

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR**



Responses to Fiscal Year 2017 Performance Oversight Questions

Mamadou M. Samba

Director, Mayor's Office on African Affairs

Submission to

Committee on Government Operations

Chairman Brandon T. Todd

Councilmember, Ward 4

February 24, 2017

Committee on Government Operations

John A. Wilson Building

1350 Pennsylvania Ave., NW, Suite 412

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). – See attached (MOAA Legislation)
- b. What powers the Office has been delegated through Mayor's Order.- See Attached (MOAA Legislation)
- c. The legislative vehicle by which the Director was appointed (Mayor's Order, resolution, statute). See attached (Resolution)

2. Please explain the mission of your Office.

The mission of the Mayor's Office on African Affairs is to ensure that African immigrants have access to the myriad of information, services offered by the District of Columbia. This is done by serving as the primary liaison between the District's African community and District government agencies to help improve the quality of life of the District's diverse African-born constituencies and their children, increase civic and public engagement in the District's African community, and strengthen community development.

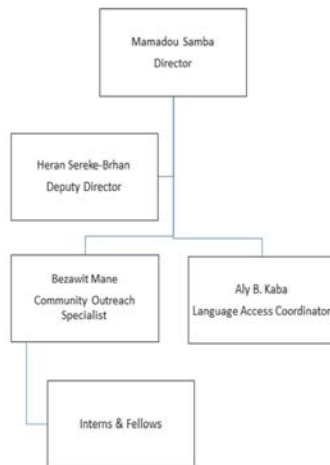
3. Please provide a complete, up-to-date organizational chart for each division within the office including and, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.





GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor

ORGANIZATIONAL CHART - MOAA



As of 2.14.17

- a. Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.
- b. Please provide a narrative explanation of any organizational changes made during the previous year. **N/A**
4. Please provide a complete position listing for your office for fiscal year 2016 to date, including the following information.

Position 1: Executive Director

Mamadou Samba – Excepted Service
Start Date: January 12, 2015
Grade 1 / Step 0
Salary: \$97,602.80

Position 2: Deputy Director

Heran Sereke-Brhan - Excepted Service
Start Date: February 10, 2014



Grade 6 / Step 0
Salary: \$72,994

Position 3: Outreach Liaison

Bezawit Mane - Excepted Service
Start Date: April 06, 2015
Grade 05 / Step 0
Salary: \$64,159

Position 4: Language Access / Outreach Coordinator

Aly Kaba - Excepted Service
Start Date: November 11, 2016
Grade 05/ Step 0
Salary: \$57,963

5. Does the office conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all office employees are meeting individual job requirements? **N/A**
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. - **N/A**
7. Please provide the Committee with:
 - a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at office expense:
 - i. Mamadou Samba
 - ii. Heran Sereke-Brhan
 - iii. Bezawit Mane
 - iv. Aly Kaba
 - b. A list of all vehicles owned, leased, or otherwise used by the office and to whom the vehicle is assigned: **N/A**
 - c. A list of employee bonuses or special award pay granted in FY16 and FY17, to date: **N/A**
 - d. A list of travel expenses, arranged by employee: **N/A**
 - e. A list of the total overtime and workman's compensation payments paid in FY16 and FY17, to date: **N/A**
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. **See attached**



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.

For FY 2016, The Mayor's Office of African Affairs reprogrammed \$6,640 within the Office to support funding of the part-time position which conducts community outreach to the African business community. Funds were reprogrammed from Object Class 40 (Other Services and Charges and Object Class 70 (Equipment) to Personal Services.

For FY 2017, MOAA to date has not submitted reprogramming request in or out of funds.

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

For FY 2016, the Mayor's Office of African Affairs entered into a Memorandum of Understanding (MOU) with Department of Consumer & Regulatory Affairs (DCRA) in the amount of \$25,000 to provide community education and outreach to limited on Non-English proficient in the African community who face linguistic and cultural barriers. MOAA didn't transfer funds to another DC government agency.

For FY 2017, MOAA entered into a Memorandum of Understanding (MOU) with Department of Consumer & Regulatory Affairs (DCRA) in the amount of \$25,000 to continue providing community education and outreach to limited on Non-English proficient in the African community who face linguistic and cultural barriers. MOAA to date has not transfer funds to another DC government agency.

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: - **N/A**

- 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

12. Did the Office participate in any ethics training in FY 2016 and FY 2017 to date? - **YES**

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

Ethics Training – TBD

BEGA Training – TBD



14. What are some of the top challenges the Office is presently facing? – **N/A**
15. In what areas (e.g. financial training, procedural training, etc.) do you think the Office needs assistance with? – **N/A**
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.

Programs / Initiatives

1. Capacity Building Program
2. Multicultural Awareness Program
3. Youth Engagement Program
4. Outreach / Education Program
5. African Community Grant Program
6. Language Access

Community Events

1. Black History Month | February 2017
 2. African Community Town hall | April 2017
 3. Young African ConneXions Summit | July 2017
 4. Mandela Day of Service | July 2017
 5. African Heritage Month | September 2017
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.

The agency makes public all of its activities through a multitude of avenues, including our bi-weekly newsletter which has over 7,000 subscribers. In addition, all events, activities, and Commission meetings are posted on the agency’s website (www.oaa.dc.gov) and on our Facebook and Twitter pages. The commission meetings are open to the public. Before and after each event, the agency produces pre- and post-press releases, making public event announcements and recapping event details. We also produce an Annual Report highlighting all that was done and accomplished during the fiscal year.

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

In FY16 and FY 17, MOAA collaborated on the following programs:

1. With OCTO, DCHR, DSLBD - EKO | African Diaspora Coding Academy, a web and mobile application development training to 120 African residents aiming to bridge the technology divide in underserved communities.



2. With DCRA – Synthetic Drugs Outreach – DCRA solicited the services of MOAA to conduct synthetic drugs outreach to African stores owners in all 8 Wards, particularly French and Amharic Speakers
3. With MPD – MOAA and MPD collaborated on the establishment of an African Liaison Unit and conduct consistent public safety outreach in African communities, including, hair salon, businesses and residential areas
4. With OTA, OGA, MOLA, APIA, MPD – OHR, Office of People’s Counsel – We hosted a second “Know Your Rights” Town Hall with immigrant communities to share valuable information for each of agencies respective services.
5. With DPW, Serve DC, Office of Clean City, MPD – We hosted the second annual Mandela Day of Service and recruited over 200 volunteers for a community clean up at Anacostia river.

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

- a. What has the Office learned from this feedback?
That the African community wants to continue to be included and made aware of initiatives, programs and events related to the Mayor and the Mayor’s Office on African Affairs.
- b. How has the Office changed its practices as a result of such feedback?
We’ve improved the way we deliver services and information to the African community to include tailoring programming that appeals to different facets of the community and ensuring the African community understands how the Mayor’s priority areas directly serves the needs of the community.

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

We’ve drafted a demographics report on the DC African population and will make it available to the public this year.

Commented [S1]: When?

21. How many community based grants were awarded in FY 2016?

MOAA awarded nine (9) community-based grants in FY2016: African Women’s Cancer Awareness Association; Bread for the City; Hepatitis B Initiative; KanKouran West African Dance Company; Ethiopian Community Center; Many Languages One Voice; Multicultural Community Service; The Person Center; Renaissance Center for Culture and Education.

22. How many community based grants have been or will be awarded in FY 2017?



MOAA awarded nine (9) community-based grants in FY2016: African Women's Cancer Awareness Association; Bread for the City; Hepatitis B Initiative; KanKouran West African Dance Company; Ethiopian Community Center; Many Languages One Voice; Multicultural Community Service; The Person Center; Renaissance Center for Culture and Education.

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2016 – FY 2017, to date. For each contract, please provide the following information where applicable.

In FY 16, MOAA has awarded the following Community Based Organizations:

- i. African Women's Cancer Awareness Association - \$12,000
- ii. Bread for the City - \$12,000
- iii. Ethiopian Community Center - \$12,000
- iv. Hepatitis B Initiative of Washington DC - \$7,000
- v. KanKouran West Africa Dance Company - \$12,000
- vi. Many Languages One Voice - \$10,000
- vii. Multicultural Community Service - \$10,000
- viii. The Person Center - \$15,000
- ix. Renaissance Center - \$10,000

24. Did the Office conduct oversight of the organization to which it awards grants to make sure funds are used as intended? If so, how many oversights?

To ensure that services are reaching our African residents through the funded programs, MOAA implements an oversight process that includes written documentations and Quarterly Reports (e.g., financial and program reports) and on-site consultations (e.g., site visits, meetings). For quarterly written reports, MOAA reviews expenditure receipts to help ensure that budget is spent within designated allocations. Grantees send MOAA written reports to document program progress; the reports include each grantee's performance measures and accomplishments. MOAA also conducts on-site consultations to observe ongoing funded programs, informally interviewing clients to collect feedback and meeting briefly with Program Manager/s to discuss progress and concerns. MOAA keeps a report of site visits on file.

25. Of the organizations that received a community-based grant in FY 2016, how many also received community based grants in FY 2015?

Six: African Women's Cancer Awareness Association; Ethiopian Community Center; Hepatitis B Initiative; KanKouran West African Dance Company; Many Languages One Voice; and The Person Center.

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

MOAA notifies the public of the African Community Grant through MOAA's website, public bulletins, the African Beat bi-weekly newsletter, the Office of Partnerships and



Grant Development's Funding Alert, and via MOAA's network lists and social media platforms.

Eligibility Requirements:

- Be a community-based or faith-based organization with a 501(c)(3) status;
- organization or program that serves the District's African residents;
- organization or program located in the District of Columbia.

MOAA's African Community Grant funds culturally and linguistically appropriate programs with demonstrated ties to the Mayor's priority areas and community needs in the following program areas:

- Economic and Workforce development,
- Linkage to health and human services,
- Youth engagement and education and
- Promotion of arts, culture and humanities

Applicants that meet eligibility requirements then submit proposals. To ensure fair assessment of grant applications, MOAA convenes a diverse review panel to evaluate applications, and submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their knowledge of the District's African community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in the RFA. The panel members review and score applicant proposals and submit recommendations for awards.

27. Did the Office receive any grants in FY 2016? If so, what was the source and duration of the grant (s) and what was it used to accomplish? – **NO**
28. Has the Office sought any grant opportunities in FY 2017? – **NO**
29. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary and preventive tool? – **NO**
30. What are the Office's goals going forward in FY2017?

Objective 1: Provide constituent services and information to the African community through programmatic activities and outreach material.

Objective 2: Serve as a liaison between the Mayor, African communities, and District government agencies.

Objective 3: Brief the Mayor and District government agencies about needs and interests of the African residents of the District of Columbia.

Commission on African Affairs

31. Has the Commission on African Affairs been active? If so, when was the last meeting?



The Commission on African Affairs has been very active and meets on the first Wednesday of every month.

32. In what capacity has the Commission worked with OAA?

The Commission partners with the Mayor's Office on African Affairs on various programs, initiatives and outreach activities. For example, in FY 15, MOAA partnered with the Commission on an Immigration Workshop, a Community Town Hall and on a two-day grant writing workshop for community based organizations.

33. How has the Commission helped enhance the capacity of government agencies and other organizations to secure resources? **N/A**

34. 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 FY16 and FY17.

Extend and strengthen its accessibility and involvement with the District's African community.

Strengthen its role of advocate to better highlight issues and challenges faced by the African community.

Increase the Commission's outreach efforts with ANCs, community and faith-based organizations, DC Council, and business communities.

Help raise the visibility of the agency in local and national media, and support more collaborative efforts with other District agencies.

35. Please provide a list of all current Commission on African Affairs vacancies.

Name	Country	Ward
Akua Asare	Ghana	5
Lafayette Barnes	USA	8
Kedist Geremaw	Ethiopia	3
Nana Ama Afari-Dwamena	Ghana	5
Koteid Nicoue	Togo	2
Ikenna Udejiofor	Nigeria	3



Willair Stvil	Haiti	6
Chibu Anyanwu	Nigeria	5
Lydia Nylander	Sierra Leone	4
Vacant (1)	N/A	N/A
Vacant (2)	N/A	N/A
Vacant (3)	N/A	N/A
Vacant (4)	N/A	N/A
Vacant (5)	N/A	N/A
Vacant (6)	N/A	N/A

36. In what areas (e.g. financial training, procedural training, etc.) do you think the Commission on African Affairs' need the most assistance with? **None**

What countries does the membership of the Commission include?

Name	Country	
Akua Asare	Ghana	
Lafayette Barnes	USA	
Kedist Geremaw	Ethiopia	
Nana Ama Afari-Dwamena	Ghana	
Koteid Nicoue	Togo	
Ikenna Udejiofor	Nigeria	
Willair Stvil	Haiti	



Chibu Anyanwu	Nigeria	
Lydia Nylander	Sierra Leone	



**OFFICE OF THE MAYOR/ OFFICE of
OFFICE OF AFRICAN AFFAIRS
FY 16 PERFORMANCE HEARING**

LOCAL

Comp Object	FY 2016 Budget	FY 206 Actual Expenditures	Variance Budget VS. Actual Expenditures
0011-REGULAR PAY - CONT FULL TIME	210,691.00	192,100.00	18,591.00
0012-REGULAR PAY - OTHER	-	38,501.00	(38,501.00)
0013-ADDITIONAL GROSS PAY	-	-	-
0014-FRinge BENEFITS - CURR PERSONNEL	40,874.00	62,438.00	(21,564.00)
0015-OVERTIME	-	-	-
Personal Services	251,565.00	293,039.00	(41,474.00)
0020-SUPPLIES AND MATERIALS	5,000.00	6,142.00	(1,142.00)
0030 -ENERGY	-	-	-
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC	-	-	-
0040-OTHER SERVICES AND CHARGES	4,000.00	-	4,000.00
0041-CONTRACTUAL SERVICES - OTHER	-	-	-
0050-SUBSIDIES AND TRANSFERS	106,250.00	100,000.00	6,250.00
0070-EQUIPMENT & EQUIPMENT RENTAL	-	-	-
Non-Personal Services	115,250.00	106,142.00	9,108.00
Gross	366,815.00	399,181.00	(32,366.00)

**OFFICE OF THE MAYOR/ OFFICE of COMMUNITY AFFAIRS
OFFICE OF AFRICAN AFFAIRS
FY 16 PERFORMANCE HEARING**

INTRA-DISTRICT

Comp Object	FY 2016 Budget	FY 206 Actual Expenditures	Variance Budget VS. Actual Expenditures
0011-REGULAR PAY - CONT FULL TIME	-	-	-
0012-REGULAR PAY - OTHER	18,595.00	23,007.00	(4,412.00)
0013-ADDITIONAL GROSS PAY	-	176.00	(176.00)
0014-FRINGE BENEFITS - CURR PERSONNEL	3,405.00	1,817.00	1,588.00
0015-OVERTIME	-	-	-
Personal Services	22,000.00	25,000.00	(3,000.00)
0020-SUPPLIES AND MATERIALS	1,640.00	-	1,640.00
0030 -ENERGY	-	-	-
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC	-	-	-
0040-OTHER SERVICES AND CHARGES	1,360.00	-	1,360.00
0041-CONTRACTUAL SERVICES - OTHER	-	-	-
0050-SUBSIDIES AND TRANSFERS	-	-	-
0070-EQUIPMENT & EQUIPMENT RENTAL	-	-	-
Non-Personal Services	3,000.00	-	3,000.00
Gross	25,000.00	25,000.00	-

Office of COMMUNITY AFFAIRS

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FY 2017 Budget	FY 2017 YTD Expenditures	Comments
227,737.00	78,837.00	
64,160.00	-	salaries higher than budgeted
60,259.00	19,200.00	
352,156.00	98,037.00	FY 16 Actual expenditures for personal services were higher than anticipated
5,000.00		
4,000.00	95.00	
106,250.00	70,500.00	
115,250.00	70,595.00	
467,406.00	168,632.00	Office of African Affairs

AIRS

FY 2017 Budget	FY 2017 YTD Expenditures	Comments
-		
15,961.00	99.00	
-	1,167.00	
3,623.00	97.00	
19,584.00	1,363.00	
-	-	
-	-	
-	-	
5,416.00	-	
	-	
-	-	
	-	
5,416.00	-	
25,000.00	1,363.00	Office of African Affairs

**OFFICE OF THE MAYOR
OFFICE OF AFRICAN AFFAIRS
POSITION LISTING
FY 16 PERFORMANCES**

Name	Title	Grade	Step
Samba,Mamadou M.	Director of African Affairs	E1	0
Sereke-Brhan,Heran	Program Analyst (Bilingual)	6	0
Mane,Bezawit Y	Outreach & Service Specialist	5	0
Kaba,Aly	Language Access & Outreach Specialist	5	0

R/ OFFICE of COMMUNITY AFFAIRS
FFAIRS

CE HEARING

Sal Plan	Hire Date	Salary	Fringe Benefits @19.4%	Job Status
DX0000	11/14/2011	97,602.80	18,934.94	Reg
XS0001	2/10/2014	72,994.16	14,160.87	Reg
XS0001	4/6/2015	64,159.73	12,446.99	Reg
XS0001	10/11/2016	57,963.00	11,244.82	Reg