

Mayor's Office on Asian and Pacific Islander Affairs
FY20 - 21 Performance Oversight Questions
Committee on Recreation, Libraries and Youth Affairs
Councilmember Trayon White, Jr.

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:

- a. The Office on Asian and Pacific Islander Affairs ("MOAPIA") was established by DC Law 14-28.**
- b. Under the law, the Office shall 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. The Director was appointed under DC Law 14-28 Sec. 304 b.**

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.

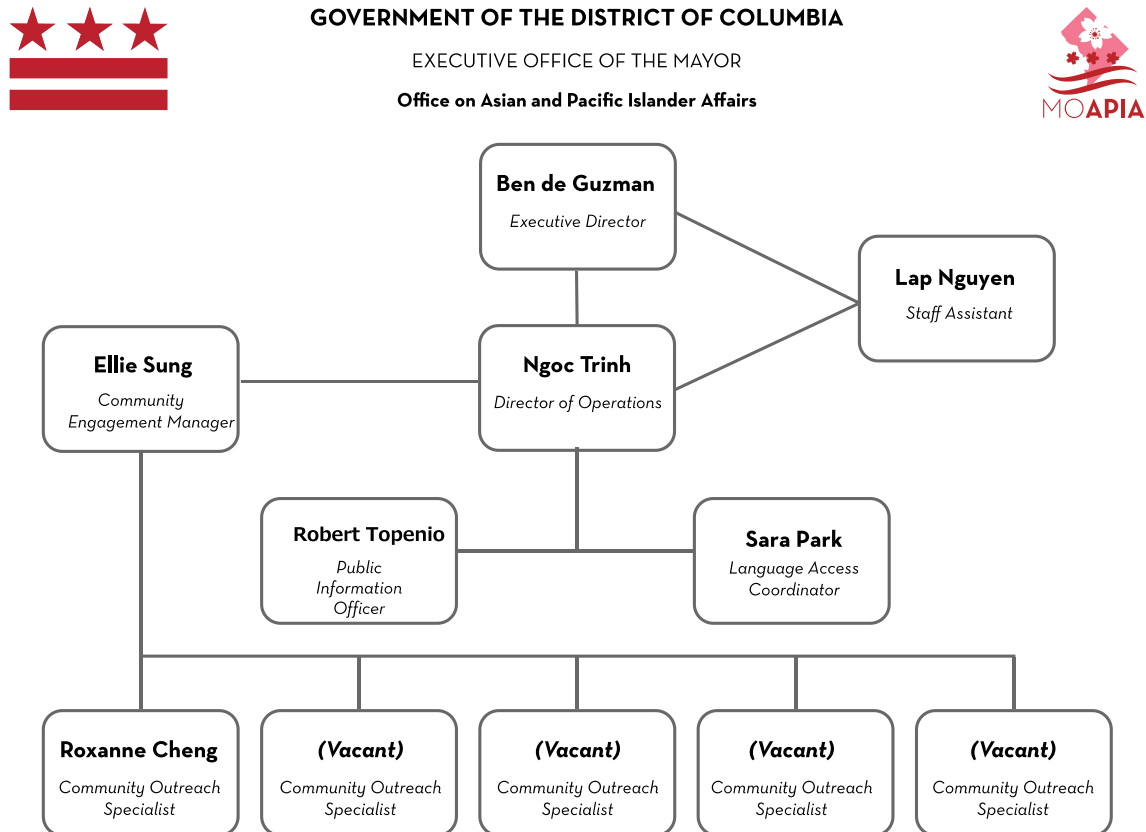
MOAPIA also organizes and facilitates public and private programs on public safety, human rights, economic development, housing, employment, social services, public health, transportation, education, and multicultural development to ensure accessibility for the District's AAPI community.

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

a. Please provide a list of all 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 Agency's organization chart below.



b. MOAPIA had no organizational changes in FY 2022

4. Please provide a complete position listing for your office for fiscal year 2021 to date, including the following information.

ANSWER: Please see the table below.

Title	Name	Hire Date	Grade	Step	Salary	Status
Director	De Guzman, Ben	11/25/2018	E1	0	\$107,730.11	continuing
Special Assistant	Trinh, Ngoc	10/17/2005	13	8	\$109,528.00	continuing
Community Service Representative (Bilingual)	Sung, Ellie	1/23/2017	12	3	\$82,465	continuing
Community Outreach Specialist (Bilingual)	Topenio, Robert	11/15/2021	9	6	\$60,403	continuing
Staff Assistant (Bilingual)	Nguyen, Lap	4/29/2019	9	7	\$62,068	continuing
Community Outreach Specialist (Bilingual)	Cheng, Chun Ning	7/22/2019	9	5	\$58,739	continuing
Program Coordinator	Park, Sara	4/8/2019	11	3	\$66,785	continuing

5. Does the office conduct annual performance evaluations of all its employees? If so, 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 discuss performance evaluation as well as performance plan for FY22 – 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 June.

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 the Office's 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 FY21 and FY22 to date
- d. A list of travel expenses itemized by employee.
- e. A list of the total overtime and workman's compensation payments paid in FY21 and FY22 to date.

ANSWER:

a. Here is a list of staffers who receive communication devices:

	Staff name	Cellphone	Tablet
1	De Guzman, Ben	X	X
2	Trinh, Ngoc	X	
3	Sung, Ellie	X	
4	Topenio, Robert	X	
5	Cheng, Roxanne	X	
6	Nguyen, Lap	X	

b. MOAPIA owns one vehicle: a 2019 Toyota Prius. It is used by outreach staff and the Director for Community outreach and meetings/events.

c. There were no employee bonuses or special award pay granted in FY21 and FY22 to date.

d. There were no travel expenses in FY21 and FY21to date.

e. There was no overtime and workman's compensation payments paid in FY21 and FY22 to date.

8. NGOC: Please provide a chart showing your office's approved budget and actual spending, by division, for FY20 and FY21 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

ANSWER: Here is the chart showing approved budget and spending by division, for FY21 and FY22 to date, along with explanations for variance.

Fiscal Year	Division	Revised Budget	Actual Expenditures	Variance	Variance Explanation
2021	1010 - PERSONNEL	113,002	116,833	(3,831)	PS expenditures are higher than budget
	1070 - FLEET MANAGEMENT	4,212	1,756	2,456	Savings from automobile maintenance
	2100 - ADVOCACY	91,162	91,442	(280)	PS expenditures are higher than budget
	2200 - OUTREACH/EDUCATION	1,060,877	1,000,563	60,314	7% mid year cut that ended up not being taken
	2300 - INTERAGENCY COORDINATION	65,897	32,771	33,126	Part of the mid year cut that ended up not being take and saving from vacancies
2021 Total		1,335,150	1,243,366	91,784	
2022	1010 - PERSONNEL	354,134	83,818	270,316	
	1070 - FLEET MANAGEMENT	4,212	114	4,098	
	2100 - ADVOCACY	108,178	22,792	85,386	
	2200 - OUTREACH/EDUCATION	827,700	48,757	778,943	
	2300 - INTERAGENCY COORDINATION	90,925	20,025	70,900	
2022 Total		1,385,150	175,506	1,209,644	

9. Please list any reprogramming, in or out, which occurred in FY21 or FY22 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: Please see below for reprograming in FY21. No reprogram has happened in FY22 to date.

Fiscal Year	From	To	Date	Amount	Justification
2021	2200 - OUTREACH/EDUCATION - PS	2200 - OUTREACH/EDUCATION - Other services	3/30/2021	15,000	PS had surplus due to lower salaries. The reprogramming is to give additional \$15,000 for outreach services.
	2200 - OUTREACH/EDUCATION - PS	2200 - OUTREACH/EDUCATION - Grants	3/30/2021	60,000	PS had surplus due to lower salaries. The reprogramming is to give additional \$60,000 for AAPI Community grants.
	2200 - OUTREACH/EDUCATION - PS	2300 - INTERAGENCY COORDINATION - Other services	7/9/2021	30,000	PS had surplus due to lower salaries. The reprogramming is to cover the operating expenses for the agency and for outreach services such as translations costs and staff training.
	2200 - OUTREACH/EDUCATION - PS	2300 - INTERAGENCY COORDINATION - Equipment	7/9/2021	10,000	PS had surplus due to lower salaries. The reprogramming is to replace the old copier machine and computers.

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY21 or FY22 to date.

ANSWER: Here is an accounting of all intra-District transfers received by or transferred from the office during FY21 and FY22 to date:

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Total Amount
FY 2021	OCP	MOAPIA	Purchase card	10/01/10 - 09/30/21	80,107.98
	DPW	MOAPIA	Fleet management	10/01/10 - 09/30/21	1,755.86
FY 2021 TOTAL					81,863.84
FY 2022	OCP	MOAPIA	Purchase card	10/01/21 - 09/30/22	22,840.80
	ORM	MOAPIA	Event insurance	10/01/21 - 09/30/22	2,510.00
FY 2022 TOTAL					25,350.80

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY21 or FY22 to date. For each account, please list the following:

- The revenue source name and code.
- The source of funding.
- A description of the program that generates the funds.
- The amount of funds generated by each source or program in FY21 and FY22 to date.
- Expenditures of funds, including the purpose of each expenditure, for FY21 and FY22 to date.

ANSWER: MOAPIA does not have any special purpose revenue accounts.

12. Did the Office participate in any ethics trainings in FY 2021 and FY 2022 to date?

ANSWER: All MOAPIA staff members participate in mandatory ethics training offered by Board of Ethics and Government Accountability (BEGA) and or EOM annually. The most recent training took place on 11/5/2021, which was conducted by EOM.

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY22.

ANSWER:

In FY22, MOAPIA plans to invite speakers from agencies that have a lot of interactions with AAPI constituents to learn about their services so MOAPIA staff has a better understanding of their services and could provide assistance for them more effectively. No schedule has been made.

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

ANSWER: The AAPI community in DC is very diverse in terms of languages spoken, countries of origins, cultures and socioeconomic backgrounds. There are many AAPI immigrants living in DC that need government services and support but they are facing cultural and language barriers that prevent them from seeking help and getting involved civically. MOAPIA will continue to hire qualified bilingual staff members and reach even more DC residents to promote government

services available through its intensive outreach activities. Also, because of undue scapegoating of the AAPI community for coronavirus, there has been a dramatic increase in the incidence of hate crimes and violence/ harassment against the AAPI community since the pandemic started. In March 2021, a shooting spree in Atlanta left 6 Asian Americans women dead, marking the largest over mass shooting specifically targeting the AAPI community at the time. Locally, while there hasn't been a homicide, crime and anti-COVID-19 harassment has increased against the community.

Currently, we are short-handed in terms of staffing, which is presenting another challenge. MOAPIA has the highest number of languages we provide multilingual service for out of any agency in the Executive Office of the Mayor with three languages compared to other agencies that translate either one or two languages. Hiring and retaining multilingual staff with these particular skills is difficult enough under regular conditions and is compounded by the pandemic.

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

ANSWER: MOAPIA is sufficiently supported. It looks forward to continuing to work on behalf of Mayor Bowser, in partnership with you, Chairman White, to better the lives of the District's AAPI community.

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: Below is a list of MOAPIA's projects/ programs/events and initiatives in FY21

MONTH	PROJECTS/ EVENTS
Year Round	
<u>Year Round</u>	Continue promoting job skills and readiness training programs by advertising 1) a list of available job skills and 2) MOAPIA's grant opportunities to more CBOs that provide adult education/workforce development programs and encourage more of such programs for AAPIs
	Continue updating MOAPIA's free and low-cost ESL programs and widely promote it in AAPI community
	Continue to promote COVID-19 assistance programs to AAPI constituents
	Monitor and assess Language Access Act compliance and areas of improvement of District Agencies with high number of AAPI clients through data collection
	Facilitate community policing via regular join outreach with MPD
	Organize quarterly community meetings with relevant topics and resources that may benefit the AAPI community

	Continue educating Museum Square residents on tenants' rights; support residents in buildings where there is a risk of displacement
	Continue to work with libraries and CBOs as well as DHS frontline centers where MOAPIA has Chinese and Vietnamese speaking staff to proactively share information about immigration law and policy
	Resident outreach : Check in with residents from AAPI concentrated apartments once a month to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility
	Bi-weekly Newsletter (became monthly in December 2021)
	AAPI Community Grant Monitoring
	Monthly Commission Meeting
	Enhance collaboration with other DC agencies and develop a training series that will prepare MOAPIA staff to effectively be the messenger for various programs in areas most frequently affected AAPI residents and business owners.
	Promote and educate AAPIs on DCRA programs and services and provide assistance to accessing them
	Promote and educate AAPIs on DHS programs and services and provide assistance to accessing them
	Promote and educate AAPIs on DHCD programs and services and provide assistance to accessing them
	Constituent case assistance
Quarter 1	
<u>October</u>	Update the job training list and free/low-cost ESL program list to add any new programs as well as remove outdated programs
	Continue introducing MPD Patrol Service Area Officers to AAPI Business communities. Facilitate necessary communications between police department and AAPI business owners and community; Consider expanding these efforts if deemed necessary; Continue to conduct door to door outreach with MPD and introduce officers to the community and facilitate communication between them.
<u>November</u>	Annual Diwali Celebration
<u>December</u>	Annual Toys and Smiles Holiday Event
	FY21 Annual Report
Quarter 2	
<u>January</u>	Planning for Lunar New Year Celebration virtual event

	(Virtual) Resident Outreach: Check in with residents from AAPI concentrated apartments to stay connected, hear about their issues, offer assistance and maintain MOAPIA's visibility
	Continue introducing MPD Patrol Service Area Officers to AAPI Business communities. Facilitate necessary communications between police department and AAPI business owners and community; Consider expanding these efforts if deemed necessary; Continue to conduct door to door outreach with MPD and introduce officers to the community and facilitate communication between them.
	Counter anti-AAPI discrimination and harassment through community building
	Q1 Grant report review
<u>February</u>	(Virtual) Resident Outreach : Check in with residents from AAPI concentrated apartments to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility
	Virtual LNY celebration, that included postponed Annual Toy Giveaway Holiday event from December 2020
<u>March</u>	<i>Start prepping for AAPIHM</i>
	Quarterly Community Meeting
	(Virtual) Resident Outreach: Check in with residents from AAPI concentrated apartments to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility
	Support public safety through promoting security camera rebate program and community policing with an emphasis on wards 7 and 8
	Community Building and Healing Event with Hope Fest in response to Atlanta Shootings
Quarter 3	
<u>April</u>	<i>(Start prepping for May & June)</i>
	(Virtual) Resident Outreach: Check in with residents from AAPI concentrated apartments to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility
	Continue introducing MPD Patrol Service Area Officers to AAPI Business communities. Facilitate necessary communications between police department and AAPI business owners and community; Consider expanding these efforts if deemed necessary; Continue to conduct door to door outreach with MPD and introduce officers to the community and facilitate communication between them. Continue door-to-door outreach with MPD
	Support public safety through promoting security camera rebate program and community policing with an emphasis on wards 7 and 8.
	Enhance collaboration with other DC agencies frequently visited by AAPIs and develop a training series for MOAPIA staff members
	Engage Chinese Community Church and provide first round of vaccinations for Chinatown seniors and other residents. Over one hundred and forty first shots delivered.

	Q2 Grant report review
<u>May</u>	Support other agencies with their AAPIHM celebrations by providing advice for agencies to produce better quality AAPI-focused programming. Where relevant, line up MOAPIA director to speak during programs.
	AAPI Heritage Month Celebration - MMB Message, Service Award Highlight, Tea Ceremony Demonstration, AAPI Artist Highlight and AAPI Religious Institution Walking Tour; Movie night with DCPL
	Provide second round of vaccination shots to Chinatown seniors and other local neighborhood residents at Chinese Community Church
	Prepare NOFA and RFA for FY22 grant program
<u>June</u>	Summer Series - Weekly Tai Chi Class Series
-	Enhance collaboration with other DC agencies frequently visited by AAPIs and develop a training series for MOAPIA staff members
-	Quarterly Community Meeting
-	Community Grant Site Visits
-	Quarterly AAPI Community Grant Report Review
-	Dinnertime Talk: Community Building Event with African American community
-	Roll out NOFA and RFA
Quarter 4	
<u>July</u>	(Virtual) Resident Outreach: Check in or visit residents from AAPI concentrated apartments once a month to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility
	Continue introducing MPD Patrol Service Area Officers to AAPI Business communities. Facilitate necessary communications between police department and AAPI business owners and community; Consider expanding these efforts if deemed necessary; Continue to conduct door to door outreach with MPD and introduce officers to the community and facilitate communication between them. Continue door-to-door outreach with MPD
	Summer Series - Yoga Series
	Q3 Grant report review
<u>August</u>	Summer Series - Walking Tour
	Summer Series - Virtual Meditation Series
	(Virtual) Resident Outreach: Check in or visit residents from AAPI concentrated apartments to stay connected hear about their issues, offer assistance and maintain MOAPIA's visibility

<u>September</u>	Quarterly Community Meeting
	Enhance collaboration with other DC agencies frequently visited by AAPIs and develop a training series for MOAPIA staff members
	Finalize grant budget and work plan with new grantees
	New grantee orientation
	Virtual movie night with DCPL

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 active use of social media, Facebook, Twitter, Instagram, and through its e-newsletters. All together these methods reach 15,364 on a biweekly basis. MOAPIA also publishes meetings and announcements for the Commission on Asian and Pacific Islander Affairs through BEGA website. 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 FY20 and FY21 to date? Why were they successful?

ANSWER: MOAPIA had a very effective partnership with the Office of Planning on the Census Outreach grant program. Through this grant program, 16 community organizations received grants to conduct census outreach and education. Together Census grantees achieved over 883,000 engagements with hard-to-count residents through their outreach. In Wards 7 and 8 alone, the grantees and their partners accomplished 152,000 engagements through various campaigns, in-person and virtual outreach. And MOAPIA with community partners who were not Census grantees reached another 19,284 individuals through various Census outreach efforts.

Another project MOAPIA conducted with our partners is the Lunar New Year celebration which reached 20,000 people in 2020. Mayor Bowser attended the event and addressed participants. MOAPIA hosted informational table at the event. It was a great outreach opportunity to be visible in the community and to promote various important programs to a large audience at a minimal cost to MOAPIA and District government.

See below for a list of partnerships MOAPIA established in FY20 and FY21 to date:

FY 2021	
Event Names	# of Partners/Attendees
Virtual Diwali Celebration	<p>Government Entity: 1</p> <ul style="list-style-type: none"> • DC Office of the Chief Technology Officer <p>CBO/Private: 5</p> <ul style="list-style-type: none"> • Kishan Putta • Tejpal Chawla • Indigo DC • Krishna Ghodiwala • Sri Siva Vishnu Temple
Holiday Toy Caravan	# of attendees: 67
Vaccination Clinics	<p>Government Entity: 1</p> <ul style="list-style-type: none"> • DC Department of Health <p>CBO/Private: 3</p> <ul style="list-style-type: none"> • Howard University Hospital • Chinatown Community Church • Iglesia ni Cristo
HOPE FEST: Creative Conversation for Inclusion, Solidarity, and Healing	<p>CBO/Private: 1</p> <ul style="list-style-type: none"> • HOPE FEST Ward 8 Committee
Asian American and Pacific Islander Heritage Month Virtual Celebration	<p>Government Entity: 1</p> <ul style="list-style-type: none"> • DC Public Library <p>CBO/Private: 3</p> <ul style="list-style-type: none"> • Dana Burgess • Valley Brook Tea • Maolo Bed & Breakfast
<p>Immigrant Heritage Month Celebration</p> <p>We are DC: Immigrant Heritage Month Panel Discussion</p>	<p>CBO/Private: 1</p> <ul style="list-style-type: none"> • Pho Viet

Pop Up Activation	
Dinnertime Talks: Dialogue on anti-Asian hate, bridging the cultural gap and bringing communities together	Government Entity: 2 <ul style="list-style-type: none"> Mayor's Office on Religious Affairs Mayor's Office on African American Affairs
MOAPIA 2021 Summer Series	CBO/Private: 4 <ul style="list-style-type: none"> Chinese Community Church Giac Hoang Pagoda Mount Vernon Place United Methodist Church Sikh Gurdwara
AAPI Movie Night with DCPL	Government Entity: 1 <ul style="list-style-type: none"> DC Public Library
Anti-AAPI Violence Stakeholder Meeting	# of attendees: 50
Quarterly Community Meetings	# of attendees: 200
Joint Public Safety Outreach with MPD	# of reached: 36 AAPI-owned businesses
FY 2022	
Annual Diwali Celebration	# of attendees: 450
Annual Toy Giveaway & Holiday Celebration	# of attendees: 100

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 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 FY20 and FY21 to date. Please state the status and purpose of each study.

ANSWER: MOAPIA did not request, prepare, or contract any studies, research papers, and analyses in FY20 and FY21 to date.

21. How many community-based grants were awarded in FY 2021?

ANSWER: Nine community-based organizations were awarded grants through MOAPIA’s AAPI Community Grant in FY 2021.

22. How many community based grants have been or will be awarded in FY 2022 to date?

ANSWER: Ten community-based organizations were awarded grants through MOAPIA’s AAPI Community Grant in FY 2022.

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2021 – FY 2022 to date. For each contract, please provide the following information where applicable.

ANSWER: Please see below.

FY21					
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
Asian American LEAD	Education	\$57,000.00	Annual grant	Yes	Local
Asian Pacific American Legal Resource Center	Legal Assistance	\$30,000.00	Annual grant	Yes	Local
Asian/Pacific Islander Domestic Violence Resource Project	Domestic violence victim assistance/ educational outreach	\$35,000.00	Annual grant	Yes	Local
Chinatown Service Center	Social services	\$40,000.00	Annual grant	Yes	Local
Hepatitis B Initiative of Washington, D.C. Inc.	Social services/Health	\$28,000.00	Annual grant	Yes	Local

Housing Counseling Services	Social services	\$40,000.00	Annual grant	Yes	Local
Reaching all HIV+Muslims in America	Educational outreach/Community building	\$12,000.00	Annual grant	Yes	Local
Washington English Center	Education/job skill development	\$26,951.91	Annual grant	Yes	Local
Uptown Community Initiative	Small business technical assistance	\$10,000.00	Annual grant	Yes	Local
Special Projx LLC	Consultant service for Anti Asian hate workplan	\$9,200	August and September 2021	No (Amount was small)	Local
DC Facade	Façade Improvement and technical assistance for small businesses	\$9,900	Throughout FY21	No (Amount was small)	Local
Dell Computer Corp	Computers	\$6,910	July 2021	No (Amount was small)	Local

FY22					
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
DC Facade	Façade Improvement and technical assistance for small businesses	\$9,900	Throughout FY22	No (Amount was small)	Local

24. Did the Office conduct oversight of the organization to which it awards grants to ensure funds are used as intended? If so, please describe the oversight?

ANSWER: MOAPIA holds monthly phone check-ins with grantees to make sure to address any concerns and provide support to grantees in a timely basis. It also reviews quarterly reports from grantees and conducts onsite visits. The grant site visits allow MOAPIA to see grantees activities in person, interact with grantees' clients, interview program staff and managers and address any concerns or challenges as well as follow up with more support or monitoring if need be.

25. Of the organizations that received a community-based grant in FY 2021, how many also received community based grants in FY 2022?

ANSWER: Of the nine organizations that received a community-based grant in FY2021, eight organizations also received community grants in FY2022.

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

ANSWER: MOAPIA uses an independent review panel that is composed of neutral, qualified individuals selected for their experiences with health, education, housing, legal, public safety, business, employment, and other related expertise. MOAPIA submitted reviewer candidates' bios to the Mayor's Office of Community Affairs for approval before assigning applications to them for review. The panel members review and score applicant proposals and submit recommendations for awards.

After reviewing the recommendations and any other relevant information, MOAPIA decides which applicants to award funds and the amounts to be funded. MOAPIA then has a grant review meeting with the Mayor's Office on Community Affairs team to review it. The result is submitted to the Mayor's Chief of Staff for approval before an announcement is made.

27. Did the Office receive any grants in FY 2020 or FY 2021 to date? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

ANSWER: MOAPIA did not receive any grants in FY2020 and FY2021 to date.

28. Has the Office sought any grant opportunities in FY 2020 or FY 2021?

ANSWER: MOAPIA did not apply for any grants in FY2020 and has not applied for any grants in FY2021 to date.

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

ANSWER: As with all DC agencies, MOAPIA participates in standard audit through the Comprehensive Annual Financial Reports (CAFR), an annual financial statement issued in accordance with the accounting requirements set by Governmental Accounting Standards Board(GASB). MOAPIA also works with the Agency Fiscal Officer to maintain proper checks and balances.

30. What are the Office's goals going forward in FY2021 and FY2022?

ANSWER: The overall goal of MOAPIA for FY2021 and FY2022 is to support Mayor Bowser's Administration's core government functions that focus on the health, well-being and safety of the DC resident and businesses. We will continue to:

- support District's response and recovery efforts and help ensure AAPIs receive relevant information and get access to resources and services in a timely manner
- step up our efforts for COVID -19 vaccination outreach and education
- promote affordable housing preservation programs and support grantees in their work to protect tenant's rights
- promote public safety by supporting the private security program, supporting grantee's work against domestic violence, and working closely with MPD to promote community policing
- implement the Small Business Technical Assistance program to help small AAPI business owner take advantage of grant opportunities to improve their business' capacity
- provide technical support and guidance to District's agencies in their work to serve the LEP/NEP (Limited-English-Proficient/Non-English-Proficient) community
- design and launch an anti-AAPI hate plan to promote community building in the District through communications strategies, training and education activities, and community engagement

31. Has the Commission been active? If so, when was the last meeting?

ANSWER: Yes, the Commission on Asian and Pacific Islander Affairs meets every month, and their meetings are open to the public. The Commission also communicates regularly via emails. In FY21 the Commission formed a Taskforce on Mental Health, a Taskforce on Native Hawaiian and Pacific Islanders and a Taskforce on Racial Equity. The next meeting is on January 19, 2022.

32. In what capacity has the Commission worked with your office?

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. They supported MOAPIA on its projects such as donating to MOAPIA's toy drive and getting involved in the planning of the Diwali event, and supported the Mayor's first ever Proclamation celebrating Guam Liberation Day, which coincided with a special appearance by the Guam governor all the way from the island territory to the District for a wreath laying at the WWII Memorial in the District (Ward 2). Commissioners worked closely with MOAPIA on racial equity issues and outreach for the Pacific Islander community. Commissioners also participated in Mayoral events throughout the year.

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

ANSWER: The Commission has helped to amplify the messages from MOAPIA and the Mayor. They also invite AAPI serving community organizations and other stakeholders as guests to the Commission meetings to learn more about their services and needs.

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 FY21 and FY22.

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

- **Continue to help promote available DC programs and services to the AAPI community**
- **Continue to advocate on behalf of the community on issues affecting its members; be the eyes and ears of MOAPIA and the Mayor in the community**
- **Continue to refer other AAPI members to get more involved with DC programs and activities**
- **Continue to participate actively in Mayoral events**
- **Continue to refer other qualified DC AAPI members to join the Commission**

35. Please provide a list of all current Commission vacancies.

ANSWER: There are currently 3 vacancies in the Commission. One candidate has submitted their application. They are being vetted and processed by MOTA. Prospective candidates are being considered by MOAPIA currently.

36. What areas (e.g., financial training, procedural training) do you think the Commission needs the most assistance with?

ANSWER: The Commission needs to continue to be informed about the Mayor's initiatives to support the Mayor and the work of MOAPIA. MOAPIA will continue to share pertinent information with the Commission on a as needed basis and at its monthly meetings. It needs to be diverse and inclusive of the many countries and ethnicities that comprise the AAPI community and have a broad range of diverse perspectives in terms of skills and training. MOAPIA will continue to work with the Commission and MOTA to recruit those who best represent our District's diverse AAPI community for the Commission.