

COUNCIL OF THE DISTRICT OF COLUMBIA  
**COMMITTEE ON GOVERNMENT OPERATIONS AND FACILITIES**  
ROBERT C. WHITE, JR., CHAIR

January 10, 2022

Ms. Jackie Reyes-Yanes  
Director  
Office of Community Affairs  
1350 Pennsylvania Ave., NW  
Suite 332  
Washington, DC 20004

Dear Director Reyes-Yanes:

The Committee on Government Operations and Facilities has scheduled a Performance Oversight Hearing on the Office of Community Affairs for Thursday, January 20<sup>th</sup>, 2022, at 12:00 PM. The Performance Oversight Hearing will be held virtually. Log-in instructions will be provided to participants in advance of the hearing. Members of the public may sign up to testify by completing the form at <https://forms.gle/UrkJAKXjGWaPaQuD8>. The hearing will be viewable live via Youtube at <https://www.youtube.com/channel/UCPJZbHhKFbnyGeQclJxQk0g/live> for those not participating and will be rebroadcast on Channel 13 at a later date.

To ensure a productive oversight hearing, it is the Committee's preference that you listen to any public testimony provided with respect to your agency prior to providing your own testimony. In addition, the Committee requests that you submit your written testimony to the Committee at least 48 hours prior to the commencement of the hearing. Please limit your testimony at the hearing to approximately 10 minutes.

Finally, it is the practice of the Committee to send each agency a series of written questions in advance of an oversight hearing. To that end, please review the attached list of questions and return your answers by the close of business, Tuesday, January 18<sup>th</sup>, 2022 to [facilities@dccouncil.us](mailto:facilities@dccouncil.us). Please provide an electronic version with text responses in a single document, with clearly marked attachments where necessary. Please do not submit any sensitive, non-public, or personally identifiable information.

If you have any questions, please feel free to contact the Committee on Government Operations and Facilities at [facilities@dccouncil.us](mailto:facilities@dccouncil.us). Thank you in advance for your timely response.

Sincerely,

Robert C. White, Jr.  
*Councilmember, At-Large*  
*Chair, Committee on Government Operations and Facilities*  
*Council of the District of Columbia*

## GENERAL QUESTIONS

### ***1. Please provide the agency's mission statement.***

Answer: MOCA is responsible for ensuring that the needs of the residents of the District of Columbia are met and that residents' engagement and interests in the community are heightened.

### ***2. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency was required to complete in FY 21 and FY 22, 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: Not Applicable.

### ***3. Please explain any significant impacts on your agency, if any, of any legislation passed at the federal or local level during FY 21 and FY 22, to date.***

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

### ***4. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 22.***

Answer:

- Provide training guidance and assistance to the 13 MOCA offices.
  - MOCA provides training to agency Directors in areas of policy and engagement strategies.
- Coordinate broader engagement plans in which all 13 MOCA offices can participate.
  - Collaboration across the 13 offices to maximize our impact in the community.
- COVID-19 Posture
  - As the COVID-19 pandemic continues to affect our District, MOCA continues to innovate and find new ways to educate the public on the latest information around relief, vaccination, and other available resources.
- Continuing to provide technical assistance to the 13 MOCA offices.
  - MOCA provides guidance around outreach, communications on social media platforms, event planning, and constituent education.
- Rethink authentic ways in which MOCA as a standalone office can amplify the work of Mayor Muriel Bowser and our 13 offices.

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

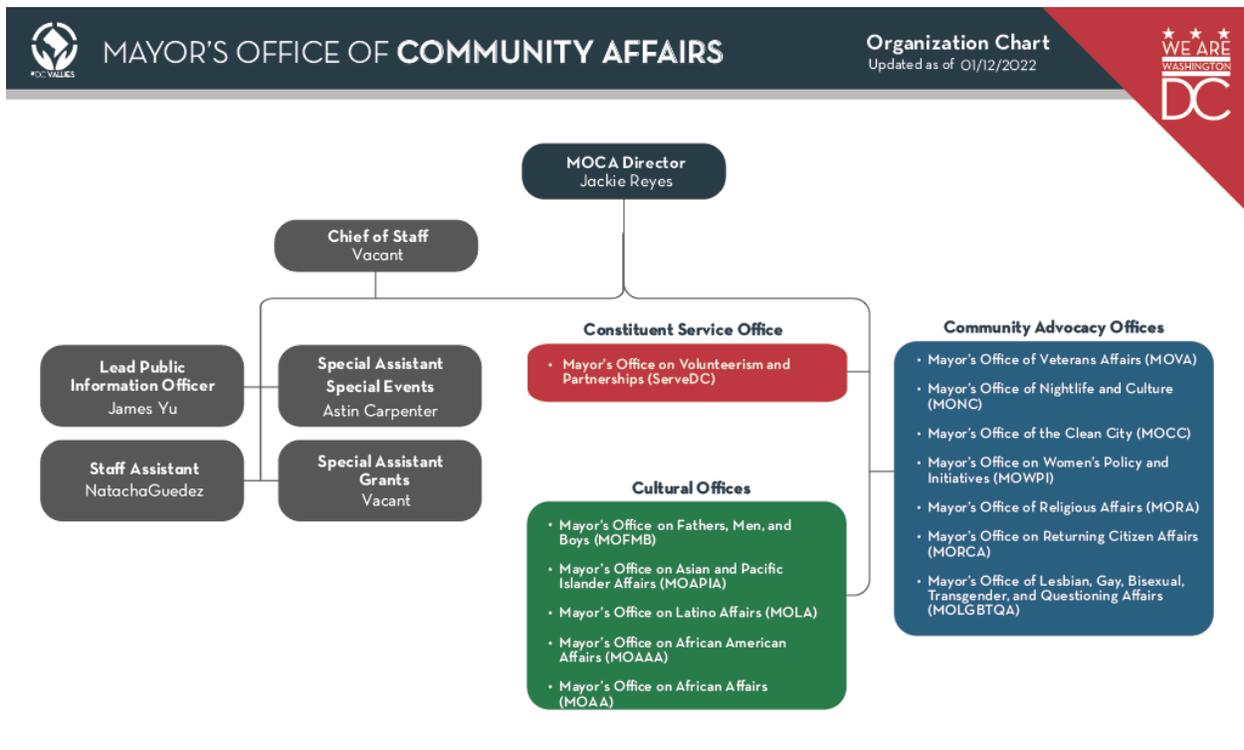
Answer: MOCA measures success by the amplification of resources available to residents. We

evaluate our operations by the number of individuals we reach for a given event, the number of participants in a given event, the number of impressions made on social media, and the number of success stories within our MOCA offices that speak to the connection to services.

**6. Please describe any new initiatives or programs that the agency implemented in FY 21 and FY 22, to date, to improve the operations of the agency. Please identify any funding utilized for these initiative or program and the results, or expected results, of each initiative.**

Answer: In FY21 and FY22, MOCA continues to pivot between virtual and in-person events depending on the needs and concerns of our constituents. MOCA continues to use virtual meeting platforms to host meetings with stakeholders and residents, and at the same time, has implemented monthly Meet and Greets to hear from the community by visiting each ward and engaging community members who have not had the opportunity to visit our constituent offices. Such engagements have kept us closely connected to ensure that residents’ issues and concerns are addressed, appropriate resources are introduced, and issues that require immediate attention are handled promptly. This connection also influences our programmatic efforts and strengthens our outreach to the community.

**7. 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.**



\*Data collected from January 12, 2022\*

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

Answer: No changes were made to MOCA’s organizational chart during FY21.

**9. 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.**

Answer:

Posn Nbr	Title	Name	Empl Rcd	Hire Date	Vac Stat	Grade	Step	Salary	Fund Code	Prgm Code	Activity	Posn Effct	Position NTE Dt	F/P Time	Reg/Temp/Term
00042740	Director, Community Affairs	Reyes Yanes, Jakeline M	0	11/23/2009	F	10	0	\$ 138,521.93	0100	5019	5019	9/12/2021		F	Reg
00042837	Chief of Staff	VACANT			V	7	0	\$ 111,962.00	0100	5019	5019	10/10/2021		F	Reg
00046675	Staff Assistant	Guedez, Natacha	0	5/24/2021	F	11	5	\$ 70,818.00	0100	5019	5019	10/10/2021	1/11/2023	F	Term
00046725	Public Information Officer	Yu, James Christopher	0	3/16/2020	F	5	0	\$ 73,896.76	0100	5019	5019	10/20/2019		F	Reg
00051163	Special Assistant	Carpenter, Astin	0	10/3/2016	F	5	0	\$ 76,113.11	0100	5019	5019	9/24/2018		F	Reg
00091908	Special Assistant	VACANT			V	5	0	\$ 79,972.00	0100	5019	5019	10/16/2017		F	Reg

**10. 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: MOCA has no detailed employees to or from the agency.

**11. 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 21 and FY 22, to date;**

Answer:

Jackie Reyes-Yanes	Cell Phone
Gloria Martinez	Cell Phone
Thomas Yabroff	Cell Phone
James Yu	Cell Phone
Astin Carpenter	Cell Phone
Natacha Guedez	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 21 and FY 22, to date;**

Answer: MOCA did not own or lease a vehicle in FY21 or FY22.

***c. A list of travel expenses, arranged by employee for FY 21 and FY 22, to date, including justification for travel;***

Answer: MOCA did not incur travel expenses in FY21 and FY22 to date.

***d. A list of total workers' compensation payments paid in FY 21 and FY 22, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.***

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

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

Answer: The total for MOCA is part of The Executive Office of the Mayor's mobile communications and devices for FY21 and for FY22, to date.

***13. Please list in descending order the top 25 overtime earners in your agency in FY 21 and FY 22, 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 by each.***

Answer: In FY21 and FY22 to date MOCA did not have any overtime earners.

***14. For FY 21 and FY 22, 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 FY21 and FY22 to date, MOCA employees did not receive bonuses or special pay.

***15. 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: Not applicable.

***16. 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: Sexual Harassment; Ethics; John Hopkins COVID Contact Tracing; Hatch Act; LGBTQ awareness; and IT Security.

**17. For FY 21 and FY 22, to date, please list all intra-District transfers to or from the agency.**

Answer: MOCA did not have any intra-District transfers in FY21 and FY22, to date.

**18. For FY 21 and FY 22, 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; and**
- f. The current fund balance.**

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

**19. For FY 21 and FY 22, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.**

**Answer:** MOCA does not have a Purchase Card, all purchases are done through EOM Support Services.

**20. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 21 and FY 22, 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: MOCA did not enter any MOU in FY21 or FY22.

**21. 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: MOCA did not have any capital projects.

**22. 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 21 and the first quarter of FY 22. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.**

Answer:

Activity	Activity Title	Comp Source Group	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 Expenditures	FY 2022 Approved Budget	FY 2022 Revised Budget	FY 2022 Expenditures
5019	OFFICE OF COMMUNITY AFFAIRS	0011	471,188.90	431,899.85	489,424.40	556,022.71	556,022.71	68,803.72
		0012	0.00	0.00	55,901.82	0.00	0.00	12,646.06
		0013	0.00	0.00	28,405.29	0.00	0.00	27,537.76
		0014	91,410.64	82,146.87	107,493.38	112,321.64	112,321.64	19,417.96
		0020	5,000.00	5,000.00	621.68	5,000.00	(725,000.00)	0.00
		0040	90,979.40	90,979.40	99,919.48	123,924.53	123,924.53	28,080.00
		0050	0.00	0.00	0.00	0.00	730,000.00	0.00

**23. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 22 or FY 23. For each, include a description of the need and the amount of funding requested.**

Answer: No enhancements were requested for FY22 or FY23.

**24. Please list, in chronological order, each reprogramming that impacted the agency in FY 21 and FY 22, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

Answer: MOCA did not have any reprogramming for FY20 and FY21, to date.

**25. Please list each grant or sub-grant received by your agency in FY 21 and FY 22, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.**

Answer: MOCA did not receive grants in FY21 or FY22 to date.

**26. 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: MOCA does not have FTEs that are dependent on grant funding.

**27. Please list each contract, procurement, and lease entered into or extended by your agency during FY 21 and FY 22, 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: MOCA did not enter a contract, procure or enter a lease during FY20 or FY21 to date.

***28. 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 may 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: MOCA does not have any pending lawsuits.

***29. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 21 or FY 22, 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 did not have any settlements in FY21 or FY22 to date.

***30. Please list the administrative complaints or grievances that the agency received in FY 21 and FY 22, 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 21 or FY 22, to date.***

Answer: MOCA did not receive any administrative complaints or grievances in FY21 and FY22 to date.

***31. Please list and describe any spending pressures the agency experienced in FY 21 and any anticipated spending pressures for the remainder of FY 22. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 21, describe how it was resolved, and if the spending pressure is in FY 22, describe any proposed solutions.***

Answer: MOCA did not have any spending pressures in FY21 and FY22 to date.

***32. Please provide the number of FOIA requests for FY 21, and FY 22, 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: MOCA did not have any FOIA requests in FY21 and FY22 to date.

**33. 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 21 or FY 22, 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: MOCA uses a contact management system to track residents, demographic information, and contact information. Additionally, MOCA utilizes a marketing platform to provide periodic updates to their mailing list. MOCA staff has access to this system, though the public does not have access to this system.

**34. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 21 and FY 22, to date.**

Answer: MOCA did not have any ongoing investigations, audits, or reports in FY21 or FY22 to date.

**35. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 21 and FY 22, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.**

Answer: MOCA did not have studies, research papers or reports prepared in FY21 or FY22 to date.

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

Answer: Though MOCA does not directly participate in any task forces, committees, advisory boards, or membership organizations, MOCA supports its offices work with their relative work.

## OFFICE OF COMMUNITY AFFAIRS

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

**Answer:**

Astin Carpenter (Special Assistant, Special Events)	<ul style="list-style-type: none"><li>● Leads Office Management for MOCA and supports management of its 13</li></ul>
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	<p>constituent offices.</p> <ul style="list-style-type: none"> <li>● Leads employee training opportunities for MOCA and its 13 offices.</li> <li>● Leads and ensures employee payroll operations for MOCA and its 13 offices are punctual.</li> <li>● Ensures MOCA offices Board and Commissions meetings are following charter rules (posting agendas and minutes on time)</li> </ul>
<p>Natacha Guedez (Staff Assistant)</p>	<ul style="list-style-type: none"> <li>● Handles Director’s schedule and MOCA Calendar.</li> <li>● Establishes project schedules, workflow of time sensitive documents, communication lines, and assigns tasks to team members to ensure timely and efficient project delivery.</li> <li>● Oversees MOCA and its offices grant management process.</li> <li>● Manages MOCA and its 13 offices agendas, drafts meeting minutes, and tracks follow -ups for all 13 MOCA Offices</li> <li>● Ensures MOCA and its 13 offices are following up with constituent engagements.</li> </ul>
<p>James Yu (Cluster Lead PIO)</p>	<ul style="list-style-type: none"> <li>● Leads MOCA and its offices 13 PIOs in adhering to communications standards and robust engagement.</li> <li>● Leads MOCA and its Language Access Coordinators in ensuring that DC government provide equal access and participation in public services, programs, and activities for residents of the District of Columbia who cannot (or have limited capacity to) speak, read, or write English in accordance with the Language Access Act.</li> <li>● Ensures that Mayoral MEMOs are up to standards.</li> <li>● Ensures events and communications requests from MOCA offices receives</li> </ul>

	<p>EOM approval.</p> <ul style="list-style-type: none"> <li>● Monitors MOCA and its 13 offices social media presence.</li> <li>● Advises MOCA offices with media inquiries.</li> </ul>
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***38. Please specifically describe the Office’s role in managing and supporting communications for its constituent offices.***

Answer: MOCA advises and assists each office on outreach engagement, communications through social media platforms, MOCA offices newsletter to constituents, engagement with stake holders and media inquiries, and acting as link between constituents concerns and the Executive Office of the Mayor.

***39. Please describe the role of the Office’s central staff in assisting with grants management for the subsidiary Offices within the Office of Community Affairs.***

Answer: Each year, Mayor Muriel Bowser’s administration distributes \$7 million in funding to qualified community-based organizations (CBOs) in the District of Columbia through the outreach offices of the Mayor’s Office on Community Affairs (MOCA). MOCA’s central staff assists in coordinating meetings between teams to share best practices, in the drafting of NOFAs RFAs, and grant agreements, lead grantee convenings, and overseeing the final granting process by the Mayor’s Office on African Affairs, the Mayor’s Office on African American Affairs, the Mayor’s Office on Asian and Pacific Islander Affairs, the Mayor’s Office on Latino Affairs, the Mayor’s Office on LGBTQ Affairs, the Mayor’s Office of Volunteerism and Partnerships (Serve DC), the Immigrant Justice Legal Services Grant, and 2020 DC HOPE Community Grant.