

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Mayor's Office of Latino Affairs**



**Responses to Fiscal Year 2016 Performance Oversight Questions**

**Jackie Reyes**

Director, Mayor's Office of Latino Affairs

Submission to

Committee on Government Operations  
Chairman Brandon Todd  
Councilmember, Ward 4

Committee on Government Operations  
John A. Wilson Building  
1350 Pennsylvania Ave., NW  
Washington, DC 20004

1. Please provide the legislative history for the creation of the Office, which includes the following information:
  - a. The legislative vehicle by which the Office was created (Mayor's Order, Resolution, or Statute).
    - i. For information about the legislative vehicle by which the Office was created, please refer to Latino Community Development Chapter 13 Attachment.
  - b. What powers the Office has been delegated through Mayor's Order.
    - i. The Mayor's Office on Latino Affairs has Grant Making Authority. For information about this power see the attachment Grant Making Authority Amendment Act 2010.
  - c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, or Statute).
    - i. For information about the legislative vehicle by which the Director was appointed, please refer to Jackie Reyes PR21-0091-Introduction Attachment.
2. Please explain the mission of your Office.
  - a. The mission of the Mayor's Office on Latino Affairs (MOLA) is to improve the quality of life of Latino residents of the District of Columbia by addressing a broad range of social and economic needs through strategic management, public and private partnerships, supporting the creation of policies, promoting community relations, civic engagement and community-based grants.
3. Please provide a complete, up-to-date organizational chart for each division within the office, including an explanation of the roles and responsibilities for each division and subdivision.
  - i. For an up-to-date organizational chart for each division within the office, including an explanation of the roles and responsibilities for each division and subdivision, please see the Schedule A tab POH MOLA attachment.
  - a. Please provide a list of all employees (name and title) for each subdivision and the number of vacant positions.
    - i.

Employee Name	Title
Jakeline Reyes	Director
Julio Guity Guevara	Deputy Director
Eduardo Perdomo	Grants Management Specialist
Ingrid Gutierrez	Community Outreach Specialist
Antonio Suarez	Public Affairs Specialist
Olimpia Lopez	Community Outreach Specialist
Henry Jimenez Valencia	Language Access Tech Support

- b. Please provide a narrative explanation of any organizational changes made during the previous year.
- i. There were no organizational changes made
4. Please provide a complete position listing for your office for fiscal year 2016 to date, including the following information:
- Name of employee.
  - Title of position.
  - Grade, series, and step of position.
  - Date employee began.
  - Salary and fringe benefits.
  - Job status (continuing, term, temporary, or contract).

Employee Name	Title	Grade	Step	Hire Date	Salary
Reyes Yanes, Jakeline M	Director of Latino Affairs	E1	0	11/23/2009	108,150.00
Guity Guevara, Julio	Deputy Director, Office of Lat	13	0	12/28/2015	84,135.00
Eduardo Perdomo	Grants Management	12	5	4/18/2016	65,280.36
Gutierrez, Ingrid A.	Community Outreach Spec. (Bil)	11	4	1/12/2009	60,517.00

Antonio Suarez	Public Affairs Specialist (Bil)	11	1	12/12/2016	55,195.00
Lopez,Olímpia	Community Outreach Spec (Bil)	9	6	3/23/2015	53,131.00

5. Does the office conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? What steps are taken to ensure that all office employees are meeting individual job requirements?
  - i. The office conducted mid-year performance evaluations for all the employees. The MOLA Director and Deputy Director conduct the evaluations through one-on-one meeting with all staff members.
  
6. Please provide a list of employees detailed to or from your office. Provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

Employee's Name	Detailed date	Reason/Projected date of return
Melinda Salinas	1/9/17	Detailed to DOES with no available date of expected return
Carlene Forbes	1/20/17	Detailed to DPR with no available date of expected return
Cecillia Castillo	1/8/17	Detailed to CFSA with no available date of expected return

7. Please provide the Committee with:
  - a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at the Office's expense.
    - i. For a complete listing of all employees who receive cellphones, personal digital assistants, or similar communications devices at the Office's expense, please see the Equipment Assignment Sheet attachment.

- b. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned.
    - i. The MOLA does not own a vehicle, leased, or otherwise used a vehicle.
  - c. A list of employee bonuses or special award pay granted in FY16 and FY17 to date.
    - i. The MOLA does not award employees with bonuses or any other special awards.
  - d. A list of travel expenses itemized by employee.
    - i. During FY 2016 MOLA didn't have travel expenses.
  - e. A list of the total overtime and workman's compensation payments paid in FY16 and FY17 to date.
    - i. The MOLA does not pay overtime, all employees are salary based.
8. Please provide a chart showing your office's approved budget and actual spending, by division, for FY16 and FY17 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.
- i. For an up-to-date complete chart showing the Office's approved budget and actual spending, by division, for FY16 and FY17 to date., please see the POH MOLA, question 8 attachment.
9. Please list any reprogramming, in or out, which occurred in FY16 and FY17 to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.
- i. For an up-to-date complete list any reprogramming, in or out, which occurred in FY16 and FY17 to date, please refer to the POH MOLA, Question 9 attachment.
10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY16 and FY17 to date.
- i. During FY2016 the MOLA had two projects funded through intra-districts transfers: 1) \$328,925 from DOES for Youth Workforce Development; and 2) \$200,000.00 from DHS for Bilingual Health services outreach and enrollment.
11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY16 or FY17 to date. For each account, please list the

following:

- a. The revenue source name and code.
  - b. The source of funding.
  - c. A description of the program that generates the funds.
  - d. The amount of funds generated by each source or program in FY16 and FY17 to date.
  - e. Expenditures of funds, including the purpose of each expenditure, for FY16 and FY17 to date.
    - i. Not applicable.
12. Did the Office participate in any ethics trainings in FY16 and FY17 to date?
- i. All of MOLA employees, with the exception of 1 recent hire, have received ethics training.
13. Please provide a list of types and dates of training/information sessions the Office has planned for FY17.
- i. MOLA's projected trainings include: 1) Microsoft Excel series; 2) Microsoft Project 2010; 3) PASS Analysis; 4) Contract Admin Training; 5) District Budget; 6) Agency Performance Planning; 7) Preparing for Procurement; 8) LBGTQ (Mandatory); 8) Ethic Training for New Hires; 9) Quality Customer Care Training; 10) Leadership; 11) Government Contracting; and 12) Drafting Contracts.
14. What are the top challenges the Office is presently facing?
- i. In FY17 MOLA will continue addressing some of the unmet needs in the Latino Community of the District. While MOLA has made improvements in program implementations and community engagement the last few year, currently the office is working on: 1) transitioning from Quickbase to Zoom Grants database management system; 2) producing of a report that aims to assess the status of Latinos of the District; and 3) establishing system that will enhance its grants monitoring and evaluation process.
15. What areas (e.g., financial training, procedural training) do you think the Office needs assistance with?
- i. MOLA is working on enhancing its performance plan and Procurement processes by providing employees that work in grant related activities as well as senior management.
16. Please provide a complete list of the Office's current programs, community events, and initiatives. Include a brief description and general time frame for each item?
- i.

<b>Initiative(s)</b>	<b># events</b>	<b>No. of Participants</b>
<b>Coordinate Hispanic Heritage Month Activities</b>	4	600
<b>State of Latinos of the District Roundtables on Education, Housing, Jobs and Economic Dev., Public Safety and Gov. Operations, and Health and Human Services</b>	4	400
<b>Coordinate the enrollment provision of Services of the Economic Security Administration</b>	1	6000
<b>Coordinate Education Conference on Afro-Latinos and Diversity within the Latino Community</b>	1	200
<b>Coordinate the enrollment of the Summer Youth Employment Program</b>	3	500
<b>Coordinate Public Service Resources Fair</b>	4	200

<b>Coordinate City-wide Flu Vaccination Campaign</b>	<b>10</b>	500
<b>Coordinate HIV/AIDS Awareness Campaign for the Latino Community</b>	<b>20</b>	600
<b>Coordinate Food Distributions</b>	<b>24</b>	Over 150 Fam.
<b>Presentation of the Final Report of State of Latinos of the District</b>		300
<b>Coordinate “My Schools DC Campaign” for Latino families</b>	<b>3</b>	150
<b>Coordinate MOLA’s FitDC Campaign</b>	<b>4</b>	300
<b>Coordinate Hands on CPR Training.</b>	<b>5</b>	50
<b>Coordinate Industry Specific Job Fairs</b>	<b>2</b>	500
<b>Workforce Development Workshop (Resumes)</b>	<b>4</b>	100

17. What has the Office done in the past year to make the activities of the Office more transparent to the public? In addition, please identify ways in which the activities of the



Office and information retained by the Office could be made more transparent.

18. The MOLA website is somewhat standardized, and much improved with the addition of Sward Todoneh as the PIO for the MOCA. The website gives agency history, contains information on grant opportunities, internships, and volunteering, provides staff information, information on government and community resources, and includes postings on community engagement.

<https://ola.dc.gov/>

19. The website provides handy links to Open Government and FOIA information, including annual reports, newsletters, how to request FOIA materials, open government reports, organizational charts and more.

20. The number of subscribers to the Mayor's newsletter continues to grow, through the efforts of MOLA. It provides information about the Mayor's activities, events in the community, and ways for the public to engage with their government.

21. MOLA has its own facebook and twitter accounts, information is reposted regarding affairs of government and ways for citizens to get engaged. Subscribers, followers and viewers have increased for the Mayor's Office on Latino Affairs which in turn provides more residents with access to information about their government and ways to get involved.

22. To MOLA, open government and transparency mean more than simply open meetings and having access to information. It means genuine opportunities for citizen engagement and for citizens to call upon their government to respond to their needs and concerns. That is the mission of MOLA.

23. What collaborations, initiatives, or programs have been successful in FY16 and FY17 to date? Why were they successful?

24. How does the Office solicit feedback from customers? Please describe.

**MOLA utilizes our time during events to solicit feedback from community members and partnering organizations on how we can better serve the needs of residents across the city.**

- a. What has the Office learned from this feedback?
- b. How has the Office changed its practices as a result of such feedback?

25. Please provide a list of all studies, research papers, and analyses ("studies") the Office requested, prepared, or contracted for FY16 and FY17 to date. Please state the status and purpose of each study.

- i. MOLA kicked off the State of Latinos, an introduction to a yearlong research study that will take place throughout FY 2017. The State of Latinos intended to provide a comprehensive look at the current status of the Latino population in the District. It will also showcase the MOLA's

accomplishments, challenges and opportunities due to changes in demographics since the publication of the State of Latinos in the District of Columbia in 2009. The final report of the State of Latinos will provide a foundation that will facilitate the implementation of MMB priorities. It will give a platform that showcase how Latinos fit in the execution of the plans of the Bowser Administration. It will also give MOLA the tools required to provide DC government agencies, city council, community organizations, and other stakeholders, recommendations to improve access to resources among DC's Latino residents.

26. How many community based grants were awarded in FY16?
  - i. MOLA awarded 80 Latino Community Development grants in FY 2016
27. How many community based grants have been or will be awarded in FY17?
  - i. During the first quarter of FY2017, MOLA has awarded 48 grants.
28. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY16 and FY17 to date. For each contract, please provide the following information where applicable.
  - a. The nature of the contracting party.
  - b. The nature of the contract, including the end product or service.
  - c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.
  - d. The term of the contract.
  - e. Whether the contract was competitively bid or not.
  - f. Funding source.
  - i. For an up-to-date complete list of contract, procurement, lease, and grant please refer to attachment (contract) awarded or entered into by your office during FY16 and FY17 to date, please refer to POH MOLA attachment.
29. Did the Office conduct oversight of the organization to which it awards grants to ensure funds are used as intended? If so, how many oversights?
  - i. During the FY16, the MOLA conducted one site visit per Grant Awarded for a total of 80 visits.
30. Of the organizations that received a community based grant in FY17, how many also received community based grants in FY16?
  - i. Currently MOLA has 48 current Grantees that have been awarded on FY16.

31. Please describe how an organization is selected to receive a community based grant.
- i. Applications will be reviewed by an external independent review panel that will submit funding recommendations to EOM. The review panel will be comprised of qualified individuals selected for their experience in legal services, grant administration, project management, criminal justice, immigration and education.
  - ii. An internal review panel comprised of the Directors from the Mayor's Office on Asian & Pacific Islander Affairs, the Mayor's Office on Latino Affairs and the Mayor's Office on African Affairs will prepare an assessment that will be submitted to the Grant Advisory Review Board (GARB), after taking under consideration the external independent review panel's recommendations.
  - iii. Based on the external and internal review panel recommendations, the Mayor's budget priorities, the resources available, and to achieve a balance as to communities served and the goals of the program, GARB will make the final funding decision. The GARB is the Grant Advisory Review Board (GARB), which is comprised of the Mayor's General Counsel, the Director of the Mayor's Office on Community Affairs and the Director of the Office of Partnerships and Grant Services (OPGS). GARB's final funding decisions cannot be contested.
32. Did the Office receive any grants in FY16? If so, what was the source and duration of the grant(s), and what was it used to accomplish?
- i. MOLA did not received any grants on FY16.
33. Has the Office sought any grant opportunities in FY17?
- i. Yes, the MOLA has been considering to expand Its grant funding source by identifying potential grants opportunities within the Federal Government. The Agency first source of funding opportunities is OPGS funding Alert.
34. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?
- i. Last fiscal year the office did not requested internal or external audits services.
35. What are the Office's goals going forward in FY17?
- i. During FY 2017, MOLA will continue supporting and implementing Mayor Bowser's priorities by fostering its relationship with 39 Government Agencies of the District, its employees, and an estimate of 80 Latino-serving community based organizations.

### **Commission on Latino Community Development**

36. Has the Commission on Latino Community Development been active? If so, when was the last meeting?
- i. The Commission on Latino Community Development has been actively joining efforts with MOLA to execute several activities particularly, during the last quarter of FY 2016. The last meeting of the Commission was on January 19, 2017.
37. In what capacity has the Commission worked with MOLA?
- i. The Commission has 14 members. During the last Quarter of FY 2017, Commissioners were able to: 1) review their roles and responsibilities; 2) organize them in working committees; 3) plan 3 activities for the 40<sup>th</sup> anniversary of MOLA and the Commission during the Hispanic Heritage month; and 4) outline their work plan for FY2017.
38. How has the Commission helped enhance the capacity of government agencies and other organizations to secure resources?
- i. Yes, the Commission helped enhance the capacity of MOLA and conducted cross collaboration activities with grantees and other government agencies.
39. What are your top five priorities for the Commission? Please provide a detailed explanation for how the Commission expects to achieve or work toward these priorities in FY17.
- i. The priorities of the Commission are: 1) review their roles and responsibilities; 2) organize them in working committees; 3) plan 3 activities for the 40<sup>th</sup> anniversary of MOLA and the Commission during the Hispanic Heritage month; 4) outline their work plan for FY17; and 5) support the execution of MOLA's strategic plan.
40. Please provide a list of all current Commission on Latino Community Development vacancies and the estimated timeline to fill those vacancies.
- i. There is no current vacancy at the Commission on Latino Community Development.

41. Please describe the training and informational sessions you provide and/or coordinate for the Commission on Latino Community Development? When are these sessions scheduled in FY17?

- i. The Mayor's Commission on Latino Community Development holds meeting on the Third Thursday of every month at 2000 14th Street, NW, 2nd Floor, Washington, DC 20009 Second floor in the Mayor's Office on Latino Affairs conference room. Sessions of the Commission are expected to take place on the following dates:

Proposed Schedule of 2017 Meetings of the Commission on Latino Community Development Frank D. Reeves Center-2000-14th St NW., Second Floor (Suite 206) Washington, DC 20009			
Month	Date		
		May	18
January	19	June	17
February	16	July	20
March	16	August	17
April	20	September	21
May	18	October	19
November	16	December	21

42. What areas (e.g., financial training, procedural training) do you think the Commission on Latino Community Development need the most assistance with?

- i. MOLA is organizing an FY17 retreat for the Commission on Latino Community Development. During this retreat, Commission will continue 1) reviewing their roles and responsibilities; 2) organizing better their working committees; and 3) outlining their work plan for FY2017.

43. What countries does the membership of the Commission include?

- i. Commission on Latino Community Development include members from Paraguay, Colombia, Puerto Rico, México, Venezuela and the United States

