

GOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR



Responses to Fiscal Year 2020 Performance Oversight Questions

Rev. Thomas Bowen

Director, Mayor's Office on Religious Affairs

Submission to

Committee on Government Operations and Facilities

Chairperson Robert White

At-Large Councilmember

February 9, 2021

Committee on Government Operations and Facilities

John A. Wilson Building

1350 Pennsylvania Ave., NW

Washington, DC 20004

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

Answer: The Mayor's Office of Religious Affairs (MORA) cultivates policies that engage community and faith-based organizations in the creation of citywide programs and initiatives across multiple disciplines. MORA also seeks to establish and coordinate effective collaborations between District of Columbia government agencies and the faith community in addressing citywide issues.

In addition, MORA collaborates with the Mayor's Interfaith Council (MIC) to provide external input into partnerships and other issues of concern to the religious community.

The common thread in all beliefs is that we are our sibling's keeper and that we are to show compassion, concern, and care for our fellow humans. In recognition of these values, MORA is committed to increasing the involvement of the faith community and the Administration in order to accomplish the goal of creating pathways to the middle class.

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

Answer: There are no statutory mandates that MORA is unable to implement with the current resources.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 20 and FY 21, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

Answer: There are no reporting requirements for MORA.

4. Please list and describe any regulations promulgated by the agency in FY 20 or FY 21, to date, and the status of each.

Answer: There were no regulations promulgated by the agency in FY20 and FY21 to date.

5. Please explain any significant impacts on your agency, if any, of any legislation passed at the federal or local level during FY 20 and FY 21, to date.

Answer: There were no significant impacts on the agency from legislation passed during FY20 and FY21 to date.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 21.

Answer

- a) MORA stands up to protect the DC Values that define our faith community and support the most vulnerable residents among us.
- b) MORA recruits places of worship to use their excess land for affordable housing.
- c) MORA seeks to address hate and bias related crimes against DC residents and respond with moral clarity and spiritual leadership.
- d) MORA seeks to connect the religious community with District government resources.
- e) Advocate for the needs of the faith community.

7. What metrics are currently regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

Answer:

The key performance indicators we use are:
of subscribers on our newsletter
of Facebook followers
of Twitter Followers
of community events we attend
of events we host

8. Please provide a copy of the agency's FY 20 performance plan, if one was prepared. Please explain which performance plan objectives were completed in FY 20. If they were not completed, please provide an explanation.

Answer: MORA has an internal review process.

9. Please provide a copy of your agency's FY 21 performance plan as submitted to the Office of the City Administrator, if one was prepared.

Answer: MORA has an internal review process.

10. Please describe any new initiatives or programs that the agency implemented in FY 20 and FY 21, to date, to improve the operations of the agency. Please describe any funding utilized for these initiative or program and the results, or expected results, of each initiative.

Answer: There have been no new initiatives or programs the agency has implemented in FY20 or FY21 to date.

11. 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 an explanation of the roles and responsibilities for each division and subdivision.

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

Answer:

Reverend Thomas Bowen: Director.

Roles and responsibilities:

(1) IPAG/Hate-Bias Prevention Work: Continuous collaboration with MPD and HSEMA to engage and empower houses of worship on preparedness, emergency management, and bias related crime.

(2) Mayor’s Interfaith Council: Check-ins to provide information and updates to Commissioners. Also. working with MOTA in maintaining an active roster of commissioners (quote a few commissioners are timing out of their position).

(3) #1200ByFaith: Coordinating with DMPED and Houses of Worship to assist in meeting the housing goals of the District.

(4) Office Administration: Responding to clergy questions and making referrals to respective agencies, planning virtual events and scheduling meetings with Houses of Worship and faith based organizations.

(5) Social Media: Managing MORA’s social media accounts to provide the latest information and updates.

(6) Virtual Events: Host and organize events for and with the faith community.

There are currently no vacancies at MORA.

12. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate if the position must be filled to comply with federal or local law.

Answer:

Posn Nbr	Title	Name	Emplid	Hire Date	Salary	Fund Code	Prgm Code	Activity
00042712	Executive	Bowen,Thomas L	00091643	6/29/2016	\$ 120,829.46	0100	5009	5009

13. 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: MORA has no detailed employees to or from the agency.

14. Please provide the Committee with:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 20 and FY 21, to date;

Thomas Bowen - Cell phone

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 20 and FY 21, to date;

Answer: MORA did not own or lease a vehicle in FY20 or FY21.

c. A list of travel expenses, arranged by employee for FY 20 and FY 21, to date, including justification for travel;

Answer: MORA did not incur travel expenses in FY20 and FY21 to date.

d. A list of total workers' compensation payments paid in FY 20 and FY 21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Answer: MORA did not have any workers' compensation claims in FY20 or FY21

15. Please separately list each employee whose salary was \$100,000 or more in FY 20 and FY 21, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

- a. Name of employee.** Thomas L. Bowen
- b. Title of position.** Director
- c. Grade, series, and step of position.** ES-301--06
- d. Date employee began.** June 29, 2016
- e. Salary and fringe benefits.** \$120,829.46
- f. Job status (continuing, term, temporary or contract).** Continuing

16. Please list in descending order the top 25 overtime earners in your agency in FY 20 and FY 21, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

Answer: In FY20 and FY21 to date MORA did not have any overtime earners.

17. For FY 20 and FY 21, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

Answer: In FY20 and FY21 to date MORA employees did not receive bonuses nor special pay.

18. 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 the anticipated date of completion of each agreement in bargaining.

Answer: MORA does not have a collective bargaining agreement in effect.

19. Please provide a list of any training or continuing education opportunities made available to agency employees. For each 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:

Ethics (1) PeopleSoft; COVID Contact Tracing (1) Johns Hopkins; IT Security (1) PeopleSoft

20. Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? If not, what steps are taken to ensure that all agency employees are meeting individual job requirements?

Answer: The Mayor's Office of Community Affairs (MOCA) performs regular evaluations of MORA's sole employee, the Director of MORA in order to ensure that the Director is meeting individual job requirements and goals.

21. Please describe what strategies the agency is using to improve employee retention.

Answer: Weekly meetings that check in on our work, and our wellbeing are held between MOCA Directors.

22. For FY 20 and FY 21, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

Answer: The total is part of The Executive Office of the Mayor's mobile communications and devices for FY20 was \$ \$118,151.27 and \$28,019.96 for FY21 to date.

23. For FY 20 and FY 21, to date, please list all intra-District transfers to or from the agency.

Answer: There have been no intra-District transfers to or from the agency in FY20 or FY21.

24. For FY 20 and FY 21, to date, 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;*
- f. The current fund balance.*

Answer: MORA did not have any special purpose revenue funds in FY20 or FY21 to date.

25. For FY 20 and FY 21, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Answer: MORA did not have any purchase card spending in FY20 or FY21 to date.

26. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 20 and FY 21, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Answer: MORA did not enter into any MOU in FY20 or FY21.

27. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.

Answer: MORA did not have any capital projects.

28. Please provide a table showing your agency’s Council-approved budget, revised, budget (after reprogrammings, etc.) and actual spending, by program, activity, and funding source for FY 20 and the first quarter of FY 21. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.

Answer:

Appropriated Fun	Activity Title	Comp Source Gro	FY 2020 Approved Budget	FY 2020 Revised Budg	FY 2020 Expenditu	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 Expenditu
	OFFICE OF WOMEN'S POLICY AND INITIATIVES TOTAL		\$385,388.30	\$385,388.30	\$313,455.58	\$343,267.24	\$343,267.24	\$93,428.68
	OFFICE OF RELIGIOUS AFFAIRS	0011	\$178,820.48	\$178,820.48	\$121,376.95	\$216,965.46	\$216,965.46	\$35,850.52
		0013	\$0.00	\$0.00	\$42.00	\$0.00	\$0.00	\$0.00
		0014	\$37,373.48	\$37,373.48	\$21,478.10	\$42,091.30	\$42,091.30	\$6,391.91
		0020	\$4,000.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00
		0040	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OFFICE OF RELIGIOUS AFFAIRS TOTAL		\$220,193.96	\$216,193.96	\$142,897.05	\$266,056.76	\$266,056.76	\$42,242.43

29. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 20, FY 21, or FY 22. For each, include a description of the need and the amount of funding requested.

Answer: No enhancements were requested for FY21 or FY22.

30. Please list, in chronological order, each reprogramming that impacted the agency in FY 20 and FY 21, to date, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY 20 and FY 21, to date. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Answer: No reprogramming occurred in FY21 or FY22.

31. Please list each grant or sub-grant received by your agency in FY 20 and FY 21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

Answer: MORA did not receive grants or sub-grants in FY20 or FY21.

32. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

Answer: MORA does not have FTEs that are dependent on grant funding.

33. Please list each contract, procurement, and lease entered into or extended by your agency during FY 20 and FY 21, to date. For each contract, please provide the following information where applicable:

- a. The name of the contracting party;**
- b. The nature of the contract, including the end product or service;**
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
- f. The name of the agency's contract monitor and the results of any monitoring activity; and**
- g. The funding source.**

Answer: MORA has not entered into any contract, procurement, or lease during FY20 or FY21.

34. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?

Answer: As the Office of MORA's is not a stand-alone budget, but rather a line item in the EOM agency budget, it's CBE expenditure threshold, compliance and goals are incorporated across the EOM budget. The CBE spend and compliance are reported in the EOM submission.

35. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

Answer: MORA does not have any pending lawsuits.

36. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 20 or FY 21, 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: MORA did not have any settlements in FY20 or FY21 to date.

37. Please list the administrative complaints or grievances that the agency received in FY 20 and FY 21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 20 or FY 21, to date, describe the resolution.

Answer: MORA did not receive any administrative complaints or grievances in FY20 and FY21 to date.

38. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any sexual harassment allegations received by the agency in FY 20 and FY 21, to date, whether or not those allegations were resolved.

Answer: All offices follow the procedures specified in Mayor's Order 2017-313. Those procedures vest responsibility for investigating allegations with the Sexual Harassment Officer or SHO, who in turn presents a report to the agency general counsel who recommends any necessary personnel actions. And findings are reported to the Mayor's Office of Legal Counsel. As appropriate, BEGA, MPD, the Office of Human Rights, or DCHR could become involved. Fortunately MORA has not had any reports in the reporting period.

39. Please list and describe any spending pressures the agency experienced in FY 20 and any anticipated spending pressures for the remainder of FY 21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 20, describe how it was resolved, and if the spending pressure is in FY 21, describe any proposed solutions.

Answer: MORA did not have any spending pressures in FY20 and FY21 to date.

40. Please provide the number of FOIA requests for FY 20, and FY 21, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.

Answer: MORA did not have any FOIA requests in FY20 and FY21 to date.

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

- a. A detailed description of the information tracked within each system;**
- b. The age of the system and any substantial upgrades that were made in FY 20 or FY 21, to date, or that are planned for the system;**
- c. Whether the public is currently granted access to all or part of each system; and**
- d. Whether the public could be granted access to all or part of each system.**

Answer: MORA uses a contact management system to track residents, demographic information, and contact information. MORA staff has access to this system, the public does not have access to this system.

42. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 20 and FY 21, to date.

Answer: MORA did not have any ongoing investigations, audits or reports in FY20 or FY21 to date.

43. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 20 and FY 21, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.

Answer: MORA did not have studies, research papers or reports prepared in FY20 or FY21 to date.

44. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

Answer: MORA participates in the following bodies:

- Mayor's Interfaith Council
- Violence Prevention and Response Team

- Ward 7 Faith Leaders
- Ward 8 Faith Leaders
- Interfaith Preparedness Advisory Group

OFFICE OF RELIGIOUS AFFAIRS

45. Does the Office track the number of individual religious institutions or facilities are located within the District? If so, how many are there?

Answer: There is not a registry for religious institutions in the District of Columbia. The Office of Planning has a map that lists institutions registered as a religious institution, but not by name. The list includes places of worship, schools, social service organizations and cemeteries. There are more than 800+ religious institutions in the District of Columbia. MORA has a database of faith leaders and religious institutions. That list includes 800+.

46. How does the Office identify and connect with religious leaders and institutions across the city?

Answer: MORA identifies and connects with religious institutions on a daily basis via phone calls, emails messages and meetings. Many of the connections are a result of working with a leader and or institution on an issue or problem.

47. How does the Office interact with these institutions? What type of services and programs does the Office provide/make available?

Answer: MORA attempts to meet the needs of these institutions and works with the institution to resolve their problem or connect them with the appropriate DC Government office.

48. Does the Office issue or support grants or funding to religious institutions or other organizations?

Answer: From time to time when asked and as appropriate MORA will offer letters of support.

49. Has the Office hosted any activities or events in FY 20, or FY 21, to date? If so, please describe each the activities or events hosted, including whether any are annual or recurring events.

Answer:

<i>Event</i>	<i>Date/Time</i>
<i>Grief and Loss in the Time of COVID-19 Training Session</i>	<i>Mon. April 27, 2020 at 1pm</i>

<i>COVID-19 - Phase Two Reopening Clergy Webinar</i>	<i>Wed. June 24, 2020 at 1pm</i>
<i>Covid19 - Phase Two Best Practices Call</i>	<i>Wed. July 1, 2020 at 1pm</i>
<i>Interfaith Preparedness and Advisory Group and DC Clergy Call (recurring)</i>	<i>Mon. January 4, 2021 at 1pm</i>
<i>Multi-Stakeholder Emergency Preparedness Call (recurring)</i>	<i>Fri. January 15, 2021 at 4:30pm</i>
<i>COVID-19 Vaccine 101: A Discussion with Clergy</i>	<i>Fri. January 29, 2021 at 2pm</i>

51. What are the top five concerns religious institutions have expressed to the Office about managing their operations within the District?

Answer:

1. The need for financial assistance/relief
2. Why clergy are not considered essential or front line workers when they attend to the spiritual and mental health of residents
3. How long before they can resume in person services
4. Will clergy be a part of a priority group for vaccines
5. Our houses of worship safe given the current political climate

52. Does the Office coordinate with any other District agencies on shared projects or initiatives? If so, please describe any existing partnerships.

Answer:

MORA provides support to the other MOCA offices as needed. In FY20 it worked with LGBTQ Affairs, MORCA, MOAPIA, Latino Affairs and African Affairs.

MORA, MPD, HSEMA and OHR work together to respond to all hate and bias related crimes that occur in the District

At the request of the Mayor, HSEMA and MORA have set up the Interfaith Preparedness Advisory Group to help houses of worship secure funding to improve the security of their facilities and to allow a forum for the sharing of best practices.

We continue to work with DHCD to provide encouragement and technical assistance to faith-based organizations who desire to build affordable housing. This has been successful because of the sincere commitment of EOM and DHCD to creating affordable housing.

53. Does the Office provide any volunteer opportunities to members of the public to support the duties and responsibilities of the Office? If so, please describe those opportunities.

Answer:

Beyond the Mayor's Interfaith Council there are not any structured volunteer opportunities at this time. We have relied on the faith community to step up as trusted messengers and ambassadors as it relates to wearing masks, forgoing in person services and most recently taking the vaccine when residents become eligible.

54. Does the Office offer institutions with support or guidance in matters of tax exemption at the local or federal level?

Answer: MORA has assisted the Office of Tax and Revenue (at their request and the request of faith leaders) with outreach to religious institutions to inform them of their need to update their tax exemption status.

55. Does the Office offer any kind of religious awareness/religious literacy education about religions that the public may be less aware of or that are frequently faced with misconceptions by the general public?

Answer: All of the Office's awareness is focused on spreading community and awareness of the diverse religious community of the District.

56. How has the Office adapted its operations during the public health emergency?

Answer: There have been no in-person office visits. Most meetings now take place via phone, Zoom, WebEx or Microsoft Teams. The director responds to email, phone, and social media inquiries in the same fashion as was done before the public health emergency. The director continues to visit houses of worship as needed.

57. On December 12, 2020, Proud Boys demonstrators damaged several local religious institutions. Did the Office support the District's response to this attack through engagement, communication, or support?

Answer: Yes, the director immediately reached out to the pastors of the churches and visited the churches the next day (along with MPD) to speak with them or members of their stewardship team. The director was present for the statements given to MPD. Recommendations were given to the staff and assistance was given to follow through on the recommendations. This is our normal protocol. A plan was developed to offer a sustained presence for the days leading up to January 6. The director maintained constant communication with the pastors. The Acting DMPSJ joined the director for a call with one of the churches. A citywide clergy call was also held to provide information to the faith community.