

Deputy Mayor for Education (DME) FY19 Oversight Questions

DME Programmatic Initiatives

- Q1. Discuss each of the programmatic and policy initiatives the DME has worked on in FY19 and FY20 to date. Please include details about how these initiatives, both new and on-going, are part of a long-term strategic plan for city-wide education.
- Q2. Describe the Office's efforts in FY19 and FY20 to date to enhance interagency cooperation for the agencies under its purview and with the other Deputy Mayors' offices to address and coordinate education policies, programs, and initiatives across the District of Columbia's public education system.
- Q3. Please list all of the agencies under the DME and the priorities and goals both set and met for those agencies for FY19 and to date FY20. Include any agencies added in the past year or planned to add for FY20 to the DME's portfolio and how any of these changes alter the priorities of the DME.
- Q4. Provide a comprehensive overview of the Every Day Counts Taskforce's work in FY19 and FY20 to date. Please include outcomes to date and a copy of the Taskforce strategic plan.
- Q5. Provide a complete accounting of the city's investment in reduce absenteeism and boost overall attendance for each agency involved. Please include the following:
- A description of the investment (program, personnel, etc.);
 - Total funding budgeted for FY19 and FY20 to date;
 - Total amount spent in FY19 and FY20 to date;
 - The number of schools impacted by the investment;
 - A description of the target population;
 - The maximum capacity of the program, if any;
 - The total number of youth impacted; and
 - Any evaluation data/key outcomes observed in FY19 and FY20 to date as a result of the investment.

[NOTE: For electronic submission, please provide in an Excel document.]

- Q6. Provide the following data regarding the Kids Ride Free program for FY17, FY18, FY19, and FY20 to date:
- The number of students with an active DC One Card. For FY19 and FY20 to date, please provide the number of students with active Metro cards;
 - The number of students that qualify for Kids Ride Free Bus program;
 - The number of students that qualify for Kids Ride Free Rail program;
 - The number of students that have signed up for the Kids Ride Free Rail Program;
 - The number of trips taken for the Kids Ride Free Rail Program August 2018 to date by month;
 - The number of students who participate in the metro subsidy for Metrorail access; and
 - Any observed outcomes during the past year and a half with regard to attendance as a result of this investment.

- Q7. What programs and initiatives are currently underway by the DME to promote and improve access to high quality early care and early childhood education in the District of Columbia? Describe the DME's efforts to address the impact that the cost of living has had on the provision of child care services for both families that receive subsidy and are private pay.
- Q8. Provide an update on the DME's involvement with the Raise DC Leadership Council and how you connect your work with the organization to engage more disconnected youth in FY19 and FY20 to date.
- Q9. The following questions are regarding the DME's efforts to identify disconnected youth and connect them with adult learning, GED, workforce development, and other programs:
- What partnerships or collaborations with community partners and other District government agencies does the DME utilize to capture these individuals and promote workforce development?
 - Provide an update of the Graduation Pathways Project. What milestones were achieved in FY19 and FY20 to date?
- Q10. Describe the involvement that the DME has with the Workforce Investment Council through agencies in your purview, specifically any work done on the District of Columbia's State Plan as it relates to the Workforce Investment and Opportunity Act (WIOA) in FY19 and FY20 to date. Please include an accounting of the DME's role on the Adult Career Pathways Taskforce.
- Q11. Describe any efforts, initiatives, programs, or policies regarding workforce development that were developed or implemented by the DME in FY19 and to date in FY20. In your response indicate who in your office is responsible for overseeing these programs, the number of individuals who took part in each program, and a narrative description of the results and outcomes of this program.
- Q12. Describe the DME's engagement in FY19 and FY20 to date with stakeholders to complete the review of Uniform Per Student Funding Formula ("UPSFF") that is required by law every 2 years. Please be sure to give an update on proposed studies on the formula and at-risk weight categories.
- Q13. Describe any programs or initiatives that the DME implemented to address homeless students during SY 18-19 and SY19-20 to date.
- Q14. Describe the work done by the DME and contractors to stand up the new Office and Commission on Out of School Time Grants and Youth Outcomes in FY19 and FY20 to date. Describe what was learned from the grant application, award, and monitoring processes in FY18 and FY19 that have led to changes to improve these efforts.
- Q15. What is the guiding strategy or guiding principles for arts and humanities education in the District of Columbia?
- a. When was the strategy or guiding principles implemented?
 - b. Were there any changes or alterations to the strategy of guiding principles in FY19 or FY20 to date?
 - c. Describe any new arts and humanities education initiatives considered by the DME in FY19 or FY20 to date.

Planning and Facilities

- Q16. List all of the former school buildings that have been released under the RFO process in FY19, and FY20 to date. Include a description of the DME's timeline for the release of additional buildings in FY20.
- Q17. Describe the DME's work in FY19 and to date in FY20 to address the lead testing and lead in the water in D.C. public schools, recreation centers and libraries. Include a description of planning for lead testing and funding for FY18, including sources for funding this initiative, and also provide an update on the DME's work with public charter schools to meet the Bowser Administration's new standard of a 1 part per billion action level for tests on drinking water sources in public schools and recreation centers. Please include any MOU/MOA agreements with regard to funding for future tests and filters.
- Q18. Provide an update on the environmental and safety audits conducted in schools for FY19 to date in FY20.

General Questions

- Q19. Provide a current organization chart for DME and the name of the employee responsible for the management of each office/program and a brief description of that role. If applicable, provide a narrative explanation of any organizational changes made during FY19 or to date in FY20. Please provide any staff or related budget constraints the DME faced in FY20.
- Q20. Provide the agency's performance plan for FY19. Did the DME meet the objectives set forth in the FY19 performance plan? Provide a narrative description of what actions the agency undertook to meet the key performance indicators, including an explanation as to why any indicators were not met.
- Q21. Provide the agency's performance plan for FY20. What steps has the agency taken to date in FY19 to meet the objectives set forth in the FY20 performance plan?
- Q22. Provide the following budget information for DME, including the approved budget, revised budget, and expenditures, for FY19 and to date in FY20:
- At the agency level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.
 - At the program level, please provide the information broken out by source of funds and by Comptroller Source Group and Comptroller Object.
 - At the activity level, please provide the information broken out by source of funds and by Comptroller Source Group.

[NOTE: for electronic submission please submit raw data (i.e. CFO data ump)]

- Q23. Provide a complete accounting of all intra-district transfers received by or transferred from DME

during FY19 and to date in FY20. Please include FTEs in this reporting. For each, please provide a narrative description as to the purpose of the transfer and which programs, activities, and services within DME the transfer affected.

- Q24. Provide a complete accounting of all reprogrammings received by or transferred from the DME during FY1 and to date in FY20. For each, please provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected. In addition, include an accounting of all reprogrammings made within the agency that exceeded \$100,000 and provide a narrative description as to the purpose and reason of the transfer and which programs, activities, and services within the agency the reprogramming affected.
- Q25. Provide a list of all DME's fixed costs budget and actual dollars spent for FY19 and to date in FY20. Include the source of funding and the percentage of these costs assigned to each DME program. Include the percentage change between DME's fixed costs budget for these years and a narrative explanation for any changes.
- Q26. Provide a current list of all properties supported by the DME budget. Indicate whether the property is owned by the District or leased and which agency program utilizes the space. If the property is leased, provide the terms of the lease. For all properties provide an accounting of annual fixed costs (i.e. rent, security, janitorial services, electric).
- Q27. Describe any spending pressures that existed in FY19. In your response please provide a narrative description of the spending pressure, how the spending pressure was identified, and how the spending pressure was remedied.
- Q28. Identify potential areas where spending pressures may exist in FY20? Please provide a detailed narrative of the spending pressures including FTEs, and any steps that are being taken to minimize the impact on the FY20 budget.
- Q29. Provide a list of all FY19 full-time equivalent positions for DME, broken down by program and activity. In addition, for each position please note whether the position is filled (and if filled, the name of the employee) or whether it is vacant. Finally, indicate the source of funds for each FTE (local, federal, special purpose, etc.) and if any staff are classified as independent contractors.
- Q30. How many vacancies were posted for DME during FY19, to date in FY20, and what the positions were/are and why was the position vacated? In addition, note how long the position was vacant, what steps have been taken to fill the position, whether or not the position has been filled, and the source of funding for the position.
- Q31. Provide the Committee with the following:
- A list of employee receiving bonuses, special pay, additional compensation, or hiring incentives in FY19 and to date in FY20, and the amount; and,
 - A list of travel expenses for FY19 and to date in FY20, arranged by employee.

- Q32. Provide the following information for all grants awarded to DME during FY19 and to date in FY20:
- Grant Number/Title;
 - Who the grant was awarded;
 - Approved Budget Authority;
 - Expenditures (including encumbrances and pre-encumbrances);
 - Purpose of the grant;
 - Grant deliverables;
 - Grant outcomes, including grantee performance;
 - Any corrective actions taken or technical assistance provided;
 - DME program and activity supported by the grant;
 - DME employee responsible for grant deliverables; and
 - Source of funds.
- Q33. Provide the following information for all grants/subgrants awarded by DME during FY19 and to date in FY20:
- Grant Number/Title;
 - Who the grant was awarded;
 - Approved Budget Authority;
 - Expenditures (including encumbrances and pre-encumbrances);
 - Purpose of the grant;
 - Grant deliverables;
 - Grant outcomes, including grantee/subgrantee performance;
 - Any corrective actions taken or technical assistance provided;
 - DME employee/s responsible for overseeing the grant; and
 - Source of funds.
- Q34. Provide the following information for all contracts awarded by DME during FY19 and to date in FY20:
- Contract number;
 - Approved Budget Authority;
 - Funding Source;
 - Whether it was competitively bid or sole sourced;
 - Expenditures (including encumbrances and pre-encumbrances);
 - Purpose of the contract;
 - Name of the vendor;
 - Contract deliverables;
 - Contract outcomes;
 - Any corrective actions taken or technical assistance provided; and
 - DME employee/s responsible for overseeing the contract.
- Q35. Provide the following information for all contract modifications made by DME during FY19 and to date in FY20, broken down by DME program and activity:
- Name of the vendor;

- Purpose and reason of the contract modification;
 - employee/s responsible for overseeing the contract;
 - Modification cost, including budgeted amount and actual spent; and
 - Funding source.
- Q36. Provide the following information for all purchase card transactions during FY19 and to date in FY20:
- Employee that made the transaction;
 - Transaction amount; and,
 - Transaction purpose.
- Q37. Provide copies of any investigations, reviews or program/fiscal audits completed on programs and activities within DME during FY19 and to date in FY20. This includes any reports of the D.C. Auditor or the Office of the Inspector General. In addition, please provide a narrative explanation of steps taken to address any issues raised by the program/fiscal audits.
- Q38. Has the DME adhered to all non-discrimination policies in regards to hiring and employment?
- Q39. Have there been any accusations by employees or potential employees that the DME has violated hiring and employment non-discrimination policies in FY19 or to date in FY20? If so, what steps were taken to remedy the situation(s)?
- Q40. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY19 or FY20, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).
- Q41. 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 FY19 and FY20, to date, whether or not those allegations were resolved.
- Q42. Please list the administrative complaints or grievances that the agency received in FY19 and FY20, 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 FY19 or FY20, to date, describe the resolution.