

UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

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OSCAR SALAZAR, et al., )  
 )  
Plaintiffs, )  
 )  
v. )  
 ) Civil Action No. 93-452 (GK)  
DISTRICT OF COLUMBIA, et al., )  
 )  
 )  
Defendants. )  
\_\_\_\_\_ )

O R D E R

Plaintiffs have filed a Motion to Enforce the Settlement Order of January 25, 1999, and the Order of February 28, 2003, Concerning Dental Services. Upon consideration of the Motion, Opposition, Reply, the exhibits submitted, and the entire record herein, and for the reasons stated in the accompanying Memorandum Opinion, it is hereby

**ORDERED** that Plaintiffs' Motion to Enforce the Settlement Order of January 25, 1999, and the Order of February 28, 2003, Concerning Dental Services [#1010] is **granted in part and denied in part**; it is further

**ORDERED** that Defendants are in violation of paragraph 36 of the Settlement Order of January 25, 1999 ("Settlement Order") in that, with respect to dental services for early and periodic, screening, diagnostic and treatment ("EPSDT")-eligible children,

they have failed to provide or arrange for the provision of EPSDT services as required by 42 U.S.C. § 1396d(r)(3)<sup>1</sup>; it is further

**ORDERED** that, as remedies for Defendants' violations of paragraph 36 of the Settlement Order, Defendants shall:

(1) **By February 15, 2005**, Defendants shall develop a dental periodicity schedule which complies with the schedules for children under age 21 recommended by the American Dental Association and the American Academy of Pediatric Dentistry. **Within 45 days after promulgation of the dental periodicity schedule or modification of the schedule**, Defendants shall distribute a provider bulletin containing the schedule to all MCOs, dentists, and pediatric health care providers in the District of Columbia. At a minimum, the schedule shall include:

(a) appropriate intervals as to when primary care providers shall perform an oral risk health assessment;

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<sup>1</sup> Early and periodic, screening, diagnostic and treatment services include

[d]ental services ... which are provided ... at intervals which meet reasonable standards of dental practice, as determined by the State after consultation with recognized dental organizations involved in child health care, and ... at such other intervals, indicated as medically necessary, to determine the existence of a suspected illness or condition; and ... which shall at a minimum include relief of pain and infections, restoration of teeth, and maintenance of dental health.

42 U.S.C. § 1396d(r)(3).

(b) the specific procedures that primary care providers shall perform to complete an oral risk health assessment;

(c) the appropriate age and circumstances in which a primary care provider shall refer a child to a dentist;

(d) appropriate ages as to when children are to receive prophylaxes and fluoride treatment;

(e) appropriate ages as to when children are to receive dental sealants.

(2) By January 15, 2005, and annually on that date thereafter, Defendants (not the managed care organizations ("MCOs")) shall develop and submit to the Court a corrective action plan ("CAP") for ensuring that all EPSDT-eligible children receive dental services. By December 1, 2004, Defendants shall develop and submit to the Court an interim report regarding their progress developing the CAP. The CAP shall (i) identify all problems as to EPSDT-eligible children receiving dental services and the likely causes of those problems; (ii) develop a plan of action to eliminate the causes of those problems; (iii) establish a specified time frame for implementation of the plan; (iv) develop methods to prevent the problems from recurring; and (v) develop methods to monitor the plan to verify that the changes have been successful. At a minimum, the CAP shall address the following:

(a) Provider Participation: (1) The CAP shall describe in detail the actions Defendants, in collaboration with the

District of Columbia Dental Society and other local dental associations and community groups, shall take to ensure that, by October 15, 2005, a sufficient number of licensed dentists in the District of Columbia are willing and able to deliver EPSDT dental services to all EPSDT-eligible children within a reasonable time period and reasonable traveling distance. (2) The CAP shall set forth the increased reimbursement rates for dental services that Defendants shall implement, no later than October 15, 2005, to ensure that a sufficient number of licensed dentists participate. (3) The CAP shall describe in detail the actions that Defendants shall take, by October 15, 2005, to streamline the administrative process for increasing provider participation. (4) The CAP shall include:

(i) As to each MCO, the name, telephone number and address of those licensed dentists available to provide pediatric preventive and therapeutic dental services to EPSDT-eligible recipients up to the age of 21, and whether those dentists are accepting new EPSDT-eligible patients;

(ii) The name, telephone number and address of those licensed dentists available to provide fee-for-service pediatric preventive and therapeutic dental services to EPSDT-eligible recipients up to the age of 21, and whether those dentists are accepting new EPSDT-eligible patients.

(b) Training of Providers: The CAP shall describe in detail the actions Defendants shall take, by October 15, 2005, so that both licensed dentists and pediatric health providers have the training, skills and knowledge necessary to deliver EPSDT dental services. By April 15, 2005, and annually on that date thereafter, Defendants shall distribute a provider bulletin for licensed dentists and pediatric health care providers describing (1) dental health education, (2) the importance and methodology for establishing a dental "home" and urging dentists and pediatric health care providers to provide such education and anticipatory guidance to their EPSDT-eligible patients and (3) anticipatory guidance activities, see subparagraphs (i)-(v) below. By February 15, 2005, Defendants shall provide a draft of the provider bulletin to Plaintiffs' counsel for review and comment. Any such comments of Plaintiffs' counsel shall be considered by Defendants in good faith. The provider bulletin shall include discussion of:

(i) age-appropriate oral hygiene, including anticipatory guidance;

(ii) the importance of oral health during and after pregnancy, including research findings regarding the contagious nature of dental caries in the mother being passed on to the infant;

(iii) the provision of dental services to children with disabilities;

(iv) information concerning early childhood caries or "baby bottle tooth decay;"

(v) information concerning the impact that tooth decay has on a child's development.

(c) Coordination of Dental Services: (1) The CAP shall describe in detail the actions Defendants shall take to coordinate activities and communication between the officials at the Medical Assistance Administration ("MAA"), the MCOs, dentists, pediatric health care providers, and the Oral Health Program concerning activities that relate to the delivery of EPSDT dental services. (2) The CAP shall describe in detail the actions Defendants shall take to establish working relationships with the District of Columbia Dental Society and other local dental associations and community groups.

(d) Outreach: (1) The CAP shall describe in detail the outreach activities Defendants and the MCOs shall perform to assist enrollees to make and keep EPSDT dental appointments, including incentive payments that Defendants and/or the MCOs will make to families of EPSDT-eligible children. (2) **By February 15, 2005**, Defendants shall establish a dental inquiry hotline which will (i) answer basic questions concerning oral health, (ii) provide assistance in scheduling dental appointments and (iii) provide outreach to ensure that parents and children keep their dental appointments and make the necessary follow-up appointments. (3) **By**

April 15, 2005, Defendants shall develop a methodology by which to measure the efficacy of these outreach activities on an annual basis.

(e) Goals: The CAP shall include the specific interim goals and deadlines that Defendants shall meet, with the first interim goal and deadline being **no later than October 15, 2005**, to achieve the following final goals no later than **September 30, 2007**:

(i) At least **80 percent** of EPSDT-eligible children in the 6-12 months-old age-category receive at least one oral risk health assessment by a primary care provider as part of the Health Check visit;

(ii) At least **80 percent** of EPSDT-eligible children in the 12-24 months-old age-category receive at least one oral risk health assessment by a primary care provider as part of the Health Check visit;

(iii) At least **85 percent** of EPSDT-eligible children entering school programs for the first time receive an oral health screening by a licensed dentist;

(iv) At least **70 percent** of all EPSDT-eligible 8-14 year-olds receive protective sealants on their permanent teeth;

(v) At least **80 percent** of EPSDT-eligible children 3 years old and older receive "any dental services" as reported in line 12a of the CMS Form 416;

(vi) At least 80 percent of EPSDT-eligible children 3 years of age and older receive "preventive dental services" as reported in line 12b of the CMS Form 416.

(3) Annual Assessment of Oral Health: By April 15, 2006, and annually on that date thereafter, Defendants shall submit a report, as to the most recently concluded calendar year, setting forth the number of EPSDT-eligible children in the District of Columbia in the same age categories reported on the CMS Form 416 who received:

(a) the application of dental sealants to prevent the development of caries;

(b) at least one periodic oral examination and prophylaxes;

(c) two or more periodic oral examinations and prophylaxes;

(d) orthodontic treatment;

(e) restorations (fillings) on carious teeth;

(f) treatment for early childhood caries ("ECC" or "baby bottle tooth decay").

Oct. 15, 2004  
DATE

Gladys Kessler  
GLADYS KESSLER  
U.S. District Judge

Copies to: attorneys on record via ECF and

Henry T. Ireys, Ph.D.  
Senior Researcher  
Mathematica Policy Research, Inc.

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DCHC-2007-R-7070

Attachment J.2

Covered Services - Children

Procedure Code	Standard Description
D0120	PERIODIC DENTAL SCREENING
D0140	LIMIT ORAL EVAL PROBLM FOCUS
D0150	COMPREHENSVE ORAL EVALUATION
D0160	EXTENSV ORAL EVAL PROB FOCUS
D0170	RE-EVAL,EST PT,PROBLEM FOCUS
D0180	COMP PERIODONTAL EVALUATION
D0210	INTRAOR COMPLETE FILM SERIES
D0220	PERIAPICAL X RAY; FIRST FILM
D0230	PERIAPICAL X RAY; EACH ADDITIONAL FI
D0240	OCCLUSAL X RAY
D0270	BITEWING,SINGLE,FIRST FILM
D0272	DENTAL BITEWINGS TWO FILMS
D0274	DENTAL BITEWINGS FOUR FILMS
D0290	P.A. FILM
D0330	PANOREX
D0340	CEPHALOMETRIC FILM
D0460	PULP TEST
D0470	STUDY MODELS
D1110	PREVENTIVE PROHYLAXIS (ADULT)
D1120	PREVENTIVE PHROPHYLAXIS (CHILD)
D1203	TOPICAL FLUOR W/O PROPHY CHI
D1204	TOPICAL FLUOR W/O PROPHY ADU
D1351	DENTAL SEALANTS
D1510	FIXED, BAND TYPE
D1515	FIXED, BAND TYPE Bilat (New)
D2140	AMALGAM ONE SURFACE,PERMANENT*
D2150	AMALGAM TWO SURFACES,PERMANENT
D2160	AMALGAM THREE SURFACES,PERMANENT
D2161	AMALGAM FOUR SURFACES,PERMANENT
D2330	ACRYLIC OR PLASTIC RESTORATION, III
D2331	RESIN TWO SURFACES-ANTERIOR
D2332	COMPOSITE RESIN 3 SURFACES RESTORATI
D2335	ESTHETIC RESTORATION CLASS IV
D2391	RESIN-BASED COMPOSITE ONE SURFACE
D2392	RESIN-BASED COMPOSITE TWO SURFACE
D2393	RESIN-BASED COMPOSITE THREE SURFACE
D2394	RESIN-BASED COMPOSITE FOUR SURFACE
D2710	ACRYLIC JACKET
D2750	CROWN RESIN
D2790	GOLD(FULL CAST)
D2920	RECEMENT CROWN
D3110	PULP CAP DIRECT EXCLUDING FINAL REST
D3220	PULPOTOMY
D3310	ONE CANAL;EXCLUDES FINAL RESTORATION
D3320	TWO CANALS;EXCLUDES FINAL RESTORATIO
D3330	THREE CANALS;EXCLUDES FINAL RESTORAT
D3347	RETREATMENT OF PREVIOUS ROOT CANAL

D3351	APEXIFICATION/RECALCIFICATION INITIAL VISIT
D3410	APICOECTOMY
D3426	APICOECTOMY/PERIRADICULAR SURG (EA ADD'L)
D3430	RETROGRADE AMALGAM
D4210	GINGIVECTOMY OR GINGIVOPLASTY,5MOR.T
D4211	GINGIVECTOMY OR GINGIVOPLASTY,1TO3.T
<b>D4240</b>	<b>GINGIVAL FLAP PROC W/ PLA</b>
<b>D4241</b>	<b>GNGVL FLAP W ROOTPLAN 1-3</b>
D4249	CLINICAL CROWN LENGTHENING
D4263	BONE REPLACEMENT GRAFT 1ST
D4264	BONE REPLACEMENT GRAFT EA ADD'L SITE N QUAD
D4341	DEEP SCALING
D4355	FULL MOUTH DEBRIDEMENT
D5110	COMPLETE UPPER DENTURE
D5120	COMPLETE LOWER DENTURE
D5211	DENTURES MAXILL PART RESIN
<b>D5213</b>	<b>DENTURES MAXILL PART META</b>
D5214	DENTURES MANDIBL PART METAL
D5610	REPAIR BROKEN COMPLETE DENTURE
D5640	REPLACE FX BROKEN & TOOTH ON DENTURE
D7140	EXTRACTION ERUPTED TOOTH/EXR
D7210	EXTRACTION OF TOOTH,ERUPTED
D7220	EXTRACT.OF TOOTH,SOFT TISS. IMP.
D7230	EXTRACTION OF TOOTH PARTIAL BONY IMP
D7240	EXTRACTION TOOTH COMPLETE BONY IMPAC
<b>D7241</b>	<b>IMPACT TOOTH REM BONY W/C</b>
D7250	ROOT TIPS
D7270	REPLANTATION OF TOOTH WITH SPLINT
<b>D7280</b>	<b>SURGICAL EXPOSURE OF BONE</b>
D7282	MOBILIZATION ERUPTED
D7286	BIOPSY OF ORAL TISSUE SOFT
D7310	ALVEOLECTOMY WITH EXTRACTION
D7320	ALVELOPLASTY NOT IN CONJ W/EXT.PER QUAD
D7340	STOMATOPLASTY PER ARCH UNCOMPLICATED
<b>D7410</b>	<b>EXCISION OF BENIGN LESION</b>
<b>D7412</b>	<b>EXCISION BENIGN LESION CO</b>
<b>D7413</b>	<b>EXCISION MALIG LESION&lt;=1.</b>
<b>D7414</b>	<b>EXCISION MALIG LESION&gt;1.2</b>
<b>D7415</b>	<b>EXCISION MALIG LES COMPLI</b>
D7460	EXCISION OF RANULA
D7510	INCISION DRAINAGE ABSCESS, INTRAORAL
D7520	INCISION & DRAINAGE EXTRAORAL
D7530	CURETTAGE OF FISTULOUS TRACT
<b>D7610</b>	<b>FX,OPEN REDUCTION MAXILLA</b>
<b>D7620</b>	<b>FX,CLOSED REDUCTION MAXIL</b>
<b>D7630</b>	<b>FX,OPEN REDUCTION MANDIBL</b>
<b>D7640</b>	<b>FX,CLOSED REDUCTION MANDI</b>
<b>D7650</b>	<b>FX, OPEN REDUCTION ZYGOMA</b>
<b>D7820</b>	<b>CLOSED REDUCTION OF DISLO</b>
<b>D7840</b>	<b>CONDYLECTOMY</b>
<b>D7850</b>	<b>MENISSECTOMY</b>
<b>D7860</b>	<b>ARTHROTOMY</b>

<b>D7870</b>	<b>ARTHROCENTESIS</b>
<b>D7910</b>	<b>SUTURES</b>
<b>D7911</b>	<b>DEBRIDEMENT &amp; REPAIR OF S</b>
<b>D7940</b>	<b>OSTEOPLASTY(PROGNATHISM,M</b>
D7960	FRENULECTOMY
<b>D8050</b>	<b>INTERCEP DENTAL TX PRIMAR</b>
<b>D8080</b>	<b>COMPRE DENTAL TX ADOLESCE</b>
<b>D8110</b>	<b>BITE PLANE</b>
<b>D8210</b>	<b>REMOVABLE APPLIANCE THERA</b>
<b>D8999</b>	<b>ORTHODONTIC PROCEDURE</b>
D8220	FIXED APPLIANCE THERAPY
D9110	PALLIATIVE TREATMENT OF DENTAL PAIN
D9220	GENERAL ANESTHESIA
D9221	SEDATION EA. ADD'L 15 MIN
D9230	NITROUS
D9310	CONSULTATION
D9420	HOSPITAL VISIT
D9430	CONSULTANT EVALUATION EXAM
D9940	OCCLUSAL EQUILIBRATION by Report
D9951	OCCLUSAL ADJUSTMENT LTD
D9952	OCCLUSAL ADJUSTMENT COMPLETE

**District of Columbia Department of Health  
Medical Assistance Administration  
Dental Periodicity Schedule**

The District of Columbia Department of Health Medical Assistance Administration (DC DOH MAA) Dental Health Periodicity Schedule follows the American Academy of Pediatric Dentistry Periodicity Schedule oral health recommendations in consultation with local medical communities. This schedule is designed for the care of children who have no contributing medical conditions and are developing normally. The DC DOH MAA Dental periodicity schedule will be modified for children with special health care needs or if disease or trauma manifests variations from normal.

Age	Birth - 12 months	12 - 24 months	24 months – 3 years	3 - 6 years	6 - 12 years	12 years & Older
Clinical Oral screening <sup>1</sup>	•	•	•	•		
Assess oral growth and development <sup>2</sup>	•	•	•	•	•	•
Referral for Regular & Periodic Dental care <sup>3</sup>		If at risk	•	•	•	•
Counseling for nonnutritive Habits <sup>4</sup>	•	•	•	•	•	•
Oral hygiene counseling <sup>5</sup>	•	•	•	•	•	•
Dietary Counseling <sup>6</sup> Injury prevention counseling <sup>7</sup>	•	•	•	•	•	•
Fluoride Supplementation <sup>8</sup>		•	•	•	•	•
Radiographic Assessment <sup>9</sup>			•	•	•	•
Pit & Fissure Sealants <sup>10</sup>			•	•	•	•
Assessment & Treatment of Developing Malocclusion				•	•	•
Assessment and Removal of 3 <sup>rd</sup> molars						•
Substance Abuse Counseling					•	•
Anticipatory Guidance <sup>11</sup>	•	•	•	•	•	•

See Footnotes on Back

1. The Primary Care Physician/Pediatrician should perform the first/initial oral health screening following AAP guidelines.
2. An oral assessment can be done by the Primary Care Physician/Pediatrician up to age 3. Every infant should receive an oral health risk assessment from his/her primary health care provider or qualified health care professional by 6 months of age that includes: (1) assessing the patient's risk of developing oral disease using the AAPD Caries-risk assessment tool; (2) providing education on infant oral health; and (3) evaluating and optimizing fluoride exposure.
3. All children should be referred to a dentist for the establishment of a dental home no later than age 3. Children determined by the PCP/Pediatrician to be at risk for dental caries should be referred to a dentist as early as 6 months after the first tooth erupts, or 12 months of age (whichever comes first) for establishment of a dental home. Children at risk are defined as:
  - Children with Special Health Care Needs
  - Children of mothers with a high caries rate
  - Children with demonstrable caries, plaque, demineralization, and or staining
  - Children who sleep with a bottle or breastfeed throughout the night
  - Later-order offspring
  - Children in families of low socioeconomic status

Once dental care is established with a dental professional, it is recommended and is the right of every child enrolled in Medicaid to see the Dentist every six months.

4. At first discussion of the need for additional sucking: digits vs. pacifiers; then the need to wean from the habit before malocclusion or skeletal dysphasia occurs.
5. For school-aged children and adolescent patients, counsel regarding any existing habits such as fingernail biting, clenching, or bruxism. Counseling is given to parents/guardians/caregivers up to age 2. At age 2, the provider should include the patient/child in the counseling. For children 12 years and older, counseling need only be done with the child/patient if the dentist feels this is appropriate – Otherwise include the parents.
6. At every screening discuss the role of refined carbohydrates, frequency of snacking, etc.
7. Initial discussions should include play objects, pacifiers, and car seats; when learning to walk, include injury prevention. For school-age children and adolescent patients, counsel regarding sports and routine playing.
8. Fluoride supplementation as indicated including a topical fluoride varnish, as indicated by the child's risk for caries and periodontal disease and the water source. (Performed by dental professional only)
9. As per AAPD "Clinical guideline on prescribing dental radiographs." (Performed by dental professional only)
10. For caries-susceptible primary molars, permanent molars, premolars, and anterior teeth with deep pits and/ or fissures; placed as soon as possible after eruption. (Performed by dental professional only)
11. Appropriate oral health discussion and counseling should be an integral part of each visit for care. (Performed by dental professional only)

**REFERENCES FOR DENTAL PERIODICITY SCHEDULE**

1. American Academy of Pediatrics, “Policy Statement on Oral Health Risk Assessment Timing and Establishment of the Dental Home”, *Pediatrics*, 111(5):1113-16 (2003).
2. *Guide to Children’s Dental Care in Medicaid*, U.S. Department of Health & Human Services, Centers for Medicare and Medicaid Services (Oct. 2004)
3. Cruz GG, Rozier RG, and Slade G, “Dental Screening and Referral of Young Children by Pediatric Primary Care Providers,” *Pediatrics*, 114(5):642-52 (Nov. 2004)
4. Scale NS and Casamassimo PS, “Access to dental care for children in the United States: a survey of general practitioners,” *JADA*, 134:1630-1640 (dec. 2003)
5. American Academy of Pediatric Dentistry, *Policy on Use of a Caries-risk Assessment Tool (CAT) for Infants, Children and Adolescents* Originating Council, Council on Clinical Affairs, Adopted 2002

DCHC-2007-R-7070  
Attachment J.4

U.S. Department of Human Services  
Center for Medicare and Medicaid  
A Guide to Children's Medicaid Dental Coverage

<http://www.cms.hhs.gov/MedicaidDentalCoverage/Downloads/dentalguide.pdf>

DCHC-2007-R-7070  
Attachment J.5

American Academy of Pediatric Dentistry (AAPD)  
2006-07 Definitions, Oral Health Policies, and Clinical Guidelines  
<http://aapd.org/media/policies.asp>

Covered Services Adult Dental

Proc Code	Description	DC Medicaid Fee
D0120	PERIODIC DENTAL SCREENING	\$ 35.00
D0140	LIMIT ORAL EVAL PROBLM FOCUS	\$ 50.00
D0150	COMPREHENSVE ORAL EVALUATION	\$ 77.50
D0160	EXTENSV ORAL EVAL PROB FOCUS	\$ 67.50
D0170	RE-EVAL,EST PT,PROBLEM FOCUS	\$ 45.00
D0180	COMP PERIODONTAL EVALUATION	\$ 77.50
D0210	INTRAOR COMPLETE FILM SERIES	\$ 91.00
D0220	PERIAPICAL X RAY; FIRST FILM	\$ 20.00
D0230	PERIAPICAL X RAY; EACH ADDITIO	\$ 16.00
D0240	OCCLUSAL X RAY	\$ 29.00
D0270	BITEWING,SINGLE,FIRST FILM	\$ 21.00
D0272	DENTAL BITEWINGS TWO FILMS	\$ 40.00
D0274	DENTAL BITEWINGS FOUR FILMS	\$ 48.00
D0290	P.A. FILM	\$ 100.00
D0330	PANOREX	\$ 80.00
D0340	CEPHALOMETRIC FILM	\$ 100.00
D0460	PULP TEST	\$ 39.00
D0470	STUDY MODELS	\$ 75.00
D1110	PREVENTIVE PROHYLAXIS (ADULT)	\$ 77.50
D1204	TOPICAL FLUOR W/O PROPHY ADU	\$ 26.00
D1351	DENTAL SEALANTS	\$ 38.00
D1510	FIXED, BAND TYPE	\$ 230.00
D1515	FIXED BILAT SPACE MAINTAINER	\$ 325.00
D2140	AMALGAM ONE SURFACE, PRIMARY O	\$ 90.00
D2150	AMALGAM TWO SURFACES, PRIMARY	\$ 115.00
D2160	AMALGAM THREE SURFACES, PRIMAR	\$ 139.00
D2161	AMALGAM FOUR SURFACES,PERMANEN	\$ 165.00
D2330	RESIN-ONE SURFACE, ANTERIOR	\$ 106.00
D2331	RESIN TWO SURFACES-ANTERIOR	\$ 135.00
D2332	RESIN-THREE SURFACES, ANTERIOR	\$ 165.00
D2335	RESIN-FOUR OR MORE SURFACES OR	\$ 200.00
D2391	RESIN-BASED COMPOSITE - ONE SU	\$ 120.00
D2392	RESIN-BASED COMPOSITE - TWO SU	\$ 160.00
D2393	RESIN-BASED COMPOSITE - THREE	\$ 200.00
D2840	Temporary crown	\$ 55.00
D3220	PULPOTOMY	\$ 134.00
D3310	ANTERIOR (EXCLUDING FINAL REST	\$ 498.00
D3320	BICUSPID (EXCLUDING FINAL REST	\$ 591.00
D3330	MOLAR (EXCLUDING FINAL RESTORA	\$ 728.00
D3347	RETREATMENT OF PREVIOUS ROOT C	\$ 657.00
D3351	APEXIFICATION/RECALC INITIAL	\$ 248.00
D3410	APICOECTOMY	\$ 467.00
D3426	ROOT SURGERY EA ADD ROOT	\$ 248.00
D3430	RETROGRADE AMALGAM	\$ 180.00
D4210	GINGIVECTOMY OR GINGIVOPLASTY	\$ 446.00
D4211	GINGIVECTOMY OR GINGIVOPLASTY	\$ 160.00
D4240	GINGIVAL FLAP PROC W/ PLANIN	\$ 125.00
D4241	GNGVL FLAP W ROOTPLAN 1-3 TH	\$ 125.00
D4263	BONE REPLCE GRAFT FIRST SITE	\$ 452.00
D4264	BONE REPLCE GRAFT EACH ADD	\$ 339.00
D4341	PERIODONTAL SCALING AND ROOT P	\$ 181.00
D4355	FULL MOUTH DEBRIDEMENT	\$ 130.00
D5110	COMPLETE UPPER DENTURE	\$ 1,120.00
D5120	COMPLETE LOWER DENTURE	\$ 1,125.00
D5211	DENTURES MAXILL PART RESIN	\$ 838.00
D5213	DENTURES MAXILL PART METAL	\$ 1,200.00
D5214	DENTURES MANDIBL PART METAL	\$ 1,200.00
D5610	REPAIR BROKEN COMPLETE DENTURE	\$ 145.00
D5640	REPLACE FX BROKEN & TOOTH ON D	\$ 125.00
D7140	EXTRACTION ERUPTED TOOTH/EXR	\$ 110.00

Covered Services Adult Dental

Proc Code	Description	DC Medicaid Fee
D7210	SURGICAL REMOVAL OF ERUPTED TO	\$ 192.00
D7220	REMOVAL OF IMPACTED TOOTH-SOFT	\$ 210.00
D7230	REMOVAL OF IMPACTED TOOTH-PART	\$ 285.00
D7240	REMOVAL OF IMPACTED TOOTH-COMP	\$ 350.00
D7241	IMPACT TOOTH REM BONY W/COMP	REV REQ
D7250	ROOT TIPS	\$ 350.00
D7270	REPLANTATION OF TOOTH WITH SPL	\$ 375.00
D7280	SURGICAL EXPOSURE OF BONEY IMP	\$ 341.00
D7282	MOBILIZE ERUPTED/MALPOS TOOT	\$ 352.00
D7286	BIOPSY OF ORAL TISSUE SOFT	\$ 201.00
D7310	ALVEOLOPLASTY IN CONJUNCTION W	\$ 200.00
D7320	ALVEOLOPLASTY NOT IN CONJUNCTI	\$ 295.00
D7340	STOMATOPLASTY PER ARCH UNCOMPL	\$ 635.00
D7410	EXCISION OF BENIGN LESION TO 1	REV REQ
D7412	EXCISION BENIGN LESION COMPL	REV REQ
D7413	EXCISION MALIG LESION<=1.25C	REV REQ
D7414	EXCISION MALIG LESION>1.25CM	REV REQ
D7415	EXCISION MALIG LES COMPLICAT	REV REQ
D7460	EXCISION OF RANULA	\$ 330.00
D7510	INCISION DRAINAGE ABSCESS, INT	\$ 155.00
D7520	INCISION & DRAINAGE EXTRAORAL	\$ 250.00
D7530	CURETTAGE OF FISTULOUS TRACT	\$ 247.00
D7610	FX,OPEN REDUCTION MAXILLA	REV REQ
D7620	FX,CLOSED REDUCTION MAXILLA	REV REQ
D7630	FX,OPEN REDUCTION MANDIBLE	REV REQ
D7640	FX,CLOSED REDUCTION MANDIBLE	REV REQ
D7650	FX, OPEN REDUCTION ZYGOMATIC A	REV REQ
D7820	CLOSED REDUCTION OF DISLOCATIO	\$ 112.50
D7840	CONDYLECTOMY	\$ 675.00
D7850	MENISCECTOMY	\$ 630.00
D7860	ARTHROTOMY	\$ 450.00
D7870	ARTHROCENTESIS	\$ 36.00
D7910	SUTURES	\$ 190.00
D7911	DEBRIDEMENT & REPAIR OF SOFT T	\$ 307.00
D7940	OSTEOPLASTY(PROGNATHISM,MICROG	\$ 975.00
D7960	FRENULECTOMY	\$ 313.00
D8050	INTERCEP DENTAL TX PRIMARY	REV REQ
D8080	COMPRE DENTAL TX ADOLESCENT	REV REQ
D8110	Bite Plane	\$ 168.00
D8220	FIXED OR CEMENTED	\$ 677.00
D8999	ORTHODONTIC PROCEDURE	REV REQ
D9110	PALLIATIVE TREATMENT OF DENTAL	\$ 85.00
D9220	GENERAL ANESTHESIA	\$ 260.00
D9221	GENERAL ANESTHESIA EA AD 15M	\$ 112.00
D9230	ANALGESIA	\$ 46.00
D9310	CONSULTATION	\$ 112.50
D9420	HOSPITAL VISIT	\$ 33.00
D9430	CONSULTANT EVALUATION EXAM	\$ 67.50
D9940	OCCLUSAL EQUILIBRATION	\$ 40.00
D9951	LIMITED OCCLUSAL ADJUSTMENT	\$ 116.00
D9952	COMPLETE OCCLUSAL ADJUSTMENT	\$ 474.00

Proc Code	Description	DC Medicaid Fee
<b>Services not covered under regular adult Medicaid plan</b>		
D1120	D1120 Prophylaxis - child	\$47.00
D1201	D1201 Topical application of flouride w/prophy child	\$73.00
D1203	D1203 Topical application of flouride child	\$29.00
D2110	D2110 Amalgam one surface primary	\$90.00
D2120	D2120 Amalgam two surfaces primary	\$115.00
D2130	D2130 Amalgam three surfaces primary	\$139.00
D2131	D2131 Amalgam four or more surfaces primary	\$165.00
D2970	D2970 Temporary crown (fractured tooth)	\$31.50
D7270	D7270 Tooth reimplantation/stabilization	\$375.00
D9110	D9110 Palliative ER treatment of dental pain minor	\$85.00
D1511	D1511 Lingual Archwire	\$110.00
D4249	D4249 Clinical crown lengthening hard tissue	\$490.00
D7272	D7272 Tooth Transplantation incls reimplantation	\$469.00

## DEPARTMENT OF HEALTH

### NOTICE OF EMERGENCY AND PROPOSED RULEMAKING

The Director of the Department of Health, pursuant to section 1 of An Act to enable the District of Columbia to receive Federal financial assistance under Title XIX of the Social Security Act for a medical assistance program, and for other purposes, approved December 27, 1967 (81 Stat. 744; D.C. Official Code § 1-307.02), and Mayor's Order 97-42, dated February 18, 1997, hereby gives notice of the adoption, on an emergency basis, of an amendment to section 964 (Dental Services) to Chapter 9 (Medicaid Program) of Title 29 (Public Welfare) of the District of Columbia Municipal Regulations (DCMR). The amended rule would authorize a dental reimbursement rate to support the State Plan Amendment that expands the coverage of dental services to all eligible adult Medicaid recipients. The Director took action to adopt the emergency rule on March 27, 2007.

Emergency rulemaking action is necessary because adults currently enrolled in the District of Columbia Medicaid program only have dental coverage in cases of emergency. Therefore, recipients go without routine dental care. Providing routine and comprehensive dental benefits to adults enrolled in the District Medicaid program should reduce the need for emergency dental care, especially in cases of life threatening or dangerous conditions resulting from inadequate dental care.

The State Plan Amendment authorizing these rules was approved by the Council of the District of Columbia by the Expansion of Adult Dental Services Emergency Approval Resolution of 2006, effective November 14, 2006 (Res. 16-875; 53 DCR 9540). The United States Department of Health and Human Services, Centers for Medicare and Medicaid Services, has indicated approval of the State Plan amendment with an effective date of April 1, 2007.

The emergency rule became effective on April 1, 2007 and will remain in effect for not longer than 120 days from the date of its March 27, 2007 adoption, unless superseded by publication of a Notice of Final Rulemaking in the *D.C. Register*, whichever comes first. The Director also gives notice of his intent to take final rulemaking action in not less than thirty (30) days from the date of publication of this notice in the *D.C. Register*.

Chapter 9 of Title 29 DCMR is amended by adding the following new subsection 964.3 to section 964, to read as follows:

#### **964 DENTAL SERVICES**

964.3 The reimbursement rates for dental services provided on or after April 1, 2007 to eligible Medicaid recipients over the age of twenty-one (21) shall be as follows:

<b>DESCRIPTION OF SERVICE</b>	<b>RATE</b>
Periodic Dental Screening	\$35.00
Limit Oral Eval Problem Focus	\$50.00
Comprehensive Oral Evaluation	\$77.50
Extensive Oral Eval Problem Focus	\$67.50
Re-Eval Est Pt. Problem Focus	\$45.00

<b>DESCRIPTION OF SERVICE</b>	<b>RATE</b>
Comp Periodontal Evaluation	\$77.50
Intraor Complete Film Series	\$91.00
Periapical X Ray; First Film	\$20.00
Periapical X Ray; Each Additional FL	\$16.00
Occlusal X Ray	\$29.00
Bitewing, Single First Film	\$21.00
Dental Bitewings Two Films	\$40.00
Dental Bitewings Four Films	\$48.00
P.A. Film	\$100.00
Panorex	\$80.00
Cephalometric Film	\$100.00
Pulp Test	\$39.00
Study Models	\$75.00
Preventive Prohylaxis (Adult)	\$77.50
Topical Fluor W/O Prophy Adult	\$26.00
Dental Sealants	\$38.00
Fixed, Band Type	\$230.00
Fixed, Band Type Bilat (New)	\$325.00
Amalgam One Surface, Permanent	\$90.00
Amalgam Two Surfaces, Permanent	\$115.00
Amalgam Three Surfaces, Permanent	\$139.00
Amalgam Four Surfaces, Permanent	\$165.00
Acrylic or Plastic Restoration, III	\$106.00
Resin Two Surfaces Anterior	\$135.00
Composite Resin 3 Surfaces Restoration	\$165.00
Esthetic Restoration Class IV	\$200.00
Resin Based Composite One Surface	\$120.00
Resin Based Composite Two Surface	\$160.00
Resin Based Composite Three Surface	\$200.00
Temporary Crown	\$55.00
Dowel Post	\$45.00
Replacement Crown	\$75.00
Pulp Cap Direct Excluding Final Rest	\$55.00
Pulpotomy	\$134.00
One Canal; Excludes Final Restoration	\$498.00
Two Canals; Excludes Final Restoration	\$591.00
Three Canals; Excludes Final Restoration	\$728.00
Retreatment of Previous Root Canal	\$657.00
Apexification/Recalcification Initial Visit	\$248.00
Apicoectomy	\$467.00
Apicoectomy/Periradicular Surg (Ea Add'l)	\$248.00
Retrograde Amalgam	\$180.00
Gingivectomy or Gingivoplasty, 5 MOR.T	\$446.00
Gingivectomy or Gingivoplasty, 1 T to 3 T	\$160.00
Gingival Flap Proc W/ Planin	\$125.00

<b>DESCRIPTION OF SERVICE</b>	<b>RATE</b>
Gngvl Flap W Rootplan 1-3 Th	\$125.00
Bone Replacement Graft 1 st	\$452.00
Bone Replacement Graft-Ea add'l site Quad	\$339.00
Deep Scaling	\$181.00
Full Mouth Debridement	\$130.00
Complete Upper Denture	\$1,120.00
Complete Lower Denture	\$1,125.00
Upper Partial	\$375.00
Dentures Maxill Part Resin	\$838.00
Dentures Maxill Part Metal	\$1,200.00
Dentures Mandibl Part Metal	\$1,200.00
Repair Broken Complete Denture	\$145.00
Replace FX Broken & Tooth on Denture	\$125.00
Extraction Erupted Tooth	\$110.00
Extraction of Tooth, Erupted	\$192.00
Extraction of Tooth, Soft Tiss. Imp	\$210.00
Extraction of Tooth Partial Bony	\$285.00
Extraction of Tooth, Complete Bony, Impac	\$350.00
Impact Tooth Rem Bony W/Comp	REVIEW REQUIRED
Root Tips	\$350.00
Replantation Of Tooth With Splint	\$375.00
Surgical Exposure Of Boney Impaction	\$341.00
Mobilization Erupted	\$352.00
Biopsy of Oral Tissue Soft	\$201.00
Alveolectomy with Extraction	\$200.00
Alveoplasty not in conj w/ext. per quad	\$295.00
Stomatoplasty per arch uncomplicated	\$635.00
Excision Of Benign Lesion To 1	REVIEW REQUIRED
Excision Benign Lesion Compl	REVIEW REQUIRED
Excision Malig Lesion<=1.25c	REVIEW REQUIRED
Excision Malig Lesion>1.25cm	REVIEW REQUIRED
Excision Malig Les Complicat	REVIEW REQUIRED
Excision of Canula	\$330.00
Incision Drainage Abscess, Intraoral	\$155.00
Incision & Drainage Extraoral	\$250.00
Curettage Of Fistulous Tract	\$247.00
Fx,Open Reduction Maxilla	REVIEW REQUIRED
Fx,Closed Reduction Maxilla	REVIEW REQUIRED
Fx,Open Reduction Mandible	REVIEW REQUIRED
Fx,Closed Reduction Mandible	REVIEW REQUIRED
Fx, Open Reduction Zygomatic A	REVIEW REQUIRED
Closed Reduction Of Dislocation	\$112.50
Condylectomy	\$675.00
Meniscectomy	\$630.00
Arthrotomy	\$450.00

<b>DESCRIPTION OF SERVICE</b>	<b>RATE</b>
Arthrocentesis	\$ 36.00
Sutures	\$190.00
Debridement & Repair Of Soft Tissue	\$307.00
Osteoplasty(Prognathism, Microg)	\$975.00
Frenulectomy	\$313.00
Intercep Dental Tx Primary	REVIEW REQUIRED
Compre Dental Tx Adolescent	REVIEW REQUIRED
Bite Plane	\$166.00
Fixed Appliance Therapy	\$677.00
Orthodontic Procedure	REVIEW REQUIRED
Palliative Treatment of Dental Pain	\$85.00
General Anesthesia	\$260.00
Sedation Ea. Add'l 15 min	\$112.00
Nitrous	\$ 46.00
Consultation	\$112.50
Hospital Visit	\$33.00
Consultant Evaluation Exam	\$67.50
Occlusal Equilibration by Report	\$40.00
Occlusal Adjustment Ltd	\$116.00
Occlusal Adjustment Complete	\$474.00

Persons desiring to comment on the proposed rule should submit comments in writing to the Department of Health, Office of the General Counsel, 825 North Capitol Street, N.E., 4<sup>th</sup> Floor, Washington, D.C. 20002, no later than thirty (30) days after the date of publication of this notice in the *D.C. Register*. Copies of the proposed rule and related information may be obtained between 9:00 A.M. and 5:30 P.M. at the address stated above, Monday through Friday, excluding holidays.

DCHC-2007-R-7070  
Attachment J.8

American Dental Association  
Current Policies

[http://www.ada.org/prof/resources/positions/doc\\_policies.pdf](http://www.ada.org/prof/resources/positions/doc_policies.pdf)

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
150 S. Independence Mall West  
Suite 216, The Public Ledger Building  
Philadelphia, Pennsylvania 19106-3499



Region III/Division of Medicaid and Children's Health

cc: J. McCarthy  
B J Wolf  
3/28/07

**MAR 16 2007**

Mr. Robert T. Maruca  
Senior Deputy Director  
Department of Health  
Medical Assistance Administration  
825 North Capitol Street, N.E.  
Suite 5135  
Washington, D.C. 20002

Dear Mr. Maruca:

We have reviewed State Plan Amendment (SPA) 07-02, which expands coverage of dental services to adults. At your request, we changed the effective date to April 1, 2007. This SPA is acceptable. Therefore, we are approving SPA 07-02 with an effective date of April 1, 2007.

If you have further questions about this SPA, please contact Jake Hubik at 215-861-4181.

Sincerely,

Ted Gallagher  
Acting Associate Regional Administrator

Enclosures

Sr. Deputy Director  
MAA

2007 MAR 28 PM 2:10

RECEIVED

The Medicare Modernization Act provides several new and important enhancements including a prescription drug benefit and preventive services. For more information, please call the national Medicare information line at 1-800-MEDICARE toll-free or the Philadelphia Regional Office beneficiary hot line at 215-861-4226.

<b>TRANSMITTAL AND NOTICE OF APPROVAL OF STATE PLAN MATERIAL</b>  <b>FOR: HEALTH CARE FINANCING ADMINISTRATION</b>	1. TRANSMITTAL NUMBER: 07-02	2. STATE DISTRICT OF COLUMBIA
	3. PROGRAM IDENTIFICATION: TITLE XIX OF THE SOCIAL SECURITY ACT (MEDICAID)	
TO: REGIONAL ADMINISTRATOR HEALTH CARE FINANCING ADMINISTRATION DEPARTMENT OF HEALTH AND HUMAN SERVICES	4. PROPOSED EFFECTIVE DATE February 1, 2007 <i>APRIL 14 APPROVED BY DC 3/16/07</i>	

5. TYPE OF PLAN MATERIAL (Check One):

NEW STATE PLAN       AMENDMENT TO BE CONSIDERED AS NEW PLAN       AMENDMENT

COMPLETE BLOCKS 6 THRU 10 IF THIS IS AN AMENDMENT (Separate Transmittal for each amendment)

6. FEDERAL STATUTE/REGULATION CITATION: 42 CFR 440 (B)	7. FEDERAL BUDGET IMPACT: a. FFY 2007      \$ 8,600,000 b. FFY 2008      \$ 12,900,000
8. PAGE NUMBER OF THE PLAN SECTION OR ATTACHMENT:  Supplement 1 to Attachment 3.1A pp 12, 12A-C Supplement 1 to Attachment 3.1B pp 11, 11A-C Supplement 1 to Attachment 3.1A p 20, 20A-C Supplement 1 to Attachment 3.1B p 19, 19A-C	9. PAGE NUMBER OF THE SUPERSEDED PLAN SECTION OR ATTACHMENT (If Applicable): Supplement 1 to Attachment 3.1A pp 12 Supplement 1 to Attachment 3.1B pp 11 Supplement 1 to Attachment 3.1A p 20 Supplement 1 to Attachment 3.1B p 19

10. SUBJECT OF AMENDMENT:  
EXPANSION OF ADULT COVERED DENTAL SERVICES

11. GOVERNOR'S REVIEW (Check One):

GOVERNOR'S OFFICE REPORTED NO COMMENT  
 COMMENTS OF GOVERNOR'S OFFICE ENCLOSED  
 NO REPLY RECEIVED WITHIN 45 DAYS OF SUBMITTAL

OTHER, AS SPECIFIED:  
Council Resolution #16-875

12. SIGNATURE OF STATE AGENCY OFFICIAL:	16. RETURN TO: Mr. Robert T. Maruca Senior Deputy Director, Medical Assistance Administration D.C. Dept. of Health/MAA 825 North Capitol Street, NE Suite 5100 Washington, DC 20002-4210
13. TYPED NAME:  Robert T. Maruca	
14. TITLE:  Senior Deputy Director, Medical Assistance Administration	
15. DATE SUBMITTED:  December 12, 2006	

**FOR REGIONAL OFFICE USE ONLY**

17. DATE RECEIVED: <i>12/18/06</i>	18. DATE APPROVED: <i>MAR 16 2007</i>
------------------------------------	---------------------------------------

**PLAN APPROVED - ONE COPY ATTACHED**

19. EFFECTIVE DATE OF APPROVED MATERIAL: <i>4/1/07</i>	20. SIGNATURE OF REGIONAL OFFICIAL: <i>Ted Gallagher</i>
21. TYPED NAME: <i>Ted GALLAGHER</i>	22. TITLE: <i>Acting Associate Regional Administrator</i>
23. REMARKS:	

Reimbursement shall be made according to the fee schedule amount and shall cover all services related to the procedure including physician fee(s), laboratory fee(s) and counseling fee(s).

10. Dental services.

All dental services must be provided consistent with scope of practice authorized pursuant to the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202 et seq.) or consistent with the applicable professional practices within the jurisdiction where services are provided.

- A. Dental services for individuals under the age of 21 are covered under EPSDT services. The service descriptions and reimbursement rates are set forth in a fee schedule published in the District of Columbia Municipal Regulations.
- B. Dental services are covered for individuals residing in intermediate care facilities for persons with mental retardation (ICF/MR). The service descriptions and reimbursement rates are set forth in a fee schedule published in the District of Columbia Municipal Regulations.
- C. Dental services for individuals age 21 and over who are not enrolled in the Waiver or residing in an ICFMR are limited to the services set forth below:
  - 1. General dental examinations and routine maintenance cleaning with oral hygiene instruction limited to once every six (6) months.
  - 2. Surgical services and extractions.
  - 3. Emergency care.
  - 4. Fillings.

5. Reline or rebase of a removable denture is limited to two (2) in five (5) years unless there is prior authorization.
6. Complete radiographic survey, full series of X-rays, or panoramic X-ray of the mouth is limited to once every three years. Additional complete radiographic survey, full series of X-rays, or panoramic X-ray of the mouth requires prior authorization.
7. Full mouth debridment.
8. Prophylaxis limited to two times (2) per patient per year.
9. Bitewing series.
10. Palliative treatment.
11. Sealant application.
12. Removable partial and full dentures.
13. Root canal treatment limited to two molars per year.
14. Periodontal scaling and root planing, if:
  - a. evidence of bone loss is present on current radiographs to support the diagnosis of periodontis;
  - b. there is a current periodontal charting with six point mobility noted, including the presence of pathology and periodontal prognosis;
  - c. the pocket depths are greater than four millimeters; and
  - d. classification of the periodontology case type is in accordance with documentation established by the American Academy of Periodontology.

15. Removal of impacted teeth.
16. Initial placement or replacement of a removable prosthesis (any dental device or appliance replacing one or more missing teeth, including associated structures, if required, that is designed to be removed and reinserted), once every five (5) years per recipient, unless the prosthesis:
  - a. was misplaced, stolen, or damaged due to circumstances beyond the recipient's control;
  - b. cannot be modified or altered to meet the recipient's dental needs.
17. A removable partial prosthesis is covered if:
  - a. the crown to root ratio is better than 1:1;
  - b. the surrounding abutment teeth and the remaining teeth do not have extensive tooth decay; and
  - c. the abutment teeth do not have large restorations or stainless steel crowns.
18. Any dental service that requires inpatient hospitalization must be prior authorized by the State Agency.
19. Elective surgical procedures requiring general anesthesia must be prior authorized by the State Agency.

D. The following dental services for individuals age 21 and over who are not living in an institution are not eligible for payment:

1. Local anesthetic that is used in conjunction with a surgical procedure and billed as a separate procedure.
2. Hygiene aids, including toothbrushes.
3. Medication dispensed by a dentist that a recipient is able to obtain from a pharmacy.
4. Acid etch for a restoration that is billed as a separate procedure.
5. Prosthesis cleaning.
6. Removable unilateral partial denture that is a one-piece cast metal including clasps and teeth.
7. Replacement of a denture when reline or rebase would correct the problem.
8. Duplicative x-rays.
9. Space maintainers.
10. Fixed prosthodontics (bridge), unless it is cost-effective for a recipient who cannot use a removable prosthesis and prior authorization is required.
11. Gold restoration, inlay or onlay, including cast nonprecious and semiprecious metals.
12. Dental services for cosmetic or aesthetic purposes.

- a) All prescriptions for Oxycodone HCl and Aspirin (more commonly known as Percodan), and Flurazepam (more commonly known as dalmane);
- b) Anorexic drugs (amphetamine and amphetamine-like) may be dispensed with prior authorization for the diagnosed conditions of narcolepsy and minimal brain dysfunction in children; and
- c) Any injectable drugs on an ambulatory basis.

B. Dentures

1. Dentures are limited to eligible EPSDT recipients.
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  - b. cannot be modified or altered to meet the recipient's dental needs.
3. Relines are limited to two (2) in five (5) years unless prior authorized.

C. Prosthetic Devices

1. Prosthetic devices are limited to items on the Durable Medical Equipment/ Medical Supplies Procedure Codes and Price List except where prior authorized by the State Agency.
2. Medical supplies and equipment in excess of specific limitations, i.e., cost, rental or lease equipment, or certain procedure codes must be prior authorized by the State Agency.

D. Eyeglasses

1. This item includes lenses required to aid or improve vision with frame when necessary that are prescribed by a physician skilled in diseases of the eye or by an optometrist at the discretion of the patient.
2. Eyeglasses are limited to one complete pair in a twenty-four (24) month period. Exceptions to this policy are:
  - a. Recipients under twenty-one (21) years of age;
  - b. Whenever there is a change in the prescription of more than plus or minus .5 (one half) diopter, and
  - c. Broken or lost eyeglasses.

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  11. Gold restoration, inlay or onlay, including cast nonprecious and semiprecious metals.
  12. Dental services for cosmetic or aesthetic purposes.

- a) All prescriptions for Oxycodone HCl and Aspirin (more commonly known as Percodan), and Flurazepam (more commonly known as dalmane);
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  - b. cannot be modified or altered to meet the recipient's dental needs.
3. Relines are limited to two (2) in five (5) years unless prior authorized.

C. Prosthetic Devices

1. Prosthetic devices are limited to items on the Durable Medical Equipment/ Medical Supplies Procedure Codes and Price List except where prior authorized by the State Agency.
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D. Eyeglasses

This item includes lenses required to aid or improve vision with frame when necessary that are prescribed by a physician skilled in diseases of the eye or by an optometrist at the discretion of the patient.

1. Eyeglasses are limited to one complete pair in a twenty-four (24) month period. Exceptions to this policy are:
  - a. Recipients under twenty-one (21) years of age;
  - b. Whenever there is a change in the prescription of more than plus or minus .5 (one half) diopter, and
  - c. Broken or lost eyeglasses.

DCHC-2007-R-7070  
Attachment J.10

District of Columbia Municipal Regulations  
Health Occupations General Rules Chapter 40

[http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/pdf/updated\\_chapter\\_40-  
website-a.pdf](http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/pdf/updated_chapter_40-website-a.pdf)

DCHC-2007-R-7070  
Attachment J.11

District of Columbia Municipal Regulations  
Health Occupations Administrative Chapter 41

[http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/prof\\_license/services/pdf/updated\\_chapter\\_41-website.pdf](http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/prof_license/services/pdf/updated_chapter_41-website.pdf)

DCHC-2007-R-7070  
Attachment J.12

District of Columbia Municipal Regulations  
Health Occupations Dentistry Chapter 42

[http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/prof\\_license/services/pdffile/dental/chapter\\_dentistry42.06.16.06.pdf](http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/prof_license/services/pdffile/dental/chapter_dentistry42.06.16.06.pdf)

DCHC-2007-R-7070  
Attachment J.13

District of Columbia Municipal Regulations  
Health Occupations Dental Hygienist Chapter 43

[http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/prof\\_license/services/pdf/entalhygiene/chapter\\_43.dental\\_hygiene.pdf](http://hpla.doh.dc.gov/hpla/frames.asp?doc=/hpla/lib/hpla/prof_license/services/pdf/entalhygiene/chapter_43.dental_hygiene.pdf)

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IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

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To provide greater access and participation in public services, programs, and activities for residents of the District of Columbia with limited or no-English proficiency by requiring that District government programs, departments, and services assess the need for, and offer, oral language services; provide written translations of documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered; to ensure that District government programs, departments, and services with major public contact establish and implement a language access plan and designate a language access coordinator; to require that the Office of Human Rights coordinate and supervise District government programs, departments, and services in complying with the provisions of this act and establish the position of Language Access Director for this purpose; and to amend the District of Columbia Latino Community Development Act and to repeal the Bilingual Services Translation Act of 1977 to repeal redundant provisions.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the "Language Access Act of 2004".

Sec. 2. Definitions.

For purposes of this act, the term:

(1) "Access or participate" means to be informed of, participate in, and benefit from public services, programs, and activities offered by a covered entity at a level equal to English proficient individuals.

(2) "Covered entity" means any District government agency, department, or program that furnishes information or renders services, programs, or activities directly to the public or contracts with other entities, either directly or indirectly, to conduct programs, services, or activities. The term "covered entity" shall not include the Advisory Neighborhood Commissions.

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(3)(A) "Covered entity with major public contact" means a covered entity whose primary responsibility consists of meeting, contracting, and dealing with the public.

(B) Covered entities with major public contact are:

- (i) Alcoholic Beverage Regulation Administration;
- (ii) Department of Health;
- (iii) Department of Mental Health;
- (iv) Department of Human Services;
- (v) Department of Employment Services;
- (vi) Fire and Emergency Medical Services;
- (vii) District of Columbia Housing Authority;
- (viii) District of Columbia general ambulatory and emergency care

centers;

- (ix) Emergency Management Agency;
- (x) Metropolitan Police Department;
- (xi) District of Columbia Public Schools;
- (xii) Department of Motor Vehicles;
- (xiii) Department of Housing and Community Development;
- (xiv) Department of Public Works;
- (xv) Department of Corrections;
- (xvi) Office on Aging;
- (xvii) District of Columbia Public Library;
- (xviii) Department of Parks and Recreation ;
- (xix) Department of Consumer and Regulatory Affairs ;
- (xx) Child and Family Services Agency;
- (xxi) Office of Human Rights;
- (xxii) Office of Personnel;
- (xxiii) Office of Planning;
- (xxiv) Office of Contracting and Procurement;
- (xxv) Office of Tax and Revenue; and
- (xxvi) Office of the People's Counsel.

(C) Other covered entities with major public contact may be designated by the Language Access Director through the Mayor, by regulation, after consultation with the D. C. Language Access Coalition in accordance with section 6(b)(6).

(4) "Language Access Director" means the official in the Office of Human Rights who, pursuant to section 6, coordinates and supervises the activities of District agencies, departments, and programs undertaken to comply with the provisions of this act.

(5) "Limited or no-English proficiency" means the inability to adequately understand or to express oneself in the spoken or written English language.

(6) "Oral language services" means the provision of oral information necessary

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to enable limited or no-English proficiency residents to access or participate in programs or services offered by a covered entity. The term "oral language services" shall include placement of bilingual staff in public contact positions; the provision of experienced and trained staff interpreters; contracting with telephone interpreter programs; contracting with private interpreter services; and using interpreters made available through community service organizations that are publicly funded for that purpose.

(7) "Vital documents" means applications, notices, complaint forms, legal contracts, and outreach materials published by a covered entity in a tangible format that inform individuals about their rights or eligibility requirements for benefits and participation. The term "vital documents" shall include tax-related educational and outreach materials produced by the Office of Tax and Revenue, but shall not include tax forms and instructions.

Sec. 3. Oral language services provided by covered entities.

(a) A covered entity shall provide oral language services to a person with limited or no-English proficiency who seeks to access or participate in the services, programs, or activities offered by the covered entity.

(b) A covered entity shall, at least annually, determine the type of oral language services needed based upon:

(1) The number or proportion of limited or no-English proficient persons of the population served or encountered, or likely to be served or encountered by the covered entity, in the District of Columbia;

(2) The frequency with which limited or no-English proficient individuals come into contact with the covered entity;

(3) The importance of the service provided by the covered entity; and

(4) The resources available to the covered entity.

(c)(1) In making the determination under subsection (b) of this section of the type of oral language services needed, the covered entity shall consult the following sources of data to determine the languages spoken and the number or proportion of limited or no-English proficient persons of the population that are served or encountered, or likely to be served or encountered, by the covered entity in the District of Columbia:

(A) The United States Census Bureau's most current report entitled "Language Use and English Ability, Linguistic Isolation" (or any other successor report);

(B) Any other language-related information;

(C) Census data on language ability indicating that individuals speak English "less than very well";

(D) Local census data relating to language use and English language ability;

(E) Other governmental data, including intake data collected by covered entities; data collected by the District of Columbia Public Schools; and data collected by and

made available by District government offices that conduct outreach to communities with limited-English proficient populations and that serve as a liaison between the District government and limited-English proficient populations, such as the Office of Latino Affairs and the Office of Asian and Pacific Islander Affairs; and

(F) Data collected and made available by the D.C. Language Access Coalition.

(2) A covered entity shall annually collect data about the languages spoken and the number or proportion of limited or no-English proficient persons speaking a given language in the population that is served or encountered, or likely to be served or encountered, by the covered entity. A covered entity's databases and tracking applications shall contain fields that will capture this information during the fiscal year that this act takes effect with respect to the covered entity pursuant to section 7. If it is demonstrated to the Office of Human Rights that this is not feasible due to budgetary constraints, a covered entity shall make all due efforts to comply with this paragraph by the beginning of the next fiscal year. All information collected under this section shall be provided to the Language Access Director and made available to the public, upon request, within a reasonable time.

(d) To the extent that a covered entity requires additional personnel to meet its requirement to provide oral language services based on the determination set forth in this section, the covered entity shall hire bilingual personnel into existing budgeted vacant public contact positions.

Sec. 4. Written language services by covered entity.

(a) A covered entity shall provide translations of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered, by the covered entity in the District of Columbia.

(b) If the provisions of this act are contractually imposed on a non-covered entity, subsection (a) of this section shall apply.

Sec. 5. Additional obligations of covered entities with major public contact.

(a)(1) A covered entity with major public contact shall establish a language access plan, by regulation.

(2) Each language access plan shall be established in consultation with the Language Access Director, the D.C. Language Access Coalition, the entity's language access coordinator, and agency directors that conduct outreach to limited or no-English populations. Each language access plan shall be updated every 2 years and shall set forth, at minimum, the following:

(A) The types of oral language services that the entity will provide and how the determination was reached;

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(B) The titles of translated documents that the entity will provide and how the determination was reached;

(C) The number of public contact positions in the entity and the number of bilingual employees in public contact positions;

(D) An evaluation and assessment of the adequacy of the services to be provided; and

(E) A description of the funding and budgetary sources upon which the covered entity intends to rely to implement its language access plan.

(3) In establishing and updating the language access plan, the entity shall consult with the sources of data set forth in section 3(c)(1).

(b) A covered entity with major public contact shall designate a language access coordinator who shall report directly to the director of the entity and shall:

(1) Establish and implement the entity's language access plan in consultation with the Language Access Director, the D.C. Language Access Coalition, and the agency directors of government offices that conduct outreach to communities with limited or no-English proficient populations; and

(2) Conduct periodic public meetings with appropriate advance notice to the public.

(c) A covered entity with major public contact shall develop a plan to conduct outreach to communities with limited or no-English proficient populations about their language access plans and about the benefits and services to be offered under this act.

**Sec. 6. Language access oversight; duties of Language Access Director.**

(a) The Office of Human Rights shall provide oversight, central coordination, and technical assistance to covered entities in their implementation of the provisions of this act and ensure that the provision of services by covered entities meets acceptable standards of translation or interpretation.

(b) There shall be within the Office of Human Rights a Language Access Director to coordinate activities under this act. The Language Access Director shall:

(1) Review and monitor each covered entity's language access plan for compliance with this act and Title VI of the Civil Rights Act of 1964, approved July 2, 1964 (78 Stat. 252; 42 U.S.C. §§ 2000d through 2000d-7);

(2) Track, monitor, and investigate public complaints regarding language access violations at covered entities, and where necessary, issue written findings of noncompliance to the covered entities regarding failures to provide language access; provided, that this responsibility shall not supersede or preclude the existing individual complaint process and mechanism under the jurisdiction of the Office of Human Rights;

(3) Review and monitor the language access coordinators with respect to their performance of responsibilities under this act;

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(4) Consult with language access coordinators, the D.C. Language Access Coalition, and the heads of government offices that conduct outreach to communities with limited or no-English proficient populations;

(5) Serve as the language access coordinator for the Office of Human Rights;  
and

(6) Through the Mayor, by regulation, after consultation with the D.C. Language Access Coalition, designate additional covered entities with major public contact.

Sec. 7. Phased implementation.

(a) This act shall apply on its effective date to:

- (1) Department of Health;
- (2) Department of Human Services;
- (3) Department of Employment Services;
- (4) Metropolitan Police Department;
- (5) District of Columbia Public School System;
- (6) Office of Planning;
- (7) Fire and Emergency Medical Services; and
- (8) Office of Human Rights.

(b) This act shall apply as of October 1, 2004 to:

- (1) Department of Housing and Community Development;
- (2) Department of Mental Health;
- (3) Department of Motor Vehicles;
- (4) Child and Family Services Agency;
- (5) Alcoholic Beverage Regulation Administration; and
- (6) Department of Consumer and Regulatory Affairs.

(c) This act shall apply as of October 1, 2005, to:

- (1) Department of Parks and Recreation;
- (2) Office on Aging;
- (3) District of Columbia Public Library;
- (4) Office of Personnel;
- (5) Office of Contracting and Procurement;
- (6) Department of Corrections;
- (7) Department of Public Works; and
- (8) Office of Tax and Revenue.

(d) This act shall apply as of October 1, 2006 to all covered entities.

Sec. 8. Conforming amendments.

(a) Section 304 of the District of Columbia Latino Community Development Act, effective September 29, 1976 (D.C. Law 1-86; D.C. Official Code § 2-1314), is repealed.

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(b) The Bilingual Translation Services Act of 1977, effective October 26, 1977 (D.C. Law 2-31; D.C. Official Code § 2-1342 *et seq.*), is repealed.

Sec. 9. Inclusion in the budget and financial plan.

This act shall take effect subject to the inclusion of its fiscal effect in an approved budget and financial plan. This act is subject to appropriations.

Sec. 10. Fiscal impact statement.

The Council adopts the fiscal impact statement in the committee report as the fiscal impact statement required by section 602(c)(3) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

Sec. 11. Effective date.

This act shall take effect following approval by the Mayor (or in the event of veto by the Mayor, action by the Council to override the veto), a 30-day period of Congressional review as provided in section 602(c)(1) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 831; D.C. Official Code § 1-206.02(c)(1)), and publication in the District of Columbia Register.

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Chairman  
Council of the District of Columbia

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Mayor  
District of Columbia

DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
JULY "2006"

NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
ABEBE, TEGEST G.		1325 18TH ST., NW	WASHINGTON	DC	20036
ABRAHAMIAN, AVADIS	4910 MASSSCHUSETTS AVE. NW	SUITE 323	WASHINGTON	DC	20016
ABRAHAMIAN, HRATCH A	4910 MASS AVENUE NW	SUITE 323	WASHINGTON	DC	20016
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ACKISS, SMALLWOOD	DENTAL OFFICE	3632 GEORGIA AVE NW	WASHINGTON	DC	20010
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ALHUSSAIN, IBRAHIM Y.	5100 WISCONSIN AVENUE NW	SUITE 240	WASHINGTON	DC	20016-4119
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BEHNIA, ALI	200 5TH ST SE		WASHINGTON	DC	20003
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COHEN, SARA C	SUITE 300	818 18TH STREET	WASHINGTON	DC	20006
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COOPER, KAREN Y	1800 I ST NW	Suite 402	WASHINGTON	DC	20006
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CUELLAR, CARMEN CECILIA	600 W St. NW		WASHINGTON	DC	20059
CUFFEY, FLORETTA A.	4000 ALBEMARLE ST NW	SUITE 203	WASHINGTON	DC	20016
CULOTTA, ANTHONY P	1640 GALES ST NE		WASHINGTON	DC	20002
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DAVOUDIAN, ARMAN	1605 FOXHALL ROAD, NW		WASHINGTON	DC	20007
DELANY, GAEL M	SUITE 400	5225 WISCONSIN AVE	WASHINGTON	DC	20015
DEUTSCH, DANIEL J	5225 WISCONSIN AV NW		WASHINGTON	DC	20015
DHINGRA, SUNNY	SUITE 507	1925 K ST NW	WASHINGTON	DC	20036
DIETRICH, CHARLES D	1712 I street NW	suite 910	WASHINGTON	DC	20006
DOCTORS, MARC D	5028 Wisconsin Ave	Suite 102	WASHINGTON	DC	20016
DONAHUE, ROBERT G	SUITE 507	1925 K STREET NW	WASHINGTON	DC	20006
DONALDSON, JAMES W	ROBERT G DONAHUE DDS	5225 WISCONSIN AVENUE NW #309	WASHINGTON	DC	20015
DOPPALAPUDI, VIVEK A	5225 WISC AVE 309		WASHINGTON	DC	20015
DOUMIT, ANTOINE	SUITE 502	1331 PENNSYLVANIA AVE NW	WASHINGTON	DC	20004
DRISCOLL, LUZ M. LOPEZ	ANTOINE DOUMIT	950 25th st nw suite s1	WASHINGTON	DC	20037
DRUMM, JOHN W	818 - 18TH STREET N.W.#530		WASHINGTON	DC	20006
DUBOSE, TOMELL LAMAR	JOHN W DRUMM DMD PLLC	3301 NEW MEXICO AVENUE N.W.	WASHINGTON	DC	20016
DUCKETT, LAN D	DUBOSE PROSTHODONTIC	5437 CONNECTICUT AVENUE NW	WASHINGTON	DC	20015
DUDLEY, SCOTT B.	REMOVABLE PROSTHODONTICS DEPT	600 W ST., NW	WASHINGTON	DC	20059
DUHANEY, HUGH N.	1234 19th st NW		WASHINGTON	DC	20036
DUMAS, ARMAND LEO	3340 16TH ST NW		WASHINGTON	DC	20010
EBBS, WILLIAM L.	1712 - 21ST STREET NW		WASHINGTON	DC	20009
EDLER, THOMAS L	1234 19th Street NW	SUITE 100	WASHINGTON	DC	20036
EHUDIN, HELGA E	827 SHERIDAN ST NW		WASHINGTON	DC	20011
EILAND, DERRICK K.		4320 44TH ST., NW NW	WASHINGTON	DC	20016
EL HAJE, EMAD NASR		419 34TH ST., NE	WASHINGTON	DC	20019
ELDER, GARY T.	DR EMAD EL HAJE	1800 I STREET NW	WASHINGTON	DC	20006
ELDER, TIMOTHY E	1712 I ST NW	#212	WASHINGTON	DC	20006
EMERY, ROBERT W	SUITE 212	1712 EYE ST NW	WASHINGTON	DC	20006
EMILY, LUCILLE E.	2021 K ST. NW	SUITE 200	WASHINGTON	DC	20006
ERFAN, FARROKH	SUITE 208		WASHINGTON	DC	20007
ESI, EJIRO E.	SUITE 608	2440 M STREET	WASHINGTON	DC	20037
ESKOW, ROY L.	HOWARD UNIVERSITY	600 W. STREET N.W.	WASHINGTON	DC	22302
EZEMOBI, EMMANUEL O	SUITE 127	2600 VIRGINIA AVENUE NW	WASHINGTON	DC	20037

DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
FARQUHARSON, ANDRE A	3901 GEORGIA AVE. NW	SUITE, LEVEL 1	WASHINGTON	DC	20011
FATTAHI, TIRDAD	Howard University College of Dentistry	600 W street NW room 404	WASHINGTON	DC	20059
FELDMAN, JAMES K	TIRDAD FATTAHI DDS PC	4434 MACARTHUR BLVD	WASHINGTON	DC	20007
FERRER-NICHOLS, MARIA	SUITE 108	4707 CONNECTICUT AVENUE NW	WASHINGTON	DC	20008
FERRIS, HARRISON E.		5100 WISCONSIN AVE	WASHINGTON	DC	20016
FIDEL, ELIDIA C	6220 - 33RD STREET NW		WASHINGTON	DC	20015
FIGUEROA, ANGELICA	SUITE 3A	5247 WISCONSIN AVE SUITE 3A	WASHINGTON	DC	20015
FINN, EMANUEL	5802 Army Pentagon		WASHINGTON	DC	20310-5802
FITZMORRIS, BERNARD A	DC DEPARTMENT OF HEALTH	825 NORTH CAPITOL STREET NE	WASHINGTON	DC	20002
FLEMING, JOSEPH G	3916 NORTHAMPTON STREET NW		WASHINGTON	DC	20015
FLOWERS, SALLY A	SUITE 900	1712 I ST NW	WASHINGTON	DC	20006
FLYNN, A PATRICK	250 KENNEDY ST NW		WASHINGTON	DC	20011
FLYNN, JOHN H	SUITE #203	1111 19TH ST NW	WASHINGTON	DC	20036
FOGELMAN, SIDNEY M	4607 CONNECTICUT AVENUE NW	APARTMENT 109	WASHINGTON	DC	20008
FONSECA, OLGA	1234 19TH ST. NW	SUITE 900	WASHINGTON	DC	20036
FORKKIO, ELIZABETH L.	SUITE 305	1350 CONNECTICUT AVE NW	WASHINGTON	DC	20036
FORSTER, NORMAN H.	3020 14th Street, N.W.		WASHINGTON	DC	20009
FORTENBERRY, DEWITT	212 M ST SW		WASHINGTON	DC	20024
FRAND, JOEL	1414 34TH ST SE		WASHINGTON	DC	20020
FRANKLE, KATHLEEN T	SUITE 301	2021 K ST NW	WASHINGTON	DC	20006
FROELICH, HOWARD C	2311 M ST NW SUITE 404		WASHINGTON	DC	20037
FRYER, CHERYL E	1234 19th St. NW	Suite 801	WASHINGTON	DC	20036
FUCHS, STEVEN S.	HOWARD UNIVERSITY	600 W ST NW	WASHINGTON	DC	20059
GABRIEL, SAMIR A.	3805 FULTON ST NW		WASHINGTON	DC	20007
GADAIRE, EUGENE C		4301 CONNECTICUT AVENUE, NW	WASHINGTON	DC	20008-2304
GALLOUCIS, THERESE L.	2440 M ST NW.	SUITE 601	WASHINGTON	DC	20037
GARCIA, STEPHEN	Howard University	600 W Street NW	WASHINGTON	DC	20059
GESKER, RICHARD W.	SUITE 820	2021 K ST NW	WASHINGTON	DC	20036
GIANNINI, EUGENE T	DC DENTAL SPA	1325 18TH STREET NW	WASHINGTON	DC	20036
GIBBONS, LAURENCE O, J	SUITE 200	4801 WISCONSIN AVE NW	WASHINGTON	DC	20016
GILLESPIE, GEORGE M.	4303 16TH STREET NW		WASHINGTON	DC	20011-7011
GIRALDO, FERNANDO	6300 OREGON AVE NW		WASHINGTON	DC	20016
GITELMAN, JEFFREY M.	818 18TH ST NW	Suite 640	WASHINGTON	DC	20006
GIUSTI, ALDO R	1234 19th ST., NW	Suite 508	WASHINGTON	DC	20036
GLUCK, THOMAS E	3812 12TH ST NE		WASHINGTON	DC	20017
GORDON, WESLEY N	2506 VIRGINIA AV NW		WASHINGTON	DC	20037
GRACE, WALTER JAMES	0867 VAN BUREN ST NW		WASHINGTON	DC	20012
GRANT-MILLS, DONNA B	SUITE #412	1712 EYE ST NW	WASHINGTON	DC	20006
GRAY, BRIAN J	600 W STREET NW	Room 519	WASHINGTON	DC	20059
GREAVES, ASTON B, JR	MCDERMOTT GIANNINI & GRAY	SUITE 200	WASHINGTON	DC	20016
GREEN, CLARINE E.		729 8TH ST. SE	WASHINGTON	DC	20003
GREENE, ANITA E	3333 14th ST NW		WASHINGTON	DC	20009
GREENSPON, FRED D	6127 3RD ST NW		WASHINGTON	DC	20011
GREENWALD, DANA S.	1145 19TH ST NW		WASHINGTON	DC	20036

DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
GRIFFIN, JAMES B	5225 Wisconsin Ave., NW	SUITE 604	WASHINGTON	DC	20015
GRIFFITHS, MICHAEL C.	1160 VARNUM ST NE		WASHINGTON	DC	20017
GRIMM, STEPHEN E	3100 20th Street		WASHINGTON	DC	20018-2420
GROGAN, PATRICK M	600 W ST NW		WASHINGTON	DC	20059
GROWER, MARVIN F	5039 CONNECTICUT AVENUE N.W.	SUITE 2	WASHINGTON	DC	20008
GUTTENBERG, STEVEN A	600 W STREET NW		WASHINGTON	DC	20059
HACK, DANIEL	2021 K ST STE-200 NW		WASHINGTON	DC	20006-1003
HADDAD, MUHSEN A.	4115 CONNECTICUT AV NW		WASHINGTON	DC	20008
HAERI, MARYAM		2305 18 ST NW	WASHINGTON	DC	20009
HAILU, KASSAHUN H	Yousefi Washington Clinic	3 Washington Circle Suite G	WASHINGTON	DC	20037
HAIRSTON, EDDISON R., S	HOWARD UNIVERSITY COLLEGE OF DENT	600 W ST	WASHINGTON	DC	20001
HALL, BERT S, III	EDDISON R HAIRSTON SR DDS PC	3417 MINN AVE SE	WASHINGTON	DC	20019
HALL, LEONIDAS B.	4214 BENNING RD NE		WASHINGTON	DC	20019
HAMILTON, JOHN M	4629 9TH STREET NW		WASHINGTON	DC	20011
HAMMOND, CLARENCE E	229 WHITTER ST NW		WASHINGTON	DC	20012
HARDEN, STEPHEN ALAN	CDF DENTAL CCHPS	1901 D STREET SE	WASHINGTON	DC	20003
HARMON, DAVID E.	600 W. Street,NW		WASHINGTON	DC	20059
HARPER, HAZEL J.	SUITE 205	6323 GEORGIA AVE	WASHINGTON	DC	20011
HARRIS, CONRAD W.	SUITE 2	6101-16TH STREET NW	WASHINGTON	DC	20011
HARRIS, HORATIO P	FLOOR 001	4000 14TH ST NW	WASHINGTON	DC	20011-5524
HARRIS, PAUL W.	1400 FRANKLIN ST NE		WASHINGTON	DC	20017
HARRISON, ERIC G.	4600 CONNECTICUT AVENUE N.W.	SUITE 131	WASHINGTON	DC	20008-5750
HAWK, SHAWNA L	3230 PENNSYLVANIA AVENUE SE	SUITE #230	WASHINGTON	DC	20020
HELIG, ALAN B	3409 WISCONSIN AVE		WASHINGTON	DC	20016
HETZ, SCOTT K.	SUITE 1010	1712 I ST NW	WASHINGTON	DC	20006
HEWELT-BOVARD, SUSAN	DOCTORS COHEN, GOODMAN,SIMON AND	11400 NINETEETH STREET	WASHINGTON	DC	20036-6601
HEWITT, GODFREY T	509 G Street, S.W.		WASHINGTON	DC	20024
HICKORY, WAYNE B.	SUITE AG44	6323 GEORGIA AV NW	WASHINGTON	DC	20011
HINES, DANIEL S.	2132 R STREET NW		WASHINGTON	DC	20008
HOANG, REX H.	405 BUTTERNUT ST NW		WASHINGTON	DC	20012
HODGE, VERNETTA D.	1325 18TH ST. N.W #203		WASHINGTON	DC	20036
HODGES, SUSAN E.	SUITE 204	2305 18TH ST NW	WASHINGTON	DC	20009
HOFFMAN, BRUCE E.	412 First Street, SE	2nd Floor	WASHINGTON	DC	20003
HOFFMAN, JAMES L.	1331 PENNSYLVANIA AVENUE NW	SUITE 502	WASHINGTON	DC	20004
HOOD, ROBERT D	1712 EYE STREET NW	SUITE 812	WASHINGTON	DC	20006
HOPSON, CHRISTOPHER	SUITE 109	499 SOUTH CAPITOL ST	WASHINGTON	DC	20003
HOWARD, DANIEL N, JR	APT. 205	2501 25TH ST SE	WASHINGTON	DC	20817
HOWARD, PATRICK	641 G STREET SW		WASHINGTON	DC	20024
HOWELL, JIMMY	525 SCHOOL ST SW STE-202	suite 202	WASHINGTON	DC	20024
HOWZE, WILLIAM R.	SUITE 202	2526 PENNSYLVANIA AV SE	WASHINGTON	DC	20020
HUDGINS, WINFRED P, JR	3521 NEW HAMPSHIRE AVENUE NW		WASHINGTON	DC	20010
HUDSON, LYDIA M. LAWRE	1701 14TH ST NW		WASHINGTON	DC	20009
HUGHES, PATRICK L.	LYDIA M HUDSON DDS	SUITE 110	WASHINGTON	DC	20007
HUIJSSOON, JOHANNA	WITMAN/WALKER CLINIC	ELIZABETH TAYLOR MEDICAL CENTER	WASHINGTON	DC	20009

DEPARTMENT OF HEALTH  
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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
HUNT, MYRTA L	2112 F Street, NW	Suite 605	WASHINGTON	DC	20037
HUNTER, JOHN STEVEN	1202 SHEPHERD STREET, NW		WASHINGTON	DC	20011
IDOWU, AYODEJI TIMOTHY	SUITE 240	818 18TH STREET NW	WASHINGTON	DC	20006
INGBER, KENNETH A.	1900	MASSACHUSETTES AVE. S.E.	WASHINGTON	DC	20003
IRVIN, MARGARET H	2021 K ST NW	Suite 720	WASHINGTON	DC	20006
IRVINE, TORI A.	SUITE 108	4545 42ND ST NW	WASHINGTON	DC	20016
JACKSON, ANDREA D.	2506 Virginia Ave. NW		WASHINGTON	DC	20037
JACKSON, DANA C.	SUITE 310	600 W ST NW	WASHINGTON	DC	20059
JACKSON, TAWANN P	Howard University Hospital - Department of Der	2041 Georgia Avenue, NW	WASHINGTON	DC	20060
JADUN, ABDUL K	650 PENNSYLVANIA AVE SE	SUITE 460	WASHINGTON	DC	20003
JAHANMIR, GOLNAR	SUITE 0405	2802 RHODE ISLAND AV NE	WASHINGTON	DC	20018
JANGHA, KWEKU L.	Children's National Medical Center	111 Michigan Ave	WASHINGTON	DC	20010
JANI, KRISHNA S.	235 QUACKENBOS STREET NW		WASHINGTON	DC	20011
JEFFRIES, DEBRA L	SUITE D104	2440 VIRGINIA AVE NW	WASHINGTON	DC	20037
JOHN, ORVILLE W	SUITE 230	3230 PENNSYLVANIA AVENUE SE	WASHINGTON	DC	200203722
JOHNSON, ADOLPH W.	METRO DENTAL CENTER	SUITE 201	WASHINGTON	DC	20011
JOHNSON, ROBERT B.	1840 MICHIGAN AV NE		WASHINGTON	DC	20018
JOHNSON, SHARMAN	5225 WISCONSIN AVE. N.W.	# 401	WASHINGTON	DC	22015
JONCAS, GEORGE T.	1712 EYE ST NW	SUITE 414	WASHINGTON	DC	20006
JONCAS, JOHN M.	5840 MacArthur Blvd		WASHINGTON	DC	20016
JONES, DANIEL P.	5840 MACARTHUR BLVD		WASHINGTON	DC	20016
JONES, GILLIAN C.	631 FORTH STREET SW		WASHINGTON	DC	20024
JONES, PAUL	HOWARD UNIVERSITY HOSPITAL	2041 GEORGIA AVENUE	WASHINGTON	DC	20060
JONES, ROBERT L.	0631 4TH ST SW		WASHINGTON	DC	20024
JONES, ROSCOE T	7603 GEORGIA AVE., NW	SUITE 403	WASHINGTON	DC	20012
JONES-RICHARDSON, TRI	1238 MONROE ST NE		WASHINGTON	DC	20017
KABASELA, KALAMBAYI T	VAMC		WASHINGTON	DC	20422
KAHL, EDWARD D.	1201 SHERIDAN ST NW		WASHINGTON	DC	20011
KAIHARA, GARY G	SUITE 400	1712 I ST NW	WASHINGTON	DC	20006
KAPSHTICA, RENIS R.	SUITE 610	2440 M ST NW	WASHINGTON	DC	20037
KATE, WILLIAM, JR	1221 massachusetts ave, nw		WASHINGTON	DC	20005
KAUFMAN, STEVEN M.	3901 GEORGIA AVE NW		WASHINGTON	DC	20011
KAY, MARIE K.	STEVEN M. KAUFMAN DMD	1145 19TH STREET NW	WASHINGTON	DC	20036
KAZEMI, HAMID R.	AVENUE DENTAL CENTER	2121 WISCONSIN AVE NW #60	WASHINGTON	DC	20007
KELLY, AVIS O S	2814 ORDWAY ST NW		WASHINGTON	DC	20008
KHOZEIN, SHOKOUFEH	5900 NEW HAMPSHIRE AVENUE N.E.		WASHINGTON	DC	20011
KIMCHE, AARON	730 24TH STREET N.W.	SUITE 13	WASHINGTON	DC	20037
KING, CHRISTIAN A	5217 S DAKOTA AV NE		WASHINGTON	DC	20011
KING, JULIUS J., JR	0600 W ST NW		WASHINGTON	DC	20001
KING, KATHY SUE	5014 ARKANSAS AVE NW		WASHINGTON	DC	20011
KIRKLAND-BRISCOE, GAIL	SUITE 904	1712 I STREET NW	WASHINGTON	DC	20006
KIRSHBAUM, BERNARD H	3012 18TH ST N.E.		WASHINGTON	DC	20018
KONIGSBERG, HENRY J	2506 VIRGINIA AV NW		WASHINGTON	DC	20037
KOSSAK, MICHAEL E	490 LENFANT PL SW	SUITE 8210	WASHINGTON	DC	20024

DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
KRAINSON, PAUL M	1234 19 TH ST. NW	#308	WASHINGTON	DC	20038
KREUZER, DONALD W	SUITE #102	4740 CONNECTICUT AV NW	WASHINGTON	DC	20008
KRISTALLIS, THANOS T.	2506 VIRGINIA AV NW		WASHINGTON	DC	20037
KUWABARA, ALAN K.	SUITE 820	2021 K STREET NW	WASHINGTON	DC	20006-1003
LACEY, ANTONIO E	5048 WISCONSIN AVE NW	SUITE 200	WASHINGTON	DC	20016
LAMB, MICHAEL F		825 North Capitol Street NE	WASHINGTON	DC	20001
LAMBERT, NADINA	SUITE 006	1160 VARNUM ST NE SUITE 006	WASHINGTON	DC	20017
LANDY, MICHAEL G.	MCDERMOTT GIANNINI & GRAY DENTAL	ASSOCIATES P.C.	WASHINGTON	DC	20016
LANE, STUART W.	SUITE 131	4600 CONNECTICUT AV NW	WASHINGTON	DC	20008
LANGE, GLENN R		5100 WISCONSIN AVE., NW	WASHINGTON	DC	20016
LAROSE, PAUL J	3409 WISCONSIN AV NW		WASHINGTON	DC	20016
LASKY, ANDREW M	SUITE 404	1634 I STREET NW	WASHINGTON	DC	20006
LAURENCE, BRIAN E.	1314 18TH ST NW #201		WASHINGTON	DC	20036
LAWOYIN, DAVIDSON O.	HOWARD UNIVERSITY	600 W STREET NW	WASHINGTON	DC	20059
LE, CHINH N.	HOWARD UNIVERSITY COLLEGE OF DENT	DEPARTMENT OF ORAL AND MAXILLOF	WASHINGTON	DC	20059
LEE, CHERYL Y	1990 K Street NW	Suite 15 B	WASHINGTON	DC	20009
LEE, FRANCES C	1010 QUINCY ST NE		WASHINGTON	DC	20017
LEE, FRED M	1728 VERBENA ST NW		WASHINGTON	DC	20012
LEE, RICHARD Y.	1824 CALVERT ST NW		WASHINGTON	DC	20009-1906
LEE, VIRGINIA E	214 2ND STREET SE		WASHINGTON	DC	20003
LEVIN, HARVEY M	SUITE 333	1145 19TH ST NW	WASHINGTON	DC	20036
LEVY, RICHARD A	SUITE 802	1712 I ST NW	WASHINGTON	DC	20006-3748
LEVY, RUSTIN	1325 18TH STREET NW #204		WASHINGTON	DC	20036
LIANG, CHRISTOPHER G	1747 Pennsylvania Ave, NW	Suite G-100	WASHINGTON	DC	20006
LIANG, DONALD V	SUITE 518	5100 WISCONSIN AVE NW	WASHINGTON	DC	20016
LIEBERMAN, JAY E	5100 WISCONSIN AV NW		WASHINGTON	DC	20016
LIEVANO, SAMUEL H	SUITE LL56	919 19TH ST NW	WASHINGTON	DC	20006
LINDQUIST, CLARENCE C	2112 F Street, NW	Suite 704	WASHINGTON	DC	20037
LLOYD, COLLEEN I	2021 K ST. N.W.	SUITE 317	WASHINGTON	DC	20006
LOCKETT, THOMAS E.	1647 BENNING RD NE	Suite 204	WASHINGTON	DC	20002
LOCKLEAR, LYNN	409 T ST NW		WASHINGTON	DC	20001
LOEWINGER, MICHELLE P	437 CEDAR STREET NW		WASHINGTON	DC	20012
LOUIE, JIM HONG	1140 19TH STREET NW STE-450		WASHINGTON	DC	20036
LOUKAITIS, CHRISTOS C	SUITE 802	1800 I ST NW	WASHINGTON	DC	20006-5407
LUZIETTI, FREDRICK W	SUITE 201	4418 MACARTHUR BOULEVARD NW	WASHINGTON	DC	20007
LYLES, LARRY G	SUITE 518	2021 K STREET NW	WASHINGTON	DC	20006
MADDEN, GERARD A	5503 GEORGIA AV NW		WASHINGTON	DC	20011
MADISON, SHARON B	4501 conn ave nw		WASHINGTON	DC	20008
MAHAJAN, ALKA	SUITE 450	1140 19TH ST NW	WASHINGTON	DC	20036
MAIESE, PHILIP M	1800 I St., N.W. Suite 801		WASHINGTON	DC	20006
MAJID, YASMIN B	SUITE 605	2112 F ST NW	WASHINGTON	DC	20037
MAKHENE-DELOACH, MO	2401 CALVERT ST NW #106		WASHINGTON	DC	20008
MALLEK, HENRY M.	600 W STREET NW	COLLEGE OF DENTISTRY	WASHINGTON	DC	20059
MALONE, BENNYE L.	HENRY MALLEK DMD PHD	SUITE 219	WASHINGTON	DC	20016

DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
MALONE, THOMAS O	1341 PENNSYLVANIA AV SE		WASHINGTON	DC	20003
MAMCHUR, YEKATERINA	1341 PENNSYLVANIA AV SE		WASHINGTON	DC	20003
MANNING-COX, GEORGET	1990 K street NW	suite 15 A	WASHINGTON	DC	20006
MARKOWITZ, ERIC S	0600 W ST NW		WASHINGTON	DC	20059
MARKOWITZ, SIDNEY S	SUITE 316	1145 19TH STREET NW 316	WASHINGTON	DC	20036
MARLIN, GERALD M	SUITE 316	1145 19TH ST NW	WASHINGTON	DC	20036
MARSHALL, RAYMOND C.	SUITE 220	4400 JENIFER STREET NW	WASHINGTON	DC	20015
MARTIN, BERTHA M	HOWARD COLLEGE OF DENTISTRY	600 W STREET NW	WASHINGTON	DC	20059
MARTIN, JACQUELINE S	Retired		WASHINGTON	DC	20020
MARTIN, JOHN W	JACQUELINE S HARRIS DDS	1145 19th Street N.W. #714	WASHINGTON	DC	20036
MARTIN, ROBERT E	4347 NEBRASKA AVE., NW		WASHINGTON	DC	20016
MARX, ALAN S	3609 GEORGIA AVE NW		WASHINGTON	DC	20010
MAY, OSIE A.	1901 PENNSYLVANIA AVENUE N.W.	#905	WASHINGTON	DC	20006
MAZZELLA, WALTER J	0600 W ST NW		WASHINGTON	DC	20001
MCCLURE, MARK J	SUITE 335	4400 JENIFER ST NW	WASHINGTON	DC	20015
MCCOY-COLLINS, RENEE	NATIONAL INTERGRATED HLTH ASSOC.	5225 WISCONSIN AVE. NW	WASHINGTON	DC	20015
MCDERMOTT, BERNARD	1900 MASSACHUSETTS AVE SE		WASHINGTON	DC	20003
MCINTYRE, GLENN C	MCDERMOTT GIANNINI & GRAY DENTAL	4801 Wisconsin Ave. SUITE 200	WASHINGTON	DC	20016-4629
MCKINNEY, ARTHUR L	SUITE 406	5100 WISCONSIN AVENUE NW	WASHINGTON	DC	20016
MCNAIR, LARRY F.	3114 GEORGIA AV NW		WASHINGTON	DC	20010
MELROD, DAVID M.	2033 Hamlin Street, NE		WASHINGTON	DC	20018
MENDOZA, HECTOR A	2311 M STREET NW #404		WASHINGTON	DC	20037
MENHINICK, KIM ANNA	SUITE 510	818 18TH STREET	WASHINGTON	DC	20006
MEYER, DONALD J	DRS. COHEN GOODMAN SIMON & RIBERA	1140 NINETEENTH STREET NW	WASHINGTON	DC	20036-6601
MICHAEL, PETER P	3301 NEW MEXICO AVE NW		WASHINGTON	DC	20016
MILLER, GARRY M	SUITE 201	5100 CONNECTICUT AV NW	WASHINGTON	DC	20008
MILLER, JAY P.	1747 PENNSYLVANIA AVENUE NW		WASHINGTON	DC	20006
MILLER, THEODORE A	1610 FOXHALL ROAD NW		WASHINGTON	DC	20007
MILLER, THOMAS E	SUITE 702	1800 I ST NW	WASHINGTON	DC	20006
MILLIRON, DENNIS R.	910 17TH ST NW	Suite108	WASHINGTON	DC	20006
MILLS, CHRISTINA	2440 VIRGINIA AVE N.W SUITE D-104		WASHINGTON	DC	20037
MILOBSKY, STANLEY A	SUITE #800	1712 I ST NW	WASHINGTON	DC	20006
MILTON, WILLIAM F., III	1800 I ST NW	SUITE 703	WASHINGTON	DC	20006
MILZMAN, BRUCE I	5505 5th St. NW.	suite 102	WASHINGTON	DC	20011
MINOVI, LIZA	5101 WISCONSIN AVE	SUITE 300	WASHINGTON	DC	20016
MITCHELL, CANDACE E	1234 19th Street N.W.	Suite 400	WASHINGTON	DC	20036
MITCHELL, WILLIAM P	2333 Ontario Road, NW		WASHINGTON	DC	20009
MOHAMED, FAZIL A	SUITE T1	0400 G ST NE	WASHINGTON	DC	20002
MOHAMMADI, MARYAM	6605 GEORGIA AVENUE NW		WASHINGTON	DC	20012
MOISEWITSCH, JULIAN R	MARYAM MOHAMMADI DDS PC	SUITE 328	WASHINGTON	DC	20037
MOKHTARZADEH-AKHTAR	SUITE 303	5225 WISCONSIN AVE	WASHINGTON	DC	20015
MONGELOS, GUSTAVO N	CAPITOL DENTAL GROUP, P.C.	3301 NEW MEXICO AVENUE NW	WASHINGTON	DC	20016
MONIREH, ROUDSARI VAH	SUITE 144	4301 CONNECTICUT AVE NW	WASHINGTON	DC	20008
MONROE, QUENTIN E	SUITE G	3 WASHINGTON CIRCLE	WASHINGTON	DC	20037

DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
MOODY, EDWARD L	4300 Wheeler Road SE		WASHINGTON	DC	20032
MOPSIK, EDWARD R	HOWARD UNIVERSITY COLLEGE OF DENTISTRY	600 W STREET NW	WASHINGTON	DC	22059
MORGAN-BELCHER, A L	3301 NEW MEXICO AVE NW		WASHINGTON	DC	20016
MORRISON, ERIC K	6323 GEORGIA AV NW		WASHINGTON	DC	20011
MORRISON, ISAIAH P, III	4301 50TH STREET NW		WASHINGTON	DC	20016
MORTON, IRIS JEFFRIES	SUITE 3	2300 GOODHOPE RD SE	WASHINGTON	DC	20020
MOSTAGHIM, DARIUSH	2712 UNICORN LANE NW		WASHINGTON	DC	20015
MOUSSAVI, SEDDIGHEH	SUITE 304	2112 F ST NW	WASHINGTON	DC	20037
MUHAMMAD, LAURA W.	3519 14TH ST NW		WASHINGTON	DC	20010
MUMFORD, THADDEUS Q	AMNIMAR SERVICES	3114 GEORGIA AVENUE NW	WASHINGTON	DC	20030
MURAKAMI, RAYMOND S	3801 MINNESOTA AV NE		WASHINGTON	DC	20019
MUSTAPHA, INDRA Z	SUITE 200	1234 19TH ST NW	WASHINGTON	DC	20036
NAKHGEVANY, ROYA B.	701 PENNSYLVANIA AVE NW #1028		WASHINGTON	DC	20004
NASR, MAHMOUD F	5225 Wisconsin Ave	Suite 604	WASHINGTON	DC	10010
NAVABI, ADAM	0600 W ST NW		WASHINGTON	DC	20001
NEILL, MARY E	FRIENDSHIP HEIGHTS DENTISTRY	5100 WISCONSIN AVENUE N.W.	WASHINGTON	DC	20016
NEVINS, JOEL F	SUITE 500	2311 M STREET NW	WASHINGTON	DC	20037-1445
NGHIEM, HOA T	1712 I ST NW		WASHINGTON	DC	20006
NOGUERA, ANGELA P	5001 5TH STREET NW	WASHINGTON USA	WASHINGTON	DC	20011
NOKKEO, JAY	SUITE 522	2021 K STREET NW	WASHINGTON	DC	20006-1003
OBAYOMI, TEMIDAYO A	WASHINGTON HOSPITAL CENTER	110 IRVING STREET N.W.	WASHINGTON	DC	20010-2975
OBEID, GEORGE	HOWARD UNIVERSITY HOSPITAL	2041 GEORGIA AVENUE N.W.	WASHINGTON	DC	20060
ODONOGHUE, NANCY G	110 IRVING ST NW		WASHINGTON	DC	20010
OGUNTMEIN, JOSEPHINE	3201 NEW MEXICO AV NW #230		WASHINGTON	DC	20016
OLAN-RODRIGUEZ, LUCIA	SUITE 204	1647 BENING ROAD NE	WASHINGTON	DC	20002
O'LEARY, DENNIS S	600 W STREET NW		WASHINGTON	DC	20059
OLIVER, MARCIA E.	5840 MACARTHUR BLVD NW		WASHINGTON	DC	20016
ORCHIN, ANDREW M.	ROY BAPTISTE PC	3130 MARTIN LUTHER KING JR AVENUE	WASHINGTON	DC	20032
ORCHIN, JEREMY D	5301 WISCONSIN AVENUE NW	Suite 200	WASHINGTON	DC	20015
OSSEIRAN, HASAN S	5301 WISCONSIN AVE NW	SUITE 200	WASHINGTON	DC	20015
OWENS, KAREN S.	2506 VIRGINIA AVE. N.W.		WASHINGTON	DC	20037
PALANDJIAN, CATHERINE	2041 M L KING JR AV SE		WASHINGTON	DC	20020
PALIAN, PIERRE L	2417 HUIDEKOPER PLACE NW		WASHINGTON	DC	20007
PALMER, JAMES E	SUITE 104	2844 WISCONSIN AVE NW	WASHINGTON	DC	20007
PALMER, JOHN H	129 ADAMS STREET NW		WASHINGTON	DC	20001
PARKER LOCKETT, MICHE	5001 5TH ST NW		WASHINGTON	DC	20011
PASCAL, MICHAEL I	UNITY HEALTH CARE	1100 FIRST STREET NW	WASHINGTON	DC	20001
PATINO, HAYDEN A	SUITE 502	1234 19TH ST NW	WASHINGTON	DC	20036
PAYDAR, PARISA	2811 pennsylvania ave, se	suite 2	WASHINGTON	DC	20020
PEARCE, MICHAEL F.	1800 I Street NW	Suite 801	WASHINGTON	DC	20006
PENN, SHELTON R	1145 19TH STREET NW	SUITE 316	WASHINGTON	DC	20036
PENSKI, JUDITH A	0005 BARNEY CI SE		WASHINGTON	DC	20003
PERRY-DODSON, ELIZABE	SUITE 108	4545 42ND ST NW	WASHINGTON	DC	20016
PETERSON, LARRY J	7310 ALASKA AVE. N.W.	& 3103 GEORGIA AVE.N.W.	WASHINGTON	DC	20012

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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
PETERSON, SUSHILA J.	1234 19TH ST. NW	SUITE #200	WASHINGTON	DC	20036
PHAM, ANH H	3816 8TH ST NW		WASHINGTON	DC	20011
PHILIPS, STEVEN	HOWARD UNIVERSITY HOSPITAL	SUITE 4C47	WASHINGTON	DC	20060
PHILLIPS, RUSSELL W	4900 MASSACHUSETTS AV NW		WASHINGTON	DC	20016
PITTMAN, DELORES H.F.	1625 "K" ST N.W.	SUITE #LL-1	WASHINGTON	DC	20006
PLA, RAYMOND A	400 8TH STREET NE		WASHINGTON	DC	20002
PLEVA, SUSAN F.	4648 LIVINGSTON ROAD SE		WASHINGTON	DC	20032
POLLOWITZ, MICHAEL R	1712 Eye Street N.W.		WASHINGTON	DC	20006
PORVAZNIK, CHARLES	SUITE 204	4910 MASSACHUSETTS AVE NW	WASHINGTON	DC	20016
POWERS, CARLOS H	2021 K STREET. N.W.	SUITE 720	WASHINGTON	DC	20006
PRICE, STEVEN A.	1334 G Street	SE	WASHINGTON	DC	20003
PROGEBIN, KEITH	SMILE PERFECTION DENTAL ASSOCIATES	5840 MAC ARTHUR BOULEVEARD NW	WASHINGTON	DC	20016
PROSPER, TRUIT R.	1145 19TH STREET	SUITE 600	WASHINGTON	DC	20036
PUKATCH, JEFFREY M		2500 WISCONSIN AVENUE, NW	WASHINGTON	DC	20007-4528
RAMS, MARGARET A	SUITE 904	1712 I ST NW	WASHINGTON	DC	20006
RAMS, THOMAS E	SUITE #105	1026 16TH ST NW	WASHINGTON	DC	20036
RASHIDCHI, SOHEIL	SUITE 105	1026 16TH ST NW	WASHINGTON	DC	20036
RASTEGARI, AKRAM	7826 EASTERN AVENUE NW		WASHINGTON	DC	20016
RAY, NICOLE WINFIELD	5415 Connecticut Avenue NW	Suite A	WASHINGTON	DC	20015
RAY, ROBERT G.	3901 Georgia Ave NW		WASHINGTON	DC	20011
REARDON, DANIEL		227 MASSACHUSETTS AVE., NE, #3	WASHINGTON	DC	20002
REID, ERROL N	4516 Windom Place, N.W.		WASHINGTON	DC	200016
REID, LESLIE B	ERROL N REID	SUITE 402	WASHINGTON	DC	20006
REQUIAO, LIGIA S	HOWARD UNIV COLLEGE OF DENTISTRY	600 W STREET NW	WASHINGTON	DC	20059
REY, MARIA C.	SUITE 109	4607 CONNECTICUT AVENUE NW	WASHINGTON	DC	20008
REZA, MOINI M.	555 12TH STREET N.W.		WASHINGTON	DC	20004
REZAI, RAHELE F.	SUITE 323	3301 NEW MEXICO AVE NW	WASHINGTON	DC	20016
REZVANI, CAROLINE S.	HOWARD UNIVERSITY COLLEGE OF DENT	600 W STREET NW	WASHINGTON	DC	20059
REZVANI, FERREIDON	1712 I STREET NW.	SUITE 600	WASHINGTON	DC	20006
REZVANI, NADER	SUITE 600	1712 EYE STREET NW	WASHINGTON	DC	20006
RHODES, BRIDGETTE H.	SUITE 301	908 NEW HAMPSHIRE AV NW	WASHINGTON	DC	20037
RHODES, JUANITA E	DR ST ELMO CRAWFORD & ASSOCIATES	1922 BENNING RD NE	WASHINGTON	DC	20002
RIBERA, MICHAEL J	1647 BENNING RD NE		WASHINGTON	DC	20002
RICHARDSON, LAINA C	1140 19th Street, NW	Suite 400	WASHINGTON	DC	20036
RICHESON, JAMES G, JR	SUITE 405	5100 WISCONSIN AVE	WASHINGTON	DC	20016-4119
RISK, DOUGLAS L	SUITE 340	4400 JENIFER ST NW	WASHINGTON	DC	20015-2113
RIVERA, HELEN C	Hq AFMSA/SGCB	110 Luke Ave	Bolling AFB	DC	20032
RIVERA-MEDINA, ANGEL	SUITE 213	1325 18TH ST NW	WASHINGTON	DC	20036-6505
RIZKALLA, NAGUIB E	1325 18TH ST. NW #213		WASHINGTON	DC	20036
ROBERTS, DON K.	2017 BUNKER HILL RD.	N.E.	WASHINGTON	DC	20018
ROBINSON, GRACE E.	5437 Connecticut Ave NW	Suite 203	WASHINGTON	DC	20015
ROBINSON, WILLIAM R	HOWARD UNIVERSITY COLLEGE OF DENT	600 W STREET NW	WASHINGTON	DC	20059
RODGERS, NATHANIEL	SUITE 102	5406 CONNECTICUT AV NW	WASHINGTON	DC	20015
RODRIGUEZ, CAROLINA	3417 MINNESOTA AV SE		WASHINGTON	DC	20019

DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
RODRIGUEZ, CLARA I	919 18th Street NW	Suite LL-52	WASHINGTON	DC	20006
ROEN, RICHARD L	SUITE LL-52	919 18TH STREET NW	WASHINGTON	DC	20006
ROSENBAUM, JEFFREY I	1234 19TH ST NW		WASHINGTON	DC	20036
ROSE-NELSON, CAMILLE	SUITE #402	1234 19TH ST NW	WASHINGTON	DC	20036
ROSHANKAR, FATEMEH	SUITE 400 Room 4B.5F	600 W STREET NW	WASHINGTON	DC	20059
ROSS, STUART	YOSEFI WASHINGTON CLINIC	THREE WASHINGTON CIRCLE	WASHINGTON	DC	20037
ROTHKOPF, DAVID	SUITE LL-50	919 18TH ST NW	WASHINGTON	DC	20006
ROUSE, LEO E.	SUITE 306	2141 K ST NW	WASHINGTON	DC	20037
ROXBOROUGH, JOHN W.	HOWARD UNIVERSITY COLL OF DENTISTR	DIXON BUILDING	WASHINGTON	DC	20059
RUSSELL, DONALD M	6101 16TH STREET NW	APT. 716	WASHINGTON	DC	20011
RUSSO, PAULA L	0600 W ST NW		WASHINGTON	DC	20001
RYAN, MARK PLAUCHE	SUITE 522	2021 K STREET NW	WASHINGTON	DC	20006-1003
SABAYA, PETER O	1330 NEW HAMPSHIRE AVENUE N.W.	SUITE B-3	WASHINGTON	DC	20036
SACOTO, FREDDY	114 TAUSSIG PLACE NE		WASHINGTON	DC	20011
SAID, HODA E.	SUITE LL20	818 18TH ST NW	WASHINGTON	DC	20006
SAINT-PHARD SHAW, MAR	2108 18TH Street NW		WASHINGTON	DC	20009
SALHA, ANWAR A	A GREAT SMILE DENTAL CARE	7826 EASTERN AVENUE NW	WASHINGTON	DC	20012
SALTER, REGINALD O.	2440 M.street.NW.ste# 325		WASHINGTON	DC	20037
SAM, FRANCES E.	4300 wheeler road S.E.	#10	WASHINGTON	DC	20031
SAMADDAR, SHEILA M.	930 M STREET NW	APT. 415	WASHINGTON	DC	20001
SANDERS, CHARLES F, JR	1120 19th Street NW	#316	WASHINGTON	DC	20036
SAPPERSTEIN, RICHARD	0600 W ST NW		WASHINGTON	DC	20059
SAUNDERS, JOHN W, JR	SUITE 108	5225 CONNECTICUT AV NW	WASHINGTON	DC	20015
SAVOIA, RODNEY D	4214 BENNING RD NE	SUITE #104	WASHINGTON	DC	20019
SCHATZ, CLARENCE F	SUITE 205	1111 19TH ST NW	WASHINGTON	DC	20036
SCHNEIDER, EVERETT A	4704 WISCONSIN AV NW		WASHINGTON	DC	20016
SCHNEIDERMAN, BRAD S	1712 EYE ST NW	SUITE 1000	WASHINGTON	DC	20006
SCHWARTZ, ADAM D.	1234 19TH ST NW	SUITE 900	WASHINGTON	DC	20036
SCHWARTZ, ANDREW L.	SUITE 419	4545 CONNECTICUT AVENUE NW	WASHINGTON	DC	20008
SCOTT, IRA L	CAPITOL ORTHODONTICS, PC	1325 18TH STREET NW	WASHINGTON	DC	20036
SEABERRY, LASHAUNDA	4910 MASS AVENUE NW	SUITE 316	WASHINGTON	DC	20016
SEBOR, RAYMOND J	4201 Massachusetts Ave.	SUITE 1040-C	WASHINGTON	DC	20016
SEDERLOF,DDS, MS, LEEN	4830 V ST NW		WASHINGTON	DC	20007
SEIDEN, GARY J.	3046 P ST NW		WASHINGTON	DC	20007
SELVAGGIO, SALVATORE	1730 WILLARD STREET NW		WASHINGTON	DC	20009
SENDROFF, JOEL W	3601 CONNECTICUT AVENUE NW	SUITE 1	WASHINGTON	DC	20008
SEYMOUR, LORETA	5415 CONNECTICUT AV NW		WASHINGTON	DC	20015
SHAFIE, HAMID R.	6323 GEORGIA AVENUE NW		WASHINGTON	DC	20011
SHAHINFAR, MAHNAZ	2440 M STREET NW	SUITE 328	WASHINGTON	DC	20037
SHAPIRO, BRUCE	5100 Wisconsin Ave.	Suite #309	WASHINGTON	DC	20016
SHEFFERMAN, JOHN C.	1800 M St., N.W.		WASHINGTON	DC	20036
SHELBY, REGINALD W	1747 PENNSYLVANIA AVE N.W. #120		WASHINGTON	DC	20006
SHOUHAYIB, AKRAM	UNITY HEALTHCARE IN	3020 14TH STREET NW	WASHINGTON	DC	20001
SHUB, ROBERT E	1990 K ST NW	SUITE 15A	WASHINGTON	DC	20006

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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
SHULMAN, STANLEY E.	3003 VAN NESS ST NW		WASHINGTON	DC	20008
SIEWE, MARIANNE S.		5002 MASSACHUSETTS AVE., NW	WASHINGTON	DC	20016
SIMON, FREDRIC H	1201 SHERIDAN STREET NW.		WASHINGTON	DC	20011
SIMPSON, DONDRE C.	1140 19TH STREET NW	SUITE 400	WASHINGTON	DC	20036-6601
SIMS, MICHAEL A.	SUITE 2	6101 16 STREET NW	WASHINGTON	DC	20011
SINGER, ALAN H.	6TH FLOOR SUITE 608	1145 - 19TH STREET NW	WASHINGTON	DC	20036
SINGER, JEFFREY R	1234 19TH ST. NW	SUITE 508	WASHINGTON	DC	20036
SINGER, LAWRENCE D	2111 PHELPS PLACE NW		WASHINGTON	DC	20008-4036
SINGH, RAJENDRA P.	818 18th Street, NW	Suite 747	WASHINGTON	DC	20006
SINGLA, RAKESH KUMAR	Howard University College of Dentistry	600 W Street, NW	WASHINGTON	DC	20059
SINKFORD, JEANNE C	1328 SOUTHERN AVE SE	#217	WASHINGTON	DC	20032
SKOULAS, ANGELIQUE D.	1765 VERBENA NW		WASHINGTON	DC	20012
SLOTKOFF, XAVIER	4545 42ND STREET NW	SUITE 108	WASHINGTON	DC	20016
SMITH, STANLEY T	SUITE 514	1712 I STREET NW	WASHINGTON	DC	20006
SMYTH, ROBERT N	3609 GEORGIA AV NW	SUITE #3	WASHINGTON	DC	20010
SOGA, NADINE	ROBERT N SMYTH DDS MS MPA	SUITE 335	WASHINGTON	DC	20015
SOKOLY, THOMAS DAVID	SUITE 105	1026 SIXTEENTH ST NW	WASHINGTON	DC	20036
SOLUTI, ABDULLAH	1111 19TH STREET N W	SUITE 210	WASHINGTON	DC	20036
SONNIER, JEZELLE A.	5100 Wisconsin Avenue NW	Suite 309	WASHINGTON	DC	20016
SPIEGELMAN, DAVID A		3000 CONNECTICUT AVE., NW	WASHINGTON	DC	20008
STALLSMITH, JEFFRY B	SUITE 904	1712 I ST NW	WASHINGTON	DC	20006
STANARD, MARC P	0027 6TH ST NE		WASHINGTON	DC	20002
STANGEL, IVAN	SUITE 305	1350 CONNECTICUT AVENUE NW	WASHINGTON	DC	20036
STARR, NEIL L	60 "O" Street, NW		WASHINGTON	DC	20001
STEELE, BRUCE E, JR	SUITE 306	1234 19TH STREET NW	WASHINGTON	DC	20036
STEIN, CHESTER M	1605 foxhall rd n.w.		WASHINGTON	DC	20007
STEIN, STEVEN ELLIOT	CHESTER M STEIN DDS PC	SUITE 202	WASHINGTON	DC	20006
STEINLEN, RICHARD J.	2715 PENNSYLVANIA AV SE		WASHINGTON	DC	20020
STIGLITZ, MICHAEL P.	SUITE 200	4900 MASSACHUSETTS AVE NW	WASHINGTON	DC	20016
STODDART, JANET A.	SUITE 500	2311 M STREET NW	WASHINGTON	DC	20037-1495
STOKES, RALPH M.	3020 14th St., NW		WASHINGTON	DC	20009
STOUTE, BRIAN	1214 V STREET, SE		WASHINGTON	DC	20020
STOUTE, KENNETH	600 W Street, N.W.		WASHINGTON	DC	20059
STUART, LYNETTE M	3721 SUITLAND RD.SE		WASHINGTON	DC	20020
STUBBS, ARTHUR D	0600 W ST NW		WASHINGTON	DC	20001
SUDDATH, MICHAEL O.	411 8TH ST SE		WASHINGTON	DC	20003
SULLIVAN, DANIEL Y	1712 I ST NW	SUITE 900	WASHINGTON	DC	20006
SUMITRA, IVAN	SUITE 610	2440 M ST NW	WASHINGTON	DC	20037
SURPRENANT, FRANCIS G	2430 RHODE ISLAND AV NE		WASHINGTON	DC	20018-2839
SUSHNER, NEIL I	FRANCIS G. SURPRENANT DDS	SUITE 202	WASHINGTON	DC	200007
SUTTON, LEROY A., JR.	SUITE 320	1120 19TH ST NW	WASHINGTON	DC	20036
TABACCO, MICHAEL J	2300 GOOD HOPE ROAD SE	SUITE NO. 3	WASHINGTON	DC	20020
TATE, ANUPAMA RAO	SUITE 109	4607 CONNECTICUT AVENUE NW	WASHINGTON	DC	20008
TAYLOR, CLEO	CHILDREN'S NATIONAL MEDICAL CENTER	DEPARTMENT OF DENTISTRY	WASHINGTON	DC	20010

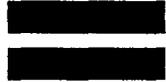
DEPARTMENT OF HEALTH  
D.C. BOARD OF DENTIST  
JULY "2006"

NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
TAYLOR, VANNIE L.	7826 EASTERN AVE NW #405		WASHINGTON	DC	20012
TEITZMAN, ALAN B	THE WASHINGTON DENTAL STUDIO	1234 19TH ST.	WASHINGTON	DC	20036
TELIS, SHERMAN H.	499 SOUTH CAPITAL STREET SW	SUITE 109	WASHINGTON	DC	20003
THOMAS, GEORGE P.	SHERMAN H. TELIS DDS	1925 K STREET NW	WASHINGTON	DC	20006
THOMAS, MARVETTE E.	HOWARD UNIVERSITY	COLLEGE OF DENTISTRY	WASHINGTON	DC	20059
THOMPSON, LISA V.	SUITE 100	1301 MASSACHUSETTS AVENUE	WASHINGTON	DC	20005
THOMPSON, OSWALD N.	D M H ST. ELIZABETHS DENTAL CLINIC	2700 MARTIN LUTHER KING JR. AVE	WASHINGTON	DC	20032-2601
THOMSON, ALEXANDRA E	2041 M L KING JR AV SE		WASHINGTON	DC	20020
THORNTON, WILLIAM N., I	412 1ST ST SE		WASHINGTON	DC	20003
THWAITES, MELANIE S	WHITMAN WALKER CLINIC-ETMC	1701 14TH STREET, N.W.	WASHINGTON	DC	20009
TIGANI, ROBERT J	600 W Street, NW		WASHINGTON	DC	20059
TIGANI, STEPHEN P	SUITE 822	2021 K ST NW	WASHINGTON	DC	20006
TONG, GEORGE C	4545 42ND ST. NW #102		WASHINGTON	DC	20016
TORRES, RAFAEL E.	SUITE 401	1111 19TH STREET NW	WASHINGTON	DC	20036
TOWNS, JAMES	Las Americas Dental Health	3165 Mt. Pleasant Street, NW	WASHINGTON	DC	20010
TRAN, KHOI Q	6400 GEORGIA AV NW		WASHINGTON	DC	20012
TRAN, TUAN M.	SUITE 1	700 7TH ST SW	WASHINGTON	DC	20024
TRATENSEK, KAREN B	CENTER FOR COSMETIC DENTISTRY	1800 K STREET NW	WASHINGTON	DC	20006
TROMBLAY, MARK A.	111 MICHIGAN AVE NW		WASHINGTON	DC	20010
TSAKNIS, JOHN A.	EUGENE C. GADAIRE DDS PC	2440 M STREET NW	WASHINGTON	DC	20037
TURNER, JOHN M	TSAKNIS DENTAL GROUP PLLC	1221 MASSACHUSETTS AVENUE	WASHINGTON	DC	20005
URENA, JUSTINA	SUITE #803	1800 EYE ST NW	WASHINGTON	DC	20006
VAFIDES, DONALD A		3165 MT. PLEASANT ST. NW	WASHINGTON	DC	20010
VAJDI, MEHRDAD	1120 19th Street, NW	SUITE 316	WASHINGTON	DC	20036
VALDES, EDUARDO	908 NEW HAMPSHIRE AVE	SUITE 100	WASHINGTON	DC	20037
VARGAS, JOHN K.	SPANISH CATHOLIC CENTER	1918 MONROE STREET NW	WASHINGTON	DC	20010
VEMURI, SUJATHA	555 12th street		WASHINGTON	DC	20004
VICTOR, TERRY	UnityHealth Care	850 Delaware Ave,S.W	WASHINGTON	DC	20024
WALKER, PAULA A.	2936 FORT BAKER DR SE		WASHINGTON	DC	20020
WALL, THOMAS M	623 PICKFORD PL. NE	UNIT 2	WASHINGTON	DC	20002
WARNER, OSWALD G, JR	SUITE 404	1712 I STREET NW	WASHINGTON	DC	20006
WAROICH, MOJDEH J.	SUITE 108	30 KENNEDY ST	WASHINGTON	DC	20011
WATERS, TERRELL A	1901 PENNSYLVANIA AVE, NW	SUITE. 905	WASHINGTON	DC	20006
WATKINS, BENJAMIN O	4300 WHEELER RD SE		WASHINGTON	DC	20032
WATKINS, BENJAMIN O., II	3326 GEORGIA AVE.	FLOOR 2	WASHINGTON	DC	20010
WEBSTER, CHARLES	DRS SULLIVAN AND KAIHARA LTD	SUITE 610	WASHINGTON	DC	20037
WEBSTER, EMILE M	222 UPSHUR STREET NW	FLOOR #222	WASHINGTON	DC	20011
WEINER, LOWELL B	1726 UPSHUR ST NW		WASHINGTON	DC	20011
WEISS, JACK M.	NATIONAL INTERGRATED HLTH ASSOC.	5225 WISCONSIN AVE. NW	WASHINGTON	DC	20015
WEST, NATHANIEL M	4545 CONNECTICUT AVE., NW	SUITE 419	WASHINGTON	DC	20008
WHITAKER, AARON T.	HOWARD UNIVERSITY	600 W ST NW	WASHINGTON	DC	20059
WHITE, LEROY L.	WHITAKER'S DENTAL OFFICE	529 FLORIDA AVENUE NW	WASHINGTON	DC	20001
WHITFIELD-LOCKE, DIANN	Dr. Lorenzo McKenney	3114 Georgia Ave., NW	WASHINGTON	DC	20010
WILLIAMS, RICHARD MICH	DIANE WHITFIELD-LOCK	3333 14TH ST	WASHINGTON	DC	20010

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NAME	ADDRESS	ADDRESS	CITY	STATE	ZIP CODE
WILLIAMS, THOMAS P.	4400 JENIFER STREET	SUITE 270	WASHINGTON	DC	20015-2516
WILLIS, ALLENA B	SUITE 305	1800 K STREET NW	WASHINGTON	DC	20006
WILSON, TANYA R		3012 18 th Street NE	WASHINGTON	DC	20018
WINFREE, WILLIE J	TANYA R WILSON DDS	2506 VIRGINIA AVE NW	WASHINGTON	DC	20037
WONG, RANDALL E	HOWARD UNIVERSITY	600 W STREET N.W.	WASHINGTON	DC	20059
WOODS, DEXTER A.	SUITE 3	1601 18TH ST NW	WASHINGTON	DC	20009
WYCHE, HAYWOOD E.	600 "W" Street		WASHINGTON	DC	20059
YALCH, JOSEPH P, JR	1145 19TH STREET N.W.	SUITE 316	WASHINGTON	DC	20036
YAZDANI, SHILA	1747 PENNSYLVANIA AVE. NW # B-170	Suite B 170	WASHINGTON	DC	20006
YOUSEFI, MEHDI S		2800 QUEBEC ST., NW	WASHINGTON	DC	20008
YUAN, MONIQUE R.	SUITE G	3 WASHINGTON CIRCLE	WASHINGTON	DC	20037
ZABLOTNY, FLORIAN H	1829 Wyoming Ave., NW		WASHINGTON	DC	20009
ZALEWSKY, JUSTIN D.	FLOOR 1	600 W ST NW DEPT OF PERIODONTICS	WASHINGTON	DC	20059
ZELLER, WENDY A	238 BROOKLEY AVENUE		BOLLING AFB	DC	20032
ZIMMET, EDWIN J	SUITE 100	509 SECOND ST NE	WASHINGTON	DC	20002
ZUKERBERG, ILANA	EDWIN J ZIMMET DMD CHTD	SUITE 400	WASHINGTON	DC	20037

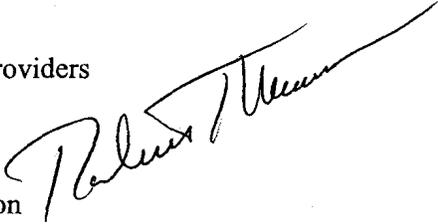
**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health**  
**Medical Assistance Administration**



Office of the Senior Deputy Director

Medical Assistance Program  
Transmittal No.: 07-05

TO: District of Columbia Medicaid Providers

FROM: Robert T. Maruca  
Senior Deputy Director  
Medical Assistance Administration 

DATE: March 8, 2007

SUBJECT: Eligibility Verification System Report of Ineligibility

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In accordance with Paragraphs 29 and 30 of the Salazar Consent Decree, all participating providers shall comply with the following instructions when the Medicaid Management Information System (MMIS), Eligibility Verification System (EVS) reports ineligibility:

1. Call the Back-up Desk on (202) 906-8319 or 1 (866) 752-9231 (out of area) to confirm the accuracy of the EVS information.
2. Provide the Back-up Desk with the following information:
  - The information EVS provided to you;
  - The recipient's eligibility number, name, address, and telephone number (if applicable);
  - Your Provider Number, Tax Identification Number, Name, address and telephone number; and
  - A description of the medical service
3. If the EVS report of ineligibility is not accurate, inform the recipient of his or her right to obtain free legal assistance by contacting: Terris, Pravlik & Millian, LLP, 1121 12<sup>th</sup> Street, N.W. Washington, D.C. 20005, (202) 682-0578.
4. Advise the client to contact his or her eligibility worker regarding information needed to update eligibility for Medicaid benefits.

Your cooperation is appreciated. If you have questions, you may contact the Recipient Claims Research Team, Office of Program Operations, Medical Assistance Administration, on (202) 698-2000.



Government of the District of Columbia

HUMAN CARE AGREEMENT CONTRACTOR QUALIFICATIONS RECORD

STATUTORY AND REGULATORY AUTHORITY

The Procurement Practices Human Care Agreement Amendment Act of 2000 (D.C. Law 13-155) authorizes the District of Columbia Chief Procurement Officer, or his or her designee, to award human care agreements for the procurement of social, health, human, and education services directly to individuals in the District. The Human Care Agreement Contractor Qualifications Record (CQR) is an application package that will facilitate the process of pre-qualifying contractors for a human care agreement with the District of Columbia in accordance with D.C. Law 13-155 and Chapter 19, 27 DCMR, the regulations.

GENERAL INSTRUCTIONS

- 1. Please read and complete each section of the Human Care Agreement Contractor Qualifications Record form. All information must be completed in the spaces provided, or marked "N/A."
2. An original signature must be provided in those sections where a signature is required. Copies or a stamped signature is not acceptable.
3. Included in the package that will be provided to you will be a copy of the "Standard Contract Provisions For Use With District of Columbia Government Supply and Services Contracts", dated October 1, 1999. Please read this document carefully before you complete the Contractor's Qualifications Record. The "Standard Contract Provisions For Use With District of Columbia Government Supply and Services Contracts," dated October 1, 1999, will be incorporated by reference into each Human Care Agreement that is entered into between a contractor that will provide human care services and the District of Columbia.
4. Also included in the package that will be provided to you will be forms required by the Office of Local Business Development. You must complete those forms and return them with your package to make it complete and for you to be considered for a Human Care Agreement. The forms are for:
a. Compliance with Section 5 of Mayor's Order 85-85, "Equal Opportunity Obligations in Contracts" and
b. Compliance with Equal Opportunity for Local, Small and Disadvantaged Business Enterprises Amendment Act of 1998, as amended (D.C. Laws 12-268 and 13-169).
5. You may use Section VIII, the "Remarks Section", on page 6, to provide additional information or to expand on information that is provided in response to the request for information.
6. Please include and attach all information, documentation, and data as instructed and required.
7. In those instances where check boxes are provided, please check only the box or boxes which apply.

CHECKLIST

Table with 2 columns and 6 rows of checklist items. Items include: Did you include your Taxpayer Identification Number?, Did you attach a copy of your most recent Financial Statement?, Did you attach the information required in Section III, Disclosure Information, on page 2?, Did you attach a copy of all licenses and certifications, including any specialty certifications?, Did you list all personnel critical to the performance of your Organization in Section VI?, Are you providing a facility? Then, did you attach a copy of the Certificate of Occupancy for each facility?, Did you attach a Certificate of Incorporation, if applicable?, Did you attach a Certificate of Good Standing, if applicable?, Did you attach a copy of your LSDBE certification, if applicable?, Did you attach or include your salary history, if applicable?

FREQUENTLY ASKED QUESTIONS

Table with 2 columns (Q and A) and 3 rows of frequently asked questions. Questions include: Can I fax my application for processing?, Is this form available electronically?, Who or what is an Individual?

<b>Q</b> Who or what is an Organization?	<b>A</b> The term "organization" means an entity, other than an individual, that is licensed, certified, or otherwise authorized, or qualified, to provide or perform human care services in the normal course of business. The license, certification, or other recognition is granted to the organization entity. Individual owners, managers, or employees of the organization may also be certified, licensed, or otherwise recognized as individual providers in their own right. Examples may include a corporation, joint venture, clinic, hospital, or partnership.
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Government of the District of Columbia

HUMAN CARE AGREEMENT CONTRACTOR QUALIFICATIONS RECORD

<b>1. DATE OF FILING</b>  / /	<b>2. FILING TYPE:</b> <input type="checkbox"/> NEW <input type="checkbox"/> REMOVAL <input type="checkbox"/> UPDATE <input type="checkbox"/> CORRECTION	<b>FOR OCP USE ONLY:</b> <b>DATE RECEIVED BY OCP:</b>
-------------------------------------	--	--

**SECTION I – GENERAL INFORMATION**

<b>1. NAME OF INDIVIDUAL/ ORGANIZATION</b>		<b>2. TYPE OF ORGANIZATION</b> <i>(Please check the appropriate box.)</i>	
a. Name:		<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> JOINT VENTURE
b. Title:		<input type="checkbox"/> CORPORATION	<input type="checkbox"/> GENERAL PARTNERSHIP
c. Physical Street Address:		<input type="checkbox"/> SOLE PROPRIETORSHIP	<input type="checkbox"/> LIMITED PARTNERSHIP
d. City, State & Zip Code:		<b>3. STATE OF INCORPORATION</b> <i>(Please check the appropriate box.)</i>	
e. Office Phone:		<input type="checkbox"/> DISTRICT OF COLUMBIA	<input type="checkbox"/> COMMONWEALTH OF VIRGINIA
f. Office Facsimile No:		<input type="checkbox"/> STATE OF MARYLAND	<input type="checkbox"/> STATE OF DELAWARE
g. E-Mail:		<input type="checkbox"/> OTHER: _____	Date Of: _____
<b>5. SOCIAL SEC. / TAXPAYER ID NO:</b>		<b>3. IS ORGANIZATION?</b>	
<b>6. DUNN &amp; Bradstreet No:</b>		<input type="checkbox"/> FOR PROFIT <input type="checkbox"/> NON-PROFIT	
		<b>7. ARE YOU OR THE ORGANIZATION CERTIFIED IN D.C. AS?</b>	
		<input type="checkbox"/> Local <input type="checkbox"/> Small <input type="checkbox"/> Disadvantaged <input type="checkbox"/> Enterprise Zone	

**SECTION II – FINANCIAL RESPONSIBILITY INFORMATION**

*(Please Provide and Attach a Copy of Your Most Recent Financial Statement.)*

<b>1. Name and Address of Accountant:</b>		<b>2. Name and Address of Financial Institution:</b>	
<b>3. Name and Title of Contact Person:</b>		<b>4. Name and Title of Contact Person:</b>	
<b>5. Telephone No.:</b>	<b>6. Fax No.:</b>	<b>7. Telephone No.:</b>	<b>8. Fax No.:</b>
<b>9. Date Of Attached Financial Statement (Must be Within Last 12 Months):</b>		<b>10. Do You/Organization Owe Any Outstanding District/Federal Taxes:</b>	
		District Taxes: <input type="checkbox"/> NO <input type="checkbox"/> YES - Federal Taxes: <input type="checkbox"/> NO <input type="checkbox"/> YES	

<b>11. MEDICAID – MEDICARE INFORMATION:</b>	
a. Are You / Organization a Certified Medicaid Provider? <input type="checkbox"/> YES <input type="checkbox"/> NO Medicaid Number: _____ Date: _____	
b. Are You / Organization a Certified Medicare Provider? <input type="checkbox"/> YES <input type="checkbox"/> NO Medicare Number: _____ Date: _____	

**SECTION III – DISCLOSURE INFORMATION**

*(If yes to any questions below, please explain fully in REMARKS SECTION, or attach a separate statement. )*

1.	Have you or the Organization ever been debarred, suspended or sanctioned from any state or federal program? <input type="checkbox"/> YES <input type="checkbox"/> NO
2.	Is your license, or any in the organization currently suspended or restricted in any way? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.	Have you or the principals of the Organization ever been, indicted, convicted of or pled guilty to a crime (excluding minor traffic citation), or been imprisoned for a crime in the past 10 years.: <input type="checkbox"/> YES <input type="checkbox"/> NO
4.	Are there any judgments, or pending civil lawsuits, or investigations against you or the Organization, or its principals?: <input type="checkbox"/> YES <input type="checkbox"/> NO
5.	Have you or the Organization ever had any outstanding criminal fines, restitution orders, or overpayments identified in the District or any state?: <input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Are you, or is anyone in your organization, related by blood or marriage to any individual employed by the District government?: <input type="checkbox"/> YES <input type="checkbox"/> NO

**SECTION IV – ORGANIZATION HISTORY, BACKGROUND AND EXPERIENCE**

**1. List All Contracts With the District Government Within the Past Five (5) Years:**

	<i>Agency</i>	<i>Description of Service</i>	<i>Amount</i>	<i>Dates</i>	<i>Contract Number</i>
A				to	
B				to	
C				to	
D				to	
E				to	

*(Please Use and Attach a Separate Sheet for Additional Items.)*

**2. List All Contracts With Other Governments or Private Institutions Within the Past Five (5) Years:**

	<i>Agency</i>	<i>Description of Service</i>	<i>Amount</i>	<i>Dates</i>	<i>Contract Number</i>
A				to	
B				to	
C				to	
D				to	
E				to	

*(Please Use and Attach a Separate Sheet for Additional Items.)*

**3. If You Are Applying As An INDIVIDUAL, Please List Your Employment Or Work History for past five (5) years:**

	<i>Name of Employer</i>	<i>Address</i>	<i>Duties</i>	<i>Name of Supervisor</i>	<i>Dates of Employment</i>	<i>Telephone</i>
A					to	
B					to	
C					to	
D					to	
E					to	
F					to	

*(Please Use and Attach a Separate Sheet for Salary History and Additional Items.)*

**4. List At Least Five (5) References Familiar With Service Delivery:**

	<i>Name</i>	<i>Title/Position</i>	<i>Affiliation</i>	<i>Telephone</i>	<i>Fax</i>	<i>E-Mail</i>
A						
B						
C						
D						
E						

*(Please Use and Attach a Separate Sheet for Additional Items.)*

<b>4. ARE YOU A UNITED STATES CITIZEN?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>5. ARE YOU A PERMANENT RESIDENT?</b> <i>(Please Attach Documentation To Support)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>6. IF YOU ARE NOT A CITIZEN, CAN YOU PROVIDE AND SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES?</b> <i>(Please Attach Documentation To Support.)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
--	--	--

**SECTION V – EDUCATION, CREDENTIALS AND LICENSURE**

**1. Please List All Colleges (Undergraduate and Graduate) and Professional Institutions Attended:**

Chief Study Subject Area	Name of College, University or Professional School	Address and Zip Code	Dates Attended	Date And Type Degree Awarded
A			To	
B			To	
C			To	
D			To	
E			To	

*(Please Use and Attach a Separate Sheet for Additional Items.)*

**2. Please List All Professional Certifications and Licenses (Copies Must Be Attached):**

License/Certification	Agency/Entity	State	Number	Effective Dates	Date Issued
A				to	
B				to	
C				to	
D				to	
E				to	

*(Please Use and Attach a Separate Sheet for Additional Items.)*

**3. Please List All Speciality, Certifications and Licenses (Copies Must Be Attached):**

Specialty License/Certification	Agency /Entity	State	Number	Effective Dates	Date Issued
A				to	
B				to	
C				to	
D				to	

*(Please Use and Attach a Separate Sheet for Additional Items.)*

**4. HAVE YOU OR ANY MEMBER OF THE ORGANIZATION EVER HAD ANY LICENSE, CERTIFICATION OR CREDENTIAL REVOKED OR SUSPENDED?**  YES  NO

*(If yes, please explain in REMARKS SECTION, or attach a detailed explanation, including dates, type of license, certification, credential and all circumstances surrounding the event(s).)*

*(Please Use and Attach a Separate Sheet for Additional Items.)*

**5. Please list any hospital affiliations or privileges below:**

Name of Individual(s)	Name of Hospital	Address	Type Privilege/Affiliation	Telephone	Fax No.
A					
B					
C					
D					

(Please Use and Attach a Separate Sheet for Additional Items.)

6. HAVE YOU OR ANY MEMBER OF THE ORGANIZATION EVER HAD ANY HOSPITAL PRIVILEGES REVOKED, FOR ANY REASON?  YES  NO

(If yes, please explain in REMARKS SECTION, or attach a detailed explanation, including dates, type of license, certification, credential and all circumstances surrounding the event(s).)

**SECTION VI – SERVICE DATA AND INFORMATION**

1. GENERAL SERVICE CATEGORIES: Please Check Each Of The General Service Categories For Which You Or The Organization Are Applying.

<input type="checkbox"/> Education (EDS)	<input type="checkbox"/> Human Services (HUM)	<input type="checkbox"/> Social Services (SOC)
<input type="checkbox"/> Special Education (SED)	<input type="checkbox"/> Mental Health (MEN)	<input type="checkbox"/> Youth/Juvenile Justice (JUV)
<input type="checkbox"/> Health (HTH)	<input type="checkbox"/> Psychology (PSY)	<input type="checkbox"/> _____

2. POPULATIONS: Please Check All That Apply For Populations.

<input type="checkbox"/> Children & Youth (CYG)	<input type="checkbox"/> Adults (ADT)	<input type="checkbox"/> Developmentally Disabled (DVD)	<input type="checkbox"/> Homeless (HLS)
<input type="checkbox"/> Children & Youth-Detained (CYD)	<input type="checkbox"/> Adult Forensic-Psychiatric (AFP)	<input type="checkbox"/> Geriatric (GER)	<input type="checkbox"/> Multicultural (MLT)
<input type="checkbox"/> Children & Youth-Committed (CYC)	<input type="checkbox"/> Adult Forensic-Correctional (FC)	<input type="checkbox"/> Pregnant Women (PGW)	<input type="checkbox"/> HIV/AIDS (HIV)
<input type="checkbox"/> Children & Youth-Supervision (CYS)	<input type="checkbox"/> Physically Disabled (DIS)	<input type="checkbox"/> Hearing Impaired (HIM)	<input type="checkbox"/> Dually Diagnosed (DUD)
<input type="checkbox"/> Special Education (SED)	<input type="checkbox"/> Mentally Retarded (MRD)	<input type="checkbox"/> Blind/Visually Impaired (BLD)	<input type="checkbox"/> _____

3. SETTING CODES: Please Check The Settings Where You Or The Organization Can Or Will Provide Service.  
(If You Or The Organization Has A Facility, Then A Certificate of Occupancy Must Be Included and Attached.)

<input type="checkbox"/> Addiction Treatment Facility (ADF)	<input type="checkbox"/> Foster Care Home (FCH)	<input type="checkbox"/> Homeless Shelter (HOS)	<input type="checkbox"/> Nursing Care Facility (NCF)
<input type="checkbox"/> Ambulatory Care/Surg Center (AMB)	<input type="checkbox"/> Detention Facility–Youth (DFY)	<input type="checkbox"/> In the Field (FLD)	<input type="checkbox"/> Outpatient Clinic (OTC)
<input type="checkbox"/> Child Development Center (CDC)	<input type="checkbox"/> Detention Facility –Adult (DFA)	<input type="checkbox"/> Inpatient-Psychiatric (INP)	<input type="checkbox"/> Private Home (PRH)
<input type="checkbox"/> Comm Day Program (CDP)	<input type="checkbox"/> Dialysis Center (DIA)	<input type="checkbox"/> Inpatient-Medical (INM)	<input type="checkbox"/> Provider' s Office or Facility (POF)
<input type="checkbox"/> Comm Health Center (CHC)	<input type="checkbox"/> Group Home –Youth (YGH)	<input type="checkbox"/> Intermed Care Center-MR (IMR)	<input type="checkbox"/> School (SCH)
<input type="checkbox"/> Comm Residential Facility (CRF)	<input type="checkbox"/> Group Home-MR (MGH)	<input type="checkbox"/> Laboratory (LAB)	<input type="checkbox"/> _____
<input type="checkbox"/> Crisis Center (CRC)			

4. SPECIFIC SERVICE CATEGORIES: Please Check the Specific Service Categories That Apply To You or The Organization in which you are qualified, including licenses, or certified, to provide services:

<input type="checkbox"/> Addiction Treatment Services (ADT)	<input type="checkbox"/> Dental Services (DEN)	<input type="checkbox"/> Personal Care Services (PCS)
<input type="checkbox"/> Allergy (ALG)	<input type="checkbox"/> Dialysis Services (DIA)	<input type="checkbox"/> Physical Therapy (PTH)
<input type="checkbox"/> Addiction Treatment Services (ADT)	<input type="checkbox"/> Early Childhood Intervention (ECI)	<input type="checkbox"/> Podiatry (POD)
<input type="checkbox"/> Assessment/Diagnosis (ASS)	<input type="checkbox"/> EPSDT Screening (EPS)	<input type="checkbox"/> Pre-Natal Services (PNA)
<input type="checkbox"/> Audiology (AUD)	<input type="checkbox"/> Family Services (FAM)	<input type="checkbox"/> Psychological Services (PSC)
<input type="checkbox"/> Assessment Diagnosis (ASD)	<input type="checkbox"/> Homemaker Services (HOM)	<input type="checkbox"/> Psychiatric (PSY)
<input type="checkbox"/> Birthing Services (BIR)	<input type="checkbox"/> Dental Hygienist (DHY)	<input type="checkbox"/> Recreation Therapy (RTH)
<input type="checkbox"/> Case Management-Family Services (CMF)	<input type="checkbox"/> Laboratory Screening Services (LAB)	<input type="checkbox"/> Respiratory Care Services (RES)
<input type="checkbox"/> Case Management-Medical (CMM)	<input type="checkbox"/> Mental Health (MEN)	<input type="checkbox"/> Respite Care (RSC)
<input type="checkbox"/> Case Management-Social (CMS)	<input type="checkbox"/> Midwifery (MID)	<input type="checkbox"/> Supported Employment Services (SES)
<input type="checkbox"/> Child Care Services (DAY)	<input type="checkbox"/> Music Therapy (MTH)	<input type="checkbox"/> Social Worker Services (SWS)
<input type="checkbox"/> Chore Services (CHR)	<input type="checkbox"/> Neurology (NEU)	<input type="checkbox"/> Speech Therapy (STH)
<input type="checkbox"/> Consulting (CON)	<input type="checkbox"/> Nutrition and Dietary (NUT)	<input type="checkbox"/> Transportation Services (TRS)
<input type="checkbox"/> Counseling Services (CSL)	<input type="checkbox"/> Occupational Therapy (OTH)	<input type="checkbox"/> Visiting Nurse (home) (VIS)
<input type="checkbox"/> Crisis Intervention Services (CRI)	<input type="checkbox"/> Optometry (OPT)	<input type="checkbox"/> Vocational Rehabilitation (VOC)
<input type="checkbox"/> Day Treatment Services (Habilitation) (DTR)	<input type="checkbox"/> Pediatric (PED)	<input type="checkbox"/> _____

5. LICENSURE AND CERTIFICATION CATEGORIES: Please Check All of the Licensure and Certification categories that Apply to You or the Organization in which you are qualified, And Are Licensed Or Certified To Provide Services:

<input type="checkbox"/> Acupuncture Therapist (ACC)	<input type="checkbox"/> Massage Therapy (MAS)	<input type="checkbox"/> Physician (DOC)
<input type="checkbox"/> Advanced Practice Registered Nurse (ARN)	<input type="checkbox"/> Naturopathy (NAT)	<input type="checkbox"/> Physician Assistant (PAS)
<input type="checkbox"/> Architect (ARC)	<input type="checkbox"/> Nurse-Anesthetist (RNA)	<input type="checkbox"/> Podiatrist (POD)
<input type="checkbox"/> Audiologist (AUD)	<input type="checkbox"/> Nurse-Midwife (RNM)	<input type="checkbox"/> Practical Nursing (LPN)
<input type="checkbox"/> Certificate of Occupancy (COO)	<input type="checkbox"/> Nurse Practitioner (RNP)	<input type="checkbox"/> Professional Counseling (PRO)
<input type="checkbox"/> Child Development (CHD)	<input type="checkbox"/> Nutritionist & Dietician (NUT)	<input type="checkbox"/> Psychologist (PSC)
<input type="checkbox"/> Dental Hygienist (DHY)	<input type="checkbox"/> Obstetrician (OBS)	<input type="checkbox"/> Psychiatrist (PSY)
<input type="checkbox"/> Dentist (DEN)	<input type="checkbox"/> Occupational Therapist (OTH)	<input type="checkbox"/> Registered Nurse (RNN)
<input type="checkbox"/> Chiropractor (CHP)	<input type="checkbox"/> Optometrist (OPT)	<input type="checkbox"/> Respiratory Care (RES)
<input type="checkbox"/> Foster Care Provider (FOS)	<input type="checkbox"/> Ophthalmology (OPG)	<input type="checkbox"/> Social Worker-Clinical (SWC)
<input type="checkbox"/> Funeral Directors (FUN)	<input type="checkbox"/> Pharmacist (PHM)	<input type="checkbox"/> Social Worker (SWS)
<input type="checkbox"/> Gynecology (GYN)	<input type="checkbox"/> Physical Therapist (PTH)	<input type="checkbox"/> _____

6. LANGUAGE SKILLS: Please Check All that Apply for Your Or The Organization' s Language Skills:

<input type="checkbox"/> English (ENG)	<input type="checkbox"/> French (FRN)	<input type="checkbox"/> Chinese–Cantonese (CCA)
<input type="checkbox"/> Spanish (SPN)	<input type="checkbox"/> Haitian Creole (CRE)	<input type="checkbox"/> Chinese-Mandarin (CMA)
<input type="checkbox"/> International/Universal Sign (SGN)	<input type="checkbox"/> Vietnamese (VTN)	<input type="checkbox"/> Ethiopian (Amharic) (AMH)
<input type="checkbox"/> Italian (ITL)	<input type="checkbox"/> Korean (KOR)	<input type="checkbox"/> _____

**SECTION VII – PERSONNEL CRITICAL TO ORGANIZATION PERFORMANCE**

1. Please list All of the Personnel In your Organization Who Are Critical To organization Performance. Please List Officers, Clinical Directors, Medical Directors, Service Supervisors, and Sub-Contractors Essential to the Performance of Services in this Qualifications Record and Attach Resumes Coded to this Section. Attach Any Copies of Licenses, Certifications, or Credentials Where Applicable.:

	Name	Title/Position	Affiliation	Telephone	Fax	E-Mail
A						

B					
C					
D					

**SECTION VIII – REMARKS SECTION**

1. Please use this section to respond to or to continue to respond to any previous question, or request for information. In addition, please feel free to use this section to provide additional information vital to determining your or the organizations qualifications to enter into a Human Care Service Agreement with the District of Columbia.

**SECTION IX – CERTIFICATIONS AND INCORPORATIONS BY REFERENCE**

1. DRUG-FREE WORKPLACE CERTIFICATION: *Please provide Certification That You Or The Organization Does Or Will Operate In A Drug-Free Manner.*

I/We, \_\_\_\_\_ of \_\_\_\_\_  
Hereby give, affirm and provide certification that I/We have received and have read the requirements on having and maintaining a Drug-Free Workplace in the District of Columbia, agree to be bound by those requirements and the remedies stated in the requirements, and further certify that I/We realize that making a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

Name (Please Print)	Title	Signature	Date
<i>(May be signed on behalf of individual or organization.)</i>			

2. STANDARD CONTRACT PROVISIONS FOR USE WITH DISTRICT OF COLUMBIA SUPPLY AND SERVICES CONTRACTS: *Please provide Certification That You Or The Organization Agree To Be Bound By the Standard Contract Provisions of the District of Columbia.*

I/We, \_\_\_\_\_ of \_\_\_\_\_  
Hereby give, affirm and provide certification that i/we have received and have read the Standard Contract Provisions For Use With District of Columbia Government and Supply Contracts (“Standard Contract Provisions”), dated October 1, 1999, and agree to be bound by all of the provisions, including The requirements of the Occupational Safety and Health Act of 1970 (as amended), the Service Contract Act of 1965 (41 U.S.C. 351-358), the Buy America Act (41 U.S.C.), and the Non-Discrimination provisions. Further, I/We agree and understand that the Standard Contract Provisions shall be Incorporated by reference into any contract or agreement that shall be signed between Me, or My Organization, and the District of Columbia.

Name (Please Print)	Title	Signature	Date

3. INFORMATION CONSENT: *Please Provide Certification That You Or The Organization Provide Consent To The District To Obtain Additional Information As Needed.*

I/We, \_\_\_\_\_ of \_\_\_\_\_  
Hereby give, provide and express my consent for representatives of the Office of Contracting and Procurement, Government of the District of Columbia, to Obtain any information from any professional organization, business entity, individual, government agency, or academic institution concerning the Professional license status or certification referenced in this document. This material shall be held, maintained and updated by the Office of Contracting And Procurement. I further understand that the Office of Contracting and Procurement will use this information solely for internal purposes pertaining To the evaluation of the qualifications of individuals and organizations to provide human care services, as appropriate, in the District of Columbia.

Name (Please Print)	Title	Signature	Date
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**SECTION XI – TAX CERTIFICATION AFFIDAVIT**

**1. TAX CERTIFICATION:** *Please Provide Certification That You Or The Organization Is In Tax Compliance In the District of Columbia.*

Name of Individual/Organization: \_\_\_\_\_

Federal Tax Identification or Social Security No.: \_\_\_\_\_ DUNS No.: \_\_\_\_\_

Office of Tax and Revenue Registration No.: \_\_\_\_\_

Unemployment Insurance Account No.: \_\_\_\_\_

Names and Addresses of Principal Officers of Corporation: 1. \_\_\_\_\_  
 \_\_\_\_\_  
 2. \_\_\_\_\_  
 \_\_\_\_\_  
 3. \_\_\_\_\_  
 \_\_\_\_\_

**I / We, hereby certify That:**

- I / We have complied with the applicable tax filing and licensing requirements of the District of Columbia.
- The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

District:		<i>Current</i>	<i>Not Current</i>	<i>Not Applicable</i>
	Sales and Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Employer Withholding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unemployment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hotel Occupancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Corporation Franchise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unincorporated Franchise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Personal Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Arena/Public Safety Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vendor Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Real Property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



I, \_\_\_\_\_ of being duly sworn on oath, certify that  
I am authorized to sign this document and that all of the information contained in this Human Care Agreement Contractor  
Qualifications Record is complete, true and accurate.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires on: \_\_\_\_\_

SEAL

WD 05-2103 (Rev.-4) was first posted on www.wdol.gov on 07/10/2007  
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 \*\*\*\*\*  
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REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT ADMINISTRATION By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS  WAGE AND HOUR DIVISION WASHINGTON D.C. 20210  Wage Determination No.: 2005-  2103
William W.Gross                      Division of Director                                  Wage Determinations		Revision No.: 4 Date Of Revision:
07/05/2007		

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide  
 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince  
 George's, St  
 Mary's  
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church,  
 Fauquier, King  
 George, Loudoun, Prince William, Stafford

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.79
01012 - Accounting Clerk II	15.49
01013 - Accounting Clerk III	18.43
01020 - Administrative Assistant	23.59
01040 - Court Reporter	18.43
01051 - Data Entry Operator I	12.67
01052 - Data Entry Operator II	13.82
01060 - Dispatcher, Motor Vehicle	16.50

01070 - Document Preparation Clerk  
13.29  
01090 - Duplicating Machine Operator  
13.29  
01111 - General Clerk I  
13.72  
01112 - General Clerk II  
15.32  
01113 - General Clerk III  
18.74  
01120 - Housing Referral Assistant  
21.66  
01141 - Messenger Courier  
10.23  
01191 - Order Clerk I  
14.74  
01192 - Order Clerk II  
16.29  
01261 - Personnel Assistant (Employment) I  
15.60  
01262 - Personnel Assistant (Employment) II  
18.43  
01263 - Personnel Assistant (Employment) III  
21.66  
01270 - Production Control Clerk  
21.29  
01280 - Receptionist  
12.72  
01290 - Rental Clerk  
15.60  
01300 - Scheduler, Maintenance  
15.60  
01311 - Secretary I  
17.03  
01312 - Secretary II  
18.39  
01313 - Secretary III  
21.66  
01320 - Service Order Dispatcher  
15.82  
01410 - Supply Technician  
23.59  
01420 - Survey Worker  
18.43  
01531 - Travel Clerk I  
12.07  
01532 - Travel Clerk II  
13.01  
01533 - Travel Clerk III  
13.99  
01611 - Word Processor I  
13.76  
01612 - Word Processor II  
15.60

01613 - Word Processor III  
18.43  
05000 - Automotive Service Occupations  
05005 - Automobile Body Repairer, Fiberglass  
25.26  
05010 - Automotive Electrician  
21.37  
05040 - Automotive Glass Installer  
20.14  
05070 - Automotive Worker  
20.14  
05110 - Mobile Equipment Servicer  
17.31  
05130 - Motor Equipment Metal Mechanic  
22.53  
05160 - Motor Equipment Metal Worker  
20.14  
05190 - Motor Vehicle Mechanic  
22.53  
05220 - Motor Vehicle Mechanic Helper  
16.81  
05250 - Motor Vehicle Upholstery Worker  
19.66  
05280 - Motor Vehicle Wrecker  
20.14  
05310 - Painter, Automotive  
21.37  
05340 - Radiator Repair Specialist  
20.14  
05370 - Tire Repairer  
14.43  
05400 - Transmission Repair Specialist  
22.53  
07000 - Food Preparation And Service Occupations  
07010 - Baker  
13.18  
07041 - Cook I  
11.97  
07042 - Cook II  
13.28  
07070 - Dishwasher  
9.76  
07130 - Food Service Worker  
10.25  
07210 - Meat Cutter  
16.07  
07260 - Waiter/Waitress  
8.59  
09000 - Furniture Maintenance And Repair Occupations  
09010 - Electrostatic Spray Painter  
18.05  
09040 - Furniture Handler  
12.78  
09080 - Furniture Refinisher

18.39  
09090 - Furniture Refinisher Helper  
14.11  
09110 - Furniture Repairer, Minor  
16.31  
09130 - Upholsterer  
18.05  
11000 - General Services And Support Occupations  
11030 - Cleaner, Vehicles  
9.67  
11060 - Elevator Operator  
9.79  
11090 - Gardener  
15.70  
11122 - Housekeeping Aide  
10.89  
11150 - Janitor  
10.89  
11210 - Laborer, Grounds Maintenance  
12.07  
11240 - Maid or Houseman  
10.84  
11260 - Pruner  
11.37  
11270 - Tractor Operator  
14.19  
11330 - Trail Maintenance Worker  
12.07  
11360 - Window Cleaner  
11.31  
12000 - Health Occupations  
12010 - Ambulance Driver  
16.06  
12011 - Breath Alcohol Technician  
17.67  
12012 - Certified Occupational Therapist Assistant  
20.31  
12015 - Certified Physical Therapist Assistant  
19.99  
12020 - Dental Assistant  
16.90  
12025 - Dental Hygienist  
40.68  
12030 - EKG Technician  
24.34  
12035 - Electroneurodiagnostic Technologist  
24.34  
12040 - Emergency Medical Technician  
17.67  
12071 - Licensed Practical Nurse I  
18.60  
12072 - Licensed Practical Nurse II  
20.82  
12073 - Licensed Practical Nurse III

21.79  
12100 - Medical Assistant  
14.23  
12130 - Medical Laboratory Technician  
18.04  
12160 - Medical Record Clerk  
14.96  
12190 - Medical Record Technician  
16.67  
12195 - Medical Transcriptionist  
16.46  
12210 - Nuclear Medicine Technologist  
28.93  
12221 - Nursing Assistant I  
9.75  
12222 - Nursing Assistant II  
10.96  
12223 - Nursing Assistant III  
12.99  
12224 - Nursing Assistant IV  
14.58  
12235 - Optical Dispenser  
16.67  
12236 - Optical Technician  
14.41  
12250 - Pharmacy Technician  
15.75  
12280 - Phlebotomist  
14.58  
12305 - Radiologic Technologist  
27.61  
12311 - Registered Nurse I  
24.92  
12312 - Registered Nurse II  
31.22  
12313 - Registered Nurse II, Specialist  
31.22  
12314 - Registered Nurse III  
37.77  
12315 - Registered Nurse III, Anesthetist  
37.77  
12316 - Registered Nurse IV  
45.28  
12317 - Scheduler (Drug and Alcohol Testing)  
18.04  
13000 - Information And Arts Occupations  
13011 - Exhibits Specialist I  
18.55  
13012 - Exhibits Specialist II  
23.33  
13013 - Exhibits Specialist III  
28.11  
13041 - Illustrator I  
18.73

13042 - Illustrator II  
23.42  
13043 - Illustrator III  
28.82  
13047 - Librarian  
25.45  
13050 - Library Aide/Clerk  
12.52  
13054 - Library Information Technology Systems Administrator  
22.99  
13058 - Library Technician  
17.88  
13061 - Media Specialist I  
16.58  
13062 - Media Specialist II  
18.55  
13063 - Media Specialist III  
20.68  
13071 - Photographer I  
14.67  
13072 - Photographer II  
17.18  
13073 - Photographer III  
21.52  
13074 - Photographer IV  
26.05  
13075 - Photographer V  
29.15  
13110 - Video Teleconference Technician  
16.58  
14000 - Information Technology Occupations  
14041 - Computer Operator I  
16.72  
14042 - Computer Operator II  
18.71  
14043 - Computer Operator III  
20.86  
14044 - Computer Operator IV  
23.18  
14045 - Computer Operator V  
25.66  
14071 - Computer Programmer I (1)  
21.60  
14072 - Computer Programmer II (1)  
26.37  
14073 - Computer Programmer III (1)  
27.62  
14074 - Computer Programmer IV (1)  
27.62  
14101 - Computer Systems Analyst I (1)  
27.62  
14102 - Computer Systems Analyst II (1)  
27.62  
14103 - Computer Systems Analyst III (1)

27.62  
14150 - Peripheral Equipment Operator  
16.72  
14160 - Personal Computer Support Technician  
23.18  
15000 - Instructional Occupations  
15010 - Aircrew Training Devices Instructor (Non-Rated)  
34.39  
15020 - Aircrew Training Devices Instructor (Rated)  
42.72  
15030 - Air Crew Training Devices Instructor (Pilot)  
50.66  
15050 - Computer Based Training Specialist / Instructor  
31.26  
15060 - Educational Technologist  
29.09  
15070 - Flight Instructor (Pilot)  
50.66  
15080 - Graphic Artist  
24.95  
15090 - Technical Instructor  
23.87  
15095 - Technical Instructor/Course Developer  
29.19  
15110 - Test Proctor  
19.04  
15120 - Tutor  
19.04  
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations  
16010 - Assembler  
8.95  
16030 - Counter Attendant  
8.95  
16040 - Dry Cleaner  
12.21  
16070 - Finisher, Flatwork, Machine  
8.95  
16090 - Presser, Hand  
8.95  
16110 - Presser, Machine, Drycleaning  
8.95  
16130 - Presser, Machine, Shirts  
8.95  
16160 - Presser, Machine, Wearing Apparel, Laundry  
8.95  
16190 - Sewing Machine Operator  
12.30  
16220 - Tailor  
13.01  
16250 - Washer, Machine  
9.81  
19000 - Machine Tool Operation And Repair Occupations  
19010 - Machine-Tool Operator (Tool Room)  
18.95

19040 - Tool And Die Maker  
23.05  
21000 - Materials Handling And Packing Occupations  
21020 - Forklift Operator  
17.26  
21030 - Material Coordinator  
21.29  
21040 - Material Expediter  
21.29  
21050 - Material Handling Laborer  
12.65  
21071 - Order Filler  
13.21  
21080 - Production Line Worker (Food Processing)  
17.28  
21110 - Shipping Packer  
14.46  
21130 - Shipping/Receiving Clerk  
14.46  
21140 - Store Worker I  
10.44  
21150 - Stock Clerk  
14.35  
21210 - Tools And Parts Attendant  
17.26  
21410 - Warehouse Specialist  
17.26  
23000 - Mechanics And Maintenance And Repair Occupations  
23010 - Aerospace Structural Welder  
25.68  
23021 - Aircraft Mechanic I  
24.46  
23022 - Aircraft Mechanic II  
25.68  
23023 - Aircraft Mechanic III  
26.97  
23040 - Aircraft Mechanic Helper  
16.61  
23050 - Aircraft, Painter  
23.42  
23060 - Aircraft Servicer  
18.71  
23080 - Aircraft Worker  
19.90  
23110 - Appliance Mechanic  
20.60  
23120 - Bicycle Repairer  
14.43  
23125 - Cable Splicer  
24.98  
23130 - Carpenter, Maintenance  
20.36  
23140 - Carpet Layer  
18.70

23160 - Electrician, Maintenance  
25.37  
23181 - Electronics Technician Maintenance I  
22.08  
23182 - Electronics Technician Maintenance II  
23.44  
23183 - Electronics Technician Maintenance III  
24.70  
23260 - Fabric Worker  
17.90  
23290 - Fire Alarm System Mechanic  
21.46  
23310 - Fire Extinguisher Repairer  
16.50  
23311 - Fuel Distribution System Mechanic  
22.81  
23312 - Fuel Distribution System Operator  
19.38  
23370 - General Maintenance Worker  
20.91  
23380 - Ground Support Equipment Mechanic  
24.46  
23381 - Ground Support Equipment Servicer  
18.71  
23382 - Ground Support Equipment Worker  
19.90  
23391 - Gunsmith I  
16.50  
23392 - Gunsmith II  
19.18  
23393 - Gunsmith III  
21.46  
23410 - Heating, Ventilation And Air-Conditioning Mechanic  
21.96  
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research  
Facility)  
23.13  
23430 - Heavy Equipment Mechanic  
21.46  
23440 - Heavy Equipment Operator  
21.46  
23460 - Instrument Mechanic  
21.46  
23465 - Laboratory/Shelter Mechanic  
20.36  
23470 - Laborer  
14.27  
23510 - Locksmith  
19.76  
23530 - Machinery Maintenance Mechanic  
21.77  
23550 - Machinist, Maintenance  
21.52  
23580 - Maintenance Trades Helper

15.10  
23591 - Metrology Technician I  
21.46  
23592 - Metrology Technician II  
22.61  
23593 - Metrology Technician III  
23.72  
23640 - Millwright  
23.30  
23710 - Office Appliance Repairer  
21.00  
23760 - Painter, Maintenance  
20.36  
23790 - Pipefitter, Maintenance  
22.76  
23810 - Plumber, Maintenance  
20.99  
23820 - Pneudraulic Systems Mechanic  
21.46  
23850 - Rigger  
21.46  
23870 - Scale Mechanic  
19.18  
23890 - Sheet-Metal Worker, Maintenance  
21.46  
23910 - Small Engine Mechanic  
20.05  
23931 - Telecommunications Mechanic I  
25.22  
23932 - Telecommunications Mechanic II  
26.58  
23950 - Telephone Lineman  
24.43  
23960 - Welder, Combination, Maintenance  
21.46  
23965 - Well Driller  
21.46  
23970 - Woodcraft Worker  
21.46  
23980 - Woodworker  
16.50  
24000 - Personal Needs Occupations  
24570 - Child Care Attendant  
11.58  
24580 - Child Care Center Clerk  
16.15  
24610 - Chore Aide  
9.58  
24620 - Family Readiness And Support Services Coordinator  
12.95  
24630 - Homemaker  
16.75  
25000 - Plant And System Operations Occupations  
25010 - Boiler Tender

24.98  
25040 - Sewage Plant Operator  
20.23  
25070 - Stationary Engineer  
24.98  
25190 - Ventilation Equipment Tender  
17.56  
25210 - Water Treatment Plant Operator  
20.23  
27000 - Protective Service Occupations  
27004 - Alarm Monitor  
17.66  
27007 - Baggage Inspector  
11.51  
27008 - Corrections Officer  
19.83  
27010 - Court Security Officer  
23.26  
27030 - Detection Dog Handler  
17.66  
27040 - Detention Officer  
19.83  
27070 - Firefighter  
22.39  
27101 - Guard I  
11.51  
27102 - Guard II  
17.66  
27131 - Police Officer I  
23.94  
27132 - Police Officer II  
26.60  
28000 - Recreation Occupations  
28041 - Carnival Equipment Operator  
12.35  
28042 - Carnival Equipment Repairer  
13.30  
28043 - Carnival Equipment Worker  
8.40  
28210 - Gate Attendant/Gate Tender  
13.01  
28310 - Lifeguard  
11.59  
28350 - Park Attendant (Aide)  
14.56  
28510 - Recreation Aide/Health Facility Attendant  
10.62  
28515 - Recreation Specialist  
18.04  
28630 - Sports Official  
11.59  
28690 - Swimming Pool Operator  
16.85  
29000 - Stevedoring/Longshoremen Occupational Services

29010 - Blocker And Bracer  
20.55  
29020 - Hatch Tender  
20.55  
29030 - Line Handler  
20.55  
29041 - Stevedore I  
19.18  
29042 - Stevedore II  
21.64  
30000 - Technical Occupations  
30010 - Air Traffic Control Specialist, Center (HFO) (2)  
34.71  
30011 - Air Traffic Control Specialist, Station (HFO) (2)  
23.94  
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)  
26.36  
30021 - Archeological Technician I  
17.06  
30022 - Archeological Technician II  
19.03  
30023 - Archeological Technician III  
23.76  
30030 - Cartographic Technician  
24.85  
30040 - Civil Engineering Technician  
22.19  
30061 - Drafter/CAD Operator I  
17.92  
30062 - Drafter/CAD Operator II  
20.06  
30063 - Drafter/CAD Operator III  
22.36  
30064 - Drafter/CAD Operator IV  
27.51  
30081 - Engineering Technician I  
20.19  
30082 - Engineering Technician II  
22.67  
30083 - Engineering Technician III  
25.37  
30084 - Engineering Technician IV  
31.43  
30085 - Engineering Technician V  
38.44  
30086 - Engineering Technician VI  
46.51  
30090 - Environmental Technician  
21.36  
30210 - Laboratory Technician  
22.36  
30240 - Mathematical Technician  
26.31  
30361 - Paralegal/Legal Assistant I

20.03  
30362 - Paralegal/Legal Assistant II  
24.82  
30363 - Paralegal/Legal Assistant III  
30.35  
30364 - Paralegal/Legal Assistant IV  
36.73  
30390 - Photo-Optics Technician  
24.85  
30461 - Technical Writer I  
20.69  
30462 - Technical Writer II  
25.30  
30463 - Technical Writer III  
30.61  
30491 - Unexploded Ordnance (UXO) Technician I  
22.06  
30492 - Unexploded Ordnance (UXO) Technician II  
26.69  
30493 - Unexploded Ordnance (UXO) Technician III  
31.99  
30494 - Unexploded (UXO) Safety Escort  
22.06  
30495 - Unexploded (UXO) Sweep Personnel  
22.06  
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)  
22.14  
30621 - Weather Observer, Senior (2)  
23.98  
31000 - Transportation/Mobile Equipment Operation Occupations  
31020 - Bus Aide  
11.99  
31030 - Bus Driver  
17.54  
31043 - Driver Courier  
12.71  
31260 - Parking and Lot Attendant  
9.06  
31290 - Shuttle Bus Driver  
13.89  
31310 - Taxi Driver  
13.98  
31361 - Truckdriver, Light  
13.89  
31362 - Truckdriver, Medium  
17.09  
31363 - Truckdriver, Heavy  
18.40  
31364 - Truckdriver, Tractor-Trailer  
18.40  
99000 - Miscellaneous Occupations  
99030 - Cashier  
10.03  
99050 - Desk Clerk

10.45  
99095 - Embalmer  
21.77  
99251 - Laboratory Animal Caretaker I  
10.47  
99252 - Laboratory Animal Caretaker II  
10.85  
99310 - Mortician  
27.25  
99410 - Pest Controller  
14.54  
99510 - Photofinishing Worker  
11.59  
99710 - Recycling Laborer  
15.73  
99711 - Recycling Specialist  
18.72  
99730 - Refuse Collector  
14.01  
99810 - Sales Clerk  
11.87  
99820 - School Crossing Guard  
11.37  
99830 - Survey Party Chief  
19.76  
99831 - Surveying Aide  
12.28  
99832 - Surveying Technician  
18.78  
99840 - Vending Machine Attendant  
12.61  
99841 - Vending Machine Repairer  
16.37  
99842 - Vending Machine Repairer Helper  
12.61

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR

4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

(A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and

maintenance  
operations on sensitive ordnance, explosives and incendiary materials.  
All  
operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for

such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form  
1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate

SF 1444

should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of

Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

# Your Letterhead

## EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

\_\_\_\_\_ SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, OR PHYSICAL HANDICAP.

\_\_\_\_\_ AGREES TO AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT, WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, OR PHYSICAL HANDICAP. THE AFFIRMATIVE ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: (A) EMPLOYMENT, UPGRADING, OR TRANSFER; (B) RECRUITMENT OR RECRUITMENT ADVERTISING; (C) DEMOTION, LAYOFF, OR TERMINATION; (D) RATES OF PAY, OR OTHER FORMS OF COMPENSATION; AND (E) SELECTION FOR TRAINING AND APPRENTICESHIP.

\_\_\_\_\_ AGREES TO POST IN CONSPICUOUS PLACES THE PROVISIONS CONCERNING NON-DISCRIMINATION AND AFFIRMATIVE ACTION.

\_\_\_\_\_ SHALL STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT PURSUANT TO SUBSECTION 1103.2 THROUGH 1103.10 OF MAYOR'S ORDER 85-85; "EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS IN CONTRACTS."

\_\_\_\_\_ AGREES TO PERMIT ACCESS TO ALL BOOKS PERTAINING TO ITS EMPLOYMENT PRACTICES, AND TO REQUIRE EACH SUBCONTRACTOR TO PERMIT ACCESS TO BOOKS AND RECORDS.

\_\_\_\_\_ AGREES TO COMPLY WITH ALL GUIDELINES FOR EQUAL EMPLOYMENT OPPORTUNITY APPLICABLE IN THE DISTRICT OF COLUMBIA.

\_\_\_\_\_ SHALL INCLUDE IN EVERY SUBCONTRACT THE EQUAL OPPORTUNITY CLAUSES, SUBSECTION 1103.2 THROUGH 1103.10 SO THAT SUCH PROVISIONS SHALL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

\_\_\_\_\_  
AUTHORIZED OFFICIAL AND TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM/ORGANIZATION NAME

\_\_\_\_\_  
DATE

# Your Letterhead

## ASSURANCE OF COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

MAYOR'S ORDER 85-85, EFFECTIVE JUNE 10, 1985, AND THE RULES IMPLEMENTING MAYORS ORDER 85-85, 33 DCR 4952, (PUBLISHED AUGUST 15, 1986), "ON COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS IN DISTRICT GOVERNMENT CONTRACTS," ARE HEREBY INCLUDED AS PART OF THIS BID/PROPOSAL. THEREFORE, EACH BIDDER/OFFEROR SHALL INDICATE BELOW THEIR WRITTEN COMMITMENT TO ASSURE COMPLIANCE WITH MAYOR'S ORDER 85-85 AND THE IMPLEMENTING RULES. FAILURE TO COMPLY WITH THE SUBJECT MAYOR'S ORDER AND THE IMPLEMENTING RULES SHALL RESULT IN REJECTION OF THE RESPECTIVE BID/PROPOSAL.

I, \_\_\_\_\_, THE AUTHORIZED REPRESENTATIVE OF \_\_\_\_\_, HEREINAFTER REFERRED TO AS "THE CONTRACTOR," CERTIFY THT THE CONTRATOR IS FULLY AWARE OF ALL OF THE PROVISIONS OF MAYOR'S ORDER 85-85, EFFECTIVE JUNE 10, 1985, AND OF THE RULES IMPLEMENTING MAYOR'S ORDER 85-85, 33 DCR 4952. I FURTHER CERTIFY AND ASSURE THAT THE CONTRACTOR WILL FULLY COMPLY WITH ALL APPLICABLE PROVISIONS OF THE MAYOR'S ORDER AND IMPLEMENTING RULES IF AWARDED THE D.C. GOVERNMENT REFERENCED BY THE CONTRACT NUMBER ENTERED BELOW. FURTHER, THE CONTRACTOR ACKNOWLEDGES AND UNDERSTANDS THAT THE AWARD OF SAID CONTRACT AND ITS CONTINUATION ARE SPECIFICALLY CONDITIONED UPON THE CONTRACTOR'S COMPLIANCE WITH THE ABOVE-CITED ORDER AND RULES.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CONTRACT NUMBER

\_\_\_\_\_  
DATE

# EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER INFORMATION REPORT

GOVERNMENT OF THE DISTRICT OF COLUMBIA DC Office of Contracting and Procurement Employer Information Report (EEO)	Reply to: Office of Contracting and Procurement 441 4 <sup>th</sup> Street, NW, Suite 700 South Washington, DC 20001
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**Instructions:**  
 Two (2) copies of DAS 84-404 or Federal Form EEO-1 shall be submitted to the Office of Contracting and Procurement.  
 One copy shall be retained by the Contractor.

### Section A – TYPE OF REPORT

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX)

Single Establishment Employer (1) <input type="checkbox"/> Single-establishment Employer Report	Multi-establishment Employer: (2) <input type="checkbox"/> Consolidated Report (3) <input type="checkbox"/> Headquarters Report (4) <input type="checkbox"/> Individual Establishment Report (submit one for each establishment with 25 or more employees) (5) <input type="checkbox"/> Special Report
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1. Total number of reports being filed by this Company. \_\_\_\_\_

### Section B – COMPANY IDENTIFICATION *(To be answered by all employers)*

OFFICIAL USE ONLY

1. Name of Company which owns or controls the establishment for which this report is filed a.

Address (Number and street)	City or Town	Country	State	Zip Code	b.
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b. Employer Identification No. 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Establishment for which this report is filed. OFFICIAL USE ONLY

a. Name of establishment c.

Address (Number and street)	City or Town	Country	State	Zip Code	d.
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b. Employer Identification No. 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. Parent of affiliated Company

a. Name of parent or affiliated Company	b. Employer Identification No. <table style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px; border: 1px solid black;"></td><td style="width: 15px; height: 15px; border: 1px solid black;"></td></tr></table>																			

Address (Number and Street)	City or Town	Country	State	Zip Code
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### Section C - ESTABLISHMENT INFORMATION

1. Is the location of the establishment the same as that reported last year? Yes    No    Did not report last year    Report on combined basis	2. Is the major business activity at this establishment the same as that reported last year? Yes    No No report last year    Reported on combined basis	OFFICIAL USE ONLY
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2. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or service provided, as well as the principal business or industrial activity. e.

3. MINORITY GROUP MEMBERS: Indicate if you are a minority business enterprise (50% owned or 51% controlled by minority members).  
Yes    No

**SECTION D – EMPLOYMENT DATA**

Employment at this establishment – Report all permanent, temporary, or part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zero. *In columns 1, 2, and 3, include ALL employees in the establishment including those in minority groups*

JOB CATEGORIES	TOTAL EMPLOYEES IN ESTABLISHMENT			MINORITY GROUP EMPLOYEES								
	Total Employees Including Minorities (1)	Total Male Including Minorities (2)	Total Female Including Minorities (3)	MALE				FEMALE				
				Black (4)	Oriental (5)	American Indian (6)	Spanish Surname American (7)	Black (8)	Oriental (9)	American Indian (10)	Spanish Surname American (11)	
Officials and Managers												
Professionals												
Technicians												
Sales Workers												
Office and Clerical												
Craftsman (Skilled)												
Operative (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
Total employ reported in previous report												

(The trainee below should also be included in the figures for the appropriate occupation categories above)

Formal On-The-Job Trainee	White collar	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Production											

- |  |  |
|--|--|
| 1. How was information as to race or ethnic group in Section D obtained? | 2. Dates of payroll period used                                      |
| a. Visual Survey   | c. Other Specify _____   |
| b. Employment Record   | 3. Pay period of last report submitted for this establishment. _____ |

Section E – REMARKS Use this Item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units, and other pertinent information.

**Section F - CERTIFICATION**

- Check One
- All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
  - This report is accurate and was prepared in accordance with the instructions.

Name of Authorized Official                      Title                      Signature                      Date

Name of person contact regarding This report (Type of print)                      Address (Number and street)

Title                      City and State                      Zip Code                      Telephone                      Number                      Extension

INFORMATION CITED HEREIN SHALL BE HELD IN CONFIDENCE.

DEPARTMENT OF HUMAN RIGHTS AND LOCAL BUSINESS DEVELOPMENT  
CONTRACT COMPLIANCE UNIT

**SUBCONTRACT SUMMARY FORM**

This SUMMARY form is to be completed by the PRIME contractor.

BID NO.: \_\_\_\_\_ CCB NUMBER: \_\_\_\_\_ of \_\_\_\_\_ pages

\* NOTE: The standard for minority subcontracting is 25% of the TOTAL contract dollar amount to be subcontracted.

AMOUNT OF PRIME CONTRACT: \$ \_\_\_\_\_  
 AMOUNT OF ALL SUBCONTRACTS: \$ \_\_\_\_\_ equals \_\_\_\_\_% OF THE PRIME CONTRACT.

NAME OF PRIME CONTRACTOR: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ PROJECT DESCRIPTIONS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WARD NO.: \_\_\_\_\_

**SECTION II LIST ALL SUBCONTRACTORS THAT WILL BE UTILIZED ON THE ABOVE PROJECT**

1. NAME OF SUBCONTRACTOR 2. ADDRESS 3. CONTACT PERSON 4. MBOC CERT. NO.	5. PHONE NO.	1. IS THIS A *MINORITY SUB? ____ YES ____ NO 2. TRADE OR BUSINESS PRODUCT THAT SUB WILL PROVIDE.	1. \$ AMOUNT OF SUBCONTRACT equals( = ) 2. _____% (percent) OF TOTAL PRIME CONTRACT.
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____	5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO	1. \$ _____ equals( = ) 2. _____%

TOTAL DOLLAR AMOUNT SUBCONTRACTED TO \*MINORITY BUSINESS ENTERPRISES. \$ \_\_\_\_\_

PERCENT OF PRIME CONTRACT. \_\_\_\_\_%

\*D.C. LAW 1-95, as amended, defines a MINORITY BUSINESS ENTERPRISE as a business of which more than 50% is owned by members of a minority, and of which more than 50% of the net profit or loss accrues to members of a minority.

SOLICITATION NO: \_\_\_\_\_

**PROJECTED GOALS AND TIMETABLES FOR FUTURE HIRING**

MINORITY GROUP EMPLOYEES GOALS					TIMETABLES				
JOB CATEGORIES	<u>MALE</u>				<u>FEMALE</u>				
	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC	
OFFICIALS & MANAGERS									
PROFESSIONALS									
TECHNICIANS									
SALES WORKERS									
OFFICE AND CLERICAL									
CRAFTSMANS (SKILLELD)									
OPERATIVE (SEMI-SKILLED)									
LABORERS (UNSKILLED)									
SERVICE WORKERS									
TOTALS									
NAME OF AUTHORIZED OFFICIAL:				TITLE:			SIGNATURE:		
FIRM NAME:					TELEPHONE NO:		DATE:		
INDICATE IF THE PRIME UTILIZES A <u>“MINORITY FINANCIAL INSTITUTION”</u> _____ Yes      _____ No  NAME:  ADDRESS:  TYPE OF ACCOUNT/S:									

**District of Columbia Register**  
**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

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**ADMINISTRATIVE ISSUANCE SYSTEM**

SUBJECT: Compliance with Equal Opportunity Obligations in Contracts

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by Section 422 of the District of Columbia self-government and Government Reorganization Act of 1973 as amended, D.C. Code section 1-242 (1981-Ed.), it is hereby ORDERED that Commissioner's Order No. 73-51, dated February 28, 1973, is hereby rescinded and reissued in its entirety to read as follows:

1. Establishment of Policy: There is established a policy of the District of Columbia Government to:
  - (a) provide equal opportunity in employment for all persons with respect to any contract by and with the Government of the District of Columbia.
  - (b) prohibit discrimination in employment because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap;
  - (c) provide equal opportunity to all persons for participation in all District of Columbia Government contracts, including but not limited to lease agreements, Industrial Revenue Bond financing, and Urban Development Action grants;
  - (d) provide equal opportunity to minority business enterprises in the performance of District of Columbia Government contracts in accordance with Mayor's Orders, District of Columbia laws, and rules and regulations promulgated by the Minority Business Opportunity Commission; and
  - (e) promote the full realization of equal employment through affirmative, continuing programs by contractors and subcontractors in the performance of contracts with the District of Columbia Government.
2. Delegation of Authority: The Director of the Office of Human Rights (hereinafter "Director") is delegated the authority vested in the Mayor to implement the provisions of this order as set forth herein, and any rules, regulations, guidelines, and procedures adopted pursuant thereto.
3. Responsibilities: The Director of the Office of Human Rights shall be responsible for establishing and ensuring agency compliance with the policy set forth in this Order, any rules, regulations, and procedures that may be adopted by the Office of Human Rights pursuant to this Order, and any other equal opportunity provisions as may be added as a part of any contract.
4. Powers and Duties: The Director of the Office of Human Rights shall have the following powers and duties:
  - (a) to establish standards and procedures by which contractors and subcontractors who perform under District of Columbia Government contracts shall comply with the equal opportunity provisions of their contracts; to issue all orders, rules, regulations, guidelines, and procedures the Director may deem necessary and proper for carrying out and implementing the purposes of this Order;
  - (b) to assume equal opportunity compliance jurisdiction over any matter pending before a contracting agency where the Director considers it necessary or appropriate for the achievement of the purposes of

this Order, keep the contracting agency informed of all actions taken, and act through the contracting agency to the extent appropriate and practicable;

- (c) to examine the employment practices of any District of Columbia Government contractor or subcontractor, or initiate the examination by the appropriate contracting agency to determine whether or not the contractual provisions specified in any rules and regulations adopted pursuant to this Order have been violated, and notify the contracting agency of any action taken or recommended;
- (d) to monitor and evaluate all District of Columbia Government agencies, including those independent agencies and commissions not required to submit the Affirmative Action Programs of their contractors to the Office of Human Rights for approval, to ensure compliance with the equal opportunity obligations in contracts;
- (e) to use his or her best efforts to cause any labor union engaged in work under District of Columbia Government contracts, any referral, recruiting or training agency, or any other representative of workers who are or may be engaged in work under contracts and subcontracts to cooperate in and to comply with the implementation of the purposes of this Order;
- (f) to notify, when appropriate, the concerned contracting agencies, the Office of Federal Contract Compliance Programs, the U.S. Department of Justice, or other appropriate Federal, State, and District agencies, whenever the Director has reason to believe that practices of any contractor, labor organization, lending institution, insurance firm, or agency violate provisions of Federal, State, or District, laws;
- (g) to enter, where the determinations are made by Federal, State, or District agencies, into reciprocal agreements with those agencies to receive the appropriate information;
- (h) to hold hearings, public or private, as necessary to obtain compliance with any rules, regulations, and procedures promulgated pursuant to this Order, and to issue orders relating thereto. No order to terminate or cancel a contract, or to withhold from any contractor further District of Columbia Government contractors shall be issued without affording the contractor an opportunity for a hearing. Any order to terminate or cancel a contract or to withhold from any contractor further District of Columbia Government contracts shall be issued in accordance with rules, and regulations pursuant to the Administrative Procedure Act, as amended and;
- (i) to grant waivers from the minimum standards for the employment of minorities and women in Affirmative Action Programs in exceptional cases, as circumstances may warrant.

5. Duties of Contracting Agencies: Each contracting agency shall have the following duties:

- (a) the initial responsibility for ensuring that contractors and subcontractors are in compliance with any rules, regulations, and procedures promulgated pursuant to this Order;
- (b) to examine the employment practices of contractors and subcontractors in accordance with procedures established by the Office of Human Rights, and report any compliance action to the Director of the Office of Human Rights;
- (c) to comply with the terms of this Order and of the orders, rules, regulations, guidelines, and procedures of the Office of Human Rights issued pursuant thereto in discharging their responsibility for securing contract compliance; and
- (d) to secure compliance with any rules, regulations, and procedures promulgated pursuant to this Order before or after the execution of a contract by methods, of conference, conciliation and persuasion. No enforcement proceedings shall be initiated, nor shall a contract be cancelled or terminated in whole or in part, unless such methods have first been attempted.

6. Procedures: The procedures to be followed in implementing this Order shall be those set forth in

Orders, rules, regulations, and guidelines as may be promulgated by the Office of Human Rights.

7. Severability: If any section, subsection, sentence, clause, phrase, or portion of the provisions in this Order is for any reason declared by any court of competent jurisdiction to be invalid or unconstitutional, such section, subsection, sentence, clause, phrase, or portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining provisions of this order.
8. Effective Date: This Order shall become effective immediately.

Signed by Marion Barry, Jr.  
Mayor

ATTEST: Signed by Clifton B. Smith  
Secretary of the District of Columbia

## OFFICE OF HUMAN RIGHTS

### NOTICE OF FINAL RULEMAKING

The Director of the Office of Human Rights hereby gives notice of the adoption of the following final rules governing standards and procedures for equal employment opportunity applicable to contractors and subcontractors under District of Columbia Government Contracts. Notice of Proposed Rulemaking was published for public comment in the D.C. Register on April 11, 1986 at 33 DCR 2243. Based on some the comments received and upon further review by the Office of Human Rights, minor revisions were made in the rules at the following subsections: 1104.1, 1104.2, 1104.4, 1104.13, 1104.17(e) (5), 1104.28, 1107.1, 1199.1, and at page 15 the definition of minority was written out in addition to citing its D.C. Code. None of the revisions change the intent of the proposed final rules. Final action to adopt these final rules was taken on August 4, 1986, and will be effective upon publication of this notice in the Register.

#### **CHAPTER 11 EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS IN CONTRACTS**

##### 1100 PURPOSE

1100.1 These rules shall govern standards and procedures to be followed by contractors and subcontractors performing under District of Columbia Government contracts for goods and services, including construction contracts, for the purpose of assuring equal employment opportunity for minorities and women.

1100.2 These rules establish requirements for contractors and subcontractors regarding their commitment to observe specific standards for the employment of minorities and women and to achieve affirmative action obligations under District of Columbia contracts. These rules are not intended nor shall be used to discriminate against any qualified applicant for employment or employee.

##### 1101 SCOPE

1101.1 Except as hereinafter exempted, the provisions of this chapter shall apply to all District of Columbia Government contracts subject to Mayor's Order No. 85-85, and any rules, regulations, and procedures promulgated pursuant to that Mayor's Order.

##### 1102 COVERAGE

1102.1 The provisions of this chapter shall govern the processing of any matter before the Office Human Rights involving the following:

- (a) Discrimination in employment on grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap by any District of Columbia Government contractor; and
- (b) Achievement of affirmative action obligations under District of Columbia contracts.

##### 1103 CONTRACT PROVISIONS

1103.1 Each contract for goods and services, including construction contracts, except construction subcontracts for standard commercial supplies or raw materials, shall include as express contractual provisions the language contained in subsections 1103.2 through 1103.10.

1103.2 The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap.

- 1103.3 The contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap. The affirmative action shall include, but not be limited to the following:
- (a) Employment, upgrading, or transfer;
  - (b) Recruitment or recruitment advertising;
  - (c) Demotion, layoff, or termination;
  - (d) Rates of pay, or other forms of compensation; and
  - (e) Selection for training and apprenticeship.
- 1103.4 The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Agency, setting forth the provisions in subsections 1103.2 and 1103.3 concerning non-discrimination and affirmative action.
- 1103.5 The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in subsection 1103.2
- 1103.6 The contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement, or other contract or understanding, a notice to be provided by the Contracting Agency, advising each labor union or workers' representative of the contractor's commitments under this chapter, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 1103.7 The contractor agrees to permit access to all books, records, and accounts, pertaining to its employment practices, by the Director and the Contracting Agency for purposes of investigation to ascertain compliance with this chapter, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors, books, records, and accounts for such purposes.
- 1103.8 The contractor agrees to comply with the provisions of this chapter and with all guidelines for equal employment opportunity applicable in the District of Columbia adopted by the Director, or any authorized official.
- 1103.9 The prime contractor shall include in every subcontract the equal opportunity clauses, subsections 1103.2 through 1103.10 of this section, so that such provisions shall be binding upon each subcontractor or vendor.
- 1103.10 The prime contractor shall take such action with respect to any subcontractor as the Contracting Officer may direct as a means of enforcing these provisions, including sanctions for non-compliance; provided, however, that in the event the prime contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the prime contractor may request the District to enter into such litigation to protect the interest of the District.
- 1104 **AFFIRMATIVE ACTION PROGRAM**
- 1104.1 Each apparent low bidder for a construction contract shall complete and submit to the Contracting Agency, prior to the execution of any contract in the amount of twenty-five thousand dollars (\$25,000) or more, and each contractor covered under subsection 1105.1, an Affirmative Action Program to ensure equal opportunity which shall include specific standards for the utilization of minorities and women in the trades, crafts and skills to be used by the contractor in the performance of the contract.

- 1104.2 Each apparent low bidder or offeror for a non-construction contract shall complete and submit to the Contracting Agency, prior to the execution of any contract in the amount of ten thousand dollars (\$10,000) or more, and each contractor covered under subsection 1105.2 , an Affirmative Action Program to ensure equal opportunity which shall include specific standards for the utilization of minorities in the job categories specified in subsection 1108.4.
- 1104.3 To ensure equal opportunity each Affirmative Action Program shall include the following commitments:
- (a) With respect to construction contracts, each contractor shall certify that it will comply with the provisions of this chapter, and submit a personnel utilization schedule for all the trades the contractor is to utilize, indicating the actual numbers of minority and female workers that are expected to be a part of the workforce performing under the contract; and
  - (b) With respect to non-construction contracts, each contractor shall certify that it will comply with the provisions of this chapter, and shall submit a personnel utilization schedule indicating by craft and skill, the minority composition of the workforce related to the performance of the work under the contract. The schedule shall include all workers located in the facility from which the goods and services are produced and shall include the same information for other facilities which have a significant relationship to the performance of work under the contract.
- 1104.4 If the experience of the contractor with any local union from which it will secure employees indicates that the union will not refer sufficient minorities or women to meet minority or female employment commitments, the contractor shall, not less than ten (10) days prior to the employment of any person on the project subject to the jurisdiction of that local union, do the following:
- (a) Notify the District of Columbia Department of Employment Services and at least two (2) minority and two (2) female referral organizations of the contractor's personnel needs, and request referral of minority and female workers; and
  - (b) Notify any minority and female workers who have been listed with the contractors as awaiting vacancies.
- 1104.5 If, within five (5) working days prior to commencement of work, the contractor determines that the Department of Employment Services or the minority or female referral organizations are unable to refer sufficient minorities or women to meet its commitments, the contractor may take steps to hire, by referral or otherwise, from the local union membership to fill the remaining job openings, provided that it notifies the local union of its personnel needs and of its employment commitments. Evidence of the notification shall be provided to the Contracting Agency.
- 1104.6 The contractor shall have standing requests for additional referrals of minority and female workers with the local union, the Department of Employment Services, and the other referral sources, until such time as the contractor has met its minority and female employment commitments.
- 1104.7 If the contractor desires to lay off some of its employees in a given trade on a construction site, it shall ensure that the required number of minority and female employees remain on the site to meet the minority and female commitments.
- 1104.8 No contractor shall refuse employment to any individual who has minimal facility to speak English except where the contractor can demonstrate that the facility to speak English is necessary for the performance of the job.

- 1104.9 No union with which the contractor has a collective bargaining agreement shall refuse to refer minority and female employees to such contractor.
- 1104.10 To the extent that contractors have delegated the responsibility for some of their employment practices to some other organization or agency which prevents them from meeting their equal opportunity obligations, those contractors shall not be considered to be in compliance with this chapter.
- 1104.11 The obligations of the contractor shall not be reduced, modified, or subject to any provision in any collective bargaining agreement with labor organization which provides that the labor organizations shall have the exclusive or primary opportunity to refer employees.
- 1104.12 When any contractor employs a minority person or woman in order to comply with this chapter, those persons shall be advised of their right to seek union membership, the contractor shall provide whatever assistance may be appropriate to enable that person to obtain membership, and the contractor shall notify the appropriate union of that person's employment.
- 1104.13 The contractor shall not discharge, refuse to employ, or otherwise adversely affect any minority person or woman because of any provision in any collective bargaining agreement, or any understanding, written or oral that the contractor may have with any labor organization.
- 1104.14 If at any time, because of lack of cooperation or overt conduct, a labor organization impedes or interferes with the contractor's Affirmative Action Program, the contractor shall notify the Contracting Agency and the Director immediately, setting forth the relevant circumstances.
- 1104.15 In any proceeding involving a disagreement between a labor organization and the contractor over the implementation of the contractor's Affirmative Action Program, the Contracting Agency and the Office of Human Rights may become a party to the proceeding.
- 1104.16 In determining whether or not a contractor is utilizing minorities and females pursuant to Section 1108, consideration shall be given to the following factors:
- (a) The proportion of minorities and women employed in the trades and as laborers in the construction industry within the District of Columbia;
  - (b) The proportion of minorities and women employed in the crafts or as operatives in non-construction industries within the District of Columbia;
  - (c) The number and ratio of unemployed minorities and women to total unemployment in the District of Columbia;
  - (d) The availability of qualified and qualifiable minorities and women for employment in any comparable line of work, including where they are now working and how they may be brought into the contractor's workforce;
  - (e) The effectiveness of existing training programs in the area, including the number who complete training, the length and extent of training, employer experience with trainees, and the need for additional or expanded training programs; and
  - (f) The number of additional workers that could be absorbed into each trade or line of work without displacing present employees, including consideration of present employee shortages, projected growth of the trade or line of work, and projected employee turnover.
- 1104.17 The contractor's commitment to specific standards for the utilization of minorities and females as required under this chapter shall include a commitment to make every good faith effort to meet

those standards. If the contractor has failed to meet the standards, a determination of “good faith” shall be based upon the contractor’s documented equal opportunity efforts to broaden its equal employment program which shall include, but may not necessarily be limited to, the following requirements:

- (a) The contractor shall notify the community organizations that the contractor has employment opportunities available and shall maintain records of the organizations’ responses;
- (b) The contractor shall maintain a file of the names and addresses of each minority and female worker referred to it and what action was taken with respect to each referred worker. If that worker was not sent to the union hiring hall for referral or if the worker was not employed by the contractor, the contractor’s file shall be documented and the reasons therefore;
- (c) The contractor shall notify the Contracting Agency and the Director when the union or unions with which the contractor has a collective bargaining agreement has not referred to the contractor a minority or female worker originally sent to the union by the contractor for union registration, or the contractor has other information that the union referral process has impeded the contractor’s efforts to meet its goals;
- (d) The contractor shall participate in training programs related to its personnel needs;
- (e) The contractor shall disseminate its EEO policy internally by doing the following:
  - (1) Including it in any organizational manual;
  - (2) Publicizing it in company newspapers, annual report, etc.;
  - (3) Conducting staff, employee, and union representatives meetings to explain and discuss the policy;
  - (4) Posting; and
  - (5) Reviewing the policy with minority and female employees.
- (f) The contractor shall disseminate its EEO policy externally by doing the following:
  - (1) Informing and discussing it with all recruitment sources;
  - (2) Advertising in news media, specifically including news media directed to minorities and women;
  - (3) Notifying and discussing it with all known minority and women’s organizations; and
  - (4) Notifying and discussing it with all subcontractors and suppliers.

1104.18 The contractor shall make specific recruitment efforts, both written and oral, directed at all minority and women’s training organizations within the contractor’s recruitment area.

1104.19 The contractor shall encourage present employees to assist in the recruitment of minorities and women for employment.

1104.20 The contractor shall validate all qualifications, selection requirements, and tests in accordance with the guidelines of the Equal Employment Opportunity Commission.

- 1104.21 The contractor shall make good faith efforts to provide after school, summer and vacation employment to minority youths and young women.
- 1104.22 The contractor shall develop on-the-job training opportunities, and participate and assist in any association or employer group training programs relevant to the contractor's employee needs.
- 1104.23 The contractor shall continually inventory and evaluate all minority and female personnel for promotion opportunities.
- 1104.24 The contractor shall make sure that seniority practices, job classifications, qualifications, etc. do not have a discriminatory effect on minorities and women.
- 1104.25 The contractor shall make certain that all facilities and company activities are nonsegregated.
- 1104.26 The contractor shall continually monitor all personnel activities to ensure that its EEO policy is being carried out.
- 1104.27 The contractor may utilize minority banking facilities as depositories for funds which may be involved, directly or indirectly, in the performance of the contract.
- 1104.28 The contractor shall employ minority and female workers without respect to union membership in sufficient numbers to meet the minority and female employment standards, if the experience of the contractor with any labor union from which it will secure employees does not indicate that it will refer sufficient minorities and females to meet its minority and female employment standards.
- 1104.29 The contractor shall ensure that all of its employees as well as those of its subcontractors are made knowledgeable about the contractor's equal opportunity policy.
- 1104.30 [Reserved]
- 1104.31 Each contractor shall include in all bid invitations or other pre-bid communications, written or otherwise, with respect to prospective subcontractors, the standards, as applicable, which are required under this chapter.
- 1104.32 Whenever a contractor subcontracts a portion of the work in any trade, craft or skill it shall include in the subcontract, its commitment made under this chapter, as applicable, which shall be adopted by its subcontractors who shall be bound thereby and by the regulations of this chapter to the full extent as if it were the prime contractor.
- 1104.33 The prime contractor shall give notice to the Director and the Contracting Agency of any refusal or failure of any subcontractor to fulfill its obligations under this chapter.
- 1104.34 Failure of compliance by any subcontractor shall be treated in the same manner as a failure by the prime contractor.
- 1105 EXEMPTIONS
- 1105.1 Prospective construction contractors shall be exempt from submitting Affirmative Action Programs for contracts amounting to less than twenty-five thousand dollars (\$25,000); provided, that when a construction contractor accumulates contracts amounting to twenty-five thousand dollars (\$25,000) or more within a period of twelve (12) months that contractor shall be required to submit an Affirmative Action Program for each contract executed thereafter.
- 1105.2 Prospective non-construction contractors shall be exempt from submitting Affirmative Action Programs for contracts amounting to less than ten thousand dollars (\$10,000); provided, that when

a non-construction contractor accumulates contracts amounting to ten thousand dollars (\$10,00) or more during a period of twelve (12) months that contractor shall be required to submit an Affirmative Action Program for each contract executed thereafter.

1106 NONRESPONSIBLE CONTRACTORS

1106.1 If a bidder or offeror fails either to submit a complete and satisfactory Affirmative Action Program or to submit a revised Affirmative Action Program that meets the approval of the Director, as required pursuant to this chapter, the Director may direct the Contracting Officer to declare the bidder or offeror to be nonresponsible and ineligible for award of the contract.

1106.2 Any untimely submission of an Affirmative Action Program may, upon order of the Director, be rejected by the Contracting Officer.

1106.3 In no case shall there be any negotiation over the provision of specific utilization standards submitted by the bidder or offeror after the opening of bids or receipt of offer and prior to award.

1106.4 If any directive or order relating to nonresponsibility is issued under this section, the Director shall afford the bidder or offeror a reasonable opportunity to be heard in opposition to such action in accordance with subsection 1118.1, or in support of a request for waiver under section 1109.

1107 NOTICE OF COMPLIANCE

1107.1 Each Contracting Agency shall include, or require the contract bidder or offeror to include, in the invitation for bids or other solicitation used for a D.C. Government-involved contract, a notice stating that to be eligible for consideration, each bidder or offeror shall be required to comply with the provisions of this chapter for the trades, crafts and skills to be used during the term of the performance of the contract whether or not the work is subcontracted.

1108 MINIMUM STANDARDS FOR MINORITY AND FEMALE EMPLOYMENT

1108.1 The minimum standards for the utilization of minorities in the District of Columbia Government construction contracts shall be forty-two percent (42%) in each trade for each project, and an aggregate workforce standard of six and nine-tenths percent (6.9%) for females in each project. Any changes in Federal standards pertaining to minority group and female employment in Federally-involved construction contracts shall be taken into consideration in any review of these requirements.

1108.2 The construction contractor's standards established in accordance with subsection 1108.1 shall express the contractor's commitment of the forty-two percent (42%) of minority personnel who will be working in each specified trade on each of the contractor's District of Columbia Government projects, and the aggregate standard of six and nine-tenths percent (6.9%) for the employment of females in each District of Columbia Government contract.

1108.3 The hours for minority and female workers shall be substantially uniform throughout the entire length of the construction contract for each trade used, to the effect that the same percentage of minority workers in the trades used shall be working throughout the length of work in each trade on each project, and the aggregate percentage in each project for females.

1108.4 The minimum standard for the utilization of minorities in non-construction contracts shall be twenty-five percent (25%) in each of the following nine (9) job categories:

- (a) Officials and managers;
- (b) Professionals;

- (c) Technicians;
- (d) Sales workers;
- (e) Office and clerical workers;
- (f) Craftpersons (Skilled);
- (g) Operative (Semi-skilled);
- (h) Laborers (Unskilled); and
- (i) Service workers.

1108.5 With respect to non-construction contracts the contractor's standards established in accordance with subsection 1108.4 shall express the contractor's commitment of the twenty-five percent (25%) of minority personnel who will be working in each specified craft or skill in each contract.

1109 WAIVERS

1109.1 The Director may grant a waiver to a prospective contractor from the requirement to submit a set of minimum standards for the employment of minorities and women in a particular contract, if before the execution of the contract and approval of the Affirmative Action Program, the contractor can document and otherwise prove it is unable to meet the standards in the performance of the contract.

1110 SOLICITATION OF CONTRACT

1110.1 Each solicitation for contract covered by section 1104 shall contain a statement that contractors shall comply with the minimum standards established pursuant to these rules for ensuring equal opportunity.

1110.2 The contract solicitation shall require that each bidder or offeror certify that it intends to meet the applicable minimum standards in section 1108 in order to be considered for the contract.

1111 PRIOR TO EXECUTION OF CONTRACT

1111.1 Upon being designated the apparent low bidder or offeror, that contractor shall submit a detailed Affirmative Action Program that sets forth the following:

- (1) The composition of its current total workforce; and
- (2) The composition of the workforce by race, color, national origin, and sex to be used in the performance of the contract and that of all known subcontractors that will be utilized to perform the contract.

1111.2 The apparent low bidder or offeror shall submit an Affirmative Action Program in accordance with section 1104 describing the actions it will take to ensure compliance with this chapter which shall be subject, prior to the execution of any contract, to the approval of the Director.

1111.3 If the Office of Human Rights does not act within ten (10) working days after the receipt of the Affirmative Action Program sent for approval, the Contracting Agency may proceed on its own determination to execute the contract.

- 1111.4 The apparent low bidder or offeror shall submit an Affirmative Action Program within a period of time to specified by each Contracting Agency, but which shall not exceed ten (10) working days after becoming the apparent contractor.
- 1111.5 The apparent low bidder or offeror shall furnish all information and reports to the Contracting Agency as required by this chapter, and shall permit access to all books or records pertaining to its employment practices or worksites.
- 1111.6 No contract subject to section 1104 shall be executed by the Contracting Agency, if the apparent low bidder or offeror does not submit an Affirmative Action Program, or if the Program has been disapproved in writing by the Director.
- 1111.7 If there is disagreement between the contractor and the Contracting Officer as to the adequacy of the Affirmative Action Program, the matter shall be referred to the Director for a decision.
- 1112 AFTER EXECUTION OF CONTRACT
- 1112.1 Each contractor shall maintain throughout the term of the contract the minimum standards for the employment of minorities and women, as set forth in the approved Affirmative Action Program.
- 1112.2 Each contractor shall require that each subcontractor, or vendor under the contract comply with the provision of the contract and the Affirmative Action Program.
- 1112.3 Each contractor shall furnish all information as required by this chapter, and permit access to all books and records pertaining to the contractor's employment practices and work sites by the Director and the Contracting Agency for purposes of investigation to ascertain compliance with this chapter.
- 1113 MONITORING AND EVALUATION
- 1113.1 The Director shall, from time to time, monitor and evaluate all District of Columbia Government agencies, including those independent agencies and commissions not required to submit the Affirmative Action Program of their contractors, to ensure compliance with the equal opportunity obligations in contracts, as provided for in this chapter.
- 1114 AFFIRMATIVE ACTION TRAINING PROGRAM
- 1114.1 Each contractor, in fulfilling its affirmative action responsibilities under a contract with the District of Columbia Government, shall be required to have, as part of its Affirmative Action Program, an existing training program for the purpose of training, upgrading, and promotion of minority and female employees or to utilize existing programs. Those programs shall include, but not be limited to, the following:
- (a) To be consistent with its personnel requirements, the contractor shall make full use of the applicable training programs, including apprenticeship, on-the job training, and skill refinement training for journeymen. Recruitment for the program shall be designed to provide for appropriate participation by minority group members and women;
  - (b) The contractor may utilize a company-operated skill refinement training program. This program shall be formal and shall be responsive to the work to be performed under the contract;
  - (c) The contractor may utilize formal private training institutions that have as their objective training and skill refinement appropriate to the classification of the workers employed. When training is provided by a private organization the following information shall be supplied:

- (1) The name of the organization;
- (2) The name, address, social security number, and classification of the initial employees and any subsequent employees chosen during the course of the contract; and
- (3) The identity of the trades, and crafts or skills involved in the training.

1114.2 If the contractor relies, in whole or in part, upon unions as a source of its workforce, the contractor shall use its best efforts, in cooperation with unions, to develop joint training programs aimed toward qualifying more minorities and females for membership in the union, and increasing the skills of minority and female employees so that they may qualify for higher paying employment.

1114.3 Approval of training programs by the Contracting Agency shall be predicated, among other things, upon the quality of training, numbers of trainees and trades, crafts or skills involved, and whether the training is responsive to the policies of the District of Columbia and the needs of the minority and female community. Minority and female applicants for apprenticeship or training should be selected in sufficient numbers as to ensure an acceptable level of participation sufficient to overcome the effects of past discrimination.

1115 COMPLIANCE REVIEW

1115.1 The Director and the Contracting Agency shall review the contractor's employment practices during the performance of the Contract. Routine or special reviews of contractors shall be conducted by the Contracting Agency or the Director in order to ascertain the extent to which the policy of Mayor's Order No. 85-85, and the requirements in this chapter are being implemented and to furnish information that may be useful to the Director and the Contracting Agency in carrying out their functions under this chapter.

1115.2 A routine compliance review shall consist of a general review of the practices of the contractor to ascertain compliance with the requirements of this chapter, and shall be considered a normal part of contract administration.

1115.3 A special compliance review shall consist of a comprehensive review of the employment practices of the contractor with respect to the requirements of this chapter, and shall be conducted when warranted.

1116 ENFORCEMENT

1116.1 If the contractor does not comply with the equal opportunity clauses in a particular contract, including subsections 1103.2 through 1103.10 of this chapter, that contract may be cancelled in whole or in part, and the contractor may be declared by the Director or the Contracting Officer to be ineligible for further District of Columbia Government Contracts subject to applicable laws and regulations governing debarment.

1116.2 If the contractor meets its goals or if the contractor can demonstrate that it has made every good faith effort to meet those goals, the contractor will be presumed to be in compliance with this chapter, and no formal sanction shall be instituted unless the Director otherwise determines that the contractor is not providing equal employment opportunity.

1116.3 When the Director proceeds with a formal hearing she or he has the burden of proving that the contractor has not met the requirements of this chapter, but the contractor's failure to meet its goals shall shift to it the requirement to come forward with evidence to show that it has met the good faith requirements of this chapter.

1117 COMPLAINTS

1117.1 The Director may initiate investigations of individual instances and patterns of discriminatory conduct, initiate complaints thereupon and keep the Contracting Agency informed of those actions.

1117.2 If the investigation indicates the existence of an apparent violation of the non-discrimination provisions of the contract required under section 1103 of this chapter the matter may be resolved by the methods of conference, conciliation, mediation, or persuasion.

1117.3 If an apparent violation of the non-discrimination provisions of the contract required under section 1103 of this chapter is not resolved by methods of conference, conciliation, mediation, or persuasion, the Director of the Contracting Officer may issue a notice requiring the contractor in question to show cause, within thirty (30) days, why enforcement proceedings or other appropriate action should not be initiated.

1117.4 Any employee of any District of Columbia Government contractor or applicant for employment who believes himself or herself to be aggrieved may, in person or by an authorized representative, file in writing, a complaint of alleged discrimination with the Director.

1118 HEARINGS

1118.1 In the event that a dispute arises between a bidder, offeror or prospective contractor and the Director or the Contracting Officer as to whether the proposed program of affirmative action for providing equal employment opportunity submitted by such bidder, offeror or prospective contractor complies with the requirements of this chapter and cannot be resolved by the methods of conference, conciliation, mediation, or persuasion, the bidder, offeror or prospective contractor in question shall be afforded the opportunity for a hearing before the Director.

1118.2 If a case in which an investigation by the Director or the Contracting Agency has shown the existence of an apparent violation of the non-discrimination provisions of the contract required under section 1103 is not resolved by the methods specified in subsection 1117.2, the Director may issue a notice requiring the contractor in question to show cause, within thirty (30) days, why enforcement proceedings or other appropriate action should not be initiated. The contractor in question shall also be afforded the opportunity for a hearing before the Director.

1118.3 The Director may hold a hearing on any complaint or violation under this chapter, and make determinations based on the facts brought before the hearing.

1118.4 Whenever the Director holds a hearing it is to be held pursuant to the Human Rights Act of 1977, a notice of thirty (30) working days for the hearing shall be given by registered mail, return receipt requested, to the contractor in question. The notice shall include the following:

- (a) A convenient time and place of hearing;
- (b) A statement of the provisions in this chapter or any other laws or regulations pursuant to which the hearing is to be held; and
- (c) A concise statement of the matters to be brought before the hearing.

1118.5 All hearings shall be open to the public and shall be conducted in accordance with rules, regulations, and procedures promulgated pursuant to the Human Rights Act of 1977.

1119 SANCTIONS

- 1119.1 The Director, upon finding that a contractor has failed to comply with the non-discrimination provisions of the contract required under section 1103, or has failed to make a good faith effort to achieve the utilization standards under an approved Affirmative Action Program, may impose sanctions contained in this section in addition to any sanction or remedies as may be imposed or invoked under the Human Rights Act of 1977.
- 1119.2 Sanctions imposed by the Director may include the following:
- (a) Order that the contractor be declared ineligible from consideration for award of District of Columbia Government contracts or subcontracts until such time as the Director may be satisfied that the contractor has established and will maintain equal opportunity policies in compliance with this chapter; and
  - (b) Direct each Contracting Officer administering any existing contract to cancel, terminate, or suspend the contract or any portion thereof, and to deny any extension, modification, or change, unless the contractor provides a program of future compliance satisfactory to the Director.
- 1119.3 Any sanction imposed under this chapter may be rescinded or modified upon reconsideration by the Director.
- 1119.4 An appeal of any sanction imposed by order of the Director under this chapter may be taken pursuant to applicable clauses of the affected contract or provisions of law and regulations governing District of Columbia Government contracts.
- 1120 NOTIFICATIONS
- 1120.1 The Director shall forward in writing notice of his or her findings of any violations of this chapter to the Contracting Officer for appropriate action under the contract.
- 1120.2 Whenever it appears that the holder of or an applicant for a permit, license or franchise issued by any agency or authority of the Government of the District of Columbia is a person determined to be in violation of this chapter the Director may, at any time he or she deems that action the Director may take or may have taken under the authority of this chapter, refer to the proper licensing agency or authority the facts and identities of all persons involved in the violation for such action as the agency or authority, in its judgement, considers appropriate based upon the facts thus disclosed to it.
- 1120.3 The Director may publish, or cause to be published, the names of contractors or unions which have been determined to have complied or have failed to comply with the provisions of the rules in this chapter.
- 1121 DISTRICT ASSISTED PROGRAMS
- 1121.1 Each agency which administers a program involving leasing of District of Columbia Government owned or controlled real property, or the financing of construction under industrial revenue bonds or urban development action grants, shall require as a condition for the approval of any agreement for leasing, bond issuance, or development action grant, that the applicant undertake and agree to incorporate, or cause to be incorporated into all construction contracts relating to or assisted by such agreements, the contract provisions prescribed for District of Columbia Government contracts by section 1103, preserving in substance the contractor's obligation under those provision.
- 1199 DEFINITIONS

1199.1

The following words and phrases set forth in this section, when used in this chapter, shall have the following meanings ascribed:

**Contract** – any binding legal relationship between the District of Columbia and a contractor for supplies or services, including but not limited to any District of Columbia Government or District of Columbia Government assisted construction or project, lease agreements, Industrial Revenue Bond financing, and Urban Development Action grant, or for the lease of District of Columbia property in which the parties, respectively, do not stand in the relationship of employer and employee.

**Contracting Agency** – any department, agency, or establishment of the District of Columbia which is authorized to enter into contracts.

**Contracting Officer** – any official of a contracting agency who is vested with the authority to execute contracts on behalf of said agency.

**Contractor** – any prime contractor holding a contract with the District of Columbia Government. The term shall also refer to subcontractors when the context so indicates.

**Director** – the Director of the Office of Human Rights, or his or her designee.

**Dispute** – any protest received from a bidder or prospective contractor relating to the effectiveness of his or her proposed program of affirmative action for providing equal opportunity.

**Minority** – Black Americans, Native Americans, Asian Americans, Pacific Islander Americans, and Hispanic Americans. In accordance with D.C. Code, Section 1-1142(1) (Supp. 1985).

**Subcontract** – any agreement made or executed by a prime contractor or a subcontractor where a material part of the supplies or services, including construction, covered by an agreement is being obtained for us in the performance of a contract subject to Mayor's Order No. 85-85, and any rules, regulations, and procedures issued pursuant thereto.

**Subcontractor** – any contractor holding a contract with a District prime contractor calling for supplies or services, including construction, required for the performance of a contract subject to Mayor's Order No. 85-85, and any rules, regulations, and procedures promulgated pursuant thereto.

## FIRST SOURCE EMPLOYMENT AGREEMENT

Contract Number: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Ward: \_\_\_\_\_

Nonprofit Organization with 50 Employees or Less: (Yes) \_\_\_\_ (No) \_\_\_\_

This First Source Employment Agreement, in accordance with D. C. Law 14-24, D.C. Law 5-93, and Mayor's Order 83-265 for recruitment, referral, and placement of District of Columbia residents, is between the District of Columbia Department of Employment Services, hereinafter referred to as DOES, and \_\_\_\_\_, hereinafter, referred to as EMPLOYER. Under this Employment Agreement, the EMPLOYER will use DOES as its first source for recruitment, referral, and placement of new hires or employees for the new jobs created by this project and will hire 51% District of Columbia residents for all new jobs created, as well, as 51% of apprentices employed in connection with the project shall be District residents registered in programs approved by the District of Columbia Apprenticeship Council.

### I. GENERAL TERMS

- A. The EMPLOYER will use DOES as its first source for the recruitment, referral and placement of employees.
- B. The EMPLOYER shall require all contractors and subcontractors, with contracts totaling \$100,000 or more, to enter into a First Source Employment Agreement with DOES.
- C. DOES will provide recruitment, referral and placement services to the EMPLOYER subject to the limitations set out in this Agreement.
- D. DOES participation in this Agreement will be carried out by the Office of the Director, with the Office of Employer Services, which is responsible for referral and placement of employees, or such other offices or divisions designated by DOES.

- E. This Agreement shall take effect when signed by the parties below and shall be fully effective for the duration of the contract and any extensions or modifications to the contract.
- F. This Agreement shall not be construed as an approval of the EMPLOYER'S bid package, bond application, lease agreement, zoning application, loan, or contract/subcontract.
- G. DOES and the EMPLOYER agree that for purposes of this Agreement, new hires and jobs created (both union and nonunion) include all EMPLOYER'S job openings and vacancies in the Washington Standard Metropolitan Statistical Area created as a result of internal promotions, terminations, and expansions of the EMPLOYER'S workforce, as a result of this project, including loans, lease agreements, zoning applications, bonds, bids, and contracts.
- H. For purposes of this Agreement, apprentices as defined in D.C. Law 2-156, as amended, are included.
- I. The EMPLOYER shall register an apprenticeship program with the D.C. Apprenticeship Council for construction or renovation contracts or subcontracts totaling \$500,000 or more. This includes any construction or renovation contract or subcontract signed as the result of, but is not limited to, a loan, bond, grant, Exclusive Right Agreement, street or alley closing, or a leasing agreement of real property for one (1) year or more.
- J. All contractors who contract with the Government of the District of Columbia to perform information technology work with a single contract or cumulative contracts of at least \$500,000, let within any twelve (12) month period shall be required to register an apprenticeship program with the District of Columbia Apprenticeship Council.
- K. The term "information technology work" shall include, but is not limited to, the occupations of computer programmer, programmer analyst, desktop specialist, technical support specialist, database specialist, network support specialist, and any other related occupations as the District of Columbia Apprenticeship Council may designate by regulation.

## II. RECRUITMENT

- A. The EMPLOYER will complete the attached Employment Plan, which will indicate the number of new jobs projected, salary range, hiring dates, and union requirements. The EMPLOYER will notify DOES of its specific need for new employees as soon as that need is identified.

- B. Notification of specific needs, as set forth in Section II.A. must be given to DOES at least five (5) business days (Monday - Friday) before using any other referral source, and shall include, at a minimum, the number of employees needed by job title, qualification, hiring date, rate of pay, hours of work, duration of employment, and work to be performed.
- C. Job openings to be filled by internal promotion from the EMPLOYER'S current workforce need not be referred to DOES for placement and referral.
- D. The EMPLOYER will submit to DOES, prior to starting work on the project, the names, and social security numbers of all current employees, including apprentices, trainees, and laid-off workers who will be employed on the project.

### III. REFERRAL

DOES will screen and refer applicants according to the qualifications supplied by the EMPLOYER.

### IV. PLACEMENT

- A. DOES will notify the EMPLOYER, prior to the anticipated hiring dates, of the number of applicants DOES will refer. DOES will make every reasonable effort to refer at least two qualified applicants for each job opening.
- B. The EMPLOYER will make all decisions on hiring new employees but will in good faith use reasonable efforts to select its new hires or employees from among the qualified persons referred by DOES.
- C. In the event DOES is unable to refer the qualified personnel requested, within five (5) business days (Monday - Friday) from the date of notification, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. Notwithstanding, the EMPLOYER will still be required to hire 51% District residents for the new jobs created by the project.
- D. After the EMPLOYER has selected its employees, DOES will not be responsible for the employees' actions and the EMPLOYER hereby releases DOES, and the Government of the District of Columbia, the District of Columbia Municipal Corporation, and the officers and employees of the District of Columbia from any liability for employees' actions.

## V. TRAINING

DOES and the EMPLOYER may agree to develop skills training and on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and DOES and set forth in a separate Training Agreement.

## VI. CONTROLLING REGULATIONS AND LAWS

- A. To the extent this Agreement is in conflict with any labor laws or governmental regulations, the laws or regulations shall prevail.
- B. DOES will make every effort to work within the terms of all collective bargaining agreements to which the EMPLOYER is a party.
- C. The EMPLOYER will provide DOES with written documentation that the EMPLOYER has provided the representative of any involved collective bargaining unit with a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will promptly provide them to DOES.

## VII. EXEMPTIONS

- A. Contracts, subcontracts or other forms of government-assistance less than \$100,000.
- B. Employment openings the contractor will fill with individuals already employed by the company.
- C. Job openings to be filled by laid-off workers according to formally established recall procedures and rosters.
- D. Suppliers located outside of the Washington Standard Metropolitan Statistical Area and who will perform no work in the Washington Standard Metropolitan Statistical Area.

## VIII. AGREEMENT MODIFICATIONS, RENEWAL, MONITORING, AND PENALTIES

- A. If, during the term of this Agreement, the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment, merger, or otherwise, the EMPLOYER as a condition of transfer shall:
  - 1. Notify the party taking possession of the existence of the EMPLOYER'S Agreement.
  - 2. Notify the party taking possession that full compliance with this Agreement is required in order to avoid termination of the project.

3. EMPLOYER shall, additionally, advise DOES within seven (7) business/calendar days of the transfer. This advice will include the name of the party taking possession and the name and telephone of that party's representative.
- B. DOES shall monitor EMPLOYER'S performance under this Agreement. The EMPLOYER will cooperate in DOES' monitoring effort and will submit a Contract Compliance Form to DOES monthly.
  - C. To assist DOES in the conduct of the monitoring review, the EMPLOYER will make available payroll and employment records for the review period indicated.
  - D. If additional information is needed during the review, the EMPLOYER will provide the requested information to DOES.
  - E. With the submission of the final request for payment from the District, the EMPLOYER shall:
    1. Document in a report to the Contracting Officer its compliance with the requirement that 51% of the new employees hired by the project be District residents; or
    2. Submit a request to the Contracting Officer for a waiver of compliance with the requirement that 51% of the new employees hired by the project be District residents and include the following documentations:
      - a. Material supporting a good faith effort to comply;
      - b. Referrals provided by DOES and other referral sources; and
      - c. Advertisement of job openings listed with DOES and other referral sources.
  - F. The Contracting Officer may waive the requirement that 51% of the new employees hired by the project be District residents, if the Contracting Officer finds that:
    1. A good faith effort to comply is demonstrated by the contractor;
    2. The EMPLOYER is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area;

The Washington Standard Metropolitan Statistical Area includes the District of Columbia, the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg; the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

- 3. The EMPLOYER enters into a special workforce development training or placement arrangement with DOES; or
- 4. DOES certifies that insufficient numbers of District residents in the labor market possess the skills required by the positions created as a result of the contract.

G. Willful breach of the First Source Employment Agreement by the EMPLOYER, or failure to submit the Contract Compliance Report, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract.

H Nonprofit organizations with 50 or less employees are exempted from the requirement that 51% of the new employees hired on the project be District residents.

I. The EMPLOYER and DOES, or such other agent as DOES may designate, may mutually agree to modify this Agreement.

J. The project may be terminated because of the EMPLOYER'S non-compliance with the provisions of this Agreement.

IX. Is your firm a certified Local, Small, Disadvantaged Business Enterprise (LSDBE)?  
 YES NO  
 If yes, certification number: \_\_\_\_\_

X. Do you have a registered Apprenticeship program with the D.C. Apprenticeship Council?  
 YES NO  
 If yes, D.C. Apprenticeship Council Registration Number: \_\_\_\_\_

XI. Indicate whether your firm is a subcontractor on this project: YES NO  
 If yes, name of prime contractor: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 Signature Dept. of Employment Services

\_\_\_\_\_  
 Signature of Employer

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 E-mail

**EMPLOYMENT PLAN**

NAME OF FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FEDERAL IDENTIFICATION NO. \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

E-mail: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_

ORIGINATING DISTRICT AGENCY \_\_\_\_\_

CONTRACTING OFFICER: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF PROJECT \_\_\_\_\_ FUNDING AMOUNT \_\_\_\_\_

PROJECTED START DATE \_\_\_\_\_ PROJECT DURATION \_\_\_\_\_

NEW JOB CREATION PROJECTIONS (Attach additional sheets, as needed.) Please indicate the new position(s) your firm will create as a result of this project.

	JOB TITLE	# OF JOBS F/T P/T	SALARY RANGE	UNION MEMBERSHIP REQUIRED NAME LOCAL#	PROJECTED HIRE DATE
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF TAX AND REVENUE



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

Date: \_\_\_\_\_

Name of Organization/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone No.: \_\_\_\_\_

Principal Officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Soc. Sec. No.: \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Unemployment Insurance Account No.: \_\_\_\_\_

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	Current	Not Current	Not Applicable
District: Sales and Use	( )	( )	( )
Employer Withholding	( )	( )	( )
Ball Park Fee	( )	( )	( )
Corporation Franchise	( )	( )	( )
Unincorporated Franchise	( )	( )	( )
Personal Property	( )	( )	( )
Real Property	( )	( )	( )
Individual Income	( )	( )	( )

**The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.**

**This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.**

\_\_\_\_\_  
Signature of Authorizing Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ Month and Year

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## DRUG-FREE WORKPLACE CERTIFICATION

### 1. CERTIFICATION REGARDING A DRUG-FREE WORKPLACE (JULY - 1990):

#### 1.1 Definitions. As used in this provision:

**1.1.1 Controlled substance:** means a controlled substance in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

**1.1.2 Conviction:** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

**1.1.3 Criminal drug statute:** means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

**1.1.4 Drug-free workplace:** means the site(s) for the performance of work done by the Contractor in connection with a specific contract at which employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

**1.1.5 Employee:** means an employee of a Contractor directly engaged in the performance of work under a Government contract. "Directly engaged" is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

**1.1.6 Individual:** means an Offeror/Contractor that has no more than one employee including the Offeror/Contractor.

**1.2** By submission of its offer, the Offeror, if other than an individual, who is making an offer that equals or exceeds \$25,000, certifies and agrees, that with respect to all employees of the Offeror to be employed under a contract resulting from this solicitation, it will - no later than 30 calendar days after contract award (unless a longer period is agreed to in writing), for contracts of 30 calendar days or more performance duration: or as soon as possible for contracts of less than 30 calendar days performance duration, but in any case, by a date prior to when performance is expected to be completed:

- 1.2.1** Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- 1.2.2** Establish an ongoing drug-free awareness program to inform such employees about the following:
- (i) The dangers of drug abuse in the workplace;
  - (ii) The Contractor's policy of maintaining a drug-free workplace;
  - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- 1.2.3** Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph 1.2.1 of this provision;
- 1.2.4** Notify such employees in writing in the statement required by subparagraph 1.2.1 of this provision that, as a condition of continued employment on the contract resulting from this solicitation, the employee will:
- (i) Abide by the terms of the statement; and
  - (ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction;
- 1.2.5** Notify the Contracting Officer in writing within 10 calendar days after receiving notice under subdivision 1.2.4 (ii) of this provision, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee; and
- 1.2.6** Within 30 calendar days after receiving notice under subdivision 1.2.4 (ii) of this provision of a conviction, takes one of the

following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

- (i) Take appropriate personnel action against such employee, up to and including termination; or
- (ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

**1.2.7** Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs 1.2.1 through 1.2.6 of this provision.

**1.3** By submission of its offer, the Offeror, if an individual who is making an offer of any dollar value, certifies and agrees that the Offeror will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from this solicitation.

**1.4** Failure of the Offeror to provide the certification required by paragraphs 1.2 through 1.3 of this provision, renders the Offeror unqualified and ineligible for award.

**1.5** In addition to other remedies available to the Government, the certification in paragraphs 1.2 through 1.3 of this provision concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

**1.6 CERTIFICATION REGARDING A DRUG-FREE WORKPLACE**

\_\_\_\_\_  
AUTHORIZED CONTRACTOR PERSONNEL (PRINT NAME)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
Signature of Authorized Contractor Personnel

\_\_\_\_\_  
Date

JUN 22 2001

THE MAYOR OF THE DISTRICT OF COLUMBIA

NOTICE OF FINAL RULEMAKING

The Mayor of the District of Columbia, pursuant to authority granted by section 202(a) of the District of Columbia Procurement Practices Act of 1985, as amended, ("PPA"), effective February 21, 1986 (D.C. Law 6-85; D.C. Code §1-1182.2(a)), hereby gives notice of the adoption of the following final rules, amending Chapter 19 of Title 27 of the District of Columbia Municipal Regulations (Contracts and Procurements). The rules are intended to implement the Procurement Practices Human Care Agreement Amendment Act of 2000 (D.C. Law 13-155), effective September 16, 2000.

The rules were originally approved as emergency and proposed rules on October 11, 2000, and a second emergency rulemaking was approved on March 23, 2001. No substantive changes have been made to the text of the proposed rules, as published in the Notice of Emergency and Proposed Rulemaking in the *D.C. Register* on October 20, 2000, at 47 DCR 8590, and as published in the Notice of Emergency Rulemaking in the *D.C. Register* on April 6, 2001, at 48 DCR 3138.

The Council of the District of Columbia approved these rules on June 8, 2001, by Resolution No. 14-85, pursuant to section 205(a) of the Procurement Practices Act (D.C. Code §1-1182.5(a)).

CHAPTER 19

CONTRACTING FOR SERVICES

*Subsection 1900.4 is amended to read as follows:*

- 1900.4 A contract may be used to provide services including, but not limited to, the following:

JUN 22 2001

(m) Human care services (in accordance with §§1905 to 1908); and

*Sections 1905 through 1908 are amended to read as follows:*

**1905 HUMAN CARE SERVICES**

- 1905.1 The Director shall, at least annually, determine in writing that the human care procurement method is appropriate for contracts for classes of human care services, for which the quantity, rate of utilization, delivery areas, or specific beneficiaries of the services cannot be accurately estimated at the outset of the procurement process.
- 1905.2 The contracting officer shall, at least annually, publicly announce all requirements for human care services in accordance with Chapter 13 of this title, and on the Internet site maintained by the Office of Contracting and Procurement.
- 1905.3 The contracting officer shall give public notice of general requirements for human care services, and issue a request for qualifications on a form prescribed by the Director, inviting interested service providers to respond in writing with a statement of their qualifications to perform the required services.
- 1905.4 The contracting officer shall use the procedures set forth in §§1905 through 1908 of this chapter to procure human care services rather than the solicitation or source selection procedures specified elsewhere in this title.
- 1905.5 Compliance with §§1905 through 1908 of this chapter shall constitute a competitive procedure for the procurement of human care services.
- 1905.6 The contracting officer shall certify the financial and professional responsibility of each potential contractor based on the following criteria:
- (a) The type of business or organization and its history;
  - (b) The resumes and professional qualifications of the business or organization's staff, including relevant professional and/or business licenses, affiliations, and specialties;
  - (c) Information attesting to financial capability, including financial statements;
  - (d) Specialized experience and technical competence in the type of work required;

- (e) Capacity to accomplish the work in the required time;
- (f) A summary of similar contracts awarded to the service provider, and the service provider's performance of those contracts;
- (g) A certification of compliance with all applicable tax and filing requirements;
- (h) A statement attesting to compliance with wage, hour, workplace safety and other standards of labor law;
- (i) A statement attesting to compliance with federal and District equal employment opportunity law;
- (j) Information about pending lawsuits or investigations, and judgments, indictments, or convictions against the service provider or its proprietors, partners, directors, officers, or managers; and
- (k) Acceptability under other appropriate characteristics of a prospective service provider.

**1906****SELECTION OF HUMAN CARE SERVICES PROVIDERS****1906.1**

Prior to conducting discussions with a service provider who has submitted a statement of qualifications in accordance with §1905.3, the contracting officer shall make a written determination that the service provider is qualified, based on the criteria in §1905.6.

**1906.2**

Following pre-qualification of service providers, the contracting officer may:

- (a) Conduct discussions with all qualified service providers, and negotiate a price on a unit rate or fee for service basis using benchmarks and quantifiable measurements that are uniformly applied, including but not limited to each service provider's cost data attributable to provision of the services and consideration of each service provider's maximum customer capacity; and
- (b) Award a human care agreement to one or more service providers to satisfy all or part of the District's anticipated requirements based on the contracting officer's determination that the contract is in the best interest of the District, considering the service provider's qualifications, its capability of providing the service, and a judgment that the price is reasonable.

JUN 22 2001

1906.3 The contracting officer shall retain statements of qualifications for approved service providers, and consider those providers for award of human care agreements, for a period of three years, following pre-qualification of the providers.

1907 **HUMAN CARE AGREEMENT**

1907.1 The contracting officer shall include in each human care agreement the following information:

- (a) A statement that the human care agreement is not a commitment to purchase any quantity of a particular service covered under the agreement; and
- (b) A statement that the District is obligated only to the extent that authorized purchases are made pursuant to the human care agreement.

1907.2 The contracting officer shall issue a task order for required services under each human care agreement, and secure all appropriate approvals and funding prior to execution of the task order.

1907.3 As far as practicable, the contracting officer shall give qualified service providers fair and equal treatment with respect to the issuance of task orders.

1908 **VOUCHERS**

1908.1 Upon a written determination by the Director approving the use of vouchers for a human care contract, the contracting officer following award of the contract may issue vouchers to eligible customers to use for the purchase of human care services.

*Sections 1909 through 1912 are repealed.*

*Section 1999 is amended to read as follows:*

1999 **DEFINITIONS**

1999.1 When used in this chapter, the following words and terms shall have the meanings ascribed:

**Appraisal services** – services performed by an expert licensed by a state, city, county, or other governmental unit which are associated with the purchase and lease of real property relating to the determination of the value of real property.

**Award information** – information regarding the name of the contractor and the amount of the contract award.

**Consultant** – a firm or individual with knowledge and special abilities not generally available to an agency who renders services of a purely advisory nature relating to governmental functions or agency administration and management.

**Consulting services** – services of a purely advisory nature relating to governmental functions, agency administration and management, or program management which are normally provided by persons that are considered to have knowledge and special abilities not generally available within the agency.

**Customer** – a recipient of human care services.

**Expert** – a person with excellent qualifications and a high degree of attainment in a professional, scientific, technical, or other field, whose knowledge and mastery of the principles, practices, problems, methods, and techniques of his or her field of activity, or of a specialized area in the field, are clearly superior to those usually possessed by ordinarily competent persons in that activity, and whose attainment is such that he or she usually is regarded as an authority or as a practitioner of unusual competence and skill by other persons in the profession, occupation, or activity. An expert may be a person who performs or supervises regular duties and operating functions.

**Human care services** – education or special education, health, human, or social services, to be provided directly to individuals who are disabled, disadvantaged, displaced, elderly, indigent, mentally ill, physically ill, unemployed, or minors in the custody of the District of Columbia.

**Task order** – an order for services placed against an established human care agreement.

**Pre-qualification** – the process by which the contracting officer determines whether a prospective service provider under a human care agreement is responsible.

**Voucher** – a written authorization, to a service provider who has been awarded a human care agreement, to provide the services authorized in the agreement and described in the voucher directly to an individual identified in writing.

# **“THE LIVING WAGE ACT OF 2006”**

**Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-11)**

**Effective June 9, 2006, recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage **\$11.75** per hour.**

## **The requirement to pay a living wage applies to:**

- All recipients of contracts in the amount of \$100,000 or more; and, all subcontractors of these recipients receiving \$15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of \$100,000 or more; and, all subcontractors of these recipients of government assistance receiving \$50,000 or more in funds from government assistance received from the District of Columbia.

**“Contract” means a written agreement between a recipient and the District government.**

**“Government assistance” means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.**

**“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.**

Certain exceptions may apply where contracts or agreements are subject to wage determinations required by federal law which are higher than the wage required by this Act; contracts for electricity, telephone, water, sewer other services delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or eminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; Medicaid provider agreements for direct care services to Medicaid recipients, provided that the direct care service is not provided through a home care agency, a community residential facility or a group home for mentally retarded persons; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, provided that other employees are not replaced, and for employees of nonprofit organizations that employ not more than 50 individuals.

**Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice concerning these requirements in a conspicuous site in the place of business.**

**All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.**

This is a summary of the “Living Wage Act of 2006”. For the complete text go to:

[www.does.dc.gov](http://www.does.dc.gov) or [www.ocp.dc.gov](http://www.ocp.dc.gov)

**To file a complaint contact: Department of Employment Services  
Office of Wage-Hour**

**64 New York Avenue, N.E., Room 3105, Washington, D.C. 20002  
(202) 671-1880**



## LIVING WAGE ACT FACT SHEET

The "Living Wage Act of 2006," Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11 became effective June 9, 2006. It generally provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the amount of \$11.75 per hour.

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than \$11.75 per hour.

"Affiliated employee" means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term "affiliated employee" does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.

**Exemptions** – The following contracts and agreements are exempt from the "*Living Wage Act*":

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District's current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

## Enforcement

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor is not paying at least the living wage you should report it to the Contracting Officer.

If you believe that your employer is not paying you at least the required living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 64 New York Avenue, N.E., Room 3105, (202) 671-1880.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

**Please note:** *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Law or any regulations adopted pursuant to the law.*



Government of the District of Columbia  
Anthony A. Williams, Mayor

Department of Employment Services  
Gregory P. Irish, Director



### COST / PRICE DISCLOSURE CERTIFICATION

RFP Number: **DCHC-2007-R-7070** Closing Date: \_\_\_\_\_

Caption: **Oral Health Services** Total Proposed Amount: \_\_\_\_\_  
**Fee-For-Service Population**

The undersigned \_\_\_\_\_

(please print name and title of offeror's authorized signatory) hereby certifies that, to the best of my knowledge, the cost and pricing data (i.e. at the time of price agreement this certification represents that all material facts of which prudent buyers and sellers would reasonably expect to affect price negotiations in any significant manner) submitted was accurate, complete, and current as of \_\_\_\_\_ (date of RFP closing or conclusion of negotiations as appropriate) .

The undersigned further agrees that it is under a continuing duty to update cost or pricing data through the date that negotiations, if any, with the District are completed. The undersigned further agrees that the price, including profit or fee, will be adjusted to exclude any significant price increases occurring because the cost or pricing data was inaccurate, incomplete or not current. (See D.C. Procurement Regulations, 27 DCMR, Chapter 6, Section 699, Chapter 16, Section 1624; and Section 32 of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, December 1984, as amended).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

DUNS #: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**PAST PERFORMANCE EVALUATION FORM**

(Check appropriate box)

Performance Elements	Excellent	Good	Acceptable	Poor	Unacceptable
Quality of Services/ Work					
Timeliness of Performance					
Cost Control					
Business Relations					
Customer Satisfaction					

1. Name & Title of Evaluator: \_\_\_\_\_
2. Signature of Evaluator: \_\_\_\_\_
3. Name of Organization: \_\_\_\_\_
4. Telephone Number of Evaluator: \_\_\_\_\_
5. State type of service received: \_\_\_\_\_
6. State Contract Number, Amount and period of Performance \_\_\_\_\_  
\_\_\_\_\_
7. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
8. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

### RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	<b>Quality Product/Service</b>	<b>Cost Control</b>	<b>Timeless of Performance</b>	<b>Business Relations</b>
	<ul style="list-style-type: none"> <li>-Compliance with contract requirements</li> <li>-Accuracy of reports</li> <li>-Appropriateness of personnel</li> <li>-Technical excellence</li> </ul>	<ul style="list-style-type: none"> <li>-Within budget (over/under target costs)</li> <li>-Current, accurate, and complete billings</li> <li>-Relationship of negated costs to actual</li> <li>-Cost efficiencies</li> <li>-Change order issue</li> </ul>	<ul style="list-style-type: none"> <li>-Meet Interim milestones</li> <li>-Reliable</li> <li>-Responsive to technical directions</li> <li>-Completed on time, including wrap-up and contract administration</li> <li>-No liquidated damages assessed</li> </ul>	<ul style="list-style-type: none"> <li>-Effective management</li> <li>-Businesslike correspondence</li> <li>-Responsive to contract requirements</li> <li>-Prompt notification of contract problems</li> <li>-Reasonable/cooperative</li> <li>-Flexible</li> <li>-Pro-active</li> <li>-effective contractor recommended solutions</li> <li>-Effective snail/small disadvantaged business Subcontracting program</li> </ul>
<b>0. Zero</b>	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
<b>1, Unacceptable</b>	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
<b>2. Poor</b>	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
<b>3. Acceptable</b>	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
<b>4. Good</b>	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
<b>5. Excellent</b>	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			



9. Organization and work that will be available for this project:

a. (1) Minimum number of employees: \_\_\_\_\_ and (2) Maximum number of employees: \_\_\_\_\_

b. Are employees regularly on your payroll:      Y Yes      Y No

10. List below the experience of the principal individuals of your business:

INDIVIDUAL'S NAME	PRESENT POSITION	YEARS OF EXPERIENCE	MAGNITUDE AND TYPE OF WORK

11. **REMARKS - SPECIFY QUESTION/BOX NUMBERS** (Attach sheets if extra space is needed to fully answer any of the above questions.)

<p align="center"><b>CERTIFICATION</b></p> <p>I certify that all of the statements made by me are complete and correct to the best of my knowledge and that any persons named as references are authorized to furnish the District with any information needed to verify my capability to perform this project.</p>	<p>12a. <b>AUTHORIZED REPRESENTATIVE/CERTIFYING OFFICIAL'S NAME AND TITLE</b></p>	
	<p>12B. <b>SIGNATURE</b> (Sign in ink)</p>	<p>13. <b>DATE</b></p>