

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General

Inspector General



October 11, 2022

Dr. Christopher Rodriguez
Director
Homeland Security and Emergency Management Agency
2720 Martin Luther King Jr Avenue, S.E.
Washington, D.C. 20032

Dear Dr. Rodriguez:

My Office's Inspections and Evaluations (I&E) Unit will soon start an evaluation of the District of Columbia government's continuity of operations (COOP) planning.

The objectives for this project, which is required under D.C. Code § 7-2231.11(d), are to assess whether subject agencies within the District of Columbia are: (1) developing COOP plans and submitting those plans to the D.C. Homeland Security and Emergency Management Agency (HSEMA) by the required date; (2) conducting required exercises and submitting reviews of said exercises by the required date; (3) updating their COOP plans and submitting them to HSEMA; and (4) fulfilling any other requirements contained in the D.C. Code related to COOP planning.

I&E projects are conducted under the *Quality Standards for Inspection and Evaluation* promulgated by the Council of the Inspectors General on Integrity and Efficiency. As a matter of standard practice, our inspections and evaluations pay particular attention to the quality of internal control.¹

Please provide Edward Farley, Assistant Inspector General for Inspections and Evaluations, with the name, telephone number, and email address of the person who will serve as the primary point of contact (POC) at HSEMA during this evaluation. He can be reached at (202) 727-9249 or edward.farley@dc.gov.

Also, please provide electronic copies of the following information to Mr. Farley by October 25, 2022, so that the I&E team can prepare its fieldwork methodology and plan:

¹ "Internal control" is defined by the U.S. Government Accountability Office (GAO) as comprising "the plans, methods, policies, and procedures used to fulfill the mission, strategic plan, goals, and objectives of the entity" and is "not one event, but a series of actions that occur throughout an entity's operations." Furthermore, internal control is a process that provides "reasonable assurance that the objectives of an entity will be achieved," "serves as the first line of defense in safeguarding assests," and is an "integral part of the operational processes management uses to guide its operations." U.S. GOV'T ACCOUNTABILITY OFFICE, STANDARDS FOR INTERNAL CONTROL IN THE FEDERAL GOVERNMENT 5-6, GAO-14-704G (Sept. 2014), <https://www.gao.gov/products/GAO-14-704G> (last visited Sept. 28, 2022).

- the name and contact information of HSEMA's COOP program manager if it differs from the POC you identify;
- a list of current HSEMA employees whose responsibilities involve any part of the COOP planning process, including those who liaise with agencies about COOP or review agency reports;
- a list of agencies subject to HSEMA's authority and the name of the COOP coordinator at each agency as of September 30, 2022; and
- all procedures, templates, or other written guidance that HSEMA provided to agencies in FY 2022 about developing COOP plans, conducting COOP exercises, and submitting COOP reports or other information.

Mr. Farley will schedule an entrance conference with the POC you identify. The OIG will also contact any other relevant District agencies directly to request necessary information and schedule interviews.

Thank you in advance for your cooperation, and I look forward to working with HSEMA in our joint effort to improve the quality of services provided to the District.

Sincerely,


Daniel W. Lucas
Inspector General

DWL

cc: Mr. Kevin Donahue, City Administrator, District of Columbia
Mr. Christopher Geldart, Deputy Mayor for Public Safety and Justice, District of Columbia
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia
The Honorable Charles Allen, Chairperson, Committee on the Judiciary and Public Safety, Council of the District of Columbia
The Honorable Kathy Patterson, D.C. Auditor, Office of the D.C. Auditor