

**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

March 9, 2018

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:

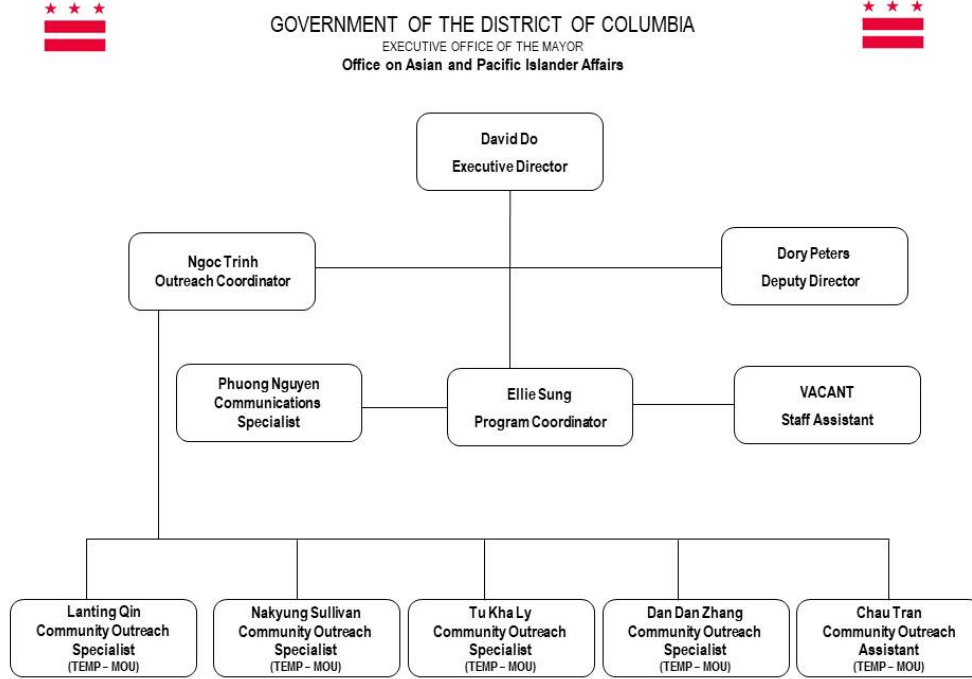
The Mayor's Office on Asian and Pacific Islander Affairs' mission is to improve the quality of life for District of Columbia Asian Americans and Pacific Islanders through advocacy and engagement. MOAPIA advises the Mayor, the Council, and District agencies on the views, needs, and concerns of the AAPI 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.

ANSWER:



- a.
- b. Not applicable.

4. Please provide a complete position listing for your office for fiscal year 2018 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.

Title	Name	Hire Date	Grade	Step	Salary	Status
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Director	Do, David	1/15/2015	E1	0	\$108,304	continuing
Deputy Director	Peters, Dory	12/15/2003	13	6	\$96,632	continuing
Outreach Coordinator	Trinh, Ngoc	10/17/2005	13	5	\$91,438	continuing
Program Coordinator	Sung, Ellie	1/23/2017	9	2	\$48,693	continuing
Communication Specialist	Nguyen, Phuong	9/23/2016	9	5	\$53,217	continuing
Outreach Specialist	Sullivan, Nakyung	2/21/2017	9	1	\$47,185	CS-Term/MOU
Outreach Specialist	Zhang, DanDan	8/7/2017	9	1	\$47,185	CS-Term/MOU
Outreach Specialist	Qin, Lanting	7/10/2017	9	1	\$47,185	CS-Term/MOU
Outreach Specialist	Ly, TuKha	8/7/2017	9	1	\$47,185	CS-Term/MOU
Outreach Assistant	Tran, Chau	11/27/2017	7	1	\$39,063	CS-Term/MOU

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 FY17 and FY18, 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 FY18 and FY19, 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	Sullivan, Nakyung	X	
7	Qin, Lanting	X	
8	Ly, Tu Kha	X	
9	Zhang, Dandan	X	
10	Tran, Chau	X	

- b. MOAPIA owns one vehicle. It is used by the Agency Director and outreach team.
- c. MOAPIA did not award bonuses or special award pay in FY17 and FY18, to date.
- d. Travel Expenses:

		Amount	Location
1	Do, David	\$5,472.00	S. Korea

2	Do, David	\$2,596.57	New York City
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e. MOAPIA did not have overtime and workman's compensation payments in FY17 and FY18, to date.

8. Please provide a chart showing your office's approved budget and actual spending, by division, for FY17 and FY18, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

ANSWER:

Agency Fund	Program Code	Program Title	CSG	FY2017			FY2018			
				Approved Budget	Actual Expenditure	Balance	Approved Budget	Actual Expenditure	Balance	
0100	1000	PERSONNEL	0011	70,063.04	51,270.73	18,792.31	71,840.95	19,782.53	52,058.42	
			0012	14,675.35	15,269.99	(594.64)	15,130.97	4,298.26	10,832.71	
			0014	11,499.99	10,416.52	1,083.47	20,177.48	4,885.66	15,291.82	
			1000 Total	96,238.38	76,957.24	19,281.14	107,149.40	28,966.45	78,182.95	
	2000	ADVOCACY	0011	38,825.35	42,623.78	(3,798.43)	75,817.42	15,050.96	60,766.46	
			0012	15,557.64	18,735.62	(3,177.98)	10,087.31	2,865.54	7,221.77	
			0013		582.98	(582.98)	0.00	0.00	0.00	
			0014	10,554.04	11,499.18	(945.14)	19,929.90	3,895.50	16,034.40	
			0020	1,333.33	1,333.33	0.00	1,333.33	8.93	1,324.40	
			0040	9,319.00	13,699.40	(4,380.40)	15,180.05	817.51	14,362.54	
			0070	19,150.00	9,627.30	9,522.70	2,000.00	0.00	2,000.00	
			INTERAGENCY COORDINATION	0011	11,930.33	12,454.22	(523.89)	59,744.41	2,915.91	56,828.50
				0012	9,783.57	11,813.39	(2,029.82)	10,087.30	2,865.54	7,221.76
				0014	8,208.80	3,751.73	4,457.07	16,200.96	1,198.48	15,002.48
				0020	1,333.33	1,042.10	291.23	1,333.33	0.00	1,333.33
				0040	5,500.00	1,047.48	4,452.52	8,970.39	0.00	8,970.39

			0011	151,533. 53	161,527 .88	(9,994. 35)	203,22 6.32	56,186. 21	147,04 0.11
			0012	61,692.0 4	63,445. 46	(1,753. 42)	15,130 .97	17,001. 86	(1,870. 89)
			0014	55,852.9 4	52,735. 97	3,116.9 7	50,658 .89	19,068. 72	31,590 .17
			0020	1,333.34	1,333.3 4	0.00	1,333. 34	0.00	1,333. 34
			0031		385.00	(385.0 0)	0.00		0.00
		OUTREAC H/EDUCAT ION	0040	81,000.0 0	36,636. 04	44,363. 96	8,970. 86	12,779. 21	(3,808. 35)
			0050	240,218. 38	254,049 .13	(13,83 0.75)	247,75 6.80	0.00	247,75 6.80
	2000 Total			723,125.6 2	698,323. 33	24,802. 29	747,76 1.58	134,654. 37	613,10 7.21
	9960 Total	YR END CLOSE	0014		(444.00)				
					(444.00)				
0100 Total				819,364. 00	774,836 .57		854,91 0.98	163,620 .82	691,29 0.16
			0011		0.00	0.00	0.00		0.00
			0012	265,589. 00	244,909 .24	20,679. 76	243,46 2.35	52,241. 80	191,22 0.55
			0013		1,265.1 8	(1,265. 18)	0.00	1,043.5 1	(1,043. 51)
			0014	73,591.0 0	59,195. 44	14,395. 56	69,403 .25	10,860. 84	58,542 .41
			0020	2,000.00	1,248.7 3	751.27	4,000. 00	0.00	4,000. 00
			0031	3,150.00		3,150.0 0	4,000. 00	0.00	4,000. 00
			0040	173,004. 00	169,510 .01	3,493.9 9	167,97 0.40	0.00	167,97 0.40
			0050	498,500. 00	359,025 .69	139,47 4.31	0.00	0.00	0.00
	2000 Total	OUTREAC H/EDUCAT ION	0070	1,000.00	887.10	112.90	1,000. 00	0.00	1,000. 00
0700 Total	2000 Total			1,016,834. 00	836,041. 39	180,792 .61	489,83 6.00	64,146.1 5	425,68 9.85
0700 Total				1,016,83 4.00	836,041 .39	180,79 2.61	489,83 6.00	64,146. 15	425,68 9.85

9. Please list any reprogramming, in or out, which occurred in FY17 or FY18, 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:

Fund	From	Amount	To	Amount	Description
0100	0011	\$ 89,500.00	0040	\$ 89,500.00	Operational Cost within the agency
	0014	\$ 12,200.00			Operational Cost within the agency
	0012	\$ 4,950.00	0070	\$ 17,150.00	Operational Cost within the agency

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY17 or FY18, to date.

ANSWER:

Agency Name: MOAPIA				
A	FY17 Amount	FY18 Amount	Sending Agency	Service
	\$ 127,776.00	\$ 126,778.00	Department of Housing & Community	Outreach and Education
	\$ 60,000.00	\$ 70,000.00	Department of Employment Service	Outreach and Education
	\$ 130,000.00	\$ 100,000.00	Department of Consumer & Regulation	Outreach and Education
	\$ 193,058.00	\$ 193,058.00	Department of Human Services	Outreach and Education
	\$ 500,000.00	\$ -	Executive Office of the Mayor (EOM)	Immigration Legal Services Grant
	\$ 6,000.00	\$ -	DC Commission on Arts and Humanities	Mayor's AAPI Heritage Month Celebration
Total	\$1,016,834	\$489,836		
B	FY17 Amount	FY18 Amount	Receiving Agency	Service
	\$ 4,139	\$ 4,139	KT0	Fleet Services
	\$ 3,640	\$ 2,060	TO0	Services
	\$ 6,560	\$ -	AA0	Support Services
	\$ 3,000	\$ -	DPR	Recreation and Leisure Services
Total	\$17,339	\$6,199		

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY17 or FY18, 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 FY17 and FY18, to date

e. Expenditures of funds, including the purpose of each expenditure, for FY17 and FY18, to date

ANSWER: Not Applicable.

12. Did the Office participate in any ethics training in FY 2017 and FY 2018 to date?

ANSWER: MOAPIA staff participates in available ethics training online.

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY18.

ANSWER: MOAPIA Director and Deputy Director are attending leadership trainings via DCHR and MOTA.

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

ANSWER: There are many AAPI immigrants living in DC that need legal services and support with immigration-related issues. MOAPIA would like to reach even more DC residents to promote the legal services available through the Immigrant Justice Legal Services Grant Program. With the upcoming Census 2020 population count, MOAPIA will help limited-English proficient AAPIs understand the purpose of the census and why their participation is important.

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

ANSWER: There's currently no assistance to be requested from the Council.

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:

TIMELINE	PROJECTS/ EVENTS
October	Diwali Celebration
	Chinatown Technical Assistance Panel Project
	Everyday Counts Pledge Collection Initiative
	Media Campaign - MOAPIA will run a media campaign that includes featured articles and interviews on popular AAPI ethnic media outlets to promote DCRA services and use it as a venue to bring update information on regulations to the public. (publish drycleaners new regulations)
	Engage small businesses and MPD in events that build strong community relationships, including Neighborhood Watch programs.
Oct - Nov	Director Office Hours
November	Korean Grocers Outreach. Safety Workshop. MOAPIA will promote and

	organize a meeting with leadership from the Korean American Grocers Association and a few Asian 7-Eleven operators to identify any service gaps. Language interpretation will be available.
	Overview of District's AAPI Businesses Community – MOAPIA will create an overview of the District's AAPI business community based on the data provided by the latest US Census – Annual Entrepreneur Survey.
	Partner with other DC agencies to ensure compliance for language access with all DC-funded providers, especially senior-serving organizations.. Raise awareness for language access services at DC-regulated health care facilities frequently visited by AAPIs through outreach. <i>Partner with key health agencies to develop Language Access messaging for their services. Follow up with DOH on FY17 survey</i>
	MOAPIA will create database of DC agency public information officers and other key outreach staffs to share available AAPI outreach opportunities.
	Create a new cultural sensitivity training for DC Agencies (MPD, DCPS...)
	Conduct an outreach campaign to AAPI dry cleaners and organize a meeting with dry cleaners for DCRA
	AAPI Restaurant Outreach
	Encourage more AAPI businesses to become certified business enterprises (CBEs) and involve businesses in applying for important business improvement funds from local, regional, and federal sources.
	Continue promoting availability of housing counseling and home purchase assistance programs at DHCD.
December	Annual MOAPIA Toy Distribution event
	Promote to AAPI families Pre-K3 and Pre-K4 opportunities available for younger children.
	Work with DCPS in high-concentration AAPI schools to ensure language access and cultural sensitivity training for teachers and key staff. (<i>Visit elementary schools, middle schools and schedule to come and give cultural sensitivity training</i>)
January	Publish Asian Action Forum 1 Report Online
	Promote SYEP to AAPI students ages 14 to 24 and have at least 80 AAPI students to register. Translate SYEP program flyer into three different languages and reach out to students and parents
	Promote job training programs to AAPI community
February	Provide support for Chinatown Lunar New Year Parade
	Agency Performance Oversight Hearing Period
March	Publish MOAPIA FY17 Annual Report
	Educate residents to help them differentiate between police (911) and non-police (311), safety-related issues (e.g., adequate lighting). Create

	materials and conduct outreach to AAPI community.
	Publicize DOES and OSSE-funded job training programs to English-proficient immigrants through the use of culturally competent materials.
	Collect materials from UDC-CC in 5 key, career pathways, and promote them to AAPI community.
	Preparation for AAPI Heritage Month
April	AAPI Nail Salon Businesses Outreach
	Promote Façade Improvement and AAPI Small Business Technical Assistance. Promote DHCD's Façade Program and other DHCD programs to at least 500 AAPI businesses.
	Wage Theft Prevention Outreach – Distribute printed DOES materials to AAPI community during outreach. Promote Fair Shot Minimum Wage Amendment Act of 2016. Educate how and where to file DC wage claim. Translate any additional outreach materials relating to WTPAA to Chinese, Korean, and Vietnamese. Promote Building Service Employees Minimum Work Week Act of 2016
	Agency Budget Oversight Hearing Period
	Prep for Chinatown Park Summer Series
May	AAPI Heritage Month Celebration Events (<i>Evening Celebration, Foodelicious</i>)
May - September	Chinatown Park Fitness Series: Weekly Tai Chi Class Series and others
June	Promote DHCD's Annual Housing Expo
	Chinatown Community Festival
July	Chinatown Park Outdoor Movie Nights
August	Chinatown Park Outdoor Movie Nights
	FY19 AAPI Community Grant. Proposal Solicitation Period
Year round	Residents and business outreach, assisting with other MOCA initiatives
Year round	Housing Outreach
Year round	Quarterly KPI Reporting
Year round	Promote a Quarterly Wage Report and DOES Self Service Portal (ESSP) to at least 300 business owners, business associations and ethnic media in the District.
Year round	Quarterly Grant Report Review
Year round	Quarterly CBE Report Submission

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, active use of social media 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.

Follow us on:

- MOAPIA official website: <https://apia.dc.gov>
- Facebook: www.facebook.com/dcmoapia
- Twitter <https://twitter.com/dcmoapia>
- Instagram <https://www.instagram.com/dcmoapia>,

18. What collaborations, initiatives, or programs have been successful in FY17 and FY18? Why were they successful?

ANSWER: MOAPIA continues its Chinatown Park Series which was launched in 2015, which promotes a healthier and more active lifestyle for District residents, and also aligns with the Mayor’s Fit DC initiative. These initiatives brought about successful partnerships and continue to grow. Community members share resources with MOAPIA and vice versa to increase programs at the Chinatown Park, making it more accessible to everyone.

Below lists of major events and collaborations that MOAPIA had in FY17:

Event names	# of partners : 48
Diwali Reception	CBO and private: 3 <ol style="list-style-type: none"> 1. Hindu American Foundation 2. George Washington University – Sigur Center for Asian Studies 3. Indiaspora
Asian American and Pacific Islander Heritage Month celebration	CBO and private: 3 <ol style="list-style-type: none"> 1. B Lin Catering 2. Embassy of Indonesia 3. The Korean Cultural Center Government entity: 1 DC Commission on the Arts and Humanities

<p>Chinatown Park Start Fresh Summer</p> <p>35 events</p> <p>Series 2017 included</p> <ul style="list-style-type: none"> - Tai chi class and fitness class: 30 - Movie nights 4 - Chinatown picnic 1 	<p>CBO and private (18)</p> <ol style="list-style-type: none"> 1. 1882 Foundation 2. American Association of Retired Persons 3. APA Film 4. Bar Method 5. Be Here Now Yoga 6. DowntownDC BID 7. Chinese American Citizens Alliance 8. Chinese Community Church 9. Chinese Consolidated Benevolent Association 10. Chinese Youth Club 11. Farmers and Distillers 12. Jordin’s Paradise 13. Merzi 14. MT Vernon Triangle CID 15. Pure Barre 16. Tropical Smoothie Café 17. Korean Cultural Center 18. National Building Museum <p>Government entity: 10</p> <ol style="list-style-type: none"> 1. ANC 2C 2. National Park Service 3. DC Department of Parks and Recreations 4. DC Metropolitan Police Department 5. DC Public Library 6. DHCD 7. DHS 8. DCRA 9. DOES 10. Fit DC
<p>Director’s Office Hours in the Community (9 sessions)</p>	<p>Partners (count the location and host the office hours): 8</p> <ol style="list-style-type: none"> 1. Sala Thai 2. Asian Spice 3. Asian Senior Center 4. Chinese Community Church 5. Gibson Plaza 6. Purple Patch 7. Samuel Kelsey Building 8. Seven Eleven
<p>Toy Drive</p>	<p>CBO and Private: 6</p> <ol style="list-style-type: none"> 1. Korean American Grocers Association 2. NAAAP DC 3. Pizza D’oro 4. Manny and Olga’s on 14th 5. Martha Watanabe 6. Walter Lee

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 FY17 and FY18. Please state the status and purpose of each study.

ANSWER: Not Applicable.

21. How many community based grants were awarded in FY 2017?

ANSWER: Eight grantees were awarded through MOAPIA's AAPI Community Grant in FY 2017.

22. How many community based grants have been or will be awarded in FY 2018?

ANSWER: Eight grantees are awarded through MOAPIA's AAPI Community Grant in FY 2018.

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2017– FY 2018, 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:

FY17					
Name of Contracting Party	Nature of Contract/End Product or Services	Fund Assigned and Actual Amount	Term of the contract	Was it competitively bid? (Yes/No)	Funding source
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
District of Columbia Baptist Convention	Employment	\$10,000.00	Annual grant	Yes	local
Many Languages One Voice	Outreach services about "Know Your Rights" program	\$12,500.00	Annual grant	Yes	local
FY18					
Name of Contracting Party	Nature of Contract/End Product or Services	Fund Assigned and Actual Amount	Term of the contract	Was it competitively bid? (Yes/No)	Funding source
Chinatown Service Center	Social services	\$45,000.00	Annual grant	Yes	local
Hepatitis B Initiative of Washington, DC Inc.	Social services	\$52,500.00	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	\$48,000.00	Annual grant	Yes	local
Asian Pacific American Legal Resource Center	Legal Assistance	\$20,000.00	Annual grant	Yes	local
Housing Counseling Services	Housing	\$27,500.00	Annual grant	Yes	local
Library Without Borders	Social services	\$ 5,000.00	Annual grant	Yes	local
Washington English Center	ESL classes	\$12,500.00	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 2017, how many also received community based grants in FY 2016?

ANSWER: Of the eight organizations that received a community-based grant in FY2017, seven organizations also received community based grants in FY2016.

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 2017? If so, what was the source and duration of the grant (s) and what was it used to accomplish?

ANSWER: No

28. Has the Office sought any grant opportunities in FY 2018?

ANSWER: Not as of yet. However, MOAPIA will be searching for grant funding opportunities to help support Census outreach work.

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: As with all DC agencies, MOAPIA participates in standard CAFR audit and works with the Agency Fiscal Officer to maintain proper check and balances.

30. What are the Office's goals going forward in FY2018?

ANSWER: MOAPIA aims to continue to deliver a diverse range of services giving District AAPI residents and business owners equal access to its programs and services which are in conjunction with Mayor Bowser's major initiatives EVERY DAY COUNTS is an initiative seeking to ensure all of our students attend school every day. MOAPIA will continue conducting outreach around this initiative through its various signature programs such as the Chinatown Park Summer Series.

- **PRIVATE SECURITY CAMERA REBATE PROGRAM** is an initiative that offers rebate for residents, businesses, nonprofits, and religious institutions to purchase and install security camera systems on their property and register them with MPD. MOAPIA will continue to promote this program to the community. MOAPIA will also continue promoting other small business technical assistance programs available such as the Façade Program.
- **MINIMUM WAGE & WAGE THEFT PREVENTION.** MOAPIA will continue its outreach to AAPI businesses to promote this initiative. In FY17, MOAPIA mailed translated materials to 152 businesses and visited 341 businesses to share the information. MOAPIA is also working via a few of its grantees to provide job skills trainings and ESL classes.
- **DC HEALTH LINK.** Though the open enrollment has ended for private insurance, Medicaid and business insurance continues year round. Hence, MOAPIA continue to promote via door to door outreach. MOAPIA also has bilingual staff assisting constituents apply for Medicaid at DHS' frontline centers that have higher concentration of AAPI residents.

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 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, 2018.

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

ANSWER:

The Commission is comprised of active community leaders that regularly attend community meetings and events, allowing them to interact with AAPI residents on a frequent basis. At these meetings, Commissioners share information about the Mayor's initiatives including DC Health Link, the Private Security Camera Incentive Program and the Rat Abatement Program. Commissioners also participated in Mayoral events throughout the year including the Fit DC Fresh Start 5k, the Accountability Report Release and the budget engagement forums.

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

ANSWER: The Commission has promoted funding opportunities available through the DC government including the Mayor's Immigrant Legal Services Grant Program, MOAPIA's AAPI Community Grant Program and others, to community based organizations that serve the District's AAPI community. They also invite AAPI serving community organizations as guests to the Commission meetings to learn more about their services and needs. In addition, the Commission also provides their input in helping develop materials for cultural competency training that can help enhance MPD's capacity in serving AAPI communities.

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 FY17 and FY18.

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

- Continue in helping promote available DC programs and services to the AAPI community
- Refer other AAPI members to get more involved with DC programs and activities
- Encourage the Commission to attend Mayoral events
- Refer other qualified DC AAPI members to join the Commission
- Provide input to MOAPIA staff and MPD as they help create a cultural competency training for MPD.

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

ANSWER: Of the District's foreign born population, about 19.5% were born in Asia; therefore, immigration-related issues continue to have a major impact on the AAPI community living in DC. Due to proposed changes to immigration policies on the federal level, the Commission should remain informed about these changes and stay up-to-date about what the Mayor is doing to protect and support immigrant communities such as through the Immigrant Justice Legal Services Grant. MOAPIA will continue to share pertinent information with the Commission at the monthly meetings.

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

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