

**COUNCIL OF THE DISTRICT OF COLUMBIA
COMMITTEE ON RECREATION, LIBRARIES, AND YOUTH AFFAIRS
PERFORMANCE OVERSIGHT HEARING
1350 PENNSYLVANIA AVENUE, N.W., WASHINGTON, D.C. 20004**

January 4, 2024

Mr. Thomas Bowen
Mayor's Office of African American Affairs
1350 Pennsylvania Avenue, NW
Suite 332
Washington, DC 20004

Dear Mr. Bowen:

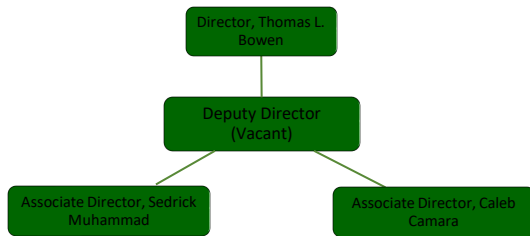
The Committee on Recreation, Libraries, and Youth Affairs ("Committee") will hold performance oversight hearings on agencies under its purview between Monday, January 15 through Friday, March 1, 2023. The Mayor's Office of African American Affairs ("MOAAA") hearing will be held on **[date not yet determined]** via a virtual platform. In addition to your attendance at the hearing, the Committee is sending the following questions for your response.

Please submit your responses by no later than **2:00pm, Monday, January 22, 2024**, in Word or Excel format, as applicable, and *minimize the use of attachments*. If you need to discuss any of the questions, please contact Kyle Yeldell, Committee Director, at kyeldell@dccouncil.gov or (202) 417-1046.

Questions

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).
 - i. Answer: D.C. Law 22-59, the "Office on African American Affairs Establishment Act of 2017," was introduced in the Council and assigned Bill No. 22-318 which was referred to the Committee on Government Operations. The bill was adopted on first and second readings on Nov. 7, 2017, and Dec. 5, 2017, respectively. After mayoral review, it was assigned Act No. 22-219 on Dec. 28, 2017, and transmitted to Congress for its review. D.C. Law 22-59 became effective Feb. 17, 2018.
 - b. What powers the Office has been delegated through the Mayor's Order.
 - i. Answer: There are no powers delegated to MOAAA through the Mayor's Order.

- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute).
- i. 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 provide the mission of your Office.
- a. Answer: The Mayor's Office on African American Affairs 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.
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.²



- a. Please provide a list of all employees (name and title) for each subdivision and the number of vacant positions.

Answer:

Director, Thomas L. Bowen

- Leads African American Strategic Engagement
- Serves as the principal advocate for the needs of the District's African American community, as those needs relate to housing, health, education, employment, social services, public safety, community development, grants, and expanding business opportunities
- Responds to recommendations and policy statements from the Commission on Fathers Men and Boys (CFMB) and Commission on African American Affairs (CAAA)
- Provides information and technical assistance on programs and services for

the African American community to the Mayor, the Council, Advisory Neighborhood Commission's, and other District government agencies

Associate Director, Caleb Camara

- Commission Administrator
- 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.
- Serves as the PIO, maintaining knowledge of District resources, programming, and events to ensure a timely response to community concerns and inquiries
- Supports social media management

Associate Director, Sedrick Muhammad

- Oversees coordination of programs between MOAAA and community-based organizations and private sector stakeholders
- Assists community-based organizations and businesses by identifying resources within District government
- Office administration (e.g. constituent services, referrals, and providing residents information on government services and programs)

Deputy Director, Vacant as of 01.24.23

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

Answer: There have not been any organizational changes made since FY22.

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

5. Have any roles or responsibilities changed within the staff since the previous year? If so, please list the division and subdivision.

a. Answer: No, there have been no shifts in responsibilities for MOAAA.

6. Please provide a complete position listing for your office for FY24 to date, including the following information.

- a. Title
- b. Name
- c. Hire Date
- d. Grade
- e. Step

Commented [S(1)]: Is this information available?

Commented [N(2R1)]: All information would have come from OFRM, right @Topenio, Robert (EOM) ?

Commented [T(3R1)]: added

- f. Salary
- g. Status

Office of the Mayor's Office (AA0)												
FY 2024 Schedule A as of January 22, 2024												
										Values		
und	Program	CostCenter	Position NU	Title	Name	Vacant Status	Sal Plan	Hire Date	Gradi	Step	Sum of FTE x Dist %	Sum of Salary
1010001	500002	50011	21185	Deputy Director	(blank)	V	X50001	(blank)	9	0	1	149,763.00
			43593	Executive Director of African	Bowen,Thomas L	F	DX0000	6/29/2016	E1	0	1	134,008.35
			45819	Outreach & Service Specialist	Muhammad,Sedrick	F	X50001	10/25/2021	5	0	1	85,791.36
			87572	Associate Director	Camara,Caleb	F	X50001	2/14/2022	6	0	1	85,791.36
500002 Total											4	455,354.07
Grand Total											4	455,354.07

7. 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: MOAAA does annual performance evaluations through daily employee check-ins, Executive Director and Director weekly one-on-one performance and progress meetings, MOCA Director meetings, quarterly progress reports to leadership (measured in increments of 30, 45, 60, & 90 days), weekly staff meetings, and first and second cabinet meetings.

8. 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.

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

9. Please provide the Committee with:

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

Answer: MOAAA does not own, lease or have an assigned vehicle.

b. A list of employee bonuses or special award pay granted in FY23 and FY24, to date

Answer: MOAAA has not been paid special award pay in FY23 or FY24.

c. A list of travel expenses itemized by employee.

Answer: MOAAA does not receive travel expenses.

d. A list of the total overtime and workman's compensation payments paid in FY23 and FY24 to date.

Answer: Not applicable.

10. Please provide a chart showing your office's approved budget and actual spending, by division, for FY23 and FY24 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). As a result, the overall approved budget and agency spending are best reflected in submission to the Committee on Executive Administration and Labor.

11. Please list any reprogramming, in or out, which occurred in FY23 or FY24 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: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). As a result, the overall approved budget and agency spending are best reflected in submission to the Committee on Executive Administration and Labor. This office has not requested reprogramming.

12. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY23 or FY24 to date.

Answer: Not applicable.

13. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY23 or FY24 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 FY23 and FY24 to date.
- e. Expenditures of funds, including the purpose of each expenditure, for FY23 and FY24 to date.

Answer (11a – 11e): MOAAA does not have any special purpose revenue accounts.

14. For FY23 and FY24 to date, please provide the number of contracts and procurements executed by your agency. Please indicate how many contracts and procurements were for an amount under \$250,000, how many were for an amount between \$250,000-\$999,999, and how many were for an amount over \$1 million.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). As a result, any approved contract and procurements executed by MOAAA are best reflected in submission to the Committee on Executive Administration and Labor.

15. Please provide the typical timeframe from the beginning of the solicitation process to contract execution for:

- a. Contracts and procurements under \$250,000
- b. Contracts and procurements between \$250,000-\$999,999
- c. Contracts and procurements over \$1 million

Answer: Not applicable, see response to question 14.

16. In cases where you have been dissatisfied with the procurement process, what have been the major issues?

Answer: Not applicable.

17. What changes to contracting and procurement policies, practices, or systems would help your agency deliver more reliable, cost-effective, and timely services?

Answer: Not applicable.

18. Did the Office participate in any ethics training in FY23 and FY24 to date? Are they taken annually or as requested?

Answer: All MOAAA staff participate in an annual Board of Ethics and Government Affairs (BEGA) Training.

19. Please provide a list of types and dates of training/information sessions the Office has planned for FY23 and FY24 to date.

Answer: MOCA and MOTA lead all training or information sessions.

Commented [S(4)]: Are there specific trainings that are planned that you know of?

20. Please list any new and innovative ways your office is using to collect accurate data as it relates to constituent needs.

Commented [N(5R4)]: Annual Ethics Training but I'm unaware of the date it was held for 2023.

Answer: MOAAA uses SurveyMonkey, Microsoft Forms, and Linktree (survey-based software) to engage residents. MOAAA also utilizes event management software Eventbrite.

Commented [N(6R4)]: Additionally, I am not looking to overshare anything there isn't clarity on the definition of

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

Answer: MOAAA solicits feedback by way of MOCA Meet & Greets and constituent service-based events (i.e. MOAASE open house, DC Open Streets, and MOAAA Black Business Expo).

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

Answer: MOAAA service to all eight wards has informed our adjustment to post-pandemic programming, timing and immediate needs for all residents of the District of Columbia. This is reflected in the timing of programming and services offered, it also shapes the agencies involved in a project and the role they take in the program.

Commented [S(7)]: Are there any examples?

Commented [N(8R7)]: @Camara, Caleb (EOM)

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

Answer: MOAAA participating in events (i.e., Open Streets, MOCA Meet & Greets, MOAAA Grant Pre-Bidders Conferences) across all eight wards has expanded our ability to serve a variety of residents not otherwise engaged.

Commented [S(9)]: examples?

22. How does the agency assess whether programs and services are equitably accessible to all District residents?

- a. What were the results of any such assessments in FY23?

- b. What changes did the agency make in FY23 and FY24, to date, or does the agency plan to make in FY24 and beyond, to address identified inequities in access to programs and services?
- c. Does the agency have the resources needed to undertake these assessments? What would be needed for the agency to more effectively identify and address inequities in access to agency programs and services?

Answer: Equality and open government are a priority of the Bowser administration. EOM and MOCA events and services are made available to the public and thus enjoyed by all residents.

23. 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:

- a. Engagement of Black Businesses: Each year we hold the Black Business Expo to engage the Business community. We partner with agencies and local businesses to build a resource consortium around business development, and governmental processes, such as licensing and business management help.
- b. Black Homeownership - Increased financial literacy: Through the Black Homeownership workshop series and engagement with DMPED, DISB, and more, MOAAA is able to engage residents around barriers to homeownership credit help and much more of the root causes of homeownership.
- c. Fatherhood advocacy - Youth Engagement: Through our Commission on Fathers Men and Boys, we convene community with Commission Meeting, an annual Father's Day event, and with School outreach, mentorship, and more. We also engage youth through our MOAAA grantees, around scholarship, community service, and more.

24. What are the five largest programs, events and/or initiatives that the Office currently hosts? Please detail the number of participants during the past fiscal year. What are the best practices of each that have created the high amount of engagement that they have garnered?

- a. Black Homeownership Workshop Series (1100+ residents): The Office of the Deputy Mayor for Planning and Economic Development, along with the Department of Insurance, Securities and Banking, and the Mayor's Office of African American Affairs hosted a Black Homeownership Series for Black History Month. Mayor Bowser set a goal to help 20,000 black residents become homeowners and invested \$40 million in Legacy Initiatives in FY23 to help black residents stay in their homes and preserve their legacy. These two homeownership workshops teach how to access these resources to start or continue the homeownership journey in the District.
- b. Black Business Expo (184): The expo was created to highlight local small businesses that are pillars in the Historic community. Enjoy food, art, demonstrations, and patronize with some of D.C.'s local business gems. Activities

include: Candle-making classes, arts and crafts for kids, live performances from local talent, small business networking, etc. sponsored by Wacif.

- c. Black History Month (N/A): During Black History Month 2022, MOAAA partnered with various DC government and external agencies to educate and inspire District residents on the significance of the month by highlighting key Black figures. This includes a discussion the diaspora with the Mayor's Office on African Affairs along with DC Public Library; Author Talks to highlight various Black authors.
- d. DMV Black Restaurant Week (50+ Restaurants): MOAAA supported DMV Black Restaurant Week by engaging Black businesses in the District of Columbia through conversations and site visits.
- e. District Day (2,000+): To celebrate DC Emancipation Day, which freed 3,000 enslaved individuals in DC joined MOAAA at the NMAAHC for a day filled with live performances, guided conversations, and a special District Day menu from the Sweet Home Café.

MOAAA utilizes our social media, to garner community support to ensure maximum participation and engagement for all MOAAA events.

25. During the last fiscal year, the Office discussed the implementation of a newsletter to disseminate information. Please update the progress of the newsletter.

- a. What has the outcome and community engagement rate been with these programs, events, and initiatives?

Answer: Our Newsletter goes out to 14,000 plus residences.

- b. What are your plans to always increase the engagement rate?

Answer: MOAAA will continue to add subscribers when we engage residences throughout the year.

26. What collaborations, initiatives, or programs have been successful in FY23 and FY24 to date? [How were they successful?]

Answer: The Black Homeownership Workshop in collaboration with, DMPED, DISB, and DHCD. The event was attended by over one thousand residents and on site certifications were provided by CBOs for certain DHCD programs.

Commented [S(10)]: Need to answer how they were successful.

Commented [N(11R10)]: @Camara, Caleb (EOM)

27. Please provide a list of all studies, research papers, and analyses ("studies") the Office requested, prepared, or contracted for FY23 and FY24 to date. Please state the status and purpose of each study.

Answer: MOAAA has not participated in such studies and papers.

28. How many community-based grants were awarded in FY23 and FY24 to date?

Answer: MOAAA awarded 21 community-based grants in FY23 and 20 in FY24.

29. How many community-based grants have been or will be awarded in FY23 and FY24 to date?

Answer: MOAAA awarded 21 community-based grants in FY23 and 20 in FY24.

30. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY23 and FY24 to date. For each contract, please provide the following information where applicable.

Answer: MOAAA falls under the Executive Office of the Mayor (AA0) and cannot enter into any contract without approval. As a result, any approved contract and procurements executed by MOAAA are best reflected in submission to the Committee on Executive Administration and Labor. In regards to grants, the below outline the FY23 and FY24 grantees and award amounts.

FY2023 MOAAA Community Development Grantees:

1. Breast Care for Washington	\$10,000
2. College Bound, Inc.	\$10,000
3. College Tribe	\$10,000
4. DC Affordable Law Firm	\$10,000
5. DC Greens, Inc.	\$10,000
6. DC Strings Workshop, Inc.	\$10,000
7. DC Theater Arts Collaborative (DBA Anacostia Playhouse)	\$10,000
8. Foster & Adoptive Parent Advocacy Center (FAPAC)	\$10,000
9. Friends of The National Arboretum	\$10,000
10. GAP Community Child Development Center	\$10,000
11. Healthy Babies Project, Inc.	\$10,000
12. Intentional Pursuit of Me	\$10,000

13. Living Classrooms of the National Capital Region	\$10,000
14. Planned Parenthood of the National Capital Region	\$10,000
15. The Community Enrichment Project	\$10,000
16. The Dance Institute of Washington, Inc.	\$10,000
17. The Difference Society	\$10,000
18. The Green Scheme	\$10,000
19. The Hope Foundation Reentry Network, Inc.	\$10,000
20. Washington Improvisational Theater, Co.	\$5,000
21. Young Men's Christian Associate of Metropolitan Washington	\$7,5000

FY2024 MOAAA Community Development Grantees:

1. Alliance of Concerned Men	\$10,000
2. Boys & Girls Clubs of Greater Washington (BGCGW)	\$10,000
3. Bright Beginnings, Inc.	\$10,000
4. Building Bridges Across the River	\$10,000
5. Byte Back	\$10,000
6. College Bound, Inc.	\$10,000
7. DC Affordable Law Firm	\$10,000
8. DC Greens, Inc.	\$10,000
9. East of the River Clergy Police Community Partnership Inc.	\$10,000
10. Foster & Adoptive Parent Advocacy Center (FAPAC)	\$10,000
11. Friends of The National Arboretum (FONA)	\$10,000
12. GOODProjects	\$10,000
13. Healthy Babies Project, Inc.	\$10,000
14. Homes for Hope	\$10,000
15. The Dance Institute of Washington, Inc. (DIW)	\$10,000
16. The Difference Society	\$10,000

17. The Washington Ballet	\$10,000
18. US Helping Us, People Into Living, Inc.	\$10,000
19. Woolly Mammoth Theatre Company, Inc.	\$10,000
20. Young Men’s Christian Association of Metropolitan Washington (YMCA DC)	\$7,500

31. 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: As stated in our grant agreement “The District may evaluate the program using appropriate internal staff and/or external evaluators. These grant monitoring and evaluation actions may include, but are not limited to, site visits, grantee meetings (either one on one, or in a group with other grantees), periodic check-ins, community surveys, and/or other data collection activities.” Site visits and reports are done at least once a quarter to ensure that District funds are being properly allocated.

32. Of the organizations that received a community-based grant in FY23, how many also received community-based grants in FY24?

Answer: 8 community-based organizations also received community-based grants in FY24.

33. Please detail and explain how the community-based grants are determined, eligibility, and process. Is this information being advertised for the community? If so, how?

Answer: MOAAA utilizes an independent review panel that submits 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, or grant administration and non-profit management. The panel members review and score applicant proposals and submit recommendations for awards. Final decisions are made based on the scores and such other such other factors and consideration as the district deems relevant at the time of award, which may include: updated consideration of how well the applicant has performed on prior grants; grant administration with prior experience with applicants; and the input and expert opinion of relevant agency Directors.

All notices for grants are published via the DC Register to reflect deadlines, etc. along with the MOCA Community Grant Program page in alignment with social media accounts.

34. Did the Office receive any grants in FY23 or FY24 to date? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

Answer: Not applicable as MOAAA has not sought any grants.

35. Has the Office sought any grant opportunities in FY23 or FY24 to date?

Answer: See response to question 34.

36. What are some challenges that the Office faces with running various number of programs and initiatives?

Answer: The office has sufficient funding to ensure that programming is able to be run efficiently.

a. What can help make these programs run effortlessly?

Answer: MOAAA is actively working to partner with our sister agencies.

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

Answer: MOAAA does not request internal or external audits.

38. What are the Office's goals going forward in FY23 and FY24 to date?

Answer:

- a. Mental Health Services
- b. Equitable access to educations
- c. Employment opportunities
- d. Accessibility to Housing

39. Please detail the Commission on African American Affairs meeting schedule and the capacity that they have worked with your office in the past fiscal year.

Answer: The Commissions meet regularly per BEGA guidelines and works in collaboration with MOAAA to inform community concerns, suggestions and programming.

40. 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 FY23 and FY24.

Answer:

The Commission on African American Affairs was established on March 14, 2012, in response to the 2010 Census to address the low indicators of economics, health, and housing in African American communities we will continue to address these priorities and the root causes sounding these issues such as employment, financial literacy and stainability. The Commission will continue this work through convening of community around these issues and bringing together their diverse experiences, to create an informed analysis around these issues.

Commented [T(12)]: Monthly? Quarterly? Weekly? Please advise.

Commented [N(13R12)]: Our commissions are required to meet twice a year to be BEGA compliant.

Commission the African American Affairs (CAAA)

1. The Commission will continue to address key critical areas such as Health and Wellness through continued partnerships with DC Health.
2. The Commission will partner with government and employment agencies alike to connect at-risk residents to quality employment and robust economic resources.
3. The Commission will connect residents with housing and community development resources identify new programing to benefit Black residents.
4. The Commission will hold forums to engage residents' concerns.
5. The Commission will partner the D.C. Department of Behavioral Health (DBH) and other community-based organizations to destigmatize mental health.

The Commission on Fathers, Men, and Boys was established in 2014 by the DC City Council for the purpose of addressing fatherlessness and disparities in educational and economic opportunity, health and well-being, and public safety that adversely impact fathers, men, and boys in the District of Columbia.

Commission on Fathers Men and Boys (CFMB)

1. Advocate for fathers, men, and boys residing in DC by advising and making recommendations to the Mayor and the City Council
2. Research, review, and disseminate empirical data, statistics, and facts concerning fathers, men, and boys.
3. Promote dialogue of responsible fatherhood and spur community initiatives to combat fatherlessness.
4. Prepare and recommend to the Mayor and the Council an annual plan of programs and services focused on issues directly related to fathers, men, and boys.
5. Work with District agencies, the private sector, community non-profits, and the community to promote a healthier societal impact for fathers, men, and boys.

41. How many people serve on the Commission and how many vacancies are there currently?

Answer:

The Commission on African American Affairs has 17 public Members and 11 vacancies per MOTA.

The Commission on Fathers Men and Boys has 12 public Members and currently 4 vacancies per MOTA.