

GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR



Responses to Fiscal Year 2021 Performance Oversight Questions

Rev. Thomas Bowen

Interim Director, Mayor's Office on African American Affairs

Submission to

Committee on Recreation, Libraries, and Youth Affairs

Chairperson Trayon White, Sr.

January 13, 2022

Committee on Recreation, Libraries, and Youth Affairs

John A. Wilson Building

1350 Pennsylvania Ave., NW

Washington, DC 20004

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).

Answer: The Mayor's Office on African American Affairs (MOAAA) was established under the D.C. Law 22- 59, the Office on African American Affairs Establishment Act of 2017.

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

Answer: There are no powers delegated to MOAAA through Mayor's Orders.

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

Answer: Under § 2-1398.01(b), MOAAA shall be headed by an Executive Director, who shall be appointed by the Mayor with the advice and consent of the Council pursuant to § 1-523.01(a).

2. Please explain the mission of your Office?

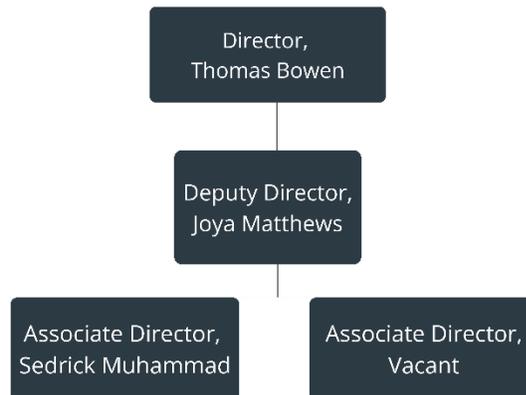
Answer: MOAAA's mission is to build relationships with government agencies, community-based organizations, and local businesses to ensure African Americans have access to resources to stay and thrive in the District.

MOAAA advises the Mayor on programs and policies to ensure African American have a fair shot in the District of Columbia. MOAAA works across all government agencies to bridge the equity gap, connects residents to economic opportunities, and convene community organizations that advance the health, wealth, and education outcomes of African Americans in our city. MOAAA celebrates and supports the preservation, history, and legacy of African Americans in the District.

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.

Answer:



Rev. Thomas L. Bowen - Executive Director:

- Serves as chief advocate for the needs of the District’s African American community
- Leads enhanced and coordinated community outreach and engagement by serving as the Director of the Mayor’s Office on African American Affairs (MOAAA) and the Mayor’s Office on Religious Affairs (MORA).
- Serves as liaison to the Commission on African American Affairs, the Commission on Fathers, Men and Boys, and the Mayor’s Interfaith Council.

Joya Matthews - Deputy Director:

- Serves as the key advisor to the Director in executing the administrative management responsibilities of the agency.
- Identifies challenges and areas of need for services or improvement of services and brings them to the attention of the Office of the Mayor and to the commissions with recommendations for meeting these needs, including conducting and implementing programs and demonstration projects to improve the status of African American residents.
- Oversees coordination of programs between MOAAA and community-based organizations, faith-based organizations and the private sector.
- Leads internal collaboration within the administration and coordination of interagency initiatives.
- Manages the African American Community Grant that funds qualified community-based organizations that serves the District’s African American community
- Manages social media accounts and office newsletters

Sedrick Muhammad- Associate Director:

- Assists the office in implementing and maintaining community outreach to inform residents about office programming, policy initiatives and District services in the areas of housing, health, employment, economic Development and education.
- Supports social media management.
- Serves as PIO for office, maintaining knowledge of District resources and events to assure a timely response to community concerns and inquiries.
- Office Administration (e.g. constituent services, referrals, and providing residents information on government services and programs)
- Assist community-based organizations and businesses by identifying resources within District government.

MOAAA has a vacancy in the position of Associate Director.

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

Answer:

Beginning in FY22, Mayor Bowser created the office of African American Strategic Engagement, which consolidates community outreach and engagement from several offices, including the MOAAA, the Office on Father’s Men and Boys and the Office on Religious Affairs. This consolidation fortifies the administration’s efforts to engage the community and more strategically align priorities.

4. Please provide a complete position listing for your office for fiscal year 2022 to date, including the following information.

Answer:

Position #	Title	Name	Hire Date	Grade	Salary	Series
00021185	Deputy Director	Matthews,Joya	11/27/2017	9	\$88,300.83	0100
00043593	Executive Director of African	Bowen,Thomas L	6/29/2016	E1	\$128,807.73	0100
00045819	Outreach & Service Specialist	Muhammad,Sedrick	10/25/2021	5	\$82,461.96	0100

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: The Executive Director conducts regular performance reviews and provides written and verbal feedback for corrective measures. Annual evaluations of staff will be conducted in FY22.

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: There are no employees detailed to or from MOAAA at this time.

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:

	Staff name	Cellphone	Laptop
1	Bowen, Thomas	X	X
2	Matthews, Joya	X	X
3	Muhammad, Sedrick	X	X

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

Answer: N/A

c. A list of employee bonuses or special award pay granted in FY21 and FY22, to date

Answer: No employees were granted bonuses or special award pay in MOAAA in FY21 or FY22.

d. A list of travel expenses itemized by employee.

Answer:

See attachment #Y

e. A list of the total overtime and workman's compensation payments paid in FY21 and FY22 to date.

Answer: There were no overtime or workman's compensation payments paid in FY21 or FY22 to date to any employees in MOAAA.

8. Please provide a chart showing your office’s approved budget and actual spending, by division, for FY20 and FY21 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Answer:

Activity	Activity Title	Comp Source Group	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 Expenditures
5002	OFFICE OF AFRICAN AMERICAN AFFAIRS	0011	197,459.27	197,459.27	143,659.08
		0013	0.00	0.00	7,273.75
		0014	38,307.09	38,307.09	34,331.12
		0020	0.00	0.00	0.00
		0040	5,000.00	5,000.00	0.00
		0050	112,591.00	57,591.00	55,761.25

9. Please list any reprogramming, in or out, which occurred in FY21 or FY22 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: MOAAA did not reprogram any funds in FY21 or FY22, to date.

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY20 or FY21 to date.

Answer: MOAAA did not receive any intra-District transfers during FY21 or FY22, to date.

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY21 or FY22 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 FY21 and FY22 to date. e. Expenditures of funds, including the purpose of each expenditure, for FY20 and FY21 to date.

Answer: MOAAA does not have any special purpose revenue accounts.

12. Did the Office participate in any ethics trainings in FY 2021 and FY 2022 to date?

Answer: Yes, MOAAA employees participated in Ethics Training in FY21.

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY22.

Answer: MOAAA will participate in Cyber Security Training, Ethics Training, and Sexual Harassment Prevention Training for FY 2022.

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

Answer: MOAAA continues to find new ways to communicate and engage with the African American community across all 8 wards, ensuring they are aware and connected to all available District Government resources and services. The office has had to pivot to reach the African American community in nontraditional ways amid the ongoing public health emergency.

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

Answer: MOAAA looks forward to continuing to grow the office's reach into the community and looks forward to further ensuring the continued success and prosperity of the District's African American community.

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:

- MOAAA African American Community Grant: In FY22, MOAAA awarded grant funding to 12 local nonprofits, they are as follows:
 - a. The Alliance of Concerned Men (ACM) provides trusted leadership and innovative, successful interventions around the issues of youth violence, gang intervention and mediation in the District of Columbia.
 - b. Boys & Girls Clubs of Greater Washington's (BGCGW) serves boys and girls of all ethnic, social and economic backgrounds, making a real impact on the essential issue of racial and economic equity.

c. Building Bridges Across the River (Building Bridges) provides residents East of the Anacostia River access to the best-in-class facilities, programs and partnerships in arts and culture, economic opportunity, education, recreation, health and well-being.

d. Congress Heights Community Training and Development Corporation (CHCTDC) offers the DC African American Customer Service Empowerment comprehensive program proposed to give residents that are unemployed and underemployed the opportunity to gain employable customer service skills which can lead to a pathway of employment in the job market today.

e. DC Affordable Law Firm attorneys will provide probate, estate planning, and family law legal services for modest-means African American DC residents; those with an income that is 200-400% of the federal poverty line.

f. The DC Strings Safe Sounds Initiative provides a safe, positive and uplifting environment for DC youth to engage in experiential learning, dialogue, and critical thinking to improve their academic performance, and access music as a form of healthy expression.

g. The DC Theatre Arts Collaborative/ Anacostia Playhouse, will provide local artists with the resources and tools they need to create, and introduce aesthetically diverse new works into the District's theatrical repertoire.

h. Dreaming Out Loud aims to create economic opportunities for DC's marginalized community members through building a culturally equitable food system. Through this grant funding, they plan to expand fresh food access to five additional locations in Wards 7&8.

i. East of the River Clergy Police Community Partnership Inc. will launch its workforce development program, Ready4Work, with an initial cohort of 20 low-income participants from Wards 7 and 8 to be trained for entry-level janitorial services. The program will create opportunity through training and support to gain and maintain employment.

j. The Dance Institute of Washington offers students world-class, relationship-based training, taught by instructors who are locally, nationally, and internationally recognized. Instructors offer a high level of training in combination with mentoring.

k. YMCA will enhance and expand its DC Youth & Government program which has four primary components: 1) school-based clubs, 2) a youth summit, 3) the Legislative Weekend, Youth & Government's capstone event, and 4)

CONA. Youth meet as often as weekly to work through a standards-focused curriculum that addresses the characteristics of effective leaders, parliamentary procedure, the basic structure, and function of municipal government, and how a bill becomes law in the District of Columbia.

1. Bright Beginnings provides safe and nurturing child development, early childhood education, and family wrap-around services at no cost during the critical, early stages of a child's development to ensure children are more likely to enter kindergarten on par with their peers and succeed in school and later in life.

- € Black History Month (February 2021): During Black History Month 2021, MOAAA partnered with various DC government and external agencies to educate and inspire District residents on the significance of the month. Some of the month's events included a virtual kickoff of the month with DC Black History Month Committee, a partnership with DC Public Library that celebrated the black family through a series of author talks, panel discussions, photo exhibits, family story times etc., a partnership with the Mayor's Office of LGBTQ affairs to discuss equality, a partnership with the Mayor's Office on African Affairs that discussed the interconnectedness of issues across the diaspora, and much more.
- DMV Black Restaurant Week (November 2021): MOAAA supported DMV Black Restaurant Week by holding a kickoff event at Fish Scale restaurant, bringing awareness of Black-owned restaurants and encouraging the community to support food service providers. DMV Black Restaurant Week helped to support and sustain black-owned businesses in the restaurant, food service and hospitality industry through professional development and continuing education.
 - Kwanzaa (December 2021): During the 2021 Kwanzaa celebration, MOAAA created a social media campaign that illustrated the correlation between the principles of Kwanzaa and our DC Values, with video snippets from agency directors and graphics explaining each day. Additionally, MOAAA supported the DC Kwanzaa Planning Committee by sharing and promoting the DC Kwanzaa Events Calendar and Resource Guide. The calendar and guide included virtual family-oriented events and activities that occurred during the seven days of Kwanzaa.
 - Financially Fit DC Workshop Series on Black Generational Wealth Building: MOAAA engaged more than 1,500 residents through the Financially Fit DC Workshop Series providing information on homeownership, investing, financial literacy, personal finance and information on how to build wealth. We hosted workshops on building and

managing credit, business ownership, family estate planning, tax preparation, family financial emergency planning, and insurance.

- Community Events: We engaged over 3,000 residents and 400 community-based organizations with government resources and grant funding opportunities and provided 50 businesses within the District with resources, technical assistance, and access to capital programs.

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: MOAAA advertises all events, programming, and grant opportunities by posting regularly on social media, distributing a regular newsletter with other government resources, and by attending external community events and sharing information. During the public health emergency, MOAAA has shifted these tactics to largely virtual platforms and is ensuring that all information is distributed to District residents.

18. What collaborations, initiatives, or programs have been successful in FY21 and FY22 to date? Why were they successful?

Answer: MOAAA's African American Community Grant has been successful at delivering services to vulnerable community members through trusted organizations. A brief description of each grant program and its continued impact is provided in question 16.

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

Answer: MOAAA solicits feedback and comments through customer satisfaction surveys distributed at community events it hosts and attends.

a. What has the Office learned from this feedback?

Answer: Based on the feedback, MOAAA is excited to explore new ways to become more effective in its activities and will seek expanded partnerships, both with governmental and non-governmental entities to reach a larger audience and attract more resources to improve the quality of the programs.

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

Answer: MOAAA continues to seek partnerships with key stakeholders to improve and expand the reach of their programming.

20. Please provide a list of all studies, research papers, and analyses (“studies”) the Office requested, prepared, or contracted for FY21 and FY22 to date. Please state the status and purpose of each study.

Answer: MOAAA did not request, prepare, or contract any studies or research papers during FY2021 or FY2022.

21. How many community-based grants were awarded in FY 2021?

Answer: MOAAA awarded 8 community-based grants through the MOAAA FY21 African American Community Grant.

22. How many community-based grants will be awarded in FY 2022?

Answer: MOAAA awarded 12 community-based grants through the MOAAA FY22 African American Community Grant.

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered by your office during FY 2021 – FY 2022 to date. For each contract, please provide the following information where applicable.

Answer:

FY21 Grantees					
Grantee	Nature of Contract	Award Amount	Term of Contract	Competitively Bid?	Funding Source
Arts for Our Children, Inc.	Cultural Arts & Enrichment Program	\$7,823.75	One year	Yes	Local
BUILD Metro DC	Youth Entrepreneur Program	\$7,823.75	One year	Yes	Local
College Bound, Inc.	Academic Mentoring Program	\$7,823.75	One year	Yes	Local
DC Greens, Inc.	The Well at Oxon Run	\$7,823.75	One year	Yes	Local

Recreation Wish List Committee	Recreation Wish List Committee / Southeast Tennis and Learning Center Virtual Afterschool Program	\$7,823.75	One year	Yes	Local
The Community Enrichment Project	Civic Leadership Ambassador Program	\$7,823.75	One year	Yes	Local
The Nicholson Project	1000 Words Project	\$7,823.75	One year	Yes	Local
Greater Washington Black Chamber of Commerce	Ensuring Small Business's in DC Survive Program	\$7,823.75	One year	Yes	Local

FY22 Grantees					
Grantee	Nature of the contract	Award Amount	Term of Contract	Competitively bid?	Funding Source
Alliance of Concerned Men	Youth violence and gang intervention mentorship	\$10,000	One year	Yes	Local
Boys & Girls Club of Greater Washington	BGCGW's FBR Branch in Ward 8	\$10,000	One year	Yes	Local
Bright Beginnings	Parent Intern Program for Families	\$5,000	One year	Yes	Local

	Experiencing Homelessness				
Building Bridges Across the River	iCAN Technical Theater Internship Program	\$10,000	One year	Yes	Local
Congress Heights Community Training and Development Corporation	DC African American Customer Service Empowerment comprehensive program	\$10,000	One year	Yes	Local
DC Affordable Law Firm	Probate, estate planning, and family law legal services for modest-means residents	\$10,000	One year	Yes	Local
DC Strings Workshop, Inc.	DC Strings Safe Sounds Initiative	\$10,000	One year	Yes	Local
DC Theater Arts Collaborative (DBA Anacostia Playhouse)	Anacostia Playhouse's 2022 New Works Studio	\$10,000	One year	Yes	Local
Dreaming Out Loud, Inc.	Building Community Resilience through Economic Opportunity, Food Sovereignty, and Community	\$10,000	One year	Yes	Local

	Asset Building				
East of the River Clergy Police Community Partnership Inc.	Ready4Work workforce development program	\$10,000	One year	Yes	Local
The Dance Institute of Washington	The Dance Institute of Washington	\$10,000	One year	Yes	Local
Young Men's Christian Association of Metropolitan Washington	DC Youth & Government program	\$5,000	One year	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, please describe the oversight?

Answer: MOAAA conducts regular check-ins for each of the grantees and retrieves quarterly and year-end reports from grantees.

25. Of the organizations that received a community-based grant in FY 2021, how many also received community-based grants in FY 2022?

Answer: No organization that received a community-based grant in FY21 were awarded a grant in FY22.

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

Answer:

Organizations were required to meet the following criteria:

- a 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 must serve the District's African American residents or business owners.

- The organization’s principal place of business must be located in the District of Columbia, and all grant-related services and programming must be provided in the District of Columbia.
- The organization must be currently registered and in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue.
- Previous grantees had to be current on any reporting obligations for the FY22 grant cycle.

MOAAA used an independent review panel that submitted recommendations for funding. The review panel was 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’s proposals and submitted recommendations for awards.

27. Did the Office receive any grants in FY 2022? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

Answer: MOAAA did not receive any grant funding in FY20 or FY21 to date.

28. Has the Office sought any grant opportunities in FY 2022?

Answer: Although, MOAAA did not seek grant opportunities in FY21 MOAAA will explore grant and partnership opportunities. MOAAA will focus on grant opportunities from organizations whose mission supports the following:

- (1) Civic engagement and community building
- (2) Preservation African American history and culture
- (3) Economic, educational, and health resources
- (4) The creative arts and creative placemaking
- (5) Provide technical assistance for small businesses and residents seeking housing opportunities.

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

Answer: MOAA did not request internal or external audits.

30. What are the Office’s goals going forward in FY2022?

Answer: MOAAA will continue to support the vision of Mayor Bowser for the District and to ensure all residents have access to the middle class. We will continue to expand the capacity of nonprofits through MOAAA Community Grant, buy offering additional grant funding than previous years, and providing training for funding applications. We will convene African American community organizations within respective focus areas, including affordable housing, education, and health and wellness.

We will advise the Mayor and Council on policy and programs impacting African American communities and connect residents to district resources and economic opportunities. We will continue to celebrate African American history and culture here in the District through recognition of holidays such as Kwanzaa and the birthdate of Dr. Martin Luther King Jr. We will carry out the mission of the Commission on Fathers, Men and Boys and create programming that specifically addresses the barriers males in the District face including transportation, childcare, criminal/court involvement, unstable living conditions, and relationship disruptions.