

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mayor's Office on Latino Affairs**



**Responses to Fiscal Year 2018-2019
Performance Oversight Questions**

**Jackie Reyes-Yanes
Director**

Submission to

**Committee on Government Operations
Council of the District of Columbia
The Honorable Brandon T. Todd, Chairperson**

February 14, 2019

John A. Wilson Building
1350 Pennsylvania Ave., NW,
Washington, DC 20004

**Mayor's Office on Latino Affairs
FY18-19 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 of Latino Affairs (MOLA) was created by the District of Columbia Latino Community Development Act (Law 1-86), effective September 29, 1976.

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

No power has been delegated to MOLA through a Mayoral Order.

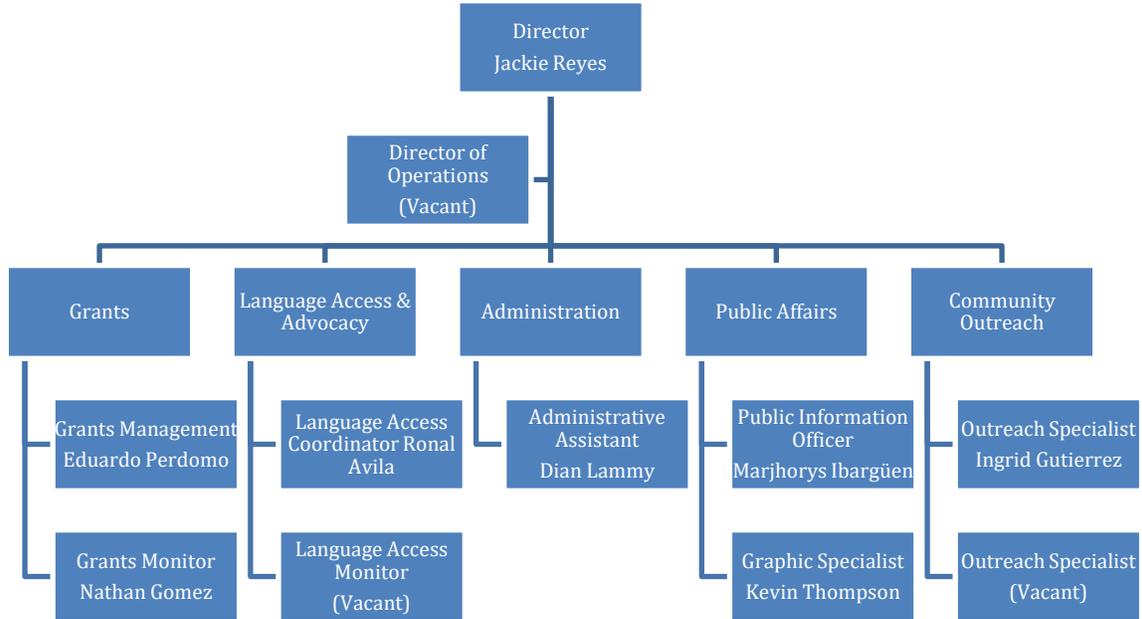
- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute). Is there a new appointed executive order?

The Director was appointed through resolution PR21-0091, the "Director of the Office on Latino Affairs Jackie Reyes-Yanes Confirmation Resolution of 2015".

2. Please explain the mission of your Office.

The mission of MOLA is to improve the quality of life of Latino residents of the District of Columbia by addressing a broad range of social and economic needs through strategic management, public and private partnerships, supporting the creation of policies, promoting community relations, civic engagement, and community-based grants.

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.

#	Employee	Position	Status
1.	Jackie Reyes-Yanes	Director	Filled
2.	Vacant	Director of Operations	Vacant
3.	Eduardo Perdomo	Grants Management Specialist	Filled
4.	Nathan Gomez	Grants Monitor	Filled
5.	Ronal Avila	Language Access Coordinator	Filled
6.	Ingrid Gutierrez	Outreach Specialist	Filled
7.	Dian Lammy	Staff Assistant	Filled
8.	Marjhorys Irbaguen	Public Information Officer	Filled
9.	Vacant	Outreach Specialist	Vacant
10.	Vacant	Language Access Monitor	Vacant
11.	Kevin Thompson	Graphic Specialist	Filled

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

- **MOLA did not have any organizational changes during the previous year.**

4. Please provide a complete position listing for your office for fiscal year 2019 to date, including the following information.
 - a. Name of employee.
 - b. Title of position.
 - c. Grade, series, and step of position.
 - d. Date employee began.
 - e. Salary and fringe benefits.
 - f. Job status (continuing, term, temporary or contract).

The Mayor's Office on Latino Affairs (BZO)
Schedule A
as of 2/5/2019

	Title	Name	Posn Nbr	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefits 22.4%	Prgm Cod	Activity	Reg/Temp/ Term	Funding Source
1	Grants Monitor	Gomez, Nathan	00037316	6/19/2017	F	5	0	\$63,566.55	\$14,238.91	1012	1012	Reg	Local
2	Grants Management Specialist (Bilingual)	Perdomo, Eduardo R	00040280	4/18/2016	F	6	0	\$72,447.27	\$16,228.19	1012	1012	Reg	Local
3	Graphic Designer	Thompson Jr., Kevin Carlos	00095342	10/9/2018	F	11	3	\$63,567.00	\$14,239.01	1012	1012	Term	Local
4	Director of Latino Affairs	Reyes Yanes, Jakeline M	00040906	11/23/2009	F	E1	0	\$117,031.06	\$26,214.96	1090	1090	Reg	Local
5	Language Access & Outreach Spe	Avila Norales, Ronal Anastacio	00039864	8/14/2017	F	6	0	\$72,447.27	\$16,228.19	2011	2011	Reg	Local
6	Community Outreach Spec. (Bil)	Gutierrez, Ingrid A.	00037334	1/12/2009	F	11	6	\$69,327.00	\$15,529.25	3011	3011	Reg	Local
7	Staff Assistant	Lammy, Dian R	00038175	5/30/2017	F	9	1	\$49,570.00	\$11,103.68	3011	3011	Term	Local
8	Public Affairs Specialist	Ibarguen Mosquera, Marijhorys	00047796	1/22/2019	F	5	0	\$67,402.21	\$15,098.10	3011	3011	Reg	Local

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?

The office conducts mid-year performance evaluations for all the employees. The MOLA Director conducts evaluations through one-on-one meetings with all staff members.

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.

MOLA had no staff 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.

#	Employee	Position	Equipment/Devices
1.	Jackie Reyes-Yanes	Director	Mobile Phone
2.	Eduardo Perdomo	Grants Management Specialists	Mobile Phone/Laptop
3.	Ronal Avila	Language Access Coordinator	Mobile Phone/

			Laptop/ Tablet
4.	Ingrid Gutierrez	Outreach Specialist	Mobile Phone/Tablet
5.	Dian Lammy	Staff Assistant	Mobile/
6.	Marjhorys Irbaguen	Public Information Officer	Mobile Phone

- b. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned.

MOLA does not own a vehicle, leased, or otherwise used vehicle

- c. A list of employee bonuses or special award pay granted in FY18 and FY19, to date.

MOLA does not award employees with bonuses or any other special awards.

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

Director Reyes traveled to El Salvador for Sister City Agreement. Expenses on the trip included airfare (\$1,776.88) and hotel accommodation (\$2,720), for total expenses of \$4,496.88.

- e. A list of the total overtime and workman's compensation payments paid in FY18 and FY19 to date.

MOLA did not pay any overtime in FY18 and FY19 to date.

8. Please provide a chart showing your office's approved budget and actual spending, by division, for FY18 and FY19 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

FY2018 Approved vs Actual

Program Title	Fund	Program	Activity	FY 2018 Approved Budget	FY 2018 Actual Budget	FY 2018 variance Budget vs Actual	
Agency Management	100	1050	1050	\$5,000	\$5,000	\$0	
Agency Management	100	1090	1090	\$316,625	\$341,625	\$25,000	Due to vacancies
Community Based Grants Program	100	1012	1012	\$2,480,688	\$2,480,688	\$0	
Advocacy Program	100	2011	2011	\$203,487	\$203,487	\$0	
Community Relations & Outreach	100	3011	3001	\$295,691	\$270,691	-\$25,000	Due to reprogramming
Total				\$3,301,491	\$3,301,491	\$0	

FY2018 Approved vs Actual

Program Title	Fund	Program	Activity	FY 2018 Approved Budget	FY 2018 Actual Budget	FY 2018 variance Budget vs Actual	
Community Based Grants Program	700	1012	1012	\$200,000	\$302,953	\$102,953	Due to new intra-district collaborations
Total				\$200,000	\$302,953	\$102,953	

FY2019 Approved vs Actual

as of 12/31/18

Program Title	Fund	Program	Activity	FY 2019 Approved Budget	FY 2019 Actual Budget	FY 2019 variance Budget vs Actual	
Agency Management Program	100	1050	1050	\$5,000	\$5,000	\$0	
Agency Management Program	100	1090	1090	\$373,380	\$373,380	\$0	
Community Based Grants Program	100	1012	1012	\$2,447,342	\$2,447,342	\$0	
Advocacy Program	100	2011	2011	\$202,293	\$202,293	\$0	
Community Relations & Outreach	100	3011	3011	\$375,869	\$375,869	\$0	
Total				\$3,403,884	\$3,403,884	\$0	

FY2019 Approved vs Actual

as of 12/31/18

Program Title	Fund	Program	Activity	FY 2019 Approved Budget	FY 2019 Actual Budget	FY 2019 variance Budget vs Actual	
Community Based Grants Program	700	1012	1012	\$200,000	\$600,000	\$400,000	In process
Total				\$200,000	\$600,000	\$400,000	

9. Please list any reprogramming, in or out, which occurred in FY18 or FY19 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.

FY 2018 Re-Programming

Original purpose	Amount	FY 18	Reprogrammed use of funds
Community Based Grants Program	\$50,000.00	FY18	Provide Resources and Services to the Latino Community efficiently
Community Based Grants Program	\$85,840.00	FY18	Provide Resources and Services to the Latino Community efficiently
Community Based Grants Program	\$64,160.00	FY18	To provide funding for a 5 year report on the state of Latinos in the District of Columbia
Total	\$200.000	FY18	
No Reprogramming FY2019			

During FY18, MOLA had several programs funded by other DC Agencies through intra-districts transfers: (1) \$195,575.00 from DOES for Youth Workforce Development; (2) \$200,000 from DHS for Bilingual Health Access Services; (3) \$50,000 from DC Commission on the Arts and Humanities for promoting events related to the Hispanic Heritage Month; (4) \$27,200 from DC Public School; and (5) \$30,000 from DOES Office of Wage and Hour for promoting labor rights related to the Minimum Wage Act 2016 and Minimum Work Week Act of 2016.

10. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY18 or FY19 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.
 - The amount of funds generated by each source or program in FY18 and FY19 to date.
 - Expenditures of funds, including the purpose of each expenditure, for FY18 and FY19 to date.

MOLA does not have any special purpose revenue accounts.

11. Did the Office participate in any ethics trainings in FY 2018 and FY 2019 to date?

Yes, MOLA employees participated in Ethics, Hatch Act, Cyber Security, and Sexual Harassment Prevention trainings.

12. Please provide a list of types and dates of training/information sessions the Office has planned for FY19.

MOLA has planned the following training sessions for FY19:

Staff Trainings:

- 1. Sexual Harassment Prevention for Employees;**
- 2. LGBTQ (mandatory);**
- 3. Ethic Training for New Hires;**
- 4. Quality Customer Care Training;**
- 5. Public Speaking;**
- 6. Certified Public Manager;**
- 7. ADOBE In-Design (Photoshop, Illustrator); and**
- 8. Project Management Certificate.**

Management Trainings:

- 1. Coaching with Intention;**
- 2. Effective Strategies;**
- 3. FMLA and Leave Management;**
- 4. Building High Performance Teams;**
- 5. Grants Management;**
- 6. Community Interpreter Certificate; and**
- 7. Microsoft Project Management.**

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

During FY19, MOLA will continue working with DC Latino residents to mitigate the negative impact of the federal government administration's decision to revoke Temporary Protected Status (TPS) for beneficiaries from Honduras, Nicaragua, Haiti, and El Salvador. As a result, MOLA will continue supporting the implementation of the newly created Immigrant Justice Legal Services (IJLS) grant program to help DC residents convert green cards to citizenship, renew DACA (Deferred Action for Childhood Arrivals) applications and work permits for DC residents, conduct Know Your Rights briefings and workshops, represent DC residents in deportation proceedings, help people and businesses conduct affairs through ITIN numbers, and provide legal help for family reunification efforts for families with at least one DC resident.

As Mayor Bowser has stated, TPS beneficiaries are residents who came to the United States that today are our friends, colleagues, and neighbors. They are teachers, business owners, and

nurses. The lives of thousands of people are at stake, and in Washington, DC, we will continue to fight for, protect, and defend immigrants, many of whom have lived in this country legally for nearly two decades. In addition, MOLA will continue building its institutional capacity to address some of the needs of the Latino Community of the District by: (1) continue transitioning from QuickBase to Zoom Grants database management system; (2) producing of a report that aims to assess the status of Latinos of the District; and (3) establishing system that will enhance its grants monitoring and evaluation process.

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

MOLA is working on enhancing its capabilities in the area of accounting, budgeting, and financial management in order to better assist its constituents and partnering organizations.

15. 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.

Initiative	Program	Event	Description	Time frame	Department
Economic Development	Business Technical Support	Outreach to Small Business	Collaborated with DOEE, DPW, DCR regulations holding educational workshops.	FY19	Outreach
Economic Development	Business Technical Support	Small Business Legal Advised Clinic	Assistance to access legal advised.	FY19	Outreach
Economic Development	Workforce Development	Hiring fair	MOLA will conduct a SYEP hiring fair.	FY19	Outreach
Health & Wellness	Mobile Market	Monthly Food Distribution	Conduct 24 Mobile Markets.	FY19	Outreach
Health & Wellness	Fit DC	Various events	Engage residents in health & wellness.	FY19	Outreach
Health & Wellness	HIV/STD Awareness	Condom Distribution	Raise awareness/prevention	FY19	Outreach
Education	My School DC/lottery	Workshop/information Session / assistance to parents	Disseminate information, assist parent’s lottery application.	FY19	Outreach
Education	Everyday Counts Campaign	Pledge collection	Conduct outreach to raise awareness and truancy prevention.	FY19	Outreach
Public Safety	Summer Strong	Various events	Engage residents in violence prevention.	FY19	Outreach
Arts & Humanities	Hispanic Heritage Month	Various events	Engage residents in cultural events.	FY19	Outreach

Education	Monthly Event with DC agencies	Brown Bag Lunch/ Learn	Share information about Language Access Best Practices	FY19	Language Access
Economic Development	Translation	To-today-operations	Translates 2 pages for 39 DC Government agencies	FY19	Language Access
Economic Development	Quality Control	To-today-operations	Quality Control to unlimited number of pages for Spanish translations	FY19	Language Access
Economic Development	Interpretation Equipment for Bilingual Events	To-today-operations	How agencies can barrow interpretation equipment for LEP/NEP events	FY19	Language Access
Education	Language Access Monitoring Process	Quarterly L.A monitoring activities of the LA Act.	Enhancing the implementation, the L. Access Law for Limited English Proficient (LEP) and non-English proficient (NEP)	FY19	Language Access
Economic Development	Job Announcements	Bi-monthly Job Announcement	Creation and distribution of a bi-monthly job announcement to approximately 17,000 Latino constituents in the district	FY19	Language Access
Public Safety	Ayuda's Immigration Program	Free Immigration Consultation Clinic	Get a one-on-one meeting with an attorney about Temporary Protected Status.	FY19	Grants
Education	Saturday Academy and ExpeDCionary Learning	Saturday Academy	Workshops for adults, reading and math support for students.	FY19	Grants
Education	Saturday Academy and ExpeDCionary Learning	Saturday Academy	Workshops for adults, reading and math support for students.	FY19	Grants
Education	Saturday Academy and ExpeDCionary Learning	Field Trip to NGA	Workshops for adults, reading and math support for students.	FY19	Grants
Education	Saturday Academy and ExpeDCionary Learning	Saturday Academy	Workshops for adults, reading and math support for students.	FY19	Grants
Education	Ciudadania en Accion	Clases De Ciudadania	Citizenship Classes	FY19	Grants

Education	Ciudadania en Accion	Citizenship Classes / Clases para la ciudadania	Citizenship Classes	FY19	Grants
Education	Ciudadania en Accion	Citizenship Classes / Clases para la ciudadania	Citizenship Classes	FY19	Grants
Economic Development	Pre-Apprenticeship Green Construction Program	Green Apprenticeship Construction Program	Training in green construction	FY19	Grants
Education	Spanish Literacy Classes	Iglesia Sagrado Corazón	This program includes: Self steem Workshops.	FY19	Grants
Economic Development	Dialogue on Diversity 2018 Program Cycle	Internet, Data & Privacy Colloquim	Tenth annual Colloquium exploring the past, present, and future of the internet – and the implications on privacy, the law, and society of quickly advancing technology.	FY19	Grants
Education	Generation Hope Latino Community Scholars Program	Hope Conference	College-readiness workshops that provide basic college admissions and financial aid information to expecting and parenting high school across DC.	FY19	Grants
Economic Development	Small Business Assistance Program	Small Business Insurance Matters and Planning for Tax Season Workshop	Learn about insurance plans and tax benefits. Event is funded by MOLA grants.	FY19	Grants
Economic Development	Small Business Assistance Program	Small Business Connections - Mixer Event	Assistance to Small business owners located in Wards 7 & 8.	FY19	Grants
Economic Development	Small Business Assistance Program	Financial Planning for Your Business Workshop	Learn how to wisely manage both your personal and business finances.	FY19	Grants

Economic Development	Small Business Assistance Program	Workshop of Intellectual Property Overview Workshop	Increase awareness on Intellectual Property Rights, consumer attitudes and perceptions.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Reverse Mortgage Refresher Work-shop	Provide information about the details and responsibilities of having a reverse mortgage.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Understanding Credit	What you need to know about your credit reports and how to read it. Includes a review of your credit report with a housing counselor.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Foreclosure Prevention Clinic /	The steps to take when facing mortgage delinquency, how to avoid foreclosure and learn what counseling can do to help save your home.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Inclusionary Zoning (IZ) Orientation	Required for those seeking to buy or rent a home through the DC Inclusionary Zoning (IZ) program. Sub-jects covered include IZ eligibility guidelines and requirements; the lottery process; and IZ buyer/renter certification process.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Pre-Purchase Orientation	The home purchase process; how to prepare for a loan application; DC loan programs (HPAP/EAHP/First Responders) and avoiding loan scams.	FY19	Grants

Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Rental Housing Search Clinic	Your rights as a tenant; how to get repairs made; what to do if you receive an eviction notice; finding a rental home; what landlords look for in a tenant and much more.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Single Family Rehab Program Workshop	The SFRRP program from application start to loan closing and details about all documentation required to complete an SFRRP application.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Foreclosure Prevention Clinic /	The steps to take when facing mortgage delinquency, how to avoid foreclosure and learn what counseling can do to help save your home.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Pre-Purchase Orientation	The home purchase process; how to prepare for a loan application; DC loan programs (HPAP/EAHP/First Responders) and avoiding loan scams.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Rental Housing Search Clinic	Your rights as a tenant; how to get repairs made; what to do if you receive an eviction notice; finding a rental home; what landlords look for in a tenant and much more.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Inclusionary Zoning (IZ) Orientation	Required for those seeking to buy or rent a home through the DC Inclusionary Zoning (IZ) program. Subjects covered include IZ eligibility guidelines and requirements; the lottery process; and IZ buyer/renter certification process.	FY19	Grants

Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Inclusionary Zoning (IZ) Orientation	Required for those seeking to buy or rent a home through the DC Inclusionary Zoning (IZ) program.	FY19	Grants
Housing	Homelessness Prevention and Homeownership Program Targeting Latino Residents of the District of Columbia	Foreclosure Prevention Clinic /	The steps to take when facing mortgage delinquency, how to avoid foreclosure and learn what counseling can do to help save your home.	FY19	Grants
Health	Integrated Health Services for Latinos	La Clinica del Pueblo Contigo.	Participate in our health program taking place at Clinica del Pueblo	FY19	Grants
Economic Development	DC Latino Small Business Services	Credit, Savings, and Small Business Development	Provide DC Latinos the necessary training to start, stabilize, or expand a business.	FY19	Grants
Economic Development	DC Latino Small Business Services	Market Research & Customer Feedback for Your Business	Provide DC Latinos the necessary training to start, stabilize, or expand a business.	FY19	Grants
Economic Development	DC Latino Small Business Services	Credit, Savings, and Small Business Development	Provide DC Latinos the necessary training to start, stabilize, or expand a business.	FY19	Grants
Economic Development	DC Latino Small Business Services	Starting a Business in DC	Provide DC Latinos the necessary training to start, stabilize, or expand a business.	FY19	Grants
Public Safety	Ward 4 Youth and Adult Latino Dance Engagement Program	Dance Club	Comprehensive after-school dance education	FY19	Grants
Education	Experience Theatre for All Ages	Workshops	Bilingual Acting Training Workshops	FY19	Grants
Housing	Culturally Competent Housing Counseling	Home Buying Basic	Provide information about home buying and rental opportunities in wards 7 and 8.	FY19	Grants

Housing	Culturally Competent Housing Counseling	Home Buying Basic	Provide information about home buying and rental opportunities in wards 7 and 8.	FY19	Grants
Housing	Culturally Competent Housing Counseling	Home Buying Basic	Provide information about home buying and rental opportunities in wards 7 and 8.	FY19	Grants
Housing	Culturally Competent Housing Counseling	Credit Workshops	Credit counseling for new home buyers	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	English Class for Beginners	Enroll seniors and conduct pretest Conduct Classes – Recognize Seniors with Certificates	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	English Class/Advanced level	Enroll seniors and conduct pretest Conduct Classes Recognize Seniors with Certificates	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Computer Class	Enroll participants and conduct pretest Conduct classes throughout the year Measure success through post-test Recognize participants	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	English Class for Beginners (2nd Floor)	Enroll seniors and conduct pretest Conduct Classes - Recognize Seniors with Certificates	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Nutrition Class with: Sonia Pessoa	Conduct individual counseling sessions to discuss initial data with the senior and set goals.	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Citizenship Class	Enroll Participants & and conduct pretest Conduct weekly classes	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Literacy Class with Cenas	Enroll seniors and conduct pretest Conduct Classes Recognize Seniors with Certificates	FY19	Grants

Health	Informed and Well- Health, Wellness and Engagement	English Class for Beginners	Enroll seniors and conduct pretest Conduct Classes	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	English Class/Advanced level	Enroll seniors and conduct pretest Conduct Classes	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Computer Class	Enroll seniors and conduct pretest Conduct Classes	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	English Class for Beginners (2nd Floor)	Enroll seniors and conduct pretest Conduct Classes	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Nutrition Class with: Sonia Pessoa	Conduct individual counseling sessions to discuss initial data with the senior and set goals	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Citizenship Class	Enroll Participants & and conduct pre-test Conduct weekly classes	FY19	Grants
Health	Informed and Well- Health, Wellness and Engagement	Literacy Class with Cenas	Enroll seniors and conduct pretest Conduct Classes	FY19	Grants
Economic Development	English Language Skills and Job Prep Services for Adult Latino Immigrants	HOSPITALITY & GUEST SERVICES TRAINING	Come and meet our teacher during the information sessions. Classes begin January 29th / Five-week training / Monday through Thursday - 5pm-9pm. Who can apply: DC residents - Cost: \$50	FY19	Grants
Economic Development	English Language Skills and Job Prep Services for Adult Latino Immigrants	HOSPITALITY & GUEST SERVICES TRAINING	Come and meet our teacher during the information sessions. Classes begin January 29th / Five-week training / Monday through Thursday - 5pm-9pm. Who can apply: DC residents - Cost: \$50	FY19	Grants

Public Safety	Young Playwrights' Theater	Silence is Violence: Whose Earth is This, DC?	An original performance and mixed arts experience addressing gentrification in Washington, DC.	FY19	Grants
Public Safety	Young Playwrights' Theater	2018 New Play Festival	An annual celebration of the work of the bold, gritty and bright new voices of young writers!	FY19	Grants
Public Safety	Young Playwrights' Theater	Young Playwrights' Workshop Presents...	The students of Young Playwrights' Workshop write and perform their own dramatic work that brings their stories to the forefront!	FY19	Grants

16. 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.

MOLA activities and initiatives are delivered through social media tools such as text messages, Facebook, Twitter and Instagram. MOLA also produces and distributes an agency and job newsletter, and participates in a radio program named Al Dia con la Alcaldia.

17. What collaborations, initiatives, or programs have been successful in FY18 and FY19 to date? Why were they successful?

During FY18, MOLA collaborated with DOES's Office of Youth Programs to run the Marion S. Barry Summer Youth Employment Program (MBSYEP), which offers a six-week summer employment experience for youth ages 14 to 24. This program was successful because it provided a safe, positive work environment that allowed youth to develop the necessary skills and training needed to be employable in the future. MOLA will continue this collaboration during FY19.

In addition, MOLA collaborates with DHS in the identification of appropriate processes for establishing grants or sub-grants to provide access to income maintenance services for minority residents through the Bilingual Health Access Program. This program serves approximately 6,000 clients a year, of which about 60 percent, or 3,600, customers are provided with in-depth assistance. MOLA will continue this collaboration during FY19.

In FY 2018, MOLA completed the research project the "State of the Immigrant". This research project was intended to provide a comprehensive look at the current status of the Latino population in the District. Its findings will showcase MOLA's accomplishments, challenges, and opportunities due to changes in demographics since the

publication of the State of Latinos in the District of Columbia in 2009. The final report will provide a foundation that will facilitate the implementation of the Mayor's priorities. It will give a platform that showcases how Latinos fit in the execution of the plans of the Bowser Administration. It will also give MOLA the tools required to provide DC government agencies, city council, community organizations, and other stakeholders recommendations to improve access to resources among DC's Latino residents.

During FY18, MOLA partnered with MPD to implement the Community Engagement Academy. The Community Engagement Academy was launched in 2015 and provides interested community members the ability to learn firsthand about police operations. The Community Engagement Academy provides interested community members the ability to learn firsthand about police operations, which has helped to improve relationships between MPD and the community.

In FY18, MOLA hosted a TPS Town Hall to support DC TPS beneficiaries. This event was hosted in collaboration with the following agencies:

- District Public Schools (DCPS);
- Department of Health Benefit Exchange Authority (DCHBX);
- Office of Human Rights (OHR);
- Metropolitan Police Department (MPD);
- Department of Human Services (DHS);
- Department of Employment Services (DOES);
- Office of the State Superintendent of Education (OSSE);
- Department of Motor Vehicle (DMV);
- DC Bar;
- Ayuda;
- Briya Public Charter School;
- Catholic Charities;
- DC Affordable Law Firm;
- Latin America Youth Center (LAYC);
- Torture Abolition and Survivors Support Coalition (TASSC); and
- Whitman-Walker Health.

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

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

MOLA conducts surveys and receives visits regularly from the public, including grantees that are beneficiaries of the programs sponsored by the office. Information available to the office indicates that beneficiaries of MOLA's programs are satisfied with the services the office provides.

19. Please provide a list of all studies, research papers, and analyses ("studies") the Office requested, prepared, or contracted for FY18 and FY19 to date. Please state the status and purpose of each study.

The State of the Immigrant Report focuses on immigrants in Washington, DC to help the Mayor’s Office and its partners better understand and serve DC’s immigrant community. The Report highlights Latinos, Asians and Pacific Islanders, Africans, and Caribbean islanders, which collectively represent three in four immigrants living in DC.

20. How many community based grants were awarded in FY 2018?

In FY18 MOLA awarded 86 grant based grants.

21. How many community based grants have been or will be awarded in FY 2019?

In FY19 MOLA expects to award 86 community based grants.

22. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2018 – FY 2019 to date. For each contract, please provide the following information where applicable.

- a. The nature of the contracting party.
- b. The nature of the contract, including the end product or service.
- c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.
- d. The term of the contract.
- e. Whether the contract was competitively bid or not.
- f. Funding source.

MAYOR’S OFFICE ON LATINO AFFAIRS COMMUNITY GRANTS AWARDED FY18							
FY Grant	Grantee Name	Nature of the contract including the end product or service	Term of the contract	Competitively bid or not	Funding source	Contracted Amount	Actual
1	826 DC	Education, Arts and Creative Economy	1 year	yes	Local	\$ 15,000.00	\$ 15,000.00
2	AARP Legal Counsel for Elderly	Civic Engagement, Health & Wellness, Jobs &	1 year	yes	Local	\$ 30,000.00	\$ 30,000.00

		Economic Development					
3	After School All Stars	Education, Health & Wellness, Youth Engagement	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
4	Andromeda	Health & Wellness	1 year	yes	Local	\$ 40,000.00	\$ 40,000.00
5	Archbishop	Arts & Creative Economy, Education, Health & Wellness, Youth Engagement	1 year	yes	Local	\$ 5,000.00	\$ 5,000.00
6	Ayuda	Civic Engagement, Education, Jobs & Economic Development, Public Engagement	1 year	yes	Local	\$ 30,000.00	\$ 30,000.00
7	Bancroft	Education, Jobs & Economic Development, Youth Engagement	1 year	yes	Local	\$ 15,000.00	\$ 15,000.00
8	Barbara Chambers	Education	1 year	yes	Local	\$ 25,000.00	\$ 25,000.00
9	Bread for the City	Health and Wellness	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
10	Byte Back	Education, Jobs & Economic Development	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
11	CAABB	Jobs & Economic Development	1 year	yes	Local	\$ 30,000.00	\$ 30,000.00
12	CARECEN	Civic Engagement, Education, Jobs & Economic Development	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
13	Carlos Rosario	Education	1 year	yes	Local	\$ 30,000.00	\$ 30,000.00
14	Casa Ruby	Jobs & Economic	1 year	yes	Local	\$ 50,000.00	\$ 50,000.00

		Development					
15	Catholic Charities	Education, Jobs & Economic Development	1 year	yes	Local	\$ 50,000.00	\$ 50,000.00
16	CENAES	Education	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
17	Centronia	Civic Engagement, Education, Jobs & Economic Development	1 year	yes	Local	\$ 40,000.00	\$ 40,000.00
18	City Blossoms	Education, Health & Wellness.	1 year	yes	Local	\$ 25,000.00	\$ 25,000.00
19	Collaborative solutions for communities	Jobs & Economic Development, Public Safety, Youth Engagement	1 year	yes	Local	\$ 25,000.00	\$ 25,000.00
20	Columbia Heights Initiative	Civic Engagement, Jobs & Economic Development	1 year	yes	Local	\$ 5,000.00	\$ 5,000.00
21	Community Foodworks	Education, Youth Engagement	1 year	yes	Local	\$ 20,000.00	\$ 20,000.00
22	Community in Schools	Health & Wellness	1 year	yes	Local	\$ 5,600.00	\$ 5,600.00
23	DC Bilingual Public Charter School	Education, Health & Wellness	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
24	DC Center for LGBT	Education, Jobs & Economic Development	1 year	yes	Local	\$ 23,000.00	\$ 23,000.00
25	DC Doors	Arts & creative Economy, Education, Health & Wellness, Youth Engagement	1 year	yes	Local	\$ 5,000.00	\$ 5,000.00
26	DC Safe	Civic Engagement, Health &	1 year	yes	Local	\$ 40,000.00	\$ 40,000.00

		Wellness, Jobs & Economic Development					
27	DC Scores	Arts & Creative Economy, Civic Engagement, Education, Youth Engagement	1 year	yes	Local	\$ 22,000.00	\$ 22,000.00
28	Dialogue on Diversity	Education, Youth Engagement	1 year	yes	Local	\$ 8,000.00	\$ 8,000.00
29	Gala Hispanic Theater	Arts & Creative Economy, Education, Youth Engagement	1 year	yes	Local	\$ 40,000.00	\$ 40,000.00
30	Generation Hope	Jobs & Economic Development	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
31	Good Project	Arts & Creative Economy, Civic Engagement, Education, Jobs & Economic Development, Youth Engagement	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
32	Greater Washington Hispanic Chamber of Commerce	Jobs & Economic Development	1 year	yes	Local	\$ 40,000.00	\$ 40,000.00
33	Hola Cultura	Education, Jobs & Economic Development	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
34	Housing counseling Services	Education, Health & Wellness, Youth Engagement	1 year	yes	Local	\$ 15,000.00	\$ 15,000.00
35	Jubilee Housing	Civic Engagement, Education, Health & Wellness,	1 year	yes	Local	\$ 15,000.00	\$ 15,000.00

		Jobs & Economic Development, Youth Engagement					
36	Junior Tennis	Health and wellness	1 year	yes	Local	\$ 40,000.00	\$ 40,000.00
37	Kid Power	Education, Youth Engagement	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
38	La Clinica del Pueblo	Jobs & Economic Development	1 year	yes	Local	\$ 50,000.00	\$ 50,000.00
39	Latin American Youth Center	Arts & Creative Economy, Civic Engagement, Education	1 year	yes	Local	\$ 50,000.00	\$ 50,000.00
40	Latino LGBT History Project	Education, Youth Engagement	1 year	yes	Local	\$ 5,000.00	\$ 5,000.00
41	Latino Student Fund	Jobs & Economic Development	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
42	LEDC	Youth Engagement	1 year	yes	Local	\$ 30,000.00	\$ 30,000.00
43	Life Asset	Health & Wellness, Jobs & Economic Development	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
44	Mary's Center	Arts & Creative Economy, Education, Health & Wellness, Youth Engagement	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
45	MCIP	Education, Health & Wellness, Youth Engagement	1 year	yes	Local	\$ 25,000.00	\$ 25,000.00
46	Mi Casa	Civic Engagement, Education, Jobs & Economic Development	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00

47	MOVEIUS	Education, Jobs & Economic Development, Youth Engagement	1 year	yes	Local	\$ 5,000.00	\$ 5,000.00
48	Multicultural Community Services	Education	1 year	yes	Local	\$ 15,000.00	\$ 15,000.00
49	Quality Trust	Health & Wellness, Jobs & Economic Development, Youth Engagement	1 year	yes	Local	\$ 25,000.00	\$ 25,000.00
50	Reading Partners	Arts & Creative Economy, Civic Engagement, Education, Jobs & Economic Development, Youth Engagement	1 year	yes	Local	\$ 20,000.00	\$ 20,000.00
51	Run Hope Work	Civic Engagement, Education	1 year	yes	Local	\$ 30,000.00	\$ 30,000.00
52	SED Center	Health & Wellness, Public Safety	1 year	yes	Local	\$ 20,000.00	\$ 20,000.00
53	Sitar	Education	1 year	yes	Local	\$ 10,000.00	\$ 10,000.00
54	Teaching for Change	Arts & Creative Economy, Education, Youth Engagement	1 year	yes	Local	\$ 25,000.00	\$ 25,000.00
55	Teatro de la Luna	Arts & Creative Economy, Education, Health & Wellness, Youth Engagement	1 year	yes	Local	\$ 20,000.00	\$ 20,000.00
56	The Dance Institute	Arts & Creative Economy, Health &	1 year	yes	Local	\$ 15,000.00	\$ 15,000.00

		Wellness, Jobs & Economic Development					
57	The Family Place	Education, Jobs & Economic Development	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
58	Trabajadores Unidos	Arts & Creative Economy, Youth Engagement	1 year	yes	Local	\$ 40,000.00	\$ 40,000.00
59	ULS	Civic Engagement, Education, Jobs & Economic Development	1 year	yes	Local	\$ 15,000.00	\$ 15,000.00
60	Vida Senior	Education	1 year	yes	Local	\$ 50,000.00	\$ 50,000.00
61	Washington Ballet	Education Health & Wellness	1 year	yes	Local	\$ 25,000.00	\$ 25,000.00
62	Washington English Center	Civic Engagement, Education, Jobs & Economic Development	1 year	yes	Local	\$ 20,000.00	\$ 20,000.00
63	YPT	Arts & Creative Economy, Education, Youth Engagement	1 year	yes	Local	\$ 35,000.00	\$ 35,000.00
64	Serving the Americas Foundation	Workforce Development	1 Month	Yes	Intra-District	10,000	10,000
65	City Blossoms	Workforce Development	1 Month	Yes	Intra-District	12,000	12,000
66	GALA	Workforce Development	1 Month	Yes	Intra-District	15,000	15,000
67	HOLA CULTURA	Workforce Development	1 Month	Yes	Intra-District	8,175	8,175
68	Latin American Youth Center	Workforce Development	1 Month	Yes	Intra-District	35,379.25	35,379.25
69	Latino Student Fund	Workforce Development	1 Month	Yes	Intra-District	15,000	15,000
70	Mary's Center	Workforce Development	1 Month	Yes	Intra-District	15,000	15,000

71	Multicultural Career Inter Program	Workforce Development	1 Month	Yes	Intra-District	33,815.50	33,815.50
72	Fiesta DC	Workforce Development	1 Month	No	Intra-District	21,000	21,000
73	Mary's Center	Health and Wellness	1 Year	No	Intra-District	200,000	200,000
74	Fiesta DC	Workforce Development	1 Month	No	Intra-District	27,200	27,200
75	Greater Washington Hispanic Chamber of Commerce	Workforce Development	1 Year	No	Intra-District	30,000	30,000
76	African Communities Together	Immigration Legal Services	1 Year	Yes	Local	30,000	30,000
77	Asian Pacific Islander Domestic Violence Resource Project	Immigration Legal Services	1 Year	Yes	Local	32,688	32,688
78	AYUDA	Immigration Legal Services	1 Year	Yes	Local	60,000	60,000
79	Briya Public Charter School	Immigration Legal Services	1 Year	Yes	Local	70,812	70,812
80	Catholic Charities of the Archdiocese of Washington	Immigration Legal Services	1 Year	Yes	Local	60,000	60,000
81	DC Affordable Law Firm	Immigration Legal Services	1 Year	Yes	Local	50,000	50,000
82	KIND	Immigration Legal Services	1 Year	Yes	Local	40,000	40,000
83	Latin American Youth Center	Immigration Legal Services	1 Year	Yes	Local	30,000	30,000
84	Torture Abolition and Support Survivors Coalition International	Immigration Legal Services	1 Year	Yes	Local	65,000	65,000
85	Whitman-Walker Health	Immigration Legal Services	1 Year	Yes	Local	60,000	60,000
86	Fiesta DC	Civic Engagement	1month	No	Intra-District	50,000	50,000
2018 - Grant TOTAL						2,514,669.75	2,514.669.75

MAYOR'S OFFICE ON LATINO AFFAIRS NON-GRANTS CONTRACT FY18							
#	Vendor Name	Nature of the contract including the end product or service	Term of the contract	Competitively bid or not	Funding source	Contracted Amount	Actual
1	METROPOLITAN OFFICE PRODUCTS	Maintenance Services	1 Year	Yes	Local	10,476.00	10,476.00
2	Grants Management Solutions	Software Support (IT)	1 Year	Yes	Local	11,970.00	11,970.00
3	Urban Institute	Research information	1 Year	Yes	Local	64,000	64,000
2018- Non-Grant TOTAL						86,446	86,446

MAYOR'S OFFICE ON LATINO AFFAIRS COMMUNITY GRANTS AWARDED FY19							
#	Organization	Nature of the contract including the end product or service	Term of the contract	Competitively bid or not	Funding source	Contracted Amount	Actual
1.	Andromeda	Health and Wellness	1 Year	Yes	Local	\$20,000.00	
2.	Barbara Chambers	Education	1 Year	Yes	Local	\$25,000.00	
3.	Bread for the City	Health and Wellness	1 Year	Yes	Local	\$35,000.00	
4.	Byte Back	Workforce Development	1 Year	Yes	Local	\$25,000.00	
5.	CAAB	Economic Development	1 Year	Yes	Local	\$40,000.00	
6.	Capital City Public Charter School	Education	1 Year	Yes	Local	\$5,000.00	
7.	CARECEN	Immigration Legal Services	1 Year	Yes	Local	\$40,000.00	
8.	Casa Ruby	Workforce	1 Year	Yes	Local	\$50,000.00	

		Development					
9.	Community Alliance	Economic Development	1 Year	Yes	Local	\$10,000.00	
10.	Community Foodworks	Health and Wellness	1 Year	Yes	Local	\$20,000.00	
11.	DC Bilingual PCS	Education	1 Year	Yes	Local	\$10,000.00	
12.	Dialogue on Diversity	Civic Engagement	1 Year	Yes	Local	\$10,000.00	
13.	DC Safe	Public Safety	1 Year	Yes	Local	\$40,000.00	
14.	Horizons Greater Washington	Education	1 Year	Yes	Local	\$5,000.00	
15.	Jubilee Housing	Housing, Workforce Development	1 Year	Yes	Local	\$15,000.00	
16.	Jubilee JumpStart	Workforce Development	1 Year	Yes	Local	\$5,000.00	
17.	Kid Power	Education	1 Year	Yes	Local	\$10,000.00	
18.	La Clinica del Pueblo	Health and Wellness	1 Year	Yes	Local	\$50,000.00	
19.	LAYC	Education	1 Year	Yes	Local	\$50,000.00	
20.	Life Asset	Economic Development	1 Year	Yes	Local	\$20,000.00	
21.	Mary's Center	Education, Health and Wellness	1 Year	Yes	Local	\$35,000.00	
22.	Mi CASA	Housing	1 Year	Yes	Local	\$20,000.00	
23.	My Sister's Place	Public Safety	1 Year	Yes	Local	\$10,000.00	
24.	NHFA	Arts and Creative economy	1 Year	Yes	Local	\$10,000.00	
25.	Peace Thru Culture	Arts and Creative economy	1 Year	Yes	Local	\$5,000.00	
26.	SED Center	Education	1 Year	Yes	Local	\$20,000.00	
27.	The DC	Civic	1 Year	Yes	Local	\$23,000.00	

	Center for LGBTQ	Engagement					
28.	The Family Place	Education	1 Year	Yes	Local	\$35,000.00	
29.	The Family Place PCS	Workforce Development	1 Year	Yes	Local	\$5,000.00	
30.	University Legal Services	Housing	1 Year	Yes	Local	\$15,000.00	
31.	Vida Seniors Center	Health and Wellness	1 Year	Yes	Local	\$50,000.00	
32.	Community in School of the Nation's Capital	Education	1 Year	Yes	Local	\$15,000.00	
33.	HOLA CULTURA	Arts and Creative Economy	1 Year	Yes	Local	\$10,000.00	
34.	Multicultural Career inter program	Education Health and Wellness	1 Year	Yes	Local	\$25,000.00	
35.	Teatro de la Luna	Arts and Creative Economy	1 Year	Yes	Local	\$25,000.00	
36.	Volunteers for America Chesapeake	Civic Engagement, Workforce Development	1 Year	Yes	Local	\$10,000.00	
37.	Bancroft ES PTO	Civic Engagement	1 Year	Yes	Local	\$15,000.00	
38.	CENAES	Education	1 Year	Yes	Local	\$41,000.00	
39.	826 DC	Education	1 Year	Yes	Local	\$15,000.00	
40.	Asylum Seeker Assistance Project	Immigration Legal Services	1 Year	Yes	Local	\$8,000.00	
41.	AYUDA	Immigration Legal Services	1 Year	Yes	Local	\$30,000.00	
42.	Catholic Charities	Workforce Development	1 Year	Yes	Local	\$50,000.00	
43.	City	Education,	1 Year	Yes	Local	\$20,000.00	

	Blossoms	Civic Engagement					
44.	Collaborative Solutions	Public Safety	1 Year	Yes	Local	\$15,000.00	
45.	DC Scores	Education, Health and Wellness	1 Year	Yes	Local	\$22,000.00	
46.	GALA	Arts and Creative economy	1 Year	Yes	Local	\$50,000.00	
47.	Housing Counseling Services	Housing	1 Year	Yes	Local	\$15,000.00	
48.	Junior Tennis	Health and Wellness	1 Year	Yes	Local	\$40,000.00	
49.	Latino History Project	Civic Engagement	1 Year	Yes	Local	\$5,000.00	
50.	Latino Student Fund	Education	1 Year	Yes	Local	\$45,000.00	
51.	Latino Development corporation	Economic Development	1 Year	Yes	Local	\$40,000.00	
52.	Legal Counsel for the Elderly	Health and Wellness and Legal Services	1 Year	Yes	Local	\$35,000.00	
53.	Multicultural Services	Workforce Development	1 Year	Yes	Local	\$20,000.00	
54.	Reading Partners	Education	1 Year	Yes	Local	\$25,000.00	
55.	Run Hope Work	Workforce Development	1 Year	Yes	Local	\$10,000.00	
56.	San Miguel	Education	1 Year	Yes	Local	\$10,000.00	
57.	SITAR Work	Arts and Creative economy	1 Year	Yes	Local	\$10,000.00	
58.	The Dance Institute	Arts and Creative economy	1 Year	Yes	Local	\$15,000.00	
59.	Trabajadores Unidos	Legal Services, Workforce Development	1 Year	Yes	Local	\$40,000.00	
60.	Washington English Center	Education	1 Year	Yes	Local	\$20,000.00	

61.	Young Playwrights	Education Arts and Creative economy	1 Year	Yes	Local	\$30,000.00	
62.	African Communities Together	Immigration Legal Services	1 Year	Yes	Local	30,000	
63.	American-Arab Anti-Discrimination Committee Research Institute	Immigration Legal Services	1 Year	Yes	Local	40,000	
64.	Asian Pacific American Legal Resource Center	Immigration Legal Services	1 Year	Yes	Local	60,000	
65.	Asylum Seeker Assistance Project	Immigration Legal Services	1 Year	Yes	Local	40,000	
66.	Ayuda	Immigration Legal Services	1 Year	Yes	Local	85,000	
67.	Briya Public Charter School	Immigration Legal Services	1 Year	Yes	Local	85,000	
68.	Catholic Charities of the Archdiocese of Washington, Inc.	Immigration Legal Services	1 Year	Yes	Local	85,000	
69.	DC Affordable Law Firm	Immigration Legal Services	1 Year	Yes	Local	60,000	
70.	Human Rights First	Immigration Legal Services	1 Year	Yes	Local	30,000	
71.	KIND Inc	Immigration Legal Services	1 Year	Yes	Local	85,000	
72.	Latin American	Immigration	1 Year	Yes	Local	30,000	

	Youth Center	Legal Services					
73.	Legal Aid Society of the District of Columbia	Immigration Legal Services	1 Year	Yes	Local	50,000	
74.	Torture Abolition and Survivors Support Coalition International	Immigration Legal Services	1 Year	Yes	Local	85,000	
75.	Trabajadores Unidos de Washington DC	Immigration Legal Services	1 Year	Yes	Local	50,000	
76.	Whitman-Walker Health		1 Year	Yes	Local	85,000	

23. 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?

MOLA conducted 86 grant monitoring site visits.

24. Of the organizations that received a community-based grant in FY 2018, how many also received community-based grants in FY 2017?

80 organizations received community-based grants in both FY17 and FY18.

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

Applications are reviewed by an external, independent review panel that will submit funding recommendations to EOM. The review panel is comprised of qualified individuals selected for their experience in legal services, grant administration, project management, criminal justice, immigration, and education.

An internal review panel comprised of the Directors from the Mayor’s Office on Asian & Pacific Islander Affairs, the Mayor’s Office on Latino Affairs, and the Mayor’s Office on African Affairs will prepare an assessment that will be submitted to the Grant Advisory Review Board (GARB), after taking under consideration the external independent review panel’s recommendations.

Based on the external and internal review panel recommendations, the Mayor’s budget priorities, the resources available, and to goal of achieving a balance of communities served

and the goals of the program, GARB will make the final funding decision. The GARB is comprised of the Mayor’s General Counsel, the Director of the Mayor’s Office on Community Affairs, and the Director of the Office of Partnerships and Grant Services (OPGS). GARB’s final funding decisions cannot be contested.

26. Did the Office receive any grants in FY 2018? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

In FY18 MOLA did not receive any grant awards.

27. Has the Office sought any grant opportunities in FY 2019?

MOLA continues to explore grant and partnership opportunities.

28. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?

MOLA has not requested an internal or external audit be conducted for the Office. MOLA follows all record keeping and fiscal requirements and will participate in any audits that may be required.

29. What are the Office’s goals going forward in FY2019?

Community Engagement Goals:

Engage 55,000 DC Latino residents through Events, initiatives, and programs, 15% more than previous year, which represent 8,250.

200 Distribution HABLO ESPAÑOL cards quarterly for Latinos Limited English and Non English Speakers in the District.

15,000 District residents will benefit, continue delivering fresh produce from the Capital Area Food Bank Mobile Market to assist in reducing food insecurity in the Latino community.

13,000 text message subscribers of critical and relevant government information.

26,000 Participants in a wide range of events to engage DC Latino residents.

2,560 Students will be served in education,

700 DC residents will be served in jobs en economic and development,

1,424 DC residents will be served in public safety,

12,480 DC residents will be served in youth engagement, and health & wellness

1,970 DC residents will be served

481 DC residents will be served in housing

6,600 Increase Facebook likes

3,100 Increase Twitter followers.

Total engagement: 83,715

Commission on Latino Community Development

29. Has the Commission on Latino Community Development been active? If so, when was the last meeting?

Yes, the Commission on Latino Community Development has been actively joining efforts with MOLA to execute several activities particularly, during the last quarter of FY 2017. The last meeting of the Commission was on January 17, 2019.

30. In what capacity has the Commission worked with MOLA?

The Commission, with its 14 members, has been working with the MOLA Director and MOLA staff since 2016. It has been supporting MOLA's events and initiatives.

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

Yes, the Commission helped enhance the capacity of MOLA and conducted cross collaboration activities with grantees and other government agencies.

32. 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 FY19.

MOLA's priorities for the Commission are: (1) reviewing their roles and responsibilities; (2) organizing them in working committees; (3) planning activities for the Hispanic Heritage month; (4) outlining their work plan for FY19; and (5) supporting the execution of MOLA's strategic plan.

33. Please provide a list of all current Commission on Latino Community Development vacancies and the estimated timeline to fill those vacancies.

There are three current vacancies at the Commission on Latino Community Development. MOLA is working with MOTA to fill those vacancies.

34. Please describe the training and informational sessions you provide and/or coordinate for the Commission on Latino Community Development? When are these sessions scheduled in FY19?

Commissioners are expected to conduct meetings with the MOLA Director to ensure the proper development of programs and services, and to advise on effective strategies that may be undertaken by MOLA.

Proposed Schedule of 2019 Meetings of the Commission on Latino Community Development Frank D. Reeves Center-2000-14th St NW. Second Floor (Suite 206) Washington, DC 20009

February 21, March 21, April 18, May 18, June 20, July 18

35. What areas (e.g., financial training, procedural training) do you think the Commission on Latino Community Development need the most assistance with?

The Latino Commission needs assistance with coordinating meetings and preparing agendas and meetings minutes.

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

Commission on Latino Community Development include members from Chile, Dominican Republic, Puerto Rico, México, El Salvador, and the United States

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mayor's Office oo African Affairs**



**Responses to Fiscal Year 2018
Performance Oversight Questions**

Mamadou Samba
Director

Submission to

Committee on Government Operations
Chairman Brandon Todd, Councilmember, Ward 4

Committee on Government Operations
John A. Wilson Building
1350 Pennsylvania Ave., NW,
Washington, DC 20004

**Mayor's Office on African Affairs
FY18-19 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

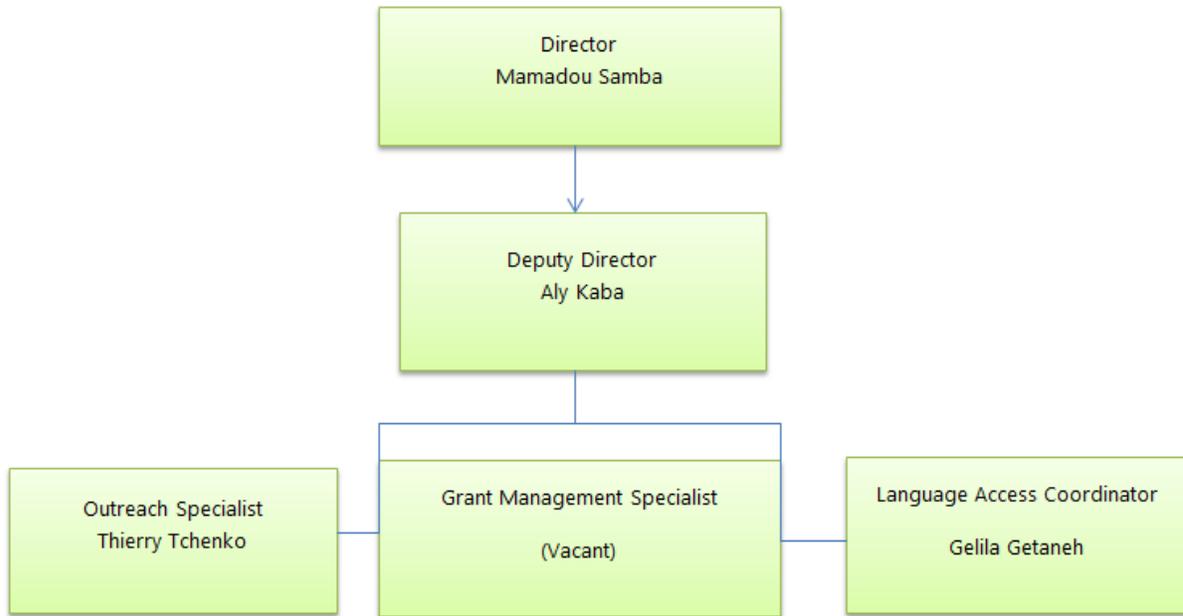
- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute).

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.

Position 1: Executive Director

Mamadou Samba – Excepted Service

Start Date: September 14, 2011

Grade: DX-0301-E1

Salary: 102,541.50

Position 2: Deputy Director

Aly Kaba, - Excepted Service

Start Date: 10/11/2016

Grade 5 / Step 0

Salary: 76,204.20

Position 3: Outreach Liaison

Thierry Tchenko - Excepted Service

Start Date: 11/26/2018

Grade 5 / Step 0

Salary: \$67,406.00

Position 4: Language Access / Outreach Coordinator

Gelila Getaneh - Excepted Service

Start Date: 11/26/2019

Grade 5 / Step 0

Salary: \$67,406.21

**Position 5: Grant Management Specialist
(Vacant)**

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

The Mayor's Office on African Affairs has no organizational changes.

- 4. Please provide a complete position listing for your office for fiscal year 2018 to date, including the following information.
 - a. Name of employee.
 - b. Title of position.
 - c. Grade, series, and step of position.
 - d. Date employee began.
 - e. Salary and fringe benefits.
 - f. Job status (continuing, term, temporary or contract)

Please see question 3a.

- 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.

7.

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

- 8. 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. Aly Kaba – Cell Phone, Laptop

iii. Thierry Tchenko – Cell Phone, Laptop

iv. Gelila Getaneh – Cell Phone, Laptop

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.

- b. A list of employee bonuses or special award pay granted in FY18 and FY19, to date.

The Mayor’s Office on African Affairs does not have any employee bonuses or special awards pay granted in FY18 and FY19.

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

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

- d. A list of the total overtime and workman’s compensation payments paid in FY18 and FY19 to date.

The Mayor’s Office on African Affairs does not have any overtime and workman’s compensation payments paid in FY18-19.

- 9. Please provide a chart showing your office’s approved budget and actual spending, by division, for FY18 and FY19 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

GAAP Category Title	Comp Source Group	Comp Object	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	0201	5,000	5,000	2,635	5,000	5,000	0
	0040 0 OTHER SERVICES AND CHARGES	0408	4,000	4,000	2,421	4,000	4,000	0
	0050 0 SUBSIDIES AND TRANSFERS	0506	131,300	131,300	131,000	131,300	131,300	86,000
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	0111	354,961	370,661	394,580	309,881	309,881	105,495
	0012 0 REGULAR PAY - OTHER	0123	0	0	0	48,601	48,601	0
		0125	0	0	908	0	0	0
	0013 0 ADDITIONAL GROSS PAY	0134	0	0	3,727	0	0	479
		0174	0	0	3,597	0	0	0
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	0141	0	0	195	0	0	48
		0142	0	0	57,056	0	0	13,224
		0147	72,767	72,767	1,475	73,274	73,274	0
		0148	0	0	23,431	0	0	6,275
		0154	0	0	336	0	0	80
		0155	0	0	1,214	0	0	259
		0158	0	0	5,528	0	0	1,468
		0159	0	0	10,796	0	0	2,719
		0161	0	0	2,969	0	0	686
	Total		568,028	583,728	641,867	572,055	572,055	216,733

- 10. Please list any reprogramming, in or out, which occurred in FY18 or FY19 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 FY18-19.

- 11. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY18 or FY19 to date.

The Mayor’s Office on African Affairs does not have any intra-district transfers at this time.

- 12. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY18 or FY19 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 FY18 and FY19 to date.
- e. Expenditures of funds, including the purpose of each expenditure, for FY18 and FY19 to date.

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

13. Did the Office participate in any ethics trainings in FY 2018 and FY 2019 to date?

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

Please provide a list of types and dates of training/information sessions the Office has planned for FY19.

The Mayor's Office on African Affairs does not currently 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 broadening 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 2019
2. African Community Know Your Rights Town Hall | April 2019
3. Young African ConneXions Summit | July 2019
4. Mandela Day of Service | July 2019
5. African Heritage Month | September 2019

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 FY18 and FY19 to date? Why were they successful?

In FY 18 and FY19 to date, MOAA collaborated on the following programs:

1. Biweekly public safety outreach with MPD

With the Metropolitan Police Department, we partnered on continued public safety outreach to the African community, including stores, hair salons, businesses and residential areas.

2. Know Your Rights Town Hall

On Thursday, May 17, 2018, The Mayor’s Office on African Affairs (MOAA) in partnership with the Mayors of Latino Affairs (MOLA) and the Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA) hosted a “Know Your Rights Town Hall”. The town hall featured speakers such as Hiwot Berihun, Legal Director at the African Communities Together (ACT); Abel Nunez, Executive Director of the Central American Resource Center (CARECEN); June Lee, Staff Attorney at the Asian Pacific American Legal Resource Center (APALRC) who have reiterated constituent’s right as District of Columbia residents in the area of immigration as well as Betsy Cavendish, General Counsel of the Executive Office of the Mayor who provided information about the enhancement of the Mayor Bowers’ Immigrant Justice Legal Services grant program for the African, Latino and Asian Pacific Islander communities.

3. MOAA's Fourth Young African ConneXion Summit

On Wednesday, July 18, 2018, the Mayor’s Office on African Affairs (MOAA) hosted its fourth annual Young African ConneXions Summit (YAX) themed “Living the Legacy” commemorating the life and legacy of Nelson Mandela as part of MOAA's Community and Youth Engagement Outreach program. This event was held at the Howard University School of Business Auditorium, and featured the 2018 Mandela Washington Fellows for Young African Leaders Initiative (MWF-YALI), based at Howard University, the African Diaspora Community, policy makers and civic leaders. Over 180 attendees were present.

4. 2018 Washington DC Community Soccer Game – MOAA/MPD

On Tuesday July, 31, 2018, the Mayor's Office on African Affairs in partnership with the Metropolitan Police Department (MPD) hosted the 1st annual Washington Community Soccer Game at the Columbia Heights Education Campus. The goal of this event was to constructively engage the African communities and build trust and partnerships between police officers and Africans in the district. Over 150 attendees were present at the event.

5. 3rd Annual Taste of the World Festival:

On August 25, 2018, the Mayor’s Office on African Affairs (MOAA) partnered with the Department of Park and Recreation (DPR) to host the 3rd Annual Taste of the World Festival) at Emery Recreation Center 5801 Georgia Ave., NW, Washington, DC. The

festival celebrated the city's diverse communities as expressed by music, dance, traditional foods, arts & crafts, and other cultural expressions.

6. African Heritage Month Kick-Off and Networking

On Thursday, September 6, 2018, the Mayor's Office on African Affairs in partnership with the Commission on African Affairs hosted the African Heritage Month Kick-Off and Networking happy hour at African Fusion Restaurant at 1230 9th St NW, Washington, DC where more than 100 African constituents gathered to kick-off the African Heritage Month celebration.

7. African Heritage Month Celebration – AfroDelicious

On Thursday, September 27, 2018, the Mayor's Office on African Affairs hosted the African Heritage Month celebration event “AfroDelicious” featuring African inspired taste, food, and cuisine at the Frank D. Reeves Center. Over 200 attendees from various cultures attended the event.

8. MOAA's Kickoff Happy Hour in partnership with Your Ethiopian Professionals and Young African Professionals

On Thursday, January 17, 2019, the Mayor's Office on African Affairs partnered with Your Ethiopian Professionals and Young African Professionals to kick off 2019 with a networking happy hour at Bukom Cafe located at 2442 18th Street Northwest Washington, DC 20009. The Happy Hour was attended by over 150 people from various cultures. This event served as a platform to encourage attendees to contribute to the District's public life and participate in Mayor Bowser's effort of making Washington DC a welcoming city where people from all backgrounds can thrive.

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 FY18 and FY19 to date. Please state the status and purpose of each study.

The Mayor's Office on African Affairs has not requested, prepared, or contracted studies, research papers, and analyses for FY18 and FY19.

21. How many community based grants were 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)**

22. How many community based grants have been or will be awarded in FY 2019?

23. **In FY 19, the Mayor's Office on African Affairs awarded the following contracts under the African Community Grants**

- **African Women Cancer Awareness Association (\$ 15,000)**
- **Asylum Seeker Assistant Project (\$ 15,000)**
- **Ethiopian Community Center (\$ 15,000)**
- **Hepatitis B Initiative of Washington DC (\$10,000)**
- **Kankouran West African Dance Company. (\$5,000)**
- **Washington English Center (8,500)**
- **Life Asset (\$15,000)**
- **Multicultural Community Services (\$5,000)**
- **Mary's Center (6,500)**
- **Torture Abolition and Survivors Support International (\$4,500)**
- **Renaissance Center for Culture and Education (\$6,500)**

24. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2018 – FY 2019 to date. For each contract, please provide the following information where applicable.

- a. The nature of the contracting party.
- b. The nature of the contract, including the end product or service.
- c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.
- d. The term of the contract.
- e. Whether the contract was competitively bid or not.
- f. Funding source.

25. 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.

26. Of the organizations that received a community-based grant in FY 2018, how many also received community based grants in FY 2017?

1. African Women Cancer Awareness Association
2. Hepatitis B Initiative of Washington DC
3. Kankouran West African Dance Company
4. Multicultural Community Services

27. 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

28. Did the Office receive any grants in FY 2018? 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 FY18.

29. Has the Office sought any grant opportunities in FY 2019?

The Mayor's Office on African Affairs did not seek out any grants opportunities in FY19.

30. 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.

31. What are the Office's goals going forward in FY2019?

The Mayor's Office on African Affairs goals for FY 2019 are to:

- Enhance engagement with African millennials and families
- Connect African communities to DC government resources
- Strengthen Language Access to African immigrants in the LEP/NEP categories
- Increase job opportunities for bilingual African residents

Commission on African Affairs

32. 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 January 9, 2019.

33. 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. In FY 18, the Commission partnered with MOAA to host the African Heritage Month Kick-off and Networking Happy Hour and supported the Office at various events over the fiscal year.

34. 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.

35. 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 FY18 and FY19.

The top five priorities of the Commission are to:

- 1. Support Mayor Bowser's vision to ensuring that 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.**

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

BOARD OR COMMISSION	First Name	Last Name	Appointment Status	Ward of Residence	Country
Commission on African Affairs	Johanna	Leblanc	Active / filled seat	Ward 5	Haiti
Commission on African Affairs	Etayenesh	Asfaw	Active / filled seat	Ward 6	Ethiopia
Commission on African Affairs	Noel	Lebondzo Gandou	Active / filled seat	Ward 5	Congo
Commission on African Affairs	Abdoul	Niang	Active / filled seat	Ward 4	Mauritania
Commission on African Affairs	Margaret	Kamara	Active / filled seat	Ward 8	Sierra Leone
Commission on African Affairs	Richmond	Danso	Active / filled seat	Ward 5	Ghana
Commission on African Affairs	Hellen	Fissahaie	New member appointment in progress	Ward 6	eri
Commission on African Affairs	Theodore	Ngatchou	New member appointment in progress	Ward 4	Cameroon
Commission on African Affairs	Yodit	Shibru	New member appointment in progress	Ward 1	Ethiopia
Commission on African Affairs	Salimata	Sangare	New member appointment in progress	Ward 7	Ivory Coast
Commission on African Affairs	Narciso	Sumbana	New member appointment in progress	Ward 4	
Commission on African Affairs			Vacant / unoccupied seat		
Commission on African Affairs			Vacant / unoccupied seat		
Commission on African Affairs			Vacant / unoccupied seat		
Commission on African Affairs			Vacant / unoccupied seat		

37. 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.

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

Haiti, Ethiopia, Congo, Mauritania, Sierra Leone, Ghana, Eritrea, Cameroon, Ivory Coast

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mayor's Office on African American Affairs**



**Responses to Fiscal Year 2018
Performance Oversight Questions**

Thomas Bowen
Interim Executive Director

Submission to

Committee on Government Operations
Chairman Brandon Todd, Councilmember, Ward 4

Committee on Government Operations
John A. Wilson Building
1350 Pennsylvania Ave., NW,
Washington, DC 20004

**Mayor's Office on African American Affairs
FY18-19 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 American Affairs (MOAAA) was established under the D.C. ACT 22- 219 on December 28, 2017.

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

D.C. ACT 22-219

Sec. 2 (a): There is established an Office on African American Affairs ("OAAA"), which shall monitor the delivery of services and make policy recommendations to the Mayor and Council regarding housing, health, education, employment, social services, public safety, and business opportunities for the District's African American community.

Sec. 3 (a): The Executive Director shall:

(1) Serve as an advocate for the needs of the District's African American community, as those needs relate to housing, health, education, employment, social services, public safety, and expanding business opportunities;

(2) Assist community organizations in developing and submitting grant applications;

(3) Provide information and technical assistance on programs and services for the African American community to the Mayor, the Council, Advisory Neighborhood Commissions, other District government agencies, and the community;

(4) Respond to recommendations and policy statements from the Commission on African American Affairs ("CAAA"), established by the Commission on African-American Affairs Establishment Act of 2012, effective March 14, 2012 (D.C. Law 19-106; D.C. Official Code § 3-1441 et seq.);

(5) File with the Mayor and Council, no later than December 31 annually, an annual report on the operations of OAAA based on the previous fiscal year;

(6) Identify areas for service improvement and bring these areas to the attention of the Mayor and CAAA, with recommendations for how to meet any needs, including conducting or funding research and demonstration projects to test the recommendations;

(7) Ensure the necessary control, evaluation, audit, and reporting on programs funded through OAAA.

Sec. 3 (b): The Executive Director may:

(1) Accept volunteer services and funds from the public and private sectors to supplement the budget of OAAA in carrying out its planning duties and responsibilities;

(2) Apply for, receive, and expend gifts or grants of money to carry out the duties and responsibilities of OAAA; and

(3) Issue grants to organizations that provide housing, education, health, workforce development, employment, criminal justice reform, and economic opportunity-related services to the District's African American residents; provided, that grants shall be administered pursuant to the requirements set forth in the Grant Administration Act of 2013, effective

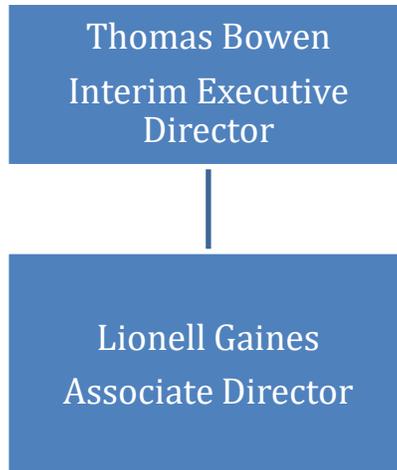
c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute).

D.C. ACT 22-219 Sec. 2 (b): OAAA shall be headed by an Executive Director, who shall be appointed by the Mayor with the advice and consent of the Council pursuant to section 2(a) of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code

2. Please explain the mission of your Office.

The Mayor's Office on African American Affairs (MOAAA) mission is to improve the quality of life for the District's African Americans residents through advocacy, community outreach, education, and inter-agency coordination. MOAAA seeks to engage the extraordinarily diverse culture of the African American community in the District of Columbia. MOAAA works to empower these residents through equipping them with the government resources and services that they need while also providing programmatic support.

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.**

Rev. Thomas L. Bowen
Executive Director

Lionell Gaines
Associate Director

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

In FY2019, Councilmember Todd, Chair of the Committee on Government Operations, moved the Mayor’s Office on African American Affairs to the Executive Office of the Mayor cluster and it is now a part of the Mayor’s Office of Community Affairs team.

4. **Please provide a complete position listing for your office for fiscal year 2018 to date, including the following information.**

- a) Thomas Bowen
- b) Interim Executive Director
- c) Grade 07, Step 0
- d) 11/7/2018
- e) \$117,310.16
- f) Continuing

- g) Lionell Gaines
- h) Associate Director
- i) 06, 0
- j) 8/20/2018
- k) \$89,167.00
- l) Continuing

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?**

The Mayor's Office of Community Affairs (MOCA) performs regular evaluations of MOAAA in order to ensure that the Director and Associate staff are meeting individual job requirements and goals.

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.**

There are no employees detailed to or from the Mayor's Office on African American Affairs (MOAAA).

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.**

Thomas Bowen, cell phone
Lionell Gaines, cellphone and Ipad

- 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 American Affairs does not own or lease any vehicle.

- c. **A list of employee bonuses or special award pay granted in FY18 and FY19, to date.**

No employees were granted bonuses or special award pay in the Mayor's Office on African American Affairs in FY18 or FY19.

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

There were no travel expenses incurred by any employees in the Mayor's Office on African American Affairs.

- e. **A list of the total overtime and workman's compensation payments paid in FY18 and FY19 to date.**

There were no overtime or workman's compensation payments paid in FY18 or FY19 to date to any employees in the Mayor's Office on African American Affairs.

8. Please provide a chart showing your office's approved budget and actual spending, by division, for FY18 and FY19 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Activity	GAAP Category Title	Comp Source Group	Comp Object	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures
5002	NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	0410	2,563	2,563	0
		0050 0 SUBSIDIES AND TRANSFERS	0506	75,000	75,000	38,700
	PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	0111	161,912	161,912	60,363
		0013 0 ADDITIONAL GROSS PAY	0134	0	0	13,600
			0174	0	0	19,291
		0014 0 FRINGE BENEFITS - CURR PERSONNEL	0141	0	0	27
5002	NON-PERSONNEL SERVICES	0040 0 OTHER SERVICES AND CHARGES	0142	0	0	3,761
		0050 0 SUBSIDIES AND TRANSFERS	0147	32,705	32,705	0
	PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	0148	0	0	5,537
		0013 0 ADDITIONAL GROSS PAY	0154	0	0	30
			0155	0	0	87
			0158	0	0	1,280
			0159	0	0	2,588
			0161	0	0	190
				272,180	272,180	145,454

9. Please list any reprogramming, in or out, which occurred in FY18 or FY19 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.

MOAAA did not have any reprogramming that occurred in FY18 or FY19.

- 10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY18 or FY19 to date.**

MOAAA did not have any intra-District transfers

- 11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY18 or FY19 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 FY18 and FY19 to date.**
- e. Expenditures of funds, including the purpose of each expenditure, for FY18 and FY19 to date.**

MOAAA does not have any special purpose revenue accounts.

- 12. Did the Office participate in any ethics trainings in FY 2018 and FY 2019 to date?**

For FY18, the Mayor's Office on African American Affairs participated in Cyber Security Training, Ethics Training, Open Meetings Training, Hatch Act Training, and Sexual Harassment Prevention Training.

- 13. Please provide a list of types and dates of training/information sessions the Office has planned for FY19.**

Mayor's Office on African American Affairs has no trainings or information sessions planned for FY 19. will participate in Ethics Training, PASS Analysis/ Buyer, Project Management, Quickbase Training, and Sexual Harassment Prevention Training.

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

The top challenge facing Mayor's Office on African American Affairs is overcoming connecting African American residences to available District services and programs.

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

The Mayor's Office on African American Affairs works with the Mayor's Office of Community Affairs (MOCA) in order to address areas that the office needs assistance.

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.

Financially Fit DC is an economic security platform designed to assess financial health and to provide residents resources to address their financial instability. Essentially, Financially Fit DC was designed to help residents understand and improve their financial health and well-being. Financially Fit DC focuses on credit score, liquid assets, retirement / investment accounts, homeownership, and child savings accounts. Financially Fit DC launched with the support of DHCD and DISB.

Black Wealth Wednesdays focuses on improving the financial education and health of African American residents, businesses, and organizations. MOAAA will host Black Wealth Wednesdays across the city in order to educate residents on their finances, wealth building, and connecting them to financial professionals. MOAAA will promote Financially Fit DC and the financial tools available from DISB. MOAAA will partner with DISB, DC Financial Literacy Council, financial institutions, and organizations focused on financial literacy (e.g. Capital Area Asset Builders, etc). MOAAA is targeting local African American organizations with close social bonds in order to foster community, by improving their organizational finances and individual finances (e.g. fraternities, sororities, social organizations, professional organizations). MOAAA partnered with organizations like LightPoint at New Bethel Baptist Church where a financial planning and professional development summit was held with more than 250 attendees. Residents were educated on real estate, credit and debt, estate planning, student loans, retirement, budgeting, and financial planning.

MOAAA Homebuyers Club originated from Financially Fit DC, which allows residents to get assistance with their finances. The Homebuyers Club is the next step on the "pathway to the middle class". Residents will get additional assistance from housing counselors and financial professionals in order to prepare them for homeownership. MOAAA connects District residents to first time homebuyers programs and resources, (e.g. Financially Fit DC, HPAP, and Open Doors). MOAAA will partner with DHCD, DC HFA and community based organizations in order to manage 3 cohorts of homebuyers.

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.

MOAAA engages the community on several platforms to ensure that the community is kept aware of the activities/ events of the Office (e.g. Instagram, Twitter, and the office

website. Also, MOAAA presents a report of the office activities at the Commission on African American Affairs meeting. MOAAA attends community events and visits community based organizations in order to provide information about programs and resources. Mayor's Office on African American Affairs will publish a newsletter that will list activities, events, programs, and opportunities open to the public.

18. What collaborations, initiatives, or programs have been successful in FY18 and FY19 to date? Why were they successful?

In FY 2018, MOAAA launched the first cohort of the Homebuyers Club this past summer with more than 25 residents. MOAAA coordinated 5 educational sessions between June – August 2018. University Legal Services, a community-based organization that receives funding from Department of Housing and Community Development (DHCD) and the Department of Insurance Securities and Banking (DISB) assisted during the educational sessions. Residents were able to meet with housing counselors, learn about financial literacy, Financially Fit DC, HPAP, and DC Opens Doors.

Additionally, MOAAA partnered with LightPoint, a 501(C)(3) affiliated with New Bethel Baptist Church where a financial planning and professional development summit was held with more than 250 attendees. Residents were educated on real estate, credit and debt, estate planning, student loans, retirement, budgeting, and financial planning. Residents provided feedback that the summit was very informative and helpful.

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

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

MOAAA solicits feedback and comments through customer satisfaction surveys distributed at various community events. The feedback is used to gauge the practicality of the workshops and activities' content in order to improve the planning of future events. Based on the feedback, MOAAA explores new ways to become more effective in its activities. MOAAA actively seeks partnerships, both with governmental and non-governmental entities to reach a large audience and attract more resources to improve the quality of the programs.

20. Please provide a list of all studies, research papers, and analyses ("studies") the Office requested, prepared, or contracted for FY18 and FY19 to date. Please state the status and purpose of each study.

MOAAA did not request, prepare, or contract any studies or research papers during FY 2018 or FY 2019.

21. How many community based grants were awarded in FY 2018?

MOAAA did not award any community based grants in FY 2018.

22. How many community based grants have been or will be awarded in FY 2019?

MOAAA awarded 15 community based grants through the MOAAA FY2019 African American Community Grant.

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2018 – FY 2019 to date. For each contract, please provide the following information where applicable.

- a. The nature of the contracting party.**
- b. The nature of the contract, including the end product or service.**
- c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.**
- d. The term of the contract.**
- e. Whether the contract was competitively bid or not.**
- f. Funding source.**

FY 2019 – Mayor’s Office on African American					
Contracting Party	Nature of the contract / end product or service	Budgeted Amount / Amount Spent	Term of Contract	Competitively bid?	Funding Source
100 Black Men of Greater Washington, D.C	Education: STEM Hack-A-Thon	\$5,000.00	Annual Grant	YES	Local
Anacostia Coordinating Council	Public Safety & Violence Interruption:	\$5,000.00	Annual Grant	YES	Local
Bright Beginnings, Inc.	Jobs & Economic Development: Bright Beginnings Workforce Development Program	\$5,000.00	Annual Grant	YES	Local
Can I Live, Inc.	Jobs & Economic Development: Resident Owned Business Incubator	\$5,000.00	Annual Grant	YES	Local
Capital Area Assets Builders	Financial Literacy: Wealth Life Wards 7&8	\$5,000.00	Annual Grant	YES	Local
Central Community Development Corporation	Jobs & Economic Development: Project LEAD to Succeed	\$5,000.00	Annual Grant	YES	Local
Collaborative Solutions for Communities	Jobs & Economic Development / Public Safety & Violence Interruption: Violence Intervention Support Program	\$5,000.00	Annual Grant	YES	Local
Hanover Place Press	Education: Literacy Program	\$5,000.00	Annual Grant	YES	Local
Pin Points, Inc.	Arts & Creative Economy: After School Youth Development Program	\$5,000.00	Annual Grant	YES	Local
Sasha Bruce Youthwork,	Public Safety & Violence	\$5,000.00	Annual	YES	Local

Inc.	Interruption: Clay Terrace Youth Drop-In Center		Grant		
Social Art and Culture	Education: Book Distribution / Community Anchor Institution	\$5,000.00	Annual Grant	YES	Local
Stoddard Baptist Home Foundation, Inc.	Education: Memory L.A.N.E. Program	\$5,000.00	Annual Grant	YES	Local
The Essential Theatre	Arts & Creative Economy	\$5,000.00	Annual Grant	YES	Local
Washington Informer Charities	Arts & Creative Economy: DMV Black Restaurant Week	\$5,000.00	Annual Grant	YES	Local
Words Beats and Life, Inc.	Arts & Creative Economy: Words, Beats, & Life Academy	\$5,000.00	Annual Grant	YES	Local

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?

MOAAA conducts quarterly site visits and requests quarterly reports from grantees.

25. Of the organizations that received a community-based grant in FY 2018, how many also received community based grants in FY 2017?

Seven organizations received a community-based grant in FY 2019 that also received community based grants in FY 2018. (Can I Live Inc, Capital Area Asset Builders, Central Community Development Corporation, Collaborative Solutions for Communities, Pin Points, The Essential Theatre, and Words Beats and Life Inc.)

Five organizations received a community-based grant in FY 2018 also received community based grants in FY 2017. (Capital Area Asset Builders, Central Community Development Corporation, Pin Points, The Essential Theatre, and Words Beats and Life Inc).

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

In order for organizations to be eligible, they had to meet the following criteria. They had to be community-based organization with a Federal 501(c)(3) tax-exempt status or evidence of fiscal agent relationship with a 501 (c)(3) organization. The organization or program had to serve the District’s African American residents; or business owners. The organization’s principal place of business had to be located in the District of Columbia. All services and programming had to be provided in the District of Columbia. The organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue. Current grantees had to be current on any reporting obligations for the FY18 grant cycle.

The funding areas that the FY 2019 African American Community Grant were based on these target areas: Education, Jobs & Economic Development, Public Safety and Violence Interruption, and Arts & Creative Economy. Applications that provided strong evidence of responding to one of Mayor Muriel Bowser's policy priorities were given stronger consideration. MOAAA used an independent review panel that submitted recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. The panel members reviewed and scored applicant proposals and submitted recommendations for awards.

27. Did the Office receive any grants in FY 2018? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

The MOAAA did not receive any grant funding in FY 2018.

28. Has the Office sought any grant opportunities in FY 2019?

MOAAA continues to explore grant and partnership opportunities.

29. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?

MOAAA adheres to all recordkeeping standards set forth and will participate in any audits that may be required.

30. What are the Office's goals going forward in FY2019?

In FY 2019, The Mayor's Office on African American Affairs (MOAAA) will continue to improve the quality of life for District African Americans residents by providing second chances, providing pathways to the middle class, and a fair shot at economic opportunities. MOAAA will connect residents to training and job opportunities. MOAAA will engage residents with homeownership resources through the Homebuyers Club. MOAAA will continue to work on improving African Americans financial health through Financially Fit DC and Black Wealth Wednesdays. MOAAA will work with organizations and schools in order to focus on gaps with out of school time programming and after school programs. MOAAA will work with community based organizations in order to educate them about grant funding available with District government.

Commission on African American Affairs

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

Yes, the Commission on African American Affairs has been active. The last meeting of the Commission was on January 16, 2019.

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

MOAAA and the Commission on African American Affairs held public forums in several wards in order to address residents' concerns around education, employment, and housing. The Commission intends to make policy recommendations in these areas to address economic, health, and social disparities.

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

The Commission has helped enhanced the capacity of MOAAA by supporting events during Black History Month, hosting public forums across all eight wards, and supporting events that highlight African American history and culture.

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 FY18 and FY19.

MOAAA plans to increase engagement of African-American commissioners by attending events, utilizing social media, and engaging residents in the communities.

MOAAA will partner with District government agencies on events that celebrate and highlight African American history and culture. The Commission will assist in the planning of the events, provide insight for programming, and assist with promoting the events.

The Commission will support Mayoral initiatives by meeting and coordinating efforts of the stakeholders on issues like health, public safety, education, and supporting small businesses.

The Commission is focusing on several areas (e.g. Education, Economic Development, Economic Opportunity, Health, and Public Safety) in order to make policy recommendations from the feedback they received.

The Commission will adopt several schools and organizations to mentor or provide assistance. The Commission will mentor students in middle and high schools providing insights on careers and job opportunities. Also, the Commission will assist organizations to improve their capacity and reach to the community.

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

Current list of the Commission on African American Affairs:

	Abdur Rahim Briggs
	Niambi Carter
Adjoa Asamoah	Akela Crawford

Vivian Derryck
Spencer Gopaul
Latasha Gunnels
Kimberly Jeffries Leonard
Antwan Jones
Ryan Jones
Sondra Phillips Gilbert

Veda Rasheed
Lolita Ratchford
Dorjan Short
Anovia Daniels
Pat Phillipe
Viola McIver

There are currently (2) vacancies on the Commission on African American Affairs.

36. What areas (e.g., financial training, procedural training) do you think the Commission on African American Affairs' needs the most assistance?

MOAAA will continue to work with the Commission on areas that need improvement or assistance. MOAAA will work with the Commission to coordinate trainings on technical assistance for nonprofits.

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

All the members of the Commission on African American Affairs are from the United States of America.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mayor's Office on Asian and Pacific Islander Affairs**



**Responses to Fiscal Year 2018
Performance Oversight Questions**

Ben de Guzman
Interim Director

Submission to

Committee on Government Operations
Chairman Brandon Todd, Councilmember, Ward 4

Committee on Government Operations
John A. Wilson Building
1350 Pennsylvania Ave., NW,
Washington, DC 20004

**Mayor's Office on Asian and Pacific Islander Affairs
FY18-19 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).
 - b. What powers the Office has been delegated through Mayor's Order.
 - c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute).

ANSWER:

There is established an Office on Asian and Pacific Islander Affairs ("Office"). The Office shall:

- (a) DC Law 14-28
- (b) Ensure that a full range of health, education, employment, and social services are available to the Asian and Pacific Islander communities in the District of Columbia; Monitor service delivery and make recommendations to the Mayor and the Commission to promote the welfare of the Asian and Pacific Islander communities.
- (c) DC Law 14-28 Sec. 304 b.

2. Please explain the mission of your Office.

ANSWER:

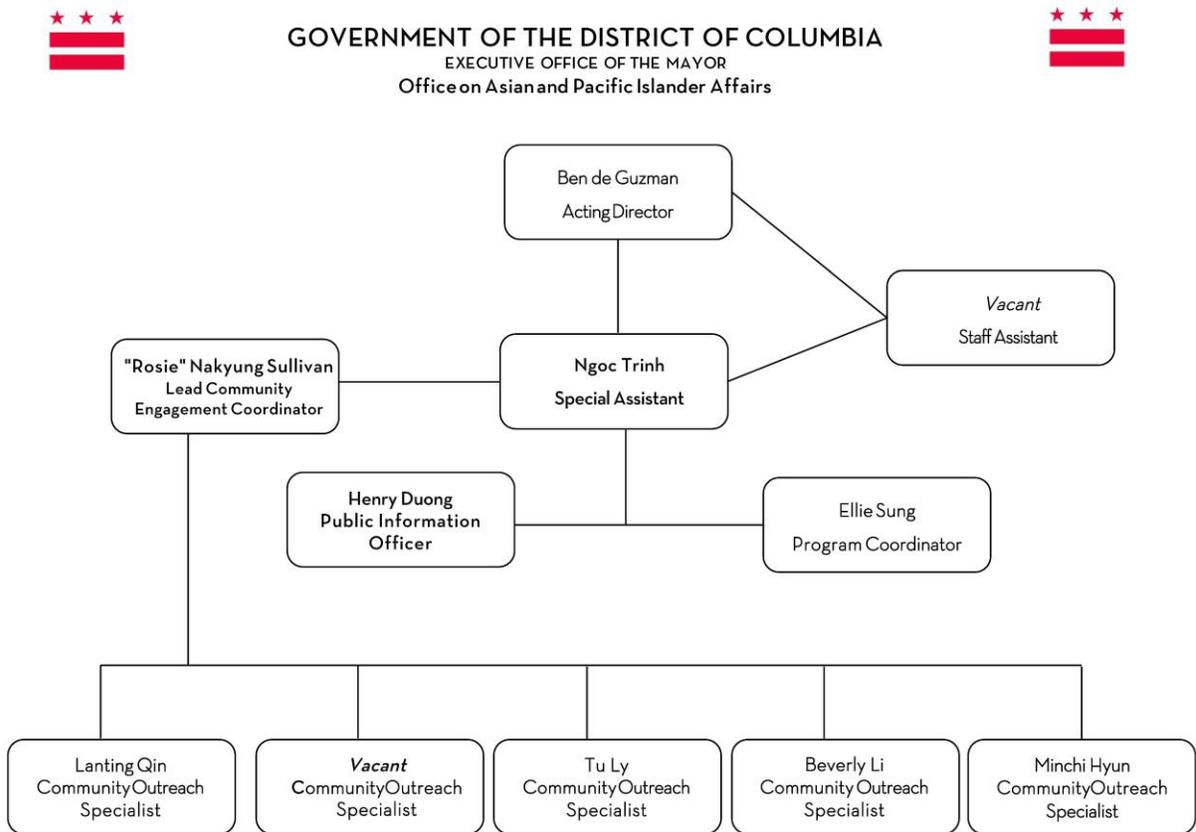
The Mayor's Office on Asian and Pacific Islander Affairs' mission is to improve the quality of life for District of Columbia Asian Americans and Pacific Islanders through advocacy and engagement. MOAPIA advises the Mayor, the Council, and District agencies on the views, needs, and concerns of the AAPI community. MOAPIA provides recommendations on District programs and initiatives affecting the community, and helps coordinate programs and initiatives within the government that promote the overall welfare of the AAPI community.

MOAPIA also organizes and facilitates public and private programs on public safety, human rights, economic development, housing, employment, social services, public health, transportation, education, and multicultural development to ensure accessibility for the District's AAPI community.

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

ANSWER:

- a. See MOAPIA Organization Chart



As of 2/1/2019

- b. Not applicable.

4. Please provide a complete position listing for your office for fiscal year 2019 to date, including the following information.

- a. Name of employee.
- b. Title of position.
- c. Grade, series, and step of position.
- d. Date employee began.
- e. Salary and fringe benefits.
- f. Job status (continuing, term, temporary or contract).

ANSWER: Please see the table below.

Title	Name	Hire Date	Grade	Step	Salary	Status
Acting Director	De Guzman, Ben	11/25/2018	E1	0	\$102,541	continuing
Special Assistant	Trinh, Ngoc	10/17/2005	13	5	\$96,065	continuing
Community Service Representative (Bilingual)	Sullivan, Rosie	02/21/2017	12	7	\$87,664	continuing
Program Coordinator (Bilingual)	Sung, Ellie	1/23/2017	9	3	\$52,740	continuing
Community Outreach Specialist (Bilingual)	Duong, Henry	1/28/2019	9	5	\$55,910	continuing
Staff Assistant (Bilingual)	Vacant		9	1	\$49,570	term(position is funded until end of FY19 only)
Community Outreach Specialist (Bilingual)	Li, Beverly	10/1/2018	9	3	\$52,740	term (position is funded until end of FY19 only)
Community Outreach Specialist (Bilingual)	Ly, Tu K	8/7/2017	9	2	\$51,155	term(position is funded until end of FY19 only)
Community Outreach Specialist (Bilingual)	Hyun, Minchi	10/22/2018	9	3	\$52,740	term(position is funded until end of FY19 only)
Community Outreach Specialist (Bilingual)	Qin, Lanting	7/10/2017	9	4	\$54,325	term(position is funded until end of FY19 only)

Community Outreach Specialist (Bilingual)	Vacant					term(position is funded until end of FY19 only)
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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?

ANSWER: MOAPIA conducts annual performance evaluations for all of its employees. The Director has met with each team member to begin the performance evaluation process – including SMART goals and individual development plans. A mid-year review is scheduled for later this year and will be finalized by the end of September.

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.

ANSWER: Not Applicable. There are no employees detailed to or from MOAPIA.

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.

ANSWER:

- a. Here is a list of staff who receive communication devices:

		Cellphone	Tablet
1	De Guzman, Ben	X	
2	Trinh, Ngoc	X	X
3	Sullivan, Rosie	X	
4	Sung, Ellie	X	
5	Duong, Henry	X*	X*
6	Li, Beverly	X	
7	Ly, Tu K	X	
8	Hyun, Minchi	X	

9	Qin, Lanting	X	
*New employee, cellphone and tablet authorization pending as of 2/1/2019			

- b. MOAPIA owns one vehicle: 2008 Chevrolet Impala. It is used by outreach staff and the Director for Community outreach and meetings/events.
- c. There were no employee bonuses or special award pay granted in FY18 and FY19
- d. There were no employee travel expenses in FY18 and FY19 to date.
- e. Here is a list of total overtime and workman's compensation payments paid in FY18 and FY19 to date.

No.	Employee Name	Title	Salary	Overtime Pay
1	Ly,Tu K.	Community Outreach Spec (Bil)	\$50,152.00	\$257.01
2	Nguyen,Phuong T	Community Outreach Spec (Bil)	\$54,814.00	\$790.58
3	Sullivan,Nakyung	Community Outreach Specialist	\$48,598.00	\$350.47
4	Tran,Chau Minh	Staff Assistant (Bilingual)	\$48,598.00	\$350.47
5	Zhang,Dandan	Community Outreach Specialist	\$48,598.00	\$350.47
6	Qin,Lanting	Community Outreach Specialist	\$48,598.00	\$350.47
				\$2,449.47

8. Please provide a chart showing your office’s approved budget and actual spending, by division, for FY18 and FY19 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

ANSWER: Here is the chart showing approved budget and spending by division, for FY18 and FY19 to date, along with explanations for variance.

Fund	Fiscal Year	Division	Budget	Actual Expend	Intra-Distr Adva	Encumbrance	Pre Encumbr	Avail Balance	Variance Explanation
Local	2018	1000 - AGENCY MANAGEMENT	\$107,149	\$97,708	\$0	\$0	\$0	\$9,442	Budget to actual salary differential
		2100 - ADVOCACY	\$112,348	\$93,277	\$0	\$0	\$0	\$19,071	Budget to actual salary & FTE differential (0.3 FTE transferred to Act 2200) + minor underspending in equipment & services budget
		2200 - OUTREACH/ EDUCATION	\$991,336	\$1,090,169	\$0	\$0	\$0	(\$98,833)	Budget to actual salary & FTE differential. One FTE transferred from Act 2100 & 2300 paid
		2300 - INTERAGENCY COORDINATION	\$96,336	\$24,664	\$0	\$0	\$0	\$71,672	Budget to actual salary & FTE differential. 0.7 FTE transferred to Act 2200
		2018 Total	\$1,307,170	\$1,305,818	\$0	\$0	\$0	\$1,352	

	2019	1000 - AGENCY MANAGEMENT	\$119,625	\$27,110	\$0	\$0	\$0	\$0	\$92,515	
		2100 - ADVOCACY	\$95,540	\$80,106	\$3,418	\$0	\$0	\$0	\$12,016	
		2200 - OUTREACH/ EDUCATION	\$1,146,589	\$251,302	\$155	\$123,875	\$0	\$0	\$771,257	
		2300 - INTERAGENCY COORDINATION	\$33,908	\$6,144	\$0	\$0	\$0	\$0	\$27,765	
		2019 (YTD) Total	\$1,395,662	\$364,662	\$3,573	\$123,875	\$0	\$0	\$903,553	

9. Please list any reprogramming, in or out, which occurred in FY18 or FY19 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.

ANSWER: There is no reprogramming into or out of MOAPIA in FY18 or FY19

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY18 or FY19 to date.

ANSWER: Here is an accounting of all intra-District transfers received by or transferred from the office during FY18 and FY19 to date:

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Fund	Service Period	Total Amount
FY 2018	OCP	MOAPIA	Purchase Card	0100	10/01/17 - 09/30/18	\$ 128,941.90
	OCTO	MOAPIA	RTS	0100	10/01/17 - 09/30/18	\$ 1,399.98
	MOAPIA	DOES	Education & Outreach	0700	10/01/17 - 09/30/18	\$ 68,128.26
	MOAPIA	DCRA	Education & Outreach	0700	10/01/17 - 09/30/18	\$ 92,617.58
	MOAPIA	DHCD	Education & Outreach	0700	10/01/17 - 09/30/18	\$ 107,015.52
	MOAPIA	DHS	Education & Outreach	0700	10/01/17 - 09/30/18	\$ 170,971.56
	Total					\$ 569,074.80
	FY 2019	OCP	MOAPIA	Purchase Card	0100	10/01/18 - 09/30/19
MOAPIA		DOES	Education & Outreach	0700	10/01/18 - 09/30/19	\$ 79,841.00
MOAPIA		DCRA	Education & Outreach	0700	10/01/18 - 09/30/19	\$ 107,296.00
MOAPIA		DHCD	Education & Outreach	0700	10/01/18 - 09/30/19	\$ 134,812.00

	MOAPIA	DHS	Education & Outreach	0700	10/01/18 - 09/30/19	\$ 202,179.00
	Total					\$ 533,846.24

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY18 or FY19 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 FY18 and FY19 to date.
- e. Expenditures of funds, including the purpose of each expenditure, for FY18 and FY19 to date.

ANSWER: MOAPIA does not have any special purpose revenue accounts.

12. Did the Office participate in any ethics trainings in FY 2018 and FY 2019 to date?

ANSWER: MOAPIA has participated in Ethics, Sexual Harassment Prevention, Cyber Security & Hatch Act training.

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY19.

ANSWER: MOAPIA's new Acting Director and Special Assistant took training on PASS and purchase card using and management. No other trainings are planned for the rest of the fiscal year as of right now.

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

ANSWER: The AAPI community in DC is very diverse in terms of languages spoken, countries of origins, cultures and socio economic backgrounds. Many groups are hard to reach. There are many AAPI immigrants living in DC that need government services and support. MOAPIA continues to hire qualified bilingual staff members to reach even more DC residents to promote government services available through its intensive outreach activities.

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

ANSWER: There is currently no assistance to be requested.

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

ANSWER: The projects/events listed here are informed by standing MOAPIA KPI as well as feedback from the community received on April 15, 2018 at our Asian American/ Pacific Islander Leadership Action Forum. Almost 100 District residents discussed priority issues for the Mayor with staff from MOAPIA and members of the Commission on Asian and Pacific Islander Americans (CAPIA).

MONTH	PROJECTS/ EVENTS
October	Advocate for resources and explore partnership opportunities with the DC Dept. of Behavioral Health (DBH) to identify practical ways to increase mental health awareness and resources to meet the mental health needs within this community.
November	Diwali South Asian cultural event and celebration.
	Housing outreach Visit 401K street and other buildings around Chinatown to check in with residents to stay connected hear about their issues, offer assistance and maintain MOAPIA’s visibility
	Work with DSLBD and other agencies to determine the range of industries and agencies that have the most certified business enterprise (CBE) projects
	Distribute translated list of job prep and job readiness programs via CBOs, news media. More widely promote and publicize organizations providing job prep and readiness training programs” promote our grants to organizations that conduct adult education/workforce development for ESL beyond Washington English Center; like to Carlos Rosario Charter School
	Update MOAPIA’s list of ESL programs and widely promote in AAPI community (YEAR ONE AND TWO)
	Promote a cultural competency training video for MPD which includes not only cultural aspects of the community but also a variety of suggestions on how to be more culturally sensitive and better comprehend different challenges the community faces.
	Continue promoting programs such as Small Business Technical Assistance (SBTA), Great Streets, DHCD Storefront Façade Program, and etc (YEAR ONE AND TWO)
December	Annual MOAPIA Toy Distribution event
	Summer series: Brainstorm new ideas. Prepare and submit permit application with NPS
	Utilize the web, forums, media, etc., to proactively share information and updates about immigration law and policy : Conduct research on libraries to target

Year round	Continue educating residents of their tenants' rights and share information for available matching funds and other opportunities for ownership, and other affordable rental opportunities in the District. : Continue educating Museum Square residents on tenants' rights; support those buildings where the risk of displacement is significant
	Inform residents at Museum Square about new opportunities for housing nearby to their building – e.g., in Chinatown, Mt Vernon Square, etc. Lay out the options in DC
Year round, Start in Q1	Identify groups that offer after school tutoring programs and find ways to extend them to DC AAPI community
Year round, Start in Q1	Expand the definition of what an “AAPI cultural event” is and create events that are beyond just celebrations. Research, plan, and deliver AAPI events that will go beyond “eating and dancing” including: Hold civic events (like elections or registering to vote or early voting) around MOAPIA’s cultural events. (YEAR ONE AND TWO) MOAPIA will also promote stories of DC AAPI cultures on social media
Year round, Start in Q1	Continue to promote MPD Cultural Competency Training using the video MOAPIA created with MPD. : Ensure that MPD continues Cultural Competency Trainings. Use jointly (MPD/MOAPIA) created video to inform the AAPI community about how MPD is educating their officers about the diverse communities, including AAPI.
January	Promote SYEP to AAPI students ages 14 to 24 and have at least 80 AAPI students to register. Translate SYEP program flyer into three different languages and reach out to students and parents
	Promote ESL programs to AAPI community via CBOs
February	Support Chinatown Lunar New Year Parade (writing speech, phone banking, coordinating)
	Share updates with the AAPI community about the discussion items and feedback from the AAPI Leadership Action Forum 2. As part of the agency’s commitment to stay transparent and follow through on what AAPI leaders and stakeholders recommended at the forum, the plan will include an action plan to tackle diverse issues discussed from the different policy areas.
	Agency Performance Oversight Hearing Period
	Prep for Chinatown Community Festival
	Prep for AAPI Heritage Month
	Director’s visit to Kelsey Building
	Director’s visit to Asian Service Center
March	Promote ESL programs and partner with community providers for further outreach. <i>(Ongoing. This item is fulfilled via Washington English Center and CSC grant awards)</i>
	Help identify resources for small businesses, include greater information dissemination of info for set-asides and other procurement opportunities for certified business enterprises (CBEs) in DC: Research which

	industries (e.g., construction, janitorial, maintenance, supplies, printing) have the largest number of DC government contract opportunities and match those with the industries where AAPI business owners have the highest concentrations.
Year round, Start in Q2	Regularly include link of Office of Contracts and Procurement's (OCP) website for available industry-specific city contracts in the section of MOAPIA's e-newsletters devoted to small business.
	Promote a more positive picture of immigration and immigrants targeted to students and younger generations, especially in public schools: Work with both UNIFFIED - Washington DC and DCPS to develop a guest speaker-in-the-classroom program to dialogue with students in various high AAPI concentration schools in ways that paint a more positive picture for them about immigration and immigrants in the U.S. (YEAR ONE – DEVELOP GROUNDWORK)
	Utilize the web, forums, media, etc., to proactively share information and updates about immigration law and policy: Continue to work with libraries and/or community-based organizations as well as Department of Human Service Frontline Centers (H Street NE and Taylor Street NE) where MOAPIA has Chinese and Vietnamese-speaking staff to proactively share information about immigration law and policy.
	Prep for Foodelicious Night event
April	Prep for May events
	Agency Budget Oversight Hearing Period
	Prep for Chinatown Park Summer Series
May	Raise awareness about the AAPI arts & culture through reaching out to the AAPI youth and collaborating with agencies such as DCPS & DC Public Library: Connect DCPL or other libraries with AAPI authors for book reading events at the libraries. YEAR ONE – research and planning
	Raise awareness about the AAPI arts & culture through reaching out to the AAPI youth and collaborating with agencies such as DCPS & DC Public Library: Support other agencies with their AAPI Heritage month celebrations by providing advice for agencies to produce better quality AAPI-focused programming. Where relevant, line up MOAPIA Director to speak during programs.
	Weekly Tai Chi Class Series
	AAPI Heritage Month Celebration Events
	<i>Evening Celebration</i>
	<i>Cooking Event</i>
	Housing outreach Visit 401 to check in with residents to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility
	Fitness Sessions
June	Chinatown Community Festival

	Chinatown Park Outdoor Movie Night
	Directly reach out to public schools with higher concentration of AAPI students to conduct outreach at their school events to reach parents about after school and tutoring programs
July	Chinatown Park Outdoor Movie Night
	Housing outreach Visit 401 to check in with residents to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility
	Chinatown Park Outdoor Movie Night
September	Chinese Film Screening
	Chinatown Park Outdoor Movie Night/mid-Autumn Festival
	Weekly Tai Chi Class
Year round	Residents and business outreach, assisting with other MOCA initiatives
Year round	Quarterly KPI Reporting
Year round	Quarterly AAPI Community Grant Report Review
Year round	Quarterly CBE Report
Year round	Monthly ART Report
Year round	Help identify resources for small businesses, include greater information dissemination of info for set-asides and other procurement opportunities for certified business enterprises (CBEs) in DC: Continue promoting programs such as Small Business Technical Assistance (SBTA), Great Streets, DHCD Storefront Façade Program, and etc
Year round	Greater focus on safety & security of small businesses, particularly as they seek to expand to traditionally non-AAPI areas: Continue introducing MPD Patrol Service Area Officers to AAPI Business communities. Facilitate necessary communications between police department and AAPI business owners and community; Consider expanding these efforts if deemed necessary
Year round	Support Promoting MPD Cultural Competency Training: to provide police officers in-depth information about the AAPI community and its diverse cultural values so that they can better understand the AAPI community in DC. MOAPIA will promote a cultural competency training video which includes not only cultural aspects of the community but also a variety of suggestions on how to be more culturally sensitive and better comprehend different challenges the community faces. Continue Door to door outreach with MPD, collect feedback.
Year round	Research, plan, and deliver AAPI events that will go beyond "eating and dancing" including: Partner with local film festivals and do various types of AAPI "culture" promotion via films or short videos. Partner with them also to promote MOAPIA programs/services.
Year round	Interact with museums in DC that have cultural exhibits already planned. Invite communities. In particular, pursue a collaboration with the Smithsonian APA Center on projects that advance AAPI culture.
Quarterly	ANC meetings

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.

ANSWER: MOAPIA has been publishing news, updates, and activities of the agency through its website, active use of social media, Facebook, Twitter, Instagram, and through online newsletters (i.e. bi-weekly newsletter and MOAPIA Updates). MOAPIA also publishes relevant meetings and announcements through the DC Register. MOAPIA continues to be transparent by providing information consistently and frequently to ensure the AAPI community is aware of all products, services, events, grant opportunities and issues that affect their community.

Follow us on:

- MOAPIA official website: <https://apia.dc.gov>
- Facebook: www.facebook.com/dcmoapia
- Twitter <https://twitter.com/dcmoapia>
- Instagram <https://www.instagram.com/dcmoapia>,

18. What collaborations, initiatives, or programs have been successful in FY18 and FY19 to date? Why were they successful?

ANSWER: For the fourth consecutive year, MOAPIA hosted events throughout the summer as part of the Chinatown Park Series. This successful series of events aims to attract more visitors to Chinatown Park, which was underutilized prior to the launch of this initiative in 2015. Events within the Chinatown Park Series align with the Mayor’s FitDC Initiative; provide opportunities for community members to connect with District government agencies and learn more about the programs and services offered; and celebrate the cultural diversity that exists within Washington DC. MOAPIA partnered with 26 District agencies and community organizations on these events.

Below lists other collaborations that MOAPIA had in FY18 and FY19 to date:

FY 2018	
Event names	# of partners
Diwali Reception 2017	CBO and private: 1 1. The Smithsonian’s Museums of Asian Art
Asian American and Pacific Islander Heritage Month celebration	CBO and private: 1 Embassy of Indonesia Government entity: 1 DC Commission on the Arts and Humanities
Foodelicious	CBO and private: 1 The Smithsonian’s Museums of Asian Art

<p>Chinatown Park Summer Series</p> <p>16 events</p> <p>Series 2018 includes Tai chi and fitness sessions (11)</p> <p>- Movie nights (4)</p> <p>- Chinatown festival (1)</p>	<p>CBO and private: 14</p> <ol style="list-style-type: none"> 1. APA Film 2. Be Here Now Yoga 3. Chinese American Citizens Alliance 4. Chinese Community Church 5. Chinese Consolidated Benevolent Association 6. DowntownDC BID 7. Embassy of Kyrgyzstan 8. George Washington University Confucius Institute 9. Honest Tea 10. Jordin’s Paradise 11. MT Vernon Triangle CID 12. Orange Theory Fitness 13. Pure Barre 14. Korean Cultural Center <p>Government entity: 12</p> <ol style="list-style-type: none"> 1. ANC 2C 2. National Park Services 3. DC Department of Parks and Recreations 4. DC Metropolitan Police Department 5. DC Public Library 6. DC Water 7. DHCD 8. DHS 9. DCRA 10. DOES 11. Fit DC 12. Smithsonian National Zoo
<p>Office Hours & Community Visits</p> <p>9 sessions</p>	<p>CBO and Private : 7</p> <ol style="list-style-type: none"> 1. Marbury Plaza Apartments 2. Asian Senior Center (2) 3. Gibson Plaza 4. Golden Rule Plaza (3) 5. Bernice Elizabeth Fontenau Senior Wellness Center 6. St. Mary's Courts
<p>Toy Drive 2017</p>	<p>CBO and Private : 7</p>

	<ol style="list-style-type: none"> 1. Chick-Fil-A 2. Korean American Grocers Association 3. Harris Teeter 4. Pizza D'oro 5. Tropical Smoothie Cafe 6. Martha Watanabe 7. Walter Lee
DCRA Dry Cleaner Operation Compliance Training	Government entity: 1 DCRA
AAPI Restaurant Operators' Meeting with DCRA	CBO and Private : 1 Chinese American Culinary Federation Government entity: 1 DCRA
AAPI media interview with DCRA Director	Government entity: 1 DCRA
Movie Screening: Havana Divas	CBO and Private : 1 Chinese Film Festival
FY 2019	
Diwali Reception 2018	CBO and private: 1 The Smithsonian's Museums of Asian Art
Toy Drive 2018	CBO and Private : 10 <ol style="list-style-type: none"> 1. Pizza D'oro 2. Match box 3. Old City Market and Oven 4. Tropical Smoothies café 5. KAGRO Food and Beverages 6. China General Chamber of Commerce 7. Walter Lee 8. Payal Arora 9. Willy Wong 10. Martha Watanabe

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

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

ANSWER: MOAPIA solicits feedback and comments through customer satisfaction surveys distributed at various community events. The feedback is used to gauge the practicality of the workshops and activities' content in order to improve the planning of future events. Based on the feedback, MOAPIA constantly explores new ways to become more effective in its activities. MOAPIA's webpage also has a section for constituents to submit feedback via the "Ask the Director" link, which is checked on a daily basis. In planning events and projects, MOAPIA actively seeks more partnerships, both with governmental and non-governmental entities to reach a large audience and attract more resources to improve the programs' qualities.

20. Please provide a list of all studies, research papers, and analyses ("studies") the Office requested, prepared, or contracted for FY18 and FY19 to date. Please state the status and purpose of each study.

ANSWER: MOAPIA worked with the Urban Land Institute (ULI), a nonprofit organization providing expertise in improving the use of land, to seek innovative ideas that could help transform Chinatown Park and make it a more engaging public place for all residents in the District. MOAPIA and its partner ULI hosted a stakeholder roundtable with community leaders including advocates, business owners, and long-time residents to gather their viewpoints toward Chinatown Park and learn about the previous attempts to transform the vicinity. The stories shared at the roundtable helped ULI's Technical Assistance Panels (TAPs), a group of experts including property developers, investors, and planners, better understand a variety of challenges associated with Chinatown Park and further, to publish an analysis report. In FY18, MOAPIA received the ULI-TAP's report titled "Realizing a New Vision for Chinatown Park" which details several recommendations and potential action plan items to enhance the streetscape of Chinatown and increase public's access to Chinatown Park. The final version of the TAP report can be found here: <https://apia.dc.gov/publication/chinatown-park-tap-report>

In addition, MOAPIA hosted The Asian American and Pacific Islander (AAPI) Leadership Action Forum on April 21 2018, to hear from a diverse group of community leaders to discuss pressing issues for the AAPI community and develop solutions through five-hour conversations and priority-setting in key areas: health, K-12 education, small business, public safety, adult education, affordable housing, civil liberties, immigration and arts and culture. MOAPIA developed a report including the established priorities and recommendations from the forum, which will serve as an essential guidance for MOAPIA's work agenda in the coming years.

21. How many community based grants were awarded in FY 2018?

ANSWER: Eight grantees were awarded through MOAPIA’s AAPI Community Grant in FY 2018.

22. How many community based grants have been or will be awarded in FY 2019?

ANSWER: Nine grantees were awarded through MOAPIA’s AAPI Community Grant in FY 2019.

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2018 – FY 2019 to date. For each contract, please provide the following information where applicable.

- a. The nature of the contracting party.
- b. The nature of the contract, including the end product or service.
- c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.
- d. The term of the contract.
- e. Whether the contract was competitively bid or not.
- f. Funding source.

FY18					
Name of Contracting Party	Nature of Contract/End Product or Services	Fund Assigned and Actual Amount	Term of the contract	Was it competitively bid? (Yes/No)	Funding source
Chinatown Service Center	Social services	\$45,000.00	Annual grant	Yes	local
Hepatitis B Initiative of Washington, DC Inc.	Social services	\$52,500.00	Annual grant	Yes	local
Domestic Violence Resource Project	Domestic violence victim assistance/ educational outreach	\$32,500.00	Annual grant	Yes	local
Asian American Leadership Empowerment and Development	Education	\$48,000.00	Annual grant	Yes	local
Asian Pacific American Legal Resource Center	Legal Assistance	\$20,000.00	Annual grant	Yes	local
Housing Counseling Services	Housing	\$27,500.00	Annual grant	Yes	local

Library Without Borders	Social services	\$5,000.00	Annual grant	Yes	local
Washington English Center	ESL classes	\$12,500.00	Annual grant	Yes	local
FY19					
Name of Contracting Party	Nature of Contract/End Product or Services	Fund Assigned and Actual Amount	Term of the contract	Was it competitively bid? (Yes/No)	Funding source
Asian American LEAD	Education	\$44,000.00	Annual grant	Yes	local
Asian Pacific American Film	Arts	\$5,000.00	Annual grant	Yes	local
Asian Pacific American Legal Resource Center	Legal Assistance	\$20,000.00	Annual grant	Yes	local
Asian/Pacific Islander Domestic Violence Resource Project	Domestic violence victim assistance/ educational outreach	\$32,500.00	Annual grant	Yes	local
Chinatown Service Center	Social services	\$45,000.00	Annual grant	Yes	local
Hepatitis B Initiative of Washington, D.C. Inc.	Social services/Health	\$44,000.00	Annual grant	Yes	local
Housing Counseling Services	Social services	\$35,000.00	Annual grant	Yes	local
The Metro DC Community Center	Educational outreach/Community building	\$4,000.00	Annual grant	Yes	local
Washington English Center	ESL classes	\$18,250.00	Annual grant	Yes	local

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?

ANSWER: MOAPIA reviews submitted quarterly reports from grantees and conducts onsite visits.

25. Of the organizations that received a community-based grant in FY 2018, how many also received community based grants in FY 2017?

ANSWER: Of the eight organizations that received a community-based grant in FY2018, seven organizations also received community based grants in FY2017.

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

ANSWER: MOAPIA uses an independent review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. The panel members will review and score applicant proposals and submit recommendations for awards.

After reviewing the recommendations and any other relevant information, MOAPIA will decide which applicants to award funds and the amounts to be funded. The final decision to award a grant to an applicant rests solely with MOAPIA.

27. Did the Office receive any grants in FY 2018? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

ANSWER: After being selected as a recipient of the Urban Land Institute-Technical Assistance Panel (ULI-TAP) project, MOAPIA received a \$25,000 grant with its grant proposal detailing Chinatown Park's limited access and MOAPIA's vision to make the park more accessible to all residents. Instead of MOAPIA monetizing and using the grant money, ULI used the sum to cover the ULI-TAP fee and bring a group of qualified experts, or TAPs, who could study the Chinatown area and provide MOAPIA with recommendations to enhance programming and access in Chinatown Park. ULI also published an analysis report that contains several innovative suggestions and potential action items for MOAPIA to build on.

28. Has the Office sought any grant opportunities in FY 2019?

ANSWER: Not as of yet. However, MOAPIA will be searching for grant funding opportunities to help support Census outreach work.

29. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?

ANSWER: As with all DC agencies, MOAPIA participates in standard CAFR audit and works with the Agency Fiscal Officer to maintain proper check and balances.

30. What are the Office's goals going forward in FY2019?

ANSWER: MOAPIA aims to continue to deliver a diverse range of services giving District AAPI residents and business owners equal access to its programs and services which are in conjunction with Mayor Bowser's second term goals.

- Advocate for more resources to better meet the needs for mental health services from AAPI community

- Support English as second language training and promote job preparation and job readiness programs among AAPI community
- Support MPD in working effectively with the AAPI community by enhancing MPD officers' understanding of AAPI cultures and bridging MPD and AAPI community
- Educate residents of tenant's rights, share information on ownership and other affordable rental opportunities in the district with AAPI community

Commission on Asian and Pacific Islander Affairs

31. Has the Commission on Asian and Pacific Islander Affairs been active? If so, when was the last meeting?

ANSWER: Yes, the Commission on Asian and Pacific Islander Affairs meets every month through meetings that are open to the public. The Commission also communicates regularly through email. In addition, the Commission also identified two main priorities: advocating for more language access and cultural sensitivity throughout DC agencies, and finding ways to addressing AAPI's health related issues in the District. The most recent meeting was on January 16, 2019.

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

ANSWER: The Commission is comprised of active community leaders that regularly attend community meetings and events, allowing them to interact with AAPI residents on a frequent basis. At these meetings, Commissioners share information about the Mayor's initiatives including DC Health Link, the DC Zero Waste Program, and the Rat Abatement Program. Commissioners also participated in Mayoral events throughout the year including the Martin Luther King peace walk, the Barak Row July 4 Parade, the Accountability Report Release and the budget engagement forums... They also wrote a letter to Mayor Bowser and Co-Chairs of Our Schools Leadership Committee to give feedback on the selection of DCPS Chancellor so that the District would have a Chancellor.

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

ANSWER: The Commission has promoted funding opportunities available through the DC government including the Mayor's Immigrant Justice Legal Services Grant Program, MOAPIA's AAPI Community Grant Program and others, to community based organizations that serve the District's AAPI community. They also invite AAPI serving community organizations as guests to the Commission meetings to learn more about their services and needs. In addition, the Commission also provides their input in helping develop materials for cultural competency training that can help enhance MPD's capacity in serving AAPI communities.

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 FY18 and FY19.

ANSWER: MOAPIA's top five priorities for the Commission:

- Continue in helping promote available DC programs and services to the AAPI community
- Refer other AAPI members to get more involved with DC programs and activities
- Encourage the Commission to attend Mayoral events
- Refer other qualified DC AAPI members to join the Commission

- Provide input to MOAPIA staff and MPD as they help create a cultural competency training for MPD.

35. Please provide a list of all current Commission on Asian and Pacific Islander Affairs vacancies.

ANSWER: The Commission on Asian and Pacific Islander Affairs has two vacancies

36. What areas (e.g., financial training, procedural training) do you think the Commission on API Affairs' needs the most assistance?

ANSWER: Of the District's foreign born population, about 19.5% were born in Asia; therefore, immigration-related issues continue to have a major impact on the AAPI community living in DC. Due to proposed changes to immigration policies on the federal level, the Commission should remain informed about these changes and stay up-to-date about what the Mayor is doing to protect and support immigrant communities such as through the Immigrant Justice Legal Services Grant. MOAPIA will continue to share pertinent information with the Commission at the monthly meetings

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

ANSWER: The current membership of the Commission includes the country of the United States of America by citizenship and the countries of Burma, India, Korea, Nepal, and Japan by ethnic heritage, as well as a member with Native Hawaiian ancestry.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mayor's Office of Veterans Affairs**



**Responses to Fiscal Year 2018-2019
Performance Oversight Questions**

**Elliot Tommingo
Interim Director**

Submission to

**Committee on Government Operations
Council of the District of Columbia
The Honorable Brandon T. Todd, Chairperson**

February 8, 2019

John A. Wilson Building
1350 Pennsylvania Ave., NW,
Washington, DC 20004

**Mayor's Office of Veterans Affairs
FY18-19 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 Office of Veterans Affairs Establishment Act of 2001, Oct. 3, 2001, D.C. Law 14-28, § 703, 48 DCR 6981. This Act is codified in the Code of the District of Columbia at § 49-1002.

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

The Office of Veterans Affairs does not have delegated powers through a Mayor's Order.

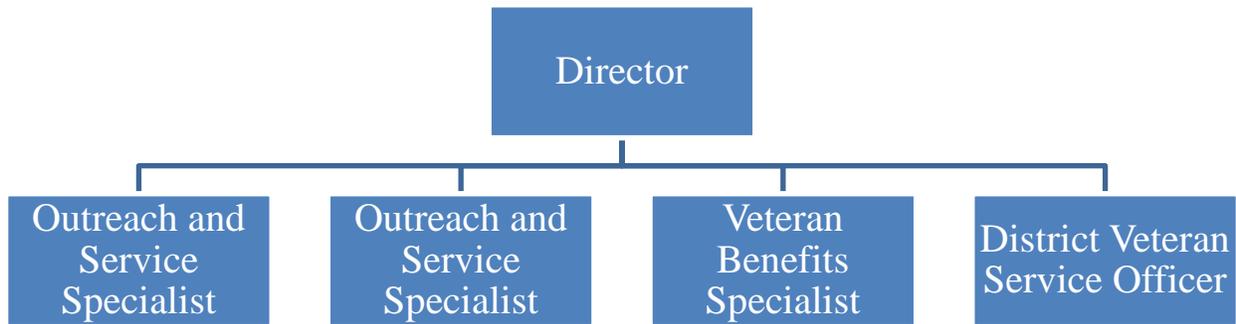
- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute).

PR21-911, the "Director of the Office of Veterans Affairs Ely S. Ross Confirmation Resolution of 2016", which was approved on December 6, 2016. Elliot Tommingo was appointed as Interim Director in January 2019.

2. Please explain the mission of your Office.

The Mayor's Office of Veterans Affairs (MOVA) is dedicated to serving the District's veteran community, their families, survivors, and military caregivers. MOVA seeks to connect veterans with available resources to address the broad range of social, economic, and healthcare needs of the District's veteran community by building strategic partnerships with public and private organizations, creating veteran-centered policy initiatives, and developing strong relationships with the veteran community. Building on these relationships, MOVA acts as a liaison between the District's veteran community and the Mayor, District agencies, federal agencies, and non-profit organizations to ensure that the District's veteran community has access to the full range of resources available to them.

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.

1. **Elliot Tommingo, Interim Director**
2. **Vacant, Outreach and Service Specialist**
3. **Sharod Wade, Outreach and Service Specialist**
4. **Carole McDowney, Veteran Benefits Specialist**
5. **Robert Pearson, District Veteran Service Officer**

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

In FY19, MOVA received an additional FTE to serve as a District Veteran Service Officer.

4. Please provide a complete position listing for your office for fiscal year 2018 to date, including the following information.

- a. Name of employee.
- b. Title of position.
- c. Grade, series, and step of position.
- d. Date employee began.
- e. Salary and fringe benefits.
- f. Job status (continuing, term, temporary or contract).

Name of Employee	Title of Position	Grade, Series, and Step of Position	Date Employee Began	Salary and Fringe Benefits	Job Status
Elliot Tommingo	Interim Director	Grade 7	1/20/2019	\$100,312.12	Excepted
Elliot Tommingo	Outreach and Service Specialist	Grade 5	5/08/2017-1/19/2019 Vacant as of 1/20/19	\$76,120.00	Excepted
Sharod Wade	Outreach and Service Specialist	Grade 5	2/20/2018	\$67,406.21	Excepted

Carole McDowney	Benefits Specialist	Grade 12 Step 5	01/02/2015	\$83,078.00	Career
Robert Pearson	Claims Specialist-District Veteran Service Officer	Grade 5	10/22/2018	\$67,406.21	Excepted

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. MOVA conducts annual performance evaluations of all employees. The Director is responsible for conducting these evaluations. In addition to the annual and mid-year performance reviews, the Director conducts monthly check-in reviews to ensure that all employees are meeting individual job requirements.

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 of Veterans Affairs does not currently have any 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.
 - b. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned.
 - c. A list of employee bonuses or special award pay granted in FY18 and FY19, to date.
 - d. A list of travel expenses itemized by employee.
 - e. A list of the total overtime and workman’s compensation payments paid in FY18 and FY19 to date.

All employees listed in question four have been provided with cell phones at the Office’s expense. All other questions do not apply to the Mayor’s Office of Veterans Affairs.

8. Please provide a chart showing your office’s approved budget and actual spending, by division, for FY18 and FY19 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Agency Name: Office of Veteran Affairs							
Appropriated Fund	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 YTD Expenditures	Variance	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 YTD Expenditures
Local Funds	\$ 467,213	\$ 476,668	\$ 465,031	\$ 11,637	\$ 617,442	\$ 617,442	\$ 215,817
Intra-District Funds		\$ 60,000	\$ 60,000	\$ -			
Special Revenue Funds	\$ 5,000	\$ 5,000	\$ 4,987	\$ 13	\$ 5,000	\$ 5,000	\$ 789
Private Donations							
Federal Funds							
Total	\$ 472,213	\$ 541,668	\$ 530,018	\$ 11,650	\$ 622,442	\$ 622,442	\$ 216,605
Comments on Staffing:							
Comments on Other Significant Matters:							
The agency first added special purpose revenue for FY 2013. The revenue is from the veterans license plate sales and will be used to support recognition and outreach programs. The actual revenue is about \$ 5,000 per year.							

9. Please list any reprogramming, in or out, which occurred in FY18 or FY19 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 of Veterans Affairs did not reprogram any FY18 or FY19 funds.

Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY18 or FY19 to date.

Office of Veterans Affairs (VA0)				
Fiscal YEAR 2018				
Total	Amount	FTEs	Sending Agency	Service
	\$0			
	Amount		Receiving Agency	Service
	\$ 938.30		DPW	Fleet Management
	\$ 7,000.00		AA0	Support Services
	\$ 60,000.00		TC0	Veterans Transportation Services
Fiscal YEAR 2019				
Total	Amount	FTEs	Sending Agency	Service
	\$0			
	Amount		Receiving Agency	Service
	\$ 120,000.00		TC0	Veterans Transportation Services
	\$ 7,000.00		AA0	Support Services
	\$ 801.00		DPW	Fleet Management

10. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY18 or FY19 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 FY18 and FY19 to date.
- e. Expenditures of funds, including the purpose of each expenditure, for FY18 and FY19 to date.

Office of Veterans Affairs (OVA)			
Veterans License Plate Revenue			
Fiscal Year	Revenue Recognized	Expenditures	Balance
2012	2,652.00		2,652.00
2013	2,548.00		2,548.00
2014	3,172.00		3,172.00
2015	4,758.00		4,758.00
2016	6,110.00		6,110.00
2017	5,590.00	(9,896.45)	(4,306.45)
2018	7,176.00	(4,986.60)	2,189.40
2019			
	32,006.00	(14,883.05)	17,122.95
FY 2018 REVENUE THRU 09/30/2018			

11. Did the Office participate in any ethics trainings in FY 2018 and FY 2019 to date?

Yes, the Mayor’s Office of Veterans Affairs participated in Ethics, Hatch Act, Cyber Security, and Sexual Harassment Prevention trainings.

12. Please provide a list of types and dates of training/information sessions the Office has planned for FY19.

MOVA has several reoccurring events and information sessions scheduled for FY19. The Office will continue to host monthly veteran round table events, monthly meetings of the Advisory Board, and quarterly special advocacy events.

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

The Office works to identify the entire veteran population and establish a working relationship to connect the veteran, family member, survivor, or caregiver with benefits and services. The Office has been successful in providing a foundation and trust amongst its veteran population resulting in a large increase of DC veterans seeking claims, benefits, and other forms of assistance.

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

The Mayor's Office of Veterans Affairs hired its first accredited veteran claims officer in October 2018. This accreditation will require regular training on existing or emerging veteran benefits and claims policies. MOVA's Director is in contact with the U.S. Department of Veterans Affairs' Veteran Benefits Administration to coordinate available trainings and information sessions. In 2018, the Office participated in the No Wrong Door/DC Link working group to coordinate training information at other District agencies. The Office's goal is to ensure employees are screening for veterans utilizing services by asking the question: "Have you served in the military?" Training such as this will maximize opportunities to connect veterans seeking services at other District agencies with additional benefits and resources available to them because of their service to our nation. Finally, the Office will continue to seek training and coordination with the multiple organizations and councils addressing DC homelessness.

15. 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.

District Veteran Service Officer:

During FY2018, the Mayor's Office of Veterans Affairs partnered with volunteer service officers who were specially trained to provide expert assistance, free of charge, to veterans and their families. During FY18, MOVA's Claims Clinics provided an estimated \$5.7 million in total benefits for 410 DC veterans.

On October 22, 2018, MOVA hired its first District Veteran Service Officer (DVSO) responsible for assisting veterans, spouses, family members, survivors, and military caregivers in applying for benefits from the U.S. Department of Veterans Affairs by initiating or reopening claims. The DVSO is accredited through the Veterans of Foreign Wars (VFW), allowing access to the Department of Veterans Affairs claims database and the Veterans Benefit Management System (VBMS). Since November 2018, the Mayor's Office of Veterans Affairs' DVSO has advised 72 veterans on their benefits and filed claims for 36 veterans with a possible net compensation of \$1.2 million.

Vocational Rehabilitation Clinics:

In June 2017, the Mayor's Office of Veterans Affairs partnered with the Department of Disability Services' Rehabilitative Services Administration to provide veterans with dedicated access to a vocational rehabilitation counselor. The Vocational Rehabilitation program provides vocational and rehabilitative services to individuals with disabilities to help them prepare for, secure, regain, or retain employment. The vocational rehabilitation

counselor is available twice a month on Tuesdays. This partnership has provided screening and enrollment to 210 DC veterans.

DD-214 Upgrade Clinics:

Since 2017, the Mayor's Office of Veterans Affairs has hosted nine DD-214 Upgrade Clinics with pro bono legal service providers, to assist veterans in applying for an upgrade to their DD-214 discharge status or for a military service record correction. Having a less than honorable discharge can prevent a veteran from accessing U.S. Department of Veterans Affairs benefits and services, including health care and other social services; as well as District level programs and benefits. MOVA is dedicated to ensuring that the service of our veterans is reflected in their military records so that they may be able to fully access the services and benefits they have earned. All branches of the military consider a veteran to have a strong case for a discharge upgrade if you can show your discharge was connected to any of these categories:

- Mental health conditions, including post-traumatic stress disorder (PTSD);
- Traumatic brain injury (TBI);
- Sexual assault or harassment during military service; or
- Sexual orientation (including under the Don't Ask, Don't Tell policy).

MOVA works closely with our community legal partners to regularly hold these clinics. The Office will be holding additional clinics during the summer and fall of 2019.

DD-214 Record Requests:

The Mayor's Office of Veterans Affairs completed an MOU with the U.S. Department of Defense (DoD) in January 2018 and has begun receiving electronic copies of DD-214 data. The Office now has access to the DoD's database, which allows the user to specifically query service member records. The result will allow the Office to provide District veteran residents discharged after 2015 with DD-214 documentation immediately, rather than referring them to the National Archives in St. Louis, Missouri. This will allow service members to obtain necessary documentation for employment, healthcare, social services, and other benefits in a timelier manner.

To accommodate this new electronic records delivery, MOVA is in the process of procuring a Fed Ramp compliant database to house the records. Once the database has been procured, the Office will begin uploading the more than 17,000 paper records to the database. This will allow the Office to provide DD-214 records to service members discharged before 2015 if they elected to have their records sent the Office of Veterans Affairs.

Veteran Round Tables:

The Mayor's Office of Veterans Affairs hosts a veteran round table once a month in the DC City Center Conference Rooms at 441 4th St NW. This round table series is an informal two-hour meeting where veterans can raise concerns in the veteran community, discuss the Office's initiatives, and help shape future programs.

LGBTQ Veteran Round Tables:

The Mayor's Office of Veterans Affairs both hosts and co-hosts a LGBTQ Round Table every quarter. This round table series is designed to increase engagement with the District's LGBTQ veterans. The LGBTQ veteran population is a historically underserved population and these round tables provide an opportunity to connect more veterans with the services and benefits they have earned. Statistically, LGBTQ veterans are less likely to identify as a veteran, are less likely to access services and benefits, and are more likely to suffer from systemic issues seen in the veteran community (e.g., homelessness and suicide) than veterans who identify as straight. Similarly, they are an opportunity for LGBTQ veterans to raise concerns, discuss the Office's initiatives, and help shape future programs. The next LGBTQ Veterans Roundtable is occurring February 26, 2019, at the DC Veterans Affairs Medical Center, and will be co-hosted by The DC VAMC Veterans Mental Health Advisory Council.

Women Veteran Round Tables:

The Office's efforts to design a women's veteran license plate, completed in March 2018, was an opportunity to drive engagement with the District's women veteran population. Building on the success of that program, the Mayor's Office of Veterans Affairs launched a Women Veterans Round Table series beginning in March 2018. Women veterans are a historically underserved population and these round tables will provide an opportunity to connect more women veterans with the services and benefits they have earned. Washington, DC has one of the highest concentrations of women veterans per capita in the country. Statistically, women veterans are less likely to identify as a veteran, are less likely to access services and benefits, and are more likely to suffer from systemic issues seen in the veteran community (e.g. homelessness and suicide) than their male veteran counterparts. This round table series is designed to drive more engagement with our women veterans and provide a platform to connect them with more services and benefits. Future roundtables are being scheduled for summer 2019.

Mayor's Veteran Affairs Advisory Board Monthly Meetings:

The Mayor's Office of Veterans Affairs supports and assists the Mayor's Veterans Affairs Advisory Board in holding its monthly meetings. The Mayor's Veterans Affairs Advisory Board serves as an advisory body to the Mayor, the Mayor's Office of Boards and Commissions, the Office of Veterans Affairs, the Department of Employment Services, the Department of Health, the Department of Human Services, and other District government departments, agencies, and offices on all matters pertaining to Veterans in the District of Columbia.

The Advisory Board meets monthly on the first Tuesday of each month. When that date falls on a holiday or another conflict is present, the Board will vote the month prior to move the meeting date. The next Advisory Board meeting is scheduled for March 5, 2019.

Veterans Day of Service:

The Mayor's Office of Veterans Affairs, in partnership with local Veteran Service Organizations, and other District agencies, hosted the second annual Veterans Day of Service on November 10, 2018. 250 local veterans joined together in a community service project for the Richardson and Clay Terrace Dwellings in Ward 7. This is an annual event and more information will be available starting September 2019.

Veterans Day Television Special:

The Mayor's Office of Veterans Affairs, in partnership with the DC Office of Cable Television, Film, Music and Entertainment (OCTFME) and KMC Empowerment, produced a Post-Traumatic Stress (PTS) Veterans Day Awareness Special that highlighted DC veterans, spouses, caregivers, and policy makers. This special focused on successful treatments, emerging treatments, alternatives to opioids, and recovery stories, complimented by DC veterans performing music and comedy. The 90-minute special aired on DCN on November 11 and 12, 2018 at 8:00pm. The Office intends on creating another special with OCTFME for Veterans Day 2019. You can view the Veterans Day 2018 special at our website [our website](#).

Veteran-Owned Small Business Stakeholder Meetings:

The Mayor's Office of Veteran's Affairs partners with the DC Department of Small & Local Business Development to host a monthly Veterans' Business Stakeholders group aimed at building and strengthening support for our local veteran business community through government and community engagement. The first stakeholder meeting was held in December 2017. The stakeholder meetings are held once a month in different locations and formats. The meetings are always an open forum, and anyone interested in the topic is welcome and encouraged to come out. Future meetings are scheduled for February 12, February 26 (Military Saves Week), and March 5 at 202 Creates Studios.

VetsRide:

The Mayor's Office of Veterans Affairs began VetsRide, a pilot transportation project in November 2017 for low-income and homeless veterans. VetsRide provides free taxi rides to veterans who were residents of Washington, DC and made less than \$30,000 per year. Eligible veterans were able to take roundtrip rides to medical appointments, educational opportunities, and job interviews. From November 2017 to January 2018, and July 2018 to January 2019, VetsRide provided 5,900 free rides for 374 veterans. The program is currently suspended due to funding. The Office is currently working to secure additional funding for the program.

DC Veterans Capital Bikeshare:

Starting March 2019, the Mayor's Office of Veterans Affairs has partnered with District Dept of Transport (DDOT) and DDOT contractor Motivate International, to provide eligible DC veterans with a free Bikeshare account for one year. Motivate International will charge MOVA's registered account holders using MOVA's "portal" account five dollars for an annual membership for the first 600 veterans. DDOT will cover the additional cost for any veterans beyond the first 600. This program will be focused on student veterans throughout the District.

Mayor's Office of Veteran Affairs Pathways to Work:

In February 2019, the Mayor's Office of Veterans Affairs, working in partnership with the DMV and the Central Collection Unit (CCU), launched a program designed to help District veterans who cannot afford a driver's license because of debt from tickets, insurance lapse, booting, towing, or impounding. This program will allow eligible DC veterans the option to obtain a two-year driver license while not beginning payment on their debt for up to six months.

D.C. Hires Vets:

The Mayor's Office of Veterans Affairs in partnership with DCHR and the DC National Guard hosted its second DC Hires Vets event, offering veterans and their spouses the opportunity to connect with District and federal agencies; as well as private sector companies. Select participating agencies conducted interviews with authority to make contingent job offers on-the-spot. 454 DC veterans and their spouses attended, 120 interviews were conducted by 80 vendors. This event is in its planning stages for a possible repeat in fall 2019.

16. 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 Mayor's Office of Veterans Affairs has worked to make our activities more transparent to the public in several ways. The Office has completed a substantial update of its website to provide more relevant information on the myriad of benefits, services, community programs, and other events available for veterans and their family members at the federal and District levels. Moreover, the Office distributes a bi-monthly newsletter to over 9,650 recipients. This newsletter is disseminated via email and text message alerts. Furthermore, the Office has worked to host regular community engagements, such as our veteran round table series, which give veterans an opportunity to engage directly with the Office and have input on programs and initiatives. The Office also works to connect the veteran community with Budget Engagement Forums and other opportunities to engage with the Bowser Administration. Finally, the Office increased its televised, print, web, and radio press activity to notify DC veterans and their families about upcoming events, programs, and services.

17. What collaborations, initiatives, or programs have been successful in FY18 and FY19 to date? Why were they successful?

The Mayor's Office of Veterans Affairs has another successful year in which we delivered new collaborations, initiatives, and programs (as outlined in question 16).

These new programs are successful in large part because they deliver specific value to various segments of the District's veteran population. By design, each program includes at least one community or government partner, which aids the program in gaining immediate traction and attention in the veteran community. Moreover, the programs are supported and advertised by a robust outreach campaign, which aids in ensuring that as many veterans, family members, and veteran service organizations are aware of and able to participate in the event.

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

At present, the Office solicits feedback from customers through direct engagement at community events. Feedback is also provided through the Office’s Twitter and Instagram accounts, which have a combined total of 1,500 followers.

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

Through this feedback, the Office has learned that our veteran community has been pleased with our operations over the last year and wants them to grow. We have received very positive feedback on our community engagement events (e.g., veteran round tables and Veterans Day of Service). Moreover, we have received significant and overwhelmingly positive feedback on our bi-monthly newsletter and claims services.

- b. How has the Office changed its practices because of such feedback?

As with all operations, there is always room for improvement. The Office has worked with its new DVSO to ensure our claims appointments provided ample time to complete all necessary work and follow up, ensuring quality service.

Other members of the community, particularly our aging veterans, have asked for more information to be disseminated on non-web-based platforms. In response to this request, we created monthly one pager and a comprehensive District Veteran Resource Guide. During FY19, the Office will be developing pamphlets for Returning Citizen veterans, LGBTQ veterans, and a comprehensive MOVA design for distribution. Furthermore, we’ve been notifying veterans via text message that our newsletter has been published and a “text to subscribe” feature allowing those without an email address to connect with the Office.

19. Please provide a list of all studies, research papers, and analyses (“studies”) the Office requested, prepared, or contracted for FY18 and FY19 to date. Please state the status and purpose of each study.

The Mayor’s Office of Veterans Affairs has not commissioned any studies for FY18 and FY19.

20. How many community-based grants were awarded in FY 2018?

The Mayor’s Office of Veterans Affairs does not award community-based grants.

21. How many community-based grants have been or will be awarded in FY 2019?

The Mayor’s Office of Veterans Affairs does not award community-based grants.

22. Please list each contract, procurement, lease, and grant (contract) awarded or entered by your office during FY 2018 – FY 2019 to date. For each contract, please provide the following information where applicable.
 - a. The nature of the contracting party.
 - b. The nature of the contract, including the product or service.

- c. The dollar amount of the contract, including the budgeted amount and the amount spent.
- d. The term of the contract.
- e. Whether the contract was competitively bid or not.
- f. Funding source

The Mayor's Office of Veterans Affairs did not conduct any purchase orders for FY18 or FY19.

23. Did the Office conduct oversight of the organization to which its awards grants to ensure funds are used as intended? If so, how many oversights?

The Mayor's Office of Veterans Affairs does not award community-based grants.

24. Of the organizations that received a community-based grant in FY 2018, how many also received community-based grants in FY 2017?

The Mayor's Office of Veterans Affairs does not award community-based grants.

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

The Mayor's Office of Veterans Affairs does not award community-based grants.

26. Did the Office receive any grants in FY 2018? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

The Mayor's Office of Veterans Affairs does not award community-based grants.

27. Has the Office sought any grant opportunities in FY 2018?

The Mayor's Office of Veterans Affairs has not sought any grant opportunities.

28. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?

No, the Mayor's Office of Veterans Affairs has not requested an internal or external audit be conducted for the Office. MOVA follows all record keeping and fiscal requirements. Moreover, we participate in any audits that may be required.

29. What are the Office's goals going forward in FY2019?

The goals of the Office moving forward in FY 2019 are:

- 1. Sustain and build upon the current level of operations and deliver quality results to the District's veteran population while the quantity and quality of programs and services increases.**

2. **Continue to connect veterans, family members, survivors, and caregivers to the services and benefits they have earned.**
3. **Continue to identify quality strategic partners to provide additional services, benefits, and opportunities for the District's veteran population.**
4. **Identify and engage with new segments of the District's veteran population.**
5. **Connect more veterans and their families with Mayor Bowser's programs and provide pathways to the middle class for our veteran residents.**

Advisory Board on Veterans Affairs for the District of Columbia

30. Has the Advisory Board on Veterans Affairs for the District of Columbia (Advisory Board) been active? If so, when was the last meeting?

Yes, the Mayor's Advisory Board on Veterans Affairs has been active and meets on the first Tuesday of every month. The last Advisory Board meeting was held on February 5, 2019.

31. In what capacity has the Advisory Board worked with the MOVA?

The Mayor's Office of Veterans Affairs provides logistical support to facilitate the monthly meetings of the Mayor's Advisory Board on Veterans Affairs. The Advisory Board meets monthly on the first Tuesday of every month, and MOVA's Director provides a comprehensive update on operations to the Advisory Board. The Advisory Board has worked with MOVA to inform and develop veteran initiatives and programs. Moreover, the board members have been instrumental in supporting and attending our community events such as our bi-weekly veteran round tables and our Veterans Day of Service project in Ward 7. Finally, the Office supported the Advisory Board during its July 2018 DC Veterans Summit, where Board members, service organizations, and DC veterans researched and discussed possible policy ideas or changes for DC veterans.

32. How has the Advisory Board helped enhance the capacity of government agencies and other organizations to secure resources?

The Mayor's Veterans Affairs Advisory Board serves as an advisory body to the Mayor, the Mayor's Office of Boards and Commissions, the Office of Veterans Affairs, the Department of Employment Services, the Department of Health, the Department of Human Services, and other District government departments, agencies, and offices on all matters pertaining to Veterans in the District of Columbia.

33. What are your top five priorities for the Advisory Board? Please provide a detailed explanation for how the Board expects to achieve or work toward these priorities in FY18.

The Mayor's Office of Veterans Affairs top five priorities for the Advisory Board are as follows.

(1) The first goal for the Advisory Board is to hold a monthly meeting during the calendar year. MOVA has worked with the leadership of the Advisory Board to identify the first Tuesday of every month as the meeting date for the board. The Mayor's Office of Veterans Affairs has published notice of the meeting in the D.C. Register, on our website, and posted the notice on our office.

(2) The second goal for the Advisory Board is to drive more community engagement around the board's monthly meetings. While the Advisory Board's monthly meetings have become an event, which has continued to garner significant interest from the community, more public attendance is always necessary. MOVA is working with the Chairman of the Advisory Board to identify ways in which the Advisory Board can foster more community participation. The Mayor's Office of Veterans Affairs has published notice of the meeting in the D.C. Register, on our website, and posted the notice on our office. Moreover, the Office publishes notice of the monthly meetings in our bi-monthly newsletters.

(3) The third goal for the Advisory Board is to use the monthly meetings as a platform to highlight the Bowser Administration's programs, the service of our partner organizations, and to engage new community partners to support our collective work in the District to serve veterans. Often, members of the Advisory Board and the Office of Veterans Affairs invite community partners to give a presentation to the Advisory Board and members of the public in attendance. This has been a successful engagement tool and one that we are working to formalize. Our goal is to host at least one partner organization or potential partner organization at every monthly meeting. The Mayor's Office of Veterans Affairs and the leadership of the Advisory Board are actively working to recruit organizations to join the monthly meeting.

(4) The fourth goal for the Advisory Board is to encourage board members to work with and continue to develop their personal networks to disseminate information on services, benefits, events, and programs available for veterans in Washington D.C.

(5) The fifth goal for the Advisory Board is to work in partnership with the Mayor's Office of Veterans Affairs to organize a comprehensive Veterans Summit for veterans and organizations in Washington, DC the Advisory Board and the Mayor's Office have begun initial planning and discussions on scope, purpose, and timing. These planning sessions are ongoing.

34. Please provide a list of all current Advisory Board vacancies and an estimated timeline to fill those vacancies.

At present, there are no vacancies.

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

Upon appointment, members of the Advisory Board receive Ethics, Open Government, and Sexual Harassment Prevention training.

36. Please provide a list of types and dates of training/information sessions for the Advisory Board you have planned for FY19.

At present, the Mayor's Office of Veterans Affairs does not have any training or information sessions planned for the Advisory Board in FY19 beyond our scheduled monthly meetings.

37. What areas (e.g., financial training, procedural training) do you think the Advisory Board needs the most assistance with?

At present, the Advisory Board does not need training assistance.