

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Executive Office of Mayor Muriel Bowser**



Response to FY2015 Performance Oversight Questions on  
Office on Asian & Pacific Islander Affairs

**David Do**  
Director, Office on Asian & Pacific Islander Affairs

Committee on Housing & Community Development  
Anita Bonds, Chairperson

Council of the District of Columbia

February 18, 2015



**Questions for Performance Oversight Hearing on Fiscal Year 2015**

1. Please provide a complete, up-to-date organizational chart for each division within the agency 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. **See Attachment A**
- b. **No organizational changes were made during the previous year**

2. Please provide a complete, up-to-date position listing for your agency, which includes the following information:
  - a. Title of position
  - b. Name of employee or statement that the position is vacant, unfunded, or proposed.
  - c. Date employee began in position
  - d. Salary and fringe benefits, including the specific grade, series, and step of position
  - e. Job status (continuing/term/temporary/contract)

**ANSWER:** Please see chart below -

<b>Title</b>	<b>Name</b>	<b>Hire Date</b>	<b>Grade</b>	<b>Step</b>	<b>Salary</b>	<b>Reg/Temp/Term</b>
Director	Do, David	1/15/2015	E1	0	99,000	REG
Community Service Representative (Bilingual)	Trinh, Ngoc	10/17/2005	12	6	76,596	REG
Program Coordinator	Saxena, Neel	9/20/2004	13	3	81,293	REG
Special Assistant	Peters, Dory	12/15/2003	13	5	88,637	TERM
Community Outreach Specialist (Bilingual)	Chang, Andrew	10/3/2011	9	5	50,162	TERM



Staff Assistant (Bilingual)	Truong, Christina	4/1/2013	9	2	45,899	TERM
Community Outreach Assistant (Bilingual)	Kangeun Jeong	12/01/2014	7	2	38,100	TEMP (position is funded until end of FY15 only)
Community Outreach Assistant (Bilingual)	Yiyang Guo	12/01/2014	7	2	38,100	TEMP (position is funded until end of FY15 only)
Community Outreach Assistant (Bilingual)	Vacant		7	1	36,821	TEMP (position is funded until end of FY15 only)
Community Outreach Specialist (Bilingual)	Vacant		9	2	44,478	TEMP (position is funded until end of FY15 only)

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

**ANSWER:** Yes. OAPIA's Director conducts the performance evaluation for all OAPIA employees. OAPIA's Director meets with all agency employees regularly to discuss individual employee's performance and their work progress.

4. Please list all employees detailed to or from your agency, if any. Please 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 OAPIA.

5. Please provide the Committee with:

- a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense
- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned
- c. A list of employee bonuses or special award pay granted in FY14 and FY15, 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 FY 14 and FY15, to date.



**ANSWER:**

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

	<b>Name</b>	<b>Cellphone</b>	<b>Tablet</b>
1	Do, David	X	X
2	Trinh, Ngoc	X	
3	Saxena, Neel	X	
4	Peters, Dory T	X	
5	Chang, Andrew	X	X
6	Truong, Christina	X	
7	Kangeun Jeong	X	
8	Yiyang Guo	X	

- b. OAPIA does not own or lease vehicles. OAPIA utilizes the DC Fleet Share service.  
c. OAPIA did not award bonuses or special award pay in FY13 and FY14, to date.  
d. OAPIA did not incur travel expenses arranged by employees.  
e. OAPIA did not have overtime and workman's compensation payments in FY13 and FY14, to date.
6. Please provide a chart showing your agency's approved budget and actual spending, by division, for FY14 and FY15, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

**ANSWER:**

**See attached.**

7. Please list any reprogramming, in or out, which occurred in FY14 or FY15, 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:**

**FY 2014 Reprogramming**

<b>From</b>	<b>Amount</b>	<b>To</b>	<b>Amount</b>	<b>DESCRIPTION</b>
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001 2	50,400.00	0020	6,500.00	Reprogram from PS to NPS
001 4	19,600.00	0040	3,500.00	
		0070	60,000.00	
	-			
<b>Tot al</b>	<b>70,000.00</b>		<b>70,000.00</b>	

<b>TO</b>	<b>Amount</b>	<b>FROM</b>	<b>Amount</b>	<b>DESCRIPTION</b>
001 1	16,800.00	Budget Office	16,800.00	Reprogramming was done by budget office for FY14 COLA
<b>Tot al</b>	<b>16,800.00</b>		<b>16,800.00</b>	

**NO FY 2015 Reprogramming**

8. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY14 or FY15, to date.

**ANSWER:**

<b>FY 2014 Intra-District</b>			
<b>FROM</b>	<b>Agency Code</b>	<b>TO</b>	<b>Amount</b>
Department of Human Resource	JA0	AP0	\$61,643.00
Department of Health Benefit Exchange	HBE	AP0	\$86,000.00
Department of Housing & Community Development	DB0	AP0	\$65,760.00
Department of Consumer & Regulatory Affairs	CR0	AP0	\$96,000.00



Office on Asian and Pacific Islander Affairs	AP0	KT0*	\$2,065.50
Office on Asian and Pacific Islander Affairs	AP0	AA0*	\$6,000.00
Office on Asian and Pacific Islander Affairs	AP0	TO0***	\$2,111.00

**FY 2015 Intra-District**

FROM	Agency Code	TO	Amount
Department of Human Resource	JA0	AP0	\$ 61,298.00
Department of Housing & Community Development	DB0	AP0	\$50,000.00
Department of Consumer & Regulatory Affairs	CR0	AP0	\$121,615.00
Office on Asian and Pacific Islander Affairs	AP0	KT0	\$2,065.50

- \* Department of Public Works
- \*\* Office of the Mayors
- \*\*\* Office of the Chief Technology

9. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY14 or FY15, 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 FY14 and FY15, to date
  - e. Expenditures of funds, including the purpose of each expenditure, for FY14 and FY15, to date

**ANSWER:** OAPIA did not have any special purpose revenue accounts in FY14 nor FY15.

10. Please provide a list of all projects for which your agency currently has capital funds available. Please include the following:
- a. A description of each project
  - b. The amount of capital funds available for each project



- c. A status report on each project, including a timeframe for completion
- d. Planned remaining spending on the project

**ANSWER:** OAPIA does not have any capital funds available.

11. Please provide a complete accounting of all federal grants received for FY14 and FY15, to date.

**ANSWER:** OAPIA did not receive any federal grants in FY14 nor FY15.

12. What steps have been taken during FY15 to reduce agency energy use?

**ANSWER:** OAPIA makes full use of self-activated lights to conserve energy usage in the office. Additionally, OAPIA ensures that all computers and electronics are fully shut down or powered off at the end of each workday.

13. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.

**ANSWER:** There are no legislative requirements that OAPIA lacks sufficient resources to properly implement.

14. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.

**ANSWER:** OAPIA is named in regulation to the Language Access Act of 2004 in Section 1210 Roles of Mayor's Office on African Affairs, the Mayor's Office on Asian and Pacific Islander Affairs, and the Mayor's Office on Latino Affairs (consultative agencies) published at 55 DCR 6348 (June 6, 2008).

15. Please list each new program implemented by the agency during FY14 and FY15 to date. For each initiative please provide:

- a. A description of the initiative
- b. The funding required to implement to the initiative
- c. Any documented results of the initiative

**ANSWER:** Not Applicable. OAPIA does not have new programs to implement.

16. Please provide a list of all studies, research papers, and analyses ("studies") the agency requested, prepared, or contracted for during FY14 and FY15. Please state the status and purpose of each study.

**ANSWER:** There are no studies, research papers, analyses the agency requested, prepared, or contracted for during FY14 or FY15.

17. Please explain the impact on your agency of any legislation passed at the federal level during FY14 and FY15, to date that significantly affect agency operations. If regulations the shared



responsibility of multiple agencies, please note.

**ANSWER:** There is no legislation passed at the federal level during FY13 or to date that significantly affected OAPIA operations.

18. Please provide a list of all MOUs in place during FY15.

**ANSWER:**

FY 2015 MOU LIST			
AMOUNT	FROM	TO	DESCRIPTION
7,000	OAPIA	EOM Support Services	To EOM Support Services for various support services (telecommunications and etc.)
50,000.00	Dept. of Housing and Community Development	OAPIA	From Dept of Housing and Community Development to conduct community education and outreach
61,298.00	Dept of Human Services	OAPIA	From Dept of Small and Local Business Development to provide support to Vietnamese and Asian communities on DHS programs
121,615.00	Dept of Consumer and Regulatory Affairs	OAPIA	From Dept of Consumer and Regulators Affairs to conduct community education and outreach

19. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY14 and FY15, 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 budgeted amount and actually spent
- d. The term of the contract
- e. Whether the contract was competitively bid or not
- f. The name of the agency’s contract monitor and the results of any monitoring activity
- g. Funding source

**ANSWER:** Not Applicable, OAPIA does not have any contracts.

20. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any





employee of your agency that were completed during FY14 or FY15, to date.

**ANSWER:** Not Applicable. There is no ongoing in ongoing investigations, audits, or reports on OAPIA or any employee of OAPIA, or any investigations, studies, audits, or reports on OAPIA or any employee of OAPIA that were completed during FY14 or FY15, to date.

21. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations.

**ANSWER:** Not Applicable. There were no recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years.

22. 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 discussion of substantial upgrades that have been made or are planned to the system.
- c. Whether the public can be granted access to all or part of each system.

**ANSWER:** OAPIA has not developed or created any stand-alone electronic databases.

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

**ANSWER:** OAPIA has been publishing news, updates, and activities of the agency through its website, the use of social media (i.e. Facebook fan pages, Twitter, YouTube), and through online newsletters (i.e. OAPIA Community Calendar and OAPIA Update). Additionally, OAPIA has been publishing notices of meetings and announcements through the DC Register. The activities and information of OAPIA can be made more transparent by increasing the amount of information online via the OAPIA website and the frequency in which the information is updated online.

An Open Government report that details the agency's involvement as it concerns transparency, public engagement and participation, and collaboration is available to the public at: <http://apia.dc.gov/node/935342>

24. Please identify any statutory or regulatory impediments to your agency's operations.

**ANSWER:** OAPIA does not have any statutory or regulatory impediments to the agency's operations.

25. How does the agency solicit feedback from customers? Please describe.

- a. What has the agency learned from this feedback?



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

**ANSWER:** OAPIA solicits feedback and comments through customer satisfaction surveys distributed at various workshops and activities. The feedback is used to gauge the usefulness of the workshops and activities' content in order to improve the planning of future events. Based on the feedback, OAPIA constantly explores new ways to become more effective in its activities. In planning its events and projects, OAPIA also actively seeks more partnerships, both with governmental and non-governmental entities to reach a larger audience and attract more resources to improve the programs' quality.

26. Did the agency staff participate in any ethics training in FY14 and FY15 to date?

**ANSWER:** All OAPIA staff participated in mandatory ethics training in FY13. No trainings were scheduled in FY14. Staff will take ethics training in FY15.

27. Please provide, as an attachment, a copy of the Office's FY15 performance plan as submitted to the Office of the City Administrator and indicate whether you are on track to meet those measures.

**ANSWER:** See Attachment B. OAPIA is on track to meet these measures.

28. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY15 and FY16.

**ANSWER:** Under the Bowser Administration, our Priority/Focus Areas:

- Economic Development - The District of Columbia has experienced strong economic growth. In order to sustain and continue this economic growth underrepresented communities across all eight wards needs to be engaged and part of the conversation. Director Do will make sure that the members of the AAPI community have the resources and opportunities to succeed economically.
  - FY15: Public Safety Services and Coordination - The office will continue to foster good relations with the AAPI business community. The OAPIA will continue connecting small business owners with resources at the MPD and other public safety agencies to make sure business owners can safely sell goods and services. Fostering a safe and stable business environment is key to promoting a strong business community.
  - FY16: Small Business Development - Small businesses are the bedrock of the District of Columbia's economy. David brings experience working with small businesses throughout the District of Columbia to the office. He will make sure that there are initiatives to promote AAPI small businesses within the District of Columbia. He will make sure that the programs work and are sustainable tools to create economic development. This will start with the Great Streets programs to make sure our AAPI business owners know about the program and can apply.
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- Education - Education is the key to success. Every child in the District of Columbia should have access to a high-quality public education system regardless of their upbringing or background. AAPI parents and students that are limited English proficiency and English language learners have many barriers to overcome. The OAPIA will work on programs and initiatives that ensure the District's education opportunities are accessible to all AAPI students. Education will be an



important part as the District of Columbia becomes a world-class city that attracts urban parents in the long-term.

- FY15: Pre-K and K-12 Education - OAPIA will focus on developing an education initiative that helps parents with the benefits of pre-K. Moreover, there should be focus on providing parents with information on D.C. public schools and provide assistance with navigating the complicated process. The OAPIA will also continue the strong partnership with DCPS and create strong partnerships with our public charter schools.
  - FY16: Connect mentors with the “Empowering Males of Color” initiative under Mayor Bowser. The administration seeks to recruit 500 volunteers. The OAPIA will work towards finding 25 AAPI mentors (this number represents 5% of 500 volunteers needed; 5% is the number of AAPI residents in DC) to volunteer and dedicate time towards the initiative. Students who are English Language Learners are more likely to be behind and below grade level. The OAPIA will engage its strong network of volunteers and work with the initiative to make sure all students have a fair chance at success.
- *Affordable Housing and the Environment* - The majority of the assistance that the OAPIA provides relates to housing issues<sup>1</sup>. As areas in Washington D.C. become more unaffordable due to economic development and other changes the preservation of affordable housing units will become important. The OAPIA will advocate for policies that makes sure that AAPI residents have access to good quality affordable housing in all eight wards of the District of Columbia. Moreover, high-quality affordable housing is inextricably linked to health, human services, and the environment. The office will continue promoting its environmental outreach services in partnership with DDOE.
    - FY15: Continue Environmental Initiatives - OAPIA has several initiatives in place to ensure an environmentally friendly AAPI community. One such initiative that the office has been working on is promoting the Smart River program through DDOE which provides storm-management consultation services to homeowners in the District of Columbia. The office is also working with restaurants and other establishments to move away from Polystyrene (Styrofoam) due to the ban passed by the D.C. Council.
    - FY16: Housing and the Aging Community - Director Do brings extensive experience on housing and aging related issues to the Office on Asian and Pacific Islander Affairs. Director Do carries a Masters in Community Planning where he has worked with aging communities in both the District of Columbia and Prince George’s County. David has hosted many workshops for aging residents throughout Ward 1 making sure that they know their rights and opportunities as aging residents in the District of Columbia. Director Do has also volunteered with many affordable housing and aging communities throughout the region and finds passion advocating for this vulnerable group of residents.
    - FY15/16: Preservation of Affordable Housing - As areas of the District of Columbia develop economically, residents are being pushed out through expiring Section 8 contracts and housing voucher programs. The U.S. Department of Housing and Urban Development has incentives in place to motivate landlords to keep their properties affordable but as neighborhoods begin attracting market rate housing there is less and less opportunities to keep neighborhoods affordable. The OAPIA will provide education workshops to let residents know of their rights. Simultaneously, the OAPIA will work with landlords and new developments to promote the preservation and creation of affordable housing units.

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<sup>1</sup> Office on Asian and Pacific Islander Affairs. Indices. December 2013.



- Health, Human Services - The OAPIA will continue its health initiatives and continue working with various agencies to provide the AAPI community with the necessary human services.
  - FY15: Continue Health Initiatives - The OAPIA has several initiatives in place to ensure a healthy AAPI community. One such initiative is HAAPI which is an initiative aimed at improving the quality of life for the District's AAPI residents. The initiative focuses on health conditions and risk factors that affect the AAPI community.
  
- Outreach and Education - Outreach and education are important for efforts towards building a stronger AAPI community. Strong relationships begin with understanding and cooperation between different groups. Director Do will make sure that the OAPIA continues developing existing relationships as well as creating strong new partnerships.
  - FY15: Continue the strong relationships with our partner agencies including DHS, DHCD, and DCRA - The inter-agency cooperation between the OAPIA and DHS, DHCD, and DCRA are important to providing strong services to the AAPI community. The OAPIA has language skills, community, and outreach expertise that can provide assistance with many barriers for the AAPI when working with these agencies. The beneficial relationships ensure that vulnerable AAPI residents continue to have access to important services and programs.
  - FY16: LGBT Education & Outreach - The Asian and Pacific Islander LGBT community faces many cultural and religious burdens in the AAPI community. As an LGBT member of the AAPI community Director Do understands the struggles of coming out to his family and the stigma associated with it. He will make sure that there is a strong relationship between the LGBT community and the AAPI. The OAPIA will work with partners and stakeholders to work on inclusion and understanding of the AAPI LGBT community. Moreover, a recent study by the Williams Institute shows that the District of Columbia ranks third with the number of same-sex AAPI couples, only behind California and Hawaii<sup>1</sup>. The OAPIA will focus on making sure that the office is inclusive of LGBT groups including AQUA (Asian Queers United for Action), KHUSH DC (the south Asian LGBT group), and the DC Center's AAPI outreach services.
  - FY16: Promotion of the OAPIA and partnering with other agencies/AAPI organizations/community groups - As a long-time D.C. resident and community activist in Ward 1 Director Do has a pulse on the issues facing our community. He has worked with various groups and organizations and will bring these skills to the office. He will engage with his network and community partners to seek out AAPI residents that are in need of assistance. He plans on creating a marketing campaign that educates the city's residents in all eight wards regarding the services that the Mayor's Office on Asian and Pacific Islander Affairs offers.
  - FY16: Partnering with neighbors and all D.C. residents - The OAPIA's eyes and ears are often residents and neighbors. We will make sure that we develop a marketing strategy that connects with residents in areas with areas with high AAPI communities. This will start with partnering with MOCRS and our own contacts with community based organizations (CBOs). According to a new map many of the AAPI residents are located in Ward 2 (Chinatown and parts of Foggy Bottom), Ward 1 (Columbia Heights), and Ward 4 (Takoma DC). The map below shows more detail.
  
- Jobs
  - FY15: Continue Job-force Development - The Office on Asian and Pacific Islander Affairs has assisted residents with vocational training opportunities and programs. The



Office on Asian and Pacific Islander Affairs will continue this initiative to make sure that the AAPI community has access to a variety of the District's employment opportunities. We will also make sure our Summer Youth Employment Program students have real-world skills to help them become successful and employable.

- FY16: Young Professional Initiatives - AAPI young professionals view Washington D.C. as a transient city. Young professionals who live in the city view this city as a starting point. David wants to make sure that there are opportunities for the young professional AAPI community to build a long-term career and family in the District of Columbia. He will promote policies and programs that have this goal in mind. In a recent report by the Office of the Chief Financial Officer, young parents and residents are very likely to move out of the District, but if residents are more established or have more than one child they are more likely to live in the long-term in the District of Columbia.

29. Please provide a detailed update on the each of the issue areas where an OAPIA staff member acts as a liaison to i.e. education, health and human services, small business assistance, environment, mental health, employment, safety, and housing.

**ANSWER:** OAPIA staff connects with agencies related to each subject area when constituents bring cases to OAPIA and will seek to engage agencies in programming or develop projects to educate and inform constituents of Agency programs and services – below is a list of the various programs and projects in progress to be complete by September 2015 for each subject area:

- Education
  - Pre-K and school Choice Initiative – increase the understanding of AAPI parents on the school choice process and the importance of pre-K
- Health
  - Flu Shot event to provide free flu vaccine to limited-English proficient (LEP) residents
  - Survey on LEP AAPI health needs in language to identify the top local health issues
- Human Services
  - Provide regular assistance to Vietnamese speaking residents about human services – with emphasis on assisting clients at the Taylor Street location
- Small Business Assistance
  - Polystyrene Ban Initiative – provide technical assistance to the District Department of the Environment (DDOE) on developing culturally and linguistically appropriate outreach strategies to educate AAPI businesses.
  - Façade Improvement Program – work with local community development centers in promoting to AAPI businesses
  - Right Choice Campaign – outreach to businesses about synthetic narcotics
- Environment
  - Stormwater-friendly landscaping Practice Initiative – promote the RiverSmart Homes program to AAPI residents.
- Mental Health
  - Mental Health Database – a database for community and District government agencies on providers who provide linguistically appropriate services.
- Employment
  - Job Placement Program Initiative – promote the Department of Employment Services' Project Empowerment to AAPI residents seeking employment



- Safety
  - Domestic Violence Initiative – assist AAPI domestic violence victims by developing a structure to help identify AAPI domestic violence victims so they may receive culturally and linguistically appropriate services.
  - Safety workshops – workshop in the Florida Avenue Market area to prevent crimes during holiday season
- Housing
  - Museum Square Assistance – provide information regarding housing issues tied to Section 8 housing
  - Chinatown Housing – assist displaced residents in finding housing and inform them of their rights as tenants

30. Please provide a list of all current Office on Asian and Pacific Islander Affairs vacancies.

**ANSWER:** OAPIA has two vacancies – 1 Community Outreach Assistant (Bilingual) and 1 Community Outreach Specialist (Bilingual). OAPIA is in the process of screening candidates for the Community Outreach Assistant position and the Community Outreach Specialist position is currently posted on DCHR’s website.

31. Please describe the training and informational sessions you provide and/or coordinate for the OAPIA? What is the frequency of these sessions?

**ANSWER:** There are no training or information sessions provided and/or coordinated for OAPIA.

32. Please provide a list of types and dates of training/information sessions for the OAPIA you have planned for FY15.

**ANSWER:** There are no training/information sessions planned for OAPIA in FY15.

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

**ANSWER:** Not applicable.





**Commission on Asian and Pacific Islander Affairs**

34. 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 other month through meetings that are open to the public. The most recent meeting was on December 16, 2014. Additionally, the Commission communicates regularly through email.

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

**ANSWER:** The Commission has helped support OAPIA programs and activities and promoted such items to the public. Specifically, the Commission has attended and promoted OAPIA's annual toy drive giveaway for disadvantaged children, and has annually selected recipients for the Mayor's Community Service Awards that recognize individuals and organizations that make extraordinary contributions that assist the Asian American and Pacific Islander (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 OAPIA and the Mayor.

The Commission has also presented updates from their respective individual communities and neighborhoods on issues facing AAPI constituents that OAPIA should look into or address. Additionally, the Commission has helped support local residents and businesses who have been victims of crimes by offering condolences, promoting greater safety awareness, and informing the public of how to assist victims, working with OAPIA.

36. 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.

37. 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 FY15 and FY16.

**ANSWER:** OAPIA's top five priorities for the Commission:

- 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 community and to share best practices
- Encourage the Commission to review yearly activities and involvement and see how improvements can be made to be more proactive
- Engage in strategic planning and discussion on how the Commission can better work with OAPIA to serve the Mayor and District AAPI community

38. 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 five vacancies.



39. Please describe the training and informational sessions you provide and/or coordinate for the Commission on API Affairs? What is the frequency of these sessions?

**ANSWER:** Not applicable.

40. Please provide a list of types and dates of training/information sessions for the Commission on API Affairs you have planned for FY15.

**ANSWER:** Not applicable.

41. In what areas (e.g. financial training, procedural training, etc.) do you think the Commission on API Affairs' need 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
- Programs/Policy Training
  - Training for new programs/policies that can create knowledge sharing

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

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

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<sup>i</sup> The Williams Institute, LGBT Asian and Pacific Islander Individuals and Same-sex Couples 2013

