

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER**



OCFO User's Guide

A Handbook for Utilizing the Support and Guidance of the Office of the Chief Financial Officer

January 2014

Vincent C. Gray
Mayor

Jeffrey S. DeWitt
Chief Financial Officer

For more information regarding this directory, contact the OCFO Office of Communications at (202) 727-0058.

CENTRAL FINANCIAL OPERATIONS - Deputy CFOs

AGENCY FINANCIAL OPERATIONS - Associate CFOs

Agency Fiscal Officers

Government of the District Columbia

Office of the Chief Financial Officer
Organizational Chart

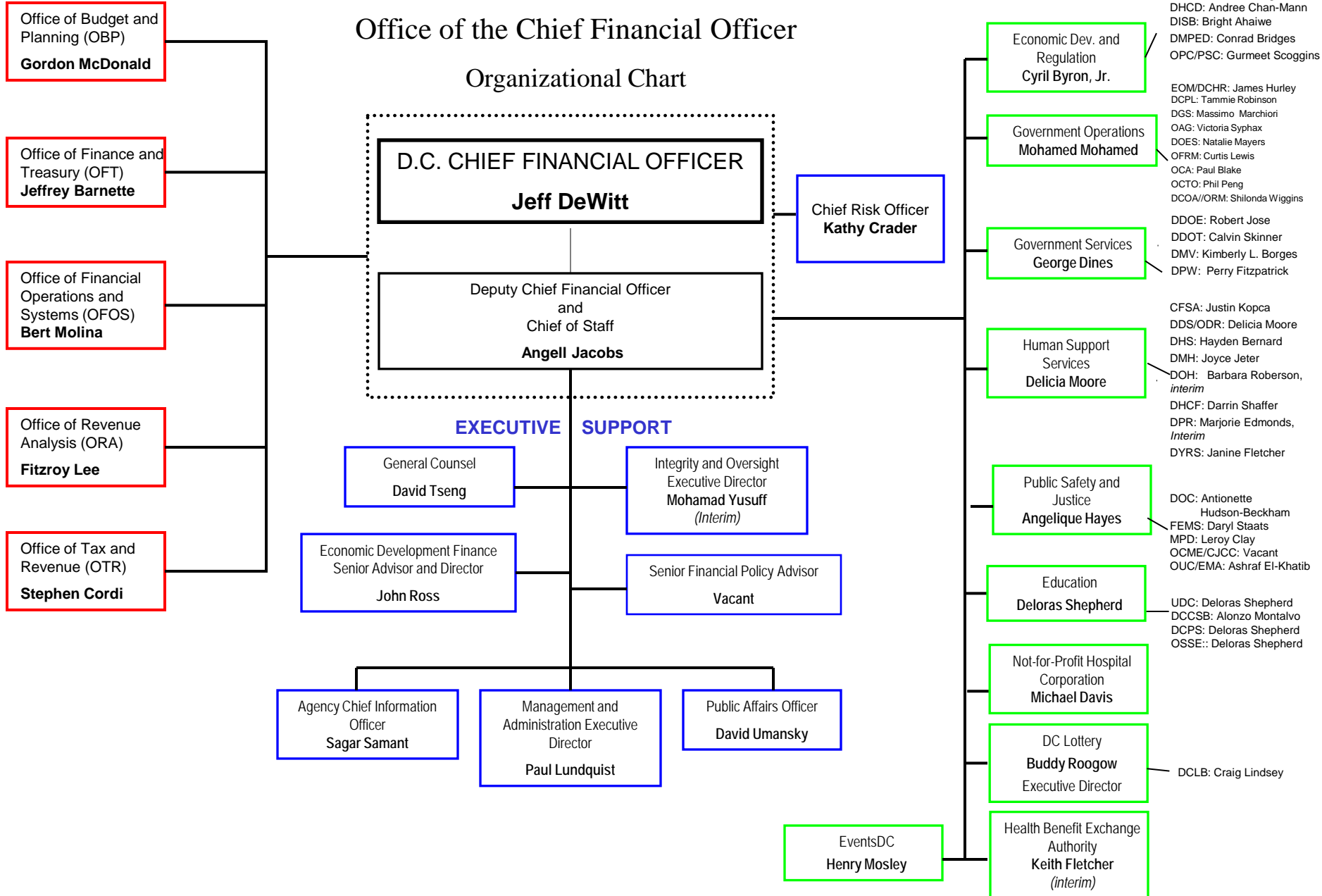


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“WHOM DO I CALL?”

Quick Reference List for OCFO Employees

CFO Internet: www.cfo.dc.gov

CFO Intranet: www.ocfo.in.dc.gov

| Issue | Contact Office* | Contact Name | Phone Number |
|------------------------------------------------------------|-----------------|-----------------------------|--------------|
| Accounting | | | |
| • Closing packages/instructions | OFOS | Cassandra Butler | 442-8310 |
| • SOAR training | OFOS | Deborah Smith | 442-8899 |
| Budget | | | |
| • Financial Review Process | OBP | Leticia Stephenson | 727-1036 |
| • Intra-Districts | OBP | Eric Cannady | 727-1072 |
| • Reprogrammings | OBP | Eric Cannady | 727-1072 |
| • Federal Stimulus and Federal Payments | OBP | Janice Walker | 741-5287 |
| • Grants Management and Reporting | OBP | Janice Walker | 741-5287 |
| Fiscal Impact Statements | | | |
| | ORA | Yesim Yilmaz | 741-8695 |
| Human Resources | | | |
| • Employee account changes (address, direct deposit, etc.) | OMA | Human Resources Specialists | 442-6523 |
| • Labor relations | OMA | Paul Lundquist | 442-8068 |
| • Recruiting | OMA | Human Resources Specialists | 442-6523 |
| Information Systems | | | |
| • Network connection problems | OCIO | OCFO Help Desk | 442-7000 |
| • PC troubleshooting | OCIO | OCFO Help Desk | 442-7000 |
| • SHARE connection/password | OCIO | OCTO Data Center 2 (ODC2) | 727-6785 |
| • SOAR | OCIO | SOAR Help Desk | 442-8885 |
| • PeopleSoft / PASS | OCIO | PeopleSoft / PASS Help Desk | 727-8700 |
| Legislative Schedule/Issues | | | |
| • Council | OGC | Patricia Gracyalny | 727-0871 |
| • Congress | OGC | Patricia Gracyalny | 727-0871 |
| Paychecks | | | |
| • Office of Pay & Retirement | OPRS | Main Line | 741-8600 |
| • Incorrect information on stub | OMA | Human Resources Specialists | 442-6523 |
| Media / Press Inquiries | | | |
| | OComm | David Umansky | 727-0058 |
| Contracts | | | |
| | OC | Joseph A. Giddis | 442-7012 |
| | | Dorothy Fortune | 442-8078 |
| Retirement/Savings | | | |
| • Civil Service Plans | OFOS | Retirement Unit | 741-8660 |
| • 401(a) Defined Contribution Pension Plan | OFT | Edward Obaza | 727-2959 |
| • 457 Deferred Compensation Plan | OFT | Brenda Mathis | 727-0780 |
| • D.C. College Savings Plan | OFT | Brenda Mathis | 727-0780 |
| Taxes | | | |
| • Real Property | OTR | Customer Service Center | 727-4829 |
| • Refunds | OTR | Customer Service Center | 727-4829 |
| Training | | | |
| | OMA | Jerry Goldstein | 442-6651 |
| Vendor Payments | | | |
| • To OCFO suppliers | OMA | Michell Johnson | 442-7120 |
| • To agency suppliers | OFT | Vendor Information Center | 727-0718 |

*See next page for legend.

* **Legend:**

| | |
|------|--------------------------------------------|
| OBP | Office of Budget and Planning |
| OC | Office of Contracts |
| OCIO | Office of the Chief Information Officer |
| OCom | Office of Communications |
| OFOS | Office of Financial Operations and Systems |
| OFT | Office of Finance and Treasury |
| OGC | Office of General Counsel |
| OMA | Office of Management and Administration |
| ORA | Office of Revenue Analysis |
| OTR | Office of Tax and Revenue |

OCFO USER'S GUIDE

A Handbook for Utilizing the Support and Guidance of the Office of the Chief Financial Officer

The mission of the Office of the Chief Financial Officer (OCFO) is to enhance the fiscal and financial stability, accountability and integrity of the Government of the District of Columbia.

The OCFO is responsible for:

- Oversight and direct supervision of the financial and budgetary functions of the District government;
- Operating and maintaining a coordinated financial management system to budget, collect, control, and properly account for more than \$7 billion in annual operating and capital funds;
- Preparing the District's annual budget, representing the District in the Federal appropriations process, and monitoring budget performance during the fiscal year;
- Borrowing on behalf of the District, collecting receipts, payments, and transactions for the District, and investing the District's funds;
- Administering and enforcing the District's tax laws, collecting revenue for the city, and recording deeds and other written instruments affecting a right, title, or interest in real or personal property in the District;
- Developing, implementing and monitoring the District's accounting policies and systems and producing the audited Comprehensive Annual Financial Report for the city; and
- Forecasting revenue for the District government, developing fiscal impact statements for proposed legislation, performing tax expenditure analysis, and providing advice on economic development matters.

Executive Office of the OCFO

Contact: **Jeff DeWitt**
Chief Financial Officer

Telephone: 727-2476 office
727-1643 fax

Address: 1350 Pennsylvania Avenue NW
Suite 203
Washington, DC 20004

Assistant: Lynnette Jones (727-0064)

Key Staff:

| | | |
|---------------------------------|---------------|----------|
| Deputy CFO and Chief of Staff | Angell Jacobs | 727-0049 |
| Senior Financial Policy Advisor | Vacant | 727-2476 |
| Executive Assistant | Traci Fuller | 727-0049 |
| Office Manager | Tanya High | 727-9610 |

Key Functions:

1. Provides leadership and support to deputy chief financial officers, associate chief financial officers, and staff.
2. Ensures the agency and its partners mobilize all available resources to protect the financial integrity of the government.

Office of the Chief Risk Officer

Contact: **Kathy Crader**
Chief Risk Officer

Telephone: 442-8188 office

Address: 1100 4th Street SW
Suite 770E
Washington, DC 20020

Assistant: Mary Beale

Key Functions:

1. To identify, assess, report, monitor and mitigate key strategic, operational, reputational, financial and technological risks within the OCFO.
2. Establishes and institutionalizes an integrated risk management framework.

EXECUTIVE SUPPORT

Office of General Counsel (OGC)

Contact: **David Tseng**
General Counsel

Telephone: 727-9528 office
724-4217 fax

Address: 1350 Pennsylvania Avenue NW
Suite 200
Washington, DC 20004

Assistant: LaVerne Lee (727-9528)

Key Staff:

| | | |
|------------------------------------------------------------|--------------------|----------|
| Deputy General Counsel | Steve Lyons | 727-4219 |
| Senior Attorney Advisor | Charles Barbera | 727-1711 |
| Assistant General Counsel | Ching Hua | 727-4221 |
| ----- | ----- | ----- |
| Associate General Counsel for Personnel and Procurement | Clarene Martin | 442-8073 |
| Assistant General Counsel | Treva Saunders | 442-7127 |
| Executive Assistant | Mary Beale | 442-6281 |
| ----- | ----- | ----- |
| Ethics Officer | Clarene Martin | 442-8073 |
| ----- | ----- | ----- |
| Assistant General Counsel | Patricia Gracyalny | 727-0871 |
| Assistant General Counsel | Aaron Droller | 727-1713 |
| Legislative Affairs Specialist | Tracye Peters | 727-4220 |
| D.C. Tobacco Settlement Corporation | | 727-9528 |

Key Functions:

1. Directs the legal resources of the OCFO with respect to Federal and District appropriations, contracting and procurement, and accounting and financial transactions.
2. Represents the Chief Financial Officer in litigation and in other legal matters in which the CFO is a party or has legal interest.
3. Supervises and manages outside counsel in all legal matters.
4. Assures the legal sufficiency of the OCFO's programs and policies.

Office of the Chief Information Officer

Contact: **Sagar Samant**
Agency Chief Information Officer

Telephone: 741-8700 office
442-6373 and 442-7076 fax

Address: 1101 4th Street SW
Suite 350W
Washington, DC 20024

Assistant: Judy Cofield (741-8700)

Key Staff: (** indicates interim or acting appointments*)

| | | |
|--------------------------------------|-----------------|----------|
| Director of Delivery Services Group | Maureen Kearney | 727-1906 |
| Director of Financial Systems | Lillian Copelin | 727-7697 |
| Director of Tax Systems* | Satya Kommuri | 442-7031 |
| Director of Technical Infrastructure | Richard Weil | 442-7039 |
| Director of Web Systems | Sandra Pinder | 727-9150 |
| Director of Project Management | Vacant | |
| Operations Manager | Lenia Cash | 727-8775 |
| OCFO Help Desk | | 442-7000 |
| Help Desk Fax | | 442-7076 |

Key Function:

1. Acquires, enhances and maintains financial systems and tools that help to enforce the financial policies and laws that govern the District and enable timely and accurate reporting of the District's financial status.

Office of Management and Administration (OMA)

Contact: **Paul Lundquist**
Executive Director

Telephone: 442-6523 office
442-6327 fax – executive director
442-6454 fax – contracts & procurement
442-6411 fax – financial operations
442-6413 fax – human resources
442-6506 fax – logistics & support services
442-6415 fax – training

Address: 1101 4th Street, SW
Suite 220W
Washington, DC 20024

Assistant: Patricia Cooks (442-8068)

Key Staff:

| | | |
|--------------------------------------|---------------------|----------|
| Budget Director | Ofelia Cuesta | 442-6447 |
| Controller | Michell Johnson | 442-7120 |
| Director, Contracts | Joseph Giddis | 442-6428 |
| Director, Human Resources | LaSharn Moreland | 442-9587 |
| Director, Logistics/Support Services | Brenda Proctor | 442-6932 |
| Chief, Organization Dev./Learning | Dr. Jerry Goldstein | 442-6651 |

Key Functions:

1. Develops and implements annual OCFO budget and financial plan.
2. Contracts for commodities and services in support of the OCFO.
3. Maintains position and fund controls to assure that agency spending remains within authorized limits; tracks agency spending.
4. Processes agency vendor payments and employee reimbursements.
5. Recruits personnel for the OCFO and manages OCFO human resource issues .
6. Links OCFO employees to a variety of educational resources and programs to help them advance academically and professionally.
7. Administers the Performance Management Program to ensure effective planning, job development, and evaluation of employee job performance within all levels of the OCFO.
8. Manages agency logistical needs, including space planning, fleet management, mailings, transportation of staff and documents, and building maintenance.

Office of Communications

Contact: **David Umansky**
 Public Affairs Officer

Telephone: 727-0058 office
 727-1643 fax

Address: 1350 Pennsylvania Avenue, NW
 Suite 203
 Washington, DC 20004

Key Functions:

1. Develops and implements plans for public outreach of OCFO program initiatives, including coordinating press conferences, developing news releases and other press materials, providing design direction, and performing press outreach.
2. Provides information and assistance in understanding the District's financial operations to news media and members of the public.
3. Coaches agency officials on how best to present themselves and their messages.
4. Coordinates the internal communications program for agency employees, including *The Bottom Line* print newsletter, *CFO News* e-mail newsletter, daily News Clips and weekly Trends Clips, and the OCFO Intranet.
5. Maintains and updates the agency Internet site.
6. Drafts and/or edits agency testimonies and other official correspondence.

Office of Integrity and Oversight

Contact: **Mohamad Yusuff**
Acting Executive Director

Telephone: 442-6433 office
442-6453 fax – Executive Director/Internal Security
535-1390 fax – Internal Audit

Address: 1100 4th Street, SW
Suite 750E
Washington, DC 20024

Assistant: Takiea Ferguson (442-6433)

Key Staff:

| | | |
|-----------------------------|----------------|----------|
| Director, Internal Audit | Mohamad Yusuff | 442-8240 |
| Director, Internal Security | James Glymph | 442-8280 |

Key Function:

1. Ensures that accountability, integrity and efficiency are maintained in activities of the OCFO by assisting management with independent and professional audit and investigative products and reports.

Office of Economic Development Finance

Contact: **John Ross**
 Senior Advisor and Director

Telephone: 727-9635 office
 727-9459 fax

Address: 1101 4th Street SW
 Suite 772W
 Washington, DC 20024

Key Staff:

| | | |
|-----------------------|---------------------------|----------|
| Deputy Director | Betsy Keeler | 727-4077 |
| Senior Policy Analyst | Elizabeth Pollitt Paisner | 727-7698 |
| Senior Policy Analyst | Deborah Freis | 727-4364 |

Key Functions:

1. Provides sophisticated analysis of fiscal, economic and/or administrative impacts of proposed projects to the CFO, Mayor, Deputy Mayor for Planning and Economic Development, and Council so they can appropriately assess economic development initiatives and ensure maximum economic benefit to the District.
2. Examines the financing of many of the major economic development projects in the District, including the baseball stadium, the convention center headquarters hotel and a number of large-scale mixed use developments.
3. Advises the CFO on tax-increment-financed and payment-in-lieu-of-taxes financing deals entered into by the District.
4. Represents the OCFO on the boards of the Washington Convention and Sports Authority and Destination DC.

CENTRAL FINANCIAL OPERATIONS

Office of Budget and Planning (OBP)

Contact: **Gordon McDonald**
Deputy Chief Financial Officer
Telephone: 727-1239 office
724-5222 fax
Address: 1350 Pennsylvania Avenue NW
Suite 229
Washington, DC 20004
Assistant: Lakeia Williams (727-1239)

Key Staff:

| | | |
|----------------------|-----------------|----------|
| Associate Deputy CFO | James Spaulding | 727-1782 |
|----------------------|-----------------|----------|

Financial Planning, Analysis and Management Services

| | | |
|----------|--------------------|----------|
| Director | Leticia Stephenson | 727-1036 |
|----------|--------------------|----------|

Budget Administration

| | | |
|------------------------------------------|-------------------|----------|
| Director | Eric M. Cannady | 727-1072 |
| Deputy Director for Budget Administrator | Stacy-Ann White | 727-0997 |
| Deputy Director for Budget Administrator | Sunday Okparaocha | 724-4674 |

Capital Improvements Plan

| | | |
|------------|--------------------|----------|
| Director | David Clark | 727-2055 |
| Controller | Sherrie Greenfield | 727-1789 |

Financial Management Services and Operations

| | | |
|-------------------------------|-----------------|----------|
| Director | James Spaulding | 727-1782 |
| Office and Production Manager | Margaret Myers | 727-0890 |

Key Functions:

1. Prepares, monitors, analyzes, and executes the District's budget, including operating, capital and enterprise funds, in a manner that ensures fiscal integrity and maximizes service to taxpayers.

Office of Finance and Treasury (OFT)

Contact: **Jeffrey Barnette**
Deputy Chief Financial Officer and Treasurer

Telephone: 727-6055 office
727-6963 fax

Address: 1101 4th Street SW
Suite 800W
Washington, DC 20024

Assistant: LaShanda Talbert (727-0846)

Key Staff: (* indicates interim or acting appointments)

Management and Administration

| | | |
|--------------------------------|---------------|----------|
| Chief of Management Operations | Jeanne Hoover | 727-0911 |
|--------------------------------|---------------|----------|

Cash Management and Investments

| | | |
|----------------------------------------------|---------------|----------|
| Associate Treasurer, Asset Management* | John Henry | 727-6288 |
| Program Director, 401(a), 457, and 529 Plans | Brenda Mathis | 727-0780 |
| Cash and Investments Manager | John Henry | 727-3382 |

Debt and Grants Management

| | | |
|--------------------------------------|---------------|----------|
| Associate Treasurer, Debt and Grants | vacant | 727-7209 |
| Debt Manager | Debra Taylor | 724-0774 |
| Grants Manager | Hoodo Mohamed | 727-7203 |
| Master Lease Program Manager | Paula Keys | 727-7201 |

Payments/Banking/Cashiering

| | | |
|---------------------------------------------|--------------|----------|
| Associate Treasurer, Operations and Banking | Clarice Wood | 727-0760 |
| Treasury Operations Manager | Vacant | 727-6261 |
| Banking Relations Manager | Gloria Vines | 727-0824 |
| Payment Operations Manager (Disbursing) | Joseph Cobb | 727-0939 |

Unclaimed Property

| | | |
|------------------------------|---------------|----------|
| Director, Unclaimed Property | Gracie Musher | 442-8195 |
|------------------------------|---------------|----------|

Key Functions:

1. Manages the District's cash resources and banking relationships.
2. Coordinates payments to vendors and service providers.
3. Receives payments for services and taxes.
4. Manages District borrowings and debt repayment.
5. Invests cash not needed for immediate disbursement.
6. Maintains relationships with the financial marketplace.
7. Manages the 529 College Savings Plan, 457 Deferred Compensation Plan, and 401(a) Defined Contribution Plan.
8. Manages the District's unclaimed property.

Office of Financial Operations and Systems (OFOS)

Contact: **Bert Molina**
Deputy Chief Financial Officer

Telephone: 442-8200 office
442-8201 fax

Address: 1100 4th Street SW
Suite 800E
Washington, DC 20024

Assistant: Onzenetta Sanders (442-8209)

Key Staff:

| | | |
|-------------------------------------------|-----------------|----------|
| Deputy Controller | Bill Slack | 442-8298 |
| Director, Policies and Procedures | Wilma Matthias | 478-1437 |
| Director, Financial Control and Reporting | Diji Omisore | 442-8302 |
| Director, Accounting Operations | Tonja Lowe | 442-8248 |
| Director, Pay and Retirement Services | Christ LaCour | 741-8622 |
| Deputy Dir., Pay and Retirement Services | Chris LaCour | 741-8622 |
| Senior Manager, Operations and Admin. | Vanessa Jackson | 442-8220 |

Key Functions:

1. Brings accountability, discipline and integrity to the District's financial processes by ensuring that standardized accounting practices, procedures, systems, and internal controls are embedded throughout the District's financial operations.
2. Produces the Comprehensive Annual Financial Report.
3. Administers the District's payroll and retirement systems.

Office of Revenue Analysis (ORA)

Contact: **Fitzroy Lee**
Deputy Chief Financial Officer and Chief Economist

Telephone: 727-7775 office
727-9010 fax

Address: 1101 4th Street SW
Suite 770W
Washington, DC 20024

Assistant: Dora Dickerson (727-7658)

Key Staff: (* indicates interim or acting appointments)

| | | |
|------------------------------------------------------------------------|-----------------|----------|
| Director of Economic Affairs | Farhad Niami | 727-3897 |
| Director, Fiscal and Legislative Analysis | Yesim Yilmaz | 741-8695 |
| *Director, Revenue Estimation and Revenue Policy (<i>interim</i>) | Daniel Muhammad | 727-3089 |

Key Functions:

1. Prepares the revenue chapter for the annual proposed budget and financial plan.
2. Provides a month-by-month update on the District's economic and revenue outlook and quarterly estimates of all local revenues.
3. Prepares and publishes monthly *DC Economic Indicators* and monthly cash reports and narratives.
4. Produces congressionally mandated fiscal impact statements on all legislative proposals.
5. Certifies selected tax increment districts.
6. Prepares and publishes special studies, including *D.C. Tax Facts*, *Comparative Tax Burdens in the DC-MD-VA Metropolitan Area*, *50 State Study Tax Burden in the Largest Cities*, *Economic Report of the District of Columbia*, and *Tax Expenditures*.
7. Prepares technical briefing notes and other studies on revenues and fiscal affairs as directed by the CFO.

Office of Tax and Revenue (OTR)

Contact: **Stephen Cordi**
Deputy Chief Financial Officer

Telephone: 442-6200 office
442-6477 fax

Address: 1101 4th Street SW
Suite 750W
Washington, DC 20024

Assistant: Christina Simms (442-6383)

Key Staff:

| | | |
|----------------------------------|------------------|----------|
| Director of Operations | Glen Groff | 442-6383 |
| Chief Counsel | Alan Levine | 442-6500 |
| Director, Compliance | Bedell Terry | 442-6852 |
| Director, Criminal Investigation | Charles Hunter | 442-6869 |
| Director, Customer Service | Eva Liggins | 442-6700 |
| Director, Real Property | Robert Farr | 442-6652 |
| Chief Appraiser | Stephen Cappello | 442-6760 |
| Director, Returns Processing | Joseph Parran | 442-6205 |
| Director, Revenue Accounting | Wilma Matthias | 442-6451 |
| Public Affairs Specialist | Natalie Wilson | 442-8072 |

Key Functions:-

1. Administers and enforces the District's tax laws, collecting revenues for the city.
2. Records deeds and other written instruments affecting a right, title, or interest in real or personal property.

AGENCY FINANCIAL OPERATIONS

Associate Chief Financial Officers (ACFO), who report directly to the District's CFO, represent the major appropriation titles in the District's annual budget and manage agency financial operations. Agency fiscal officers report to their respective ACFO, and the ACFOs serve as the CFO's key representatives to the city administrator and the deputy mayors in managing the District's finances and the government's programmatic priorities.

ACFOs manage the following financial clusters:

ECONOMIC DEVELOPMENT AND REGULATION

Contact: **Cyril Byron, Jr.**
Associate Chief Financial Officer

Telephone: 442-8684 - office
478-9261 fax – main office
442-6881 fax – accounting

Address: 1100 4th Street SW
Suite 450E
Washington, DC 20024

Assistant: Barbara D. Bailey (442-9540)

Key Staff:

| | | |
|--------------------------|-------------------|----------|
| Budget Director | Abukar Abdirahman | 442-9541 |
| Chief Operations Manager | Joscaira Akhran | 442-8923 |
| Budget Officer | Doris Benson | 442-8678 |
| Financial Manager | Lorrelle Parker | 442-8679 |

Agencies/Funds Reporting to ACFO:

Reporting to Abukar Abdirahman:

- D.C. Taxicab Commission
- Office of Motion Picture and Television Development

Reporting to Lorrelle Parker:

- Office of Planning
- Real Property Tax Appeals Commission
- Department of Small & Local Business Dev.
- Office of Zoning

(continued)

Agency Fiscal Officers in this Cluster:

Department of Consumer and Regulatory Affairs

Contact: **Conrad Bridges**
Agency Fiscal Officer

Telephone: 442-8681 office
442-9442 fax

Address: 1100 4th Street SW
Suite 5156
Washington, DC 20024

Agencies/funds also reporting to Agency Fiscal Officer:

- Alcoholic Beverage Regulation Administration
- Office of Tenant Advocate

Key Staff:

| | | |
|----------------|---------------|----------|
| Budget Officer | Rebecca Berry | 442-8682 |
|----------------|---------------|----------|

Department of Housing and Community Development

Contact: **Andree Chan-Mann**
Agency Fiscal Officer

Telephone: 442-7262 office
442-6969 fax

Address: 1800 Martin Luther King Jr. Avenue, SE
Suite 300
Washington, DC 20020

Key Staff:

| | | |
|------------|--------------|----------|
| Accountant | Douglas Kemp | 442-6980 |
|------------|--------------|----------|

Department of Insurance, Securities and Banking / Shared Service Center

Contact: **Bright Ahaiwe**
AFO / Controller

Telephone: 442-6349 office
442-6881 fax

Address: 1100 4th Street SW
Suite 450
Washington, DC 20024

Agencies/funds also reporting to Agency Fiscal Officer:

- Commission on Arts and Humanities

Key Staff:

| | | |
|----------------|---------------------|----------|
| Budget Officer | Nazreth Leakemariam | 442-7844 |
|----------------|---------------------|----------|

Deputy Mayor for Planning and Economic Development

Contact: **Conrad Bridges**
Agency Fiscal Officer

Telephone: 442-8681 office
442-9442 fax

Address: 1101 4th Street, SW, #5156
Washington, DC 20024

Key Staff:

| | | |
|-------------------|-----------------|----------|
| Financial Manager | Ana Reyes | 724-8119 |
| Financial Manager | Honor Sylvester | 724-7378 |

Office of the People's Counsel (OPC) / Public Service Commission (PSC)

Contact: **Gurmeet Scoggins**
Agency Fiscal Officer

Telephone: 626-5133 office
626-9174 fax

Address: 1333 H Street NW
Suite 600
Washington, DC 20005

Key Staff:

| | | |
|----------------|---------------|----------|
| Budget Analyst | Vanetta Wells | 626-9173 |
|----------------|---------------|----------|

HIGHER EDUCATION

Contact: **Mohamed Mohamed**
Associate Chief Financial Officer

Telephone: 727-0333 office
727-1115 fax

Address: 441 4th Street NW
Suite 890N
Washington, DC 20001

Assistant: Anita Patterson (727-9491)
(727-2202 Fax)

Key Staff:

Director of Financial Operations Dennis Gill 727-2880

Agency Fiscal Officers in this Cluster:

D.C. Public Library

Contact: **Tammie Robinson**
727-5520 office

Department of General Services

Contact: **Massimo Marchiori**
Agency Chief Financial Officer
698-7476 office

GOVERNMENT OPERATIONS

Contact: **Mohamed Mohamed**
Associate Chief Financial Officer

Telephone: 727-0333 office
727-1115 fax

Address: 441 4th Street NW
Suite 890-N
Washington, DC 20001

Assistant: Anita Patterson (727-9491)
(727-2202 Fax)

Key Staff:

| | | |
|--------------------------------|----------------|----------|
| Chief Management Operations | Rhonda Woods | 727-1011 |
| Director, Financial Operations | Michael Bolden | 727-6534 |

Agencies/Funds Reporting to ACFO:

*** Provides Financial Oversight*

- Office of the D.C. Auditor **
- Office of the Inspector General **

Agency Fiscal Officers in this Cluster:

Office of the Attorney General

Contact: **Victoria Syphax**
Agency Fiscal Officer

Telephone: 724-5570 office
727-6329 fax

Address: 441 4th Street NW, Suite 1060-N
Washington, DC 20001

Agencies/funds also reporting to Agency Fiscal Officer:

- Settlements and Judgments

Office of the Chief Technology Officer

Contact: **Phil Peng**
Agency Fiscal Officer

Telephone: 727-8472 office
727-1216 fax

Address: 441 4th Street NW, Suite 930-S
Washington, DC 20001

(continued)

Office of Contracts and Procurement

Contact: **Shilonda Wiggins**
Agency Fiscal Officer

Telephone: 727-6535 office
727-2202 fax

Address: 441 4th Street NW, 890-N
Washington, DC 20001

Agencies/funds also reporting to Agency Fiscal Officer:

- Office of Risk Management
- Office of Employees Appeals
- Office on Aging
- Advisory Neighborhood Commission
- Disability Compensation Fund
- Medical Liability Captive Insurance Agency

Executive Office of the Mayor

Contact: **James Hurley**
Agency Fiscal Officer

Telephone: 727-3605 office
727-2202 fax

Address: 441 4th Street NW, Suite 890-N
Washington, DC 20001

Agencies/funds also reporting to Agency Fiscal Officer:

- Department of Human Resources
- Contract Appeals Board
- Office of Veteran Affairs
- Council of the District of Columbia
- DC Board of Ethics, Government and Accountability
- Office of Cable Television
- Asian & Pacific Islander Affairs
- Office of Campaign Finance
- Office of the Mayor

Office of the City Administrator

Contact: **Paul Blake**
Agency Fiscal Officer

Telephone: 727-9833 office
727-2202 fax

Address: 441 4th Street NW, Suite 890-N
Washington, DC 20001

Agencies/funds also reporting to Agency Fiscal Officer:

- Office of the Secretary
- Board of Elections
- Public Employee Relations Board
- Office of City Administrator
- Contract Appeals Board

(continued)

Office of Finance and Resource Management

Contact: **Curtis Lewis**
Agency Fiscal Officer

Telephone: 671-1603 office
671-2930 fax

Address: 441 4th Street NW
Suite 890-N
Washington, DC 20001

Agencies/funds also reporting to Agency Fiscal Officer:

- Wilson Building Fund
- Office of Latino Affairs
- Department General Services – Fixed Cost

Department of Employment Services

Contact: **Natalie Mayers**
Agency Fiscal Officer

Telephone: 727-5145 office
727-2202 fax

Address: 4058 Minnesota Avenue, NE
Suite 5700
Washington, DC 20019

Agencies/funds also reporting to Agency Fiscal Officer:

- Unemployment Compensation Fund
- Unemployment Compensation Trust Fund

Key Staff: (* indicates interim or acting appointments)

Senior Manager

Bryan Goodluck

671-1546

GOVERNMENT SERVICES

Contact: **George Dines**
Associate Chief Financial Officer

Telephone: 671-2201 office
671-0626 fax

Address: 2000 14th Street NW
6th floor
Washington, DC 20009

Assistant: Lisa W. Smith (671-2551)

Key Staff:

| | | |
|---------------------------------|------------------|----------|
| Budget Director | Ulysses Glen | 671-2414 |
| Chief, Management Operations | Hillary Ferguson | 671-2366 |
| Controller | Ginny Brant | 671-1561 |

Agencies/Funds Reporting to ACFO:

- School Transit Subsidy
- Storm Water
- Washington Aqueduct
- Washington Metropolitan Area Transit Commission

Agency Fiscal Officers in this Cluster:

District Department of the Environment

Contact: **Robert Jose**
Agency Fiscal Officer

Telephone: 535-2512 office
535-2881 fax

Address: 1200 1st Street NE
7th floor
Washington, DC 20002

Key Staff:

| | | |
|----------------|----------|----------|
| Budget Officer | Meg Moga | 673-6710 |
|----------------|----------|----------|

(continued)

Department of Motor Vehicles

Contact: **Kimberly Borges**
Agency Fiscal Officer

Telephone: 729-7010 office
729-7152 fax

Address: 95 M Street SW
Washington, DC 20024

Department of Public Works

Contact: **Perry Fitzpatrick**
Agency Fiscal Officer

Telephone: 671-2111 office
671-1760 fax

Address: 2000 14th Street NW
6th floor
Washington, DC 20009

Department of Transportation

Contact: **Calvin Skinner**
Agency Fiscal Officer

Telephone: 671-1374 office
671-0661 fax

Address: 55 M Street, SE
7th floor
Washington, DC 20024

Key Staff:

| | | |
|----------------|-------------------|----------|
| Budget Officer | Kathryn Valentine | 671-2522 |
| Budget Officer | Angela Gray | 671-2733 |
| Budget Officer | Tracey Medley | 671-1562 |

HUMAN SUPPORT SERVICES

Contact: **Delicia Moore**
Associate Chief Financial Officer

Telephone: 671-4220 office
671-4203 fax

Address: 64 New York Avenue NE
4th floor
Washington, DC 20002

Assistant: Airka Moore (671-4215)

Key Staff:

| | | |
|------------------------------|-------------------|----------|
| Budget Director | Vernessa Thompson | 671-4217 |
| Chief, Management Operations | Mike Richard | 671-4214 |
| Controller | Morris Thorpe | 671-4466 |
| Special Assistant | Deloras Millhouse | 671-4722 |

Agencies/Funds Reporting to ACF

- Children and Youth Investment Fund
- Office of Human Rights
- Medicaid Reserve

Agency Fiscal Officers in this Cluster:

Child and Family Services Agency

Contact: **Justin Kopca**
Agency Fiscal Officer

Telephone: 727-7676 office
727-6033 fax

Address: 200 I Street, NW
Washington, DC 20002

Assistant: Gloria Yates (727-7383)

Key Staff:

| | | |
|----------------|--------|----------|
| Budget Officer | vacant | 727-7475 |
|----------------|--------|----------|

(continued)

Department of Disabilities Services / Office of Disability Rights

Contact: **Delicia Moore**
Agency Fiscal Officer

Telephone: 730-1551 office
730-1811 fax

Address: 1125 15th Street NW
4th Floor
Washington, DC 20005

Assistant: Airka Moore (730-1561)

Key Staff:

| | | |
|----------------|---------------|----------|
| Budget Officer | David Facundo | 730-1567 |
|----------------|---------------|----------|

Department of Health

Contact: **Barbara Roberson**
Interim, Agency Fiscal Officer

Telephone: 442-9231 office
442-4811 fax

Address: 899 North Capitol Street NE
9th Floor
Washington, DC 20002

Assistant: Milena Acevedo (442-9108)

Key Staff:

| | | |
|--------------------|----------------|----------|
| Accounting Officer | Joseph Schmitz | 442-9229 |
| Budget Officer | vacant | 442-9222 |

Department of Healthcare Finance

Contact: **Darrin Shaffer**
Agency Fiscal Officer

Telephone: 442-9079 office
478-1373 fax

Address: 441 4th Street, NW, 9th Floor
Washington, DC 20001

Assistant: Kim Lorick (442-9118)

Key Staff:

| | | |
|--------------------|------------------|----------|
| Accounting Officer | Thomas Kennedy | 442-9232 |
| Budget Officer | Angelique Rogers | 442-9061 |

(continued)

Department of Human Services

Contact: **Hayden Bernard**
Agency Fiscal Officer

Telephone: 671-4242 office
671-4201 fax

Address: 64 New York Avenue NE
6th floor
Washington, DC 20002

Assistant: Christina Lyon (671-4490)

Key Staff:

| | | |
|--------------------|-------------------------|----------|
| Budget Officer | Dionne Rutherford-Felix | 671-4242 |
| Accounting Officer | Claiborne Jackson | 671-4231 |

Department of Mental Health

Contact: **Joyce Jeter**
Agency Fiscal Officer

Telephone: 671-3168 office
671-2981 fax

Address: 64 New York Avenue NE, 2nd floor
Washington, DC 20002

Assistant: Laquita Howard (671-2913)

Key Staff:

| | | |
|------------------------|-------------------|----------|
| Budget Officer | Anthony Jefferson | 671-3393 |
| Supervisory Accountant | Kelvin Esters | 671-4212 |
| Acct. Payable Manager | Catrina Alston | 671-4270 |

Department of Parks and Recreation

Contact: **Marjorie Edmunds**
Interim, Agency Fiscal Officer

Telephone: 673-2032 office
673-4358 fax

Address: 1250 U Street, NW
2nd Floor
Washington, DC 20010

Assistant:

Key Staff:

| | | |
|----------------|---------------------------|----------|
| Budget Officer | Lorraine Coleman-Williams | 673-7652 |
|----------------|---------------------------|----------|

(continued)

Department of Youth Rehabilitation Services

Contact: **Janine Fletcher**
Agency Fiscal Officer

Telephone: 202-727-1721 office
240-727-9934 fax

Address: 450 H Street, NW, #10th Floor
Washington, DC

Key Staff:

Senior Budget Analyst Vacant

PUBLIC SAFETY AND JUSTICE

Contact: **Angelique Hayes**
Associate Chief Financial Officer

Telephone: 673-3347 office
673-3332 fax

Address: 1100 4th Street, S.W.
Suite 730E
Washington, DC 20001

Assistant: Milissa Penn (673-3347)

Key Staff:

| | | |
|------------------------------|------------------|----------|
| Budget Director | Shelly Graham | 673-3374 |
| Controller | Loretta Walker | 727-4317 |
| Chief, Management Operations | Sharon Gilchrist | 673-3340 |

Agencies/Funds Reporting to ACFO:

- Office of Administrative Hearings
- Criminal Justice Coordinating Council
- D.C. National Guard
- Office of Unified Communications
- Homeland Security

Agency Fiscal Officers in this Cluster:

Department of Corrections

Contact: **Antionette Hudson-Beckham**
Agency Fiscal Officer

Telephone: 671-3030 office
671-3274 fax

Address: 2000 14th Street, NW
7th Floor
Washington, DC 20009

Agencies/funds also reporting to Agency Fiscal Officer:

- Corrections Information Council
- Victim Services
- Justice Grants

(continued)

Fire and Emergency Medical Services Department

Contact: **Daryl Staats**
Agency Fiscal Officer

Telephone: 673-3343 office
Address: 2000 14th Street, NW
Room 414
Washington, DC 20009

Agencies/funds also reporting to Agency Fiscal Officer:

- Advisory Commission on Sentencing
- Office of Citizen Complaint Review
- Judicial Nominations Commission
- Commission on Judicial Disabilities and Tenure

Metropolitan Police Department

Contact: **Leroy Clay**
Agency Fiscal Officer

Telephone: 727-4317 office
727-4320 fax
Address: 300 Indiana Avenue NW
Room 4136
Washington, DC 20001

Assistant: Gloria Herron (727-4317)

Agencies/funds also reporting to Agency Fiscal Officer:

- D.C. Emergency Management Agency
- Forensics Lab

Key Staff:

| | | |
|----------------|---------------|----------|
| Budget Officer | Dan Proudfoot | 727-1636 |
|----------------|---------------|----------|

Office of the Chief Medical Examiner

Contact: **Leautry Dixon**
Agency Fiscal Officer

Telephone: 202-673-3338 office

Address: 401 E Street, SW
Washington, DC 20024

(continued)

D.C. Emergency Management Agency

Contact: **Ashraf El-Khatib**
Agency Fiscal Officer

Telephone: 202-730-0519 office
202-727-7288 fax

Address: 2720 Martin Luther King Jr. Avenue SE
2nd Floor
Washington, DC 20032

Office of Unified Communications

Contact: **Ashraf El-Khatib**
Agency Fiscal Officer

Telephone: 202-730-0519 office
202-715-7572 fax

Address: 2720 Martin Luther King Jr. Avenue SE
2nd Floor
Washington, DC 20032

Education

District of Columbia Public Schools (DCPS)

Contact: **Deloras Shepherd**
Associate Chief Financial Officer

Telephone: 442-6078 office
299-2174 fax

Address: 1200 First Street NE
11th Floor
Washington, DC 20002

Assistant: Rae Smith (741-0620)

Key Staff:

| | | |
|-------------------------------|------------------|----------|
| AFO | Vacant | |
| Office Manager | Tiesha Henson | 442-5252 |
| Budget Officer | Donald Sink | 442-5284 |
| Budget Officer | Seema Taneja | 442-5293 |
| Controller | Munetsi Musara | 442-5280 |
| Accounts Payable Supervisor | Henry Clements | 741-0632 |
| Accounting Officer | Leslie West | 442-5296 |
| Payroll Supervisor | Glendell Bailey | 442-5333 |
| Chief Mgt. Operations Officer | Kayleen Irizarry | 741-0631 |

Key Function:

1. The Office of the Chief Financial Officer for DCPS works to enhance the fiscal and financial stability and accountability of D.C. Public Schools, by preparing, monitoring, analyzing, and overseeing budget and accounting operations, implementing best practices related to financial management and school budgeting.

Office of the State Superintendent of Education

Contact: **Munetsi Musara** (*interim*)
Agency Fiscal Officer

Telephone: 727-3450 office
724-7664 fax

Address: 810 1st Street,
4th Floor
Washington, DC 20001

Assistant: Vacant (727-4565)

Key Staff:

| | | |
|--------------------|----------------|----------|
| Accounting Officer | Alemayehu Awas | 442-6143 |
| Budget Director | Vacant | 442-6132 |
| Budget Officer | Rajesh Sharma | 741-5536 |

University of the District of Columbia

Contact: **Donald Rickford, acting
Chief Financial Officer**

Telephone: 274-5415 office
274-5611 fax

E-mail: donald.rickford@udc.edu
Address: 4200 Connecticut Avenue NW
Building 39, Room 234
Washington, DC 20009

Assistant: Corrie Welch (274-5203)

Key Staff: (* indicates interim or acting appointments)

| | | |
|---------------------------|----------------|----------|
| Controller | Vacant | 274-6410 |
| Budget Officer | David Franklin | 274-5706 |
| Manager, Grant/Contract | Khadra Abdulle | 274-6217 |
| Director, Student Account | David Garnet | 274-5838 |

CHIEF FINANCIAL OFFICERS FOR INDEPENDENT AGENCIES

Chief financial officers for the following agencies report directly to the District's Chief Financial Officer:

D.C. Lottery & Charitable Games Control Board

Contact: **Buddy Roogow**
Executive Director

Telephone: 645-8010 office
645-3683 fax

Address: 2101 MLK, Jr. Avenue, SE
5th floor
Washington, DC 20020

Assistant: Keona Ellerbe (645-8010)

Key Staff:

| | | |
|-------------------------|-----------------|----------|
| Chief Operating Officer | Tracey Cohen | 645-8970 |
| Agency Fiscal Officer | Craig Lindsey | 645-8064 |
| Chief Counsel | Ridgely Bennett | 645-8031 |

EventsDC

Contact: **Henry Mosley**
Agency Chief Financial Officer

Telephone: 249-3053 Office
249-3113 fax

email: hmosley@eventsdc.com

Address: 801 Mount Vernon Place, NW
Washington, DC 20001

Assistant: Shea Jones (249-3008)

Not-for-Profit Hospital Corporation

Contact: **Michael Davis**
Agency Chief Financial Officer

Telephone: 574-6008 Office
373-5986 Fax

Address: 1310 Southern Avenue, SE, #2022
Washington, DC 20032

Assistant: Mary Jo Raley (574-6993)
mraley@united-medicalcenter.com

Health Benefits Exchanges Authority

Contact: **Keith Fletcher**
Agency Fiscal Officer

Telephone: 741-0930 Office
730-1658 Fax

Address: 1100 15th Street, NW
Suite 800
Washington, DC 20005

Key Staff:

| | | |
|--------------------|------------|----------|
| Budget Officer | Jilu Lenji | 741-8868 |
| Accounting Officer | Sam Ince | 741-0943 |