

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Response to FY2015 Performance Oversight Questions on
Office on African Affairs

Mamadou M. Samba
Director, Office on African Affairs

Committee on Housing & Community Development
Anita Bonds, Chairperson

Council of the District of Columbia

February 14, 2015



Questions for FY15 Performance Oversight

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

The Office on African Affairs is a small agency and does not have divisions. Employees and interns wear multiple hats and take on various responsibilities, including constituent services, grants management, programming, language outreach, communications, etc.

Current employees are: Mamadou Samba, Executive Director and Heran Sereke-Brhan, Deputy Director. There is one vacancy which we are in the process of filling for an Outreach Liaison, position.

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**
Salary + Fringe: \$57,801.54



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?

Yes, the agency does conduct annual performance evaluations for all its employees. The evaluations are conducted by the agency Director and all necessary steps, including coaching, training, mentoring and access to outside tools, training to ensure that employees do meet individual job requirements.

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

6. Please provide the Committee with:

- a. List of all employees who receive cellphones: **Mamadou Samba and Heran Sereke-Brhan.**
- 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 FY14 and FY15, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

See attached.

8. Thus far in FY 2015, are you operating within budget?

Yes.

9. Please list any reprogramming, in or out, which occurred in FY14 or FY15, 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 FY14 or FY15, to date.

None.

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY14 or FY15, 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 FY14 and FY15, to date.

None.

14. What steps have been taken during FY15 to reduce agency energy use?

The agency has efficiently managed 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.

None.

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.

None.



17. Please list each new program implemented by the agency during FY14 and FY15 to date. For each initiative please provide:

a. **2nd ANNUAL FROM DC TO AFRICA: GROWING LOCAL GOING GLOBAL BUSINESS SYMPOSIUM** – OAA partnered with **Department of Small and Local Business Development (DSLBD), the Department of Consumer and Regulatory Affairs (DCRA), the US Department of Commerce and the Office of Community Affairs**, to host its 2nd Annual Business Symposium titled, From DC to Africa: Growing Local, Going Global. With the aims of (1) growing and diversifying the District’s economy as a vehicle for expanding the tax base and employment opportunities for District residents (2) connecting District entrepreneurs and businesses to resources and opportunities for growing and expanding business domestically and (3) encouraging District businesses to venture into trade and investment in Africa through local, federal and nonprofit programs and resources facilitating US-Africa trade. This all day symposium brought over 300 local business owners and aspiring entrepreneurs in direct contact with 20 business resource providers from District, Federal and nonprofit agencies and African embassies.

b. **4th ANNUAL DC AFRICA FESTIVAL AND MAYOR’S 2nd PROCLAMATION OF SEPTEMBER AS AFRICAN HERITAGE MONTH-** The Office on African Affairs (OAA) held the 4th Annual DC Africa Heritage Celebration on September 30, 2013 at the Howard Theater. Members of the previous administration, special guests from the African diplomatic corps, and 700 District residents attended this celebration commemorating African Heritage Month in DC by paying tribute to past and present leaders of the African Diaspora. The event featured performances as diverse as the community itself, including a demonstration of a traditional Ethiopian coffee ceremony. **Major Partners: DC Commission on Arts & Humanities, DC Office of Human Rights, and DC Office of Community Affairs; our corporate donors: AmeriHealth District of Columbia, U Street Parking, Ethiopian Airlines, Dantes Partners, MetroLab, Compass Solutions, and our community supporters: NebFoto Photography, Jah Kente International, Inc. and the Ethiopian African 2000 Millennium Group.**

c. **TEAM AFRICA HEALTH EDUCATION CAMPAIGN:** OAA launched Think.Eat.Act.Move. (TEAM) Africa to address health disparities in the District’s African immigrant community and to tackle glaring barriers to access related to language, lack of culturally-tailored health education, stigma, and unaffordability of care. Through March, April and May, the TEAM Africa campaign relied on a 13-member coordinating committee, social media, multilingual outreach teams, community/faith-based host partners, and interagency collaboration to successfully reach over 1000 District residents. These residents participated in roving workshops on mental health, health literacy and nutrition uniquely tailored to their ethnic, religious, and language cultures. Workshops were conducted in Amharic, French,



Arabic, Tigrigna & Oromifa for members of diverse community-based host partners (**Ethiopian Community Center & the Ethiopian Evangelical Church, African Students Association at Howard University, Oromo Community Organization, Nigerians in the Diaspora – DC Chapter, Carlos Rosario International Public Charter School, First Hijra Foundation Muslim Society of Washington**). A TEAM Africa educational video was also produced and used as a social media tool for garnering support for the campaign and for promoting positive choices that lead to a healthy lifestyle. These activities culminated in the first Annual African Wellness Fête, a celebratory fair which combined mini-workshops, government and nonprofit health resource providers, health screenings, cooking demonstration and movement exercises. **Major Partners: Department of Health, Department of Mental Health, Department of Human Services, Department of Health Care Finance, and the Deputy Mayor’s Office for Health and Human Services.**

d. **JOB CIRCLES & JOB FAIR:** In response to evident gaps in access to jobs and culturally targeted career development pipelines to sustain the rising population of both low-skilled and high-skilled African constituents in DC, OAA launched its biweekly Job Circles. Over 112 job seekers were supported in their job search in these circles designed to provide safe space for job seekers to discuss culturally-specific job-search challenges, identify unique employment opportunities that harness multi-lingual skills, and develop their job search skills. Participants reported that language, accents, and other cultural differences posed barriers to employment, particularly in supervisory and management positions. For OAA, these job circles provided new sample data on the workforce profile of the District’s African immigrant community. Over 40% of Job Circle participants had bachelor’s degree, and nearly 17% had graduate and more advanced degrees. These high-skilled job seekers expressed the need for targeted support helping to rebuild their professional careers in the U.S. and navigate the cost and process associated with recertification and accreditation of foreign credentials. Following eight coaching and training sessions, the job circle process culminated in a highly successful job fair as a result of which 10 participants were offered a DC government and nonprofit jobs on the spot. Approximately 150 DC residents attended this fair. **Major Partners: DC Department of Human Resources (DCHR), Metropolitan Police Department (MPD), DC Department of Employment Services (DOES) DC Fire and Emergency Medical Services (DCFEMS) and Washington Metropolitan Area Transit Authority (WMATA).** **Other partners: So Others Might Eat, Center for Employment Training, UDC-CC Workforce Development, African Immigrant and Refugee Foundation Internships, Ethiopian Community Center, The Language Doctors – Interpreter and Translator Opportunities, La Clinica del Pueblo, Inc. Global Sustainable Partners.**

18. Please provide a list of all studies, research papers, and analyses (“studies”) the agency requested, prepared, or contracted for during FY14 and FY15. Please state the status and purpose of each study.



OAA did not request, prepare or contract any studies, research papers, or analyses.

19. Please explain the impact on your agency of any legislation passed at the federal level during FY14 and FY15, to date that significantly affect agency operations. If regulations the shared responsibility of multiple agencies, please note.

Many African immigrants have sought technical support, assistance in enrolling and language services from OAA in order to join the DC Health Exchange, as required by federal law.

20. Please provide a list of all MOUs in place during FY15.

OAA has no MOUs in place.

21. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY14 and FY15, to date. For each contract, please provide the following information, where applicable:

In FY15, OAA awarded the African Community Grant to the following eight grantees: African Cancer Awareness Association (\$15,000); CitiWide Computer Training (\$20,000); Ethiopian Community Center (\$18,000); Hepatitis B Initiative of Washington DC (\$5,000); KanKouran West African Dance Company (\$12,000); Many Languages One Voice (\$5,000); the Oromo Community Organization (\$10,000); and The Person Center in collaboration with DC Coalition Against Domestic Violence (\$15,000).

In FY14 and FY15, OAA grantees conducted programs in the areas of jobs and economic development; linkages to health and human services; youth engagement and education; and the promotion of African arts, culture and the humanities.

In FY14, OAA awarded the African Community Grant to eight grantees: African Cancer Awareness Association (\$10,000); African Diaspora for Change in collaboration with Peace thru Culture (\$8,000); CitiWide Computer Training (\$20,000); Ethiopian Community Center (\$15,000); Ethiopian Community Services and Development Council (\$15,000); KanKouran West African Dance Company (\$12,000); Many Languages One Voice (\$10,000); and the Oromo Community Organization (\$10,000).

- **Each grantee signed the African Community Grant Agreement (attached).**
- **The African Community Grant was awarded through a competitive grant application process.**
- **The name of the agency’s contract monitor and the results of any monitoring activity The African Community Grant are managed by OAA’s Deputy Director, Heran Sereke-Brhan. OAA conducted periodic**



site visits and requires grant reports from grantees. Results are available in our FY2014 Grant Report (attached).

- **Funding source Funds for the African Community Grant were awarded to OAA through a Budget Support Act title awarded in 2014.**

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 FY14 or FY15, 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) and on our Facebook and Twitter pages. OAA also produces an Annual Report highlighting all that was done and accomplished during the fiscal year.

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.

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

None.

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



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 needs. Customer satisfaction improves with targeted programming and activities done in collaboration with other agencies with particular expertise on community needs and program implementation. OAA continually designs programs that are responsive to these needs.

28. Did the agency staff participate in any ethics training in FY 2014 and FY 2015 to date?

Yes.

29. Please provide, as an attachment, a copy of the Office's FY15 performance plan as submitted to the Office of the City Administrator and indicate whether you are on track to meet those measures.

The Office is in the process of preparing our FY15 plan.

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

The top five priorities for the agency are:

- 1. Improve customer service.**
- 2. Design and implement culturally specific and effective outreach and educational programs**
- 3. Provide technical support for businesses and entrepreneurs**
- 4. Attracting and developing highly qualified candidates from the OAA community for positions in the private and public sector**
- 5. Raising the visibility of the agency and increasing collaboration with other DC government agencies**

31. 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).

OAA staff members act as liaison on language access, health education and outreach programs, housing, human services issues, small business development and capacity building for nonprofit organizations. In addition, staff members also act as liaison for youth organizations, employment and training programs, safety and customer service.

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

We currently have one vacancy: Outreach Liaison.



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

None.

34. Please provide a list of types and dates of training/information sessions for the OAA you have planned for FY15.

The OAA plans ensuring each staff members enrolls in a minimum of 3 trainings offered by DCHR during the fiscal year.

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

OAA could use additional training for grants management.

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

We use our bi-weekly newsletter (OAA's African Beat, with 7,000 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 provide cultural-competency trainings for District agencies and for private and federal partners as requested.

37. Have you formed any partnerships with other organizations who share common interests? If so, what organizations?

Through its programs, OAA has partnered with several District and Federal agencies as well as organizations who share a common interest in providing African immigrants with equal access to resources and information. These include:

Department of Small and Local Business Development (DSLBD), the Department of Consumer and Regulatory Affairs (DCRA), the U.S. Department of Commerce and the DC Office of Community Affairs,

DC Commission on Arts & Humanities, DC Office of Human Rights, our corporate donors: AmeriHealth District of Columbia, U Street Parking, Ethiopian Airlines, Dantes Partners, MetroLab, Compass Solutions, and our community supporters: NebFoto Photography, Jah Kente International, Inc. and the Ethiopian African 2000 Millennium Group.



Ethiopian Community Center & the Ethiopian Evangelical Church, African Students Association at Howard University, Oromo Community Organization, Nigerians in the Diaspora – DC Chapter, Carlos Rosario International Public Charter School, First Hijra Foundation Muslim Society of Washington.

Department of Health, Department of Mental Health, Department of Human Services, Department of Health Care Finance, and the Deputy Mayor’s Office for Health and Human Services.

DC Department of Human Resources (DCHR), Metropolitan Police Department (MPD), DC Department of Employment Services (DOES), DC Fire and Emergency Medical Services (DCFEMS) and Washington Metropolitan Area Transit Authority (WMATA).

So Others Might Eat, Center for Employment Training, UDC-CC Workforce Development, African Immigrant and Refugee Foundation Internships, The Language Doctors – Interpreter and Translator Opportunities, La Clinica del Pueblo, Inc. Global Sustainable Partners.

38. How many community based grants have been or will be awarded in FY15?

In FY15, eight community-based grants have been awarded.

39. 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 oversight over the grant process and grantees are required to provide quarterly reports on program progress and expenditures.

40. Is OAA actively seeking to assist newly formed organizations that serve the District’s African Community?

Yes, we are constantly assisting newly-formed organizations with technical assistance, connecting them with resources, trainings, and other capacity-building mechanisms.

41. 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**



Commission on African Affairs

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

Yes, the Commission on African Affairs meets on the second Wednesday of every month. The last meeting was held on December 10, 2014.

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

The Commission has served as an advisory partner to the Office on African Affairs, and helped identify and address issues affecting African immigrants.

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

Under the Bowser Administration, the Office on African Affairs and the Commission will look for organizations to partner with to extend and enhance the resources currently in place.

45. 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.

Under the Bowser Administration, the Commission's top priorities include:

- 1. Extend and strengthen the Commission's accessibility and involvement with the District's African community.**
- 2. Highlight issues and challenges faced by the African community**
- 3. Increase the Commission's outreach efforts with ANCs, community- and faith-based organizations, other government entities, and the business community**
- 4. Help raise the visibility of the agency in local and national media, and support more collaborative efforts with other District agencies**

46. Please list any vacancies on the Commission on African Affairs? Also, please provide a listing of all Commission members, including the Ward in which they reside.

There are seven current vacancies on the Commission.

List of current Commission members:

Names	Ward
Chime Asonye	6
Dr. Akua Asare	6
Kedist Geremaw	3



Lafayette Barnes	8
Louisa Buadoo – Amoa	7
Yinusa Yusuff	4
Loide Jorge	MD
Ify Nwabukwu	MD

47. Please describe the training and informational sessions you provide and/or coordinate for the Commission on African Affairs? What is the frequency of these sessions?

None.

48. Please provide a list of types and dates of training/information sessions for the Commission on African Affairs you have planned for FY15.

As we continue to shape our FY15 plan, we will find ways to expand the breadth of resources, data and program information shared with the Commission.

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

As we continue to shape our FY15 plan, we will look to identify any trainings that might be helpful to the members of the Commission, including ethics.

50. What countries in Africa does the Commission represent?

Names	Country
Chime Asonye	Nigeria
Dr. Akua Asare	Ghana
Kedist Geremaw	Ethiopia
Lafayette Barnes	USA
Louisa Buadoo – Amoa	Ghana
Yinusa Yusuff	Nigeria
Loide Jorge	Guinea Bissau
Ify Nwabukwu	Nigeria

