DIRECTOR'S REPORT
SUBMITTED BY
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FY21 TO FY23 STRATEGIC PLAN FOCUS AREAS
We continue to ensure the focus areas identified in the current strategic plan are addressed in the agency's grants and non-grants programming as well as in CAH's internal structures.

1. I.D.E.A.
Commit to Inclusion, Diversity, Equity and Access (I.D.E.A.) in every aspect of Agency grant-making and other programs and operations, including governance and administration.

2. Pandemic Recovery
Lead the post-pandemic recovery of the nonprofit arts and culture sector in the District and play an important role in the District's broader economic and social recovery efforts.

3. Community Awareness and Connectedness
Improve communications, raise awareness of CAH programs, strengthen community connections and networks between and among stakeholders in the field, and elevate the role of the arts and humanities throughout the District.

4. District Government Alignment
Strengthen alignment with both the Executive and Legislative branches of District government.

5. Governance and Organizational Culture
Rethink governance and administrative protocols to improve Commissioner and staff relationships and morale and improve the CAH brand within District government and in the broader community.

FISCAL YEAR 2023 HAS LAUNCHED
On October 3, 2022 almost 800 grants were issued across both the Grants and Public Art departments to organizations and individual practitioners in the city. The Grants Dept. facilitated a "Meet Your Grants Manager" virtual workshop on October 7th to help answer questions around paperwork, processes, and timelines for new and returning grantees. CAH does not issue or move grants through the system without being in close alignment with other District agencies including: Office of the City Administrator (OCA); Procurement Center of Excellence; Office of Tax and Revenue (OTR); Office of the Chief Financial Officer (OCFO); Office of Contracts and Procurement (OCP); and Office of the Chief Technology Officer (OCTO). We adhere to their requirements of our grantees and work within their processes to ensure CAH and its grantees remain compliant. Grantee paperwork is scheduled for completion and return to the agency for processing by October 17th.

The Office of the Chief Financial Officer (OCFO) launched a new financial system (DIFS) in late-September. Grantees currently registered in the old system will have their accounts automatically transferred to the new system, but new processes have been put in place for updates to addresses, direct deposit information etc. Many direct service staff members have completed DIFS training to assist grantees as they move through these new processes.

A workshop on Final Reports was offered in late-September, followed by a live chat/open hours session on October 14th to assist FY22 grantees in closing out the last fiscal year. Final reports are due for the majority of programs on October 21, 2022.

Grant managers are beginning the debriefing process with both applicants and grantees of the FY23 cycle. We encourage applicants to receive panelists' comments and engage in meetings with grant managers, so they are able to build upon the strengths of their applications for future grant cycles. The bulk of these debriefings will occur in November and December.

The number of site visits over the past two years has been lower than the level before the pandemic. With more grantees returning to in-person programming, grant managers are spending an increased amount of time visiting project sites to engage with administrative and artistic personnel, and to see programs in action. This engagement is a vital part of the work of grant managers, not only as an indicator of CAH's support for organizations beyond the grant award, but as a means of better understanding the successes and challenges of the community.

This evening's commission vote on the FY23 Facilities and Buildings (Traditional) and Art Bank grants will add an additional 150 grants to the year's total awards to date.

The FY23 cycle of the Facilities and Buildings (Relief) grant is scheduled to launch on November 14th. CAH's new capacity building grant will launch in mid-December.

CAH'S WORK BEYOND GRANT-MAKING
While grant-making is at the core of what it is we do, the agency has deepened its commitment in recent year to create more intersectional opportunities for the community beyond its grant-making focus.

- **Access and Inclusion**
  Consultant, Diane Nutting has worked with CAH since 2015 to assist arts and humanities organizations and individual practitioners as they work with the disability community. Diane will once again provide a series of workshops for the community to ensure both programming and physical spaces are welcoming to, and supportive of, people with disabilities. Diane will also offer mentoring opportunities to a handful of grantees to help them on their journey as they design access and inclusion plans for their organizations.

- ***The Artists' Table* (Thursday, October 27ᵗʰ)**
  This event, scheduled to take place at Woolly Mammoth Theatre, is an opportunity to showcase individual artists and humanities practitioners who enrich the cultural fabric of the city. Attendees will have the opportunity to learn more about the work and journeys of the participants and to meet with CAH grant managers.

- ***Create and Thrive!***
  CAH is partnering once again with the nonprofit, Arts for the Aging to facilitate training for 14-16 teaching artists to help build their understanding and skills in working with older adults. Orientations and training will begin in November with residencies at senior centers scheduled to take place over the winter.

- ***Words on Fire***
  Now in its second year, this festival continues to celebrate the annual *Poetry Out Loud* program and includes newer spoken word and written components. Teaching artist selection and orientations are in process for placement at participating schools. The program is scheduled to take place in mid-March 2023.

ORGANIZATIONAL CULTURE & STAFFING UPDATES

CAH is committed to ensuring the agency is a welcoming and inclusive place for staff members to work purposefully and collectively towards CAH's mission to serve its community.

- **Professional Development**
  Consultant, Shereen Williams will work with staff through November and December around issues of concern and to help build a more cohesive and positive workplace environment at the agency.

  Several staff members participated in Grantmakers in the Arts, *Racial Equity in Arts Funding* series that took place this past spring and summer. A second part of the series, *Pro-BIPOC Arts Funding Community of Practice,* designed to build on the concepts and practices of the first series is scheduled for November through January. We also plan to engage access and inclusion consultant, Diane Nutting in a workshop for staff, to build a more holistic understanding of the needs of our colleagues and the community.

  Office of Racial Equity (ORE)
  Three CAH staff members have begun their journey with ORE and will serve as the agency's Racial Equity Action Team (REAT) in this year's program. The REAT will guide the implementation of racial equity activities within the agency and lead the development of the agency's Racial Equity Action Plan (REAP). Action plans map out an agency's strategy to advance racial equity within its line of business, including timelines for implementation and accountability structures. The REAT members will work closely with the agency's I.D.E.A. Committee in developing this plan.

- **FY22 End-of-year Reviews and FY23 S.M.A.R.T. Goals**
  Self-evaluations and manager-staff meetings are underway with a November 4th deadline for completion of FY22 close-out and the creation of work plans for FY23.

- **Hiring Updates**
  Interviews for the executive assistant position have been completed and we hope to onboard the chosen candidate in early-November. Interviews are taking place this week for two new grant management specialist positions for the Grants Department. Interviews for the general counsel position will be scheduled once the application window closes next week.

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