

**COUNCIL OF THE DISTRICT OF COLUMBIA  
COMMITTEE ON RECREATION, LIBRARIES, AND YOUTH AFFAIRS  
PERFORMANCE OVERSIGHT HEARING  
1350 PENNSYLVANIA AVENUE, N.W., WASHINGTON, D.C. 20004**

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January 4, 2024

Mr. Ben de Guzman  
Mayor's Office of Asian and Pacific Islander Affairs  
441 4th Street, NW  
Suite 721 North  
Washington, DC 20001

Dear Mr. de Guzman:

The Committee on Recreation, Libraries, and Youth Affairs ("Committee") will hold performance oversight hearings on agencies under its purview between Monday, January 15 through Friday, March 1, 2023. The Mayor's Office of Asian and Pacific Islander Affairs ("MOAPIA") hearing will be held on January 25, 2024, via a virtual platform. In addition to your attendance at the hearing, the Committee is sending the following questions for your response.

Please submit your responses by no later than **2:00pm, Monday, January 22, 2024**, in Word or Excel format, as applicable, and *minimize the use of attachments*. If you need to discuss any of the questions, please contact Kyle Yeldell, Committee Director, at [kyeldell@dccouncil.gov](mailto:kyeldell@dccouncil.gov) or (202) 417-1046.

**Questions**

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 the 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.

2. Please provide the mission of your Office.

ANSWER:

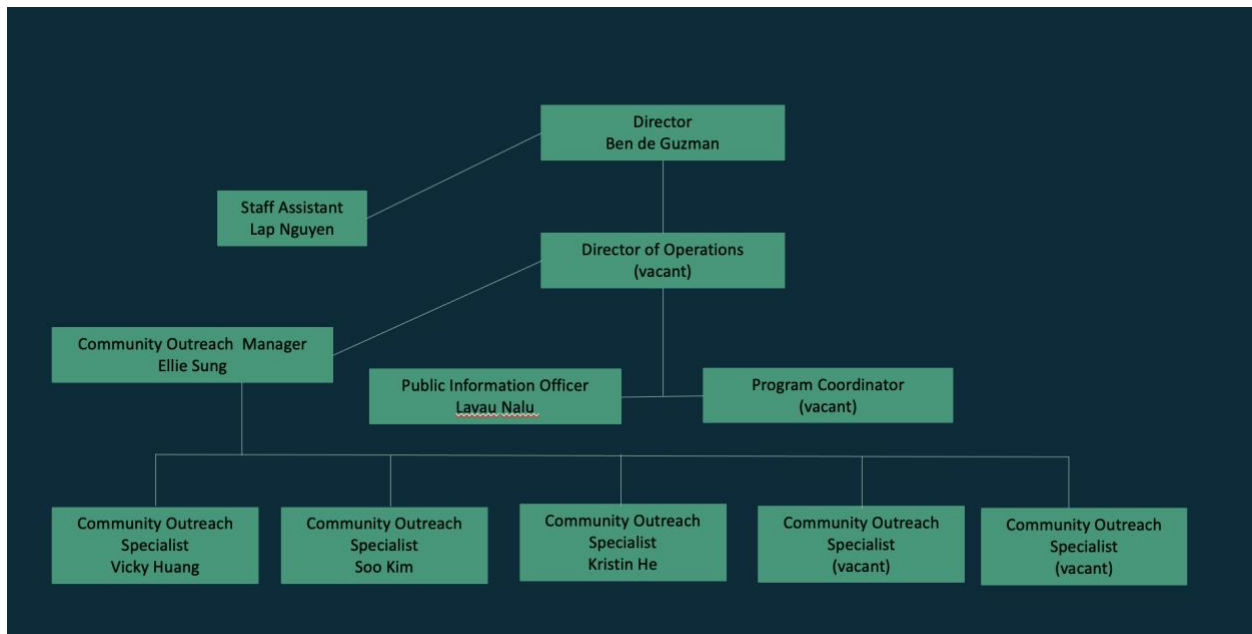
The Mayor’s Office on Asian and Pacific Islander Affairs’ mission is to improve the quality of life for District of Columbia Asian Americans and Pacific Islanders through advocacy and engagement. MOAPIA advises the Mayor, the Council, and District agencies on the views, needs, and concerns of the AAPI 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 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 FY2023

4. Have any roles or responsibilities changed within the staff since the previous year? If so, please list the division and subdivision.

ANSWER:

There have not been any changes in roles or responsibilities since the previous year.

5. Please provide a complete position listing for your office for FY24 to date, including the following information.
- a. Title
  - b. Name
  - c. Hire Date
  - d. Grade
  - e. Step
  - f. Salary
  - g. Status

ANSWER:

Please see the table below

| <b>Title</b>                                 | <b>Name</b>    | <b>Hire Date</b> | <b>Grade</b> | <b>Step</b> | <b>Salary</b> | <b>Status</b> |
|--|----------------|------------------|--------------|-------------|---------------|---------------|
| Director                                     | de Guzman, Ben | 11/25/2018       | E1           | 0           | \$124,368.15  | continuing    |
| Special Assistant                            | Vacant         |                  |              |             |               |               |
| Community Service Representative (Bilingual) | Sung, Ellie    | 1/23/2017        | 12           | 5           | \$90,805      | continuing    |
| Public Affairs Specialist (Bilingual)        | Nalu, Lavau    | 1/30/2023        | 11           | 5           | \$73,677      | continuing    |
| Staff Assistant (Bilingual)                  | Nguyen, Lap    | 4/29/2019        | 11           | 5           | \$73,677      | continuing    |
| Community Outreach Specialist (Bilingual)    | Huang, YuHsuan | 3/7/2022         | 11           | 2           | \$67,383      | continuing    |
| Community Outreach Specialist (Bilingual)    | Kim, Soo-Hyun  | 3/14/2022        | 11           | 2           | \$67,383      | continuing    |
| Community Outreach Specialist (Bilingual)    | He, ZuEr       | 11/20/2023       | 11           | 1           | \$65,285      | continuing    |

|   |        |  |  |  |  |  |
|---|--------|--|--|--|--|--|
| Community Outreach Specialist (Bilingual) | vacant |  |  |  |  |  |
| Community Outreach Specialist (Bilingual) | vacant |  |  |  |  |  |
| Program Coordinator                       | vacant |  |  |  |  |  |

6. 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 FY24 – 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.

7. 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

8. Please provide the Committee with:

- a. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned.
- b. A list of employee bonuses or special award pay granted in FY23 and FY24, to date
- c. A list of travel expenses itemized by employee.
- d. A list of the total overtime and workman’s compensation payments paid in FY23 and FY24 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 | Nalu, Lavau    | X         |        |
| 3 | Sung, Ellie    | X         |        |
| 4 | Nguyen, Lap    | X         |        |
| 5 | Huang, YuHsuan | X         |        |
| 6 | Kim, Soo-Hyun  | X         |        |
| 7 | He, ZuEr       | 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 FY23.

d. There were no travel expenses in FY23.

e. There was no overtime and workman's compensation payments paid in FY23.

9. Please provide a chart showing your office's approved budget and actual spending, by division, for FY23 and FY24 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

| Fund               | Account Category                    | Program | Program Description        | FY 2023<br>Approved<br>Budget | FY 2023<br>Actual   | FY 2023<br>Surplus | Variance<br>Explanation        |
|--------------------|-------------------------------------|---------|----------------------------|-------------------------------|---------------------|--------------------|--------------------------------|
| 1010001 LOCAL      | PERSONNEL SERVICES                  | 100151  | EXECUTIVE ADMINISTRATION   | 360,963.90                    | 311,071.06          | 49,892.84          |                                |
|                    |                                     | 500065  | ADVOCACY                   | 110,940.12                    | 107,741.07          | 3,199.05           |                                |
|                    |                                     | 500066  | INTERAGENCY                | 89,018.23                     | 102,196.36          | (13,178.13)        |                                |
|                    |                                     | 500067  | OUTREACH                   | 541,713.89                    | 319,664.33          | 192,049.56         |                                |
|                    | <b>PERSONNEL SERVICES Total</b>     |         |                            | <b>1,102,636.14</b>           | <b>840,672.82</b>   | <b>231,963.32</b>  | Surplus due to vacancy savings |
|                    | NON-PERSONNEL SERVICES              | 100042  | FLEET MANAGEMENT - GENERAL | 1,692.58                      | 1,634.30            | 58.28              |                                |
|                    |                                     | 100151  | EXECUTIVE ADMINISTRATION   | 0.00                          | 2,948.00            | (2,948.00)         |                                |
|                    |                                     | 500065  | ADVOCACY                   | 2,000.00                      | 0.00                | 2,000.00           |                                |
|                    |                                     | 500067  | OUTREACH                   | 395,999.04                    | 424,589.81          | 1,409.23           |                                |
|                    | <b>NON-PERSONNEL SERVICES Total</b> |         |                            | <b>399,691.62</b>             | <b>429,172.11</b>   | <b>519.51</b>      |                                |
| <b>Grand Total</b> |                                     |         |                            | <b>1,502,327.76</b>           | <b>1,269,844.93</b> | <b>232,482.83</b>  |                                |

| Fund               | Account Category                    | Program | Program Description        | FY 2024<br>Approved<br>Budget | FY 2024<br>YTD Actual | FY 2024<br>Available<br>Budget |
|--------------------|-------------------------------------|---------|----------------------------|-------------------------------|-----------------------|--------------------------------|
| 1010001            | PERSONNEL SERVICES                  | 100151  | EXECUTIVE ADMINISTRATION   | 381,257.02                    | 52,036.52             | 329,220.50                     |
|                    |                                     | 500065  | ADVOCACY                   | 116,078.88                    | 23,099.83             | 92,979.05                      |
|                    |                                     | 500066  | INTERAGENCY                | 94,264.10                     | 21,970.97             | 72,293.13                      |
|                    |                                     | 500067  | OUTREACH                   | 529,045.81                    | 56,467.03             | 472,578.78                     |
|                    | <b>PERSONNEL SERVICES Total</b>     |         |                            | <b>1,120,645.81</b>           | <b>153,574.35</b>     | <b>967,071.46</b>              |
|                    | NON-PERSONNEL SERVICES              | 100042  | FLEET MANAGEMENT - GENERAL | 2,068.93                      | 30.00                 | 2,038.93                       |
|                    |                                     | 500065  | ADVOCACY                   | 2,000.00                      | 0.00                  | 2,000.00                       |
|                    |                                     | 500067  | OUTREACH                   | 429,513.26                    | 200,786.62            | 228,726.64                     |
|                    | <b>NON-PERSONNEL SERVICES Total</b> |         |                            | <b>433,582.19</b>             | <b>200,816.62</b>     | <b>232,765.57</b>              |
| <b>Grand Total</b> |                                     |         |                            | <b>1,554,228.00</b>           | <b>354,390.97</b>     | <b>1,199,837.03</b>            |

10. Please list any reprogramming, in or out, which occurred in FY23 or FY24 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.

| Fiscal Year | Reprogram#                              | From                        | To                                | Amount    | Purpose  |
|-------------|---|-----------------------------|-----------------------------------|-----------|--|
| FY 2023     | 1                                       | 7141007 GRANTS & GRATUITIES | 7131009 PROF SERVICE FEES & CONTR | 50,000.00 | To fund needed in Professional Services        |
|             | 2                                       | 7012006 TERM FULL TIME      | 7131009 PROF SERVICE FEES & CONTR | 30,000.00 | To fund needed operating and outreach expenses |
| FY 2024     | There is no reprogramming at this time. |                             |                                   |           |  |

11. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY23 or FY24 to date.

| Buyer Agency | Seller Agency | Project# | Project Description       | FY 2023<br>MOU Amount |
|--------------|---------------|----------|---------------------------|-----------------------|
| AP0/MOAPIA   | KT0/DPW       | 400038   | Fleet Management          | 1,692.58              |
| AP0/MOAPIA   | PO0/OCP       | 400742   | PCard                     | 10,000.00             |
| AP0/MOAPIA   | JS0/ODDHH     | 401321   | Sign language interpreter | 2,790.00              |
| AP0/MOAPIA   | AA0/EOM       | 401365   | Support service           | 8,000.00              |

| Buyer Agency | Seller Agency | Project# | Project Description | FY 2024<br>MOU Amount |
|--------------|---------------|----------|---------------------|-----------------------|
| AP0/MOAPIA   | KT0/DPW       | 400038   | Fleet Management    | 2,068.93              |
| AP0/MOAPIA   | PO0/OCP       | 202320   | PCard               | 10,000.00             |
| AP0/MOAPIA   | AA0/EOM       | 401875   | Support service     | 8,000.00              |

12. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY23 or FY24 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 FY23 and FY24 to date.
- Expenditures of funds, including the purpose of each expenditure, for FY23 and FY24 to date.

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

13. For FY23 and FY24 to date, please provide the number of contracts and procurements executed by your agency. Please indicate how many contracts and procurements were for an amount under \$250,000, how many were for an amount between \$250,000-\$999,999, and how many were for an amount over \$1 million.

ANSWER: N/A

14. Please provide the typical timeframe from the beginning of the solicitation process to contract execution for:

- a. Contracts and procurements under \$250,000
- b. Contracts and procurements between \$250,000-\$999,999
- c. Contracts and procurements over \$1 million

ANSWER: N/A

15. In cases where you have been dissatisfied with the procurement process, what have been the major issues?

ANSWER: N/A

16. What changes to contracting and procurement policies, practices, or systems would help your agency deliver more reliable, cost-effective, and timely services?

ANSWER: N/A

17. Did the Office participate in any ethics training in FY23 and FY24 to date? Are they taken annually or as requested?

ANSWER: All MOAPIA staff members participate in mandatory ethics training offered by Board of Ethics and Government Accountability (BEGA) and or EOM annually.

18. Please provide a list of types and dates of training/information sessions the Office has planned for FY23 and FY24 to date.

ANSWER: MOAPIA's Staff Assistant and Director participated in trainings related to DIFS and other budget/ fiscal matters in FY23. There are no current plans for trainings in FY24, but the Staff Assistant and Director may participate in additional trainings related to budget/ fiscal matters as needed.

19. Please list any new and innovative ways your office is using to collect accurate data as it relates to constituent needs.

ANSWER: Staff collect data on a quarterly basis regarding constituent cases, business outreach, and events attended. Additional data is collected on a weekly basis regarding social media metrics (number of followers, etc.).

20. How does the Office solicit feedback from customers? Please describe.
- What has the Office learned from this feedback?
  - How has the Office changed its practices as a result of such feedback?

ANSWER: MOAPIA solicits feedback through customer satisfaction surveys distributed at events. Feedback provided to the agency is used to gauge the effectiveness of programming and to solicit recommendations to improve planning for future events. MOAPIA’s webpage also includes a section for constituents to provide feedback via an “Ask the Director” link, which is checked on a daily basis.

21. How does the agency assess whether programs and services are equitably accessible to all District residents?
- What were the results of any such assessments in FY23?
  - What changes did the agency make in FY23 and FY24, to date, or does the agency plan to make in FY24 and beyond, to address identified inequities in access to programs and services?
  - Does the agency have the resources needed to undertake these assessments? What would be needed for the agency to more effectively identify and address inequities in access to agency programs and services?

ANSWER: MOAPIA uses the feedback solicited from constituents via customer satisfaction surveys as well as correspondence received by the office’s general e-mail address [oapia@dc.gov](mailto:oapia@dc.gov) as well as via social media platform direct messages to evaluate equitable access for all District residents to agency activities and resources. MOAPIA also engages agencies such as the Office of Disability Rights and the Office of Human Rights, which provide trainings to MOAPIA grantees on an annual basis. MOAPIA has also engaged the Office of Racial Equity to keep abreast of city government wide initiatives regarding equity.

MOAPIA has the resources needed to assess equitable access for all District residents.

22. 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 FY23

| 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   |



|                 |   |
|-----------------|---|
|                 | 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  |
|                 | 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 city agency frontline centers to proactively share information about immigration law and policy in Chinese, Vietnamese, and Korean  |
|                 | 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   |
|                 | Monthly Newsletter  |
|                 | AAPI Community Grant Monitoring   |
|                 | Monthly Commission Meeting  |
|                 | Promote and educate AAPIs on city agency 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   |
| <u>November</u> | Annual Diwali Celebration   |
| <u>December</u> | Annual Toys and Smiles Holiday Event  |
| Quarter 2       |   |
| <u>January</u>  | Planning for Lunar New Year Celebration virtual event   |
|                 | 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. |
|                 | Q1 Grant report review  |
| <u>February</u> | Participate in Annual Chinatown Lunar New Year Parade   |

|              |  |
|--------------|--|
|              | Resident Outreach : Check in with residents from AAPI concentrated apartments to stay connected hear about their issues, offer assistance and maintain MOAPIA 's visibility                                  |
| <u>March</u> | <i>Start prepping for AAPIHM</i>   |
|              | 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  |
|              | Conduct training with DLCP for sidewalk vendors to support successful applications for proper licensing  |
|              | Partnered with MOCRS and a number of city agencies to conduct a Community Walk in Chinatown to engage business owners and residents  |
| Quarter 3    |  |
| <u>April</u> | <i>(Start prepping for May &amp; June)</i>   |
|              | 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                     |
|              | Support public safety through promoting security camera rebate program and community policing with an emphasis on wards 7 and 8.   |
|              | 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                 |
|              | Prepare NOFA and RFA for FY22 grant program  |
|              | Summer Series - Weekly Tai Chi Class Series  |
| <u>June</u>  | Immigrant Heritage Month Soccer Tournament with MOAA, MOLA, and MPD  |
| -            | Enhance collaboration with other DC agencies frequently visited by AAPIs and develop a training series for MOAPIA staff members  |
| -            | Chinatown Park Community Festival  |

|                  |   |
|------------------|---|
| -                | Community Grant Site Visits   |
| -                | Quarterly AAPI Community Grant Report Review  |
| -                | Roll out NOFA and RFA   |
| Quarter 4        |   |
| <u>July</u>      | 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 - Bollywood   |
|                  | 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  |
|                  | Partner with Downtown BID to hold movie screening as part of their Night Market activities  |
| <u>September</u> | Mid-Autumn Festival Movie Screening   |
|                  | 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   |
|                  | Support Vietnam Week events with Vietnam Society  |

23. What are the five largest programs, events and/or initiatives that the Office currently hosts? Please detail the number of participants during the past fiscal year. What are the best practices of each that have created the high amount of engagement that they have garnered?

ANSWER:

| Event   | Participants | Best Practices   |
|---|--------------|--|
| Diwali (November 2022)                        | 300          | Provide a stimulating evening of cultural programming that includes dance performances as well as culinary samples   |
| Lunar New Year Parade (February 2023)         | 10,000       | Participation by the Mayor and other city officials attracts local residents and tourists who attend from all over the country                             |
| AAPI Heritage Month Event (May 2023)          | 500          | Broad, intentional outreach to a diverse range of constituents. Providing transportation for seniors with limited mobility makes the event more accessible |
| Foodelicious Event (May 2023)                 | 400          | Food is an important attraction that encourages participation from diverse audiences   |
| Chinatown Park Community Festival (June 2023) | 1000         | Providing an experience for all the senses, dance, music, food, games and activities, makes an entertaining event  |

24. During the last fiscal year, the Office discussed the implementation of a newsletter to disseminate information. Please update the progress of the newsletter.
- What has the outcome and community engagement rate been with these programs, events, and initiatives?
  - What are your plans to always increase the engagement rate?

ANSWER: MOAPIA has circulated an e-newsletter for many years now. Currently, the newsletter, issued on a monthly basis, reaches over 10,100 readers. The newsletter provides current information about events, activities, and resources available from MOAPIA and across city government. We track the number of followers on a weekly basis and are considering additional ways to gauge assessment, including rates of opening and reading.

25. What collaborations, initiatives, or programs have been successful in FY23 and FY24 to date? How were they successful?

ANSWER: Three examples of successful collaborations include:

- 1) Vietnam Society: Working with this relatively new organization has resulted in two successful standing room book readings and has connected agencies such as DC Public Library with Vietnamese culture and literature.
- 2) Office of the Secretary of State: MOAPIA has increased its engagement with embassies in collaboration with the Secretary of State. MOAPIA represented the Mayor at the National Cherry Blossom's Sakura Festival that attracted thousands of participants. MOAPIA also attended the launch of the national Thai Restaurant Association with the Thai Ambassador, which has improved our relationship with the many Thai restaurants in the District. MOAPIA has attended meetings and engagements with a variety of events with

representatives of embassies and local/ national governments from Korea, Vietnam, New Zealand, Malaysia, the Philippines, China, and Taiwan.

- 3) Pacific Islander communities: MOAPIA has created strong relationships with Native Hawaiian and Pacific Islander constituents in the District and the DMV region. MOAPIA presented Proclamations from the Mayor recognizing King Kamehameha Day (June 2023) as a Native Hawaiian celebration and Guam’s Liberation Day (July 2023).

26. Please provide a list of all studies, research papers, and analyses (“studies”) the Office requested, prepared, or contracted for FY23 and FY24 to date. Please state the status and purpose of each study.

ANSWER: MOAPIA did not request or contract for any studies or research papers for FY23 and to date in FY24.

27. How many community-based grants were awarded in FY23 and FY24 to date?

ANSWER: MOAPIA provided 9 community-based grants in FY23 and in FY24.

28. How many community-based grants have been or will be awarded in FY23 and FY24 to date?

ANSWER: MOAPIA provided 9 community-based grants in FY23 and in FY24.

29. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY23 and FY24 to date. For each contract, please provide the following information where applicable.

ANSWER: Please see below

| FY23  |   |                                 |                      |                                    |                |
|---|---|---------------------------------|----------------------|------------------------------------|----------------|
| 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                                   | \$40,000.00                     | Annual grant         | Yes                                | local          |
| Asian Pacific American Legal Resource Center    | Legal Assistance                            | \$25,000.00                     | Annual grant         | Yes                                | local          |
| Conference on Asian Pacific American Leadership | Outreach to students/ young people/ interns | \$10,000.00                     | 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   | \$25,000.00 | Annual grant | Yes | local |
| Washington English Center                                 | Education/job skill development                           | \$15,301.62 | Annual grant | Yes | local |
| Uptown Community Initiative                               | Small business technical assistance                       | \$7,000.00  | Annual grant | Yes | local |
| Asian/Pacific Islander Domestic Violence Resource Project | Domestic violence victim assistance/ educational outreach | \$23,000.00 | Annual grant | Yes | local |

30. 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.

31. Of the organizations that received a community-based grant in FY23, how many also received community-based grants in FY24?

ANSWER: MOAPIA provided 9 community-based grants in FY24 as well. Of those 9 grantees, 8 of them were returning grantees from FY23.

32. Please detail and explain how the community-based grants are determined, eligibility, and process. Is this information being advertised for the community? If so, how?

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.

33. Did the Office receive any grants in FY23 or FY24 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 FY23 or FY24 to date.

34. Has the Office sought any grant opportunities in FY23 or FY24 to date?

ANSWER: MOAPIA did not pursue any grant opportunities in FY23 or FY24

35. What are some challenges that the Office faces with running various number of programs and initiatives?

a. What can help make these programs run effortlessly?

ANSWER: MOAPIA has sufficient resources to run and manage its programs and initiatives. Our 37 year track record is an indication of our ability to be resilient over time and to be resourceful under a variety of conditions.

36. 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 GASB (Governmental Accounting Standards Board). MOAPIA also works with the Agency Fiscal Officer to maintain proper check and balances.

37. What are the Office's goals going forward in FY23 and FY24 to date?

ANSWER: MOAPIA's goals in FY23 and FY24 to date are to support the Mayor's initiatives and her Administration's core government functions that focus on the health, well-being, and safety of DC residents and business owners. We will continue to:

- Downtown: Promote the comeback of the District's downtown, especially Chinatown, from COVID-19;
- Public Safety: Engage stakeholders including MPD, community-based organizations, and advocates to promote public safety through community policing;

- Hiring: Provide opportunities to connect District residents with employment resources and openings in city government;
- East of the River: Build community and continue supporting residents and businesses in Wards 7 and 8

38. Please detail the Commission on Asian and Pacific Islander Affairs meeting schedule and the capacity that they have worked with your office in the past fiscal year.

ANSWER: The Commission meets monthly in person at MOAPIA headquarters at 441 4<sup>th</sup> Street, NW. The Commission provides valuable feedback on issues of concern in the community and cultural information to improve MOAPIA programming and events. Commission task forces and special committees allow MOAPIA to more directly engage specific constituencies, such as Pacific Islanders.

39. 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 FY23 and FY24.

ANSWER: Our top five priorities for the Commission include:

- 1) Build Commission Team: A number of Commissioners had their terms expire in FY23 and there are currently 4 openings. MOAPIA will work with MOTA to fill these vacancies as soon as possible in FY24;
- 2) Capacity Building for Commissioners: MOAPIA will work with MOTA to ensure that Commissioners have the resources to fulfill their mandate to advise the Mayor and MOAPIA;
- 3) Community Building: MOAPIA will work with the Commission to expand our network and reach into different sectors of the diverse AAPI community, including segments that are often overlooked, such as Pacific Islanders;
- 4) Community Knowledge: MOAPIA will work with the Commission to solicit feedback and information about different aspects of the AAPI community, for example developing cultural programming for the annual Diwali celebration;
- 5) Community Engagement: MOAPAI will work with the Commission to make connections across city government, including events with the Mayor and other agencies and activities such as Capital Pride (with MOLGBTQA) and Fiesta DC (with MOLA)

40. How many people serve on the Commission and how many vacancies are there currently?

ANSWER: There are currently eleven members on the Commission. There are four vacancies and MOAPIA is working with MOTA to engage prospective candidates.