

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
EXECUTIVE OFFICE OF THE MAYOR**



**Responses to Fiscal Year 2017 Performance Oversight Questions**

**David Do**

Director, Mayor's Office on Asian and Pacific Islander Affairs

Submission to

Committee on Government Operations  
Chairman Brandon T. Todd  
Councilmember, Ward 4

February 24, 2017

Committee on Government Operations  
John A. Wilson Building  
1350 Pennsylvania Ave., NW, Suite 412



## Washington, DC 20004

1. Please provide the legislative history for the creation of the Office, which includes the following information:
  - a. The legislative vehicle by which the Office was created (Mayor's Order, resolution or statute).
  - b. What powers the Office has been delegated through Mayor's Order.
  - c. The legislative vehicle by which the Director was appointed (Mayor's Order, resolution, statute).

### **ANSWER:**

There is established an Office on Asian and Pacific Islander Affairs ("Office"). The Office shall:

(a) DC Law 14-28

(b) Ensure that a full range of health, education, employment, and social services are available to the Asian and Pacific Islander communities in the District of Columbia; Monitor service delivery and make recommendations to the Mayor and the Commission to promote the welfare of the Asian and Pacific Islander communities.

(c) DC Law 14-28 Sec. 304 b.

2. Please explain the mission of your Office.

### **ANSWER:**

The Mayor's Office on Asian and Pacific Islander Affairs' mission is to improve the quality of life for District of Columbia Asian Americans and Pacific Islanders through advocacy and engagement. MOAPIA advises the Mayor, the Council, and District agencies on the views, needs, and concerns of the AAPI community. MOAPIA provides recommendations on District programs and initiatives affecting the community, and helps coordinate programs and initiatives within the government that promote the overall welfare of the AAPI community.

MOAPIA also organizes and facilitates public and private programs on public safety, human rights, economic development, housing, employment, social services, public health, transportation, education, and multicultural development to ensure accessibility for the District's AAPI community.

3. Please provide a complete, up-to-date organizational chart for each division within the office including and, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.



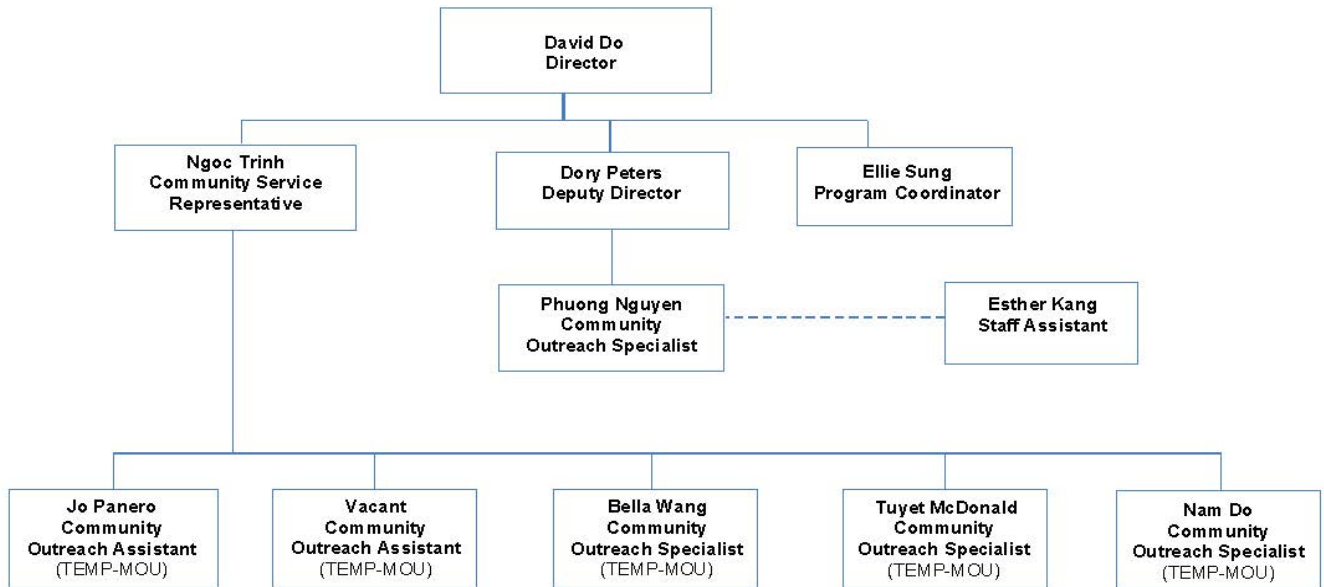
- a. Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.
- b. Please provide a narrative explanation of any organizational changes made during the previous year.



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Executive Office of the Mayor



### OFFICE ON ASIAN & PACIFIC ISLANDER AFFAIRS



**ANSWER:**

a. MOAPIA Organization Chart

b. Not applicable.

4. Please provide a complete position listing for your office for fiscal year 2016 to date, including the following information.



- a. Name of employee
- b. Title of position
- c. Grade, series and step of position
- d. Date employee began
- e. Salary & fringe benefits
- f. Job status (continuing, term, temporary or contract)

**ANSWER:** Please see the table below.

<b>Title</b>	<b>Name</b>	<b>Hire Date</b>	<b>Grade</b>	<b>Step</b>	<b>Salary</b>	<b>Status</b>
Director	Do, David	1/15/2015	E1	0	\$108,304	continuing
Deputy Director	Peters, Dory	12/15/200 3	13	6	\$96,632	continuing
Community Service Representative (Bilingual)	Trinh, Ngoc	10/17/200 5	12	7	\$88,841	continuing
Program Coordinator (Bilingual)	Sung, Ellie	1/23/2017	9	1	\$47,185	continuing
Communication Specialist (Bilingual)	Nguyen, Phuong	9/23/2016	9	0	\$53,530	continuing
Staff Assistant (Bilingual)	Kang, Esther	8/10/2015	9	4	\$51,709	term(position is funded until end of FY17 only)
Community Outreach Assistant (Bilingual)	Panero, Jo	3/21/2016	7	1	\$39,063	term (position is funded until end of FY17 only)
Community Outreach	Do, Nam	2/22/2016	9	1	\$47,185	term(position is funded until end



Specialist (Bilingual)						of FY17 only) (position is funded until end of FY17 only)
Community Outreach Specialist (Bilingual)	McDonald, Tuyet	10/3/2016	9	1	\$47,185	term(position is funded until end of FY17 only)
Community Outreach Specialist (Bilingual)	Wang, Bella	1/23/2017	9	1	\$47,185	term(position is funded until end of FY17 only)

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

**ANSWER:** MOAPIA conducts annual performance evaluations for all of its employees. The Director has met with each team member to begin the performance evaluation process – including SMART goals and individual development plans. A mid-year review is scheduled for later this year and will be finalized by the end of September.

6. Please provide a list of employees detailed to or from your office. Provide the reason for the detail, the detailed employee’s date of detail, and the detailed employee’s projected date of return.

**ANSWER:** Not Applicable. There are no employees detailed to or from MOAPIA.

7. Please provide the Committee with:

- a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at office expense:
- b. A list of all vehicles owned, leased, or otherwise used by the office and to whom the vehicle is assigned
- c. A list of employee bonuses or special award pay granted in FY16 and FY17, to date:
- d. A list of travel expenses, arranged by employee:
- e. A list of the total overtime and workman’s compensation payments paid in FY16 and FY17, to date:

**ANSWER:**

- a. Here is a list of staff who receive communication devices:



		Cellphone	Tablet
1	Do, David	X	X
2	Peters, Dory	X	
3	Trinh, Ngoc	X	
4	Sung, Ellie	X	
5	Nguyen, Phuong	X	X
6	Kang, Esther	X	
7	Panero, Jo	X	
8	Do, Nam	X	
9	McDonald, Tuyet	X	
10	Wang, Bella	X	

- b. MOAPIA owns one vehicle. It is assigned to the Agency Director.
- c. MOAPIA did not award bonuses or special award pay in FY16 and FY17, to date.
- d. MOAPIA did not incur travel expenses arranged by employees.
- e. MOAPIA did not have overtime and workman’s compensation payments in FY16 and FY17, to date.

8. Please provide a chart showing your office’s approved budget and actual spending, by division, for FY16 and FY17, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

**ANSWER:**

Agency Fund	Program Code	Program Title	CSG and Title	FY16				FY 17			
				Budget	Revised Budget	Expense	Balance	Budget	Revised Budget	Expense	Balance
0100	Agency Management Program	Personnel	0011- Regular Pay	\$ 62,80 4.30	\$ 62,80 4.30	\$ 69,60 8.05	\$ (6,80 3.75)	\$ 70,06 3.04	\$ 70,06 3.04	\$ 22,6 21.31	\$ 47,4 41.73
			0012- Regular Pay-other	\$ 33,09 1.35	\$ 22,79 1.35	\$ 13,88 1.59	\$ 8,909. 76	\$ 14,67 5.35	\$ 14,67 5.35	\$ 4,56 8.45	\$ 10,1 06.90
			0013- Additional	\$	\$	\$	\$	\$	\$	\$	



		Gross Pay	-	-	-	-	-	-	-	
		0014-Fringe Benefit	\$ 24,35 7.49	\$ 19,35 7.49	\$ 16,11 6.79	\$ 3,240. 70	\$ 21,69 3.03	\$ 21,69 3.03	\$ 5,52 0.58	\$ 16,1 72.45
		0020-Supplies	\$ 0.01	\$ 0.01	\$ -	\$ 0.01		\$ -		\$ -
		0040-Other Services	\$ 0.01	\$ 0.01	\$ -	\$ 0.01		\$ -		\$ -
APIA Program	Advocacy	0011-Regular Pay	\$ 51,19 0.83	\$ 47,89 0.83	\$ 48,12 5.16	\$ (234 .33)	\$ 73,32 5.35	\$ 73,32 5.35	\$ 19,3 47.52	\$ 53,9 77.83
		0012-Regular Pay-other	\$ 42,53 5.49	\$ 28,32 9.49	\$ 19,36 6.54	\$ 8,96 2.95	\$ 15,55 7.64	\$ 15,55 7.64	\$ 11,6 01.15	\$ 3,95 6.49
		0013-Additional Gross Pay	\$ -	\$ -	\$ 477.26	\$ (47 7.26)		\$ -	\$ 582.98	\$ (58 2.98)
		0014-Fringe Benefit	\$ 23,80 6.48	\$ 15,51 6.48	\$ 12,85 4.17	\$ 2,66 2.31	\$ 22,75 4.04	\$ 22,75 4.04	\$ 7,01 2.13	\$ 15,7 41.91
		0020-Supplies	\$ 1,35 5.57	\$ 1,35 5.57	\$ 1,3 55.57	\$ -	\$ 1,33 3.33	\$ 1,33 3.33		\$ 1,33 3.33
		0040-Other Services	\$ 4,22 6.41	\$ 35,80 2.41	\$ 54,61 2.14	\$ (18,8 09.73)	\$ 9,31 9.00	\$ 9,31 9.00	\$ 3,81 9.00	\$ 5,50 0.00
		0070-Equipmen t	\$ -	\$ -	\$ -	\$ -	\$ 2,00 0.00	\$ 2,00 0.00		\$ 2,00 0.00
		0011-Regular Pay	\$ 104,7 93.73	\$ 104,7 93.73	\$ 153,8 02.05	\$ (49,0 08.32)	\$ 151,5 33.53	\$ 151,5 33.53	\$ 64,0 15.69	\$ 87,5 17.84
	Intera gency Coord inatio n	0012-Regular Pay-other	\$ 107,8 07.30	\$ 41,7 72.30	\$ 41,6 77.36	\$ 94.94	\$ 66,6 42.04	\$ 66,6 42.04	\$ 19,5 13.47	\$ 47,1 28.57
		0013-Additional Gross Pay	\$ -	\$ -	\$ 1,7 24.46	\$ (1,7 24.46)	\$ -	\$ -		\$ -
		0014-Fringe Benefit	\$ 54,0 00.67	\$ 49,8 59.67	\$ 50,7 42.36	\$ (8 82.69)	\$ 55,8 52.94	\$ 55,8 52.94	\$ 21,6 39.15	\$ 34,2 13.79
		0020-Supplies	\$ 1,0 94.64	\$ 5,0 09.64	\$ 2,0 00.00	\$ 3,0 09.64	\$ 1,3 33.34	\$ 1,3 33.34	\$ -	\$ 1,3 33.34
		0031-Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3 15.00	\$ (3 15.00)
		0040-Other Services	\$ 2,2 55.39	\$ 49,8 36.39	\$ 5,5 22.00	\$ 44,3 14.39	\$ 5,5 00.00	\$ 5,5 00.00	\$ 5,0 00.00	\$ 5 00.00
		0050-Subsides	\$ 213,5 00.00	\$ 213,5 00.00	\$ 213,5 00.00	\$ -	\$ 240,2 18.38	\$ 240,2 18.38	\$ 240, 000.00	\$ 2 18.38
		0070 - Equipmen t	\$ -	\$ 13,0	\$ -	\$ 13,0	\$ -	\$ -		\$ -



		t	-	00.00	-	00.00	-	-	-	-
	Outreach	0011- Regular Pay	\$ 73,3 88.80	\$ 10,2 50.80	\$ 10,2 50.73	\$ 0,07	\$ 66,9 30.33	\$ 66,9 30.33	\$ 8,2 31.66	\$ 58,6 98.67
	Educa tion	0012- Regular Pay-other	\$ 9,8 88.09	\$ 9,8 88.09	\$ 25,6 41.99	\$ (15, 753.90)	\$ 9,7 83.57	\$ 9,7 83.57	\$ 4,6 78.98	\$ 5,1 04.59
		0013- Additional Gross Pay	\$ -	\$ -	\$ 6 66.53	\$ (6 66.53)	\$ -	\$ -	\$ -	\$ -
		0014- Fringe Benefit	\$ 21,1 52.33	\$ 13,6 52.33	\$ 4,8 36.25	\$ 8,8 16.08	\$ 19,6 38.75	\$ 19,6 38.75	\$ 1,8 46.67	\$ 17,7 92.08
		0020- Supplies	\$ 1,0 94.73	\$ 1,0 94.23		\$ 1,0 94.23	\$ 1,3 33.33	\$ 1,3 33.33	\$ -	\$ 1,3 33.33
		0040- Other Services	\$ 2, 255.38	\$ 2, 255.38	\$ -	\$ 2, 255.38	\$ 5, 500.00	\$ 5, 500.00	\$ -	\$ 5, 500.00
<b>0100 Total</b>			\$ 834,5 99.00	\$ 74 8,760.5 0	\$ 746,7 61.00	\$ 1, 999.50	\$ 854,9 86.99	\$ 854, 986.99	\$ 440, 313.74	\$ 414, 673.25
0700	Outreach	0011- Regular Pay	\$ -	\$ -	\$ 52,1 07.90	\$ (52, 107.90)	\$ -	\$ -	\$ -	\$ -
	Educa tion	0012- Regular Pay-other	\$ 172,4 37.27	\$ 172 ,437.27	\$ 119,2 78.88	\$ 53 ,158.39	\$ 265,5 89.00	\$ 265 ,589.00	\$ 15,2 11.10	\$ 250, 377.90
		0013- Additional Gross Pay			\$ 1,6 02.31	\$ (1,60 2.31)	\$ -	\$ -	\$ -	\$ -
		0014- Fringe Benefit	\$ 37,8 28.18	\$ 37 ,828.18	\$ 38,8 30.36	\$ (1,00 2.18)	\$ 73, 591.00	\$ 73, 591.00	\$ 1,8 63.24	\$ 71, 727.76
		0015- Over- Time	\$ -	\$ -	\$ 665.49	\$ (66 5.49)	\$ -	\$ -	\$ -	\$ -
		0020- Supplies	\$ 2,8 85.00	\$ 2 ,885.00	\$ 2,5 00.00	\$ 38 5.00	\$ 2,0 00.00	\$ 2 ,000.00	\$ -	\$ 2,0 00.00
		0031- Telephone			\$ 285.01		\$ 3,1 50.00	\$ 3 ,150.00	\$ -	\$ 3, 150.00
		0040- Other Services	\$ 145,8 94.18	\$ 145 ,894.18	\$ 143,7 74.68	\$ 2,11 9.50	\$ 171,5 04.00	\$ 171 ,504.00	\$ 38,5 63.67	\$ 132, 940.33
		0070 Equipmen t	\$ -	\$ -		\$ -	\$ 1,0 00.00	\$ 1 ,000.00	\$ -	\$ 1, 000.00
<b>0700 Total</b>			\$ 359,0 44.63	\$ 359 ,044.63	\$ 359,0 44.63	\$ 285.01	\$ 516,8 34.00	\$ 516 ,834.00	\$ 55, 638.01	\$ 461, 195.99





9. Please list any reprogramming, in or out, which occurred in FY16 or FY17, to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

**ANSWER:**

<b>From</b>	<b>Amount</b>	<b>TO</b>	<b>Amount</b>	<b>DESCRIPTION</b>
0011	66,438.00	0020	3,915.00	Operational Cost within the agency
0012	90,541.00	0040	79,157.00	Operational Cost within the agency
0014	24,931.00	0070	13,000.00	Operational Cost within the agency
<b>Total</b>	<b>181,910.00</b>		<b>96,072.00</b>	

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY16 or FY17, to date.

**ANSWER:**

<b>A</b>	<b>FY16 Amount</b>	<b>FY17 Amount</b>	<b>Sending Agency</b>	<b>Service</b>
	\$85,286	\$127,776	Dept of Housing & Community	Outreach and Education
	\$62,305	\$60,000	Dept of Employment Services	Outreach and Education
	\$131,894	\$130,000	Dept of Consumer Reg	Outreach and Education
	\$79,560	\$193,058	Dept of Human Services	Outreach and Education
	\$0	\$6,000	DC Commission on Arts	Outreach and Education
<b>Total</b>	<b>\$ 359,045</b>	<b>\$ 516,834</b>		
<b>B</b>	<b>FY16 Amount</b>	<b>FY17 Amount</b>	<b>Receiving Agency</b>	<b>Service</b>
	\$ 6,580	\$ 3,819	KT0	Fleet Services
	\$ 3,442	\$ -	TO0	RTS Collection
	\$ 7,000	\$ -	AA0	Support Services
<b>Total</b>	<b>\$ 17,022</b>	<b>\$ 3,819</b>		

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY16 or FY17, to date. For each account, please list the following:

- a. The revenue source name and code
- b. The source of funding
- c. A description of the program that generates the funds
- d. The amount of funds generated by each source or program in FY16 and FY17, to date



e. Expenditures of funds, including the purpose of each expenditure, for FY16 and FY17, to date

**ANSWER:** Not Applicable.

12. Did the Office participate in any ethics training in FY 2016 and FY 2017 to date?

**ANSWER:** MOAPIA staff participated in available ethics training in FY 16 and through the available online training.

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY17.

**ANSWER:** MOAPIA's new Program Coordinator is attending ArcGIS - collaborative web GIS that allows you to use, create, and share maps, scenes, apps, layers, analytics, and data - training in FY17 through DCHR.

14. What are some of the top challenges the Office is presently facing?

**ANSWER:** Current federal policies that impact immigrant communities have created a lot of fear and anxiety among community members. In order to address the community's needs, MOAPIA has supported the Mayor's stance regarding DC's sanctuary city status and is the lead agency in administering the Immigrant Justice Legal Services (IJLS) grant program. The IJLS is a grant

program that will award a total of \$500,000 to community-based organizations, private organizations, associations, and law firms that do legal work for immigrants in Washington, DC. The grants will be distributed in amounts of up to \$150,000 to fund programs that could include conducting "know your rights" workshops, providing legal help for family reunification efforts, preparing asylum applications, and representing D.C. residents in deportation hearings.

As part of this program, MOAPIA has partnered with the Mayor's Office on Latino Affairs, Mayor's Office on African Affairs and Mayor's Office on Community Affairs to organize a mixer event for legal professionals and community-based organizations, encouraging partnerships. This office will also play a substantial role in organizing the pre-bidders meetings and coordinating the grant review process.

15. In what areas (e.g. financial training, procedural training, etc.) do you think the Office needs assistance with?

**ANSWER:** Not applicable

16. Please provide a complete list of the Office's current programs, community events, and initiatives. Include a brief description and general time frame for each item.



**ANSWER:**

<b>TIMELINE</b>	<b>PROJECT/ EVENTS</b>
1st Quarter (October – December)	
October 2016	Chinatown Weekly Mobile Market provides fresh Asian produce through launching farm-stand-on-wheels in Chinatown.
October	Continues to make business owners and residents aware of the Private Security Camera Incentive program.
October	Engage AAPIs in the District cultural plan process
November	<b>(AAF)</b> Organize bilingual outreach with community development centers to promote important programs and resources to small AAPI businesses.
November	Diwali Celebration – the festival of lights.
November	<b>(AAF)</b> Provide resources to AAPI residents during DC Health Link open enrollment; facilitate cases where assistance is needed: Identify organizations and events to target during open enrollment season and raise awareness on what insurance resources are available and how to navigate various systems.
December	Annual MOAPIA Toy Distribution event
2nd Quarter (January – March)	
February	MOAPIA Lunar New Year Celebration
January – March	<b>(AAF)</b> Promote existing transportation options for more effective and efficient transportation access to health services for AAPI seniors: Create and widely promote an FAQ document on transportation options in multiple languages to AAPI Medicaid recipients.
January – March	<b>(AAF)</b> Improve existing options for access to healthcare appointments for more effective and efficient transportation access to health services for AAPI seniors: Work with DC Office of Aging to explore improvements in transportation options/services for seniors.
January - March	<b>(FY17 Initiative)</b> Publicize to the AAPI community the existing Mandarin and Vietnamese resources/documents on DCPS’s Office of Language Acquisition website and will put efforts to increase awareness among AAPI parents of their right for language services.
March – September	Small Business Technical Assistance project: Hiring, monitoring and documenting the work of vendor to include developing training for business owners on how to reinvest and compete effectively.
3rd Quarter (April – June)	
April	<b>(FY17 Initiative)</b> SYEP Outreach to small businesses
May	AAPI Heritage Month Celebration (multiple events)
June	AAPI LGBTQ Happy Hour Event - celebration type, website stories of AAPI LGBTQ community
April – June	<b>(FY17 Initiative)</b> create a list of AAPI business owners who can commit to be active members of their neighborhood watch. MOAPIA will continue to monitor incidents in which AAPI business owners and residents have challenges to see how well the police respond.
May - September	Weekly Tai Chi classes at Kelsey Apartment
May - September	Weekly Tai Chi classes at Wah Luck House



4th Quarter (July – September)	
July - Sept	Chinatown Park Summer Programs - promotes Mayor Bowser’s FitDC health and wellness initiative.
September	MOAPIA 30 <sup>th</sup> anniversary event
Year round (October 2016 – Sept 2017)	
Year round	Residents and business outreach, assisting with other MOCA initiatives
Year round	<b>(FY17 Initiative)</b> Advocate for language access compliance at DC-regulated health care facilities frequently visited by AAPIs.
Year round	Provide resources to AAPI businesses during DC Health Link open enrollment; facilitate cases where assistance is needed.
Year round	<b>(FY17 Initiative)</b> Work with OCTO and various agencies to gather statistical data to utilize in creating GIS maps and analyzing trends and patterns among the AAPI community.
Year round	Work with all health-related DC agencies on conducting more effective outreach to the AAPI community.
Year round	Promote various safety-related texting services and safety tips to the AAPI community.
Year round	Provide more effective English language programs to enable more AAPI residents to enter into job training programs. Actively promote ESL programs and enrollment information to the AAPI community.
Year round	Work with DHCD to ensure more effective compliance on Language Access in all housing counseling services. Publicize language rights for tenants, including how to file complaints if landlords are non-compliant. Ensure language access earlier in the process.
Year round	Advocate for At risk apartment complex. Minimize the risk of other AAPI housing faces the same circumstance as Museum Square Apartment. Promote array of housing services to residents. Expand cultural programming in public housing in and around Chinatown. (i.e. <i>taichi</i> at Kelsey)
Year round	Promote DHS programs and services
Year round	Chinatown vending zone
Year round	Director Do’s Office Hours in the Neighborhoods

17. What has the Office done in the past year to make the activities of the Office more transparent to the public? In addition, please identify ways in which the activities of the Office and information retained by the Office could be made more transparent.

**ANSWER:** MOAPIA has been publishing news, updates, and activities of the agency through its website – <https://apia.dc.gov/>, active use of social media (i.e. Facebook [www.facebook.com/dcmoapia](http://www.facebook.com/dcmoapia), Twitter <https://twitter.com/dcmoapia>, Instagram <https://www.instagram.com/dcmoapia/>), and through online newsletters (i.e. bi-weekly newsletter and MOAPIA Updates). MOAPIA also publishes relevant meetings and announcements through the DC Register. MOAPIA continues to be transparent by providing information consistently and frequently to ensure the AAPI community is aware of all products, services, events, grant opportunities and issues that affect their community.



18. What collaborations, initiatives, or programs have been successful in FY16 and FY17? Why were they successful?

**ANSWER:** MOAPIA partnered with Arcadia Mobile Market to provide fresh Asian produce through launching farm-stand-on-wheels in Chinatown to meet APPI residents' needs to obtain affordable fruits and vegetables. The mobile market, held every Wednesday during warmer months, made various Asian produce available to District residents and accepted federal and local food assistance benefits to help offset out-of-pocket expenses. MOAPIA also launched Chinatown Park Start Fresh Series, which promotes a healthier and more active lifestyle for District residents, and also aligns with the Mayor's Fit DC initiative. These initiatives were

created to address the needs of AAPI constituents, reach out to all residents, and enrich individuals' lives.

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

a. What has the Office learned from this feedback?

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

**ANSWER:** MOAPIA solicits feedback and comments through customer satisfaction surveys distributed at various community events. The feedback is used to gauge the practicality of the workshops and activities' content in order to improve the planning of future events. Based on the feedback, MOAPIA constantly explores new ways to become more effective in its activities. MOAPIA's webpage also has a section for constituents to submit feedback via the "Ask the Director" link, which is checked on a daily basis. In planning events and projects, MOAPIA actively seeks more partnerships, both with governmental and non-governmental entities to reach a large audience and attract more resources to improve the programs' qualities.

20. Please provide a list of all studies, research papers, and analyses ("studies") the Office requested, prepared, or contracted for FY16 and FY17. Please state the status and purpose of each study.

**ANSWER:** Not Applicable.

21. How many community based grants were awarded in FY 2016?

**ANSWER:** Eight community based grants were awarded in FY 2016.

22. How many community based grants have been or will be awarded in FY 2017?

**ANSWER:** Nine community based grants will be awarded in FY 2017.

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2016 – FY 2017, to date. For each contract, please provide the following information where applicable.



- a. The nature of the contracting party
- b. The nature of the contract, including the end product or service
- c. The dollar amount of the contract, including the budgeted amount and actually spent
  
- d. The term of the contract
- e. Whether the contract was competitively bid or not
- f. Funding source

**ANSWER:**

<b>FY16</b>					
<b>Name of Contracting Party</b>	<b>Nature of Contract/End Product or Services</b>	<b>Fund Assigned and Actual Amount</b>	<b>Term of the contract</b>	<b>Was it competitively bid? (Yes/No)</b>	<b>Funding source</b>
Chinatown Service Center	Social services	\$45,000.00	Annual grant	Yes	local
Hepatitis B Initiative of Washington, DC Inc.	Social services	\$40,250.00	Annual grant	Yes	local
Domestic Violence Resource Project	Domestic violence victim assistance/ educational outreach	\$39,153.00	Annual grant	Yes	local
Asian American Leadership Empowerment and Development	Education	\$35,000.00	Annual grant	Yes	local
Asian Pacific American Legal Resource Center	Social services	\$25,000.00	Annual grant	Yes	local
Housing Counseling Services	Housing	\$12,500.00	Annual grant	Yes	local
Moving Forward	Art	\$9,750.00	Annual grant	Yes	local
Many Languages One Voice	Outreach services about	\$6,847.00	Annual grant	Yes	local



	"Know Your Rights" program				
<b>FY17</b>					
<b>Name of Contracting Party</b>	<b>Nature of Contract/End Product or Services</b>	<b>Fund Assigned and Actual Amount</b>	<b>Term of the contract</b>	<b>Was it competitively bid? (Yes/No)</b>	<b>Funding source</b>
Chinatown Service Center	Social services	\$40,000.00	Annual grant	Yes	local
Hepatitis B Initiative of Washington, DC Inc.	Social services	\$40,000.00	Annual grant	Yes	local
Domestic Violence Resource Project	Domestic violence victim assistance/ educational outreach	\$32,500.00	Annual grant	Yes	local
Asian American Leadership Empowerment and Development	Education	\$45,000.00	Annual grant	Yes	local
Asian Pacific American Legal Resource Center	Social services	\$20,000.00	Annual grant	Yes	local
Housing Counseling Services	Housing	\$27,500.00	Annual grant	Yes	local
Many Languages One Voice	Outreach services about "Know Your Rights" program	\$12,500.00	Annual grant	Yes	local
Washington English Center	ESL classes	\$12,500.00	Annual grant	Yes	local
DC Baptist Convention	Employment	\$10,000.00	Annual grant	Yes	local

24. Did the Office conduct oversight of the organization to which it awards grants to make sure funds are used as intended? If so, how many oversights?

**ANSWER:** MOAPIA reviews submitted quarterly reports from grantees and conducts onsite visits.



25. Of the organizations that received a community-based grant in FY 2016, how many also received community based grants in FY 2015?

**ANSWER:** Of the eight organizations that received a community-based grant in FY2016, six organizations also received community based grants in FY2015.

26. Please describe how an organization is selected to receive a community based grant.

**ANSWER:** MOAPIA uses an independent review panel that will submit recommendations for funding. The review panel is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. The panel members will review and score applicant proposals and submit recommendations for awards.

After reviewing the recommendations and any other relevant information, MOAPIA will decide which applicants to award funds and the amounts to be funded. The final decision to award a grant to an applicant rests solely with MOAPIA.

27. Did the Office receive any grants in FY 2016? If so, what was the source and duration of the grant (s) and what was it used to accomplish?

**ANSWER:** Not applicable

28. Has the Office sought any grant opportunities in FY 2017?

**ANSWER:** Not applicable

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

**ANSWER:** MOAPIA has not requested audits but has complied with information requested by auditors in FY16 regarding procurement and human resource processes.

30. What are the Office's goals going forward in FY2017?

**ANSWER:** MOAPIA aims to continue to deliver a diverse range of services giving District AAPI residents and merchants equal access to its programs and services. To

accomplish this goal, MOAPIA will begin implementing action items which were carefully developed through consulting and discussions with community members during its the Asian American Pacific Islander Action Forum (AAF). These action items address various issues that encompass health, safety, small business assistance, education and job training.





- Health—serving our most vulnerable populations more effectively through advocating for language access compliance
- Safety and Small Business—improving community safety for residents and business owners through facilitating the enhancement of relationships and communication of officers and community members
- Education and Job Training—advocating for cultural competency trainings and increased language resources

**Commission on Asian and Pacific Islander Affairs**

31. Has the Commission on Asian and Pacific Islander Affairs been active? If so, when was the last meeting?

**ANSWER:** Yes, the Commission on Asian and Pacific Islander Affairs meets every month through meetings that are open to the public. The Commission also communicates regularly through email. In 2016, the Commission took a more active role under the leadership of Chair John Tinpe and focused on supporting affordable housing in Chinatown and the Mayor’s Homeward Pledge. In addition, the Commission also identified two main priorities: advocating for more language access and cultural sensitivity throughout DC agencies, and finding ways to addressing AAPI’s health related issues in the District. The most recent meeting was on January 17, 2017.

32. In what capacity has the Commission worked with OAPIA?

**ANSWER:** The Commission has helped support MOAPIA by promoting its programs and activities to the public. Specifically, the Commission played a significant role promoting FY 2017 Immigrant Justice Legal Services Grant (IJLS). The Commission also promoted MOAPIA’s annual toy drive giveaway for underprivileged children, contributed as a donor, and has annually selected recipients for the Mayor’s Community Service Awards that recognize individuals and organizations that make extraordinary contributions that help the AAPI community in the District. The Mayor’s Community Service Awards are given out during Asian American and Pacific Islander Heritage Month in May, hosted by MOAPIA and the Mayor.

The Commission has also presented updates from their respective individual communities and neighborhoods on issues facing AAPI constituents that MOAPIA should look into or address. The Commission has focused on addressing housing issue to identify residents’ needs and provide assistance. In addition, the Commission has helped support local residents and businesses who have been victims of crimes by offering condolences, raising greater safety awareness, and informing the public of how to assist victims, working with MOAPIA.

33. How has the Commission helped enhance the capacity of government agencies and other organizations to secure resources?

**ANSWER:** The Commission has promoted other government agency and organization programs and events that are applicable and beneficial for the AAPI community.



34. What are your top five priorities for the Commission? Please provide a detailed explanation for how the Commission expects to achieve or work toward these priorities in FY16 and FY17.

**ANSWER:** MOAPIA's top five priorities for the Commission are:

- Ensure that the Commission regularly reviews its bylaws and revises it, if necessary
- Encourage the Commission to be more visible within the AAPI community and general District community
- Encourage the Commission to collaborate with other commissions to share knowledge of policies and programs that affect the AAPI community and general District community and to share its best practices
- Encourage the Commission to review yearly activities and involvement and see how improvements can be made to be more useful
- Engage in strategic planning and discussion on how the Commission can work with MOAPIA to better serve the Mayor and District's AAPI community

35. Please provide a list of all current Commission on Asian and Pacific Islander Affairs vacancies.

**ANSWER:** The Commission on Asian and Pacific Islander Affairs has three vacancies.

36. In what areas (e.g. financial training, procedural training, etc.) do you think the Commission on API Affairs' needs the most assistance with?

**ANSWER:** The Commission needs the most assistance with:

- Onboarding Training -Training that details Commission rules/requirements, level of participation, roles/responsibilities of commissioners, especially for new commissioners
- District Government Organizational Structure -Information that details the District Government organizational structure, along with the roles and responsibilities and needs of each entity
- Program/Policy Training -Training for new programs/policies that can create knowledge sharing

37. What countries does the membership of the Commission include?

**ANSWER:** The membership of the Commission includes the country of the United States of America by citizenship and the countries of Burma, India, South Korea, Japan, Philippines, Vietnam, and China by ethnic heritage.

