



## MAYOR'S OFFICE OF COMMUNITY AFFAIRS

### Office of Community Affairs (OCAF) – AA0

Marcus Allen, Interim Director  
1350 Pennsylvania Avenue NW, Suite 332  
Washington, DC 20004  
(202) 442-8150  
<http://ocaf.dc.gov>

---

#### Central Purpose

The Office of Community Affairs was established to streamline our governmental operation. This Office strives to create more continuity and encourages more collaborative efforts with the Mayor's vision as it relates to community relations and constituent services. An essential role of the office is to support and enhance service delivery to maximize efficiency and effectiveness in matters directly and indirectly related to constituent services. The Office of Community Affairs is administratively and organizationally based to provide a central point for operational needs relating to, but not limited to, human resources, procurement, strategic management, and budget oversight.

The Office of Community Affairs consists of the offices of Neighborhood Engagement (ONE), Serve DC, DC Youth Advisory Council (DC-YAC), GLBT Affairs (GLBT), African Affairs (OAA), Women's Policy and Initiatives (OWPI), Religious Affairs (ORA), Partnerships and Grants Services (OPGS), African-American Affairs and Fathers, Men and Boys.

#### Key Facts

- The ONE has made significant and innovative strides to more efficiently serve the residents of the District of Columbia. The Office of Neighborhood Engagement has recently developed and implemented a tracking system for all new service requests.
- In addition to CPR and first-aid training, Serve DC also administers Federal grants to nine locally operated organizations totaling \$2.2M in FY 2014.
- DC-YAC under the leadership of Mayor Gray and the guidance of the Mayor's Office of Community Affairs, has conducted nearly 30 town hall meetings. These meetings have allowed District youth to voice and hear their peers discuss topics

such as public safety, education, health, environment, and city budgets from their perspective.

- Per legislative mandate, DC-YAC members are not paid for their services. However, they receive community service hours.
- GLBT Affairs plays a pivotal role to ensure employment and work place equality for the District's GLBT residents.
- One of the strategic tools administered by the Mayor's Office of GLBT Affairs is the Understanding LGBT Diversity class that is targeted to all current District of Columbia employees.
- OAA's constituent services program allows the District's African community to have one culturally and linguistically apt point of contact to serve all of their inquiry and/or service request needs. The office coordinates with other agencies within Mayor's Office of Community Affairs or other District government support agencies to ensure that the inquiry and/or service request are properly routed and completed.
- Mayor's Office of Religious Affairs was reinstated under Mayor Gray's administration because the faith-based community has always played a vital role in the past and present District of Columbia.
- OPGS in accordance with Mayor's Memorandum 2012-3, authorized an average \$15M annual in donation receipts to the District government.
- The District of Columbia Commission for Women was established by Executive Order in 1967 as the DC Commission on the Status of Women, and authorized by law in 1978 as a permanent unit of government within the Executive Office of the Mayor.

## Goals/Performance Measures

- Increase the overall visibility of the Mayor’s Office of Community Affairs and its affinity agencies
  - All affinity offices will have the logo and a link to Mayor’s Office of Community Affairs on their websites.
  - Ensure that Mayor’s Office of Community Affairs is properly branded on affinity offices’ publications and printed outreach materials.
  - Conduct a yearly community open house where all agencies participate.
- Build Agency’s internal data collection and analytical capacity
  - Develop one consistent collection format for all affinity agencies.
  - Develop overall KPIs that are relevant to all agencies.
  - Develop database to track constituent contact.
- Increase/Enhance Community Initiatives
  - Each office should develop two new initiatives yearly.
  - Mayor’s Office of Community Affairs will develop a universal survey that could be given out at every affinity offices’ events to provide constructive quantitative and qualitative feedback.
- Effective Grant Management
  - OPGS develop a consistent grant approval process across affinity offices with grant authority.
  - Agency coordination and share staff for purposes of grant administration to leverage resources.
  - Increase outreach to qualified organizations to ensure diversity of grantees.
  - Increase the amount of grant dollars awarded to OCAF offices with grant making authority.
  - Increase resources through shared staff or additional FTEs to support overall grant strategy of OCAF
- Training
  - Require new staff to attend one class per year offered by DCHR.

- Increase the amount of small businesses and non-profits that attend affinity offices’ classes.
- Increase the number of trainings offered to DC Government agencies and employees by Mayor’s Office of Community Affairs affinity offices.
- Self Determination and Statehood
  - Actively support Mayor Gray’s initiatives in support Statehood and budget autonomy.

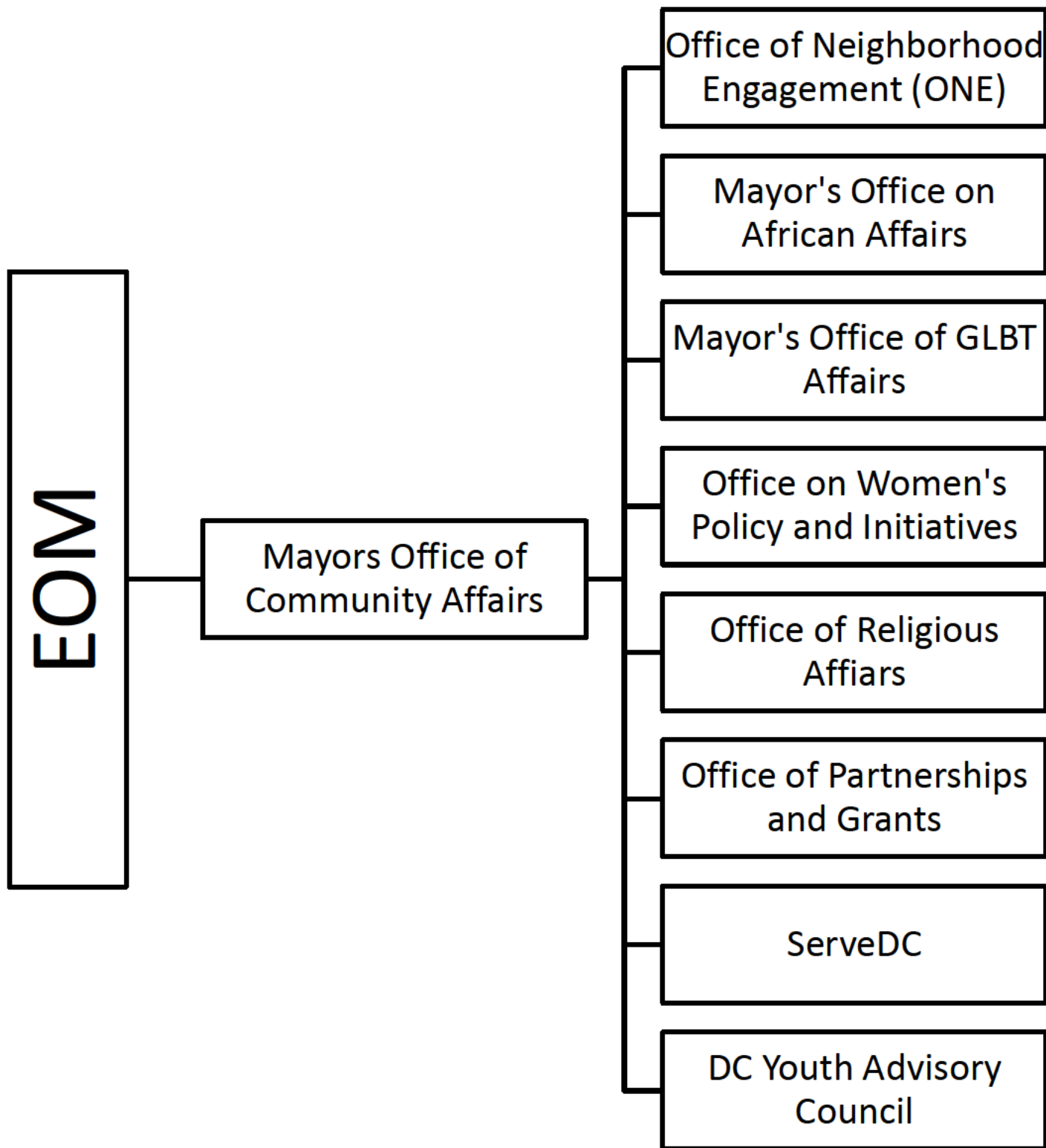
## Programs/Services

- **Constituent Issue Management:** Mayor’s Office of Community Affairs collects, supervises, and mediates many constituent issues over a large array of topics. From jobs, to sidewalk improvements, OCAF is able to steer the collected information to the right agency to fix the constituent issues.
- **Information Management:** Mayor’s Office of Community Affairs amasses information about constituents, community organizations, government, and local partners. This information is used strategically to accomplish the mission of OCAF and the affinity agencies under OCAF’s leadership.
- **Interagency Coordination:** Mayor’s Office of Community Affairs coordinates the efforts of the 12 affinity agencies under its umbrella to support Mayor Gray’s “One City” vision and mission.
- **Resource Management:** Mayor’s Office of Community Affairs directs resources of the agency to best meet the needs of the staff and community. This allows each agency under the direct supervision of OCAF to complete and accomplish their goals.
- **Service Events and Engagement Coordination:** In addition to the core missions of each affinity agency, OCAF also coordinates special events supporting Mayor Gray’s initiatives based upon community needs and obligations

**First Quarter CY2015 Hot Button Issue(s)**

- Prepare and plan for major snow and winter weather events. The Office of Community Affairs and its affinity offices play a key role in keeping the residents of the District of Columbia informed before, during and after major weather events.
- Plan and promote the State of the District Address. The Office of Community Affairs has been tasked with getting the word out across the District, to all wards, promoting the Mayor's theme for the evening and ensuring access to the event.
- Identify and Promote the Mayor's Top Goals for Aligning and Collaborating with the District's Nonprofit Sector.
- Maintain continuity between the EOM, DC Children Youth Investment Trust Corporation, and key Stakeholders involved in the My Brothers' Keeper (MBK) and Boys and Men of Color (BMOC) Initiatives.
- Assemble Grants Management Leadership Team to recommend steps to enhance the District's Grants and Sub-Grant Making processes
- Preparation for March Women's History Month Events
- Underemployment among the African immigrant community is a major challenge.

Organization Chart



**Boards and Commissions relevant to the agency (if any)**

Board Name	Name of Chairperson	No. of Members
Mayor's Advisory Commission on Caribbean Community Affairs	Margaret Forde	12
Mayor's Commission on African Affairs	Nana Seshibe-	15
DC Commission for National & Community Service	Tony Miles-Maloney (Justine Love)	25
DC Commission for Women	Nona Richardson	21
Commission on African-American Affairs	Maurice Jackson	27
Advisory Committee to the Office of GLBT Affairs	Earl Fowlkes	25
Mayor's Interfaith Council	Donald Isaac	31
Commission on Fathers, Men and Boys	(vacant)	12

**Budget FY2015**

Total Budget	\$ 3,460,898.01
--------------	-----------------

**No. of Employees**

Current No. of FTEs	47
---------------------	----

**Union Representation**

Union(s)	Union Representative	No. of Members
N/A		

**Facility Location(s)**

Facility Name / ID	Address	Zip Code	Ward	Main Phone No.
Office of Community Affairs Main Office (includes ONE, GLBT, OWPI, and ORA)	1350 Pennsylvania Ave, NW, #332	20004	2	(202) 442-8150
Office of Community Affairs at Reeves Center (includes Clean City, OAA, and DC- YAC)	1400 U Street , NW, Suite 400N	20009	1	(202) 727-5634
Office of Partnerships and Grants Services	441 4 <sup>th</sup> Street, NW, Suite 707N	20001	2	(202) 727-8901
Serve DC	1400 U Street, NW, #101	20009	1	(202)727-1000

**Key Projects/Initiatives**

Project/Initiative Name	Brief Description	Delivery Date
African Community Grant	OAA's grant program funds community-based organizations whose programs provide culturally and linguistically targeted services and resources to the District's African residents. These programs reflect the Mayor's top priority areas and the documented needs of the District's African community. Funding priority areas are (1) Jobs and Workforce or Economic Development (2) Linkage to Health and Human Services (3) Youth Engagement and Education (4) Promotion of Arts, Culture and the Humanities	October 1 <sup>st</sup> 2014 – September 30 <sup>th</sup> 2015
2 <sup>nd</sup> Annual Health and Wellness Outreach and Education Campaign	Aiming at addressing health disparities in the District's African immigrant community and tackling glaring barriers to access related to language, lack of culturally-tailored health education, stigma, and unaffordability of care.	April 2015
2 <sup>nd</sup> Annual Job Fair/Jobs and Workforce Development Initiative	Aiming to address evident gaps in access to jobs and culturally targeted career development pipelines to sustain the rising population of both low-skilled and high-skilled African constituents in DC, the initiative consist of Job Circles (coaching and job training sessions). These sessions offer support and a safe-space for job seekers to discuss culturally-specific job search challenges, identify unique employment opportunities that harness multi-lingual skills, and develop their job search skills. Following eight coaching and training sessions, the job circle process culminates in a job fair.	July 2015
6 <sup>th</sup> Annual African Heritage Month Festival	Since its inception in 2010, the Annual DC Africa Festival has fast become one of the District's most anticipated African cultural events drawing thousands of attendees and unifying diverse communities in dc through African art, culture, history, and music while showcasing the burgeoning contributions that Africans make to vitality of the city. It is held in September in honor of African Heritage Month.	September 2015
3 <sup>rd</sup> Annual From DC to Africa: Growing Local, Going Global Annual Business Symposium	With the aims of (1) advancing the Mayor's top priority of growing and diversifying the District's economy as a vehicle for expanding the tax base and employment opportunities for District residents (2)connecting District entrepreneurs and businesses to resources and opportunities for growing and expanding business domestically and (3) encouraging District businesses to venture into trade and investment in Africa through local, federal, and nonprofit programs and resources facilitating U.S.-Africa trade; this all-day symposium brings local business owners and aspiring entrepreneurs in direct contact with 20 business resource providers from District, Federal and nonprofit agencies, and African embassies.	November 2015
NeighborGood	Serve DC maintains and promotes NeighborGood, the Districts volunteer opportunity search engine.	On Going

Project/Initiative Name	Brief Description	Delivery Date
Citizen Snow Team	Serve DC partners with DC Office on Aging, DPW, & OCTO to coordinate volunteers supporting seniors and other residents with access and functional needs with snow removal after a winter storm.	Nov 2014- March 2015
Community Emergency Response Teams (CERT)	In support of Serve DC 's role as the lead agency for District Response plan ESF-16 (Volunteer & Donations Management), through Intra-District funding from HSEMA, Serve DC coordinates the District's CERT program. The <b>Community Emergency Response Team (CERT)</b> Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Using the training learned in the classroom and during exercises, CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.	Rolling
Commander Ready	Serve DC's youth preparedness program, Commander Ready, is a specialized emergency preparedness Initiative designed to educate and engage youth ages 5-13. Commander Ready uses fun, interactive games and activities to introduce youth to emergency preparedness in a nonthreatening, safe way. Serve currently partners with MPD School resource officers to implement the program.	Rolling
Faith In Action	In 2014 Serve DC Launched the Faith In Action Initiative to engage houses of worship in supporting the Districts emergency response plan before, during, and after a disaster or emergency. Serve DC conducted a survey of capabilities of Faith Based Organizations (FBO) in the District and is providing emergency preparedness training and capacity building services to FBO's.	
Cities of Service Government Task force	Serve DC convenes the District's Cities of Service Task Force bringing together volunteer managers and program managers from across District Government agencies supporting collaboration and coordination around the District's volunteer initiatives.	Quarterly
Love Your Block	Though grant funding from Cities of Service, Love Your Block will directly engage residents to lead community improvement and revitalization efforts – maximizing existing community-driven efforts to revitalize park spaces, neighborhood blocks, and other public spaces, as well as local government and partner organization initiatives and services focused on sustainability and the environment. In 2014 Serve DC funded 13 community projects with grants up to \$1,000.	Rolling
Amend DCYAC legislation	The youth members of the DCYAC are endeavoring to amend the legislation that established the DCYAC in 2002. The legislation is dated and needs to be amended to make more current and relevant.	May 2015

Project/Initiative Name	Brief Description	Delivery Date
Change the DCYAC logo	The youth members of the DCYAC are endeavoring to change the current DCYAC logo. Many of the members feel that the current logo, which has been used since 2002, is unprofessional and that others will not take them seriously as a group.	March 2015

#### Capital Program(s)

Project Name	Budget ID	Funding Source	Project Budget	Current Balance	Delivery Date
N/A			\$	\$	

#### Important/Significant Dates

Event	Brief Description	Delivery Date
Black History Month Event	OAA holds an event in observance of Black History Month, annually	February 2015
Annual Africa Day/ Founding of the Organization of African Unity event	OAA host an event annually to commemorate Africa Day – an annual holiday in various countries in Africa, and the world which celebrates the formation of the Organization of African Unity ( <i>now the African Union</i> ).	May 25 <sup>th</sup> 2015
African Heritage Month	September is African Heritage Month in the District of Columbia. In recognition of the unique contributions made by the tens of thousands of Africans residing in the District of Columbia, September as a time for the larger District community to learn about and celebrate its ethnically, linguistically and culturally diverse African community. DC joins many other jurisdictions around the county, including Montgomery County who have officially proclaimed September as African Heritage Month.	September 2015
Ethiopian New Year	September 11 <sup>th</sup> , annually, is Enkutatash/Ethiopian New Year. Ethiopians around the world celebrate New Year on this day.	September 11 <sup>th</sup> 2015
MLK Day of Service	Serve DC coordinates the Mayor’s participation in MLK Day of Service Activities.	January 19, 2015
Mayor’s Day of Recognition for National Service	The Corporation for National & Community Service and the National League of Cities invite Mayor’s to recognize the impact of National Service in their city.	April 7, 2015
Global Youth Service Day	Global Youth Service Day (GYSD) celebrates and mobilizes the millions of young people who improve their communities each day of the year through service.	April 17 <sup>th</sup> – 19 <sup>th</sup> , 2015
Women’s History Month- Washington Women of Excellence Awards	The DC Commission for Women participates in the annual celebration of <u>Women’s History Month</u> which is an annual declared month that highlights the contributions of women to events in history and contemporary society. It is celebrated during March and includes a variety of celebrations both nationally and internationally. The DC Commission for Women will host its signature event, Washington, Women of Excellence Awards Ceremony March 2015 to highlight the successes, achievements and accomplishments of Women in the District of Columbia. Last year’s awardees included: Marie C. Johns, Becky Lee, The DC Abortion Fund, Virginia McLaurin,	March 2015



Event	Brief Description	Delivery Date
	Yasmine Arrington, Christine Brooks-Cropper, and Euphemia Lofton Haynes.	
Women in Washington, DC Policy Conference	The DC Commission for Women, in partnership with other women's organizations and coalitions, will host a policy conference in October 2015. The event will create the opportunity to bring policy issues of particular interest to DC women to the forefront of discussions during the 2015 – 2016 Council legislative cycle. Elected officials will have the opportunity to hear women's policy priorities, share their related accomplishments, confirm their commitment to prioritize these issues, and engage in substantive discussion with constituents. An overarching objective will be to build a powerful constituency of active DC women.	October 2015
National Association of Commission for Women Annual Conference	The DC Commission for Women is an organizational member of the National Association of Commission for Women and attends the annual conference scheduled in July of each year. The conference will take place in Indianapolis, IN in July 2015.	July 2015
Volunteer Emergency Response Exercise	Serve DC conducts and annual exercise with our CERT Teams and other Citizen Corps volunteers to drill and assess our response and recovery capabilities.	May 2015
National Preparedness Month	Highlighting the importance of preparing for a disaster or emergency before one happens. Serve DC partners with HSEMA on education and outreach events and activities.	September 2015
9/11 Day of Service & Remembrance	The goal of 9/11 Day is to provide a positive way for all people to forever remember and pay tribute to the 9/11 victims, honor those that rose in service in response to the attacks, and remind people of the importance of working more closely together in peace to improve our world. Serve DC coordinates the Mayor's observance of 9/11 Day of Service and Remembrance.	September 11, 2015
DC Government World AIDS Day Food Drive	Serve DC coordinates the District Government's annual World AIDS Day Food Drive benefiting Food & Friends. The Mayor joins the Chair of the council in volunteering at Food & Friends during the food drive period at a date before the Thanksgiving holiday.	November 2015
Mayor's Community Service Awards	Serve DC manages the annual Mayor's Community Service Awards. Mayor and the DC Commission for National & Community Service recognize individuals and groups who are performing service to District residents	December 2015

**Key Contracts**

Project Name	Vendor Name	Total Contract Value	Contract Term
N/A		\$	

**Key Agreement(s) / Memorandum(s) of Understanding**

<b>Project Name</b>	<b>Brief Description</b>	<b>Agreement Term</b>
Memorandum of Understanding: Homeland Security and Emergency Management Agency and Serve DC	Supporting intra-District personnel and non-personnel program costs for Citizen Corps, CERT, ESF-16, and other emergency preparedness community education and outreach initiatives around volunteers and donations management.	October 1, 2014 – September 30, 2015
Memorandum of Understanding: Serve DC and EOM Support Services	Supporting Non-Personnel Costs for Support Services	October 1, 2014 – September 30, 2014
Memorandum of Understanding: DC Department of Health and Serve DC – The Mayor’s Office on Volunteerism	Supporting community resiliency and volunteer management and training initiatives	November 1, 2014 – June 30, 2015

**Grant(s) Awarded (or Pending Award) to Agency**

<b>Grant Name</b>	<b>Name of Grantor</b>	<b>Total Grant Amount</b>	<b>Current Grant Balance</b>	<b>Grant Expiration</b>
RADCON	Conference of Radiation Control Program Directors, Inc. (Private)	\$ 25,000	\$ 25,000	January 2014 – October 2015
Volunteer Generation Fund Grant Award (Federal)	Corporation for National and Community Service	\$150,000	\$150,000	October 2014 – September 2017
Volunteer and Citizen Corps Program – DC (Continuation) (Intra-district Funding)	HSEMA	\$203,100	\$203,100	October, 2014 – May 31, 2016
Citizen Preparedness and Volunteer Management (Continuation)	HSEMA	\$550,000	\$550,000	October, 2014 – May 31, 2016
AmeriCorps Formula Grant Award – 12AFHDC001 (Federal)	Corporation for National and Community Service	\$59,843	\$59,843	October, 2014 – August 31, 2015
State Commission Administration (Federal)	Corporation for National and Community Service	\$500,000	\$500,000	January 2015 – December 31, 2015

AmeriCorps Vet Success	Corporation for National and Community Service	\$13,300	\$13,300	October 2014 – September 30, 2017
AmeriCorps Formula Grant Award – 12AFHDC001 (Federal)	Corporation for National and Community Service	\$599,978	\$599,978	June, 2014 – August 31, 2015
AmeriCorps Competitive Grant Award – 12ACHDC001 (Federal)	Corporation for National and Community Service	\$2,259,261.00	\$2,259,261.00	June, 2014 – August 31, 2015

**Active Litigation(s)**

Project Name	Brief Description
N/A	

**Consent Decree(s)**

Project Name	Brief Description	Agreement Term
N/A		