
GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR



**Responses to Fiscal Year 2024
Performance Oversight Hearing Questions**

Jackie Reyes

Director, Mayor's Office of Community Affairs (MOCA)

Submission to the Committee on Executive Administration and Labor
Council of the District of Columbia

The Honorable At-Large Councilmember Anita Bonds, Chairperson

Wednesday, January 29, 2025

FY2025 Performance Oversight Pre-Hearing Questions – Mayor’s Office of Community Affairs

I. STANDARD QUESTIONS

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.
 - a. Please provide the number of divisions or bureaus within your agency, the number of staff in each division, the lead personnel of each division and their contact information, and the lead personnel’s tenure in that division.
 - b. Please provide an explanation of the roles and responsibilities of each division and subdivision.
 - c. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Answer:

For the purposes of further responses, the abbreviations of the offices within the oversight of this committee are below:

Office Name	Abbreviation
Mayor’s Office of Community Affairs	MOCA
Mayor’s Office of the Clean City	MOCC
Mayor’s Office of Volunteerism and Partnerships	ServeDC

For the MOCA Organizational Chart, see attachment below. Please note, while the attached chart encompasses all of community affairs, only MOCA, ServeDC, and MOCC fall under oversight of the Committee on Executive Administration and Labor.

Cost Center	Cost Center Title	Position Number	Title	Name	Grade	Step	Vacant Status	FY 2025 Salary	FTE
50006	Total								6.00
50009	Mayor's Office of Community Affairs	42740	Director Community Affairs	Reyes Yanes, Jakeline M	10	0	F	150,803.74	1.00
		42837	CHIEF OF STAFF	Topenio, Robert M.	7	0	F	100,309.13	1.00
		46675	Staff Assistant	Guede, Natacha	11	6	F	75,775.00	1.00
		46725	Public Information Officer	Wright, Indya E	5	0	F	91,035.00	1.00
		51163	Special Assistant	Carpenter, Astin	5	0	F	85,791.36	1.00
		91908	Grants Management Specialist	Hancock, Marian	5	0	F	83,698.89	1.00

3. Please list all employees detailed to or from your agency. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Answer: No employees from MOCA and the subordinate offices under the Committee of Executive Administration and Labor are currently detailed or are detailing to another agency.

4. Please provide the Committee with:
- A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY24 and Q1 of FY25;
 - A list of monthly costs for cell phones, tablets, and laptops;
 - A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned in FY24 and Q1 of FY25;
 - A list of travel expenses, arranged by employee for FY24 and Q1 of FY25, including the justification for travel; and
 - A list of the total workers' compensation payments paid in FY24 and Q1 of FY25, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

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 the report delivered by EOM Chief of Staff Lindsay Parker.
- See answer a.
- There are no vehicles owned, leased, or otherwise used by MOCA.
- There were no travel expenses paid for by MOCA in FY24 or in Q1 FY25.

- e. 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 workers compensation payments, if any, are reflected in EOM's submission to the Committee on Executive Administration and Labor.

5. For FY24 and Q1 of FY25, please list all intra-District transfers to or from the agency.

Answer: None.

6. For FY24 and Q1 of FY25, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
- 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;
 - e. Expenditures of funds, including the purpose of each expenditure; and
 - f. The current fund balance.

Answer: None.

7. Please list all memoranda of understanding ("MOU") entered into by your agency during FY24 and Q1 of FY25, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Answer: None.

8. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.), and actual spending, by program and activity, for FY22, FY23, FY24 and Q1 of FY25.
- a. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
 - b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY24 and Q1 of FY25 for each program and activity code.
 - c. Attach the cost allocation plans for FY24 and FY25.
 - d. In FY24 and Q1 of FY25, did the agency have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g. grant name), and reason the funds were not fully expended.

Answer: MOCA is part of the agency Executive Office of the Mayor (AA0), and all reprogramming's occur at the agency level. As a result, the overall approved budget and agency spending are best reflected in EOM's submission to the Committee on Executive Administration and Labor.

9. Please provide as an attachment a chart showing the agency's overall Grants, Contracts, and Reprogramming received during FY24 and Q1 of FY25. Please break down into the following:
- Name and amount of federal source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
 - Name and amount of local source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
 - Identify whether each funding source is recurring or one-time;
 - Identify whether the contract was competitively bid or sole-source; and
 - Indicate the receiving agency and amount of funding for funds moved out of the agency.

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 EOM's submission to the Committee on Executive Administration and Labor.

10. Please provide a copy of the required Small Business Enterprise (SBE) Report for FY25.

Answer: Not applicable

11. Please provide the following information regarding capital projects:
- A list of all capital projects in the financial plan.
 - For FY22, FY23, FY24, and Q1 of FY25 an update on all capital projects under the agency's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.
 - An update on all capital projects planned for FY25, FY26, FY27, FY28, and FY29.
 - A description of whether the capital projects begun, in progress, or concluded in FY21, FY22, FY24, or Q1 of FY25, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact.

Answer: None.

12. Please list all lawsuits pending and resolved, that name the agency as a party, during FY24 and Q1 of FY25. Identify the case name and number, claim and status.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). Any matters will be discussed in EOM's response to the Committee on Executive Administration and Labor.

13. Please describe the agency's procedure for handling allegations of workplace harassment during FY24 and Q1 of FY25. Indicate the following:

- a. Date of offense;
- b. Whether the parties report to the same supervisor;
- c. The findings of substantiation or non-substantiation;
- d. What official action was taken; and
- e. Identify the deciding official in each case.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). Any matters will be discussed in EOM's response to the Committee on Executive Administration and Labor.

14. Please describe the agency's handling of sexual harassment claims received during FY24 and Q1 of FY25. Indicate the following:

- a. Date of offense;
- b. Whether the parties report to the same supervisor;
- c. The findings of substantiation or non-substantiation;
- d. What official action was taken;
- e. Identify the investigating official or Sexual Harassment Officer (SHO) for each claim; and
- f. The date the report was forwarded to the Mayor's Office of Legal Counsel.

Answer: MOCA follows the policies and procedures set forth in Mayor's Order 2023-131, dated October 31, 2023. MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). Any matters will be discussed in EOM's response to the Committee on Executive Administration and Labor.

MOCA has the sexual harassment information sheets and Sexual Harassment Officer contacts posted throughout the common areas of their offices, and staff have to mandatory training at the start of staff onboarding and a refresher course taken annually.

15. Please list and describe all investigations, audits, studies, or reports by other entities regarding the work of the agency or conduct of agency employees during FY24 and Q1 of

FY25.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). Any matters will be discussed in EOM's response to the Committee on Executive Administration and Labor.

16. Provide a list of all publications, brochures and pamphlets prepared by or for the agency during FY24 and Q1 of FY25.

Answer: MOCA is an oversight and engagement office and rely on materials from other District agencies to pass to the general public and residents, therefore does not have specific publications, brochures and pamphlets for their office. MOCA offices within the cluster do have specific programs and brochures for their offices and can be requested through their committees.

17. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY24 and Q1 of FY25. Please state the status and purpose of each. Please submit a hard or electronic copy to the Committee if the study, research paper, report, or analysis is complete.

Answer: MOCA has no studies, research papers, reports, or analyses prepared or contracted during FY 24 and Q1 of FY25.

18. Please provide a copy of the agency's FY24 performance plan. Please explain which performance plan objectives are completed in FY24 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Answer: MOCA is not mandated to have a specific performance plan, however one is voluntarily created and is attached as Attachment 18.

19. Please provide a copy of your agency's approved FY25 performance plan as submitted to the Office of the City Administrator, including approved goals, objectives, timelines, planned program and projects, anticipated FTE allocation and expenditure, and metric outcomes to be analyzed.

Answer: Not applicable.

20. Please provide the number of FOIA requests for FY24 and Q1 of FY25, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to

process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0) and therefore share EOM's FOIA Officer. Please refer to EOM's response to the Committee on Executive Administration and Labor regarding FOIA requests.

21. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

Answer: There are no collective bargaining agreements in effect for MOCA employees.

22. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, wards of residence, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY24 and Q1 of FY25, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

Answer: Not applicable.

23. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Indicate the following:
- a. Report due date;
 - b. If the agency complied;
 - c. Date of actual transmittal; and
 - d. To which entity the reports were filed.

Answer: There are no reports that are required to be submitted by MOCA. MOCA voluntarily creates an end of year report, shared here as attachment 23. Please refer to the responses submitted by the Executive Office of the Mayor for more information on reporting, generally.

24. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0).

- Employee training is coordinated by the EOM Human Resources Advisor, to ensure all staff comply with ethics and other policies.
- All staff – During new employee orientation and frequently during meetings, EOM staff are encouraged to take personal and professional skill development sessions offered by DCHR, both electronic via Percipio and in person.
- Staff also complete the following training / refresher courses annually:
 - Government ethics
 - Sexual harassment prevention
 - Cultural Competency
 - Cybersecurity
- EOM Managers / Directors attend monthly training designed to build management skills related to employee performance, goal setting, and other sessions.

25. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Answer: The MOCA Director conducts annual evaluations of the direct reporting staff (aka “Core Team”) and does weekly check-ins to ensure that goals and initiatives are met.

26. Please include a chart of FY24 employee evaluation rating showing the employee’s job title, duties/responsibilities, classification grade, salary, date of employment, and FY24 evaluation rating. Also, please identify if the employee has been separated from the agency during FY24 or Q1 of FY25.

Answer: If made public, this type of personnel-related information would violate HR standards and impact morale.

27. Please provide a list of programs, initiatives, activities conducted by the agency to comply with a Racial Equity Lens objective.

Answer: MOCA utilizes the cultural and community engagement offices within the cluster to provide culturally and linguistically competent events and programs.

High level events include but are not limited to MOAPIA's Night Market, MOAA Citywide Soccer Tournament, MOLA's Mi Pequeno El Salvador, MOCCA's Annual Caribbean Community Concert.

28. Please provide a chart of agency programs conducted during FY24. Include the following:
- Initiation date;
 - Number and grade of FTEs assigned;
 - Program manager;
 - Total budget expenditure for the program (e.g. FTE salaries, materials, etc.); and
 - Outcomes from implementation (e.g. policy changes, program continuation, public support comments, etc.)

Answer: As MOCA is an oversight office, MOCA does not do direct programming. MOCA partners and promotes existing District programming through our agencies as well as supporting subordinate offices with their specific work.

29. Please provide a chart showing the agency's program priorities for FY24 and FY25. Include the following:
- Staffing numbers;
 - Expenditure;
 - Community outreach activities; and
 - Measurable outcomes or metrics associated for each priority.

Answer: As MOCA is an oversight office, our office provides management and supplemental support for agencies under the umbrella of MOCA. Therefore, all staffing and metrics for specific programs is dependent on the needs of the subordinate offices.

See attachment 18 for agency program priorities

30. Please provide a copy of the agency's FY24 Performance Accountability Report of strategic objectives, indicate if key performance indicators were met, and with which other government agency was the report filed.

Answer: See attachment 23 for the agency's FY24 End of Year report in lieu of the Performance Accountability Report.

II. AGENCY-SPECIFIC QUESTIONS

1. Please describe the top five priorities for MOCA and each subordinate office individually and explain how each office expects to address these priorities in FY25.

Answer:

1. Engage residents, community leaders, community organizations and other stakeholders to ensure awareness and connections to District government services.
2. Serve as a liaison to the District's diverse communities to engage neighbors in programs and services to improve public safety and quality of life.
3. Engage residents from all eight wards to promote economic development initiatives, including the Downtown Comeback Plan, and ensure both culturally competent awareness of the plans six (6) core goals and engagement of core constituents in implementation.
4. Engage with residents, community groups and cultural organizations in all eight wards to develop and conduct cultural/constituent events and programs to celebrate the District's rich cultural heritage and diversity.
5. Engage residents from all eight wards to promote DC government and business partnership employment opportunities for all constituencies

2. Please describe how central staff at the Mayor's Office of Community Affairs works to coordinate and support the efforts of subordinate offices under MOCA.

Name	Title	Description
Robert Topenio	Chief of Staff	Provide management for MOCA Core team members. Supplemental support for agency initiatives including grants management, communications, and stakeholder engagement.
Indya Wright	Communications Director	Ensures consistent branding, messaging and communication for MOCA and their subordinate offices. Disseminates messaging from senior leadership to all of the MOCA subordinate offices. Amplifies initiatives in the media.
Natacha Guede	Staff Assistant	Acts as scheduler for Director. Supports finance team with consolidating invoices and acts as the secondary purchase card holder for the agency.
Astin Carpentar	Special Assistant - Special Events Coordinator	Develop and coordinate large scale events and ensures that all logistics are worked out between partner agencies.

Marian Hancock	Special Assistant – Grants Manager	Oversee the office’s grant reporting and manages the grant administrators within the MOCA cluster.
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3. Please provide a copy of the office’s FY24 performance plan, as submitted to the Office of the City Administrator, or goals for MOCA and each subordinate office, if one was prepared. Please explain which performance plan objectives were completed in FY24. If they were not completed, please provide an explanation.

Answer: MOCA is not required to provide a performance plan to the Office of the City Administrator. MOCA creates a voluntary performance document, attached as Attachment 18.

4. Please provide a copy of the FY25 performance plan, as submitted to the Office of the City Administrator, or goals for MOCA and each subordinate office, if one was prepared. Please identify any performance objectives or measures which have been added, modified or dropped since FY24.

Answer: MOCA is not required to provide a performance plan to the Office of the City Administrator.

5. Please provide a list of staff positions for MOCA and each subordinate office indicating the ward residency for each staff member. Please describe how MOCA ensures that all wards are represented among staff.

Answer: MOCA is a unit in the Executive Office

Mayor’s Office of Community Affairs	
Position	Ward
Director	5
Chief of Staff	5
Communications Director	6
Staff Assistant	4
Special Assistant – Special Events Coordinator	8
Special Assistant – Grants Manager	4

Mayor’s Office of the Clean City	
Position	Ward
Director	Vacant

Associate Director	Vacant
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Mayor's Office of Volunteerism and Partnerships	
Position	Ward
Chief Service Officer	1
Director of Operations	2
Deputy Director of Finance and Operations	1
Finance Assistant	Vacant
National Service Director	3
Grants Management Specialist	8
Grants Management Specialist	Vacant
Donations & Partnerships Program Manager	MD
CERT Specialist	7
Community Outreach Specialist	6
Neighborhood Corps Specialist	
Executive Assistant	8
Public Information Officer	6

6. Please provide a list of vacancies for each subordinate office under MOCA. For each vacancy, please indicate how long the office has been vacant.

Answer: The subordinate agencies under this committee are ServeDC and MOCC. See table 6M for the list of positions open within the office.

SERVEDC Open Position	Vacancy Date
Finance Assistant	October 2024
Grants Management Specialist	October 2024

MOCC Open Position	Vacancy Date
Director	June 2024
Associate Director	August 2024

7. What is MOCA's role in filing vacancies for the subordinate offices? Please indicate if MOCA takes the lead in filling vacancies or describe what support is provided to help the subordinate offices fill vacancies.

Answer: MOCA and the subordinate offices under this Committee are under the agency Executive Office of the Mayor (AA0). The Mayor's Office of Talent and Appointments (MOTA) is responsible for the hiring and onboarding processes of staff. Open positions are shared through the office newsletters and social media postings.

8. Please describe new statutory mandates MOCA and each subordinate office are subject to as of FY24 and their current implementation status.

Answer. There are no new statutory mandates that MOCA and each subordinate are subject to this fiscal year.

9. What are the metrics regularly used by MOCA and each subordinate office to evaluate its operations?

Answer: MOCA utilizes a look ahead report and an annual report to evaluate the operations of itself and the subordinate offices.

10. What are the metrics regularly used by MOCA and each subordinate office to evaluate employee performance?

Answer: MOCA uses a goal-based system with weekly check-ins.

11. Does the Director of MOCA utilize a standard procedure to check in with each of the subordinate offices? Please indicate the frequency of the check-ins for each office.

Answer: The MOCA Director does check ins with subordinate agency directors at the weekly One on Ones. Once per quarter the subordinate offices prepare a report that details work done and presents at the weekly Director's huddle. At the end of the Fiscal Year, the subordinate offices prepare a yearly report that outlines their programs and outcomes.

12. Please provide to the Committee copies of all surveys and quarterly reports provided to the Director of MOCA by each subordinate office for FY24 and Q1 of FY25.

Answer: ServeDC is the office under oversight of this committee, an attached version of their annual report can be found in 12M.

13. Please describe any new initiatives or programs, for MOCA and each subordinate office, implemented in FY24 and FY25, to date. Please provide an overview of the program and the results, or expected results, of each initiative.

Answer: There were no new initiatives or programs proffered by MOCA or it's subordinate offices under oversight of this committee.

14. Please name the electronic databases used by MOCA and its subordinate offices. For each, include the following:
- A detailed description of the information tracked within each system;
 - The age of the system and any substantial upgrades that were made in FY24 or FY25, to date, or that are planned for the system;
 - Whether the public is currently granted access to all or part of each system; and
 - Whether the public could be granted access to all or part of each system.

Answer:

- A. MOCA uses the following electronic databases to track and maintain specific data:
ZoomGrants: a grant management platform that receives workplans, quarterly reports, and grant applications from grantees.

MOCC uses the following electronic databases to track and maintain specific data:
ArcGis: A mapping system used to track areas of adopt a block captains and trash collected

- B. The following databases were purchased on or around the following times:
ZoomGrants was purchased prior to the Bowser Administration and can only be attested to its use since the beginning of the administration.
ArcGis was purchased through OCTO and a specific date would be better directed at that agency

- C. Noted below is the public's accessibility to the below platforms
ZoomGrants: This system is an internal system between MOCA offices and grantees, it does not have general public access.
ArcGis is publicly accessible and users are allowed to track the location of the Block and input trash data.

- D. Zoom Grants is noted in response 14C
ArcGis allows user access for submissions.

15. Are there any planned upgrades or changes planned for the Salesforce or ZoomGrants systems utilized by MOCA?

Answer: ZoomGrants does not offer any planned upgrades within its system and therefore are not subject to change.

Salesforce is no longer used by MOCA or it's subordinate offices.

16. What is the frequency with which MOCA and each of its subordinate offices uses purchase cards? What are the top types of expenditures these cards are used for?

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 the submission by EOM to the Committee on Executive Administration and Labor.

17. What is the total purchase card amount that MOCA and each of its subordinate offices used in FY24? What, if any, changes to these amounts do you expect to see in FY25?

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 the submission by EOM to the Committee on Executive Administration and Labor.

18. Please list each contract, procurement, and lease entered into or extended by MOCA and each subordinate office during FY24 and FY25, to date. For each contract, please provide the following information where applicable:

- The name of the contracting party;
- The nature of the contract, including the end product or service;
- The dollar amount of the contract, including amount budgeted and amount actually spent;
- The term of the contract;
- Whether the contract was competitively bid;
- The name of the office's contract monitor and the results of any monitoring activity; and
- The funding source.

Answer: MOCA is part of the agency Executive Office of the Mayor (AA0). As a result, the overall approved budget and agency spending for MOCA is best reflected in the submission by EOM to the Committee on Executive Administration and Labor.

ServeDC's contract, procurement, and lease entered in FY24 is listed in Table 18M.

SERVE DC FY24 and FY25 to Date GRANTS, CONTRACTS, AND PROCUREMENTS						
Contracting Party	Nature of Contracting Party	Amount FY 2024	Amount FY 2025	Amount Awarded	Competitively Bid (Y/N)	Funding Source
America's Service Commissions	Yearly Membership Fees and Conference	\$11,400.00		\$11,400.00	N/A	Federal Grants
Center for Non-Profit Advancement	Nonprofit Capacity Building	\$37,500.00		\$37,500.00	N/A	Federal Grants
Reid Rodell	Spirit of Service Awards Wraparound Services		\$9,990.00	\$9,990.00	N/A	Federal Grants
Metropolitan Office Products	Snow Heroes Supplies		\$8,146.00	\$8,146.00	N/A	Local Funds

19. Please list each grant entered into or extended by MOCA and each subordinate office during FY24 and FY25 to date. For each grant, please provide the following information where applicable:

- a. The name of the grantee;
- b. The nature of the grant, including the end product or service;
- c. The dollar amount of the grant, including amount budgeted and amount spent, to date;
- d. The term of the grant;
- e. How the grant was advertised and the grantee selected;
- f. The name of the managing employee;
- g. The results of any reporting or monitoring evaluations;
- h. The funding source.

Answer: MOCA does not have grant making authority.

Grants provided by ServeDC through Americorp funding is listed below in Table 19M.

Grantee	AmeriCorps Grant Funding	Amount FY 2024	Amount FY 2025
Higher Achievement	FY24 and FY25 AmeriCorps Formula Grant	\$128,463.00	\$23,625.00
After-School All-Stars	FY24 and FY25 AmeriCorps Formula Grant	\$140,864.00	\$108,000.00
Foster & Adoptive Parent Advocacy Center	FY24 and FY25 AmeriCorps Formula Grant	\$37,500.00	\$39,800.00
Generation Teach	FY24 AmeriCorps Formula Grant	\$420,571.00	N/A
Kid Power	FY24 and FY25 AmeriCorps Formula Grant	\$172,800.00	\$158,921.00
Latin American Youth Center	FY24 AmeriCorps Formula Grant	\$186,818.00	\$189,000.00
School Talk	FY24 and FY25 AmeriCorps Formula Grant	\$78,365.00	\$81,000.00
Teens Run	FY24 AmeriCorps Formula Grant	\$85,000.00	N/A
City Gate	FY24 AmeriCorps Formula Grant	\$169,192.00	N/A
City Year	FY24 and FY25 Competitive Grant	\$3,220,000.00	\$2,800,000.00
Relay Graduate School of Education	FY24 and FY25 AmeriCorps Formula Grant	\$75,000.00	\$60,000.00
Teach for America	FY24 and FY25 AmeriCorps Formula Grant	\$85,000.00	\$95,000.00
The Literacy Lab	FY24 and FY25 AmeriCorps Competitive Grant	\$322,000.00	\$322,000.00

Jumpstart	FY24 AmeriCorps Competitive Grant and FY25 AmeriCorps Formula Grant	\$910,341.00	\$116,130.00
Raising a Village	AmeriCorps Planning Grant	\$96,238.34	N/A
Improve Your Tomorrow	AmeriCorps Planning Grant	\$100,000.00	N/A
CompuRecycling	AmeriCorps Planning Grant	\$100,000.00	N/A

20. Please describe the role of the Office's central staff in assisting with contracts and grants management for the subsidiary Offices within the Office of Community Affairs.

Answer: The Special Assistant for Grants is responsible for reviewing and compiling the data received from the constituent offices with grant making authority. The Grant manager helps compile annual reports for the cluster and sets timeline and reporting deadlines for the grants team.

21. For MOCA and each subordinate office, please list all settlements entered into by the office or by the District on behalf of the office in FY24 or FY25, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). The Office of General Counsel (OGC) leads on EOM's involvement in all legal matters. Any matters will be discussed in EOM's response to the Committee on Executive Administration and Labor.

22. Please indicate whether MOCA and each subordinate office requires non-disclosure agreements for any employees or contractors.

Answer: MOCA complies with district policy regarding non-disclosures.

23. For MOCA and all subordinate offices, please list and describe any ongoing investigations, audits, or reports on the office or any employee of the office that were completed during FY24 and FY25, to date.

Answer: MOCA and the subordinate offices under oversight by this Committee are part of the agency Executive Office of the Mayor (AA0). The Office of General Counsel (OGC) leads on EOM's involvement in all legal matters. Any matters will be discussed in EOM's response to the Committee on Executive Administration and Labor.

24. Please describe the specific services and supports the Office's central staff provide to the subsidiary offices within the Office of Community Affairs.

[Answer: See response to question 2.](#)

25. Please specifically describe the Office's role in managing and supporting communications for its constituent offices.

[Answer: See response for Communications Director in question 2.](#)

OFFICE OF THE CLEAN CITY (MOCC)

1. Please describe the mission of MOCC and describe the top five priorities for MOCC, explaining how MOCC expects to address these priorities in FY25.
2. Please explain, in detail, how MOCC works with the Department of Public Works (DPW) and DC-311 to coordinate service responses. Include in your responses any financial resources that DPW or the Office of Unified Communications provides for these services.
3. Please describe MOCC's involvement with throughfare beautification and trash pickup in the city, including:
 - a. Most frequent topics of interagency coordination;
 - b. Primary DDOT or DPW points of contact;
 - c. The number of regular meetings and site visits;
4. Please describe any anti-littering campaigns that the MOCC implements to reduce instances of litter and educate the public on the impact to waterways and the environment.
5. Increased litter and vandalism in a neighborhood can negatively affect public health and safety. What considerations does MOCC make to ensure that littering is addressed in the areas most impacted?
6. Does MOCC actively coordinate with MPD to address enforcement of anti-littering laws?
7. Please describe MOCC's coordination with the Department of Health on rodent abatement, including:
 - a. Most frequent topics of interagency coordination;
 - b. Primary DOH points of contact, specifying division/program;

- c. Frequency and method of communication, including regular meetings and site visits;
 - d. Any cluster-level (DMOI) meetings, task forces, or other convenings in which the Office and DPW are both represented; and,
 - e. Sharing of distribution lists,
 - f. collaboration on written/visual materials and communications strategy.
8. How many rodent prevention fliers were distributed in Fiscal Year 2024 and Fiscal Year 2025, to date?
 9. What is the process for “rodent petitions”, as provided on MOCC's website?
 10. Please describe the Adopt-a-Block program, including the number of participating groups and how MOCC supports their efforts. How many new Adopt a Block applications were received and approved in Fiscal Year 2024 and Fiscal Year 2025, to date? Has the Office ever needed to revoke an Adopt-a-Block group?
 11. Please provide a detailed update regarding the Adopt-a-Stream program.
 - a. What is the status of the funding of this program in FY24 and Q1 of FY25?
 - b. Has the program been reinstated since the funding challenges faced in FY23?
 - c. What streams have an approved group under the Adopt a Stream program? Please provide a list of all of the streams with an approved sponsor within this program.

MAYOR’S OFFICE OF VOLUNTEERISM AND PARTNERSHIPS (SERVEDC)

1. Please describe your comprehensive vision and strategic plan for community service initiatives. What percent of your budget is allocated to community service initiatives and what percent is administrative?
2. Please summarize the top five areas in which ServeDC seeks volunteers.
3. Are all the services that ServeDC provides part of the AmeriCorps system? Please outline how ServeDC coordinates with AmeriCorps, explain the roles of each, and list any AmeriCorps grants and funding used in FY24 and FY25 to date.
4. Service and volunteering can strengthen community ties and improve mental health. How does ServeDC work to communicate the benefits of volunteering and encourage DC residents to volunteer?

5. Does ServeDC maintain any demographic data on volunteers? If so, please provide in FY24 the number of volunteers by ward and gender and, if known, the number of volunteers over the age of 60.
6. Are any of your volunteer repeat volunteers? If so, what are the activities they prefer?
7. How does ServeDC ensure that there are opportunities to volunteer across all eight Wards? Please provide a list of opportunities to volunteer in FY24 and Q1 of FY25 broken down by Ward.
8. Please provide a list of upcoming opportunities to volunteer in FY25 and advise how ServeDC informs the public about new opportunities.
9. Does ServeDC connect volunteers with their areas of interest or experience? Can volunteers sign up for alerts or check for opportunities based on interest or neighborhood?
10. Are there any opportunities to volunteer remotely?
11. How does ServeDC work to build public-private partnerships, including with philanthropic and community- and faith-based organizations? Please list any organizations that ServeDC works closely with.
12. Please describe opportunities for volunteering with seniors, including what types of volunteer activities are conducted at senior centers and how volunteers can help senior age in place.
- ~~13.~~ Please describe the types of services that ServeDC supports, including any literacy, financial literacy, employment, and legal services.
14. Please provide more information on the DC Planning Grant, including past awardees and any outreach done to promote the grant.
15. Please provide a description of the grants program within ServeDC and list all federal and DC-based grants that the office administers or assists with.