

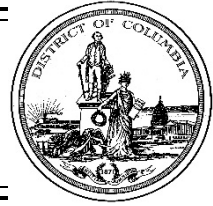
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**OFFICE OF ANITA BONDS**  
AT-LARGE COUNCILMEMBER  
CHAIR, COMMITTEE ON HOUSING & COMMUNITY DEVELOPMENT

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January 20, 2016

Rahman Branch  
Executive Director, Office on African American Affairs  
2235 Shannon Place, SE  
Washington, DC 20020

Dear Director Branch:

The annual performance hearing for the Office on African American Affairs (OAAA) 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, feel free to include an additional written statement. If your office requires clarification of any of the attached questions, please contact the Legislative Analyst, Brian Quarles II at (202) 724-8153 or [bquarles@dccouncil.us](mailto:bquarles@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 on African American Affairs (OAAA)**

**QUESTIONS FOR PERFORMANCE OVERSIGHT HEARING**

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

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

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.
  - 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. OAAA is an office of one.**

3. Please provide a complete, up-to-date position listing for your agency, which includes the following information:
  - a. Title of position
  - b. Name of employee or statement that the position is vacant, unfunded, or proposed.
  - c. Date employee began in position
  - d. Salary and fringe benefits, including the specific grade, series, and step of position
  - e. Job status (continuing/term/temporary/contract)

**Rahman Branch, Executive Director**

**There are no other positions in the Mayor's Office on African American Affairs.**

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

**N/A**

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.

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N/A

6. Please provide the Committee with:

- a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense
- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned
- c. A list of employee bonuses or special award pay granted in FY16, to date
- d. A list of travel expenses, arranged by employee
- e. A list of the total overtime and workman's compensation payments paid in FY16, to date.

**a. Rahman Branch receives a cellphone.**

**N/A for questions b – e.**

7. Please provide a chart showing your agency's approved budget and actual spending, by division for FY16, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

**N/A – OAAA has no independent budget spending.**

8. Thus far in FY16, are you operating within budget?

**We are operating within our budget.**

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

N/A

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

N/A

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

- a. The revenue source name and code
- b. The source of funding
- c. A description of the program that generates the funds.
- d. The amount of funds generated by each source or program in FY16, to date
- e. Expenditures of funds, including the purpose of each expenditure, for FY16, to date

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N/A

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

- a. A description of each project
- b. The amount of capital funds available for each project
- c. A status report on each project, including a timeframe for completion
- d. Planned remaining spending on the project

N/A

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

**We received no federal grants for FY16.**

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

N/A

15. 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.

N/A

16. Please list each new program implemented by the agency during FY16 to date. For each initiative please provide:

- a. A description of the initiative
- b. The funding required to implement to the initiative
- c. Any documented results of the initiative

**MOAAA had three major initiatives:**

**A Space to Dream;**

**MOAAA, in cooperation with DMGEO, DSLBD and DCCAH has developed a series of discussions, seminars and trainings designed to support the Districts very rich arts community. By assisting artist residents in business development, CBE certification and grant opportunities, we intend to have artists become small businesses in the district. Phase II includes having a discussion with DHCD about pop up space for artists in some of our vacant properties in the District.**

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**Financially FitDC;**

**MOAAA is working with BankOn DC, DISBD, DMGEO and private collaborators and partners to create the plan to make Washington, DC the most Fiscally Fit city in the nation. We are addressing 4 specific tracks: Home buying, Retirement, Savings and Credit Growth. Baselines to define “Fiscal Fitness” for each tax bracket have been gathered and we are in the developmental stages of a web platform that will assist residents in identifying programs, organizations and opportunities to strengthen their financial reality.**

**State of Black DC data report.**

**The OAAA is developing the annual report on the status of the African American constituent in the District. Currently working with the Office of Planning, SBDC seeks to inform policy, programming and services to the largest constituency base in the city. Subtitled: "Missed Opportunities", this document will serve to inform businesses and policy makers of the wealth of experience, education and information that exists in the African American Community, with recommendations on how to intentionally engage this base for a much more robust city.**

**For each of these initiatives, the primary funding comes through partnerships created with other agencies.**

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

**N/A**

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

**N/A**

19. Please provide a list of all MOUs in place during FY16.

**N/A**

20. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY16, to date. For each

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contract, please provide the following information, where applicable:

- a. The name of the contracting party
- b. The nature of the contract, including the end product or service
- c. The dollar amount of the contract, including budgeted amount and actually spent
- d. The term of the contract
- e. Whether the contract was competitively bid or not
- f. The name of the agency's contract monitor and the results of any monitoring activity
- g. Funding source

N/A

21. 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 FY16, to date.

N/A

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

- a. A detailed description of the information tracked within each system
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.
- c. Whether the public can be granted access to all or part of each system.

**MOAAA maintains a database of our partner organizations and supporting individuals.**

23. Please identify ways in which the activities of the agency and information retained by the agency will be made transparent to the public?

**MOAAA will be launching its website in the coming weeks.**

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

N/A

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

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

Office on African American Affairs (OAAA)

- a. **As a community affairs office, we seek and receive feedback from our partners, advocates and community at large. We have used this feedback to help conceive and shape our primary initiatives and our general outreach.**

26. Did the agency staff participate in any ethics training in FY15, or FY16, to date?

**MOAAA participated in ethics training in June of 2015**

27. 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

28. 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.

- a. **Economic Opportunities: Offer capacity building training for small business owners and residents looking to start/transfer their businesses to the District. This will be done through developing a series of training dates in partnership with DSLBD and private partnerships.**
- b. **Adequate Housing and Home Ownership Opportunities: Through various partnerships (DHCD, BankOn DC, DISBD) we will be launching Financially FitDC as a vehicle to guide residents towards the Middle Class and their dream of home ownership.**
- c. **Equitable Education Opportunities: Working with DCPS, MPD and DPR staff on the Mayor's Empowering Males of Color initiative to identify best practices for adults that engage this population. Identify professional development opportunities for staff members that address micro-aggressions and prejudices. MOAAA will also help grow the amount of mentors that exist in the EMOC database.**

29. Please provide a list of all current OAAA vacancies and the anticipated time line to fill the vacancies.

N/A

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

N/A

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

**Office on African American Affairs (OAAA)**

**These dates are in development. Upon completion, they can be submitted to the council.**

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

N/A

33. What methods do you use to disseminate information to your constituents? How do you plan to expand communication efforts in FY16?

**MOAAA utilizes a database that we've compiled to disseminate information. Our programming for the New Year, in collaboration with DOES and DSLBD will help grow our database moving forward.**

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

**MOAAA has developed relationships with Georgetown University, Howard University, Capital Area Asset Builders, DISB, Google, Washington DC Economic Partnership and Corporation for Enterprise Development in support of our Financially FitDC program.**

35. How many community based grants will be awarded in FY16?

**N/A. The Office of African American Affairs does not have the budget authority to award grants.**

36. How will OAAA conduct oversight of the organization to which it awards grants to make sure funds are used as intended?

N/A

37. Is OAAA actively seeking to assist newly formed organizations that serve the District's African American Community?

**MOAAA is always actively looking for ways to support agencies', organizations and initiatives that serve the District's African American Community.**

38. Please describe how an organization will be selected to receive a community based grant.

**MOAAA does not have the budget authority award grants.**