

GOVERNMENT OF THE DISTRICT OF COLUMBIA
EXECUTIVE OFFICE OF THE MAYOR



Fiscal Year 2024
Performance Oversight Hearing Responses
The Mayor's Office of Asian and Pacific Islander Affairs

Ben de Guzman
Director

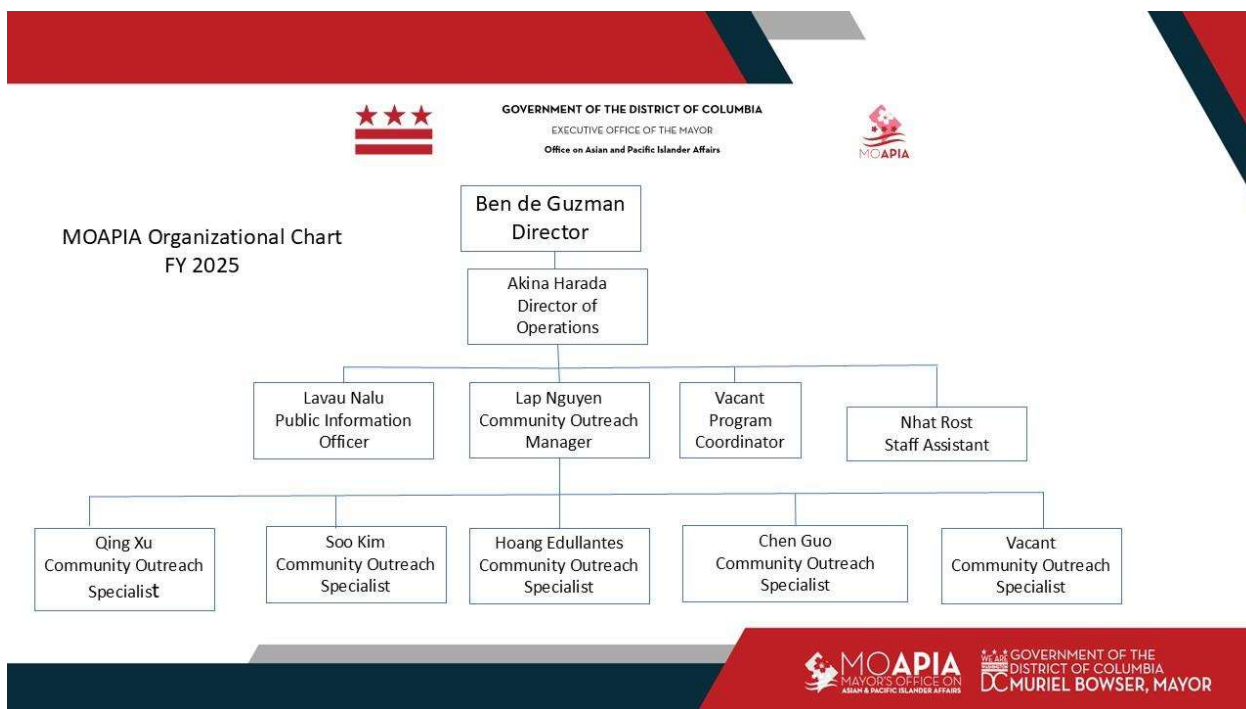
Before the
Committee on Human Services
Council of the District of Columbia
The Honorable Matt Frumin, Chairperson

Thursday, February 13, 2025
2:00 PM
Room 123

General Questions

Personnel

1. Please provide a current organizational chart for the Office, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.



As of 2/3/2025

Senior Staff:

Ben de Guzman, Director

Akina Harada, Director of Operations

Lap Nguyen, Community Outreach Manager

2. Please provide a narrative explanation of any changes made to the organizational chart during the previous year.

Answer: There have been no substantive changes to the organizational chart. Lines of report have been clarified to indicate that outreach team and other staff report to the Director of Operations in her role as supervising staff. She, in turn, reports to the Director, who is responsible for staffing and supervision of the entire team.

3. Please provide a current Schedule A for the Office which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the Office.

Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please indicate if any position must be filled to comply with federal or local law.

Program	CostCenter	Position Number	Title	Salary	Fringe benefits	Length with Agency	Residency Status	Reg/Temp/Term	Vacant Status	FTE	Compliance Law
100151	50136	00038191	Director	124,368.15	28,604.67	3/5/2018		Reg	F	1	
		00044867	Director of Operations	91,035.00	20,938.05	2/12/2024		Reg	F	1	
		00047624	Staff Assistant	65,285.00	15,015.55	9/23/2024		Reg	F	1	
100151		Total		280,688.15	64,558.27					3	
500065	50137	00038349	Community Services Representative	90,805.00	20,885.15	4/19/2021		Term	F	1	
500065		Total		90,805.00	20,885.15					1	
500067	50137	00040096	Community Outreach Specialist	65,285.00	15,015.55	12/16/2024		Reg	F	1	
		00046574	Public Affairs Specialist	73,677.00	16,945.71	1/30/2023		Term	F	1	
		00082628	Community Outreach Specialist	69,481.00	15,980.63	3/14/2022		Term	F	1	
		00082630	Community Outreach Specialist	65,285.00	15,015.55	6/17/2024		Reg	F	1	
		00083170	Community Outreach Specialist	65,285.00	15,015.55	7/1/2024		Reg	F	1	
		00095049	Community Outreach Specialist	65,285.00	15,015.55	N/A	N/A	N/A	V	1	
500067		Total		404,298.00	92,988.54					6	
500066	50137	00088522	Program Coordinator	65,285.00	15,015.55	N/A	N/A	N/A	V	1	
500066		Total		65,285.00	15,015.55					1	
Grand Total				841,076.15	193,447.51					11	

4. Please separately list each employee whose salary was \$100,000 or more in FY24 and FY25-to-date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Title	Name	Hire Date	Grade	Step	Salary	Status
Director	de Guzman, Ben	11/25/2018	E1	0	\$124,368.15	continuing

5. For FY24 and FY25-to-date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

None

6. Please list all employees detailed to or from your Office. For each employee identified, please provide the name of the Office the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

None

7. Please provide each collective bargaining agreement that is currently in effect for Office employees. Please include the bargaining unit and the duration of each agreement. Please note if the Office is currently in bargaining and the anticipated date of completion of each agreement in bargaining.

None

8. Please provide:

- a. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the Office's vehicles in FY24 and FY25-to-date;

Vehicle: 2019 Toyota Prius

Approved users:

9. Ben de Guzman

10. Akina Harada

11. Qing Xu

12. Lap Nguyen

- a. A list of Office-funded travel expenses arranged by or for employees for FY24 and FY25-to-date, including the justification for travel; and,

None

- b. A list of total workers' compensation payments paid in FY24 and FY25-to-date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

None

13. For FY24 and FY25-to-date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Please see attached file entitled “AP0 PCard- FY24”

14. During the last Performance Oversight Hearing, the Office stated that the following positions were vacant: Special Assistant, Community Outreach Specialist (x2), and Program Coordinator.

a. Have these positions been filled, and if so, how long has each person served in their position?

Answer: Each position is filled:

- b. Staff Assistant – hired September 2024
- c. Community Outreach Specialist #1 – hired June 2024
- d. Community Outreach Specialist #2 – hired December 2024

e. How has the Office recruited for these positions, and what if any obstacles has the Office faced in finding qualified candidates?

Answer: The Office has relied on support from MOTA to recruit qualified candidates, as well as from social media such as LinkedIn and Indeed.com. The unique language requirements for these positions make recruitment more difficult than for other kinds of roles in the agency.

15. Does the Office conduct annual performance evaluations of all its employees, and if so, who conducts such evaluations? What steps are taken to ensure that all Office employees are meeting individual job requirements?

Answer: Yes, the Office conducts annual performance evaluations of employees. The Director meets with each team member to discuss performance evaluation in addition to performance evaluation conducted by the Director of Operations and the Community Outreach Manager with their direct reports.

16. Please provide a list of trainings the Office has already or plans to participate in during FY24 and FY25-to-date.

Answer: The Office conducted the following trainings in FY24:

- 17. Culture Competence Training and Curriculum Building
- 18. Public Narratives
- 19. Adobe InDesign
- 20. Adobe Illustrator
- 21. How to create successful Markers

Currently, the Office has the following plans for training in FY25:

- 22. Project Management
- 23. Public Speaking

24. Event Planning
25. Public Narratives

Budget

26. Please provide a chart showing your office's approved budget and actual spending, by division, for FY24 and FY25-to-date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

Answer:

Account Category	Program	Program Description	FY24 Approved Budget	FY24 Revised Budget	FY24 Expenditures	FY24 Variance	Explanation
PERSONNEL SERVICES	100151	EXECUTIVE ADMINISTRATION	381,257.02	321,257.02	282,094.80	39,162.22	
	500065	ADVOCACY	116,078.88	116,078.88	106,601.74	9,477.14	
	500066	INTERAGENCY	94,264.10	84,264.10	72,370.45	11,893.65	
	500067	OUTREACH	529,045.81	399,045.81	297,102.55	101,943.26	
PERSONNEL SERVICES Total			1,120,645.81	920,645.81	758,169.54	162,476.27	from vacancy savings
NON-PERSONNEL SERVICES	100042	FLEET MANAGEMENT - GENERAL	2,068.93	2,068.93	1,702.45	366.48	
	100151	EXECUTIVE ADMINISTRATION	-	-	7,990.21	(7,990.21)	
	150012	P-CARD CLEARING	-	-	-	-	
	500065	ADVOCACY	2,000.00	2,000.00	-	2,000.00	
	500067	OUTREACH	429,513.26	678,985.76	613,335.21	65,650.55	
NON-PERSONNEL SERVICES Total			433,582.19	683,054.69	623,027.87	60,026.82	a request for new computers was cancelled because that wasn't approved in time before FY24
Grand Total			1,554,228.00	1,603,700.50	1,381,197.41	222,503.09	

Account Category	Program	Program Description	FY25 Approved Budget	FY25 Revised Budget	FY25 Expenditures	FY25 Variance
PERSONNEL SERVICES	100151	EXECUTIVE ADMINISTRATION	385,146.39	385,146.39	91,934.19	293,212.20
	500065	ADVOCACY	114,772.53	114,772.53	31,384.09	83,388.44
	500066	INTERAGENCY	93,203.25	93,203.25	13,194.71	80,008.54
	500067	OUTREACH	546,316.80	546,316.80	97,324.75	448,992.05
PERSONNEL SERVICES Total			1,139,438.97	1,139,438.97	233,837.74	905,601.23
NON-PERSONNEL SERVICES	100042	FLEET MANAGEMENT - GENERAL	1,949.99	1,949.99	-	1,949.99
	150012	P-CARD CLEARING	-	-	4,658.77	(4,658.77)
	500065	ADVOCACY	2,000.00	2,000.00	-	2,000.00
	500067	OUTREACH	418,132.04	418,132.04	143,496.29	174,984.94
NON-PERSONNEL SERVICES Total			422,082.03	422,082.03	148,155.06	174,276.16
Grand Total			1,561,521.00	1,561,521.00	381,992.80	1,079,877.39

27. Please list any reprogramming, in or out, which occurred in FY24 and FY25-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	From	To	Funding Source	Amount	Purpose
FY 2024	AP0	AP0	Local	\$200,000	From vacancy savings to cover grants and professional services including outreach program consultation, staffing and management media marketing plan, evaluation, and the development of a social.
	AP0	AP0	Local	\$60,038	From professional services to purchase new computers for the agency to increase productivity amongst the staff.
	AP0	AP0	Local	\$49,473	From equipment purchase to the Dine All Night Celebration event.

28. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY24 and FY25-to-date.

Answer:

FY	Project#	Project Description	Fund Description	Account	Account Description	Revised Budget	Purpose
FY 2024	400038	AP0.KTAPFM.FLEET MGMT	LOCAL	7131005	MAINTENANCE & REPAIRS - AUTO	2,068.93	Fleet management
	401321	AP0 - MOU with JS0 SLI	LOCAL	7131009	PROF SERVICE FEES & CONTR	2,790.00	Sign language interpretation
	401875	AP0 FY24 MOU EOM	LOCAL	7131009	PROF SERVICE FEES & CONTR	8,000.00	EOM Supportive services
	402564	AP0 FY24 MOU CEO	LOCAL	7131009	PROF SERVICE FEES & CONTR	1,000.00	Rental space at MLK Library for Korean Film Night

29. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY24 or FY25-to-date. For each account, please list the following:

30. The revenue source name and code

Answer: Not applicable

31. The source of funding

Answer: Not applicable

32. A description of the program that generates the funds

Answer: Not applicable

33. The amount of funds generated by each source or program in FY24 and FY25-to-date; and

Answer: Not applicable

34. Expenditures of funds, including the purpose of each expenditure, for FY24 and FY25-to-date.

Answer: Not applicable

35. For FY24 and FY25-to-date, please provide the number of contracts and procurements executed by your Office. 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: Not applicable

36. 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 under \$10,000: Approximately 30 business days from solicitation to execution.**
- c. **Contracts and procurements above \$10,000 and under \$250,000: Typically finalized within three months, depending on the complexity of the procurement process, vendor responsiveness, and required approvals.**
- d. **Contracts and procurements between \$250,000-\$999,999; and**
- e. **Contracts and procurements over \$1 million.**

Answer: Not applicable

37. In cases where you have been dissatisfied with the procurement process, what have been the major issues and what changes to contracting and procurement policies, practices, or systems would help your Office deliver more reliable, cost-effective, and timely services?

Answer: There are no issues to report.

38. Please provide a list of all studies, research papers, and analyses (“studies”) the Office requested, prepared, or contracted for FY24 and FY25-to-date. Please state the status and purpose of each study.

Answer: MOAPIA has not requested, prepared, or contracted any studies, research papers, and analyses in FY24 or FY25 to date.

Programming and Outreach

39. What are the Office’s goals in FY24 and FY25-to-date, and how is the Office measuring its performance?

Answer: MOAPIA’s goals in FY24 or FY25 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;
- **Public Safety:** Engage stakeholders including MPD, community-based organizations, and advocates to promote public safety through community policing;
- **Public education:** Engage stakeholders including DCPS, grantees, and residents in supporting accessible public education for all District residents;
- **Hiring:** Provide opportunities to connect District residents with employment resources and openings in city government;

40. Please provide a complete list of the Office’s current programs, community events, and initiatives. Include a brief description, general time frame, and number of constituents participating for each item, broken down by quarter of FY24 and FY25-to-date.

Please see attached document entitled “MOAPIA Programs FY24. FY25 to date”

- 41. 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?**

Event	Participants	Best Practices
Asian Pop Up Night Market (September 2024)	1000	Unique partnership with other agencies-event served as the Kickoff for DSLBD’s Dine All Night
Lunar New Year Parade (February 2024)	40,000	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 2024)	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 2024)	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

Answer: Our cultural events have attracted the largest number of participants and often hit their capacity of RSVPs within 24 hours of opening registration. Our uniqueness is our strength. Partnering with other agencies is also a best practice. Working with the DC Commission on Arts and Humanities (CAH) to hold our Heritage Month event at the Lincoln Theatre allows us to host at an historic DC venue. Our partnership with DSLBD allowed us to respond to community feedback and offer the uniquely Asian night market that also served as the kickoff for the Dine All Night initiative.

- 42. What collaborations, initiatives, or programs have been successful in FY24 and FY25-to-date, and how was their success measured?**

Answer: Three examples of successful collaborations include:

- 1) Chinatown Safe Commercial Corridor Hub: MOAPIA helped lead staffing for this important initiative that provides a direct local government footprint in Chinatown neighborhood to provide support and services to residents and businesses.
- 2) Asian Pop Up Night Market: Thousands of attendees showed up to this unprecedented partnership between MOAPIA, DSLBD, and Downtown BID to promote Chinatown and downtown, highlight local culture, vendors, and performers, and to kickoff DSLBD's Dine All Night program.
- 3) 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 meetings and activities with the Ambassadors from Vietnam, Malaysia, Thailand, and Bangladesh.

43. Please provide what data the Office collects regarding constituent needs and services, how this data is collected, and for each quarter in FY24 and FY25-to-date:

- a. The number of constituent cases opened and closed;
- b. The number of businesses to which the Office reached out; and
- c. The number of events attended.

Answer:

Number of constituent cases opened and closed: 674

Number of businesses reached out to by the Office: 451

Number of events: 384

44. Please describe how the Office solicits feedback from constituents.

- a. What has the Office learned from this feedback?
- b. How has the Office changed its practices in response to this feedback?

The Office solicits feedback from constituents in a number of ways including: electronic correspondence via social media, email, and phone; solicitation of feedback from participants to major events and activities, and; proactive outreach to businesses, residents, and stakeholders to solicit feedback.

Key learnings from constituent feedback:

Event Planning and Execution: Constituent feedback provides specific information that helps us implement adjustments and course corrections in logistics, programming, and outreach for our events and activities

Engagement Matters: Direct outreach to stakeholders, especially our most vulnerable stakeholders, is critical to make sure we don't overlook constituents who might not be seen otherwise.

Talking the Talk: Our language expertise allows the Office to reach linguistically isolated communities and stakeholders that have barriers to accessing government resources.

45. How does the Office assess whether programs and services are equitably accessible to all District residents?

The Office uses the feedback from constituents to assess accessibility of programs and services to all District residents. Our partnership and consultation with agencies such as MODDHH, ODR, OHR, and ORE also keep us updated on the best practices across city government. Our Office also has a long track record of improving this accessibility for all residents, especially those with linguistic and cultural barriers. As the agency that supports implementation of the District's Language Access Act for more languages than our counterpart agencies, we ensure enforcement of the Act for three languages across city government: Chinese, Korean, and Vietnamese.

a. What were the results of any such assessments in FY24 and FY25-to-date?

There have been no negative assessments of equitable accessibility for our residents. We continue to engage with our partner agencies to make sure we are using best practices to provide equitable access to our residents.

b. What changes did the Office make in FY24 and FY25-to-date, or does the Office plan to make in FY24 and beyond, to address identified inequities in access to programs and services?

The Office will continue to intentionally monitor the impact its programs and services have on inequities and ensure it is responsive to address these as they are identified.

c. Does the Office have the resources needed to undertake these assessments? What would be needed for the Office to more effectively identify and address inequities in access to Office programs and services?

The Office currently has the resources to make these assessments and address them as needed.

46. Please provide the frequency and circulation of, and engagement with, your newsletter, as well as any plans to increase engagement FY24 and FY25-to-date.

Our newsletter is published monthly and reaches 9,582 subscribers as of February 3, 2025. We are looking to implement best practices as gleaned from our counterpart agencies in the MOCA cluster, including short videos and easier subscription mechanisms, to increase engagement.

47. Please describe the Office's use of social media, text messages, reports, and other means of communicating with constituents, including the number of followers, engagement, and frequency of posts and messages sent out quarterly in FY24 and FY25-to-date.

The Office has robust engagement using social media and other forms of electronic communication.

The Office maintains robust communication with constituents through various platforms, including social media, newsletters, and email messaging. Below is a breakdown of our engagement strategies and metrics:

Social media: We maintain an active presence on multiple platforms, including Instagram, Facebook, X (formerly Twitter), LinkedIn, and YouTube.

Followers & Engagement: As of FY24 and FY25-to-date, we have a total of 9,134 followers across these platforms. Engagement rates have been consistently strong, particularly with content related to community engagement and outreach.

Frequency of Posts: We post regularly across these platforms, with an average of 3 posts per week covering event updates, community engagement initiatives, government services etc. Our team regularly translate and amplify important government messaging across all platforms.

Newsletter:

Platform Used: Our monthly newsletter is an essential communication tool, providing important updates and resources to constituents.

Subscribers & Engagement: The newsletter is subscribed by 9,579 individuals, with a consistent readership base that continues to grow.

Frequency of Distribution: We send out the newsletter monthly, and it includes information on community events, government services, and relevant policy updates.

Language Access & Translation Support:

We provide language access translation support to ensure essential government messaging is accessible to a diverse population. This includes translating important communications from DC Health, HSEMA, and other essential government services.

This support ensures that non-English-speaking constituents (Korean, Vietnamese and Chinese speaking constituents) receive timely and accurate information about health and safety, security services, and other critical resources.

Reports & Other Communication:

In addition to social media and newsletters, we issue regular Director's reports that are distributed via email, and shared on digital platforms.

48. Frequency of Reports: These reports are generally distributed monthly to our Commission and focus on key updates regarding our office's performance, community outreach efforts, and other important developments.

49. Engagement: The distribution of reports is tracked, and we've seen an increase in the number of constituents engaging with and sharing these updates. We continue to evaluate and optimize our communication channels to ensure we reach and engage as many constituents as possible, providing them with timely, relevant, and accessible information.

Grants

50. How many grants has the Office awarded in FY24 and FY25-to-date, and how many grants does the Office plan on awarding by the end of FY25?

FY24 Grant Program	Terms	Amount
10 Grants Issued	10/01/2023 to 9/30/2024	\$271,796.24
FY25 Grant Program	Terms	Amount
13 Grants Issued	10/01/2024 to 9/30/ 2025	\$206,301.62

51. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY24 and FY25-to-date. For each contract, please provide the following information where applicable:

- a. Name of contracting party;
- b. Purpose of grant;
- c. Actual amount granted; and
- d. Term of the grant;

FY24 Grant	Contracting Party	Purpose	Terms	Amount
FY24 Asian American LEAD Grant	ASIAN AMERICAN LEADERSHIP	DC Youth Programs	10/01/2023 to 09/30/2024	40,000.00
FY24 Asian Pacific American Legal Resource Center Grant	ASIAN PACIFIC AMER. LEGAL RES.	Legal services for API	10/01/2023 to 09/30/2024	28,000.00
FY24 Chinatown Service Center Grant	CHINESE COMMUNITY CHURCH		10/01/2023 to 09/30/2024	40,000.00
FY24 Conference on Asian Pacific American Leadership Grant	Conference on Asian Pacific American Lea	Professional Development/ Career builder	10/01/2023 to 09/30/2024	28,500.00
FY24 Day Eight Grant	DAY EIGHT	DC API Literary Mentorship - Public workshop and reading	10/01/2023 to 09/30/2024	13,000.00
		Provide public health education awareness. referrals to business owners, referrals for health testing and referrals for vaccination to additional individuals		
FY24 Hepatitis B Initiative of Washington Inc. Grant	HEPATITIS B INITIATIVE OF WASH	Housing Counseling Services to API DC Residents	10/01/2023 to 09/30/2024	40,000.00
FY24 Housing Counseling Services Grant	HOUSING COUNSELING SERVICE	Translate materials and one-on-one technical assistance	10/01/2023 to 09/30/2024	25,000.00
FY24 Uptown Community Service Grant	UPTOWN COMMUNITY INITIATIVE	Group and individual classes for API Students DC residents, Bilingual staff for Translation services and scholarships for DC Residents API students	10/01/2023 to 09/30/2024	11,750.00
FY24 Washington English Center Grant	WASHINGTON ENGLISH CENTER		10/01/2023 to 09/30/2024	30,546.24
DC Facades program	DC FACADES LLC	Small Business assistance	10/01/2023 to 09/30/2024	15,000.00
TOTAL FY24				271,796.24

FY25 Grant	Contracting Party	Purpose	Terms	Amount
Washington English Center Grant	WASHINGTON ENGLISH CENTER	Group and individual classes for API Students DC residents, Bilingual staff for Translation services and scholarships for DC Residents API students	10/01/2024 to 09/30/2025	15,301.62
Uptown Community Initiative Grant	UPTOWN COMMUNITY INITIATIVE	Translate materials and one-on-one technical assistance	10/01/2024 to 09/30/2026	10,000.00
Iona Senior Services Grant	IONA SENIOR SERVICES		10/01/2024 to 09/30/2027	15,000.00
Hepatitis B Initiative of Washington, D.C. Inc. Grant	HEPATITIS B INITIATIVE OF WASH	Provide public health education awareness. referrals to business owners, referrals for health testing and referrals for vaccination to additional individuals	10/01/2024 to 09/30/2028	28,000.00
Conference on Asian Pacific American Leadership Grant	Conference on Asian Pacific American Lea	Professional Development/ Career builder	10/01/2024 to 09/30/2029	10,000.00
Asian Pacific American Legal Resource Center Grant	ASIAN PACIFIC AMER. LEGAL RES.	Legal services for API	10/01/2024 to 09/30/2030	20,000.00
Asian American LEAD Grant	ASIAN AMERICAN LEADERSHIP	DC Youth Programs	10/01/2024 to 09/30/2031	40,000.00
Japan-America Society of Washington Grant	JAPAN-AMERICA SOCIETY OF WASH		10/01/2024 to 09/30/2032	3,000.00
Chinatown Service Center of Chinese Community Church- M	CHINESE COMMUNITY CHURCH		10/01/2024 to 09/30/2033	30,000.00
Housing Counseling Services Grants	HOUSING COUNSELING SERVICE	Housing Counseling Services to API DC Residents	10/01/2024 to 09/30/2034	25,000.00
The Difference Society Grants	The Difference Society, Inc		10/01/2024 to 09/30/2035	2,000.00
Day Eight Grant	DAY EIGHT	DC API Literary Mentorship - Public workshop and reading	10/01/2024 to 09/30/2036	5,000.00
Accessibility Inc. Grant	ACCESSIBILITY INC		10/01/2024 to 09/30/2037	3,000.00
TOTAL FY25				206,301.62

52. 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 and any metrics used to determine compliance with the grant requirements.

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.

53. Of the organizations that received a community-based grant in FY24, how many also received community-based grants in FY25-to-date?

MOAPIA provided 13 community-based grants in FY25. Of those 13 grantees, 9 of them were returning grantees from FY24.

54. Please explain the process for publishing and publicizing the grants, determining eligibility, and reviewing grants. How is this information being advertised for the community?

MOAPIA publicizes information about grants via social media, outreach, and other platforms for grant resources. 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.

55. Did the Office pursue and receive any grants in FY24 or FY25-to-date? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

The Office did not pursue nor receive grants in FY24 or FY25 to date.

Commission on Asian and Pacific Islander Affairs

56. Please detail the Commission on Asian and Pacific Islander Affairs' meeting schedule and average public attendance, and how the Office and the Commission work together.

The Commission meets monthly in person at MOAPIA headquarters at 441 4th 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.

57. What are the top five priorities for the Commission? Please provide a detailed explanation for how the Commission expects to work toward these priorities in FY24 and FY25.

The top five priorities for the Commission include:

- 1) Build Commission Team: A number of Commissioners had their terms expire in FY24 and there are currently 3 openings. MOAPIA is working with MOTA to fill these vacancies as soon as possible.
- 2) Capacity Building for Commissioners: MOAPIA will work with MOTA to ensure that Commissioners are best able 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: MOAPIA 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)

58. Who serves on the Commission, and how many vacancies are there currently?

FY24 Commissioners:

Name	Seat Type
Yilin Zhang	Public Member
Moh Sharma	Public Member
Mike Park	Public Member
Martha Watanabe	Public Member
Anesha Bhatt	Public Member
Halaevalu Vakalahi	Public Member
Niranjan Adhikari	Public Member

Jennifer Anderson	Public Member
Jennifer Hara	Public Member
Karen Kwok	Public Member
Jeffrey Le	Public Member
Sina Uipi	Public Member
Vacant	Public Member
Vacant	Public Member
Vacant	Public Member
Madan Mohan	DHS Designee
Vacant	DOES Designee
Vacant	OSSE Designee
Vacant	DPW Designee
Vacant	DoH Designee
Vacant	DPR Designee
Vacant	DHCD Designee

There are 3 vacancies on the Commission for Public Members and 6 vacancies for Agency Designees. The Office is actively working with MOTA to recruit candidates to fill these vacancies.

Legislation

59. Please explain any significant impacts on your Office of any legislation passed at the federal or local level during FY24 and FY25-to-date.

There are not any significant impacts on the Office from legislation passed at the federal and local level during FY24 and FY25 to date.

60. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY24 and FY25. For each requirement, please list the date by which the promulgation of the report is required and the date on which any reports produced to date were produced. If the agency did not produce any report before the required date, please explain why.

D.C. Code 1-328.16 requires grantmaking agencies covered by the Grants Administration Act (which applies to locally funded grants) to provide a report by November 1 of each year to Council containing information regarding funds allocated in the previous fiscal year, the types of services and timeline for delivery of services and performance measures and outcomes for each grant issued.

Much of this information has either already been provided or is published on our website <https://communityaffairs.dc.gov/moapia>. MOCA is reporting centrally to fulfill this Code requirement but has not yet filed for FY24.

Other reports relevant to all of EOM are also filed centrally, including reports required relating to FOIA and sexual harassment reporting.