

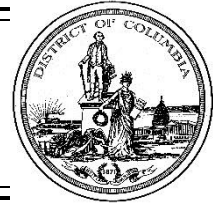
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**OFFICE OF ANITA BONDS**  
AT-LARGE COUNCILMEMBER  
CHAIR, COMMITTEE ON HOUSING & COMMUNITY DEVELOPMENT

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January 20, 2016

Mamadou Samba  
Executive Director, Office on African Affairs  
2000 14<sup>th</sup> Street, NW, Suite 401  
Washington, DC 20009

Dear Mr. Samba:

The annual performance hearing for the Office on African Affairs (OAA) is scheduled for **February 10, 2016, beginning at 10:00 AM in Room 120**. Please plan to arrive in time to listen to the entirety of the public testimony presented with respect to your agency.

Please review the attached list of questions and return your answers by February 3, 2016. Please provide **five hard copies** of your responses as well as an electronic version in Microsoft Word.

If you feel that I could use additional information outside the scope of the attached questions, please feel free to include an additional written statement. If your office requires clarification of any of the attached questions, please contact Joseph Trimboli at (202) 724-8198 or [jtrimboli@dccouncil.us](mailto:jtrimboli@dccouncil.us). Thank you in advance for your timely and comprehensive response.

Sincerely,

Anita Bonds  
At-Large Councilmember  
Chairperson, Committee on Housing and Community Development

Cc: Charon Hines, Director of the Mayor's Office of Community Affairs

**Office of African Affairs (OAA)**

**Questions for Performance Oversight Hearing on Fiscal Year 2016**

1. Can you explain the mission of the Office on African Affairs?

The mission of the Mayor's Office on African Affairs is to ensure that African immigrants have access to the myriad of the health, education, employment, social services, safety, business and economic development information, services and opportunities 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.

2.

3. Please provide a complete, up-to-date position listing for your agency, which includes the following information:

**Position 1: Executive Director**

Mamadou Samba  
January 12, 2015  
Salary + Fringe: \$114,004.31  
Job status: Excepted Service

**Position 2: Deputy Director**

Heran Sereke-Brhan  
Start Date: February 10, 2014  
Salary + Fringe; \$79,759.20  
Job Status: Excepted Service

**Position 3: Outreach Liaison – Vacant**

Bezawit Mane  
April 06, 2015  
Salary + Fringe: \$60, 517

4. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

**The agency did not conduct an annual performance evaluation in FY 15.**

5. Please list all employees detailed to or from your agency, if any. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

N/A

**Office of African Affairs (OAA)**

6. Please provide the Committee with:
- a. List of all employees who receive cellphones:
    - i. Mamadou Samba
    - ii. Heran Sereke-Brhan
    - iii. Bezawit Mane
  - b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned – **N/A**
  - c. A list of employee bonuses or special award pay granted in FY14 and FY15, 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 FY 14 and FY15, to date. – **N/A**
7. Please provide a chart showing your agency’s approved budget and actual spending, by division, for FY15 and FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Object Category	CSG	Comptroller Source Group Title	Appropriation Budget	Current AY Expenditure	Intra-District Advances	Encumbrance	Pre Encumbrance	Available Balance	Percent Available
<b>0100 LOCAL FUND</b>									
PERSONNEL SERVICES									
	0011	REGULAR PAY - CONT FULL TIME	\$210,691	\$39,547	-	-	-	\$168,869	80%
	0012	REGULAR PAY - OTHER	\$0	\$14,450	-	-	-	(\$15,281)	0%
	0014	FRINGE BENEFITS	\$40,874	\$14,093	-	-	-	\$25,972	64%
<b>PERSONNEL SERVICES TOTALS</b>			<b>\$251,565</b>	<b>\$68,090</b>	-	-	-	<b>\$179,560</b>	<b>71%</b>
NON-PERSONNEL SERVICES									
	0020	SUPPLIES	\$5,000	\$0	-	-	-	\$5,000	100%
	0040	OTHER SERVICES AND CHARGES	\$4,000	\$0	-	-	-	\$4,000	100%
	0050	SUBSIDIES AND TRANSFERS	\$106,250	\$0	-	-	-	\$106,250	100%
<b>NON-PERSONNEL SERVICES TOTALS</b>			<b>\$115,250</b>	<b>\$0</b>	-	-	-	<b>\$115,250</b>	<b>100%</b>
<b>Grand TOTALS- Office of African Affairs</b>			<b>\$366,815</b>	<b>\$72,005</b>	-	-	-	<b>\$294,810</b>	<b>80%</b>

8. Thus far in FY 2016, are you operating within budget?

**Yes**

9. Please list any reprogramming, in or out, which occurred in FY15 or FY16, 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.

**None**

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY15 or FY16, to date.

**Office of African Affairs (OAA)**

**MOAA received one \$25,000 intra-District transfer from DCRA for synthetic drugs outreach and training for African store owners. This initiative serves to engage African business owners on the potential consequences of selling synthetic drugs, particularly the Amharic and French speaking business owners.**

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY15 or FY16, to date. For each account, please list the following:

**None**

12. Please provide a list of all projects for which your agency currently has capital funds available. Please include the following:

**None**

13. Please provide a complete accounting of all federal grants received for FY15 and FY16, to date.

**None**

14. What steps have been taken during FY16 to reduce agency energy use?

**The agency efficiently manages its energy use by turning off all the lights during non-working hours, not turning on space heaters, and turning off printers and computers when not in use.**

15. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.

**We are continuing to work with our Mayoral resources to fulfill our legislative requirements.**

16. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

**MOAA is responsible for assisting with the District's language access programs.**

**Office of African Affairs (OAA)**

**17.** Please list each new program implemented by the agency during FY15 and FY16 to date. For each initiative please provide:

**1. African Community Grant FY 15 / FY 16**

a. A description of the initiative

**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.**

a. The funding required to implement to the initiative: **\$100,000**

b. Any documented results of the initiative: **This program has served over 4760 African residents in areas of health and wellness, technology, language access, youth engagement, jobs, and workforce development.**

**2. EKO | African Diaspora Coding Academy**

EKO | African Diaspora Coding Academy is a program developed in partnership with Coders4Africa (C4A), the Office of the Chief Technology Officer (OCTO), and DCHR's Center for Learning and Development to provide greater access to free coding classes, software design and application development to the growing African-born population in the District.

EKO reinforces Mayor Bowser's commitment to focus on high-growth industries such as technology to stimulate job creation and prepare District constituents with long-term competitive skills that will place underserved community members on 'Pathways to the Middle Class'. As the first of its kind program for the African community, EKO | African Diaspora Coding Academy will extend extent free, basic and advanced coding training to over 120 African residents in web and mobile applications, including women and girls.

The funding required to implement the initiative: **\$20,000 (funded by OCTO)**

Any documented results of the initiative: **30 African residents have completed the first session and currently, 40 are enrolled in the session to train on web development and coding.**

**Office of African Affairs (OAA)**

18. Please provide a list of all studies, research papers, and analyses (“studies”) the agency requested, prepared, or contracted for during FY15 and FY16. Please state the status and purpose of each study.

**MOAA is currently partnering with George Mason University Institute of Immigrant Research on a survey capturing demographic information of the African community living in the District. These include: age, gender, Ward, education attainment, employment, salary, health and language spoken, among others.**

**We have finalized the data collection phase and are now analyzing the data prior to sharing the findings.**

19. Please explain the impact on your agency of any legislation passed at the federal level during FY16 and FY16, to date that significantly affect agency operations. If regulations the shared responsibility of multiple agencies, please note.

**None**

20. Please provide a list of all MOUs in place during FY16. – See attached

**1. MOU with OCTO**

**2. MOU with DCRA**

21. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY15 and FY16, to date. For each contract, please provide the following information, where applicable:

**In FY15, MOAA has awarded the African Community Grant to the following eight grantees:**

- i. African Cancer Awareness Association (\$15,000)
- ii. CitiWide Computer Training \$20,000)
- iii. Ethiopian Community Center (\$18,000)
- iv. Hepatitis B Initiative of Washington DC (\$5,000)
- v. KanKouran West African Dance Company (\$12,000)
- vi. Many Languages One Voice (\$5,000)
- vii. Oromo Community Organization (\$10,000)
- viii. The Person Center in collaboration with DC Coalition Against Domestic Violence (\$15,000).

**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

**Office of African Affairs (OAA)**

- vii. Multicultural Community Service - \$10,000
- viii. The Person Center - \$15,000
- ix. Renaissance Center - \$10,000

22. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY15 or FY16, to date.

**None**

23. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations.

**None**

24. Please identify all electronic databases maintained by your agency, including the following:

**None**

25. What has the agency done in the past year to make the activities of the agency more transparent to the public? In addition, please identify ways in which the activities of the agency and information retained by the agency 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](http://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.**

26. Please identify any statutory or regulatory impediments to your agency's operations.

**None**

27. How does the agency solicit feedback from residents? Please describe.

**Office of African Affairs (OAA)**

**The agency has a number of ways of soliciting feedback from customers, including customer satisfaction surveys, soliciting suggestions and recommendations and inviting discussions with community leaders to assess the needs.**

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

**We've learned that we can improve customer satisfaction with targeted programming and activities done in collaboration with other agencies with particular expertise on community needs and program implementation.**

- b. How has the agency changed its practices as a result of such feedback?

**We've improved our practices by developing programs that are more reflective of the community needs, such as the African Diaspora Coding Academy, outreach to business owners, and our community engagement programs.**

28. Did the agency staff participate in any ethics training in FY 2015 and FY 2016 to date?

**Yes**

29. Please provide, as an attachment, a copy of the Office's FY16 performance plan as submitted to the Office of the City Administrator and indicate whether you are on track to meet those measures.

**N/A**

30. Please provide a detailed update on the each of the issue areas where an OAA staff member acts as a liaison (i.e. education, health and human services, small business assistance, environment, mental health, employment, safety, and housing).

- 1. Language Access**
- 2. Foreign Language Translation**
- 3. Housing / Tenant Issues**
- 4. Small Business Development**
- 5. Grant support**
- 6. Immigration**
- 7. Jobs / Employment**
- 8. Public Safety**
- 9. Health**

31. Please provide a list of all current OAA vacancies.

**None**



**Office of African Affairs (OAA)**

32. Please describe the training and informational sessions you provide and/or coordinate for the OAA? What is the frequency of these sessions?

- 1. Cultural competency training organizations serving domestic violence victims**
- 2. Cultural competency training for the Metropolitan Police Department**
- 3. Conducted a two day grant writing workshop for CBOs**
- 4. Pre-Bidders orientation for the FY16 African Community Grant**

33. Please provide a list of types and dates of training/information sessions for the OAA you have planned for FY16.

- 1. Cultural Competency Training with MPD**
- 2. Computer Coding Training and Web Development**
- 3. Grant Writing Workshop**
- 4. Language Access**

34. In what areas (e.g. financial training, procedural training, etc.) do you think the OAA needs the most assistance with?

**None**

35. What methods do you use to disseminate information to your constituents?

**We use our bi-weekly newsletter (OAA's African Beat, with 8,000 subscribers), and through our social media platforms (Facebook and Twitter). Our office shares informational print materials with walk-ins and we conduct outreach at community events. OAA staff members participate in presentations and community meetings for targeted communication.**

36. Have you formed any partnerships with other organizations? If so, what organizations?

- 1. Coder4Africa**
- 2. Howard University**
- 3. George Mason University**
- 4. African Cancer Awareness Association**
- 5. CitiWide Computer Training**
- 6. Ethiopian Community Center**
- 7. Hepatitis B Initiative of Washington DC**
- 8. KanKouran West African Dance Company**
- 9. Many Languages One Voice**
- 10. Oromo Community Organization**
- 11. The Person Center in collaboration**

37. How many community based grants have been or will be awarded in FY16?

## Office of African Affairs (OAA)

**In FY 16, we have awarded 9 Community Based Organizations, totaling \$100,000**

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

**Yes, OAA conducts a grants oversight, site visits and grantees are required to provide quarterly reports on program progress and expenditure.**

39. How does OAA identify and assist organizations serving the District's African Community?  
**MOAA has kept and keeps updating our database of African serving organizations in the District. Additionally, we identify them through the African community grant, multicultural awareness, capacity building, youth engagement, education and outreach programs.**

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

The following procedure is used by the agency to determine how an organization is selected to receive grants:

- 1. Determine funding priorities.**
- 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 or approval/denials**

**Office of African Affairs (OAA)**

**Commission on African Affairs**

41. 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.**

42. 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 Office on an Immigration Workshop, a Community Town Hall and on a two-day grant writing workshop for community based organizations.**

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

N/A

44. 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 FY15 and FY16.

- 1. Extend and strengthen its accessibility and involvement with the District's African community.**
- 2. Strengthen its role of advocate to better highlight issues and challenges faced by the African community.**
- 3. Increase the Commission's outreach efforts with ANCs, community- and faith-based organizations, DC Council, and business communities.**
- 4. Help raise the visibility of the agency in local and national media, and support more collaborative efforts with other District agencies.**

45. How many constituents does the Office of African Affairs represent? At what rate is that constituency growing?

**The Mayor's Office on Affairs represents a constituency of 16,000 – 18,000 Africans living in the District. According to the latest Census and American community survey, this constituency is growing at a fast pace and Washington metropolitan area has the second largest number of African immigrants (161,000), after New York.**

**Office of African Affairs (OAA)**

46. Has the Commission on African Affairs been active? If so, how many meetings have they had in the last year, and when was the last meeting?

**Yes, the Commission has been very active and has held 10 meetings and an annual retreat.**

47. Please provide a listing of all Commission members, including the Ward in which they reside.

<b>Name</b>	<b>Country</b>	<b>Ward</b>
Akua Asare	Ghana	5
Ify Nwabukwu	Nigeria	N/A
Kedist Geremaw	Ethiopia	3
Lafayette Barnes	USA	8
Loide Jorge	Mozambique & Guinea Bissauan	2
Nana Ama Afari-Dwamena	Ghana	5
Koteid Nicoue	Togo	2
Ikenna Udejiofor	Nigeria	3
Willair Stvil	Haiti	6
Chibu Anyanwu	Nigerial	5

48. Please list any vacancies on the Commission on African Affairs.

**There are 4 vacancies on the Commission and MOAA has already identified individuals for appointment**

49. What countries-of-origin are represented in the actual membership of the Commission?

**Office of African Affairs (OAA)**

<b>Name</b>	<b>Country</b>
Akua Asare	Ghana
Ify Nwabukwu	Nigeria
Kedist Geremaw	Ethiopia
Lafayette Barnes	USA
Loide Jorge	Mozambique & Guinea Bissauan
Nana Ama Afari-Dwamena	Ghana
Koteid Nicoue	Togo
Ikenna Udejiofor	Nigeria
Willair Stvil	Haiti
Chibu Anyanwu	Nigeria

50. Please describe the training and informational sessions you provide and/or coordinate for the Commission on African Affairs? How often are these sessions held?

**The Commission has conducted a training and informational session with BEGA and previous Commissioners continuously conduct trainings on DC Government rules and regulations.**

51. In what areas (e.g. financial training, procedural training, etc.) do you think the Office on African Affairs need the most assistance with?

N/A

52. Please provide the number of language access requests your office has received in FY16, the number fulfilled, and number still in process.

## **Office of African Affairs (OAA)**

**The Office continuously provides language access request in all our programs and interactions.**

53. Please describe the process of fulfilling a language access request, from receiving the request to fulfillment.

N/A

55. What are your top five priorities for the Agency for FY15 and FY16? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16 and FY17.

### **Priority 1: Provides constituent services and information to the African communities through programmatic activities and outreach material.**

- Initiative 1.1 – Hold monthly community outreach, engagement, and education programs to accurately relay and disseminate Mayor Bowser’s policies and agency programs and services available
- Initiative 1.2 – Through our bi-weekly newsletter publications, MOAA will regularly share information and resources to the African community available in all District agencies and organizations for African businesses, nonprofit organizations, and community based organizations.
- Initiative 1.3 – Work very closely with other District agencies to provide constituent services to African community members seeking support with language access, housing, employment, health services, and other needs as identified.

### **Priority 2: Serve as a liaison between the Mayor, African communities, and District government agencies**

- Initiative 2.1 – Engage African community and faith based organizations, and leaders to continue to assess the needs of the community and provide relevant policy and program District information and provide guidance and support navigating services. MOAA will continue to engage the African community through its various capacity building, multicultural awareness, community outreach, and youth programs.
- Initiative 2.2 – Ensure that the African community is fully aware of all District agency services and programs and provide guidance on how to access and take advantage of them.
- Initiative 2.3 – Ensure the Mayor’s Office on African Affairs is represented in relevant programs and events where representation is needed and necessary and report back key points, topics, and concerns addressed by the African community.

### **Priority 3: Brief the Mayor and District government agencies about needs and interests of the African residents of the District of Columbia**

## **Office of African Affairs (OAA)**

- Initiative 3.1 – MOAA will consistently communicate with senior staff the critical needs of the African community and suggested policy recommendations to address them.
- Initiative 3.2 – Remain in constant contact and communication with District agencies and provide expertise, support, and recommendations on issues dealing with and concerning the African community.
- Initiative 3.3 – Stay abreast of regional, nationwide and international topics and bring to the attention of senior staff and the Mayor critical issues impacting the African community in the District.