

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



Responses to Fiscal Year 2016 Performance Oversight Responses

Rahman Branch

Director

Mayor's Office of African American Affairs

Submission to Councilmember Bandon T. Todd

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).
Mayor's Order #2015-063
- b. What powers the Office has been delegated through Mayor's Order.
None
- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, or Statute).
Mayor's Order

2. Please explain the mission of your Office.

The Mayor's Office on African American Affairs (MOAAA) seeks to engage the extraordinarily diverse culture of the African American community in the District of Columbia. MOAAA works to empower these residents through equipping them with the government resources and services that they need while also providing programmatic support to each facet of the community.

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.

- a. Please provide a list of all employees (name and title) for each subdivision and the number of vacant positions.

MOAA currently employs one person, Director Branch.

- b. Please provide a narrative explanation of any organizational changes made during the previous year.

There were no organizational changes made during the previous year.

4. Please provide a complete position listing for your office for fiscal year 2016 to date, including the following information:

- a. Name of employee.
- b. Title of position.
- c. Grade, series, and step of position.
- d. Date employee began.



- e. Salary and fringe benefits.
- f. Job status (continuing, term, temporary, or contract).

Rahman Branch, Executive Director was appointed on 2/23/15, at Grade 7 Step 0 with a salary of 95, 481.00. The total budget for the position is \$116,414.

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?

MOAAA's Director meets regularly with the Deputy Mayor for Greater Economic Opportunity to ensure that the Director receives performance evaluations and is meeting individual job requirements.

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.

There are no employees detailed to or from MOAAA.

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.
- b. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned.
- c. A list of employee bonuses or special award pay granted in FY16 and FY17 to date.
- d. A list of travel expenses itemized by employee.
- e. A list of the total overtime and workman's compensation payments paid in FY16 and FY17 to date.

- a. Director Branch has a cellphone.*
- b. There are no vehicles owned or leased by MoAAA.*
- c. There were no employee bonuses or special award pay granted in FY17 and FY17 to date.*
- d. There was no employee travel in FY16 and FY17 to date.*
- e. There was no employee overtime and workman's compensation payments paid in FY16 and FY17 to date.*

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.



In FY16 total funding for the Office was \$118,000 and FY17 the approved budget was \$120,914. MOAAA fully intends to spend this entire amount.

9. Please list any reprogramming, in or out, which occurred in FY16 or 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.

There are no reprogrammings in or out of MOAA in FY16 or FY17 to date.

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY16 or FY17 to date.

There are no intra-District transfers during FY16 or FY17 to date.

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.

There are no special purpose revenue accounts for MOAAA in FY16 and FY17 to date.

12. Did the Office participate in any ethics trainings in FY16 and FY17 to date?

Yes, MOAAA participated in Ethics and Open Government training in July 2016.

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY17.

MOAAA currently has no training/information sessions planned for FY17.

14. What are the top challenges the Office is presently facing?

The MOAAA is challenged by the competing priorities of the District's largest constituency. We are eagerly working to work across government to address three main issues affecting African Americans:

- *Jobs and Economic Opportunity*



- *Education and Achievement Gaps, specifically among young boys of color*
- *Housing and Homeownership*

15. What areas (e.g., financial training, procedural training) do you think the Office needs assistance with?

Although we actively work with DMGEO to address any challenges as they arise, MOAA A is continuing to find avenues to make District residents more aware of MOAAA and engage them in the Office's events and programs.

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?

MOAAA is currently working on three major initiatives:

Financially FitDC

MOAAA is working with BankOn DC, the Department of Insurance and Banking (DISB), DMGEO and private collaborators and partners to create the plan to make Washington, D.C. the most Fiscally Fit city in the nation. We are addressing 5 specific tracks: Home buying, Retirement, Saving, Child Savings Accounts and Credit Growth. Baselines to define "Financial Fitness" for each tax bracket have been gathered and we recently launched a web platform that assists residents in identifying programs, organizations and opportunities to strengthen their financial reality. The website is: <https://www.financiallyfitdc.com>.

A Space to Dream

MOAAA, in cooperation with DMGEO, the Department on Small Local Business Development (DSLBD), and the D.C. Commission on Arts and Humanities (DC CAH) developed a series of discussions, seminars and trainings designed to support the Districts very rich arts community. During Phase I of, A Space to Dream, we hosted an arts focused vision tour that provided local artists an opportunity to share their needs with District leadership. By assisting artist residents in business development, Certified Business Entity (CBE) certification and grant opportunities, we intend to have artists become small businesses in the District. Phase II includes having a discussion with the Department on Housing and Community Development (DHCD) about pop- up space for artists in some of our vacant properties in the District. Artists, in turn, serve the District with beautification and arts education experiences for our overlooked and underserved communities.

Black History Month

MOAAA developed a set of key activities in conjunction with DMGEO and the Commission on Fathers, Men and Boys (CFMB) to commemorate Black History Month in the District of Columbia. The Black History Month plan includes events and programs



within the following areas: (1) Social Media Campaign: #BHMD; (2) DC Black History Month Master Calendar of Events and; (3) Community trail tours in historic East of the River Communities.

Black History Month Calendar of Events:

EVENT TITLE	DATE	TIME	LOCATION	WARD
<i>I am Not Your Negro</i>	<i>Wednesday, February 1, 2017</i>	<i>5:00PM-8:00PM</i>	<i>Ballou Sr High School; 3401 4th St SE, Washington, DC 20032</i>	<i>8</i>
<i>Black Georgetown Remembered</i>	<i>Monday, February 13, 2017</i>	<i>7:00PM</i>	<i>Bellevue / William O. Lockridge Library; 115 Atlantic St SW, Washington, DC 20032</i>	<i>3</i>
<i>Commission on Fathers, Men, and Boys Meeting</i>	<i>Wednesday, February 15, 2017</i>	<i>6:00PM-8:00PM</i>	<i>RISE Building; 2730 Martin Luther King Jr Ave SE, Washington, DC 20032</i>	<i>8</i>
<i>African Diaspora Community Conversation & Artist Performance</i>	<i>Thursday, February 16, 2017</i>	<i>6:30PM</i>	<i>Historic Lincoln Theatre; 1215 U St NW, Washington, DC 20009</i>	<i>1</i>
<i>Frederick Douglass Birthday Celebration</i>	<i>Saturday, February 18, 2017</i>	<i>10:15AM</i>	<i>Historic Anacostia</i>	<i>8</i>
<i>The Black Love Experience</i>	<i>Saturday, February 18, 2017</i>	<i>7:00PM</i>	<i>Anacostia Art Center; 1231 Good Hope Rd SE, Washington, DC 20020</i>	<i>8</i>
<i>Commission on African American Affairs Meeting and African American Heritage Celebration</i>	<i>Tuesday, February 21, 2017</i>	<i>6:00PM</i>	<i>Smithsonian Anacostia Museum; 1901 Fort Pl SE, Washington, DC 20020</i>	<i>8</i>
<i>DMGEO Opportunity Fair</i>	<i>Friday, February 24, 2017</i>	<i>12:00PM</i>	<i>Malcolm X Opportunity Center; 1351 Alabama Ave SE, Washington, DC 20032</i>	<i>8</i>
<i>Black History Film Fest</i>	<i>Sunday, February 26, 2017</i>	<i>2:00PM-10:00PM</i>	<i>Historic Lincoln Theatre; 1215 U St NW, Washington, DC 20009</i>	<i>1</i>
<i>Venture DC Black Pitch Competition</i>	<i>Monday, February 27, 2017</i>	<i>5:00PM</i>	<i>Impact Hub DC; 419 7th St NW, Washington, DC 20004</i>	<i>2</i>



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.

MOAAA has worked to establish a considerable database of contacts that receive updates regarding Office and Commission activities =. Through partnerships, we work to get pertinent information to our constituents. MOAA A continues to use the website (<http://moaaa.dc.gov/>), social media, and other ways to advertise the Office's programs and events.

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

Our collaboration with the DISB produced a successful Financially Fit DC web-launch where we anticipate to have several thousand residents enrolled by the summer. Through our collaboration with DC CAH and the Department of Employment Services, we were able to conduct our first Space to Dream event in the Wellington Park neighborhood located in Ward 8. Through collaborative efforts with private sector partners, we are providing entrepreneurs with opportunities to present their efforts to investors and because of a wonderful relationship with the Department of Parks and Recreation, we have been able to train residents and identify job opportunities in the hospitality industry for District residents through our work at the Malcolm X Opportunity Center located in Ward 8.

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

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

MOAAA receives feedback both formally and informally. We seek feedback through the use of survey sheets and feedback forms. Our informal feedback often comes from our community's responses to the work we execute.

20. 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.

There are none for FY16 and FY17.

21. How many community based grants were awarded in FY16?

There were no grants awarded in FY16.

22. How many community based grants have been or will be awarded in FY17?



There will be no grants awarded in FY17.

23. 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.

MOAAA does not have any procurement activity for FY16 or FY17 to date.

24. 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?

The Office did not award any grants.

25. Of the organizations that received a community based grant in FY16, how many also received community based grants in FY15?

N/A

26. Please describe how an organization is selected to receive a community based grant.

N/A

27. 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?

MOAAA did not receive any grants in FY16.

28. Has the Office sought any grant opportunities in FY17?

MOAAA has not sought grant opportunities in FY17.

29. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?

The Office of the Deputy Mayor for Greater Economic Opportunity provides direct oversight of the office. In addition, the Office of the City Administrator provides oversight of the office's performance plan developed in FY17.



30. What are the Office's goals going forward in FY17?

The Mayor's Office on African American Affairs will continue to be dedicated to supporting the African American community in the District by increasing economic opportunity, expanding adequate housing and homeownership opportunities and supporting equitable education opportunities through program and policy development.

