



## FY 2015 Performance Accountability Report Homeland Security and Emergency Management Agency

### INTRODUCTION

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' progress and key performance indicators (KPIs).

### MISSION

The Mission of the District of Columbia Homeland Security and Emergency Management Agency is to lead the planning and coordination of homeland security and emergency management efforts to ensure that the District of Columbia is prepared to prevent, protect against, respond to, mitigate, and recover from all threats and hazards.

### SUMMARY OF SERVICES

HSEMA plans and prepares for emergencies; coordinates emergency response and recovery efforts; provides training and conducts exercises for emergency first responders, employees and the public; provides emergency preparedness information to the public; and disseminates emergency information.

### OVERVIEW – AGENCY PERFORMANCE

The following section provides a summary of HSEMA performance in FY 2015 by listing HSEMA's top three accomplishments, and a summary of its progress achieving its initiatives and progress on key performance indicators.

### TOP THREE ACCOMPLISHMENTS

The top three accomplishments of HSEMA in FY 2015 are as follows:

- ✓ Conducted two major District wide training events:
  - The District of Columbia Command and Control Exercise, a multi-location, full-scale, exercise that took place in multiple District locations and tested the District's response to multiple simultaneous domestic terrorist attacks; and
  - A training and discussion based workshop to train and orient all of the Mayor's senior leadership team and cabinet members who are part of the Consequence Management Team for emergency and disasters response.
  
- ✓ Coordinated the District's preparedness and response efforts during the 2015 Papal Visit on Wednesday, September 23, 2015 and Thursday, September 24, 2015 with the District's

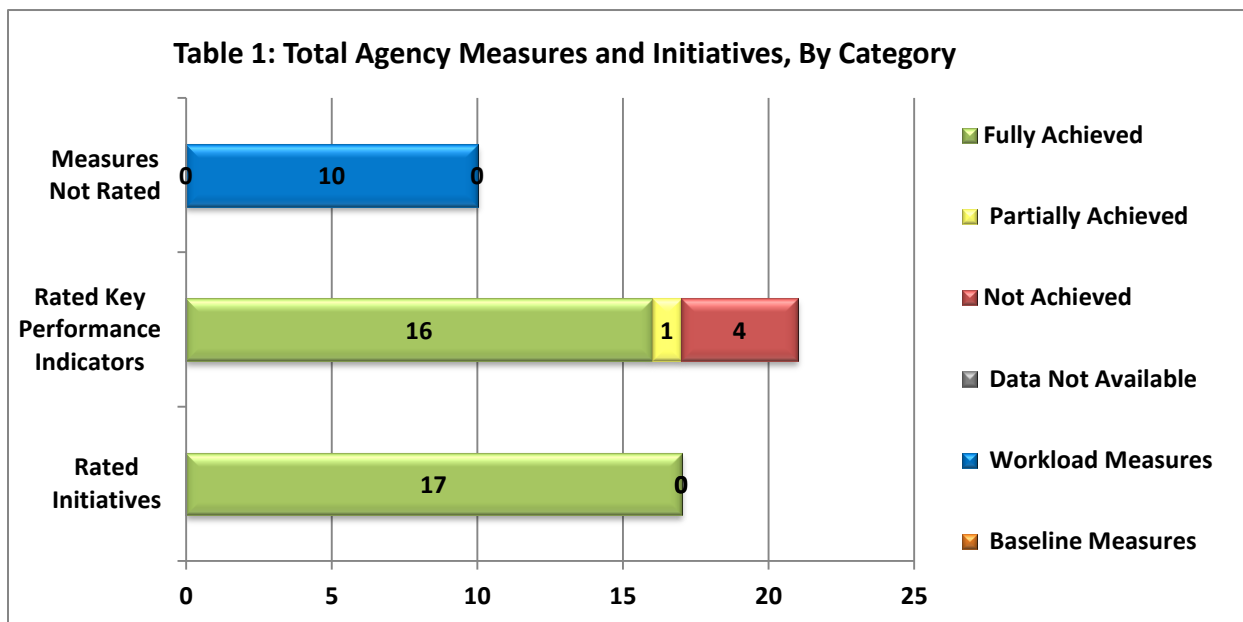


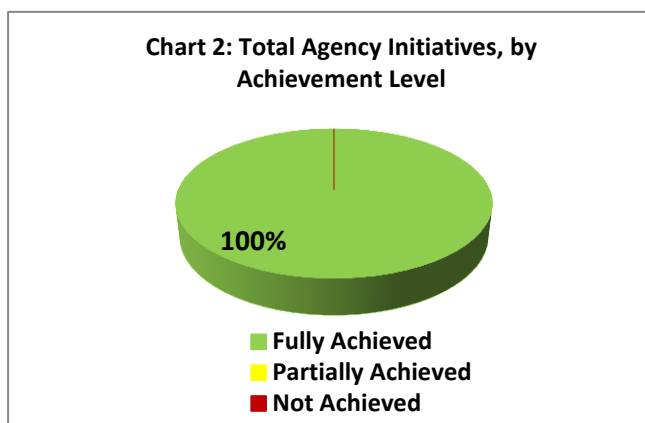
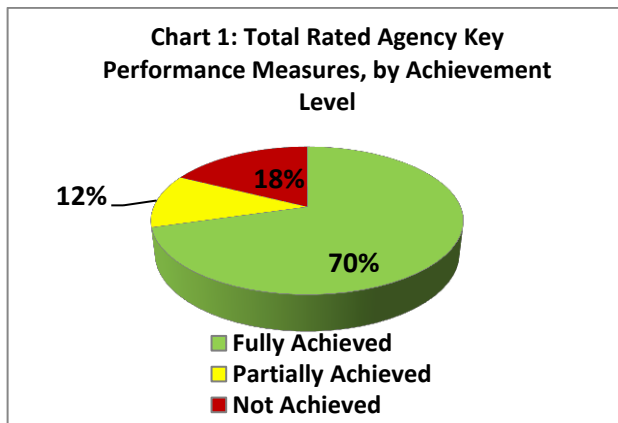
Emergency Operations Center working with the United States Park Police (USPP) and the National Park Service (NPS) in a unified effort involving District, local and Federal partners.

- ✓ Finalized the initial suite of District Preparedness System planning documents including the District Response Plan; Field Operations Guide; State Operations Guide; the framework plans for Prevention, Protection, Mitigation, Response, and Recovery; the Mass Care Plan; and the District’s Crisis Communication Strategy plans.

### SUMMARY OF PROGRESS TOWARD COMPLETING FY 2015 INITIATIVES AND PROGRESS ON KEY PERFORMANCE INDICATORS

Table 1 (see below) shows the overall progress the HSEMA made on completing its initiatives, and how overall progress is being made on achieving the agency’s objectives, as measured by their key performance indicators.





**Default KPI Rating:**

$\geq 100\%$	Fully Achieved
75 - 99.99%	Partially Achieved
$< 75\%$	Not Achieved

In FY 2015, HSEMA fully achieved 100 percent of its initiatives and more than two-thirds of its rated key performance measures. **Table 1** provides a breakdown of the total number of performance metrics HSEMA uses, including key performance indicators and workload measures, initiatives, and whether or not some of those items were achieved, partially achieved or not achieved. **Chart 1** displays the overall progress is being made on achieving HSEMA objectives, as measured by their rated key performance indicators. Please note that chart 2 contains only rated performance measures. Rated performance measures do not include measures where data is not available, workload measures or baseline measures. **Chart 2** displays the overall progress HSEMA made on completing its initiatives, by level of achievement.

The next sections provide greater detail on the specific metrics and initiatives for HSEMA in FY 2015.

## PERFORMANCE INITIATIVES – ASSESSMENT DETAILS

### Planning and Preparedness Division

**OBJECTIVE 1:** Establish, promulgate, and institutionalize a standardized preparedness planning system that delineates the structure, plans, process, and personnel needed to effectively execute the District’s preparedness planning activities.

**INITIATIVE 1.1:** Continue the implementation of a District-wide emergency preparedness organization that promotes interagency coordination and collaboration that integrates the



**Emergency Preparedness Council and creates preparedness standing and working committees.**

The District of Columbia Emergency Response System (DCERS) has been promulgated to facilitate effective emergency preparedness integration of multi-agency coordination and collaboration. In 2015, HSEMA will refine the structures that support the DCERS. This will include the Mission Area Committees, sub-committees, and working groups that will be tasked with developing, implementing, and evaluating the initiatives and tasks outlined in the DCERS Play Book as well as the promulgation of District Preparedness System (DPS) Organization Charter. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

The DPS is currently supported by a robust and active organizational structure that includes the DC Emergency Preparedness Council, the DCERS Committee mission area subcommittees supporting three of the four DPS mission areas, and subject matter expert working groups supporting both THIRA/SPR and strategy development.

**INITIATIVE 1.2: Continue the development and/or update all-hazard preparedness plans that adhere to District, federal, and regional doctrine, generally accepted emergency management standards, principles, and best practices (Sustainable DC Plan Action Climate & Environment 2.2, Age-Friendly DC Goal: Domain # 9).**

In 2013, the District Preparedness Framework (Framework) and the Mission Area Base Plans, the District Response Plan and the District Recovery Plan, were finalized. In 2015, the following supporting documentation will be developed for the mission areas below:

- Framework: District Protection/Prevention Plan, District Mitigation Plan, District Preparedness Planning Toolkit, Information Integration and Governance White Paper, and SharePoint Site Governance Model.
- Protection/Prevention: District Protection/Prevention Base Plan, Critical Infrastructure and Key Resources (CIKR) Plan, and the Information and Intelligence Annex.
- Mitigation: Update the District All-Hazard Mitigation Plan and create the Enhanced Risk Assessment.
- Response: District Evacuation Plan, District Mass Care Plan, District Terrorism Plan, District Damage Assessment Plan, District Crisis Communications Plan, District Resource Management Plan, ESF Operational Plans, Military Support to Civil Authority Plan, and the Business Emergency Management Operations Center (BEMOC) Plan.
- Recovery: Operational Plan for standing up Recovery Steering Committee, develop SOPs, checklists, and other tools that support the Recovery Base Plan and Operational Plan, and Recovery Support Function (RSF) Operational Plans.

**Completion Date: September 2016.**

● **Performance Assessment Key: Fully Achieved.**

We have completed the planning documents set for FY2015, including the initial Framework



plans included above along with a number of Response plans listed such as the District Mass Care Plan, District Damage Assessment Plan, District Crisis Communications Plan, and the District Damage Assessment Plan.

**INITIATIVE 1.3: Strengthen our commitment to the Whole Community by updating and revamping our access and functional needs programming and planning efforts (Age-Friendly DC Goal: Domain # 9).**

This initiative will involve dedicating a staff member to work exclusively on access and functional needs issues and programs related to emergency management including ensuring that the District Preparedness Program and all related plans are compliant with the Americans with Disabilities Act (ADA) and other vulnerable population considerations. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

HSEMA created and filled the new position of Access and Functional Needs Coordinator. The coordinator's role is to work collaboratively with HSEMA's intra- and interagency partners, non-government organizations, and other members of the whole community to help ensure that the District of Columbia emergency preparedness plans, programs and services are physically accessible, programmatically accessible and provides effective communication.

**OBJECTIVE 2: Identify the District's greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks through the engagement of District, regional, federal and private sector partners when appropriate.**

**INITIATIVE 2.1: Provide technical assistance to District agencies as they conduct annual reviews, updates, training, and exercise of their agency continuity of operation plans (COOP) (Age-Friendly DC Goal: Domain # 9).**

This initiative will support the 80 District agencies responsible for updating their COOP plans annually, exercising the COOP, evaluating, and if necessary revising their COOP plans. HSEMA will provide technical support for each of the 80 agencies as they fulfill new requirements as stipulated in a Mayor's Order issued in 2012. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

HSEMA has provided and will continue to provide District Cabinet-level agencies with the technical planning assistance to ensure they have the support needed to develop, update, train, and exercise their respective agency COOP plans.

**OBJECTIVE 3: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements and the National Incident Management System (NIMS).**



**INITIATIVE 3.1: HSEMA will develop and maintain a progressive exercise program consistent with the National Exercise Program base plan.**

The Homeland Security Exercise and Evaluation Program (HSEEP) and the NIMS constitutes national standards and recommended methodologies for all exercises and conduct of emergency operations. HSEMA will develop and maintain a progressive exercise and training program consistent with the Department of Homeland Security Federal Emergency Management Agency (FEMA) standards. Pursuant to the FEMA Emergency Management Performance Grant (EMPG) requirements, the annual exercise program will include no less than four exercises of any type and one full-scale exercise or major real world event subject to FEMA approval within a 12-month period. **Completion Date: September 2015.**

**● Performance Assessment Key: Fully Achieved.**

The District of Columbia expanded upon the issues raised in the September 2014 Command and Control Tabletop Exercise and tested the effectiveness of policies and procedures in a simulated real world event occurring in multiple locations throughout the District of Columbia during the October 2014 Command and Control Full Scale Exercise. In addition to this full scale exercise, HSEMA conducted several other smaller exercises, including a Sovereign Guardian Exercise, a WMATA exercise, and a training and discussion based workshop to train and orient all of the Mayor’s senior leadership team and cabinet members. The Training and Exercise Division conducted the Training and Exercise Planning Workshop (TEPW) for 2016-2018. The workshop reviewed factors and collected guidance from stakeholders to identify and set training and exercise program priorities and develop a multi-year schedule of training and exercise events for the District of Columbia.

**KEY PERFORMANCE INDICATORS- Planning and Preparedness Division**

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Number of critical infrastructure program outreach meetings, seminars, workshops to Critical	28	25	Not Available	13	52%	Planning and Preparedness



		Infrastructure Key Resource (CIKR) partners						
●	1.2	Number of reviewed and/or updated HSEMA plans annually	44	25	Not Available	146	584%	Planning and Preparedness
●	1.3	Percent of HSEMA corrective action items in After Action Reports successfully addressed in compliance with HSEEP	42.96%	100%	Not Available	68.31%	68.31%	Planning and Preparedness
●	2.1	Number of outreach initiatives to District government agencies regarding COOP plan review, exercise, and training	81	80	Not Available	78	Not Applicable	Planning and Preparedness
●	3.1	Number of exercises completed in compliance with FEMA Emergency Management Performance Grants (EMPG) program guidelines	4	3	Not Available	12	400%	Planning and Preparedness



●	3.2	Percent of After Action Reports (AAR) completed after every exercise	71.43%	100%	Not Available	100%	100%	Planning and Preparedness
●	3.3	Percent of all training classes and exercises compliant with National Incident Management System (NIMS) standards and guidelines	92.31%	90%	Not Available	100%	100%	Planning and Preparedness
●	3.4	Percent of all training classes and exercises that incorporate requirements for the District's special needs population	100%	100%	Not Available	100%	100%	Planning and Preparedness

### Operations Division

**OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.**

**INITIATIVE 1.1: Finalize, socialize, and exercise the Field Operations Guide (FOG) and State Operations Guide (SOG).**

HSEMA will implement the newly created District Response Plan (DRP), SOG, and FOG by engaging stakeholders through seminars, workshops, and tabletop, functional, and full scale exercises. At the completion of each phase of the exercise series and response to real-world events, the lessons learned will be integrated into the process, resulting in further refined plan. **Completion Date: September 2015.**





● **Performance Assessment Key: Fully Achieved.**

The SOG and FOG were completed in September 2014, and several trainings and exercise sessions have been conducted to socialize and test key concepts of the FOG and SOG.

**INITIATIVE 1.2: Improve disaster logistics capability for the District Government.**

In 2014, HSEMA used the national Logistics Capability Assessment Tool (LCAT) to identify three priorities. As a result, in 2015, HSEMA will identify a full-time logistics staff member to begin the development a comprehensive tracking of commodities; conduct a series of Commodities Points of Distribution (CPOD) train the trainer classes to increase our training personnel cadre; and conduct a federal staging area training and CPOD training during the month of September 2015 with actual commodities distribution to show the transition and the resources needed to conduct the moving from the FEMA staging to the locals staging area.

**Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

A full-time logistics position was prepared in FY15 and funded for hire in FY16 with the intent of developing a tracking system for commodities, training and exercise development. CPOD training was completed this year with the DCNG, DHS, FEMA, FEMS and MPD at the CPOD location here in the District. The District also conducted a commodities distribution training process to show the process from a FEMA federal staging area to a local CPOD at Indiantown, PA in conjunction with the West Virginia, Virginia, and Pennsylvania Emergency Management Agencies

**INITIATIVE 1.3: Refine crisis communication strategy that makes use of social media and other new technology.**

This initiative will include the creation of a Crisis Communications Plan that will provide effective formal standard strategy and structure for a unified approach to managing accurate, timely, and critical communications to the public during emergencies or disasters.

**Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

HSEMA, working with the Mayor's Office of Communications, established a working group and developed a Crisis Communication Strategy consisting of three plans: the Emergency Support Function (ESF) 15 Operation Plan, the Joint Information Center (JIC) Guide, and the Crisis Communication plan. The plans were reviewed and vetted by all of the District agency public information officers.

**INITIATIVE 1.4: Integrate National Capital Region (NCR) Information Collection & Coordination Center (IC3) into the JAHOC and EOC functions.**

This initiative will facilitate the integration of the IC3 which will be operating out of the Joint All Hazard Operations Center (JAHOC). The IC3 will maintain a 24 hour, 365 day, all-hazard



regionally focused watch capability. The primary mission of IC3 will be to provide regional situational awareness and monitor emerging incidents or potential threats, whether natural or manmade, with possible operational consequences to the surrounding jurisdictions. Additionally, HSEMA will finalize the IC3 standard operating procedure and integrate IC3 personnel into JAHOC operations. The overall objective of the IC3 will be to enhance information sharing and situational awareness among NCR partners. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

IC3 has integrated and coordinated its standard operations procedures with all elements of the JAHOC, which includes MPD, FEMA, DCPS, DDOT, and HSEMA as well as the National Capitol region. The integration of the IC3 position into the overall function of JAHOC and region was begun with discussion of a weekly bulletin that will include vetted information from the WRTAC, a division of HSEMA, that informs the regional partners of upcoming protests or special event that may warrant attention and awareness.

**OBJECTIVE 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.**

**INITIATIVE 2.1: Improve Emergency Operation Center (EOC) performance through the continued implementation of the Incident Command System (ICS).**

In the next phase of the implementation of the ICS in the EOC, HSEMA will identify ICS training requirements and create a yearly training plan for HSEMA staff, emergency liaison officers, and the District's Executive Leadership. Training activities will be conducted based on EOC positions, scenarios, and recommendations from after-action reports to include additional training with the Federal Emergency Management Agency Incident Management Assistance Teams (IMAT). **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

ICS has become the cornerstone for EOC activation not only for the District but with our federal partners as well. During this training period, two major federal law enforcement agencies; United States Secret Service and United States Park Police, embraced our process for the State of the Union Address and the Papal Visit to the District. During this period additional training took place with the position specific task books for the key positions within the ICS structure. Several HSEMA personnel that hold key positions within the ICS structure now are qualified to be Type 3 IMT members nationwide. Members of HSEMA activation teams were requested by the state of Virginia to support them during the NASCAR races in Richmond. With the continued training of our ICS structured teams for the upcoming year, we have established a coordinated working relationship with Virginia to support each other when possible for special events.



**KEY PERFORMANCE INDICATORS- Operations Division**

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Number of District special events supported each quarter	33	4	Not Available	25	625%	Operations
	1.2	Number of unannounced tests of the Emergency Alert System completed annually	819	365	Not Available	365	100%	Operations
	2.1	Number of Emergency Liaison Officer contact information validated and/or updated quarterly	163	100	Not Available	75	75%	Operations
	2.2	Number of HSEMA Operations Center System Checklist Tests	749	1,095	Not Available	907	82.83%	Operations
	2.3	Number of system tests of the HSEMA Operations Center COOP Site	108	100	Not Available	67	67%	Operations
	2.4	Percent of WAWAS participants who comply with daily roll call system tests	93.84%	90%	Not Available	100%	111.11%	Operations
	2.5	Percent of WRTAC analytic products on the WRTAC production plan that are	97.22%	90%	Not Available	100%	111.11%	Operations



		completed answering a Key Stakeholder Standing Information Need (SIN), special request or a DHS Homeland Security SIN						
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**Finance / Administration and Homeland Security Grants Division**

**OBJECTIVE 1: Improve the District’s and the Region’s administration of grant funding and management of grant funded projects for preparedness, response, and recovery capabilities.**

**INITIATIVE 1.1: Improve the competitiveness of District agencies in receiving Urban Area Security Initiative grants by providing technical assistance.**

The State Administrative Agent (SAA) and District of Columbia Emergency Response System (DCERS) Program Management Office (PMO) will provide technical assistance to District agencies to assist them with the management and reporting of their projects. The technical assistance will support agencies in creating defined metrics, allocating funding, meeting deadlines, achieving established goals and objectives, and improving other causes factored into the National Capital Region Scorecard. **Completion Date: September 2015.**

**● Performance Assessment Key: Fully Achieved.**

The DCERS PMO has provided technical assistance to project leads for 100% of DCERS sponsored projects. Technical assistance has included the completion of project justifications and project management plans, coordination of milestone and deliverable schedules, preparation of budget information, and establishment of project metrics. In addition, the SAA created the Comprehensive Grants Management System to streamline the documentation and management of subgrantee process. Along with the CGMS rollout, the SAA also provided training on the system to all subgrantee project leads and key agency personnel.

**INITIATIVE 1.2: Improve on risk-based approach to selection of grant proposals.**






Grant investments will be aligned to the goals, objectives, and initiatives established in the DC Homeland Security and Emergency Management Strategy and Playbook. The Strategy and Playbook were created based on the Threat Hazard Identification Risk Analysis Report and after action reports, which incorporate a risk based approach for the election of grant funded initiatives. These goals will be organized by mission area, prioritized by the DC ERS, and tracked through established performance metrics to ensure progress towards the District’s Homeland Security and Emergency Management goals. **Completion Date: September 2015.**



**● Performance Assessment Key: Fully Achieved.**

The DCERS has finalized the District of Columbia Homeland Security and Emergency Management Strategy, and documented THIRA/SPR and AAR gaps in the District of Columbia Homeland Security and Emergency Management Playbook. Additionally, DCERS has established a process by which it will work with stakeholders to identify priority capabilities and priority gaps within those capabilities. 100% of new projects funded by FY15 grants were identified through this prioritization process.

**KEY PERFORMANCE INDICATORS- Finance / Administration and Homeland Security Grants Division**

	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Percent of grant dollars spent within the timeframe of the grants	99.82%	98%	Not Applicable	99.09%	101.11%	Homeland Security Grants
	1.2	Number of audit exceptions reported in the annual DC Single Audit	1	1	Not Applicable	0	Not Applicable	Homeland Security Grants
	1.3	Percent of subgrants issued within 45 days of award receipt	85%	90%	Not Applicable	95.57%	106.19%	Homeland Security Grants
	1.4	Number of scheduled monitoring reports as defined in agency monitoring plan	24	25	Not Applicable	25	100%	Homeland Security Grants



		completed for each grant award						
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**Agency Management / Office of the Director**

**OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.**

**INITIATIVE 1.1: Build agency capacity and capability by establishing agency wide professional development requirements.**

HSEMA will continue to enhance its professional development process by establishing competency measurements for all employees that align with District training requirements, agency performance measurements, federal grant requirements (i.e., NIMS) and the Emergency Management Accreditation Program. In addition, HSEMA employees will achieve the competency standards set forth by FEMA for incident management teams utilizing the FEMA Qualification System through the District All Hazards Incident Management Team Certification/Credentialing Program. HSEMA will fully implement the performance management system consistent with HR chapter 14 regulations. **Completion Date: September 2016.**



**Performance Assessment Key: Fully Achieved.**

To further build agency capacity and capability, HSEMA has fully implemented the District All Hazards Incident Management Team Certification/Credentialing Program. The AHIMST Qualification Program is a performance-based system in which the primary criterion for qualification is individual performance as verified by a qualified evaluator using FEMA approved standards. In FY15, HSEMA staff participated in various required trainings and workshops which enhanced their emergency management skills and prepared them for certification/credentialing.

**INITIATIVE 1.2: Continue refining employee handbook and policies.**

This handbook will include human resource processes, acquisition processes, awards, safety measures, performance management and training requirements and schedule, employee conduct and rights. HSEMA will commit a staff member to provide human resources support and administrative guidance. **Completion Date: September 2015.**



**Performance Assessment Key: Fully Achieved.**

HSEMA staff members have made significant progress in creating policies and developing the employee handbook. The employees have completed a number of policies and several policies are in the final approval process with several other drafts initiated.



**OBJECTIVE 2: Increase awareness to the public and District agencies on community preparedness, resiliency, and emergency management.**

**INITIATIVE 2.1: Develop Ward Ambassador Program that aligns HSEMA employees with each Ward (Age-Friendly DC Goal: Domain # 9).**

HSEMA will continue the creation of resource books that catalog and map assets in each Ward and include comprehensive information on the neighborhoods, businesses and residents. Additionally, HSEMA will assign each HSEMA team member to a Ward in order to facilitate and create relationships with Ward residents, community leaders, business and local organizations. These relationships and resource books will assist in more quickly responding to and recovering from emergency incidents. **Completion Date: September 2015.**

● **Performance Assessment Key: Fully Achieved.**

HSEMA worked with the Mayor's Office of Community Affairs (including both the Mayor's Office of Community Relations and Services (MOCRS) and ServeDC) to develop a Ward Ambassador Program and develop eight Ward Resource Books that include key information about the layout, population, and resources in each Ward. Along with the Ward Resource Books, HSEMA created a Ward Ambassador Implementation plan and worked with MOCRS to ensure that each Outreach and Services Specialist received introductory National Incident Management System (NIMS) and Incident Command System training to help them assist the EOC in the event of a full activation requiring community outreach work.

**OBJECTIVE 3: Ensure that the District of Columbia's overall homeland security objectives are addressed as part of the National Capital Region Urban Area Security Initiative homeland security grant awards decision-making process.**

**INITIATIVE 3.1: Work with the National Capital Region (NCR) ERS to improve funding opportunities for the District.**

Through the NCR ERS, the DCERS will work with the regional Emergency Response System committees of Northern Virginia and Maryland, to optimize funding opportunities and promote regional preparedness in alignment with the goals and priorities of the District. **Completion date: September 2015**

● **Performance Assessment Key: Fully Achieved.**

The DCERS, in conjunction with Maryland, Virginia and regional partners, have formed the NCR UASI Working Group to ensure a cohesive and consistent approach to the development of regional preparedness capabilities. The NCR UASI Working Group has initiated development of an updated strategic plan to establish the Region's preparedness goals, initiated a metrics program to measure progress towards those goals, and implemented an updated UASI process to ensure alignment of grant funding to the established preparedness



goals. DCERS has consistently participated in the UASI Working Group to ensure the District's preparedness goals and requirements are fully incorporated into the regional efforts.

**OBJECTIVE 4: Oversee the implementation of agency-wide priorities.**

**INITIATIVE 4.1: Conduct agency sustainability assessment using OCA approved criteria developed by DDOE and OP in accordance with Mayor's Order 2013-209 (Sustainable DC Governance Goal 1, Action 1.2; Built Environment Goal 3).**

Within one hundred twenty (120) days after the City Administrator approves sustainability assessment criteria developed jointly by the District Department of the Environment and the Office of Planning, each agency head subject to the authority of the mayor shall use the criteria to evaluate the sustainability of their respective operations in accordance with the requirements of Mayor's Order 2013-209, the Sustainable DC Transformation Order, and submit to his or her responsible Deputy Mayor and the Office of the City Administrator the results of the agency's internal assessment. **Completion Date: April 2015.**



**Performance Assessment Key: Fully Achieved.**

HSEMA completed the sustainability assessment provided by DDOE.

**KEY PERFORMANCE INDICATORS - Agency Management / Office of the Director**

   	KPI	Measure	FY 2014 YE Actual	FY 2015 YE Target	FY 2015 YE Revised Target	FY 2015 YE Actual	FY 2015 YE Rating	Budget Program
	1.1	Percent of documents reviewed by Executive Secretariat for compliance of Agency policy within 48 business hours	97.37%	95%	Not Available	100%	105.26%	Agency Management
	2.1	Number of community outreach events attended by HSEMA	228	150	Not Available	190	126.67%	Agency Management
	3.1	Number of emergency preparedness	17	12	Not Available	13	108.33%	Agency Management





		media or public information messaging plans completed						
●	3.2	Percent increase of recipients of DC Alerts	1.01%	3%	Not Available	6.64%	221.46%	Agency Management

## WORKLOAD MEASURES – APPENDIX

### WORKLOAD MEASURES ●

Measure Name	FY 2013 YE Actual	FY 2014 YE Actual	FY 2015 YE Actual	Budget Program
Number of Alert DC messages disseminated	6,624	4,508	5,694	Agency Management
Homeland security grant dollars managed	\$196,680,927	\$180,431,070	\$196,650,148	Homeland Security Grants
Number of grant projects managed	456	471	546	Homeland Security Grants
Number of special events that have been processed by the Mayor's Special Events Task Group (MSETG)	91	76	116	Agency Management
Number of partial and full Emergency Operations Center activation	42	5	8	Operations
Number of Heat Emergency Plan Activations	17	12	26	Operations
Number of trainings provided to first responders,	36	24	38	Planning and Preparedness



District employees, and the public				
Number of individuals trained at HSEMA	953	697	1,078	Planning and Preparedness