

**Mayor's Office on African Affairs
FY17-18 Performance Oversight Questions
Committee on Government Operations
Councilmember Brandon T. Todd (Ward 4), Chair**

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). -

The Mayor's Office on African Affairs was established under the D.C. ACT 16-313.

- b. What powers the Office has been delegated through Mayor's Order.

The powers of the Office are delegated under D.C. ACT 16-313

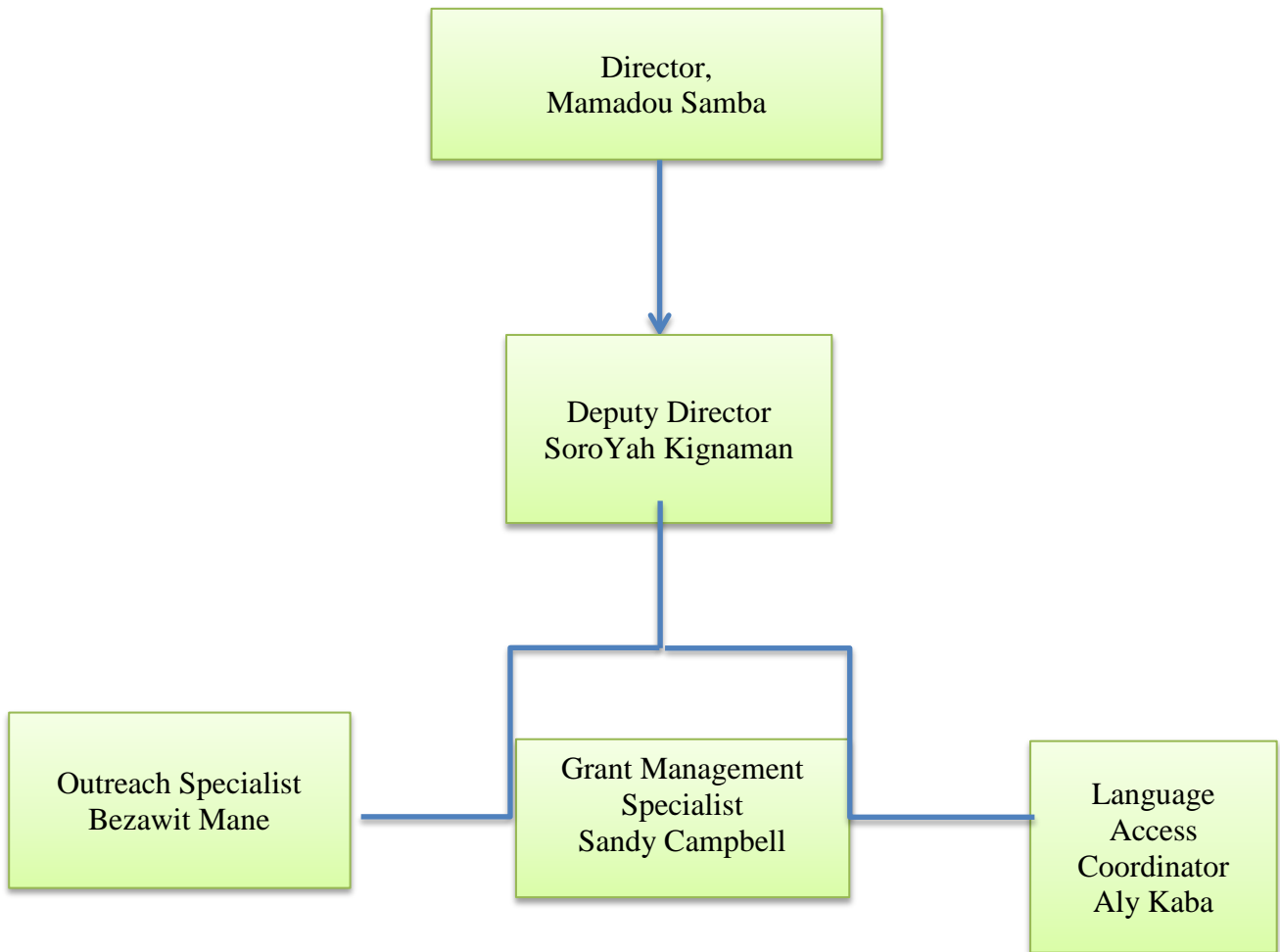
- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute). -

The Director, Mamadou Samba was appointed under PR21-0094.

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 a full range of information and 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 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.

In FY 17, the Mayor's Office on African Affairs hired a Grants Management Specialist.

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

In FY 17, the Mayor's Office on African Affairs hired a Grants Management Specialist.

4. Please provide a complete position listing for your office for fiscal year 2017 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

Soro Yah Kignaman, - Excepted Service

Start Date: August 28, 2017

Grade 6 / Step 0

Salary: \$68,958

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

Position 5: Grants Management Specialist

Sandy Campbell – Excepted Service

Start Date: October 1, 2017

Grade 05/Step 0

Salary; \$60,530

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?

Yes, evaluations are done on a regular basis and during one on ones, team meetings and training sessions.

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.

The Mayor's Office on African Affairs has no employees detailed to, or from the office.

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. **Mamadou Samba – Cell Phone**
- ii. **Soro Yah Kignaman – Cell Phone**
- iii. **Bezawit Mane – Cell Phone**
- iv. **Sandy Campbell – Cell Phone**
- v. **Aly Kaba – Cell Phone**

- b. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned. **The Mayor's Office on African Affairs does not have any owned or leased vehicles.**

The Mayor's Office on African Affairs does not have any owned or leased vehicles.

- c. A list of employee bonuses or special award pay granted in FY17 and FY18, to date.

The Mayor's Office on African Affairs does not have any employee bonuses or special awards pay granted in FY17 and FY18.


- d. A list of travel expenses, itemized by employee.

The Mayor's Office on African Affairs does not have any travel expenses, itemized by employee.

- e. A list of the total overtime and workman's compensation payments paid in FY17 and FY18 to date.

The Mayor's Office on African Affairs does not have any overtime and workman's compensation payments paid in FY17.

8. Please provide a chart showing your office’s approved budget and actual spending, by division, for FY17 and FY18 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

 Agency AA0 - Office of the Mayor OFFICE OF AFRICAN AFFAIRS								
Comp Source Group	FY 2016 Expenditures	FY 2017 Approved Budget	FY 2017 Revised Budget	FY 2017 Expenditures	Variance	FY 2018 Approved Budget	FY 2018 1ST QUARTER	Comments
5004 - OFFICE OF AFRICAN AFFAIRS								
LOCAL FUND								
0011 - REGULAR PAY - CONT FULL TIME	192,100.10	\$227,737	\$227,737	275,209.46	(47,472.08)	354,960.69	118,178.45	
0012 - REGULAR PAY - OTHER	38,500.70	\$64,160	\$64,160	0.00	64,159.73	0.00		
0014 - FRINGE BENEFITS	62,438.43	\$60,259	\$60,259	74,215.54	(13,956.30)	72,766.94	27,381.51	
PERSONNEL SERVICES	293,039.23	352,156.35	352,156.35	349,425.00	2,731.35	427,727.63	145,559.96	
0020 - SUPPLIES AND MATERIALS	6,142.36	5,000.00	5,000.00	5,000.00	0.00	5,000.00		
0040 - OTHER SERVICES AND CHARGES	0.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00		
0050 - SUBSIDIES AND TRANSFERS	100,000.00	106,250.00	86,250.00	70,500.00	15,750.00	131,300.00	85,000.00	
NON-PERSONNEL SERVICES	106,142.36	115,250.00	95,250.00	79,500.00	15,750.00	140,300.00	85,000.00	
Total LOCAL FUND	399,181.59	467,406.35	447,406.35	428,925.00	18,481.35	568,027.63	230,559.96	
5004 - OFFICE OF AFRICAN AFFAIRS	399,181.59	467,406.35	447,406.35	428,925.00	18,481.35	568,027.63	230,559.96	
INTRA-DISTRICT								
MOU w/DCRA								
0011 - REGULAR PAY - CONT FULL TIME	0.00	\$0	\$0	\$0	0.00	0.00	0.00	
0012 - REGULAR PAY - OTHER	22,737.83	\$0	\$10,708	\$10,708	0.00	0.00	0.00	
0013 ADDITIONAL GROSS PAY	176.20		\$1,167	\$1,167				
0014 - FRINGE BENEFITS	1,817.13	\$0	\$1,015	\$1,015	0.00	0.00	0.00	
PERSONNEL SERVICES	24,731.16	0.00	12,889.68	12,889.68	0.00	0.00	0.00	
0020 - SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0040 - OTHER SERVICES AND CHARGES	0.00	0.00	5,416.00	5,416.00	0.00	0.00	0.00	
0050 - SUBSIDIES AND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NON-PERSONNEL SERVICES	0.00	0.00	5,416.00	5,416.00	0.00	0.00	0.00	
Total LOCAL FUND	24,731.16	0.00	18,305.68	18,305.68	0.00	0.00	0.00	
5004 - OFFICE OF AFRICAN AFFAIRS	24,731.16	0.00	18,305.68	18,305.68	0.00	0.00	0.00	

9. Please list any reprogramming, in or out, which occurred in FY17 or FY18 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.
The Mayor’s Office on African Affairs did not have any reprogramming in FY17 or FY18.

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY17 or FY18 to date.

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 FY17 or FY18 to date. For each account, please list the following:
- The revenue source name and code.
 - The source of funding.
 - A description of the program that generates the funds.

- d. The amount of funds generated by each source or program in FY17 and FY18 to date.
- e. Expenditures of funds, including the purpose of each expenditure, for FY17 and FY18 to date.

The Mayor's Office on African Affairs has no special purpose revenue accounts.

12. Did the Office participate in any ethics trainings in FY 2017 and FY 2018 to date?

The Mayor's Office on African Affairs participated in FY 2017 and 2018 Ethics, Hatch Act, and Sexual Harassment Prevention trainings.

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY18.

The Mayor's Office on African Affairs does not curtly have any training or information sessions planned.

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

The top challenge presently facing the Mayor's Office on African Affairs is overcoming cultural barriers with in the African community and effectively connecting African residence to available District service.

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

The Mayor's Office on African Affairs would like assistance in boarding its network to more effectively overcome the cultural barriers blocking the African community from fully taking advantage of District service.

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. Community Outreach

MOAA organizes, facilitates, and participates in a wide range of educational outreach programs designed to ensure that community members are aware of, and gain access to District services and resources.

2. Capacity Building

MOAA works to support and build the capacity of local entrepreneurs, small businesses, and African community oriented organizations by linking community members to platforms for continued engagement, continuous exchange, and resources.

3. Youth Engagement Program

MOAA engages African youth through programs that highlight leadership, employment, civic engagement and participation, and social integration, while providing the platform for interactive discourse on issues pertaining to African youth.

4. African Community Grant Program

The African Community Grant is intended to fund community-based organizations whose programs provide culturally and linguistically targeted services and resources to the District’s African residents and businesses. These programs should reflect the Mayor’s top priority areas, and the documented needs and priorities of the District’s African constituency.

5. Language Access

In partnership with OHR office, OAA collaborates and consults with the Language Access Director (LAD), and other entities, to develop, update, and monitor the implementation of Language Action Plans pursuant to both the provisions found in the LAA and the scope of mandates.

Community Events

1. Black History Month | February 2018
2. African Community Know Your Rights Town Hall | April 2018
3. Young African ConneXions Summit | July 2018
4. Mandela Day of Service | July 2018
5. African Heritage Month | September 2018

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 website (www.oaa.dc.gov), on social media, bi-weekly newsletter, and by personally calling constituents to inform them of activities and programs. Our monthly commission meetings have also been outlets for sharing information to the community.

18. What collaborations, initiatives, or programs have been successful in FY17 and FY18 to date? Why were they successful?

In FY 17 and FY18, MOAA collaborated on the following programs:

- 1. In FY 17, we partnered with the DC Commission on Arts and Humanities, the Mayor’s Office on African American Affairs and the Mayor’s Office on Latino Affairs on three separate Black History Month celebrations.**

2. **With the Metropolitan Police Department, we partnered on continued public safety outreach to the African community, including stores, hair salons, businesses and residential areas.**
3. **With OCTO, DCHR, DSLBD we partnered on the 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.**
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, MPD – We hosted the third 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.

The Mayor’s Office on African Affairs solicits feedback from our daily and ongoing engagements with constituents, during our monthly Commission meetings and suggestions and opinions received after each event hosted. Through our website (www.oaa.dc.gov), constituents are also able to send “Ask the Director” emails, or share with us their thoughts and ideas on our work.

- a. What has the Office learned from this feedback?

We’ve learned that the African community continues to applaud efforts made by Mayor Bowser to ensure that all residents have a pathway to the middle class and supports our initiatives and programs around language access, capacity building, and multicultural awareness.

- 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 FY17 and FY18 to date. Please state the status and purpose of each study.

The Mayor’s Office on African Affairs has requested, prepared, or contracted studies, research papers, and analyses for FY17 and FY18.

21. How many community based grants were awarded in FY 2017?

In FY 17, eight community Based organizations were awarded. They include:

- **African Women Cancer Awareness Association (\$15,000)**
- **AYUDA (\$ 12,000)**
- **Hepatitis B Initiative of Washington DC (\$7,000)**
- **Kankouran West African Dance Company (\$ 10,000)**
- **Many Languages One Voice (\$ 5,000)**
- **Mary's Center (\$ 1,500)**
- **Multicultural Community Services (\$ 10,000)**
- **The Person Center (10,000)**

22. How many community based grants have been or will be awarded in FY 2018?

In FY 18, eleven Community Based Organizations received grant awards. They include:

- **African Women Cancer Awareness Association (\$ 20,000)**
- **Asylum Seeker Assistant Project (\$ 15,000)**
- **Congress Heights Training and Development Cooperation (\$ 5,000)**
- **Baptist Convention of DC (\$ 2,500)**
- **Ethiopian Community Services (\$ 7,500)**
- **Hepatitis B Initiative of Washington DC (\$10,000)**
- **Kankouran West African Dance Company. (\$5,000).**
- **Washington English Center (\$10,000)**
- **Life Asset (\$10,000)**
- **Medstar Georgetown University Hospital (\$ 5,000)**
- **Multicultural Community Services (\$15,000)**

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2017 – FY 2018 to date. For each contract, please provide the following information where applicable.

In FY 18, the Mayor's Office on African Affairs awarded the following contracts under the African Community and Hepatitis B Grants

- **African Women Cancer Awareness Association (\$ 20,000)**
- **Asylum Seeker Assistant Project (\$ 15,000)**
- **Congress Heights Training and Development Cooperation (\$ 5,000)**
- **Baptist Convention of DC (\$ 2,500)**
- **Ethiopian Community Services (\$ 7,500)**
- **Hepatitis B Initiative of Washington DC (\$10,000)**
- **Kankouran West African Dance Company. (\$5,000).**
- **Washington English Center (\$10,000)**
- **Life Asset (\$10,000)**
- **Medstar Georgetown University Hospital (\$ 5,000)**
- **Multicultural Community Services (10,000)**

In FY 17, the Mayor's Office on African Affairs awarded the following contracts under the African Community Grant Program.

- African Women Cancer Awareness Association (\$15,000)
- AYUDA (\$ 12,000)
- Hepatitis B Initiative of Washington DC (\$7,000)
- Kankouran West African Dance Company (\$ 10,000)
- Many Languages One Voice (\$ 5,000)
- Mary's Center (\$ 1,500)
- Multicultural Community Services (\$ 10,000)
- The Person Center (10,000)

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?

To ensure proper use of funds provided and to also ensure that the services implemented positively impacts the African residents in the District, the Mayor's Office on African Affairs requests that processes and activities implemented be documented and submitted in a form of quarterly reports. A sign-in sheet is also requested by MOAA for all activities/events organized that are funded by MOAA. Grantees are required to ensure that the Mayor and MOAA's logos are affixed on all flyers for events funded by MOAA.

We conduct scheduled on-site visits and consultation once a quarter with each grantee to ensure that the programs are implemented in compliance with the grant agreement and DC government policies. We also conduct unannounced visits and pop ups with grantees throughout the year. MOAA is also inviting each grantee to attend monthly Commission meetings and brief on their programs, services and goals during the fiscal year.

25. Of the organizations that received a community-based grant in FY 2017, how many also received community based grants in FY 2016?

1. African Women Cancer Awareness Association
3. Hepatitis B Initiative of Washington DC
4. Kankouran West African Dance Company
5. Many Languages One Voice
6. Multicultural Community Services
7. The Person Center

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

Applicants to the African Community Grant were required to fulfil the following eligibility criteria: must be a community- or faith-based organization with 501(c)(3) status; organization or program must serve the District's African residents or business owners; and that the organization or program is located in the District of Columbia. MOAA implemented the following process to select organizations.

1. **Determine Mayor's funding priorities as it relates to DC's African community**

2. **Send Notice of Funding Availability (NOFA) to Office of Documents and Administrative Issuances for publication in the DC Register**
 3. **Disseminate NOFA**
 4. **Disseminate Request for Proposal (RFP) and post announcement on Office of Planning and Grants Services registry**
 5. **Solicit and finalize review panel**
 6. **Begin applicant inquiry period**
 7. **Conduct a Pre-bidders Orientation meeting**
 8. **Document and put all Q&A on our agency website**
 9. **End applicant inquiry period**
 10. **Post additional Q&A on website**
 11. **Receive and send out notice of reception of applications**
 12. **Send proposal to review panel**
 13. **Review of applications by panel and send back to OAA**
 14. **Aggregate review score and comments**
 15. **Conduct OAA review**
 16. **Conference call with reviewers if necessary**
 17. **Send out notice of approval/denials**
 18. **Conduct post-award meeting**
 19. **Disburse funds**
27. Did the Office receive any grants in FY 2017? If so, what was the source and duration of the grant(s), and what was it used to accomplish? **The Mayor's Office on African Affairs did not receive any grants in FY17.**
- The Mayor's Office on African Affairs did not receive any grants in FY17.**
28. Has the Office sought any grant opportunities in FY 2018? **The Mayor's Office on African Affairs did not seek out any grants 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 Mayor's Office on African Affairs did not request internal or external audits.**
30. What are the Office's goals going forward in FY2018?
- The goals of the Mayor's Office on African Affairs are to promote Mayor Bowser's initiatives include the Camera Rebate Program, Career Connections, SYEP, Safer Stronger, Everyday Counts, Language Access, and Community Engagement in the African community.**

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 active and meets on the first Wednesday of every month. The last meeting was on February 7, 2018.

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

The Commission partners with the Mayor’s Office on African Affairs to help promote Mayor Bowser’s programs and initiatives in the African community. During FY 17, we worked with the Commission on a “Know Your Rights Town Hall, supported our efforts during the fire that took place on Peabody Street, partnered with MOAA on a Workforce Development Program, and supported our outreach efforts to collect pledges on Every Day Counts, volunteered on our annual Mandela Day of Service and continue to bring to our attention issues impacting the African community.

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

The Commission has successfully partnered with the Office to host programs geared at increasing our reach in the community, provided guidance on critical needs of the community.

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 and FY18. **The top five priorities of the Commission are:**

- 1. Support Mayor Bowser’s vision to ensuring African residents have a pathway to the middle class.**
- 2. Extend and strengthen its accessibility and involvement with the District’s African community.**
- 3. Strengthen its role of advocate to better highlight issues and challenges faced by the African community.**
- 4. Increase the Commission’s outreach efforts in all Wards.**
- 5. Help raise the visibility of the African community in the District.**

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

Name	Country	Ward
Kedist Geremaw	Ethiopia	3
Ikenna Udejiofor	Nigeria	1
Abeba Taddese	Ethiopia	4
Margaret Kamara	Sierra Leone	8

Kotheid Nicoue	Togo	2
Lydia Nylander	Sierra Leone	4
Johanna Leblanc	Haiti	5
Noel Lebondzo Gandou	Congo	5
Abdoul Niang	Mauritania	4
Vacant – Selected Candidate	Pending confirmation	
Vacant – Selected Candidate	Pending Confirmation	
Vacant – Selected Candidate	Pending Confirmation	
Vacant – Selected Candidate	Pending Confirmation	
Vacant – Selected Candidate	Pending Confirmation	

34. What areas (e.g., financial training, procedural training) do you think the Commission on African Affairs’ needs the most assistance with?

The Commission on African Affairs does not need assistance in any of these areas.

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

Name	Country
Kedist Geremaw	Ethiopia
Ikenna Udejiofor	Nigeria
Abeba Taddese	Ethiopia
Margaret Kamara	Sierra Leone
Kotheid Nicoue	Togo
Lydia Nylander	Sierra Leone
Johanna Leblanc	Haiti
Noel Lebondzo Gandou	Congo
Abdoul Niang	Mauritania