANTS	PO566803	Firm fixed	Subscription	Subscription -onlune database access	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	08-01-17-07-31-18	NC	N/A	No	Business Development	Giz Andargh	Satisfactory	Local
	CONSULTANTS	DCEB-2013-F-0001	Labor Hour	Sr. Acquisitions services	Acquisition services	Delivered	\$ 122,882.00	\$ 122,882.00	\$ 122,882.00	05-30-16-05-29-17	C	N/A	No	Contracts, Procurement and Grants	Jacque McDonald	Satisfactory	Local
	CANON FINANCIAL SERVICES CAPITAL AREA ASSET BUILD CORP	DCEB-2012-T-0012	Firm fixed	Copier lease agreement	Agency copiers	Delivered	\$ 24,381.00	\$ 24,381.00	\$ 20,625.75	06-13-16-06-12-17	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
	CAPITAL SERVICES AND SUPPLIES	DCEB-2013-C-0004	Firm fixed	EITC services	EITC services to DC residents	Delivered	\$ 248,000.00	\$ 248,000.00	\$ 248,000.00	10-1-16-9-30-17	C	N/A	No	Business Development	Syngongile Cook	Satisfactory	Local
		DCSS C1038	IDIQ	Office supplies	Office supplies	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 9,990.22	10-28-16-09-30-17	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
	CASE WESTERN RESERVE UNIV.	DCEB-2016-C-0002	Requirements w/Cost Reimbursement	Building Communication Relations-NCI	Meetings, support services to NCI communities	Delivered	\$ 500,000.00	\$ 350,000.00	\$ 349,717.25	2-6-17-2-5-18	C	Yes	No	Real Estate	Angie Rodgers	Satisfactory	Special purpose
	CH2M HILL, D.C., P.C.	DCEB-2016-F-0002	Fixed Price	St. Elizabeth's East Campus Parking Master Plan Study, Owner's Rep services	Study	Delivered	\$ 299,429.74	\$ 216,246.74	\$ 112,471.73	5-16-16-5-15-17	C	Yes	No	Real Estate	Randall Clarke	Satisfactory	Local and Special purpose
	CHANEY & ASSOCIATES, INC.	PO554957	Firm fixed	Appraisal-Parcel 69-555 E St SW	Appraisal report	Delivered	\$ 6,775.00	\$ 6,775.00	\$ 6,775.00	3-21-17-9-30-17	C	N/A	No	Real Estate	Joe Lapan	Satisfactory	Local
	CHW SOLUTIONS, INC.	DCEB-2012-D-0006	Requirements	Davis-Bacon Monitoring Services	DB reports	Delivered	\$ 357,823.00	\$ 298,185.83	\$ 297,946.10	8-1-16-9-30-17	C	N/A	Yes	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
	CLEARLY INNOVATIVE INC.	DCEB-2017-C-2003	Firm fixed	Incubator services for underserved businesses	Incubator services	Delivered	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	04-13-17-04-16-18	C	N/A	No	Business Development	Karima Woods	Satisfactory	Local
	COLUMBIA WOODWORKING	PO567667	Firm fixed	Supply and Install furniture-WB	Furniture	Undelivered	\$ 4,820.00	\$ 4,820.00	\$ -	8-16-17-9-30-17	NC	N/A	Yes	Operations	David Howard	No Eval completed	Local
	CRAVE LLC dba MESS HALL	PO563210-V2	Firm fixed	InnoMAYtion space rental	Space rental for InnoMAYtion	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	05-24-17-05-31-17	NC	N/A	No	Business Development	Karima Woods	Satisfactory	Local
	CSG ADVISORS INC	CFOPD-14-A-018	Task order	Development Financial Advisory services	Financial reports	Delivered	\$ 100,000.00	\$ 100,000.00	\$ 99,914.98	10-1-16-09-30-17	C	N/A	No	Real Estate	Angie Rodgers	Satisfactory	Local
	CSZNET INC	PO564896-V2	Firm fixed	ETO Software modifications	Software modifications	Delivered	\$ 32,020.00	\$ 32,020.00	\$ 26,465.55	08-23-17-09-30-17	C	N/A	Yes	Real Estate	Coyan Lewis	Satisfactory	Local
	D.C WATER AND SEWER AUTHORITY	PO569861	Firm fixed	Howard Theatre impervious surface charges	Gravel surface	Delivered	\$ 3,108.92	\$ 3,108.92	\$ 3,108.92	09-26-17-09-30-17	NC	N/A	No	Real Estate	Patrick Smith	Satisfactory	Local
	DB GRANT ASSOCIATES INC.	DCEB-2017-C-0004	Cost Reimbursement, Fixed Fee	One-Stop Career Centers Operator	Service to District residents	Delivered	\$ 591,307.30	\$ 3,500.00	\$ 3,332.49	9-18-17-9-18-18	C	N/A	No	WIC	Diane Pabich	Satisfactory	Intra-District
	DC CHAMBER OF COMMERCE	DCEB-2015-C-2005	IDIQ	Economic Intelligence services	Reports and services	Delivered	\$ 393,000.00	\$ 393,000.00	\$ 373,571.51	9-14-16-9-13-17	SS	N/A	No	Business Development	Karima Woods	Satisfactory	Local
	Dell Marketing L.P.	PO568785	Purchase order	Technology accessories	Port replicators	Not Delievered	\$ 1,715.88	\$ 1,715.88	\$ -	9-8-17-9-30-17	C	N/A	No	Agency-wide	David Howard	No Eval completed	Local
	Dell Marketing L.P.	PO566902	Firm fixed	Dell Computers	Dell Computers	Delivered	\$ 15,468.00	\$ 15,468.00	\$ 15,468.00	8-2-17-9-30-17	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
	DEVELOPMENT INSTITUTE LLC DIGI DOCS INC DOCUMENT MGERS	PO556289	Firm fixed	Grant reviewer services	Review of grants	Delivered	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00	12-13-16-09-30-17	C	N/A	Yes	Contracts, Procurement and Grants	Syngongile Cook	Satisfactory	Local
	DIGI DOCS INC DOCUMENT MGERS	DCSS C1889-V9	Labor Hour	Temporary personnel services	Temporary personnel	Delivered	\$ 5,408.00	\$ 5,408.00	\$ 4,504.50	8-16-17-9-30-17	C	N/A	Yes	Agency-wide	Sheila Cuthrell	Satisfactory	Local
	DIGI DOCS INC DOCUMENT MGERS	DCSS C1889-V9	Labor Hour	Temporary personnel services	Temporary personnel	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 3,445.00	08-24-17-09-30-17	C	N/A	Yes	Agency-wide	Sheila Cuthrell	Satisfactory	Local
	ECHELON ECONOMIC DEVELOPM	DCEB-2016-C-2010	Labor Hour w/Fixed Price	Corporate Attraction and Retention Services	Services and reports	Delivered	\$ 209,202.00	\$ 201,411.00	\$ 200,280.00	3-23-17-3-22-18	SS	N/A	Yes	Business Development	Karima Woods	Satisfactory	Local
	FUSE CORPS	DCEB-2017-C-2004	Firm fixed	Fellows	Fellows	Delivered	\$ 200,000.00	\$ 200,000.00	\$ -	08-09-17-08-08-18	SS	N/A	No	Agency-wide	Tim White	Satisfactory	Local
	GELBERG SIGNS	PO555970	Firm fixed	Signage-McMillan Sand Filtration project	Banners/Signage	Delivered	\$ 9,576.43	\$ 9,576.43	\$ 9,576.43	12-7-16-12-16-16	NC	N/A	Yes	Real Estate	Gilles Stucker	Satisfactory	Capital
	GEOCONCEPTS ENGINEERING, INC.	DCKA-2013-T-0082-T0001	Task order	Geotechnical engineering services-WRAMC	Geotechnical report	Delivered	\$ 130,150.00	\$ 5,800.00	\$ 5,749.15	1-6-16-1-5-17	C	N/A	No	Real Estate	Randall Clarke	Satisfactory	Local
	GHOST NOTE MEDIA LLC	PO555301	Firm fixed	Online Calculator	Online Calculator	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	11-29-17-9-30-17	NC	N/A	Yes	Chief of Staff	Andrew Trueblood	Satisfactory	Local
	GHOST NOTE MEDIA LLC	PO558639	IDIQ	Social media services	Social media services	Delivered	\$ 41,700.00	\$ 41,700.00	\$ 30,885.00	10-1-16-09-30-17	C	N/A	Yes	Communications	Joquin McPeck	Satisfactory	Local
	GREATER WASH. BOARD OF TRADE	PO559606	Firm fixed	Membership fees	Membership	Delivered	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	10-1-17-09-30-17	MC	N/A	No	Business Development	Karima Woods	Satisfactory	Local
	GREATER WASHINGTON HISPANIC	PO561192	Firm fixed	Membership fees	Membership	Delivered	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	04-5-17-09-30-17	NC	N/A	No	Business Development	Karima Woods	Satisfactory	Local
	INTEGRA REALTY RESOURCES	PO565002-V2	Firm fixed	Appraisal and Title search-MLK/Gateway	Appraisal and Title report	Delivered	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	7-31-17-9-30-17	C	N/A	No	Real Estate	Aimee McHale	Satisfactory	Local
	INTEGRA REALTY RESOURCES	PO559561	Firm fixed	Appraisal-Franklin School	Appraisal report	Delivered	\$ 14,500.00	\$ 14,500.00	\$ 14,500.00	2-28-17-9-30-17	C	N/A	No	Real Estate	Gilles Stucker	Satisfactory	Local

INTEGRA REALTY RESOURCES	PO569289	Firm fixed	Updated appraisals-Crummel School	Updated appraisal report	Delivered	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	9-19-17-9-30-17	C	N/A	No	Real Estate	Dion Townley	Satisfactory	Local
JEROME S PAIGE & ASSOCIATES	PO556044	Firm fixed	DiSC Platform software	DiSC software	Delivered	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00	12-8-16-9-30-17	NC	N/A	Yes	Agency-wide	Sheila Cuthrell	Satisfactory	Local
JEROME S PAIGE & ASSOCIATES	PO556045	Firm fixed	Agency retreat	Agency staff training	Delivered	\$ 9,050.00	\$ 9,050.00	\$ 9,050.00	12-8-16-12-22-16	NC	N/A	Yes	Agency-wide	Sheila Cuthrell	Satisfactory	Local
KUTAK ROCK LLP	DCEB-2015-C-2001	Labor Hour	WRAMC LegalServices	Legal services	Delivered	\$ 185,000.00	\$ 148,541.66	\$ 93,183.11	12-16-16-12-15-17	SS	N/A	No	Real Estate	Randall Clarke	Satisfactory	Federal
KUTAK ROCK LLP	DCEB-2015-C-2001	Labor Hour	WRAMC LegalServices	Legal services	Delivered	\$ 51,815.00	\$ 51,815.00	\$ 51,815.00	12-16-15-12-15-16	SS	N/A	No	Real Estate	Randall Clarke	Satisfactory	Federal
LIPMAN FRIZZELL & MITCHELL LLC	PO567222	Firm fixed	Appraisal Parcel 42	Appraisal report	Delivered	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	8-8-17-09-30-17	C	N/A	No	Real Estate	Rod Williams	Satisfactory	Local
LIPMAN FRIZZELL & MITCHELL LLC	PO561193	Firm fixed	Updated appraisal-1220 W. St NE	Appraisal report	Delivered	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	4-5-17-09-30-17	NC	N/A	No	Real Estate	Mark Corneal	Satisfactory	Local
LIPMAN FRIZZELL & MITCHELL LLC	PO563167	Firm fixed	Appraisal services-Square 0442 Parcel 42	Appraisal report	Delivered	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	5-27-17-9-30-17	C	N/A	No	Real Estate	Rod Williams	Satisfactory	Local
LIPMAN FRIZZELL & MITCHELL LLC	PO560386	Firm fixed	Appraisal update-Grimke School	Appraisal report	Delivered	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	3-20-17-9-30-17	C	N/A	No	Real Estate	Patrick Smith	Satisfactory	Local
MARS ON GRAVITY PRODUCTIONS LL	PO569055	Firm fixed	Amazon HQ2 production announcement	Amazon HQ2 video	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	9-14-17-9-30-17	NC	N/A	Yes	Business Development	Karima Woods	Satisfactory	Local
MARS ON GRAVITY PRODUCTIONS LL	DCEB-2017-D-0005	Firm fixed	Marketing/Outreach for Amazon HQ2	WhyDe website, marketing and outreach services	Delivered	\$ 137,100.00	\$ 30,000.00	\$ 30,000.00	9-21-17-9-20-18	C	N/A	Yes	Communications	Chanda Washington	Satisfactory	Local
MB STAFFING SERVICES LLC	DCSS C12313	Labor Hour	Grants personnel services	Temporary personnel	Delivered	\$ 176,225.89	\$ 176,225.89	\$ 162,168.67	10-1-16-09-30-17	C	N/A	Yes	Contracts, Procurement and Grants	Jacque McDonald	Satisfactory	Local
MCKISSACK AND MCKISSACK OF WASH	DCEB-2015-C-0003	Labor Hour	McMillan Sand Filtration Site Owner Representative Services	Owner representation and reports	Delivered	\$ 627,023.43	\$ 627,023.43	\$ 549,548.68	11-1-15-10-31-17	C	N/A	Yes	Real Estate	Gilles Stucker	Satisfactory	Capital
MDM OFFICE SYSTEMS DBA METROPOLITAN OFFICE PRODUCTS	DCSS C1059	IDIQ	Office supplies	Office supplies	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 9,291.24	10-28-16-09-30-17	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
MDM OFFICE SYSTEMS DBA METROPOLITAN OFFICE PRODUCTS	DCSS C12795	IDIQ	Office supplies	Office supplies	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 9,830.48	11-1-16-09-30-17	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
MINDFINDERS INC	DCSS C12293-V4	Labor Hour	Temporary personnel services	Temporary personnel	Delivered	\$ 44,121.60	\$ 44,121.60	\$ 39,620.52	10-1-16-09-30-17	C	N/A	Yes	Contracts, Procurement and Grants	Jacque McDonald	Satisfactory	Local
NEAL R GROSS & CO INC	PO568754	Purchase order	Transcription services	Transcription of meetings	Delivered	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	10-1-16 to 09-30-17	NC	N/A	Yes	Real Estate	Sheila Cuthrell	Satisfactory	Local
NEAL R GROSS & CO INC	PO558636-V2	IDIQ	Transcription services	Transcription of meetings	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 9,900.00	10-1-16-9-30-17	NC	N/A	Yes	Agency-wide	Sheila Cuthrell	Satisfactory	Local
NING SHAO dba MBC SHANGHAI CO	DCEB-2012-C-0005	Firm fixed	Economic Center-China	Bus. Svcs to DC enterprises	Delivered	\$ 150,000.00	\$ 150,000.00	\$ 125,000.00	6-14-16-9-30-17	SS	N/A	No	Business Development	Giz Andargreh	Satisfactory	Local
NOVOGRADAC AND COMPANY LLP	PO556527	Firm fixed	Appraisal update report-1000 4th St SW	Updated appraisal report	Delivered	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	12-16-16-09-30-17	C	N/A	No	Real Estate	Joe Lapan	Satisfactory	Local
NOVOGRADAC AND COMPANY LLP	PO569290	Firm fixed	Updated appraisal-Truxton Circle	Appraisal report	Delivered	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	9-19-17-9-30-17	NC	N/A	No	Real Estate	Tsega Bekele	Satisfactory	Local
NOVOGRADAC AND COMPANY LLP	PO567035	Firm fixed	Updated appraisal-Waterfront Station II	Appraisal report	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	8-24-17-9-30-17	NC	N/A	No	Real Estate	Joe Lapan	Satisfactory	Local
OMNIDIGITAL STUDIO INC.	DCEB-2013-C-0009	Firm fixed	NCI Website maintenance	NCI Website maintenance	Delivered	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	10-18-16-10-17-17	C	N/A	Yes	Real Estate	Coyan Lewis	Satisfactory	Local
ORRICK HERRINGTON SUTCLIFFE LP	DCEB-2012-D-0011-A01	IDIQ	Bond Counsel Legal Services	Bond counsel services	Delivered	\$ 635,625.00	\$ 20,000.00	\$ 10,000.00	3-7-16-3-7-17	C	N/A	No	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
PARK VIEW COMMUNITY PARTNERS	PLA-Park Vuw	Firm fixed	Predevelopment loan	Predevelopment loan	Delivered	\$ 984,000.00	\$ 984,000.00	\$ 953,448.67	3-29-17-03-28-20	Exempt	N/A	No	Real Estate	Aimee McHale	Satisfactory	Special Purpose
Precision Capital Partners, LLC	PO569693	Purchase order	Office supplies	Office supplies	Delivered	\$ 951.12	\$ 951.12	\$ 951.12	9-25-17-9-30-17	NC	N/A	Yes	Agency-wide	LaToya Hampton	Satisfactory	Local
PREMIUM TITLE & ESCROW, LLC	PO561310	Purchase order	Title services-NW1	Title report	Delivered	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	4-10-17-09-30-17	C	N/A	Yes	Real Estate	Lee Goldstein	Satisfactory	Local
RKG ASSOCIATES, INC.	DCEB-2012-C-0012	Firm fixed	EDC Conveyance for WRAMC	EDC report	Delivered	\$ 100,000.00	\$ 100,000.00	\$ 21,906.59	11-21-16-11-20-17	C	N/A	No	Real Estate	Randall Clarke	Satisfactory	Federal and Capital
SOCIAL SOLUTIONS GLOBAL	DCEB-2015-F-2002	Firm fixed	ETO Software for NCI program	ETO software	Delivered	\$ 57,600.00	\$ 57,600.00	\$ 55,226.35	11-25-16-11-24-17	SS	N/A	No	Real Estate	Angie Rodgers	Satisfactory	Local
SPRINKLR INC	DCEB-2017-C-2001	Fixed Price	Grade.dc.gov Website Project	Website	Delivered	\$ 229,163.00	\$ 229,163.00	\$ 229,163.00	2-1-17-9-30-17	SS	N/A	No	District-wide	Jacob Wong	Satisfactory	Local
SQUIRE PATTON BOGGS (US)	DCEB-2012-D-0011-A02	IDIQ	Bond Counsel Legal Services	Bond counsel services	Delivered	\$ 624,250.00	\$ 30,000.00	\$ 18,500.00	3-28-16-3-27-17	C	N/A	No	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
STOVER AND ASSOCIATES LLC	DCEB-2017-C-0002	Fixed Price	Innovation space and Marketplace Report	Marketplace report	Delivered	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	1-13-17-7-31-17	C	N/A	Yes	Real Estate	Dion Townley	Satisfactory	Local
STRATEGIC IMPACT ADVISORS	DCEB-2015-C-2003	Labor Hour	Economic Performance Metrics for DMPED Projects	Economic Metrics report	Delivered	\$ 143,913.00	\$ 143,913.00	\$ 21,676.16	12-19-16-12-18-17	SS	N/A	No	Business Development	Karima Woods	Satisfactory	Local
SUPRETECH INC.	PO557631	Firm fixed	Kwiktag maintenance	System maintenance	Delivered	\$ 11,011.00	\$ 11,011.00	\$ 11,011.00	1-12-17-09-30-17	C	N/A	Yes	Agency-wide	David Hoard	Satisfactory	Local
TRADE CENTER MANAGEMENT A UNITED BUSINESS MACHINES INC	PO564995	Firm fixed	Rental space for DMPED March Madness event	Space rental at the Reagan Bldg.	Delivered	\$ 6,720.00	\$ 6,720.00	\$ 6,720.00	3/24/2017	NC	N/A	No	Communications	Kate Hartig	Satisfactory	Local
TRADE CENTER MANAGEMENT A UNITED BUSINESS MACHINES INC	DCEB-2012-T-0012	GSA task order	Copier maintenance	Routine and nonroutine maintenance of copiers	Delivered	\$ 27,762.00	\$ 27,762.00	\$ 19,664.75	06-13-16-06-12-17	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
W S JENKS AND SON	PO554922-V2	Firm fixed	Fence installation Grimke School	Fence	Delivered	\$ 4,723.50	\$ 4,723.50	\$ 3,154.97	6-30-17-09-30-17	NC	N/A	Yes	Real Estate	Patrick Smith	Satisfactory	Local
W S JENKS AND SON WALTON & GREEN CONSULTANTS	PO561805	Firm fixed	Fencing for Grimke School site	Fencing	Delivered	\$ 4,114.50	\$ 4,114.50	\$ 4,114.50	04-20-17-09-30-17	NC	N/A	Yes	Real Estate	Patrick Smith	Satisfactory	Local
WALTON & GREEN CONSULTANTS	DCEB-2017-D-1001	IDIQ	Great Streets Grant Reviewer	Reviewed grants	Delivered	\$ 39,000.00	\$ 12,000.00	\$ -	9-22-17-9-21-18	C	N/A	Yes	Business Development	Sybongile Cook	Satisfactory	Local
WASHINGTON DC. COV. TOU.	DCEB-2017-C-2002	Firm fixed	Air India support services	Air India flight route	Delivered	\$ 249,500.00	\$ 249,500.00	\$ 249,500.00	04-26-17-09-30-17	SS	N/A	No	Business Development	Karima Woods	Satisfactory	Local
WELLS FARGO BANK, N.A.	PO558393	LOC IS0463219U	Letter of credit Walter Reed LRA	LOC	Delivered	\$ 4,687.50	\$ 4,687.50	\$ 4,687.50	02-1-17-09-30-17	NC	N/A	No	Real Estate	Randall Clarke	Satisfactory	Local
WKM SOLUTIONS LLC	PO569039	Firm fixed	Water spout repairs-Grimke School	Repairs	Delivered	\$ 5,005.00	\$ 5,005.00	\$ 5,005.00	9-14-17-9-30-17	NC	N/A	Yes	Real Estate	Patrick Smith	Satisfactory	Local
ZOHO CORPORATION	PO558712	Firm fixed	Online subscription	Online Subscription	Delivered	\$ 5,313.00	\$ 5,313.00	\$ 4,869.75	10-1-16-9-30-17	NC	N/A	No	Business Development	Glynis Steffy	Satisfactory	Local
FY18 October 1, 2017 - January 31, 2018																
ANSWER TITLE AND ESCROW L	PO576762	Firm fixed	Escrow and Title Services-Strand Theatre	Escrow Services	Ongoing	\$ 9,900,000.00	\$ 6,445,114.00	\$ 812,442.88	3-22-17-3-21-57	Exempt	N/A	Yes	Real Estate	Angie Rodgers	Satisfactory	Capital
BALLARD SPAHR LLP	DCEB-2012-D-0011-A05	IDIQ	Bond Counsel services	Bond counsel services	Ongoing	\$ 428,000.00	\$ 30,000.00	\$ 10,000.00	3-11-17-3-10-18	C	N/A	No	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
BELLO, BELLO & ASSOCIATES	PO577683	Firm fixed	PACE IRB assessment	Assessment report	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	1-2-18-2-28-18	NC	N/A	Yes	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
BGC PARTNERS LP	PO573372	Firm fixed	Appraisal-Spring Road	Appraisal report	Delivered	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	10-30-17-9-30-17	C	N/A	No	Real Estate	Tsega Bekele	Satisfactory	Local
BGC PARTNERS LP	PO575036	Firm fixed	Appraisal-Randall School	Appraisal report	Ongoing	\$ 20,000.00	\$ 20,000.00	\$ -	11-20-17-9-30-18	C	N/A	No	Real Estate	Ester Ezra	N/A	Local
BGC PARTNERS LP	PO577356	Firm fixed	Appraisal-Eastern Branch	Appraisal report	Ongoing	\$ 18,500.00	\$ 18,500.00	\$ -	12-21-17-9-30-18	C	N/A	No	Real Estate	Miguel Garcia	N/A	Local
BGC PARTNERS LP	PO577360	Firm fixed	Appraisal-Deanwood Towncenter	Appraisal report	Ongoing	\$ 15,000.00	\$ 15,000.00	\$ -	12-21-17-9-30-18	C	N/A	No	Real Estate	Gina Smith	N/A	Local
BGC PARTNERS LP	PO578234	Firm fixed	Appraisal-St. Elizabeths Parcel	Appraisal report	Ongoing	\$ 17,500.00	\$ 17,500.00	\$ -	1-12-18-9-30-18	C	N/A	No	Real Estate	Ed Fisher	N/A	Local
BLACKBAUD	DCEB-2016-C-2011	Sole Source	Gifsonline Grants system maintenance	System maintenance	Ongoing	\$ 17,120.00	\$ 12,840.00	\$ -	7-1-17-6-30-18	SS	N/A	No	Contracts, Procurement and Grants	LaToya Hampton	Satisfactory	Local

BLACKBOARD INC	PO569778-V2	Firm fixed	Tax rebate	District provided tax rebate	Delivered	\$ 586,536.11	\$ 293,268.06	\$ 293,268.06	7-31-17-9-30-17	Exempt	N/A	No	Economic Intelligence	Marie Whittaker	Satisfactory	Local
BRYANT MILLER OLIVE P.A.	DCEB-2012-D-0011-A03	IDIQ	Bond Counsel services	Bond counsel services	Ongoing	\$ 317,000.00	\$ 30,000.00	\$ 20,000.00	3-5-17-3-4-18	C	N/A	No	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
BUSINESS STRATEGY CONSULTANTS	DCEB-2013-F-0001	Labor Hour	Senior acquisition services	Acquisition services	Ongoing	\$ 195,080.00	\$ 195,080.00	\$ 33,222.90	5-30-17-5-29-18	C	N/A	No	Contracts, Procurement and Grants	Jacque McDonald	Satisfactory	Local
CANON FINANCIAL SERVICES	DCEB-2012-TO-0012	Firm fixed	Copier lease services	Copiers	Delivered	\$ 30,508.00	\$ 3,063.50	\$ -	6-13-16-9-30-17	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
CAPITAL SERVICES AND SUPPLIES	C12708	IDIQ	Office supplies	Office supplies	Ongoing	\$ 10,000.00	\$ 10,000.00	\$ 2,222.99	10-2-17-9-30-18	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
CASE WESTERN RESERVE UNIV.	DCEB-2016-C-0002	Requirements w/Cost Reimbursement	Building Communication Relations-NCI	Meetings, support services to NCI communities	Ongoing	\$ 500,000.00	\$ 150,000.00	\$ -	2-6-17-2-5-18	C	Yes	No	Real Estate	Angie Rodgers	Satisfactory	Special purpose
CH2M HILL, INC.	DCEB-2017-F-0001	Firm fixed	Owners Representative Services for St. Elizabeth's East Project	Owner's representaive services	Ongoing	\$ 248,796.00	\$ 186,597.00	\$ -	6-12--17-6-11-18	C	N/A	No	Real Estate	Ed Fisher	Satisfactory	Local
CHW SOLUTIONS, INC.	DCEB-2017-C-0003	Requirements	Davis-Bacon Monitoring Services	DB reports	Ongoing	\$ 470,220.00	\$ 400,000.00	\$ 44,462.45	9-29-17-9-28-18	C	N/A	Yes	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
CHW SOLUTIONS, INC.	PO575684	Firm fixed	Davis-Bacon FOIA requests	DB FOIA information	Delivered	\$ 10,000.00	\$ 10,000.00	\$ 9,626.20	11-29-17-9-30-18	NC	N/A	Yes	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
CLEARLY INNOVATIVE INC.	DCEB-2017-C-2003	Firm fixed	Incubator services for underserved businesses	Incubator services	Ongoing	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	10-1-17-9-30-18	C	N/A	No	Business Development	Karima Woods	Satisfactory	Local
COALITION FOR NONPROFIT COLUMBIA WOODWORKING	DCEB-2018-C-2003	Firm fixed	Underserved community procurement analysis	Analysis	Ongoing	\$ 200,000.00	\$ 200,000.00	\$ -	12-20-18-12-19-19	SS	N/A	No	Business Development	Karima Woods	Satisfactory	Local
CSG ADVISORS INC	PO574472	Firm fixed	Supply and Install furniture-WB	Furniture	Delivered	\$ 4,820.00	\$ 4,820.00	\$ 3,700.00	10-1-17-9-30-18	NC	N/A	Yes	Operations	David Howard	Satisfactory	Local
D.C WATER AND SEWER AUTHORITY	CFOPD-14-A-018	IDIQ	Debt Obligation fin'l. advisory srves	Funacial advisory services	Ongoing	\$ 100,000.00	\$ 100,000.00	\$ 27,234.40	1-19-18-9-30-18	C	N/A	No	Real Estate	Angie Rodgers	Satisfactory	Special purpose
DC CHAMBER OF COMMERCE	PO578697	Firm fixed		Relocation financial	Ongoing	\$ 29,681,000.00	\$ 29,681,000.00	\$ 1,198,582.80	1-4-18-1-3-21	Exempt	N/A	No	Real Estate	Patrick Smith	Satisfactory	Special purpose
DEANWOOD HILLS LLC	DCEB-2015-C-2005	IDIQ	Economic Intelligence services	Reports and services	Ongoing	\$ 417,251.00	\$ 250,000.00	\$ 17,182.91	9-14-17-9-13-18	SS	N/A	No	Business Development	Karima Woods	Satisfactory	Local
Dell Marketing L.P.	LA-10242016	Firm fixed	Loan-Deanwood Hills	Affordable Units	Ongoing	\$ 6,175,000.00	\$ 6,175,000.00	\$ 1,039,899.32	\$42,667.00	Exempt	N/A	No	Real Estate	Angie Rodgers	Satisfactory	Capital
Dell Marketing L.P.	PO574473	Firm fixed	Port Replicators	Port Replicators	Delivered	\$ 1,715.88	\$ 1,715.88	\$ -	11-13-17-9-30-18	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
Dell Marketing L.P.	PO576666	Firm fixed	Laptops	Laptops	Delivered	\$ 3,472.97	\$ 3,472.97	\$ 3,235.00	12-12-17-9-30-18	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
DIGI DOCS INC DOCUMENT MGRERS	C1889-V10	Labor Hour	Temporary personnel	Temporary personnel	Delivered	\$ 2,000.00	\$ 2,000.00	\$ 1,326.00	10-2-17-9-30-18	C	N/A	Yes	Operations	Sheila Cuthrell	Satisfactory	Local
ECHELON ECONOMIC DEVELOPM	DCEB-2016-C-2010	Labor Hour w/Fixed Price	Corporate Attraction and Retention Services	Services and reports	Ongoing	\$ 209,202.00	\$ 67,671.00	\$ 46,720.80	3-23-17-3-22-18	SS	N/A	Yes	Business Development	Karima Woods	Satisfactory	Local
GEORGE WASHINGTON UNIVERS	PO578109	Firm fixed	Training	Training	Delivered	\$ 10,000.00	\$ 10,000.00	\$ -	1-10-18-9-30-18	NC	N/A	No	Agency-wide	Sheila Cuthrell	Satisfactory	Local
KUTAK ROCK LLP	DCEB-2015-C-2001	Labor Hour	WRAMC LegalServices	Legal services	Delivered	\$ 185,000.00	\$ 38,541.67	\$ 18,096.00	12-16-16-12-15-17	SS	N/A	No	Real Estate	Randall Clarke	Satisfactory	Federal
LIPMAN FRIZZELL & MITCHELL LLC	PO578235	Firm fixed	Appraisal-7th & P Sts	Appraisal report	Ongoing	\$ 7,000.00	\$ 7,000.00	\$ -	1-12-18-9-30-18	C	N/A	No	Real Estate	Patrick Smith	Satisfactory	Local
MARS ON GRAVITY PRODUCTIONS LL	DCEB-2017-D-0005	Firm fixed	Marketing/Outreach for Amazon HQ2	Website maintenance, RFP design, marketing and outreach services	Ongoing	\$ 137,100.00	\$ 117,100.00	\$ 117,100.00	9-21-17-9-20-18	C	N/A	Yes	Communications	Chanda Washington	Satisfactory	Local
MB STAFFING SERVICES LLC	C1059	Labor Hour	Temporary personnel	Temporary personnel	Delivered	\$ 54,734.40	\$ 54,734.40	\$ 28,149.12	10-2-17-22-18	C	N/A	Yes	Contracts, Procurement and Grants	Jacque McDonald	Satisfactory	Local
MDM OFFICE SYSTEMS DBA	C12805	IDIQ	Office supplies	Office supplies	Ongoing	\$ 5,000.00	\$ 5,000.00	\$ 3,030.44	11-14-17-9-30-18	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
MDM OFFICE SYSTEMS DBA	C12805	IDIQ	Recycled paper	Recycled paper	Ongoing	\$ 7,645.50	\$ 7,645.50	\$ -	11-14-17-9-30-18	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
METROPOLITAN OFFICE PRODUCTS	C12770-V3	IDIQ	Office supplies	Office supplies	Ongoing	\$ 10,000.00	\$ 10,000.00	\$ -	11-2-17-9-30-18	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
MINDFINDERS INC	C12293-V4	Labor Hour	Temporary personnel	Temporary personnel	Delivered	\$ 7,169.76	\$ 7,169.76	\$ 7,169.76	10-2-17-11-30-17	C	N/A	Yes	Contracts, Procurement and Grants	Jacque McDonald	Satisfactory	Local
NEAL R GROSS & CO INC	PO574288	IDIQ	Transcription services	Transcription services	Ongoing	\$ 9,200.00	\$ 9,200.00	\$ 1,650.00	10-2-17-9-30-18	NC	N/A	Yes	Agency-wide	Sheila Cuthrell	Satisfactory	Local
OMNIDIGITAL STUDIO INC.	DCEB-2013-C-0009	Firm fixed	NCI Website maintenance	NCI Website maintenance	Ongoing	\$ 2,040.00	\$ 2,040.00	\$ 2,040.00	10-18-17-10-17-18	C	N/A	Yes	Real Estate	Coyan Lewis	Satisfactory	Local
ORRICK HERRINGTON SUTCLIFFE LP	DCEB-2012-D-0011-A01	IDIQ	Bond Counsel Legal Services	Bond counsel services	Ongoing	\$ 635,625.00	\$ 30,000.00	\$ -	3-7-16-3-7-17	C	N/A	No	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
Precision Capital Partners, LL	C14575-V4	IDIQ	Office supplies	Office supplies	Ongoing	\$ 7,000.00	\$ 7,000.00	\$ 909.50	11-14-17-9-30-18	C	N/A	Yes	Agency-wide	LaToyia Hampton	Satisfactory	Local
RKG ASSOCIATES, INC.	DCEB-2012-C-0012	Firm fixed	EDC Development for WRAMC	EDC analysis report	Delivered	\$ 73,092.27	\$ -	\$ -	11-21-16-11-20-17	C	N/A	No	Real Estate	Randall Clarke	Satisfactory	Federal
SOCIAL SOLUTIONS GLOBAL	DCEB-2015-F-2002	Firm fixed	ETO Software for NCI program	ETO software and maintenance	Ongoing	\$ 57,600.00	\$ 12,182.21	\$ 2,423.04	11-25-16-11-24-17	SS	N/A	No	Real Estate	Angie Rodgers	Satisfactory	Local
SQUIRE PATTON BOGGS (US)	DCEB-2012-D-0011-A02	IDIQ	Bond Counsel Legal Services	Bond counsel services	Ongoing	\$ 624,250.00	\$ 30,000.00	\$ -	3-28-16-3-27-17	C	N/A	No	Industrial Revenue Bond	Will Liggins	Satisfactory	Special purpose
STOVER AND ASSOCIATES LLC	DCEB-2018-C-2002	Fixed Price	Great Streets-Cleveland Park project analysis	Analysis	Ongoing	\$ 75,000.00	\$ 75,000.00	\$ -	1-16-18-1-15-18	SS	N/A	Yes	Business Development	Syngongile Cook	Satisfactory	Local
STRATEGIC IMPACT ADVISORS	DCEB-2015-C-2003	Labor Hour	Economic Performance Metrics for DMPED Projects	Economic Metrics report	Delivered	\$ 143,913.00	\$ 28,000.35	\$ 10,503.24	12-19-16-12-18-17	SS	N/A	No	Economic Intelligence	Marie Whittaker	Satisfactory	Local
STRATEGIC IMPACT ADVISORS	DCEB-2015-C-2003	Labor Hour	Economic Performance Metrics for DMPED Projects	Economic Metrics report	Ongoing	\$ 119,654.30	\$ 94,726.32	\$ -	12-19-17-12-18-18	SS	N/A	No	Economic Intelligence	Marie Whittaker	Satisfactory	Local
SUPRETECH INC.	PO575038	Firm fixed	Kwiktag maintenance	Kwiktag maintenance	Delivered	\$ 10,460.45	\$ 10,460.45	\$ 10,460.45	11-20-17-9-30-18	C	N/A	Yes	Agency-wide	David Howard	Satisfactory	Local
UNITED BUSINESS MACHINES INC	DCEB-2012-T-0012	GSA task order	Copier maintenance	Routine and nonroutine maintenance of copiers	Delivered	\$ 27,762.00	\$ 19,664.75	\$ 19,368.30	06-13-17-12-30-17	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
WALTON & GREEN CONSULTANTS	DCEB-2017-D-1001	IDIQ	Great Streets Grant Reviewer	Reviewed grants	Ongoing	\$ 39,000.00	\$ 39,000.00	\$ 27,900.00	9-22-17-9-21-18	C	N/A	Yes	Business Development	Syngongile Cook	Satisfactory	Local
WASH CONVENT CENTER AUTHORITY	PO578290	Firm fixed	St. Elizabeths ESA development	St. Elizabeths ESA development	Ongoing	\$ 23,000,000.00	\$ 23,000,000.00	\$ 23,000,000.00	10-12-17-TBD	Exempt	N/A	No	Real Estate	Ed Fisher	Satisfactory	Capital
WELLS FARGO BANK, N.A.	LOC IS0463219U	Firm fixed	Letter of credit for WRLRA	WRLRA	Ongoing	\$ 35,677.09	\$ 35,677.09	\$ 35,677.09	1-10-18-9-30-18	Exempt	N/A	No	Real Estate	Randall Clarke	Satisfactory	Capital
WELLS FARGO BANK, N.A.	LOC IS0463219U	Firm fixed	Letter of credit for WRLRA	WRLRA	Ongoing	\$ 11,848.96	\$ 11,848.96	\$ 11,848.96	1-10-18-9-30-18	Exempt	N/A	No	Real Estate	Randall Clarke	Satisfactory	Capital
XEROX CORPORATION	CW46793/GS-03F-137DA	Firm fixed	Copier lease and maintenance	Copier lease and maintenance	Ongoing	\$ 46,632.08	\$ 46,632.08	\$ 771.69	11-1-17-10-31-18	C	N/A	No	Agency-wide	David Howard	Satisfactory	Local
ZOHO CORPORATION	PO571463	Firm fixed	Customer Relationship Management (CRM) Enterprise Edition subscription	Online subscription	Ongoing	\$ 5,313.00	\$ 5,313.00	\$ 5,313.00	10-2-17-9-30-18	Exempt	N/A	No	Business Development	Karima Woods	Satisfactory	Local

# Office of the Deputy Mayor for Planning and Economic Development FY2017

## Question 26 Performance Accountability Report

### FY2017 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

### Mission

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) supports the Mayor in developing and executing the District's economic development vision.

### Summary of Services

DMPED assists the Mayor in the coordination, planning, supervision, and execution of programs, policies, proposals, and functions related to economic development in the District of Columbia. DMPED sets development priorities and policies, coordinates how the District markets itself to businesses and developers, and recommends and ensures implementation of financial packaging for District development, attraction, and retention efforts. DMPED also works to achieve its mission by focusing on outreach to the business community and neighborhood stakeholders, and by forging partnerships between government, business, and communities to foster economic growth for residents of the District of Columbia.

### FY17 Top Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Launch of Neighborhood Prosperity Fund	The Neighborhood Prosperity Fund supports mixed-use, real estate, or retail development projects in targeted census tracts where unemployment is at 10 percent or higher. The \$3 million grants provide necessary gap funding for the commercial component of development projects and will help create job opportunities and new food options in Wards 7 and 8.	The agency awarded \$2.1 million for the Penn Hill project located at 3200 Pennsylvania Avenue, SE in Ward 7 and \$880,000 for the South Capitol Affordable Housing project located at the intersection of Atlantic and South Capitol Streets, SW in Ward 8. Both projects will provide grocery options in areas identified as food deserts.
Growing Affordable Housing Stock	The agency announced the developer selected to redevelop the historic Hebrew Home at 1125 Spring Road NW in Ward 4. The property had been vacant for an extended period of time. The agency worked closely with the community to identify the best use for the project.	The redevelopment of the project will produce 187 residential units with 80 percent of the units as affordable housing for seniors and families.
Attracting global technology company	DMPED worked to attract Yelp, a global technology company, to sign a lease for a new office in the District.	The expansion will bring 500 new jobs over a five-year period with at least half of the jobs targeted for DC residents.
Continued growth of the Great Streets program	The agency continued its effort to amplify the Great Streets program which helps accelerate the growth of emerging corridors. The Great Streets team worked closely with small businesses along 13 corridors to inform and provide technical assistance when applying for Great Streets grants.	In FY17, the Bowser Administration awarded \$4.7 million in grants that helped small businesses create jobs and grow their business. For the first time, the grants were awarded to a business on all 13 corridors.
DC's Economic Strategy report released	The economic development strategy serves as a north star for economic growth and development for the District. It created a framework for action for DMPED and other stakeholders, identifying economic development priorities for the next 2-3 years.	The economic strategy outlines not only how we will grow DC's economy, but how we will ensure that growth benefits all Washingtonians. By executing it, we will diversify our economic base and reduce employment disparities. It also serves as a tool for engaging partners in our efforts.

Walter Reed Campus transfer from Federal Government & Historic Groundbreaking	The Walter Reed site has been acquired from the Army and then disposed of to the Master Developer, through a 29 year lease. Now the development team has begun implementing the first phase of horizontal development, and two schools have opened on the site.	At full buildout, the 3.1 million SF development will offer: over 5,000 jobs, over \$1 billion of tax generated revenue over 30 years, 2,100 residential units, of which no fewer than 432 affordable units at varying levels of affordability, and inclusive of senior housing.
DC's First Inclusive Innovation Incubator Officially Opens	Last year, Howard University and Mayor Bowser selected Luma Lab to operate the new DC-based incubator. The mayor's office provided \$1 million in grant funding to construct the incubator, and its opening marks a successful first-of-its kind proof of concept for DC.	Located on the edge of Howard University's campus, it will support entrepreneurs and businesses from underrepresented communities that provide products and services benefitting underserved communities.

## 2017 Strategic Objectives

Objective Number	Strategic Objective
1	Deliver high-quality economic development & affordable housing opportunities that meet the needs of residents and the business community across all 8 Wards.
2	Increase job creation in DC by attracting & retaining businesses, thereby growing tax revenue, particularly in Wards 7 & 8.
3	Improve public engagement by creating more opportunities for community participation & feedback and by highlighting the economic climate and development of DC.
4	Utilize tech innovation & open data to drive positive change and good government for DC residents.
5	Create and maintain a highly efficient, transparent and responsive District government.**

## 2017 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY 2017	KPI Status	Explanation
<b>1 - Deliver high-quality economic development &amp; affordable housing opportunities that meet the needs of residents and the business community across all 8 Wards. (2 Measures)</b>									
Number of affordable housing units yielded	Annually	2870	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4104	Met	
Share of DMPED project square footage in Wards 7 & 8	Annually	20%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	24.8%	Neutral Measure	
<b>2 - Increase job creation in DC by attracting &amp; retaining businesses, thereby growing tax revenue, particularly in Wards 7 &amp; 8. (5 Measures)</b>									
ROI of retention or attraction initiatives finalized (where DMPED negotiated incentives)	Annually	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	7.6	Met	
Percentage of Great Streets grant funding expended	Annually	75%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	83%	Met	
Square footage of space occupied by	Annually	250000	Annual	Annual	Annual	Annual	88000	Unmet	



companies whose attraction/relocation was supported by DMPED			Measure	Measure	Measure	Measure			
Unemployment decrease in Wards 7 & 8 (compared to overall DC unemployment rate decrease)	Annually	-0.7%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Data Forthcoming		
Net number of jobs created in DC	Annually	7500	Annual Measure	Annual Measure	Annual Measure	Annual Measure	18700	Met	
<b>3 - Improve public engagement by creating more opportunities for community participation &amp; feedback and by highlighting the economic climate and development of DC. (3 Measures)</b>									
Number of unique Economic Intelligence dashboard visitors	Quarterly	750	461	747	494	977	2679	Met	
Number of unique visitors to online business development tools	Quarterly	500	0	0	468	368	836	Met	
Number of participants in Our RFP workshops	Annually	100	Annual Measure	Annual Measure	Annual Measure	Annual Measure	83.3	Unmet	
<b>4 - Utilize tech innovation &amp; open data to drive positive change and good government for DC residents. (3 Measures)</b>									
Number of economic indicators tracked regularly on an open dashboard	Annually	18	Annual Measure	Annual Measure	Annual Measure	Annual Measure	18	Neutral Measure	
Participants at DMPED-supported tech & innovation events	Annually	500	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1150	Met	
Number of tech & innovation sector active prospects	Annually	35	Annual Measure	Annual Measure	Annual Measure	Annual Measure	17	Unmet	

We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

## 2017 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2017
<b>1 - Industrial Revenue Bond (2 Measures)</b>						
Number of IRB projects closed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	14
Total bond financing issued	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	876960633
<b>1 - Real Estate Development and Disposition (3 Measures)</b>						
Number of projects under construction or in DMPED's pipeline	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	43
Number of RFPs Awarded	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6
Number of financial closings for DMPED projects	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	4

<b>2 - Business Development (1 Measure)</b>						
Number of active business relocation/expansion prospects	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	22
<b>2 - Great Streets Initiative (1 Measure)</b>						
Number of GS Applications	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	98
<b>2 - International Business Development (1 Measure)</b>						
Number of international business development missions	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2
<b>2 - Retail and Business Partnerships (2 Measures)</b>						
Needs-assessments Performed	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	40
Number of grants/contracts/agreements with partners	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	130
<b>3 - Community Outreach (1 Measure)</b>						
Number of Community Meetings held	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	211
<b>4 - Economic Intelligence (1 Measure)</b>						
Number of Economic Indicator dashboards produced	Annually	Annual Measure	Annual Measure	Annual Measure	Annual Measure	53

## 2017 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
<b>BUSINESS DEVELOPMENT (6 Strategic initiatives)</b>				
Economic Development Strategy	Develop and implement a new economic development strategy that will serve as a north star for economic growth and development for the District. The strategy will focus on how to foster economic growth that benefits all residents. The strategy will: <ul style="list-style-type: none"> <li>Align public and private stakeholders with a common vision for economic growth that benefits all residents</li> <li>Create a framework for actions that can be taken by various stakeholders</li> <li>Identify economic development priorities for the next 2-3 years</li> </ul>	Complete	We completed and released the new economic strategy in March 2017. It is available at <a href="http://www.DCEconomicstrategy.com">www.DCEconomicstrategy.com</a> or in print by request.	
Inclusive Tech & Innovation	Promote the District as an inclusive tech and innovation hub : Cut the ribbon on the District's first inclusive innovation hub that will support the city's	75-99%	Most of these were complete, except Pathways Implementation. The In3 is	Implementation of the recommendations is an ongoing process.



	<p>growing technology and innovation startup ecosystem and create a destination for underrepresented entrepreneurs seeking to transform ideas into viable products and scalable companies.</p> <ul style="list-style-type: none"> <li>• Implement strategic initiatives from the District’s Technology Inclusion report</li> <li>• Highlight and promote the Qualified High Tech Company (QHTC) incentives to attract, retain and expand technology companies in the District</li> <li>• Strengthen, showcase and support the District’s innovation ecosystem through initiatives such as innoMAYtion and SXSW.</li> </ul>		<p>open. Implementation of the Pathways recommendations is underway with partners such as Beacon, Fiscal Note, and WDCEP. We continue to work with the ITIC to identify other ways to make these recommendations actionable.</p>	<p>Implementation of these goals is underway as seen by partnerships with Beacon, to provide funding for projects that will support women entrepreneurs; Fiscal Note, to provide tech apprenticeship training; and WDCEP, where a pilot program called the Pathways Scholarship has been developed to provide funding to train a small cohort of District residents for entry-level tech roles, and connect them with tech businesses for employment opportunities.</p>
Business Incentives	<p>Leverage incentive tools to attract and/or retain corporations through corporate assistance efforts: Develop a database of local, federal and private incentive programs, grants and investors to share with businesses interested in locating to the District. The primary goal of the incentive tools is to provide clear, concise, and easy access to information to help attract, retain and provide a valuable service to DC businesses.</p> <ul style="list-style-type: none"> <li>• Work collaboratively with other agencies such as OCTO, DSLBD, DHCD, OCTFME, and other organizations which have incentive programs, to develop a system of processes to pre-qualify and track business information.</li> <li>• Through incentive tools, such as the Creative and Open Space Modernization Grant, QHTC incentives, and other performance-driven incentives proactively seek out major non-local companies to locate in the District.</li> </ul>	75-99%	<p>Currently looking at growing functionality. Future functionality would include, but limited to, which agencies are trending along with the incentives themselves including locational incentives. A list of federal incentives, private incentives and local investor information has been compiled. COSM tax abatements have been approved for one DC company, and another company announced a new DC office after being attracted by COSM benefits.</p>	<p>Currently awaiting review and approval of Federal incentives for website.</p>
Retail & Business Partnerships	<p>Partner with the DC Chamber of Commerce to retain and expand medium sized businesses (employing 50 or more employees) in the District:</p> <ul style="list-style-type: none"> <li>• Conduct an analysis of existing investments and programs for business retention and expansion.</li> <li>• Develop and survey companies on business operations and projected growth.</li> <li>• Convene businesses on behalf of DMPED in city quadrants to determine issues and challenges for growth and retention in the District of Columbia.</li> <li>• Create outreach information and develop a mechanism linking expanding businesses with public programs designed responding to mitigate growth challenges and regulatory issues.</li> </ul>	Complete	<p>DMPED partnered with the DC Chamber to commission a study on the DC small to medium sized businesses (50-150 employees). During the FY17 fiscal year, the Chamber successfully conducted an environmental scan of the DC business community and convened businesses across the city. To date, the Chamber has completed the final draft and design of the Small to Medium-Sized Business Report.</p>	

DC China Center	In FY17, DMPED will work more closely with the DC business community to promote the DC China Center and its services to DC businesses. In addition, DMPED and the China Center will encourage Chinese businesses and investors to locate in the District. Outreach efforts will include new marketing materials about the China Center, a new social media strategy that will utilize popular Chinese platforms and new profile sheets about the District's international business initiatives, such as InvestDC. implement its new Foreign Direct Investment (FDI) strategy, which will be a component of the overall economic development strategy to encourage more investment in the District's economy.	75-99%	DMPED in cooperation with the DC Chamber and WDCEP have continued to promote China Center services to DC businesses. We attended SelectUSA and co-hosted a regional Potomac River cruise with Arlington and Prince George's; Ning Shao held a seminar for DC businesses via the DC Chamber; and WDCEP has completed the revised promotional materials.	1) DMPED was intent on having DC Water participate to sell their water sanitation design/build services and the Administrator's schedule was tight, and  2) the Canada mission steered the focus of the International Director for the remainder of the fiscal year. The regional Canada mission was an originally unplanned event and took place September 25 - 26.
International Mission	Complete one mission to a new strategic market to open up new channels for foreign direct investment in DC businesses.	Complete	We coordinated two trade missions, to Canada and the Middle East, encouraging bi-lateral trade and investment.	

**COMMUNITY OUTREACH (2 Strategic initiatives)**

Public Engagement Tracking	Create a better system to track DMPED public engagement and feedback we receive from the public in a universal internal system. The system will help us be more consistently responsive and ensure our community engagement records are used more effectively.	Complete	Tracker created and continues to be updated on a bi-weekly basis and/or as speaking opportunities are identified by DMPED employees.	
Branded Months	<p>Expand on existing branded-month initiatives that highlight and strengthen specific DMPED and Bowser Administration priorities.</p> <p>Examples include innoMAYtion which focuses on inclusive innovation and technology, June Housing Bloom which concentrates on affordable housing, and an initiative launched in the fall that centers around the District's creative economy.</p> <p>For each initiative we will:</p> <ul style="list-style-type: none"> <li>- Create a dedicated website that informs residents and stakeholders of the mission and goals of the initiative and public-sector &amp; private-sector-hosted activities occurring throughout the month, which showcase the Administration's priorities</li> <li>- Release at least one progress report that highlights the District's growth and development in these priority areas</li> <li>- Create hashtags with a goal to get them trending to assist in branding</li> </ul>	Complete	InnoMAYtion and June Housing Bloom built upon past successes, supporting more engagement than ever in 2017. There were 42 events held throughout the month of May, including five led by DMPED staff. We achieved 13 million impressions on social media for the #innoMAYtion brand.	

**DEVELOPMENT AND DISPOSITION (4 Strategic initiatives)**

Compliance	<p>DMPED will implement a new compliance monitoring system that allows the office to track compliance across all real estate projects within the existing project database. This new system includes tracking the affordable housing, CBE, First Source, and environmental requirements of DMPED projects. DMPED plans to work with DSLBD to ensure that its new database talks to DMPED's database. This will simplify the reporting requirements and ensure data integrity across agencies. Beyond the database, DMPED will implement its new protocol to ensure the maintenance of updated records and to track compliance across all projects. This new protocol includes a Compliance Officer who will act as the central point of contact with our partner agencies – DHCD, DSLBD, DOES, and DOEE – on compliance matters.</p>	Complete	<p>Waiting on DSLBD to create a database prior to assessing the ability for integration and programmable compatibility and access. DMPED's new Compliance Officer [Patrick Smith] has engaged DHCD, DSLBD, DOES, and DOEE and initiated a streamlined Project Compliance Monitoring system now fully integrated into PPD compliance monitoring.</p>	
New Communities	<p>i. The NCI team will accomplish the following goals, by neighborhood:</p> <p>Barry Farm:</p> <ul style="list-style-type: none"> <li>• Continue relocation of remaining households</li> <li>• Secure second phase of appropriate rezoning for onsite development</li> <li>• Begin demolition and infrastructure activities in the phase 1 footprint of the onsite development pending federal approval</li> </ul> <p>Lincoln Heights/Richardson Dwellings:</p> <ul style="list-style-type: none"> <li>• Apply for appropriate rezoning on an additional offsite parcel</li> <li>• Issue an RFP to select a master developer for the onsite parcel</li> <li>• Select a master developer for the onsite parcel</li> </ul> <p>Northwest One:</p> <ul style="list-style-type: none"> <li>• Select a development team (s) to develop the onsite (and adjacent, city-owned) parcel</li> <li>• Begin updating the master plan for the onsite (and adjacent, city-owned) parcel</li> <li>• Issue an RFP to select a development team to develop the (final) offsite parcel</li> </ul> <p>Park Morton:</p> <ul style="list-style-type: none"> <li>• Secure appropriate rezoning on offsite and onsite developments</li> <li>• Apply for approval from the DC Council for disposition of the offsite parcel</li> <li>• Apply for approval from HUD for the demolition/disposition of the onsite parcel</li> <li>• Apply for appropriate permitting on the offsite parcel.</li> </ul> <p>Human Capital:</p> <ul style="list-style-type: none"> <li>• Use the FY16 human capital evaluation results to implement a new plan for human capital expansion focused on NCI's 100% Resident Success platform.</li> <li>• Increase and improve NCI's media and social media presence by providing content that portrays a realistic picture of NCI's successes as well as its challenges.</li> <li>• Continue implementing plans for greater community</li> </ul>	75-99%	<p>NCI has: received HUD demo/dispos approval at Barry Farm &amp; begun relocation, aiming for early 2018 start; received council &amp; zoning approvals for Park Morton/Bruce Monroe; secured 4 offsite projects for Lincoln Heights/Richardson Dwellings to make it a full build first; set selection for NW1 developer for Fall/Winter; launched human capital revamp for 100% Resident Success platform; and launched new community building and engagement model in NCI neighborhoods.</p>	<p>DMPED milestones depend on DCHA timelines (for example, relocation at Barry Farm, Park Morton Demo/Dispo Application submission to HUD, and release of an RFP for Master Developer for Lincoln Heights). When DCHA's timeline changes for these items, DMPED's change as well.</p>

	engagement NCI-wide as well as community specific engagement.			
Walter Reed	In FY 17, DMPED will create a financially feasible implementation strategy that meets community needs and complies with all Base Realignment and Closure (BRAC) laws and regulations. This will be accomplished through: (1) completion of a series of public community meetings, and (2) regular communication with partners such as US Army BRAC Staff, U.S. Department of Defense, the U.S. Department of State, the selected Public Health User and the development team, TPWR. Additionally, the following tasks will also be accomplished in FY 17: <ul style="list-style-type: none"> <li>• Acquisition and disposition of the Local Redevelopment Authority portion of the site</li> <li>• Groundbreaking and construction start on initial uses</li> <li>• Activation of the site through periodic temporary uses</li> </ul>	Complete	The LRA expects the development team TPWR, to implement the first phase of horizontal development this year. It will include upgrading the existing Water main line under Aspen Street. Additional project updates include demolition of Building 2 this summer.	
St. Elizabeths	The St. Elizabeths team will negotiate and complete all Infrastructure Stage 1-Phase 2 and Entertainment & Sports Arena inter-agency MOUs. These agreements will facilitate the construction of transportation and utility improvements.	75-99%	Phase 1 infrastructure is on track to be complete by late summer 2018. Construction on ESA started in July 2017. Affordable housing scheduled to start construction 1Q 2018.	The remaining MOUs will be executed in 2018.
<b>GREAT STREETS INITIATIVE (1 Strategic Initiative)</b>				
Great Streets	The Great Streets team will: Create public facing dashboard illustrating Great Streets impact by corridor, ward, and industry; perform an Independent Great Streets Assessment; procure new grant management tool to enhance applicant experience and ease; and implement new disbursement process which included quarterly advances to grantees.	75-99%	The new disbursement process including quarterly advances to grantees was implemented with FY17 grantees. The new grants management tool is now currently being used. We plan to go live with the dashboard after our FY18 Grantees have been awarded (mid-November). The independent Great Streets Assessment is currently under final review and edits.	Dashboard delayed to include new grantees. Independent assessment is currently under final review and will be released when approved.
<b>INDUSTRIAL REVENUE BOND (1 Strategic Initiative)</b>				
Industrial Revenue Bond	The IRB team will develop a Small Loan IRB Program. This initiative should allow organizations with smaller loan amount for qualified projects would be able to take advantage of Tax-Exempt bond rates and terms for projects under a \$500,000 threshold. As part of the initiative, the team will develop templates of the needed documents for an IRB Transaction and look to minimize and cap all the issuance fees and costs.	75-99%	This initiative is still on hold pending favorable market changes. We will keep this project on our plate so we can move quickly when the market allows.	Banking relationships are very important for this initiative and the interest rates are close as it pertains to Taxable and Tax Exempt rates. so this initiative is still on hold pending favorable market changes. We will keep this project on our plate so we can move quickly

				when the market allows.
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# Office of the Deputy Mayor for Planning and Economic Development FY2018

## Question 27 FY18 Performance Plan

**Agency** Office of the Deputy Mayor for Planning and Economic Development

**Agency Code** EB0

**Fiscal Year** 2018

**Mission** The Office of the Deputy Mayor for Planning and Economic Development (DMPED) supports the Mayor in developing and executing the District's economic development vision.

### 2018 Strategic Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Deliver high-quality economic development & affordable housing opportunities that meet the needs of residents and the business community across all 8 Wards.	2	5
2	Increase job creation in DC by attracting & retaining businesses, thereby growing tax revenue, particularly in Wards 7 & 8.	5	4
3	Improve public engagement by creating more opportunities for community participation & feedback and by highlighting the economic climate and development of DC.	3	2
4	Utilize tech innovation & open data to drive positive change and good government for DC residents.	3	1
5	Create and maintain a highly efficient, transparent and responsive District government.**	9	2
<b>TOT</b>		<b>22</b>	<b>14</b>

### 2018 Key Performance Indicators

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Actual	FY 2018 Target
<b>1 - Deliver high-quality economic development &amp; affordable housing opportunities that meet the needs of residents and the business community across all 8 Wards. (2 Measures)</b>									
Share of DMPED project square footage in Wards 7 and 8 as a percent of the total DMPED project square footage	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	20%	24.8%	20%
Number of affordable housing units yielded	<input type="checkbox"/>	3237	Not available	3113	Not Available	3461	2870	4104	2870
<b>2 - Increase job creation in DC by attracting &amp; retaining businesses, thereby growing tax revenue, particularly in Wards 7 &amp; 8. (5 Measures)</b>									
Net number of jobs created in DC	<input type="checkbox"/>	6000	Not available	7200	Not Available	15,700	7500	18,700	7500
	<input type="checkbox"/>								

Percent of Great Streets grant funding expended	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	75%	83%	75%
Unemployment decrease in Wards 7 & 8 (above and beyond overall DC unemployment rate decrease)	<input type="checkbox"/>	-0.25%	Not available	-0.9%	Not Available	-0.4%	-0.7%	Data Forthcoming	-0.5%
Return on investment (ROI) of retention or attraction initiatives finalized (where DMPED negotiated incentives)	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	3	7.6	3
Square footage of space occupied by companies whose attraction/relocation was supported by DMPED	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	250,000	88,000	100,000

**3 - Improve public engagement by creating more opportunities for community participation & feedback and by highlighting the economic climate and development of DC. (3 Measures)**

Number of unique Economic Intelligence dashboard visitors	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	646	750	2679	2500
Number of unique visitors to online business development tools	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	500	836	1000
Number of participants in Our RFP workshops	<input type="checkbox"/>	Not available	Not available	170	Not Available	Not Available	100	83.3	100

**4 - Utilize tech innovation & open data to drive positive change and good government for DC residents. (3 Measures)**

Participants at DMPED-supported tech & innovation events	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	500	1150	1000
Number of economic indicators tracked regularly on an open dashboard	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	18	18	18
Number of tech & innovation sector active prospects	<input type="checkbox"/>	Not available	Not available	Not Available	Not Available	Not Available	35	17	35

\*\*We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

**2018 Operations**

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
<b>1 - Deliver high-quality economic development &amp; affordable housing opportunities that meet the needs of residents and the business community across all 8 Wards. (5 Activities)</b>					

DEVELOPMENT AND DISPOSITION	Real Estate Development and Disposition	Activities related to real estate development project management: document prep, negotiation, project closings, solicitation development, issuance, evaluation, and award. Also includes title and appraisal review, construction monitoring, contract monitoring, and invoicing.	Daily Service	3	6
DEVELOPMENT AND DISPOSITION	New Communities Initiative	Manages projects envisioned to revitalize severely distressed subsidized housing and redevelop neighborhoods into vibrant mixed-income communities	Key Project	0	1
DEVELOPMENT AND DISPOSITION	St. Elizabeths	Manages a project designed to create well-planned, multi-use, mixed-income, walkable, livable community on the St. Elizabeths East Campus	Key Project	0	1
DEVELOPMENT AND DISPOSITION	Walter Reed	Provides administrative support to the Walter Reed Army Medical Center Local Redevelopment Authority and manages implementation of the reuse plan.	Key Project	0	1
INDUSTRIAL REVENUE BOND	Industrial Revenue Bond	Provides access to tax-exempt Industrial Revenue Bond and tax increments financing to help businesses and non-profit organizations renovate and build new construction, make tenant improvements, and purchase capital. This team manages and administers the movement and closing of DC Revenue Bond Deals through the process.	Daily Service	2	1
TOT				5	10

**2 - Increase job creation in DC by attracting & retaining businesses, thereby growing tax revenue, particularly in Wards 7 & 8. (4 Activities)**

GREAT STREETS INITIATIVE	Great Streets Initiative	DMPED administers the Great Streets Retail Small Business Reimbursement Grants, which are competitive grants of up to \$50,000 for qualified small business owners who wish to improve their place of business. The purpose of the grant program is to support existing small businesses, attract new businesses, increase the District's tax base, create new job opportunities for District residents, and transform emerging commercial corridors into thriving and inviting neighborhood centers. The Great Streets team's portfolio of work includes program management, program evaluation, grant application, community outreach, database management, and award disbursement.	Key Project	1	1
BUSINESS DEVELOPMENT	International Business Development	Marketing and promotional outreach, business development. Another focus is to attract Chinese and other foreign direct investment to the District and facilitates District company entry into foreign markets.	Key Project	1	1
BUSINESS DEVELOPMENT	Business Partnerships	Support growth in the District and partner with organizations such as the Washington DC Economic Partnership (WDCEP) and DC Chamber of Commerce, which help businesses in the District.	Key Project	2	1
BUSINESS DEVELOPMENT	Business Development	Relationship building, partnership development, marketing and promoting key initiatives, program management; supporting businesses that would like to locate or grow in the District, through incentives and support in navigating District government.	Daily Service	1	3
TOT				5	6



3 - Improve public engagement by creating more opportunities for community participation & feedback and by highlighting the economic climate and development of DC. (2 Activities)					
COMMUNICATIONS	Communications	Communicate DMPED projects, priorities, and economic intelligence to internal and external stakeholders.	Daily Service	0	2
COMMUNITY OUTREACH	Community Outreach	Create more opportunities for community participation & feedback.	Daily Service	1	0
TOT				1	2
4 - Utilize tech innovation & open data to drive positive change and good government for DC residents. (1 Activity)					
POLICY	Policy Initiatives & Data	Lead development of DC's policy pertaining to economic development, affordable housing, jobs, and drivers of tax revenue. Maintain the Economic Intelligence Dashboard, develop compelling data analysis, maps, & other communications, and manage DMPED's data.	Daily Service	1	2
TOT				1	2
5 - Create and maintain a highly efficient, transparent and responsive District government.** (2 Activities)					
CONTRACTING AND PROCUREMENT	Contracting & Procurement	Partner with vendors to purchase quality goods & services in a timely manner, award grants, ensure all purchasing and grant actions are conducted with integrity, impartiality and transparency. Manage government funds to ensure they are spent in accordance with applicable District laws, regulations and fiduciary responsibilities.	Daily Service	0	0
PERSONNEL	Human Resources	Hire and provide professional development for a best-in-class workforce.	Daily Service	0	0
TOT				0	0
<b>TOT</b>				<b>12</b>	<b>20</b>

2018 Workload Measures

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY2016 Actual	FY 2017 Actual
1 - Industrial Revenue Bond (2 Measures)					
Number of IRB projects closed	<input type="checkbox"/>	15	16	15	14
Total bond financing issued	<input type="checkbox"/>	232,310,000	737,469,155	619,786,799	876,960,633

1 - Real Estate Development and Disposition (3 Measures)					
Number of projects under construction or in DMPED's pipeline	<input type="checkbox"/>	Not available	Not Available	40	43
Number of RFPs Awarded	<input type="checkbox"/>	Not available	Not Available	7	6
Number of financial closings for DMPED projects	<input type="checkbox"/>	Not available	Not Available	7	4
2 - Business Development (1 Measure)					
Number of active business relocation/expansion prospects	<input type="checkbox"/>	Not available	Not Available	Not Available	22
2 - Business Partnerships (2 Measures)					
Needs-assessments Performed	<input type="checkbox"/>	Not available	Not Available	Not Available	40
Number of grants/contracts/agreements with partners	<input type="checkbox"/>	Not available	Not Available	Not Available	130
2 - Great Streets Initiative (1 Measure)					
Number of GS Applications	<input type="checkbox"/>	Not available	Not Available	164	98
2 - International Business Development (1 Measure)					
Number of international business development missions	<input type="checkbox"/>	Not available	Not Available	1	2
3 - Community Outreach (1 Measure)					
Number of Community Meetings held	<input type="checkbox"/>	Not available	Not Available	205	211
4 - Policy Initiatives & Data (1 Measure)					
Number of Economic Indicator dashboards produced	<input type="checkbox"/>	45	43	50	53

## Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Green Bonds	The IRB team will work closing with the PACE program to create bond deals that will use that allocation to contribute to a Green DC.. This initiative should allow organizations that have projects that qualify for PACE to also take advantage of the cheaper Tax-Exempt interest rates and have a portion of their debt "off balance sheet". As part of the initiative, the team will work closely with	09-30-2018

	the “Green Bank” to grow from our initial PACE deal that we closed in FY16.	
St Elizabeths East	In FY18, affordable housing construction will begin (1Q 2018). We will build new surface parking to support the ESA. We will continue planning for phase 2 of infrastructure with WMATA. We will achieve substantial completion of the ESA by Q4 FY18.	09-30-2018
Great Streets	Pilot additional issue-specific grants. Complete and implement Public Facing Dashboard (Phase 2). cur down time to award, aiming for first quarter of fiscal year.	09-30-2018
Exports & Middle East Investments	In FY18 DMPED will enhance trade and exporting between DC and Middle East markets (particularly exporting of professional services related to international law, urban design and development, international development, and smart cities) by making a return mission to Abu Dhabi in 2018, exploring the possibility of opening an international business office (ideally in collaboration with a neighboring municipality(ies)), and working with the Global Cities Initiative to develop a regional export support system.	09-30-2018
Walter Reed	In FY18, the Local Redevelopment Authority will implement the Base Reuse and Small Area Plan with a strategy that complies with all Base Realignment and Closure (BRAC) laws and regulations. This will be accomplished through: (1) completion of a series of public community meetings, and (2) regular communication with partners such as US Army BRAC Staff, U.S. Department of Defense, the U.S. Department of State, the selected Public Health User and the development team, TPWR. Additionally, the following tasks will be accomplished in FY 18: <ul style="list-style-type: none"> <li>• Activation of the site through periodic temporary uses</li> <li>• Groundbreaking and Ribbon cutting events to commemorate the start of initial uses</li> <li>• Closing on the remaining Army owned portions of the site</li> </ul>	09-30-2018
Inclusive Innovation Fund	In FY18 DMPED will establish a fund or fund(s) aimed at growing business activity in DC’s opportunity areas (i.e. impact economy, urban innovation/smart cities, hospitality & professional services innovation, data, security tech) and enabling access to capital by underrepresented entrepreneurs. Awards could be made via pitch competition and/or matching fund over the course of several months and would require applicants to have an inclusive growth plan. Explore opportunities for public-private partnership and, over time, ways to maximize the impact of District investments via alternative fund structures.	09-30-2018
Social Enterprise & Impact Economy Development	In FY18, DMPED will advance the development of the impact economy by supporting external efforts to strengthen the local social enterprise and civic innovation ecosystem, hosting related conferences, and promoting DC as a hub of social enterprise beyond the Beltway.	09-30-2018
Business Retention, Expansion, and Attraction Coordinating	In FY2018, DMPED will develop a systematized approach to business retention, expansion and attraction that leverages intelligence from DC data, news, the brokerage community, and stakeholder engagement (including digital communication) to prioritize and target business outreach. Create a coordinating committee of DMPED, WDCEP, DSLBD, BIDs, Chamber and possibly others through which intelligence can be shared.	09-30-2018
New Communities Initiative	In FY18, DMPED will make the following progress on the New Communities Initiative: In Barry Farm, we will... Continue relocation of remaining households Secure second phase of appropriate rezoning for onsite development Begin demolition and infrastructure activities in the phase 1 footprint of the onsite development Apply for approval from the DC Council for gap financing of one phase of the onsite In Lincoln Heights/Richardson Dwellings, we will... Receive appropriate rezoning on 2-3 additional offsite parcels	09-30-2018

	<p>Apply for approval from the DC Council for gap financing of 1-2 offsite parcels.  Complete construction and begin lease up for 1 offsite parcel.  Select a master developer for the onsite (Lincoln Heights) parcel  In Northwest One, we will...  Update the master plan for the onsite (and adjacent, city-owned) parcel  Secure disposition of the onsite parcel from the special purpose entity with current site control to the city  Apply for approval from the DC Council for disposition of the onsite parcel  Apply for appropriate rezoning for the onsite parcel  In Park Morton, we will:  Apply for approval from HUD for the demolition/disposition of the onsite parcel  Apply for approval from the DC Council for loan agreements for the offsite parcel  Apply for approval from the DC Council for gap financing of one phase of the onsite  On Human Capital, we will...  Use the FY16 human capital evaluation results to continue implementing a new plan for human capital expansion focused on NCI's 100% Resident Success platform.  Continue increasing and improving NCI's media and social media presence by providing content that portrays a realistic picture of NCI's successes as well as its challenges.  Continue implementing plans for greater community engagement NCI-wide as well as community specific engagement.</p>	
Affordable Housing Policy	Improve affordable housing program implementation, delivery, and decision-making by coordinating policy development among DC's housing agencies.	09-30-2018
Prioritize Transparency	In FY18, DMPED will improve perception and reality of DMPED as a transparent agency via new press engagement channels and greater access, e.g. regular group luncheons. Find new methods and mediums to report out DMPED successes on affordable housing, jobs, and tax revenue.	09-30-2018
Branded Months	<p>In FY18, DMPED will expand on existing branded-month initiatives that highlight and strengthen specific DMPED and Bowser Administration priorities.  Examples include innoMAYtion which focuses on inclusive innovation and technology, June Housing Bloom which concentrates on affordable housing, and an initiative launched in the fall that centers around the District's creative economy.</p> <p>For each initiative we will:</p> <ul style="list-style-type: none"> <li>- Create a dedicated website that informs residents and stakeholders of the mission and goals of the initiative and public-sector &amp; private-sector-hosted activities occurring throughout the month, which showcase the Administration's priorities</li> <li>- Create hashtags with a goal to get them trending to assist in branding</li> </ul>	09-30-2018
Groceries East of the River	In FY18, DMPED will work with DMGEO and the Food Policy Council to explore legislative and non-legislative strategies to entice new grocery stores east of the river and improve the level of service of existing grocery stores in this area. DMPED will improve the supermarket tax rebate application process and implementation.	09-30-2018
Capitol Crossing	Delivery of 200 Mass Ave building (office w/ ground floor retail) in mid-2018, complete curb installations and new traffic control islands and sidewalks surrounding the site. Complete 3rd Street Tunnel paving, striping and other safety improvements.	09-30-2018
The Wharf (Southwest Waterfront)	Phase I initial delivery Oct 2017 (approx. 1.5M s.f. of mixed-used development with significant public space amenities), accompanied by daily events/programming from Oct 2017 through Apr 2018. Phase 2 PUD submitted and planned to break ground in mid-2018.	09-30-2018
Skyland	Base paving of Town Center Drive will be completed (but not open for public access).	09-30-2018

	<p>The intersection sitework (stop lights, street lights, crosswalks, handicap ramps, curbs realignment, etc) of Good Hope and Naylor Road is projected to be completed during the 2018 fiscal year, and the remaining four intersections may be completed.</p> <p>We should see excavation of block 2 beginning in 2018, and vertical construction of buildings which includes the retail podium and apartments above the podium will be started and ongoing during the 2018 fiscal year (completion in 2020).</p>	
Union Market TIF	In FY18 we will work with the DC Council to get legislation approved to authorize a tax increment financing (TIF) issuance in the Union Market neighborhood of DC.	09-30-2018
McMillan	All FY18 progress on the redevelopment of the McMillan Sand Filtration Site is subject to outcome of pending litigation. With a resolution to the litigation, we can expect commencement of land development midway through FY18.	09-30-2018
DC United Stadium	In FY18, DMPED will achieve Substantial Completion of the new DC United Stadium building by July 2018. DGS will complete the construction of the final road infrastructure along Potomac Avenue, R Street, Half Street, 1st Street, 2nd Street and T Street. DGS will complete relocation and construction of new utilities for DC Water. Pepco, Verizon and Washington Gas to complete construction of new utilities surrounding the DC United Stadium Site. DC United will have their first game July 2018. DC United will achieve 100% Stadium completion (including punch list items) by Fall 2018.	09-30-2018
Attracting Amazon to DC	In FY18 DMPED will deliver a bold and convincing proposal in response to Amazon's Request for Proposals to locate its HQ2. We will launch a website and deploy a creative marketing effort. We will present several District sites for the headquarters location and content that highlights the many natural advantages DC can offer. We will compile and deliver a competitive incentives package as well as offer the best and brightest "big ideas" that demonstrate DC government is open for business.	09-30-2018

Office of the Deputy Mayor for Planning and Economic Development  
Question 28 FY17 FOIA Report

Agency Name

Annual Freedom of Information Act Report for Fiscal Year 2017  
October 1, 2016 through September 30, 2017

FOIA Officer Reporting \_\_\_\_\_

**PROCESSING OF FOIA REQUESTS**

- 1. Number of FOIA requests received during reporting period .....
- 2. Number of FOIA requests pending on October 1, 2016.....
- 3. Number of FOIA requests pending on September 30, 2017.....
- 4. The average number of days unfilled requests have been pending before each public body as of September 30, 2017 .....

**DISPOSITION OF FOIA REQUESTS**

- 5. Number of requests granted, in whole.....
- 6. Number of requests granted, in part, denied, in part.....
- 7. Number of requests denied, in whole.....
- 8. Number of requests withdrawn.....
- 9. Number of requests referred or forwarded to other public bodies.....
- 10. Other disposition .....

**NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION**

- 11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....
- 12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....
- 13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
  - Subcategory (A).....
  - Subcategory (B).....
  - Subcategory (C) .....
  - Subcategory (D) .....
  - Subcategory (E) .....
  - Subcategory (F) .....
- 14. Exemption 4 - D.C. Official Code § 2-534(a)(4) .....
- 15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....

- 16. Exemption 6 - D.C. Official Code § 2-534(a)(6)
  - Subcategory (A).....
  - Subcategory (B).....
- 17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....
- 18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....
- 19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....
- 20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....
- 21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....
- 22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....

**TIME-FRAMES FOR PROCESSING FOIA REQUESTS**

- 23. Number of FOIA requests processed within 15 days.....
- 24. Number of FOIA requests processed between 16 and 25 days.....
- 25. Number of FOIA requests processed in 26 days or more.....
- 26. Median number of days to process FOIA Requests.....

**RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS**

- 27. Number of staff hours devoted to processing FOIA requests.....
- 28. Total dollar amount expended by public body for processing FOIA requests.....

**FEEES FOR PROCESSING FOIA REQUESTS**

- 29. Total amount of fees collected by public body.....

**PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA**

- 30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act .....

**QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT**

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

**Office of the Deputy Mayor for Planning and Economic Development  
Question 33 Collective Bargaining Agreement**

**COMPENSATION AGREEMENT**

**BETWEEN**

**THE DISTRICT OF COLUMBIA**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL**

**AND**

**THE AMERICAN FEDERATION OF GOVERNMENT**

**EMPLOYEES, LOCAL 1403,**

**AFL-CIO**

**EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020**



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**PREAMBLE**

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the District of Columbia and the American Federation of Government Employees, Local 1403, (Union) (herein after jointly referred to as the parties) the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB).

**ARTICLE 1  
RECOGNITION**

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

**ARTICLE 2  
WAGES**

	FY 2018	FY 2019	FY 2020
% Increase	1.8%	1.8%	1.8%

**SECTION A – FY 2018:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2017.

**SECTION B – FY 2019:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2018.

**SECTION C -- FY 2020:**

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2019.

The Union has agreed to forego any adjustments coming from the District's Classification and Compensation initiative for the term of this Agreement.

**ARTICLE 2A  
BONUSES**

**SECTION A – FY 2018:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2017, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2017, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2017, and in no event later than March 31, 2018. If Employer has not conducted a performance review for an employee by December 31, 2017, the employee shall be entitled to the bonus amount for FY 2018, established by the rating in the most recent annual performance evaluation, if any.

**SECTION B -- FY 2019:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2018, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2018, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2018, and in no event later than March 31, 2019. If Employer has not conducted a performance review for an employee by December 31, 2018, the employee shall be entitled to the bonus amount for FY 2019, established by the rating in the most recent annual performance evaluation, if any.

**SECTION C -- FY 2020:**

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2019, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2019, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2019, and in no event later than March 31, 2020. If Employer has not conducted a performance review for an employee by December 31, 2019, the employee shall be entitled to the bonus amount for FY 2020, established by the rating in the most recent annual performance evaluation, if any.

**ARTICLE 2B  
SATURDAY AND HOLIDAY PAY**

Effective FY 2018, attorneys who are required to work on Saturdays or holidays to provide court coverage will receive straight time pay for all hours worked. Disbursements for Saturday and holiday pay will not exceed \$65,000.00 for any fiscal year of this Agreement. After disbursements reach \$65,000.00 in any one fiscal year, attorneys who are required to work on

Saturdays or holidays for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked.

### **ARTICLE 3 BENEFITS COMMITTEE**

#### **SECTION A – General:**

The parties herein agree to establish a Benefits Committee for the purpose of addressing the benefits of bargaining unit employees represented by the Union. The Union shall select two representatives to serve on the committee. The District of Columbia Human Resources office shall appoint at least one committee representative with authority to make benefits decisions. Within thirty (30) business days following the Council of the District of Columbia's approval of this Agreement, the Union shall contact DCHR's Associate Director of the Benefits and Retirement Administration to establish the Benefits Committee and meet to hold an initial meeting to review current benefits. Subsequently, the Benefits Committee shall meet at least twice during the 6-month period immediately prior to the expiration of any of the District of Columbia contracts for benefits implicated herein that is prior to the formal solicitation of bids from providers for such contracts as provided for in Section C3 below.

#### **SECTION B – Purpose:**

The purpose of the Benefits Committee shall be to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration or any bargained or statutory resolution process.

#### **SECTION C – Responsibilities:**

The members of the Benefits Committee are authorized to consider all matters that concern the benefits of employees represented by the Committee. The Benefits Committee shall:

1. Monitor the quality and level of services provided to bargaining unit employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life, Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with D.C. Official Code, Chapter 6, Subchapter XXI.
3. DCHR will review with the Committee in advance the technical requirements in preparation for the formal solicitation of bids from providers in order for the Committee

to provide any comments and recommendations on the criteria for bids and preparation of solicitations for requests for proposals for DCHR's consideration. DCHR will highlight any changes or enhancements to existing benefit plans or programs reflected in the technical requirements. After DCHR has reviewed and considered the Union's comments and recommendations, the Committee shall meet in order for DCHR to inform the Union how or if DCHR will incorporate the Union's comments and recommendations in the final solicitation for bids.

4. Explore issues concerning the workers' compensation system that affect bargaining unit employees consistent with D.C. Official Code, Chapter 6, Subchapter XXIII (Public Sector Workers' Compensation).
5. DCHR shall notify the Committee by email after the award to providers but prior to implementation of any significant alteration of existing benefits programs, and proposed additional benefit programs to determine the extent to which they impact employees. Upon notification, the Committee shall notify the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns any Committee member has regarding the impact on bargaining unit employees.

**SECTION D – Maintenance of Benefits:**

Nothing herein shall be construed to reduce, modify or eliminate any benefits available to the bargaining unit employees prior to entering into this Agreement.

**SECTION E – Additional Benefits:**

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

**ARTICLE 4  
BENEFITS**

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2013 – FY 2017

( Compensation Units 1 & 2 Agreement): Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Service Retirement System; Defined Contribution; Deferred Compensation; Metro Pass/Monthly Transit Subsidy; Holidays; at least equal to the level of benefits provided to their general membership as the applicable benefits for bargaining unit members covered by this Agreement. To the extent that any successor Compensation Units 1 & 2 Agreement provides for higher levels of benefits than what is

provided for under this Agreement with respect to any of the specific or substantively related benefits listed above in this paragraph, the Parties agree to reopen negotiations for the sole purpose of renegotiating those specific benefits. In no event will the benefits stated in this Agreement be reduced through this process.

**SECTION A -- Life Insurance:**

1. Life insurance is provided to covered employees in accordance with §1-622.01, et seq. of the District of Columbia Official Code (2012 Repl.) and Chapter 87 of Title 5 of the United States Code.

District of Columbia Official Code §1-622.03 (2012 Repl.) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

District of Columbia Official Code §1-622.01 (2012 Repl.) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. Life insurance benefits for employees hired on or after October 1, 1987 shall be set at the following minimum level of benefits: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

3. The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits that is equal

in coverage and level of benefits to other similarly situated District of Columbia bargaining unit employees.

4. Employees must contact their respective personnel office to enroll or make changes in their life insurance coverage.

**SECTION B -- Health Insurance:**

1. Pursuant to D.C. Official Code § 1-621.02 (2012 Repl.), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care insurance providers for employees employed after September 1, 1987, provided that additional insurance providers do not reduce the current level of benefits provided to employees. If the Employer decides to expand or reduce the list of eligible insurance providers, the Employer shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01 (2012 Repl.), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of Personnel Management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

**SECTION C -- Optical and Dental:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement. District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental insurance providers, provided that additional insurance providers do not reduce the current level of

benefits provided to employees. Should the District Government decide to expand or reduce the list of eligible insurance providers, the District shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

**SECTION D – Short and Long Term Disability:**

1. Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short and Long Term Disability Insurance Programs, which provide for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that additional insurance providers do not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand or reduce the list of eligible disability insurance providers, the District shall give the Union notice of the additions or reductions after the award but prior to implementation.

**SECTION E – Indemnity Benefits:**

Employer shall provide access to the indemnity benefits currently in effect for Union employees.

**SECTION F – Annual Leave:**

1. In accordance with D.C. Official Code §1-612.03 (2012 Repl.), full-time employees covered by the terms of this Agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.



3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

**SECTION G – Sick Leave:**

1. In accordance with District of Columbia Code §1-612.03 (2014 Repl.), a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to:

(a) Seek medical attention and/or recover from illness or injury;

(b) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(c) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(d) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(e) Make any other use allowed by law, including to obtain social, medical or legal services if the employee or the employee's family member is a victim of stalking, domestic violence or sexual abuse as provided for under D.C. Official Code § 32-131.02(b)(4) (2014 Repl.).

4. An employee's request to take sick leave shall not be unreasonably denied.

**SECTION H – Other Forms of Leave:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m)(2014 Repl.).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a

State or Local Government to the extent provided in D.C. Official Code §1-612.03(l) (2014 Repl.).

3. Funeral Leave:

An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative in accordance with Funeral and Memorial Service Leave Amendment Act, D.C. Law 20-83, § 2(a), 61 DCR 176, effective February 22, 2014. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" is an individual who is related to an employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild or similar familial relationship; or an individual for whom the recipient employee is the legal guardian; or a fiancé, fiancée or domestic partner of an employee, as defined in D.C. Official Code §32-701 (2014 Repl.) and related laws. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual's manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee's leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee's individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child's first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

6. Family Leave – Within any 12-month period, an employee is entitled to up to eight weeks of paid family leave for the birth or adoption of a child or to care for a family member (a person related by blood, legal custody, domestic partnership or marriage) with a serious health condition.

**SECTION I – Pre-Tax Benefits:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2012 Repl.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

**SECTION J – Retirement:**

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. § 8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. **DEFINED CONTRIBUTION PENSION PLAN:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

- (a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09 (2012 Repl.).

(b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

3. **DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program described in Section 1-626.05 and related Chapters of the D.C. Official Code (2012 Repl.). The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

**SECTION K – Holidays:**

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16<sup>th</sup> of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year; and
- (k) Christmas Day, December 25th of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

**SECTION L – Benefits Levels:**

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

**ARTICLE 5  
COMPENSATORY TIME**

**SECTION A:**

A lawyer who is required to work one or more hours outside his or her normal work hours may, whenever possible, request an equal amount of compensatory time from his or her supervisor before the work is performed. The decision to grant an employee compensatory time is at the discretion of management but shall not be unreasonably denied. The denial of a request shall be in writing and shall state the reason for the denial.

**SECTION B:**

Compensatory time may be approved for work that exceeds an employee's regular tour of duty, including:

- Extraordinary assignments
- Scheduled or special events
- Travel time outside normal work hours

**SECTION C:**

If the request is granted, the time will be recorded on the employee's records and may be used in the same manner that annual leave is used. However, accrued compensatory time off must be used by the end of the 26th pay period after the pay period during which it was earned. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

**ARTICLE 6  
MONTHLY TRANSIT SUBSIDY**

Beginning the first full pay period on or after Council approval, the District of Columbia Government shall subsidize the cost of monthly transit for personal use by employees by twenty-five dollars (\$25.00) per month for actual transportation expenses incurred by employees who commute to and from work.

**ARTICLE 7  
MILEAGE ALLOWANCE METRO REIMBURSEMENT AND  
ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

**SECTION A – Parking Spaces:**

Three (3) parking spaces shall be set aside from among those allocated to the Office of the Attorney General in the underground parking garage at 441 4th St., NW, Washington, D.C. for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

**SECTION B – Mileage Allowance:**

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

**SECTION C – Use of Personal Vehicles:**

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2012 Repl.)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 et seq.).

**SECTION D – Reimbursement for Use of Personal Vehicles:**

Management shall not require an employee to use his/her personal vehicle for government purposes. In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

**SECTION E - Reimbursement for Taxicab or Online Vehicle Expenses:**

Employees who must travel by taxicab or online vehicle (e.g. Uber or Zipcar) for official government business to a destination that is not reasonably accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

**SECTION F – Metro Fare Cards:**

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

**SECTION G – Availability of Fleet Vehicles:**

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle to the extent available. Employees may use the vehicle for official government business at no charge to the Employee.

**ARTICLE 8  
SICK LEAVE INCENTIVE PROGRAM**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

**SECTION A – Accrual:**

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.

3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

**SECTION B – Employees in a Non-pay Status:**

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

**SECTION C – Procedure for Use of Time Accrued:**

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

**SECTION D – Use of Time Accrued:**

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

**SECTION E – Part Time Employees:**

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

**ARTICLE 9  
ANNUAL LEAVE BUY-OUT**

**SECTION A – Payment for Annual Leave:**

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive payment for each hour of unused annual leave in the employee's official leave record.

**SECTION B – Computation:**

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.



**ARTICLE 10  
BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within a reasonable time of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 11  
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

**ARTICLE 12  
GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 28 in the Non Compensation Agreement.

**ARTICLE 13  
SAVINGS CLAUSE**

**SECTION A:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION B:**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

**ARTICLE 14  
DURATION AND FINALITY**

**SECTION A -- Effective Date:**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

**SECTION B – Finality:**

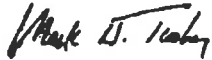
This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

**ARTICLE 15  
INCORPORATION OF NON-COMPENSATION AGREEMENT**

The terms and conditions of the Non Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017 through September 30, 2020 (Non-Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.

On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**



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**Mark H. Tuohey, III, Director  
Mayor's Office of Legal Counsel**



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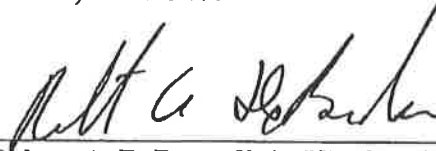
**Karl A. Racine, Attorney General  
Office of the Attorney General**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**



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**Steve Anderson, President  
AFGE, Local 1403**



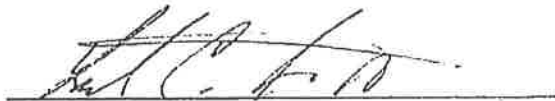
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**Robert A. DeBerardinis, Vice President  
AFGE, Local 1403**


On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

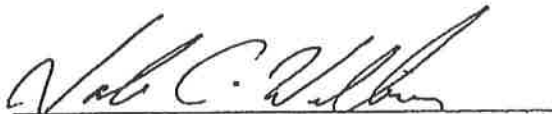
**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**


  
Lionel C. Sims Jr., Esq., Director  
Office of Labor Relations & Collective  
Bargaining

  
Olga L. Clegg, Vice President  
AFGE, Local 1403

  
Ronald R. Ross, Deputy Director  
Mayor's Office of Legal Counsel

  
Anne Hollander  
AFGE, Local 1403


  
Nadine Wilburn, Chief  
Personnel, Labor & Employment Division  
Office of the Attorney General

  
Beth-Sherri Akyereko  
AFGE, Local 1403

  
Kathryn Naylor, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

  
Dave Rosenthal  
AFGE Local 1403

  
Kevin Stokes, Chief of Staff  
Office of Labor Relations & Collective  
Bargaining

  
Marie-Claire Brown  
AFGE Local 1403

  
Asha Bryant, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

**APPROVAL**

This compensation collective bargaining agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated \_\_\_\_\_, has been reviewed in accordance with Section 1-617.17 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Muriel E. Bowser, Mayor

# District of Columbia Government Salary Schedule: Legal Services (Union)

Fiscal Year: 2018 Service Code Definition: Attorneys (includes both OAG and other agencies)

Effective Date: October 1, 2017

Union/Nonunion: Union Affected CBU/Service Code(s): BQA A35

Pay Plan/Schedule: LS (Legal Service)  
Peoplesoft Schedule: LA0002

% Increase: 1.80%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
09 \$	56,027	\$ 57,895	\$ 59,763	\$ 61,631	\$ 63,499	\$ 65,367	\$ 67,235	\$ 69,103	\$ 70,971	\$ 72,839	\$	1,868
10 \$	61,701	\$ 63,758	\$ 65,815	\$ 67,872	\$ 69,929	\$ 71,986	\$ 74,043	\$ 76,100	\$ 78,157	\$ 80,214	\$	2,057
11 \$	67,783	\$ 70,046	\$ 72,309	\$ 74,572	\$ 76,835	\$ 79,098	\$ 81,361	\$ 83,624	\$ 85,887	\$ 88,150	\$	2,263
12 \$	81,246	\$ 83,956	\$ 86,666	\$ 89,376	\$ 92,086	\$ 94,796	\$ 97,506	\$ 100,216	\$ 102,926	\$ 105,636	\$	2,710
13 \$	96,623	\$ 99,843	\$ 103,063	\$ 106,283	\$ 109,503	\$ 112,723	\$ 115,943	\$ 119,163	\$ 122,383	\$ 125,603	\$	3,220
14 \$	114,171	\$ 117,979	\$ 121,787	\$ 125,595	\$ 129,403	\$ 133,211	\$ 137,019	\$ 140,827	\$ 144,635	\$ 148,443	\$	3,808
15 \$	134,310	\$ 138,785	\$ 143,260	\$ 147,735	\$ 152,210	\$ 156,685	\$ 161,160	\$ 165,635	\$ 168,043	\$ 171,434	\$	Varies

# District of Columbia Government Salary Schedule: Legal Services (Union)

Fiscal Year: 2019 Service Code Definition: Attorneys (includes both OAG and other agencies)

Effective Date: October 14, 2018

Union/Nonunion: Union Affected CBU/Service Code(s): BOA A35

Pay Plan/Schedule: LS (Legal Service)  
Peoplesoft Schedule: LA0002

% Increase: 1.80%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
09 \$	57,034	58,936	60,838	62,740	64,642	66,544	68,446	70,348	72,250	74,152	\$	1,902
10 \$	62,812	64,906	67,000	69,094	71,188	73,282	75,376	77,470	79,564	81,658	\$	2,094
11 \$	69,002	71,306	73,610	75,914	78,218	80,522	82,826	85,130	87,434	89,738	\$	2,304
12 \$	82,708	85,467	88,226	90,986	93,744	96,503	99,262	102,021	104,780	107,539	\$	2,759
13 \$	98,362	101,640	104,918	108,196	111,474	114,752	118,030	121,308	124,586	127,864	\$	3,278
14 \$	116,228	120,104	123,980	127,856	131,732	135,608	139,484	143,360	147,236	151,112	\$	3,876
15 \$	136,728	141,283	145,839	150,394	154,950	159,505	164,061	168,616	171,068	174,520	\$	Varies

# District of Columbia Government Salary Schedule: Legal Services (Union)

Fiscal Year: 2020 Service Code Definition: Attorneys (includes both OAG and other agencies)

Effective Date: October 13, 2019

Union/Nonunion: Union Affected CBU/Service Code(s): BOA A35

Pay Plan/Schedule: LS (Legal Service)  
 Peoplesoft Schedule: LA0002

% Increase: 1.80%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
09 \$	58,058 \$	59,995 \$	61,932 \$	63,869 \$	65,806 \$	67,743 \$	69,680 \$	71,617 \$	73,554 \$	75,491 \$	1,937
10 \$	63,945 \$	66,076 \$	68,207 \$	70,338 \$	72,469 \$	74,600 \$	76,731 \$	78,862 \$	80,993 \$	83,124 \$	2,131
11 \$	70,242 \$	72,588 \$	74,934 \$	77,280 \$	79,626 \$	81,972 \$	84,318 \$	86,664 \$	89,010 \$	91,356 \$	2,346
12 \$	84,199 \$	87,007 \$	89,815 \$	92,623 \$	95,431 \$	98,239 \$	101,047 \$	103,855 \$	106,663 \$	109,471 \$	2,808
13 \$	100,133 \$	103,470 \$	106,807 \$	110,144 \$	113,481 \$	116,818 \$	120,155 \$	123,492 \$	126,829 \$	130,166 \$	3,337
14 \$	118,319 \$	122,265 \$	126,211 \$	130,157 \$	134,103 \$	138,049 \$	141,995 \$	145,941 \$	149,887 \$	153,833 \$	3,946
15 \$	139,189 \$	143,826 \$	148,464 \$	153,101 \$	157,739 \$	162,376 \$	167,014 \$	171,651 \$	174,147 \$	177,661 \$	Vanes



**COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT**

**BETWEEN**

**AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 1403,  
AFL-CIO,**

**AND**

**THE DISTRICT OF COLUMBIA,**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL,  
THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020**

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## **ARTICLE 1 RECOGNITION**

### **Section 1 – Recognition:**

A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.

B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.

C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

### **Section 2 – Coverage:**

A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (“Agency Counsel Office” collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. O1-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).

B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

## **ARTICLE 2 LABOR-MANAGEMENT RELATIONS**

### **Section 1-A - Composition and Function of the OAG Labor-Management Committee:**

A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.

B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 1-B -Composition and Function of the MOLC Labor-Management Committee:**

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall establish a Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Mayor within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

**Section 2 – Subcommittees:**

The parties may mutually agree to establish subcommittees of the LMCs to study problems and conditions.

**Section 3 – Union's Right to Request Impact and Effects Bargaining:**

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

**Section 5 - Labor-Management Meetings:**

- A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.
- B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

**Section 6 - Organizational Changes:**

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

**Section 7 – Risk Assessment:**

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

**ARTICLE 3  
ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulations in the administration of leave. Annual leave must be requested reasonably in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

**ARTICLE 4  
ALTERNATIVE WORK SCHEDULES**

**Section 1 – Definitions:**

A. Except as provided in this Article, the professional workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

**B. Professional Workweek:**

Attorneys work a professional work week on a salaried basis consisting of a minimum of forty (40) hours. The normal workweek for full-time attorneys shall consist of five (5) consecutive days, at least eight (8) hours of work, Monday through Friday. Management may vary the workweek of attorneys in order to meet work load requirements or emergency situations and must provide the employees with at least a two (2) day advance notice, if possible. Attorneys are exempt from the overtime restrictions under the Fair Labor Standards Act. However, in the event an employee is asked to work more than 8 hours per day or 40 hours per week, management will attempt to give as much notice as possible and reasonably consider any request for compensatory time covered elsewhere in this agreement.

**Section 2 Fair Labor Standards Act:**

Attorneys are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

**Section 3 Flexible/Alternative Work Schedules:**

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Flexiplace/Telecommuting Schedule, including Ad Hoc Telecommuting. AWS may be combined, except that a Compressed Work Schedule may only be combined with Ad Hoc Telecommuting. The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they include the three AWS described in this Section. In the event that any agency does not currently have an AWS policy that includes the three AWS described in this Section, the OAG Office Order # 2015-03 shall apply until such time as the agency establishes its policy. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable Office Order or other governing policy, rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover

matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;

- (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
- (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
- (3) The past performance of the requesting individual;
- (4) Equitable sharing of Office functions;
  - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
  - b. Whether the requested AWS places an undue burden on others covered by this Office Order within a particular Unit, Section, or Division; and
  - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

1. It is cost effective;
2. It increases employee morale and productivity; or
3. It better serves the needs of the public.

The Union shall be given advance notice when flexible/alternative work schedules are proposed and shall be given the opportunity to consult. A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

#### **Section 4 Flexiplace/Telecommuting:**

Supervisors may permit employees to use flexiplace/telecommuting plans. Employees participating in flexiplace/telecommuting plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees should make every effort to report as soon as possible, generally within 2 hours. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.



**Section 5 Supervisor's Authority:**

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the Director of the MOLC. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

**Section 6 Impact and Effect Bargaining:**

The Attorney General shall not change its existing AWS Office Order # 2015-03 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

**ARTICLE 5  
EMPLOYEE ASSISTANCE PROGRAM**

**Section 1 – General:**

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section 2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.

**Section 2 - Use of Sick Leave:**

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave for this purpose on the same basis as any other illness with appropriate documentation of attendance.

**ARTICLE 6  
UNION STEWARDS/OFFICAL TIME**

**Section 1 - Number of Stewards:**

A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.

B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

## **Section 2 - Designation of Representatives:**

### **A. Union Officers, Stewards and Other Representatives**

1. **Union Officers and Stewards:** The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
2. **Other Representatives:** The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

### **Section 3 - Performance Appraisals:**

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

### **Section 4 - Official Time for Representational Activity:**

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;

- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;
- (15) necessary travel to any of the activities listed above;
- (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
- (17) new employee orientation meetings.

C. Official time shall not include time spent on internal Union business, including, but not limited to:

- (1) Attending Local, Regional, or National Union meetings;
- (2) Soliciting members;
- (3) Collecting dues;

- (4) Posting notices of Union meetings; administering elections;
- (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
- (6) Internal Union strategy sessions, except for representational functions.

**Section 5 - Requesting Official Time:**

A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.

B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.

C. All advance requests for official time are understood to be estimates.

D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.

E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

**Section 6:**

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

**Section 7:**

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

**ARTICLE 7  
UNION USE OF EMPLOYER FACILITIES AND SERVICES**

**Section 1:**

Upon request, the Union may have access to meeting space by following established Employer procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

**Section 2:**

Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

**Section 3:**

The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least

fifteen (15) business days prior to the time the Union is required to vacate the present office.

**Section 4:**

The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

**Section 5:**

The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General and/or Mayor, as appropriate, or their designees at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

**Section 6:**

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

**Section 7:**

Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, the Mayor, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

**ARTICLE 8  
PERSONNEL FILES**

**Section 1 - Official Files – Definition and Right to Examine:**

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

**Section 2 - Right to Respond:**

Each Employee shall have the right to answer any material filed in his/her personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in an personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

**Section 3 - Right to Copy:**

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

**Section 4 - Access by Union:**

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

**Section 5 – Employee to Receive Copies:**

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

**ARTICLE 9  
JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.



**ARTICLE 10  
LATE ARRIVAL/EARLY DISMISSAL**

**Section 1 -- Late Arrival:**

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

**Section 2 -- Early Dismissal:**

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

B. Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

**Section 3 -- Employees on leave during the late arrival/early dismissal period:**

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

**ARTICLE 11  
STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

**ARTICLE 12  
CONTRACTING OUT/PRIVATIZATION**

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

**ARTICLE 13  
UNION RIGHTS AND SECURITY**

**Section 1 – Exclusive Agent:**

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

**Section 2 – Access to Employees:**

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

**Section 3 – Dues Check Off:**

Pursuant to D.C. Official Code § 1-617.07 (2012 Repl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under *Chicago Teachers Union Local No. 1 v. Hudson*, 475 U.S. 292 (1986) and related cases. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

**Section 4 – Annual Notification of Annual Dues Amount:**

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

**Section 5 – Service Fees:**

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues to pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such service fee deductions shall be allowed when the Union presents evidence that at least fifty-one percent (51%) of the employees in the unit are members of the Union.

**Section 6 – Cost of Processing:**

Union dues and/or service fees shall be transmitted to the Union, minus a fee of \$.15 per deduction (dues or service fee) per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

**Section 7 – Hold Harmless:**

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

**Section 8:**

Payment of dues or service fees shall not be a condition of employment.

**Section 9:**

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fees to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.

**Section 10:**

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

**ARTICLE 14  
TERM EMPLOYEES**

**Section 1:**

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

**Section 2 – Priority Conversion of NTE Employees to FTE Status:**

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

## ARTICLE 15 DISCRIMINATION

### Section 1 – General Provisions:

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 et seq. (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. . At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

### Section 2 - Equal Employment Practices:

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

### Section 3 – Sexual Harassment:

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **Section 4 – Union Activity:**

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

- A. To form, join and assist in labor organization or to refrain from this activity;
- B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and
- C. To be protected in the exercise of these rights.

#### **Section 5 – Discrimination Charges and Election:**

A. An employee may raise a complaint of discrimination under applicable law (to the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

E. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE  
OVER A DISCRIMINATION CHARGE

I, \_\_\_\_\_, acknowledge that I have decided to submit my employment discrimination charge through the grievance procedure. In consideration of arbitration, I will forego and waive my rights to file a separate claim under the discrimination statutes, including Title VII, in accordance with applicable law governing such elections. *See Alexander v. Denver-Gardner*, 415 U.S. 36 (1974).

Dated:

\_\_\_\_\_  
EMPLOYEE'S NAME

**ARTICLE 16  
SAFETY AND HEALTH**

**Section 1 - Working Conditions:**

A. The Employer shall provide and maintain safe working conditions for all employees. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C. Official Code section 1-620.01 et seq., as amended (2012 Repl.)).

## **Section 2 - Corrective Actions:**

A. If an employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist or the Risk Manager for the District agency, as applicable.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

## **Section 3 - First Aid Kits and Defibrillators:**

A. Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager or the Risk Manager for the District agency, as applicable, will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

## **Section 4 - Excessive Temperatures in Buildings:**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected



by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor, the Attorney General, or their designees.

**Section 5 – Maintenance of Health Records:**

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

**ARTICLE 17  
INFORMATIONAL REPORTS ON EMPLOYEES**

Upon request, and at least annually by December 31<sup>st</sup> of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

**ARTICLE 18  
FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 19  
REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

**ARTICLE 20  
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

**Section 1 – New Technology:**

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable

them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

#### **Section 2 – Electronic Mail Use:**

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

#### **Section 3 – Internet Access and Use:**

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

#### **Section 4 – Telephone Use:**

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

#### **Section 5 – Privacy:**

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

## **ARTICLE 21 TRAINING**

### **Section 1 - New Employee Orientation:**

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

### **Section 2 - Continued Training Opportunities:**

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG and other District agencies that employ District legal service attorneys will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG and other District agencies that employ District legal service attorneys by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

### **Section 3 - Requests for Continued Training:**

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

## **ARTICLE 22 EMPLOYEE RIGHTS**

### **Section 1 – Respect in the Workplace:**

It is the intent of the Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

**Section 2 - Employee Rights:**

A. All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

- (1) to organize a labor organization free from interference, restraint, or coercion;
- (2) to form, join, or assist any labor organization;
- (3) to bargain collectively through representatives of their own choosing; and
- (4) to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) (“Employee Rights”).

B. Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, the Attorney General, D.C. Council and Congress.

**Section 3 - Employee Grievances:**

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

**Section 4 – Conflicts of Interest:**

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

**Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit:**

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against

any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, management will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

## **ARTICLE 23 SABBATICAL/EXTENDED LEAVE**

It is management policy to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed within the District legal service for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. At any time after completion of the attorney's seventh anniversary with the District legal service and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG or the District agency in which they worked prior to the sabbatical.

### **Section 1 – Process:**

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General or agency director within 30 days of the submission of the request.

### **Section 2 – Supervisor's Authority:**

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Mayor or Attorney General, as applicable, who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

### **Section 3 – Potential Loss of Benefits and Insurance Premiums:**

Attorneys understand that an extended leave of absence in a non-pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non-pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to

an extended leave of absence in a non -pay status before submitting the request for sabbatical. Under no circumstances is the management required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

## **ARTICLE 24 REASSIGNMENTS, PROMOTIONS, DETAILS**

### **Section 1 – Promotions:**

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

### **Section 2 - Promotion Priority Process:**

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

### **Section 3 - The Promotions Ranking Committee:**

A. The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives (i) from each division in OAG or (ii) selected by the Mayor's Office of Legal Counsel for each subordinate agency. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

B. Management will provide a copy of the current list and it shall provide an updated copy as changes are made.

### **Section 4 – Grievance on Failure to Comply with Process:**

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

**Section 5 – Filling Vacancies:**

A. Whenever an attorney vacancy exists within OAG or at a subordinate agency, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which shall post such vacancy notice on all Union bulletin boards. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of job openings will be provided to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

**Section 6 - Job Qualifications:**

Management has the right to determine job qualifications. Where the Employer has considered the recommendations of the PRC and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates. The Employer may also reject all candidates on the list and may request a new list.

**Section 7 - Additional Duties:**

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

**ARTICLE 25  
TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS**

**Section 1 - Tardy or Non-Receipt of Pay:**

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

**Section 2 - Pay Errors:**

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after employee provides notice to the appropriate Employer representative and the delay results due to no fault of employee, employee shall receive four (4) hours of administrative leave.

**Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements:**

A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.

A. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

**Section 4 - Timely Reimbursement of Expenses:**

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

**Section 5 – Audits:**

In the event employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

**ARTICLE 26  
GENERAL PROVISIONS**

**Section 1 - Work Rules:**

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.



**Section 2 – Identification Device:**

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

**Section 3 - Distribution of Agreement:**

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

**Section 4 – Office Space:**

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG, the Mayor, or their designees, and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management’s final authority to determine the final design.

**ARTICLE 27  
COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

**ARTICLE 28  
GRIEVANCE AND ARBITRATION PROCEDURES**

**Section 1 – Definitions:**

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

**Section 2 – Performance Ratings:**

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General or the Mayor’s Office of Legal Counsel. The committee shall be empowered to review the basis for a direct

supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision or agency head's decision, as applicable, shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General and the Mayor's Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

### **Section 3 – General Provisions:**

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

### **Section 4 – Information Requests:**

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

### **Section 5 – Procedure:**

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

B. Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

**Step 1:** The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly

violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

**Step 2:** If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

**Step 3:** If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or agency head, as applicable, or his/her designee, within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or agency head, as applicable, or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

**Step 4:** If the grievance is still unresolved, or the Attorney General, or agency head, as applicable, or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen (15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

**Section 6 - Selection of the Arbitrator:**

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS guidelines unless modified by this Agreement.

**Section 7 – Authority of the Arbitrator:**

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

**Section 8 - Decision of the Arbitrator:**

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

**Section 9 - Expenses of the Arbitrator:**

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

**Section 10 - Time Off For Grievance Hearings:**

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

**Section 11 – Time Limits:**

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

**Section 12 – Termination of Grievance:**

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstating a grievance at a later date.

**Section 13 – Exclusions:**

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 29  
DISCIPLINE AND DISCHARGE**

**Section 1 -- Disciplinary Actions:**

A. Assistant Attorneys General ("AAG") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General or an agency head, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or

3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her office, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision or agency head's decision, as applicable, shall be the final agency decision.

#### **Section 2 -- Appeal Procedures:**

After the Attorney General or agency head issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the nonbinding arbitrator shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's or the agency head's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

#### **Section 3 -- Stay of Disciplinary Action:**

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's or agency head's final administrative decision.

#### **Section 4 -- Standard of Review and Authority of the Arbitrator:**

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The arbitrator does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

#### **Section 5 -- Time Limits:**

All time limits set forth, in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

#### **Section 6 -- Extension of Time Limits:**

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time

period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

**Section 7 -- Substitution of Binding Arbitration Procedures:**

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

**ARTICLE 30  
SAVINGS CLAUSE**

**SECTION 1:**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

**SECTION 2:**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

**ARTICLE 31  
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017, through September 30, 2020 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

**ARTICLE 32  
DURATION AND FINALITY**

**Section 1 -- Effective Date**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2020, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

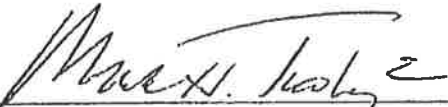
**Section 2 – Finality**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.




On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

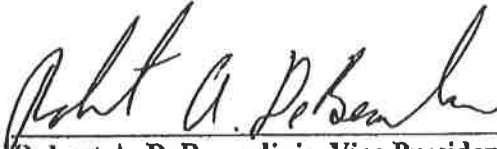
**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

  
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Mark H. Tuohey, III, Director  
Mayor's Office of Legal Counsel

  
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Karl A. Ragan, Attorney General  
Office of the Attorney General

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**


  
\_\_\_\_\_  
Steve Anderson, President  
AFGE, Local 1403

  
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Robert A. DeBerardinis, Vice President  
AFGE, Local 1403


On this 31<sup>st</sup> day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

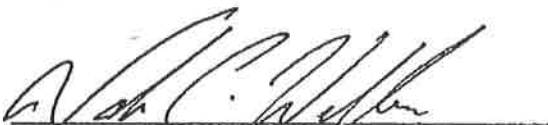
**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

  
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Lionel C. Sims Jr., Esq., Director  
Office of Labor Relations & Collective  
Bargaining


  
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Olga I. Clegg, Vice President  
AFGE, Local 1403

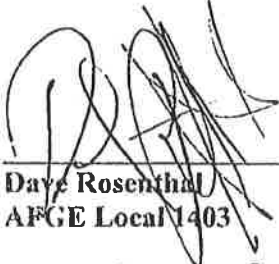
  
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Ronald R. Ross, Deputy Director  
Mayor's Office of Legal Counsel

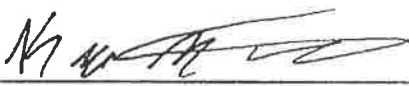
  
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Anne Hollander  
AFGE, Local 1403


  
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Nadine Wilburn, Chief  
Personnel, Labor & Employment Division  
Office of the Attorney General


  
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Beth-Sherri Akyereko  
AFGE, Local 1403

  
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Kathryn Naylor, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

  
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Daye Rosenthal  
AFGE Local 1403

  
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Kevin Stokes, Chief of Staff  
Office of Labor Relations & Collective  
Bargaining

  
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Marie-Claire Brown  
AFGE Local 1403

  
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Asha Bryant, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining

Office of the Deputy Mayor for Planning and Economic Development  
Performance Oversight Question 35

**D.C. Official Code 10-801 status update  
Reporting for FY 2018 Q1 and Q2**

Project	Status	Project schedule	Explanation of impediments, if any, and steps taken to resolve them
5th & I	The D.C. Council approved the revised term sheet on January 23, 2018. The revised term sheet provides for a minimum of 20 affordable dwelling units (ADU) to be constructed at 2100 MLK and the remaining ADUs to be delivered within five years at a mutually agreed upon location. This modification in the project terms will allow development plan to proceed. In 2016, the Mayor's disposition authority was extended to December 20, 2018.	<ul style="list-style-type: none"> <li>- LDA extended to 12/20/2018</li> <li>- Closing on hotel/condo planned for Q3 FY18</li> <li>- Construction planned to be complete Q4 FY20</li> <li>- Closing on financing for ADU site planned for Q3 FY18</li> <li>- Construction planned to be complete for ADU site Q2 FY20</li> </ul>	Impediments include developer's stated funding gap and ensuring that the developer is actively pursuing design development activities on 5th and I and at 2100 MLK. Continual coordination with developer is ongoing to resolve these impediments.
Bruce Monroe	The D.C. Council approved the surplus and disposition of the site in December 2016. The Zoning Commission approved the Planned Unit Development (PUD) in January 2017, and their final order was approved May 2017.	<ul style="list-style-type: none"> <li>- LDA Approved in December 2016</li> <li>- Zoning PUD Approval was received May 2017</li> <li>- Construction start planned for Q1 FY19</li> <li>- Construction planned to be complete in Q1 FY21</li> </ul>	Zoning Appeal filed July 2017.
Capitol Vista	The D.C. Council approved surplus and disposition of the site in December 2016. The project has submitted its PUD application Case No. 17-06 on July 20th, 2017. The Zoning Commission approved the PUD and the order became final and effective November 24th, 2017.	<ul style="list-style-type: none"> <li>- Zoning PUD approval received in November 2017</li> <li>- Closing planned for Q1 FY19</li> <li>- Construction planned to be complete in Q4 FY20</li> </ul>	There are no known impediments at this time.
Fort Totten	The D.C. Council approved surplus and disposition of the site in December 2016. DMPED and the Developer executed the Land Disposition Agreement in early 2017. The Developer is currently in the design phase and closing is expected in Fall 2018.	<ul style="list-style-type: none"> <li>- BZA Variance Submission February 2018</li> <li>- Closing planned for Q4 FY18</li> <li>- Construction planned start in Q1 FY19</li> </ul>	There are no known impediments at this time.

Office of the Deputy Mayor for Planning and Economic Development  
Performance Oversight Question 35

**D.C. Official Code 10-801 status update  
Reporting for FY 2018 Q1 and Q2**

<b>Hill East</b>	The closing on the Hill east project occurred in December 2017. The developer is going through zoning approval and finalizing the building design. Lot subdivisions with the office of the Surveyor completed. Street closure and right of way approval with the office of the Surveyor completed. The Developer and DDOT are finalizing the infrastructure work design.	<ul style="list-style-type: none"> <li>- Closing occurred in December 2017</li> <li>- Ground breaking planned for Q2 FY18</li> <li>- Construction planned to be complete in Q1 FY21</li> </ul>	There are no known impediments at this time.
<b>Stevens School</b>	The D.C. Council approved the extension of the Mayor’s authority in December 2016. Developer has removed the temporary fire station and has begun demolition and site preparation. Construction of the new commercial building will begin after the site is cleared and is expected to commence in Spring 2018. In coordination with DGS, DCPS will renovate and operate the Stevens School	<ul style="list-style-type: none"> <li>- Closed occurred in May 2017</li> <li>- Construction planned to be completed in Q2 FY20</li> </ul>	There are no known impediments at this time.
<b>Strand Theater</b>	The D.C. Council approved an extension of the LDA in April 2017. The D.C. Council approved a DFA to support the project at the same time. The first pre-development funds were distributed in August 2017, which allowed the project to acquire adjacent private properties needed to complete the development. The project received its zoning approvals January 2018	<ul style="list-style-type: none"> <li>- LDA Extension Approved by Council December 2016.</li> <li>- PUD Approved January 2018.</li> <li>- Construction start planned for Q1 FY19</li> <li>- Construction planned to be complete in Q4 FY20</li> </ul>	There are no known impediments at this time.
<b>Walter Reed Omnibus</b>	On November 10, 2016, through a simultaneous transaction, the District acquired 66.57 acres of the site from the US Army and then disposed of the site to the Master Developer Team, Hines-Urban Atlantic-Triden. The Master Development Team is on site, has completed the first new utility infrastructure and is initiating remediation in preparation for demolition of the large modern hospital (Building 2) in FY18.	<ul style="list-style-type: none"> <li>- DMPED acquired the property from the US Army and disposed of the property via ground lease to the Master Development Team in November 2016.</li> <li>- Fee simple transfers will take place for individual parcels once the sites are ready for vertical construction.</li> </ul>	There are no known impediments at this time.

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	Once the master developer completes the site’s various phases of horizontal development activity (road improvements, energy and utility upgrades, and storm water management), portions of the site will be sold—by and through the District—to Component Developers for vertical development.	<ul style="list-style-type: none"> <li>- Ribbon Cutting marking the opening of LAMB and DCI public charter schools took place in October 2017.</li> <li>- Anticipate multiple ground breakings in CY2018.</li> </ul>	
<b>St. Elizabeth’s East Campus – Phase I</b>	The D.C. Council approved the surplus and disposition in March 2016. The District and the Developer have signed the LDA. The closing is scheduled for Q1 2018. Construction is intended to begin summer 2018. Phase I Construction will work concurrently with Stage 1 Infrastructure improvements.	<ul style="list-style-type: none"> <li>- Conveyance closing will occur on or before February 28, 2018.</li> <li>- Phased construction planned to begin in Q4 FY18 and to end Q1 FY22</li> </ul>	There are no known impediments at this time.
<b>8th &amp; O NW</b>	The D.C. Council approved the surplus and disposition in February 2016. The LDA was executed February 22, 2016. Council approved the extension of Mayor’s disposition authority. The Project received approval from HPRB and from the Zoning Commission. Final PUD Order issued, but appealed.	<ul style="list-style-type: none"> <li>- PUD: approved, but appealed</li> <li>- Permit Submission: 180 days after final, unappealable PUD Order</li> <li>- Closing: 45 days after issuance of building permits (Outside Date 2/2/20)</li> <li>- Substantial Completion: 20 months after Closing</li> <li>- Final Completion: 270 days after Substantial Completion</li> </ul>	The PUD order has been appealed. DMPEd and the Developer are prepared to execute on preparation of construction plans and final financing activities as soon as possible pending the final outcome of the appeals process.
<b>McMillan Townhomes Parcel, Commercial Parcel, and Multifamily Parcels</b>	July of 2007, the National Capital Revitalization Corporation (“NCRC”) selected Vision McMillan Partners, LLC (“VMP”) as the land developer. In December of 2007, the District, the McMillan Advisory Group (“MAG”), and VMP executed a Community Letter of Commitment outlining key revisions to VMP’s role as both the master planner and vertical developer. More than 100 community meetings have occurred to determine the McMillan uses, designs and community benefits. The District’s Department of General Services	<ul style="list-style-type: none"> <li>- Active litigation related to matters before the Zoning Commission and the Mayor’s Agent for Historic Preservation.</li> <li>- Historic Preservation of assets in the service courts is ongoing</li> </ul>	The pending litigation is ongoing. The District is working towards a resolution for the pending litigation.

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	(DGS) solicited a general contractor for McMillan and selected Gilbane as the developer. Groundbreaking for the stabilization and restoration of the historic assets in the service courts occurred on December 7, 2016.		
<b>965 Florida Ave., N.W.</b>	The D.C. Council approved the surplus and disposition in 2015. DMPED executed the LDA on Nov. 17, 2015. Developer submitted a PUD application to Zoning Commission in December 2015 to increase the allowable height of the building. The Zoning Commission approved the proposed action on June 6, 2016. The project closed in November 2017.	<ul style="list-style-type: none"> <li>- Closing November 2017</li> <li>- Construction is underway</li> <li>- Construction planned to be complete in Q3 FY20</li> </ul>	There are no known impediments at this time.
<b>Truxton Circle</b>	The D.C. Council approved the surplus and disposition of the site on December 5, 2017.	<ul style="list-style-type: none"> <li>- BZA Approval planned for Q4 FY18</li> <li>- Closing planned on Q2 FY19</li> <li>- Construction planned to be complete 18 months after construction start.</li> </ul>	DMPED continues to work with the neighboring businesses and developer on a parking solution that gives each party parking, space for trash, and ingress/egress. DMPED has presented all parties with final options and looks to have agreement on a resolution in the Spring of 2018.
<b>Franklin School</b>	The D.C. Council approved the surplus and disposition of the site in November 2017. The closing occurred on December 15, 2017. The groundbreaking is scheduled for early 2018.	<ul style="list-style-type: none"> <li>- Closing occurred in December 2017</li> <li>- Construction to begin 2Q 2018</li> </ul>	No current known impediments.

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<b>Grimke School</b>	The D.C. Council approved the surplus and disposition in November 2017. The development team will to deliver a new, exciting restoration of the Grimke School that will include a permanent home for the African-American Civil War Museum, cultural uses, daytime commercial activity, and affordable housing.	<ul style="list-style-type: none"><li>- Zoning Map amendment (instead of PUD) approval is planned for Q4 FY18</li><li>- Closing planned for Q4 FY19</li><li>- Completion planned for Q3 FY22.</li></ul>	No current known impediments.
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Office of the Deputy Mayor for Planning and Economic Development  
 Question 36 CBE Expenditures

OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT

FY16 CBE EXPENDITURES

PCARD	Vendor Name	FEIN	CBE NUMBER	CBE	SBE	Expenditure Amount	Payment Date	CompObject Title	Voucher Number
N	ACCESS GREEN, LLC	264232042	LSDZR31953092018	Y	Y	\$25,000	10/2/2015	506 GRANTS AND GRATUITIES	ZED10031
N	ACCESS GREEN, LLC	264232042	LSDZR31953092018	Y	Y	\$4,002.03	10/2/2015	506 GRANTS AND GRATUITIES	ZED11527
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$4,267.30	8/9/2016	506 GRANTS AND GRATUITIES	ZED98407
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$2,250	8/9/2016	506 GRANTS AND GRATUITIES	ZED98413
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$7,500	8/9/2016	506 GRANTS AND GRATUITIES	ZED98415
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$2,529.77	9/13/2016	506 GRANTS AND GRATUITIES	ZEE08895
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$450.97	9/19/2016	506 GRANTS AND GRATUITIES	ZEE09991
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$2,100	9/19/2016	506 GRANTS AND GRATUITIES	ZEE10016
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$2,217.64	9/19/2016	506 GRANTS AND GRATUITIES	ZEE10018
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$617.05	9/19/2016	506 GRANTS AND GRATUITIES	ZEE10020
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$1,271.98	9/19/2016	506 GRANTS AND GRATUITIES	ZEE10023
N	AMAR GROUP LLC	300228415	LSDR57176072019	Y	Y	\$287.77	9/19/2016	506 GRANTS AND GRATUITIES	ZEE10024
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$1,573.25	10/16/2015	201 OFFICE SUPPLIES	ZED17146
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$2,168.83	10/16/2015	410 OFFICE SUPPORT	ZED17146
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$1,928.28	10/22/2015	201 OFFICE SUPPLIES	ZED19527
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$2,658.27	10/22/2015	410 OFFICE SUPPORT	ZED19527
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$839.90	10/26/2015	201 OFFICE SUPPLIES	ZED24196
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$156.74	10/26/2015	201 OFFICE SUPPLIES	ZED25624
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$1,157.86	10/26/2015	410 OFFICE SUPPORT	ZED24196
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$216.08	10/26/2015	410 OFFICE SUPPORT	ZED25624
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$663.57	10/27/2015	201 OFFICE SUPPLIES	ZED24199
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$464.92	10/27/2015	201 OFFICE SUPPLIES	ZED24201
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$640.92	10/27/2015	410 OFFICE SUPPORT	ZED24201
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$1,793.30	10/27/2015	410 OFFICE SUPPORT	ZEDEB519
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$1,085.24	1/20/2016	201 OFFICE SUPPLIES	ZED43636
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$260.58	1/20/2016	201 OFFICE SUPPLIES	ZED43654
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$914.77	4/11/2016	410 OFFICE SUPPORT	ZEEB0410
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$212.23	5/18/2016	201 OFFICE SUPPLIES	ZED76293
N	AMERICAN BUSINESS SUPPLIE	383834381	LSZ30551122018	Y	Y	\$1,188.84	5/25/2016	201 OFFICE SUPPLIES	ZED77832
N	AMERICAN BUSINESS SUPPLIES	383834381	LSZ30551122018	Y	Y	\$914.77	10/27/2015	410 OFFICE SUPPORT	ZED24199
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$9,016.63	3/28/2016	506 GRANTS AND GRATUITIES	ZED60264
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$7,255.29	4/5/2016	506 GRANTS AND GRATUITIES	ZED61097
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$10,225	5/24/2016	506 GRANTS AND GRATUITIES	ZED77838
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$1,950	5/24/2016	506 GRANTS AND GRATUITIES	ZED77842
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$2,310	5/24/2016	506 GRANTS AND GRATUITIES	ZED77846
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$1,080	5/24/2016	506 GRANTS AND GRATUITIES	ZED77849
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$2,643.23	5/24/2016	506 GRANTS AND GRATUITIES	ZED77860
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$3,449.44	6/14/2016	506 GRANTS AND GRATUITIES	ZED83904
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$405	6/30/2016	506 GRANTS AND GRATUITIES	ZED87215
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$13,500	7/5/2016	506 GRANTS AND GRATUITIES	ZED90899
N	ANNIE'S HARDWARE LLC	272665426	LSDZR84586062018	Y	Y	\$18,827.81	8/25/2016	506 GRANTS AND GRATUITIES	ZEE02021
N	AVANTI REAL ESTATE SERVICES	521840370	LSDZR17013102018	Y	Y	\$8,131.58	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED23574
N	AVANTI REAL ESTATE SERVICES	521840370	LSDZR17013102018	Y	Y	\$9,465	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED24207
N	AVANTI REAL ESTATE SERVICES	521840370	LSDZR17013102018	Y	Y	\$9,000	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED24209
N	BALD CYPRESS MEDIA LLC	455616825	LSZR54460122019	Y	Y	\$3,820.54	10/23/2015	408 PROF SERVICE FEES AND CONTR	ZED24161
N	BALD CYPRESS MEDIA LLC	455616825	LSZR54460122019	Y	Y	\$2,575	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED25312
N	BEDD GROUP LLC	50631772	LSDRV95359052019	Y	Y	\$16,195	10/8/2015	506 GRANTS AND GRATUITIES	ZED14856



N	BEDD GROUP LLC	50631772	LSDRV95359052019	Y	Y	\$4,150	10/9/2015	506 GRANTS AND GRATUITIES	ZED17121
N	BOCALJE SERVICES, INC.	522303049	LSZ27442082018	Y	Y	\$5,000	10/9/2015	408 PROF SERVICE FEES AND CONTR	ZED14943
N	BOWMAN CONSULTING GROUP DC PC	471624660	LS48038052018	Y	Y	\$7,500	8/29/2016	408 PROF SERVICE FEES AND CONTR	ZEE02341
N	BOWMAN CONSULTING GROUP DC PC	471624660	LS48038052018	Y	Y	\$7,500	9/13/2016	408 PROF SERVICE FEES AND CONTR	ZEE06212
N	BOWMAN CONSULTING GROUP DC PC	471624660	LS48038052018	Y	Y	\$1,925	9/23/2016	408 PROF SERVICE FEES AND CONTR	ZEE11628
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$24,646.75	10/2/2015	408 PROF SERVICE FEES AND CONTR	ZED11539
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$19,904	10/8/2015	408 PROF SERVICE FEES AND CONTR	ZED12664
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$19,748.50	10/23/2015	408 PROF SERVICE FEES AND CONTR	ZED23571
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$26,668.25	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED23849
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$18,426.75	1/14/2016	409 CONTRACTUAL SERVICES - OTHER	ZED41416
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$17,493.75	1/14/2016	409 CONTRACTUAL SERVICES - OTHER	ZED41514
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$18,115.75	1/14/2016	409 CONTRACTUAL SERVICES - OTHER	ZED41519
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$18,893.25	2/12/2016	409 CONTRACTUAL SERVICES - OTHER	ZED50895
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$18,660	3/21/2016	409 CONTRACTUAL SERVICES - OTHER	ZED58432
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$19,826.25	4/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZED69035
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$18,504.50	5/17/2016	409 CONTRACTUAL SERVICES - OTHER	ZED76374
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$19,593	6/17/2016	409 CONTRACTUAL SERVICES - OTHER	ZED84557
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$18,038	8/4/2016	409 CONTRACTUAL SERVICES - OTHER	ZED96386
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$39,885.75	9/6/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE03786
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$991.05	9/23/2016	408 PROF SERVICE FEES AND CONTR	ZEE13144
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$40,715	9/23/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE13144
N	CURTIS EQUIPMENT INC.	521801891	LSDZR92610062019	Y	Y	\$44,655	10/2/2015	506 GRANTS AND GRATUITIES	ZED10758
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$624	8/9/2016	408 PROF SERVICE FEES AND CONTR	ZED97005
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$2,080	8/25/2016	408 PROF SERVICE FEES AND CONTR	ZEE03202
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$2,704	9/13/2016	408 PROF SERVICE FEES AND CONTR	ZEE09007
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$2,288	9/13/2016	408 PROF SERVICE FEES AND CONTR	ZEE09027
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$624	9/19/2016	408 PROF SERVICE FEES AND CONTR	ZEE09805
N	DRAKE INCORPORATED	562316087	LSDZR85216062018	Y	Y	\$9,000	10/2/2015	506 GRANTS AND GRATUITIES	ZED10761
N	DRAKE INCORPORATED	562316087	LSDZR85216062018	Y	Y	\$38,000	10/9/2015	506 GRANTS AND GRATUITIES	ZED15014
N	DUPONT COMPUTERS	521852215	LSDX59723102018	Y	Y	\$9,295	10/21/2015	408 PROF SERVICE FEES AND CONTR	ZED19015
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$48,220	5/24/2016	408 PROF SERVICE FEES AND CONTR	ZED78121
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$11,400	7/1/2016	408 PROF SERVICE FEES AND CONTR	ZED90086
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$10,560	8/25/2016	408 PROF SERVICE FEES AND CONTR	ZEE02479
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$9,120	9/13/2016	408 PROF SERVICE FEES AND CONTR	ZEE07773
N	ECHELON ECONOMIC DEVELOPMENT	475456236	LSZ50380032019	Y	Y	\$3,600	5/9/2016	408 PROF SERVICE FEES AND CONTR	ZED73666
N	ECHELON ECONOMIC DEVELOPMENT	475456236	LSZ50380032019	Y	Y	\$20,500	5/11/2016	408 PROF SERVICE FEES AND CONTR	ZED73669
N	FORT LINCOLN NEW TOWN CORP	521021773	LSZ57549032017	Y	Y	\$4,413.75	5/6/2016	409 CONTRACTUAL SERVICES - OTHER	ZED72950
N	FORT LINCOLN NEW TOWN CORP	521021773	LSZ57549032017	Y	Y	\$8,182	9/20/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE14731
N	FORT LINCOLN NEW TOWN CORP	521021773	LSZ57549032017	Y	Y	\$7,327.65	9/23/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE11639
N	GOROVE/SLADE ASSOCIATES, INC.	521160286	LS9285112018	Y	Y	\$1,480	8/30/2016	408 PROF SERVICE FEES AND CONTR	ZEE02344
N	GOROVE/SLADE ASSOCIATES, INC.	521160286	LS9285112018	Y	Y	\$3,060	8/30/2016	408 PROF SERVICE FEES AND CONTR	ZEE02428
N	GOROVE/SLADE ASSOCIATES, INC.	521160286	LS9285112018	Y	Y	\$2,000	9/14/2016	408 PROF SERVICE FEES AND CONTR	ZEE06216
N	GOROVE/SLADE ASSOCIATES, INC.	521160286	LS9285112018	Y	Y	\$2,980	9/26/2016	408 PROF SERVICE FEES AND CONTR	ZEE11644
N	GREAT AMERICAN CORP	203196138	LSDZ47717052019	Y	Y	\$494.60	3/29/2016	410 OFFICE SUPPORT	ZED60228
N	GREAT AMERICAN CORP	203196138	LSDZ47717052019	Y	Y	\$1,219	4/1/2016	410 OFFICE SUPPORT	ZED60246
N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$458.40	12/23/2015	410 OFFICE SUPPORT	ZED38875
N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$432.65	2/29/2016	410 OFFICE SUPPORT	ZED53448
N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$353	4/22/2016	410 OFFICE SUPPORT	ZED69024
N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$19,000	5/6/2016	506 GRANTS AND GRATUITIES	ZED72203
N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$9,489	5/24/2016	506 GRANTS AND GRATUITIES	ZED78134

N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$22,141	7/26/2016	506 GRANTS AND GRATUITIES	ZED92681
N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$27,000	9/13/2016	506 GRANTS AND GRATUITIES	ZEE06612
N	GREAT AMERICAN CORP.	203196138	LSDZ47717052019	Y	Y	\$7,000	9/23/2016	506 GRANTS AND GRATUITIES	ZEE12055
N	IMAGINE PHOTOGRAPHY, INC.	263495927	LSDZR78104042018	Y	Y	\$10,000	10/8/2015	408 PROF SERVICE FEES AND CONTR	ZED12652
N	IMAGINE PHOTOGRAPHY, INC.	263495927	LSDZR78104042018	Y	Y	\$10,000	5/10/2016	409 CONTRACTUAL SERVICES - OTHER	ZED73307
N	J.ROBERTS INC.	541877008	LSDZ5733052018	Y	Y	\$31,018.25	1/15/2016	408 PROF SERVICE FEES AND CONTR	ZED43662
N	JDC CONSTRUCTION CO, LLC	20679563	LSDZ21797072018	Y	Y	\$9,750	8/9/2016	408 PROF SERVICE FEES AND CONTR	ZED98909
N	JEROME S PAIGE & ASSOCIATES	611435284	LSR13005072018	Y	Y	\$4,998	3/1/2016	409 CONTRACTUAL SERVICES - OTHER	ZED53428
N	JEWEL PARKER	300786382	LSZ64297022019	Y	Y	\$12,500	8/16/2016	506 GRANTS AND GRATUITIES	ZEE02040
N	JEWEL PARKER	300786382	LSZ64297022019	Y	Y	\$37,500	9/13/2016	506 GRANTS AND GRATUITIES	ZEE08910
N	JJPS INC.	562482476	LSDZ89246092018	Y	Y	\$5,000	4/11/2016	409 CONTRACTUAL SERVICES - OTHER	ZED64239
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$9,025	10/6/2015	408 PROF SERVICE FEES AND CONTR	ZED10028
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$21,638.39	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED23858
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$7,740.45	12/7/2015	408 PROF SERVICE FEES AND CONTR	ZED34255
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$7,931	1/15/2016	408 PROF SERVICE FEES AND CONTR	ZED41507
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$1,410.88	2/8/2016	408 PROF SERVICE FEES AND CONTR	ZED48148
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$25,441	3/25/2016	408 PROF SERVICE FEES AND CONTR	ZED58575
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$5,375	3/25/2016	408 PROF SERVICE FEES AND CONTR	ZED58579
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$2,781	5/18/2016	408 PROF SERVICE FEES AND CONTR	ZED76369
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$6,697.55	5/18/2016	408 PROF SERVICE FEES AND CONTR	ZED76372
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$6,901	5/18/2016	408 PROF SERVICE FEES AND CONTR	ZED76378
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$3,000	5/18/2016	408 PROF SERVICE FEES AND CONTR	ZED76379
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$7,697.92	5/20/2016	408 PROF SERVICE FEES AND CONTR	ZED77555
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$25,500	5/20/2016	408 PROF SERVICE FEES AND CONTR	ZED77568
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$676.67	7/27/2016	408 PROF SERVICE FEES AND CONTR	ZED94043
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$1,586.69	7/27/2016	408 PROF SERVICE FEES AND CONTR	ZED94054
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$8,112.50	8/10/2016	408 PROF SERVICE FEES AND CONTR	ZED98921
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$15,469.25	8/10/2016	408 PROF SERVICE FEES AND CONTR	ZED98923
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$1,828.25	8/10/2016	408 PROF SERVICE FEES AND CONTR	ZED98927
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$6,025.50	8/10/2016	408 PROF SERVICE FEES AND CONTR	ZED98928
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$4,812.83	9/14/2016	408 PROF SERVICE FEES AND CONTR	ZEE06219
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$1,828.25	9/14/2016	408 PROF SERVICE FEES AND CONTR	ZEE06225
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$23,268.75	9/30/2016	408 PROF SERVICE FEES AND CONTR	ZEE13498
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$11,718	9/30/2016	408 PROF SERVICE FEES AND CONTR	ZEE15535
N	KAIROS MANAGEMENT INC	432012672	LS41778102019	Y	Y	\$36,623	9/30/2016	408 PROF SERVICE FEES AND CONTR	ZEE15552
N	LOFFT CONTRACTORS, INC.	510591862	LSZR82046082018	Y	Y	\$36,812.92	10/2/2015	506 GRANTS AND GRATUITIES	ZED10120
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$635.03	10/15/2015	408 PROF SERVICE FEES AND CONTR	ZED17144
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,049.18	10/22/2015	408 PROF SERVICE FEES AND CONTR	ZED18991
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,035.38	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED23565
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$662.64	10/27/2015	408 PROF SERVICE FEES AND CONTR	ZED24220
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	11/24/2015	408 PROF SERVICE FEES AND CONTR	ZED28577
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	11/24/2015	408 PROF SERVICE FEES AND CONTR	ZED28578
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	11/24/2015	408 PROF SERVICE FEES AND CONTR	ZED28776
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	11/25/2015	408 PROF SERVICE FEES AND CONTR	ZED31296
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	12/21/2015	408 PROF SERVICE FEES AND CONTR	ZED36148
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	12/21/2015	408 PROF SERVICE FEES AND CONTR	ZED36149
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	12/21/2015	408 PROF SERVICE FEES AND CONTR	ZED36151
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$662.64	12/24/2015	408 PROF SERVICE FEES AND CONTR	ZED37778
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,090.60	1/15/2016	408 PROF SERVICE FEES AND CONTR	ZED41606
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,007.77	1/15/2016	408 PROF SERVICE FEES AND CONTR	ZED41607

N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	1/15/2016	408 PROF SERVICE FEES AND CONTR	ZED42017
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	1/20/2016	408 PROF SERVICE FEES AND CONTR	ZED43670
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	2/9/2016	408 PROF SERVICE FEES AND CONTR	ZED48474
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	2/9/2016	408 PROF SERVICE FEES AND CONTR	ZED48490
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$869.72	2/9/2016	408 PROF SERVICE FEES AND CONTR	ZED48495
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$662.64	3/2/2016	408 PROF SERVICE FEES AND CONTR	ZED53855
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$759.28	3/2/2016	408 PROF SERVICE FEES AND CONTR	ZED53860
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	3/25/2016	408 PROF SERVICE FEES AND CONTR	ZED59356
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,090.60	3/25/2016	408 PROF SERVICE FEES AND CONTR	ZED59372
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$220.88	3/29/2016	408 PROF SERVICE FEES AND CONTR	ZED60251
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,049.18	4/6/2016	408 PROF SERVICE FEES AND CONTR	ZED61179
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,090.60	4/25/2016	408 PROF SERVICE FEES AND CONTR	ZED68262
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,076.79	4/27/2016	408 PROF SERVICE FEES AND CONTR	ZED68274
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	5/4/2016	408 PROF SERVICE FEES AND CONTR	ZED70644
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$980.16	5/9/2016	408 PROF SERVICE FEES AND CONTR	ZED72225
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	5/20/2016	408 PROF SERVICE FEES AND CONTR	ZED77593
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$662.64	5/20/2016	408 PROF SERVICE FEES AND CONTR	ZED77608
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$662.64	5/20/2016	408 PROF SERVICE FEES AND CONTR	ZED77619
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$441.76	6/10/2016	408 PROF SERVICE FEES AND CONTR	ZED82147
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	6/10/2016	408 PROF SERVICE FEES AND CONTR	ZED82215
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	6/10/2016	408 PROF SERVICE FEES AND CONTR	ZED82218
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	6/10/2016	409 CONTRACTUAL SERVICES - OTHER	ZED82222
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,090.60	6/20/2016	408 PROF SERVICE FEES AND CONTR	ZED84224
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,987.92	6/22/2016	408 PROF SERVICE FEES AND CONTR	ZED85976
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$786.89	7/5/2016	408 PROF SERVICE FEES AND CONTR	ZED90089
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	7/5/2016	409 CONTRACTUAL SERVICES - OTHER	ZED90075
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	7/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZED95239
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	7/27/2016	408 PROF SERVICE FEES AND CONTR	ZED92742
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	7/27/2016	408 PROF SERVICE FEES AND CONTR	ZED94065
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	7/27/2016	409 CONTRACTUAL SERVICES - OTHER	ZED94092
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,035.38	7/27/2016	409 CONTRACTUAL SERVICES - OTHER	ZED94097
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,035.38	7/29/2016	408 PROF SERVICE FEES AND CONTR	ZED94914
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	8/9/2016	409 CONTRACTUAL SERVICES - OTHER	ZED97001
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	8/10/2016	408 PROF SERVICE FEES AND CONTR	ZED97042
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$786.89	8/10/2016	408 PROF SERVICE FEES AND CONTR	ZED98935
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	8/10/2016	409 CONTRACTUAL SERVICES - OTHER	ZED97018
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	8/10/2016	409 CONTRACTUAL SERVICES - OTHER	ZED97028
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	8/10/2016	409 CONTRACTUAL SERVICES - OTHER	ZED97036
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$566.01	8/10/2016	409 CONTRACTUAL SERVICES - OTHER	ZED98933
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	8/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE03191
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,035.38	9/13/2016	408 PROF SERVICE FEES AND CONTR	ZEE06186
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,049.18	9/13/2016	408 PROF SERVICE FEES AND CONTR	ZEE07280
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$883.52	9/13/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE06178
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$1,104.40	9/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE07275
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$16,184.74	1/29/2016	409 CONTRACTUAL SERVICES - OTHER	ZED46331
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$4,065	5/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZED79330
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$7,830	5/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZED79342
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$14,976.90	5/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZED79346
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$87,880	5/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZED79348
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$5,230	6/9/2016	409 CONTRACTUAL SERVICES - OTHER	ZED82208

N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$2,790	8/25/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE03208
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$4,320	8/25/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE03222
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$61,040	9/1/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE02513
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$24,443.09	9/13/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE06159
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$2,157.21	10/21/2015	210 GENERAL	ZED19001
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$36.65	10/21/2015	210 GENERAL	ZED19578
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$179.95	10/22/2015	210 GENERAL	ZED24146
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$169.95	10/23/2015	210 GENERAL	ZED23584
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$179.95	10/23/2015	210 GENERAL	ZED25656
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$287.92	10/23/2015	210 GENERAL	ZED25676
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$359.90	10/23/2015	210 GENERAL	ZED25696
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$12,193.98	10/23/2015	408 PROF SERVICE FEES AND CONTR	ZED24194
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$71.98	1/19/2016	201 OFFICE SUPPLIES	ZED43673
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$215.94	1/19/2016	201 OFFICE SUPPLIES	ZED43678
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$179.95	1/19/2016	201 OFFICE SUPPLIES	ZED43679
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$226.94	3/14/2016	201 OFFICE SUPPLIES	ZED56265
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$161.23	4/26/2016	201 OFFICE SUPPLIES	ZED69004
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$143.96	4/26/2016	201 OFFICE SUPPLIES	ZED69013
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$18.72	5/10/2016	201 OFFICE SUPPLIES	ZED73195
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$179.95	5/17/2016	201 OFFICE SUPPLIES	ZED76091
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$107.97	5/17/2016	201 OFFICE SUPPLIES	ZED76123
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$179.95	6/9/2016	201 OFFICE SUPPLIES	ZED82179
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$179.95	6/9/2016	201 OFFICE SUPPLIES	ZED82182
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$98.27	6/9/2016	201 OFFICE SUPPLIES	ZED82195
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$425.77	6/9/2016	201 OFFICE SUPPLIES	ZED82197
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$52.42	6/16/2016	201 OFFICE SUPPLIES	ZED84854
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$36.04	6/20/2016	201 OFFICE SUPPLIES	ZED84848
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$259.03	6/20/2016	201 OFFICE SUPPLIES	ZED84896
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$181.63	7/5/2016	201 OFFICE SUPPLIES	ZED90926
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$50	7/26/2016	201 OFFICE SUPPLIES	ZED94229
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$381.59	7/26/2016	201 OFFICE SUPPLIES	ZED94235
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$66.04	7/26/2016	201 OFFICE SUPPLIES	ZED94241
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$265	8/9/2016	201 OFFICE SUPPLIES	ZED99388
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$772.48	9/13/2016	201 OFFICE SUPPLIES	ZEE07284
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$15.99	9/13/2016	201 OFFICE SUPPLIES	ZEE07286
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$4,844	5/6/2016	506 GRANTS AND GRATUITIES	ZED72953
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$2,723.74	5/6/2016	506 GRANTS AND GRATUITIES	ZED72956
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$578.61	5/6/2016	506 GRANTS AND GRATUITIES	ZED72960
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$3,696	6/9/2016	506 GRANTS AND GRATUITIES	ZED81727
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$559.89	8/9/2016	506 GRANTS AND GRATUITIES	ZED98483
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$4,014.38	8/9/2016	506 GRANTS AND GRATUITIES	ZED98488
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$5,339.60	8/9/2016	506 GRANTS AND GRATUITIES	ZED98490
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$2,640.83	8/9/2016	506 GRANTS AND GRATUITIES	ZED98491
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$4,224	8/9/2016	506 GRANTS AND GRATUITIES	ZED98494
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$6,875.95	8/9/2016	506 GRANTS AND GRATUITIES	ZED98533
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$2,500	8/9/2016	506 GRANTS AND GRATUITIES	ZED98540
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$9,374	8/9/2016	506 GRANTS AND GRATUITIES	ZED98542
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$222.82	10/9/2015	201 OFFICE SUPPLIES	ZED12802
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$35.73	10/9/2015	201 OFFICE SUPPLIES	ZED12806
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$222.82	10/9/2015	201 OFFICE SUPPLIES	ZED12813

N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$307.17	10/9/2015	410 OFFICE SUPPORT	ZED12802
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$49.26	10/9/2015	410 OFFICE SUPPORT	ZED12806
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$307.17	10/9/2015	410 OFFICE SUPPORT	ZED12813
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$992.61	10/27/2015	201 OFFICE SUPPLIES	ZED24206
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$1,368.39	10/27/2015	410 OFFICE SUPPORT	ZED24206
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$1,423.23	7/26/2016	201 OFFICE SUPPLIES	ZED94278
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$918.31	9/19/2016	201 OFFICE SUPPLIES	ZEE11266
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$2,950.04	9/23/2016	201 OFFICE SUPPLIES	ZEE11277
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$147.42	9/23/2016	201 OFFICE SUPPLIES	ZEE11280
N	MONUMENTAL COMMUNICATION	271185624	LSDZR16933082018	Y	Y	\$19,258.72	7/26/2016	408 PROF SERVICE FEES AND CONTR	ZED94249
N	MONUMENTAL COMMUNICATION, LLC	271185624	LSDZR16933082018	Y	Y	\$13,913.85	8/30/2016	408 PROF SERVICE FEES AND CONTR	ZEE02507
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$900	1/25/2016	408 PROF SERVICE FEES AND CONTR	ZED46068
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$550	1/25/2016	408 PROF SERVICE FEES AND CONTR	ZED46070
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$550	3/10/2016	408 PROF SERVICE FEES AND CONTR	ZED55063
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$900	3/10/2016	408 PROF SERVICE FEES AND CONTR	ZED55314
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$900	5/3/2016	408 PROF SERVICE FEES AND CONTR	ZED70638
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$900	9/14/2016	408 PROF SERVICE FEES AND CONTR	ZEE07450
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$900	9/26/2016	408 PROF SERVICE FEES AND CONTR	ZEE07455
N	NELSON'S WELDING, INC.	522254996	LSDZR4213092018	Y	Y	\$27,500	10/8/2015	506 GRANTS AND GRATUITIES	ZED14867
N	OMNIDIGITAL STUDIO INC.	521210386	LSR50093052019	Y	Y	\$1,050	4/27/2016	408 PROF SERVICE FEES AND CONTR	ZED69066
N	OMNIDIGITAL STUDIO, INC.	521210386	LSR50093052019	Y	Y	\$2,400	10/2/2015	408 PROF SERVICE FEES AND CONTR	ZED10122
N	OMNIDIGITAL STUDIO, INC.	521210386	LSR50093052019	Y	Y	\$200	10/13/2015	408 PROF SERVICE FEES AND CONTR	ZED14942
N	PREMIUM TITLE & ESCROW, LLC	30480309	LSDZR44988092019	Y	Y	\$300	2/8/2016	408 PROF SERVICE FEES AND CONTR	ZED48506
N	PREMIUM TITLE & ESCROW, LLC	30480309	LSDZR44988092019	Y	Y	\$3,500	8/25/2016	408 PROF SERVICE FEES AND CONTR	ZEE03205
N	PUBLIC PERFORMANCE MANAG.	300662452	LSDZR69819032018	Y	Y	\$16,368	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED24219
N	PUBLIC PERFORMANCE MANAG.	300662452	LSDZR69819032018	Y	Y	\$28,272	2/29/2016	408 PROF SERVICE FEES AND CONTR	ZED55048
N	PUBLIC PERFORMANCE MANAG.	300662452	LSDZR69819032018	Y	Y	\$4,960	4/13/2016	408 PROF SERVICE FEES AND CONTR	ZED68213
N	R&R JANITORIAL PAINTING	521930290	LSZXR15374092018	Y	Y	\$15,650	10/9/2015	506 GRANTS AND GRATUITIES	ZED15012
N	R&R JANITORIAL PAINTING	521930290	LSZXR15374092018	Y	Y	\$27,268.75	10/19/2015	506 GRANTS AND GRATUITIES	ZED15010
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$70,630.11	10/27/2015	408 PROF SERVICE FEES AND CONTR	ZED24217
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$23,403.12	10/27/2015	409 CONTRACTUAL SERVICES - OTHER	ZED24216
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$540.60	10/27/2015	409 CONTRACTUAL SERVICES - OTHER	ZED24217
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$7,129.66	2/5/2016	409 CONTRACTUAL SERVICES - OTHER	ZED47367
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$7,129.66	2/5/2016	409 CONTRACTUAL SERVICES - OTHER	ZED47371
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$7,129.66	2/5/2016	409 CONTRACTUAL SERVICES - OTHER	ZED47373
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$3,518.64	6/15/2016	408 PROF SERVICE FEES AND CONTR	ZED84550
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$7,129.66	6/15/2016	408 PROF SERVICE FEES AND CONTR	ZED84552
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$3,611.02	6/15/2016	409 CONTRACTUAL SERVICES - OTHER	ZED84550
N	REINGOLD LINK, LLC	454908244	LSZR95582032019	Y	Y	\$9,201.57	7/27/2016	408 PROF SERVICE FEES AND CONTR	ZED93395
N	RWD CONSULTING LLC	743231345	LSDZ64302082019	Y	Y	\$9,965.50	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED23579
N	RWD CONSULTING, LLC	743231345	LSDZ64302082019	Y	Y	\$6,375	10/26/2015	410 OFFICE SUPPORT	ZED25756
N	SEABERRY DESIGN AND COMMUNI	455072377	LSZ55367062018	Y	Y	\$2,100	9/14/2016	408 PROF SERVICE FEES AND CONTR	ZEE07460
N	SOUTHEAST RESTAURANT GROUP, LL	450848714	LSDZR08250112019	Y	Y	\$6,470.34	10/8/2015	506 GRANTS AND GRATUITIES	ZED13164
N	STOVER AND ASSOCIATES LLC	271089262	LSZR22210112018	Y	Y	\$19,620	9/14/2016	408 PROF SERVICE FEES AND CONTR	ZEE09033
N	SUPRETECH, INC.	134236631	LSDZR96362032019	Y	Y	\$5,558.25	10/23/2015	410 OFFICE SUPPORT	ZED25844
N	SUPRETECH, INC.	134236631	LSDZR96362032019	Y	Y	\$15,017.21	1/8/2016	408 PROF SERVICE FEES AND CONTR	ZED39883
N	THE AQUILINE GROUP	731651422	LSDZR88028112018	Y	Y	\$15,903.39	10/16/2015	408 PROF SERVICE FEES AND CONTR	ZED17100
N	THE AQUILINE GROUP	731651422	LSDZR88028112018	Y	Y	\$9,727.49	10/22/2015	408 PROF SERVICE FEES AND CONTR	ZED25882
N	THE AQUILINE GROUP	731651422	LSDZR88028112018	Y	Y	\$12,837.29	12/4/2015	409 CONTRACTUAL SERVICES - OTHER	ZED34185
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$7,826.12	10/23/2015	409 CONTRACTUAL SERVICES - OTHER	ZED25641

N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$1,837.98	11/23/2015	409 CONTRACTUAL SERVICES - OTHER	ZED31678
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$7,755.88	11/24/2015	409 CONTRACTUAL SERVICES - OTHER	ZED31672
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$1,837.98	12/4/2015	409 CONTRACTUAL SERVICES - OTHER	ZED34230
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$4,000	2/4/2016	409 CONTRACTUAL SERVICES - OTHER	ZED47358
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$8,575	2/4/2016	409 CONTRACTUAL SERVICES - OTHER	ZED47386
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$5,836.98	3/21/2016	409 CONTRACTUAL SERVICES - OTHER	ZED58443
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$5,585	6/17/2016	409 CONTRACTUAL SERVICES - OTHER	ZED84555
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$743.70	7/26/2016	409 CONTRACTUAL SERVICES - OTHER	ZED93058
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$3,765	8/8/2016	409 CONTRACTUAL SERVICES - OTHER	ZED96982
N	THE VERDEHOUSE, LLC	800661967	LSDR45219032017	Y	Y	\$10,565.41	9/13/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE07470
N	THERAPEUTIC SESSIONS CORP	262943840	LSDZR31108112019	Y	Y	\$7,674	10/2/2015	506 GRANTS AND GRATUITIES	ZED10043
N	THERAPEUTIC SESSIONS CORP	262943840	LSDZR31108112019	Y	Y	\$2,382.79	10/2/2015	506 GRANTS AND GRATUITIES	ZED11525
N	THERAPEUTIC SESSIONS CORP	262943840	LSDZR31108112019	Y	Y	\$381.58	10/2/2015	506 GRANTS AND GRATUITIES	ZED11529
N	THERAPEUTIC SESSIONS CORP	262943840	LSDZR31108112019	Y	Y	\$381.58	10/2/2015	506 GRANTS AND GRATUITIES	ZED11534
N	THERAPEUTIC SESSIONS CORP	262943840	LSDZR31108112019	Y	Y	\$8,057.14	10/21/2015	506 GRANTS AND GRATUITIES	ZED19536
N	TOM LITKE LLC	461090419	LSZR12420032018	Y	Y	\$12,500	5/26/2016	506 GRANTS AND GRATUITIES	ZED79979
N	TOM LITKE LLC	461090419	LSZR12420032018	Y	Y	\$31,738.50	8/25/2016	506 GRANTS AND GRATUITIES	ZEE03045
N	TOM LITKE LLC	461090419	LSZR12420032018	Y	Y	\$5,761.50	8/25/2016	506 GRANTS AND GRATUITIES	ZEE03048
N	TORTI GALLAS URBAN, INC	271062762	LSZ79802022019	Y	Y	\$8,100	4/14/2016	408 PROF SERVICE FEES AND CONTR	ZED66498
N	TRYST TRADING CO	471311530	LSZR2446102019	Y	Y	\$85,000	10/9/2015	506 GRANTS AND GRATUITIES	ZED15938
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$1,500	7/26/2016	506 GRANTS AND GRATUITIES	ZED92836
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$634.45	7/26/2016	506 GRANTS AND GRATUITIES	ZED95250
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$13,900	7/26/2016	506 GRANTS AND GRATUITIES	ZED95262
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$1,014.84	7/26/2016	506 GRANTS AND GRATUITIES	ZED95264
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$19,162.11	8/9/2016	506 GRANTS AND GRATUITIES	ZED98434
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$1,300	8/25/2016	506 GRANTS AND GRATUITIES	ZEE02036
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$1,500	8/25/2016	506 GRANTS AND GRATUITIES	ZEE02044
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$6,700	9/13/2016	506 GRANTS AND GRATUITIES	ZEE07743
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$2,362.50	9/13/2016	506 GRANTS AND GRATUITIES	ZEE07749
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$2,400	9/13/2016	506 GRANTS AND GRATUITIES	ZEE07754
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$1,500	9/13/2016	506 GRANTS AND GRATUITIES	ZEE07761
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$2,000	9/13/2016	506 GRANTS AND GRATUITIES	ZEE08898
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$1,250	9/13/2016	506 GRANTS AND GRATUITIES	ZEE08905
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$617.14	9/23/2016	506 GRANTS AND GRATUITIES	ZEE11599
N	TWIST AND TURNS BODY FITNESS	800822572	LSDZR14560122019	Y	Y	\$1,324.30	9/23/2016	506 GRANTS AND GRATUITIES	ZEE11603
N	URBAN DEVELOPMENT VENTURES, LL	542154238	LSDR82418092019	Y	Y	\$4,928	10/23/2015	408 PROF SERVICE FEES AND CONTR	ZED24154
N	URBAN DEVELOPMENT VENTURES, LL	542154238	LSDR82418092019	Y	Y	\$6,000	10/26/2015	408 PROF SERVICE FEES AND CONTR	ZED24823
N	URBAN DEVELOPMENT VENTURES, LL	542154238	LSDR82418092019	Y	Y	\$5,720	12/24/2015	408 PROF SERVICE FEES AND CONTR	ZED38865
N	URBAN DEVELOPMENT VENTURES, LL	542154238	LSDR82418092019	Y	Y	\$6,750	4/5/2016	408 PROF SERVICE FEES AND CONTR	ZE500575
N	URBAN DEVELOPMENT VENTURES, LL	542154238	LSDR82418092019	Y	Y	\$6,600	6/22/2016	409 CONTRACTUAL SERVICES - OTHER	ZED85980
N	URBAN DEVELOPMENT VENTURES, LL	542154238	LSDR82418092019	Y	Y	\$7,500	7/27/2016	408 PROF SERVICE FEES AND CONTR	ZED93066
N	URBAN VENTURES INC.	522285404	LSZR9457042018	Y	Y	\$6,750	3/8/2016	408 PROF SERVICE FEES AND CONTR	ZED54595
N	W S JENKS & SON	530246806	LSZ65502072018	Y	Y	\$5,986.17	10/9/2015	408 PROF SERVICE FEES AND CONTR	ZED14961
N	WINMAR, INC	770609461	LSDZ95504052019	Y	Y	\$9,000	5/18/2016	408 PROF SERVICE FEES AND CONTR	ZED76366
Y	AD BOX PROMO	273785206	LSDZ46764092018	Y	Y	\$2,130	2/5/2016	201 OFFICE SUPPLIES	
Y	AMERICAN BUSINESS SUPP	383834381	LSZ30551122018	Y	Y	\$1,371.60	11/16/2015	201 OFFICE SUPPLIES	
Y	CAPITAL SERVICES AND S	521363600	LSZX21748122016	Y	Y	\$325	10/21/2015	409 CONTRACTUAL SERVICES - OTHER	
Y	CAPITAL SERVICES AND S	521363600	LSZX21748122016	Y	Y	\$2,420.55	9/20/2016	409 CONTRACTUAL SERVICES - OTHER	
Y	CAPITAL SERVICES AND S	521363600	LSZX21748122016	Y	Y	\$1,298.40	9/20/2016	409 CONTRACTUAL SERVICES - OTHER	
Y	DC SHIRT AND PRINT CO.	455062347	LS94203092016	Y	Y	\$838.50	12/8/2015	411 PRINTING, DUPLICATING, ETC	



Y	DC SHIRT AND PRINT CO.	455062347	LS94203092016	Y	Y	\$210.60	1/15/2016	411 PRINTING, DUPLICATING, ETC	
Y	DUPONT COMPUTERS, INC.	521852215	LSDX59723102018	Y	Y	\$1,050	12/23/2015	441 IT HARDWARE MAINTENANCE	
Y	DUPONT COMPUTERS, INC.	521852215	LSDX59723102018	Y	Y	\$638.50	6/1/2016	710 IT HARDWARE ACQUISITIONS	
Y	DUPONT COMPUTERS, INC.	521852215	LSDX59723102018	Y	Y	\$745	6/1/2016	702 PURCHASES - EQUIPMENT AND MACHINERY	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$270	6/22/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$108	6/22/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$108	8/12/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$162	9/20/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$324	9/20/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CREAT	208532016	LSDZ48867062019	Y	Y	\$55	10/23/2015	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CREAT	208532016	LSDZ48867062019	Y	Y	\$216	10/23/2015	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CREAT	208532016	LSDZ48867062019	Y	Y	\$162	10/26/2015	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CREAT	208532016	LSDZ48867062019	Y	Y	\$486	12/11/2015	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CREAT	208532016	LSDZ48867062019	Y	Y	\$1,080	2/10/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CREAT	208532016	LSDZ48867062019	Y	Y	\$486	3/31/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CREAT	208532016	LSDZ48867062019	Y	Y	\$162	4/20/2016	411 PRINTING, DUPLICATING, ETC	
Y	GELBERG SIGNS	530237465	LSXM47408112018	Y	Y	\$2,350	1/27/2016	710 IT HARDWARE ACQUISITIONS	
Y	GELBERG SIGNS	530237465	LSXM47408112018	Y	Y	\$700	4/5/2016	710 IT HARDWARE ACQUISITIONS	
Y	LASER ART INC	521772762	LSDZ66841102016	Y	Y	\$708	2/26/2016	219 IT SUPPLIES	
Y	LASER ART INC	521772762	LSDZ66841102016	Y	Y	\$592	7/13/2016	219 IT SUPPLIES	
Y	NEAL R. GROSS & CO., I	521097058	LSZXR72407092019	Y	Y	\$550	9/20/2016	408 PROF SERVICE FEES AND CONTR	
Y	NEAL R. GROSS & CO., I	521097058	LSZXR72407092019	Y	Y	\$900	9/20/2016	408 PROF SERVICE FEES AND CONTR	
Y	PREMIER OFFICE & MEDIC	800100135	LSDZR54836072019	Y	Y	\$2,123.75	11/25/2015	411 PRINTING, DUPLICATING, ETC	
Y	RHG GROUP, INC	521882037	LS2957042018	Y	Y	\$700	4/19/2016	403 TRANS CHARGES - MATERIALS	
Y	SENODA INC	521617446	LS17288092016	Y	Y	\$75	5/6/2016	411 PRINTING, DUPLICATING, ETC	
Y	STANDARD OFFICE SUPPLY	521360724	LSX87779102016	Y	Y	\$1,153.28	6/10/2016	701 PURCHASES - FURNITURE AND FIXTURES	
Y	STANDARD OFFICE SUPPLY	521360724	LSX87779102016	Y	Y	\$143.09	6/22/2016	201 OFFICE SUPPLIES	
Y	STANDARD OFFICE SUPPLY	521360724	LSX87779102016	Y	Y	\$215.24	7/8/2016	201 OFFICE SUPPLIES	
Y	STANDARD OFFICE SUPPLY	521360724	LSX47064082019	Y	Y	\$4,954.04	9/14/2016	201 OFFICE SUPPLIES	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$429	10/19/2015	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$477	11/12/2015	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$330	12/10/2015	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$462	1/13/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$396	2/9/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$308	3/8/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$418	4/12/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$374	5/10/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$484	6/14/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$352	7/12/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$484	8/8/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR15692102016	Y	Y	\$220	9/13/2016	416 POSTAGE	
<b>Total:</b>						\$2,428,705			

**OFFICE OF THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT**

**FY17 CBE EXPENDITURES**

<b>PCARD</b>	<b>Vendor Name</b>	<b>FEIN</b>	<b>CBE Number</b>	<b>CBE</b>	<b>SBE</b>	<b>Expenditure Amount</b>	<b>Payment Date</b>	<b>CompObject Title</b>	<b>Voucher Number</b>
N	ANSWER TITLE AND ESCROW LLC	300261138	LSDZR72738072018	Y	Y	\$ 3,454,886.00	8/21/2017	506 GRANTS AND GRATUITIES	VOF07155
N	BELLO, BELLO & ASSOCIATES	203378266	LSDZ80734102019	Y	Y	\$ 10,000.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF22683
N	BELLO, BELLO & ASSOCIATES	203378266	LSDZ80734102019	Y	Y	\$ 10,000.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF22698
N	BOWMAN CONSULTING GROUP DC PC	471624660	LS48038052018	Y	Y	\$ 17,500.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF23085
Y	CAPITAL SERVICES AND S	521363600	LSZX17481122019	Y	Y	\$ 930.00	9/19/2017		
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 31,459.65	12/6/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE35850
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 32,020.00	1/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE43766
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 22,654.15	1/27/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE48844
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 23,614.75	2/14/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE55657
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 24,815.50	3/14/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE63001
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 25,215.75	4/25/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE73972
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 21,213.25	5/19/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE79582
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 22,013.75	6/19/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE88299
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 22,654.15	7/18/2017	409 CONTRACTUAL SERVICES - OTHER	VOE97712
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 23,854.90	8/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF10413
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 24,415.25	9/13/2017	409 CONTRACTUAL SERVICES - OTHER	VOF14391
N	CHW SOLUTIONS, INC.	30533794	LSDZ65045032019	Y	Y	\$ 24,015.00	9/20/2017	409 CONTRACTUAL SERVICES - OTHER	VOF16644
N	CSZNET INC	542028889	LSDZ81481112018	Y	Y	\$ 25,020.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF23728
N	CSZNET INC	542028889	LSDZ81481112018	Y	Y	\$ 6,326.06	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	YCEBVL02
Y	DC SHIRT AND PRINT CO.	455062347	LS59005092019	Y	Y	\$ 2,040.00	5/1/2017	411 PRINTING, DUPLICATING, ETC	
Y	DC SHIRT AND PRINT CO.	455062347	LS59005092019	Y	Y	\$ 300.00	5/2/2017	411 PRINTING, DUPLICATING, ETC	
N	DEVELOPMENT INSTITUTE LLC	364793888	LSZR92640112019	Y	Y	\$ 38,000.00	2/2/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50025
N	DIGI DOCS INC DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$ 624.00	1/31/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE47232
N	DIGI DOCS INC DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$ 117.00	2/15/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE53439
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$ 1,248.00	11/16/2016	408 PROF SERVICE FEES AND CONTR	ZEE34571
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$ 637.00	3/27/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE66404
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$ 1,878.50	8/25/2017	409 CONTRACTUAL SERVICES - OTHER	VOF09184
N	DIGI DOCS INC/DOCUMENT MGERS	522226023	LSDR69359112018	Y	Y	\$ 3,445.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF26365
Y	DUPONT COMPUTERS, INC.	521852215	LSDX59723102018	Y	Y	\$ 316.50	3/28/2017	704 PURCHASES - OTHER EQUIPMENT	
Y	DUPONT COMPUTERS, INC.	521852215	LSDX59723102018	Y	Y	\$ 1,405.00	6/5/2017	408 PROF SERVICE FEES AND CONTR	
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 15,600.00	1/27/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE48872
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 17,040.00	1/27/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE48876
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 19,080.00	2/7/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50733
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 8,160.00	3/3/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE60091
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 25,289.26	4/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE73431
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 27,023.14	4/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE73431
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 13,165.28	5/30/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE82979
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 14,067.92	5/30/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE82979
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 7,050.70	8/22/2017	409 CONTRACTUAL SERVICES - OTHER	VOF07234
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 7,534.10	8/22/2017	409 CONTRACTUAL SERVICES - OTHER	VOF07234
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 7,827.47	8/22/2017	409 CONTRACTUAL SERVICES - OTHER	VOF07237
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$ 8,364.13	8/22/2017	409 CONTRACTUAL SERVICES - OTHER	VOF07237



N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$	11,173.56	8/22/2017	409 CONTRACTUAL SERVICES - OTHER	VOF07242
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$	11,939.64	8/22/2017	409 CONTRACTUAL SERVICES - OTHER	VOF07242
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$	3,405.84	9/26/2017	409 CONTRACTUAL SERVICES - OTHER	VOF19606
N	ECHELON ECONOMIC DEVELOPM	475456236	LSZ50380032019	Y	Y	\$	3,639.36	9/26/2017	409 CONTRACTUAL SERVICES - OTHER	VOF19606
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	54.00	11/16/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	162.00	12/8/2016	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	54.00	1/5/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	108.00	1/5/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	216.00	2/23/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	520.00	4/24/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	550.00	5/4/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	110.00	5/22/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	108.00	6/5/2017	201 OFFICE SUPPLIES	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	54.00	7/17/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	108.00	9/6/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	108.00	9/6/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	324.00	9/18/2017	411 PRINTING, DUPLICATING, ETC	
Y	FORMOST ADVANCED CRE	208532016	LSDZ48867062019	Y	Y	\$	162.00	9/18/2017	411 PRINTING, DUPLICATING, ETC	
N	GELBERG SIGNS	530237465	LSXM47408112018	Y	Y	\$	9,576.43	1/13/2017	409 CONTRACTUAL SERVICES - OTHER	ZLE43775
Y	GELBERG SIGNS	530237465	LSXM47408112018	Y	Y	\$	456.48	6/14/2017	409 CONTRACTUAL SERVICES - OTHER	
Y	GELBERG SIGNS	530237465	LSXM47408112018	Y	Y	\$	719.95	6/15/2017	409 CONTRACTUAL SERVICES - OTHER	
N	GHOST NOTE MEDIA LLC	453783744	LSR49531032018	Y	Y	\$	10,000.00	2/13/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE54456
N	GHOST NOTE MEDIA LLC	453783744	LSR49531032018	Y	Y	\$	7,200.00	2/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE57788
N	GHOST NOTE MEDIA LLC	453783744	LSR49531032018	Y	Y	\$	2,400.00	2/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE57790
N	GHOST NOTE MEDIA LLC	453783744	LSR49531032018	Y	Y	\$	5,250.00	2/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE57795
N	GHOST NOTE MEDIA LLC	453783744	LSR49531032018	Y	Y	\$	6,150.00	3/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE65302
N	GHOST NOTE MEDIA LLC	453783744	LSR49531032018	Y	Y	\$	9,885.00	4/28/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE74930
Y	GOTTA GO NOW LLC	611716846	LSDZRV93499082018	Y	Y	\$	180.00	10/25/2016	409 CONTRACTUAL SERVICES - OTHER	
Y	HI-TECH ELECTRIC LLC	880437088	LSZ13717032020	Y	Y	\$	231.00	1/18/2017	408 PROF SERVICE FEES AND CONTR	
N	JEROME S PAIGE & ASSOCIATES	611435284	LSR13005072018	Y	Y	\$	9,050.00	1/18/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE45694
N	JEROME S PAIGE & ASSOCIATES	611435284	LSR13005072018	Y	Y	\$	5,200.00	1/18/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE45697
N	MARS ON GRAVITY PRODUCTIONS LL	465161113	LSZR38046062019	Y	Y	\$	10,000.00	9/26/2017	409 CONTRACTUAL SERVICES - OTHER	VOF19629
N	MARS ON GRAVITY PRODUCTIONS LL	465161113	LSZR38046062019	Y	Y	\$	10,000.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF22000
N	MARS ON GRAVITY PRODUCTIONS LL	465161113	LSZR38046062019	Y	Y	\$	10,000.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF30911
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	860.87	11/16/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE34002
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	888.64	11/16/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE34004
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	888.64	12/6/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE35831
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	888.64	12/6/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE35832
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,303.20	12/6/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE35835
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,110.80	12/7/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE38147
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,110.80	12/7/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE38155
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	888.64	12/7/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE38164
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	781.92	12/15/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE35834
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,042.56	12/15/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE38159
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	888.64	12/22/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE41197

N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	27.77	12/22/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE41200
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,303.20	12/22/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE41201
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	781.92	1/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE43712
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	666.48	1/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE43715
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	666.48	1/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE43735
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,524.80	1/17/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE45537
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,475.93	1/17/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE45540
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,042.56	1/26/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE47210
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	2,861.50	1/26/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE47216
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,670.56	2/2/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50899
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,303.20	2/2/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50904
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,670.56	2/7/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50726
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,055.26	2/9/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE35836
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	1,083.03	2/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE53424
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	888.64	2/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE53425
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	2,230.32	2/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE53426
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	2,414.00	2/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE53428
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,505.43	2/28/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE58423
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,717.20	2/28/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE58426
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	162.90	2/28/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE58915
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,635.75	3/3/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE60071
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,668.33	3/3/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE60076
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,423.98	3/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE65640
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	2,973.76	3/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE65709
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,456.56	3/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE65711
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	2,910.85	4/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE69910
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,635.75	4/25/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE73953
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	3,684.62	4/26/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE73955
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	10,806.43	5/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE81625
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	14,659.85	6/26/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE90583
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	14,282.36	7/19/2017	409 CONTRACTUAL SERVICES - OTHER	VOE98127
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	13,832.14	8/23/2017	409 CONTRACTUAL SERVICES - OTHER	VOF06976
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	888.64	8/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF10439
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	17,881.04	9/20/2017	409 CONTRACTUAL SERVICES - OTHER	VOF16666
N	MB STAFFING SERVICES LLC	113696171	LSDZR517112018	Y	Y	\$	17,723.52	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF29999
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$	59,295.29	10/27/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE26735
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$	21,547.50	10/31/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE30322
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$	416,197.43	1/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE43710
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$	6,165.90	2/7/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50690
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$	16,349.20	2/7/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50695
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$	110,836.15	3/3/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE60053
N	MCKISSACK & MCKISSACK OF WASH	521712916	LSZX95804032019	Y	Y	\$	40,825.00	3/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE62398
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	48.28	12/22/2016	201 OFFICE SUPPLIES	ZEE41196
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	148.90	1/27/2017	201 OFFICE SUPPLIES	ZEE48829
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	247.35	1/27/2017	201 OFFICE SUPPLIES	ZEE48833

N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	1,814.06	1/27/2017	201 OFFICE SUPPLIES	ZEE48858
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	128.90	1/27/2017	201 OFFICE SUPPLIES	ZEE48862
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	128.90	1/27/2017	201 OFFICE SUPPLIES	ZEE48864
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	11.32	2/13/2017	201 OFFICE SUPPLIES	ZEE54446
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	365.28	2/13/2017	201 OFFICE SUPPLIES	ZEE54448
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	128.96	2/13/2017	201 OFFICE SUPPLIES	ZEE54452
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	171.33	2/16/2017	201 OFFICE SUPPLIES	ZEE56714
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	71.92	2/16/2017	201 OFFICE SUPPLIES	ZEE56720
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	438.17	2/16/2017	201 OFFICE SUPPLIES	ZEE56738
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	287.92	3/14/2017	201 OFFICE SUPPLIES	ZEE62982
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	359.90	3/14/2017	201 OFFICE SUPPLIES	ZEE62989
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	179.95	3/28/2017	201 OFFICE SUPPLIES	ZEE66765
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	169.59	3/28/2017	201 OFFICE SUPPLIES	ZEE66770
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	445.19	4/6/2017	201 OFFICE SUPPLIES	ZEE69332
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	179.95	4/10/2017	201 OFFICE SUPPLIES	ZEE70075
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	118.64	4/13/2017	201 OFFICE SUPPLIES	ZEE71974
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	572.24	4/18/2017	201 OFFICE SUPPLIES	ZEE72709
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	335.42	6/9/2017	201 OFFICE SUPPLIES	ZEE86023
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	558.75	6/12/2017	201 OFFICE SUPPLIES	ZEE86660
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	287.92	6/19/2017	201 OFFICE SUPPLIES	ZEE88221
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	179.95	6/19/2017	201 OFFICE SUPPLIES	ZEE88229
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	359.90	6/19/2017	201 OFFICE SUPPLIES	ZEE88232
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	131.83	6/19/2017	201 OFFICE SUPPLIES	ZEE88237
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	46.08	6/30/2017	201 OFFICE SUPPLIES	ZEE92877
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	14.98	7/21/2017	201 OFFICE SUPPLIES	VOE98909
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	130.44	8/29/2017	201 OFFICE SUPPLIES	VOF09610
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	22.13	9/13/2017	201 OFFICE SUPPLIES	VOF14486
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	634.17	9/19/2017	201 OFFICE SUPPLIES	VOF16116
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	475.93	9/19/2017	201 OFFICE SUPPLIES	VOF16127
N	MDM OFFICE SYSTEMS DBA	521360724	LSX47064082019	Y	Y	\$	96.99	9/20/2017	201 OFFICE SUPPLIES	VOF16589
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$	15,666.67	4/24/2017	506 GRANTS AND GRATUITIES	ZEE73626
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$	15,666.66	6/1/2017	506 GRANTS AND GRATUITIES	ZEE84009
N	METRO LAB LLC	262885035	LSDZR59931072018	Y	Y	\$	15,666.67	6/16/2017	506 GRANTS AND GRATUITIES	ZEE87719
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	1,019.08	12/22/2016	201 OFFICE SUPPLIES	ZEE41194
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	925.64	1/27/2017	201 OFFICE SUPPLIES	ZEE48841
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	1,418.19	3/14/2017	201 OFFICE SUPPLIES	ZEE62977
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	3,702.25	4/27/2017	201 OFFICE SUPPLIES	ZEE74355
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	1,354.11	5/19/2017	201 OFFICE SUPPLIES	ZEE80676
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	340.10	5/25/2017	201 OFFICE SUPPLIES	ZEE82053
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	593.41	6/30/2017	201 OFFICE SUPPLIES	ZEE92188
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	95.54	8/2/2017	201 OFFICE SUPPLIES	VOF02061
N	METROPOLITAN OFFICE PRODUCTS	562615965	LSDZR5567062018	Y	Y	\$	382.16	8/2/2017	201 OFFICE SUPPLIES	VOF02064
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	919.20	12/7/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE38168
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,470.72	12/7/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE38171
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,424.76	12/22/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE41182

N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	919.20	12/22/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE41183
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,470.72	12/22/2016	409 CONTRACTUAL SERVICES - OTHER	ZEE41185
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	1/17/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE45649
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,470.72	1/26/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE47222
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,424.76	2/7/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE50681
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	505.56	2/13/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE54442
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	2/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE57786
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,286.88	3/3/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE60044
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	229.80	3/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE65633
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	919.20	4/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE69920
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,470.72	4/20/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE72999
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	5/11/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE78338
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,654.56	5/11/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE78343
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	5/25/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE82074
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	6/16/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE87721
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,470.72	6/23/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE90674
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	6/30/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE92899
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,470.72	7/21/2017	409 CONTRACTUAL SERVICES - OTHER	VOE98978
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,654.56	8/8/2017	409 CONTRACTUAL SERVICES - OTHER	VOF03416
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,654.56	8/25/2017	409 CONTRACTUAL SERVICES - OTHER	VOF09248
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	9/12/2017	409 CONTRACTUAL SERVICES - OTHER	VOF13508
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	9/20/2017	409 CONTRACTUAL SERVICES - OTHER	VOF16585
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,654.56	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF21979
N	MINDFINDERS INC	522303447	LSDX80222042019	Y	Y	\$	1,838.40	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF29046
N	MONUMENTAL COMMUNICATION	271185624	LSDZR16933082018	Y	Y	\$	16,666.66	4/18/2017	506 GRANTS AND GRATUITIES	ZEE72492
N	MONUMENTAL COMMUNICATION	271185624	LSDZR16933082018	Y	Y	\$	16,666.66	6/1/2017	506 GRANTS AND GRATUITIES	ZEE83946
N	MONUMENTAL COMMUNICATION	271185624	LSDZR16933082018	Y	Y	\$	16,666.66	6/1/2017	506 GRANTS AND GRATUITIES	ZEE83953
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	2/16/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE56780
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	3/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE65305
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	550.00	3/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE65475
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	550.00	4/24/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE73413
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	5/25/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE82431
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	700.00	6/1/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE83795
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	550.00	6/9/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE86025
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	700.00	7/14/2017	409 CONTRACTUAL SERVICES - OTHER	VOE96859
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	7/14/2017	409 CONTRACTUAL SERVICES - OTHER	VOE96863
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	8/1/2017	409 CONTRACTUAL SERVICES - OTHER	VOF01627
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	8/3/2017	409 CONTRACTUAL SERVICES - OTHER	VOF02429
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	550.00	8/23/2017	409 CONTRACTUAL SERVICES - OTHER	VOF06834
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	8/25/2017	409 CONTRACTUAL SERVICES - OTHER	VOF09173
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	550.00	9/19/2017	409 CONTRACTUAL SERVICES - OTHER	VOF16500
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	550.00	9/19/2017	409 CONTRACTUAL SERVICES - OTHER	VOF16504
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	900.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	DE549279
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	2,000.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	DE549281
N	NEAL R GROSS & CO INC	521097058	LSZXR72407092019	Y	Y	\$	1,000.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	DE549284

Y	NEAL R. GROSS & CO., I	521097058	LSZXR72407092019	Y	Y	\$	900.00	2/1/2017	409 CONTRACTUAL SERVICES - OTHER	
Y	NEAL R. GROSS & CO., I	521097058	LSZXR72407092019	Y	Y	\$	550.00	2/1/2017	408 PROF SERVICE FEES AND CONTR	
Y	NEAL R. GROSS & CO., I	521097058	LSZXR72407092019	Y	Y	\$	700.00	9/15/2017	408 PROF SERVICE FEES AND CONTR	
Y	NEAL R. GROSS & CO., I	521097058	LSZXR72407092019	Y	Y	\$	900.00	9/15/2017	408 PROF SERVICE FEES AND CONTR	
N	OMNIDIGITAL STUDIO, INC.	521210386	LSR50093052019	Y	Y	\$	1,900.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	YCEBVL03
N	PREMIUM TITLE & ESCROW, LLC	30480309	LSDZR44988092019	Y	Y	\$	1,200.00	8/1/2017	409 CONTRACTUAL SERVICES - OTHER	VOF01682
Y	SOCIALDRIVER.COM SOCIA	262997684	LSDZR35966012019	Y	Y	\$	2,500.00	5/8/2017	408 PROF SERVICE FEES AND CONTR	
Y	SOCIALDRIVER.COM SOCIA	262997684	LSDZR35966012019	Y	Y	\$	2,500.00	5/31/2017	408 PROF SERVICE FEES AND CONTR	
Y	SOCIALDRIVER.COM SOCIA	262997684	LSDZR35966012019	Y	Y	\$	2,000.00	6/6/2017	408 PROF SERVICE FEES AND CONTR	
Y	SOCIALDRIVER.COM SOCIA	262997684	LSDZR35966012019	Y	Y	\$	500.00	6/12/2017	408 PROF SERVICE FEES AND CONTR	
Y	SPECTRUM MANAGEMENT LL	522264539	LSDZR51573092019	Y	Y	\$	2,500.00	10/7/2016	409 CONTRACTUAL SERVICES - OTHER	
Y	STANDARD OFFICE SUPPLY	521360724	LSX47064082019	Y	Y	\$	4,391.70	9/19/2017	409 CONTRACTUAL SERVICES - OTHER	
N	STOCKBRIDGE CONSULTING LL	270787013	LSZR71270112019	Y	Y	\$	16,666.66	4/18/2017	506 GRANTS AND GRATUITIES	ZEE72587
N	STOCKBRIDGE CONSULTING LL	270787013	LSZR71270112019	Y	Y	\$	16,666.66	8/23/2017	506 GRANTS AND GRATUITIES	VOF06863
N	STOCKBRIDGE CONSULTING LL	270787013	LSZR71270112019	Y	Y	\$	16,666.68	9/12/2017	506 GRANTS AND GRATUITIES	VOF13621
N	STOVER AND ASSOCIATES LLC	271089262	LSZR22210112018	Y	Y	\$	35,000.00	7/18/2017	409 CONTRACTUAL SERVICES - OTHER	VOE97792
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	662.00	11/8/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	360.00	12/15/2016	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	484.00	1/18/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	356.00	2/13/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	402.00	3/10/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	408.00	4/12/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	432.00	5/15/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	345.00	6/8/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	288.00	7/14/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	168.00	8/14/2017	416 POSTAGE	
Y	SUPERIOR COURIERS LLC	202146302	LSZR44465112019	Y	Y	\$	468.00	9/11/2017	416 POSTAGE	
N	SUPRETECH, INC.	134236631	LSDZR96362032019	Y	Y	\$	11,011.00	3/14/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE62933
N	THE JACKSON SMITH GROUP L	471468971	LSZR16830072019	Y	Y	\$	14,090.33	1/26/2017	506 GRANTS AND GRATUITIES	ZEE49493
N	THE JACKSON SMITH GROUP L	471468971	LSZR16830072019	Y	Y	\$	14,090.33	4/3/2017	506 GRANTS AND GRATUITIES	ZEE68172
N	THE JACKSON SMITH GROUP L	471468971	LSZR16830072019	Y	Y	\$	14,090.34	8/22/2017	506 GRANTS AND GRATUITIES	VOF07047
N	THE WASHINGTON INFORMER	520816557	LSDZR33427072019	Y	Y	\$	16,666.00	5/4/2017	506 GRANTS AND GRATUITIES	ZEE76634
N	THE WASHINGTON INFORMER	520816557	LSDZR33427072019	Y	Y	\$	16,667.00	8/29/2017	506 GRANTS AND GRATUITIES	VOF09575
N	THE WASHINGTON INFORMER	520816557	LSDZR33427072019	Y	Y	\$	16,667.00	9/13/2017	506 GRANTS AND GRATUITIES	VOF14255
Y	VAN TECH INDUSTRIES	431689446	LSDZV73802112018	Y	Y	\$	412.89	4/10/2017	207 CLOTHING AND UNIFORMS	
N	W S JENKS & SON	530246806	LSZ65502072018	Y	Y	\$	3,154.97	2/10/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE53412
N	W S JENKS & SON	530246806	LSZ65502072018	Y	Y	\$	2,902.22	6/23/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE90351
N	W S JENKS & SON	530246806	LSZ65502072018	Y	Y	\$	1,212.28	6/23/2017	409 CONTRACTUAL SERVICES - OTHER	ZEE90351
Y	W.S. JENKS & SON	530246806	LSZ65502072018	Y	Y	\$	349.85	12/5/2016	409 CONTRACTUAL SERVICES - OTHER	
Y	W.S. JENKS & SON	530246806	LSZ65502072018	Y	Y	\$	299.85	12/13/2016	409 CONTRACTUAL SERVICES - OTHER	
Y	W.S. JENKS & SON	530246806	LSZ65502072018	Y	Y	\$	300.00	7/3/2017	409 CONTRACTUAL SERVICES - OTHER	
N	WKM SOLUTIONS LLC	451161154	LSZ75506122019	Y	Y	\$	5,005.00	9/30/2017	409 CONTRACTUAL SERVICES - OTHER	VOF22011
<b>Total:</b>							<b>\$</b>	<b>5,402,774.54</b>		

**CBE REQUIREMENT – FY16**

Agency Detail End of Year Narrative

**Per D.C. Official Code § 2-218.53, Agency details are required to provide an end of year narrative.**

**Description of Changes the Agency Intends to Make to Achieve Goal Next Year**

DMPED will continue to work closely with DSLBD to identify SBE and other CBEs to achieve our goal. Additionally, DMPED will review procurement requests and search the DSLBD database to determine if the procurement will be set aside for amounts above \$250K. **Shortfall Explanation (if applicable)**

✓**Narrative Complete**

**CBE REQUIREMENT – FY17**  
**Agency Detail End of Year Narrative**

**Per D.C. Official Code § 2-218.53, Agency details are required to provide an end of year narrative about goals set forth in § 2-218.41**

<b>Did the Agency Spend all allocated funds in the fiscal year (Yes or No)</b>	<b>If NO provide shortfall explanation</b>	<b>Description of the FY activities, including programs/projects performed to achieve goals</b>	<b>Description of Changes the Agency Intends to Make to Achieve Goal Next Year</b>
Yes.		The agency reviewed all procurement requests for potential CBE/SBE participation. Use of the DSLBD CBE database was used a front line reference and referral tool. Guidance and assistance was sought from DSLBD, when necessary. We also applied the CBE law where and when necessary.	The agency will continue to review all procurement requests for potential CBE/SBE participation. We will continue usage of the DSLBD CBE database as a reference and referral tool. The agency will continue to comply with the CBE law. Additionally, all CBE subcontractor waiver requests will be scrutinized by executive management and subject to an internal approval process before submitting waivers requests to DSLBD.

Check the Narrative Complete checkbox only after you have entered comments above.

**Narrative Complete**