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DC Office of the Deputy Mayor for Planning and Economic Development
Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA)
FY16 Asian American and Pacific Islander Community Grant
11/20/2015 deadline

The Asian American and Pacific Islander Housing Access Program (AAPIHAP)

\$ 50,000 Requested

Submitted: 11/19/2015 1:58:15 PM (Pacific)

Project Contact

[Redacted contact information]

Additional Contacts

[Redacted additional contacts]

[Redacted name]

[Redacted address]

Executive Director

[Redacted executive director name]

Telephone [Redacted]
Fax [Redacted]
Web [Redacted]

Application Questions

1. Please provide an overview of your organization, the goal of the proposed program(s), its objectives, and outcomes.

[Redacted] is a non-profit 501(c)3 community based organization founded in 1972 to provide comprehensive housing counseling, training, advocacy, technical assistance and housing opportunities to low- and moderate-income homebuyers, homeowners, tenants and the homeless, and to help them achieve successful living in healthy, safe, and affordable homes.

[Redacted] provides a wide range of housing services including: home purchase, foreclosure prevention, post occupancy (including reverse mortgages and home repair/renovation financing); tenancy (including housing search and eviction prevention); money management; and fair housing.

[Redacted] is requesting \$50,000 in funding to support a targeted Asian American and Pacific Islander Housing Access Program (AAPIHAP) which will provide comprehensive housing services in the Asian American and Pacific Islander (AAPI) communities of the District of Columbia in order to ensure access to timely, culturally sensitive and linguistically appropriate housing counseling, training, advocacy and technical assistance services in the District's diverse Asian communities.

2. What is the name/title of your program(s)?

The Asian American and Pacific Islander Housing Access Program (AAPIHAP)

3. What are the funding area(s) for which you are applying?

- Arts, Culture, and Humanities
Domestic Violence Intervention
Employment

- Ⓔ Health and Human Services
- Ⓔ Housing Services
- Ⓔ Legal Services
- Ⓔ Public Education
- Ⓔ Public Safety
- Ⓔ Small Business Support
- Ⓔ Vietnamese American Youth Academic and Mentoring Services

4. Who is the target population(s) this project will serve?

You are limited to 500 characters, including spaces and punctuation marks. If you copy and paste from a different document and your answer exceeds 500 characters, it may not be saved. If it does exceed 500 characters, pare down your response to fit.

██████ activities will target low and moderate income Asian American Pacific Islander renters, homeowners, and homebuyers, and the homeless residing in and domiciled in the District of Columbia. Specific emphasis will be placed on serving AAPI residents in multifamily buildings that are at risk for losing affordable housing units and end engaging young professional AAPIs into affordable homeownership programs offered by the District of Columbia.

5. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project? How will your proposed project address one or more of "Mayor Bowser's Policy Priorities"?

"Mayor Bowser's Policy Priorities" are the following: "Getting the basics rights", "Focusing on our youngest residents", "Creating quality middle schools", "Transforming workforce training", "Ending homelessness", & "Creating economic opportunities".

██████ the director for our proposed program, will manage all activities and the program staff for the program. ██████ is linguistically and culturally competent in Mandarin and offers significant experience managing and implementing ██████ homeownership, foreclosure prevention, tenancy, fair housing, and multifamily housing programs. She has also demonstrated success at networking and developing collaborative relationships with local community and faith-based organizations, especially immigrant and LEP serving agencies. Additionally she is effective working with our collaborative partners to ensure the achievement of project goals. As a seasoned agency program director, ██████ also has developed effective tools and systems to track the impact and outcomes of the services rendered by our agency. ██████ Program Manager ██████ will also provide program management under this initiative. ██████ manages ██████ services targeting multifamily rental buildings in the District of Columbia, thus she offers significant experience providing services to AAPI residents including assisting tenants form tenant associations, responding to building concerns, and helping AAPI tenants preserve affordable housing options. ██████ will coordinate education and affordable housing preservation activities targeting multifamily buildings with AAPI tenants. Additionally, each of our housing counselor/trainer staff offers significant experience working with AAPI tenants and homeowners in addressing presenting housing barriers.

██████ proposed program will address Mayor Bowser's policy priorities of Ending Homelessness. ██████ program will engage AAPI residents in agency services that will support the preservation of their existing affordable housing. ██████ Tenant Services Department will provide services that will support AAPI residents in several DC multifamily buildings at risk for losing their existing affordable housing status as well as ██████ staff will engage AAPI tenants and homeowners in critical services that can support housing stability including rental assistance, foreclosure prevention, and home rehabilitation services and programs. Further ██████ program will focus on young professional AAPI in the city. Emphasis will be placed on engaging them in programs and opportunities that will allow them to pursue affordable rental and purchase programs in the city including the DC Home Purchase Assistance Program, Inclusionary Zoning Program, and Affordable Dwelling Unit Program.

6. Would it be possible for the Mayor or one of her delegates to participate in an event(s) with your organization that has received support from this grant?

Yes. ██████ will regularly conduct regular outreach and educational housing workshops targeting AAPI residents. Mayor Bowser and/or her delegates are welcomed to participate in our outreach and educational activities.

7. What is the service/program that you are proposing?

Affordable Housing Preservation Services - ██████ will provide outreach and education services to AAPI tenants needing support towards preserving their existing affordable housing option and addressing tenancy issues, including housing code and building maintenance issues. ██████ will assist tenants in obtaining appropriate inspections and legal interventions to address tenancy concerns. Specifically, MOAPIA funding will increase ██████ capacity to provide services to Museum Square, Wah Luck, and Gibson Plaza Apartments. These rental communities have significant AAPI populations and are at risk of losing their long term affordability. ██████ staff is actively providing counseling, education, and technical assistance to AAPI tenants in these buildings and regularly communicate with property owners, HUD, DCHA, city officials, and legal representatives towards developing a strategy that will result in the long term preservation of these building's units as affordable. However, due to current funding limitations, ██████ has limited staffing and resources to allocate to these projects.

Pre-purchase Counseling and Education - ██████ will provide individual counseling and education sessions to prepare potential AAPI home purchasers for mortgage borrowing and stable homeownership. Counseling will include explaining the home purchase process, analysis of the household's financial standing, explanation of homeownership programs offered by the city, and available loan options and terms. As appropriate, ██████ will assist AAPI apply to the D.C. Home Purchase Assistance Program, which offers down payment and closing cost assistance to eligible first time homebuyers. Additionally, ██████ will educate AAPI residents about the city's Inclusionary Zoning and Affordable Dwelling Units Programs and encourage applying for these programs towards securing newly built, affordable housing options within the city. Further, ██████ counselors will educate clients on appropriate strategies to negotiate with lenders and locate affordable housing, explain the home purchase process (selecting a real estate agent, lender, home inspector, etc.) and the settlement process. Counselors will assist AAPI clients develop a housing plan that will provide a clear path to homeownership based on their unique situation.

██████ will also conduct counseling, education and outreach activities towards raising AAPI awareness about critical housing issues, including homeownership preparation, foreclosure prevention, tenancy rights, and fair housing. ██████ will participate in AAPI community fairs, housing and supportive services fairs, community meetings targeting AAPI communities, and university events targeting AAPI students. ██████ will also conduct educational housing workshops and distribute informative literature (in AAPI languages) regarding available ██████ services and programs to assist AAPI residents accomplish their housing goals or respond to a housing issue.

8. Why is there a need for your service/program?

The AAPI population in the District of Columbia is faced with significant challenges related to housing. Numerous studies have found that minority populations, limited English proficient (LEP), and culturally isolated communities are more likely to have experienced reduced housing choices, housing

discrimination, and poor housing conditions. In regards to homeownership, the rate of homeownership for the AAPI community is 42.6% which is lower than the homeownership rate for the District of Columbia (The District of Columbia's Asian American: A Population Growing Out of Invisibility, 2011). Compounding the issue of a lower homeownership rate is that according to the city's most recent analysis of fair housing impediments impacting city residents, AAPI borrowers (as well as Black and Latino borrowers) were more likely to be denied a mortgage loan or receive a more costlier loan than white borrowers with similar income levels (Analysis of Impediments to Fair Housing Choice in D.C., 2005). Regarding homeownership, in light of the recent foreclosure crisis impacting the region, in November 2011 the Center for Responsible Lending assessed that 4% of mortgages held by AAPI borrowers in the District of Columbia were in serious delinquency and 3% of AAPI held mortgages had been foreclosed.

In regards to tenancy issues, the bulk of the city's AAPI population are renters who pay, on average, 34% more than the median rent for the city. However for lower income AAPI populations, city neighborhoods have experienced rapid housing prices increases as a result of the in-movement of higher income households in recent years. The result has been that many lower income residents, frequently AAPI, Blacks, and Latinos, are vulnerable to property owners and developers seeking to evict them from their residences to convert their building for higher income tenants. Often these actions violate local tenancy laws and fair housing laws. However many victims of this type of unlawful activity are unaware of their rights and do not know where to receive appropriate assistance to initiate a complaint. Additionally, acts of discrimination continue to serve as a barrier to equal housing opportunity for AAPI populations in the city. When fair housing problems are not reported, discriminatory practices can go unchecked. In an April 2004 press release, HUD estimated that more than 80% of those experiencing housing discrimination fail to report the incident, citing lack of knowledge about the complaint process and the inability to recognize discrimination when it happens as the primary reasons for this phenomenon.

██████████ recognizes that the city's AAPI population is a linguistically and culturally diverse group, thus it is vital that a targeted program of housing services program intake, direct services, and outreach to ensure that the AAPI community has equal access to the resources necessary to support good housing opportunities.

9. What is the expected impact of your service/program?

The ██████████ AAPIHAP Program will ensure that the city's AAPI residents receive comprehensive, targeted, timely, professional, up-to-date, responsive, and culturally and language appropriate housing services. The AAPIHAP program will affirmatively market services to the AAPI community and will enrich our collaborations with AAPI serving organizations to ensure that the program remains responsive to the unique needs found within the AAPI community.

The ultimate goal of our program is to increase individual AAPI clients' skills in making good and informed housing decisions, ensure equal access to housing opportunities and housing services, and prepare AAPI clients for the steps necessary to preserve their housing and seek new housing opportunities. ██████████ services will result in approximately 330 AAPI tenants and homeowners receiving direct housing services and more than 4000 AAPI housing consumers reached through our outreach activities.

██████████ "one stop shop" approach to service delivery will ensure the city's AAPI population has access to a full range of housing services and programs. Our Intake Department plays a key role in ensuring that clients are connected to the most appropriate services to respond to their housing issue. Additionally, our partnerships with AAPI serving organizations will further ensure that our services are linguistically and cultural appropriate for the variety of AAPI populations in the city that will seek services. Key to the success of our program will be the effectiveness of our partners engaging the AAPI populations they serve to seek housing services.

██████████ has a demonstrated track record of more than 40 years of success in addressing the needs of all residents of the District of Columbia while each of our partners offer many years helping the city's AAPI population effectively navigate the city's web of services and resources to address their presenting concerns. Working together with our partnering AAPI serving organizations through this initiative will ensure that the city's AAPI population will be able to fully utilize our housing expertise towards accomplishing their housing goals or addressing their housing issues.

10. What are the practices your organization proposes to implement to address the need? How will your organization's practices create the desired impact? What innovative practice(s) will your service/program implement?

██████████ is a HUD certified comprehensive housing agency that meets all local and national standards for training and counseling homeowners, tenants, homebuyers and the homeless.

██████████ works to build the capacity of individuals and groups for the physical development of their homes and economic and social development of their neighborhoods. Employing a bottom-up approach to community services, ██████████ believes that by training and educating clients, they will be better equipped to gain control over their lives. In our delivery of comprehensive housing services, ██████████ places additional emphasis on removing barriers for groups without adequate access to services. Key practices ██████████ will implement to address the presenting housing needs of low income AAPI housing consumers include:

Counseling/Social Services: Through comprehensive, one-on-one housing counseling and service referrals, ██████████ will assist households with immediate housing problems and identified housing goals. The ultimate goal is to help clients anticipate and avoid future problems and, as appropriate, develop a plan that will support short and long term housing stability. Key to our successful outcomes has been regular follow up with clients to evaluate their progress and need for ongoing support.

Advocacy: Through this component, ██████████ will help clients maintain safe, decent and affordable housing by ensuring access to appropriate services and opportunities. ██████████ will educate clients about their rights and responsibilities, preventing and fighting discrimination in housing, averting the loss of affordable housing, and rectifying unfair and inadequate treatment.

Training: ██████████ will assist clients develop the skills necessary to meet their own housing needs. Through our group housing workshops, clinics, and meetings ██████████ will provide clients training and technical assistance towards effectively responding to their presenting housing concerns and accomplishing their future housing goals.

██████████ excellence and innovation in housing services delivery is exemplified by ██████████ through our dedication to helping clients look beyond their immediate housing issue. Our goal is to help clients purchase their home and become involved in their community, to stop tenants' pending eviction and implement solutions to long term housing stability, to preserve affordable housing options and to empower low income families to take an active role in the management of their building. ██████████ commitment is to help clients lay the groundwork for long term housing and community success.

11. Who will you be collaborating with and what will each collaborator's roles be in the service/program?

If you are NOT collaborating with another organization, you may reply 'N/A' to this question.

In the implementation of the AAPIHAP Program, [REDACTED] will continue our partnership with the Asian Pacific American Legal Resource Center (APALRC). The APALRC provides legal advocacy services for the AAPI community in the D.C. metropolitan area with special emphasis on responding to the legal needs of low income and limited English proficient AAPI populations. Key activities our collaborating partners will conduct include:

1. Provide language translation services for [REDACTED] housing workshop at our offices, at community events, and at multifamily buildings to educate AAPI residents about key housing issues, programs, and services. Specific emphasis will be placed on engaging low and moderate income tenants towards educating them about their tenancy rights and strategies to preserve affordable housing options;
2. Translate HCS housing literature (brochures, flyers, and newsletter) to appropriate AAPI languages. Distribute translated literature to targeted AAPI populations;
3. Conduct outreach activities to engage D.C.'s AAPI population in housing services available through HCS;
4. Provide technical assistance to ensure the effectiveness of [REDACTED] methodology to engage D.C.'s AAPI community.

[REDACTED] will also enter into sub-contracting agreements with AAPI organizations in the District of Columbia to provide oral and written translation services as needed to produce outreach materials as well as to assist [REDACTED] conduct housing workshops, tenant meetings, and individual counseling session with AAPI clients.

12. How will your organization or collaboration plan to provide the service/program? What is your capacity to implement the service/program?

Please be sure to note at minimum your capacity, including human and financial resources, to implement the services/program.

[REDACTED] offers significant capacity to implement our proposed program. As an agency with over 40 years of experience providing comprehensive housing counseling services, our agency has the necessary infrastructure, processes, and housing expertise to immediately and effectively implement the full range of proposed services. [REDACTED] has a staff of 55 housing professionals (23 bilingual, including Chinese) who work as a dynamic team in determining community needs and providing community services. [REDACTED] employs comprehensive housing counselors and housing trainers, who have completed trainings through nationally recognized training organizations (including HUD, the National Association of Housing Counselors and Agencies, Neighborworks, and AARP) in the areas of pre- and post purchase, foreclosure prevention, fair housing, and reverse mortgages which enable them to respond to the varying complexities of the housing issues that clients face.

[REDACTED] collaborative partners will provide support to further ensure the delivery of services in a culturally and linguistically competent manner. Specifically, our partners will provide language translation services (for languages not represented by [REDACTED] staff) during counseling sessions and group sessions, translation of outreach and educational literature, space to conduct educational housing workshops, outreach to specific AAPI populations, and technical assistance towards ensuring our services are appropriate and effective in fully engaging the city's AAPI population.

Service activities will be conducted on site at [REDACTED] on location with our AAPI community serving partners, and on location at multifamily rental buildings served by this program.

13. How will your organization or collaboration document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?

[REDACTED] recognizes the importance of collecting objective data towards ensuring the housing counseling service needs are met in our service community. [REDACTED] will maintain individual client files for all AAPI clients receiving individual counseling services. Each file will contain an assessment of their housing barriers, a description of the services delivered, and upon file closure, an explanation of outcomes resulting from delivered services. [REDACTED] is an outcome-based agency and we will use several methods for measuring performance under this program. Program outputs will be tracked by evaluating data collected from client files and inputted into our client management system. Our client management system tracks the type of counseling services provided (one-on-one or group session), the service categories (pre-purchase, default and delinquency, etc.), as well as evaluates data collected monthly from our counselors and trainers which details their service activities for the month. This information will allow our program manager to analyze our delivery system to ensure that our program is meeting the proposed service targets outlined within our proposal.

In regards to outcomes, there are several tools that [REDACTED] will utilize to determine the impact of the services provided. Counselor follow up (via telephone and written correspondence) with clients will allow project managers to gather key data regarding the results of the services clients received including whether they were successful in accomplishing their housing goals or barriers that may have hindered their success. Client surveys will provide clear feedback regarding the impact of the services received as well as the effectiveness of the service methodology. For our group sessions, [REDACTED] maintains sign in sheets for each session. Evaluations are completed by each attendee to provide feedback on the session's content and the effectiveness of our staff's delivery of housing information. Pre and post-test administered during group sessions will provide feedback regarding the amount of information learned by each attendee during the presentation and whether modification may need to be made in presentations as it relates to its content or delivery.

On a quarterly basis [REDACTED] will meet with our partners to evaluate the impact of our partnership on engaging the city's AAPI population and utilization of our housing services. Specific emphasis will be placed on evaluating the number of AAPI residents engaged through outreach activities, assessing how clients were referred to our agency for services (this data is collected during the initial client intake), evaluating whether [REDACTED] has observed an increase in AAPI utilization of agency services and programs, attendance at and client feedback from educational housing sessions hosted by our partners, the number of AAPI residents reached through targeted outreach, and the effectiveness of translated materials distributed to AAPI residents.

14. How/Why is your organization or collaboration uniquely positioned to implement this service/program?

Since 1972, [REDACTED] has targeted underserved communities in all program areas throughout the DC metropolitan area. In responding to the needs of the LEP and immigrant communities that make up a significant portion of the population in our region, [REDACTED] has affirmatively sought staff members from diverse backgrounds and with specialized language skills. Each time HCS has hired staff from a newly represented cultural group or with new language skills, we quickly increased the clients served from that same cultural/language group. With this in mind, [REDACTED] is seeking funding to better target our programs in the AAPI community.

[REDACTED] has developed a wide variety of programs that comprehensively respond to the varied housing needs within the region. [REDACTED] has developed skills in problem identification and community outreach so that we can work within communities to develop housing opportunities through education and counseling. [REDACTED] diverse staff works closely with families and communities to ensure that our agency remains responsive to our client's needs. To support our service efforts, [REDACTED] has been successful in securing a variety of funding streams, including local, federal, and foundation funds that not

only allow us to respond to the immediate housing needs of our consumers but also allows us to develop innovative housing solutions for a constantly changing housing landscape.

Our strength is not derived solely from our housing expertise but also from our ability to collaborate with our community based, grassroots, and faith-based partner organizations in responding to the housing needs of the individual and the community. Our successful collaborations have resulted in many accomplishments including the development and preservation of affordable housing units, improvement of housing conditions, and the reduction of housing barriers (at the individual and community level). Our partnerships with the Asian Pacific American Legal Resource Center been instrumental in engaging the AAPI community in the past, and full funding by OAAPI will allow us to increase our capacity to further engage the city's AAPI population. Furthermore, our collaborations with other community based and grassroots organizations have also been valuable towards ensuring that underserved and hard to reach populations receive the best services to address their housing needs.

Our excellence in housing services delivery is exemplified by us through our dedication to helping clients look beyond their immediate housing issue. Our goal is to help clients purchase their home and become involved in their community, to stop tenants' pending eviction and implement solutions to long term housing stability, to preserve affordable housing options and to empower low income families to take an active role in the management of their building. Our commitment is to help clients lay the groundwork for long term housing and community success.

Budget

Budget Summary

	Salary/Hrly Rate OR Unit costs	% of Time OR # of Units	Total	Narrative
PERSONNEL				
Program Directors	\$ 40	20%	10,921	Provide day to day management of program and regularly evaluate its effectiveness and impact on AAPI population.
Housing/Tenant Counselors	\$ 32	39%	13,761	Conduct direct counseling, education and outreach activities.
Intake Specialist	\$ 23	4%	1,230	Initial point of contact. Coordinate appointments enter data in client management system.
Executive Staff	\$ 61	7%	4,125	Responsible for overall program management and ensuring services are integrated into services delivery system.
	\$			
Fringe Benefits	\$		6,008	
Personnel Total	\$ 156	0	36,045	
NON PERSONNEL				
Travel and Transportation	\$			
Supplies	\$			
Equipment	\$			
Consultants/Contractors	\$ 2,000	3	6,000	will contract with AAPI organizations to provide translation services (oral and written) as needed during implementation of program
Communications	\$			
Printing/Copying	\$			
Training	\$			
Operating Expenses	\$ 406	12	4,866	Allocate office space and utility costs.
Indirect Cost/Overhead	\$ 257	12	3,089	Includes cost of of a CPA who will conduct all accounting functions and administer payroll operations for the grant and computer consultant who will manage all computer network, database, and security functions. Also includes standard office supplies, printing, postage, telephone and insurance costs. The cost allocation for these indirect costs is also based upon this grant's salary costs as a percentage of total salary costs.
Non Personnel Total	\$ 2,663	27	13,955	
Total	\$ 2,819	27	50,000	

Staffing Plan

Name	Position Title	Filled	Vacant	% of Effort	Start Date mm/dd/yy
1	██████████ Program Director -Multifamily Housing	b	e	4	01/01/16
2	██████████ Program Director - Tenant Services	b	e	5	01/01/16
3	██████████ Program Director - Training	b	e	3	01/01/16
4	██████████ Program Director - Outreach and Communications	b	e	5	01/01/16
5	██████████ Tenant Services	b	e	7	01/01/16
6	██████████ Tenant Service	b	e	7	01/01/16
7	██████████ Housing Counselor/Trainer	b	e	7	01/01/16
8	██████████ Housing Counselor/Trainer	b	e	7	01/01/16
9	██████████ Tenant Services	b	e	7	01/01/16
10	██████████ Intake Specialist	b	e	4	01/01/16
11	██████████ Coordinator - Multifamily Housing	b	e	4	01/01/16
12	██████████ Office Director	b	e	4	01/01/16
13	██████████ Program Director - Reporting	b	e	3	01/01/16
14	██████████ Deputy Director	b	e	1	01/01/16
15	██████████ Executive Director	b	e	2	01/01/16
Total				70	0

Work Plan








	Description of Task/Activity	Responsible Person and/or Organization	Start Date mm/dd/yy	Completion Date mm/dd/yy
1	Provide individual counseling and conduct educational workshops to AAPI population on housing matters including home purchase, tenancy rights, fair housing, reverse mortgages, and foreclosure prevention.	██████████ ██████████ and ██████████ Housing Counselors	01/01/16	09/30/16
2	Conduct outreach to multifamily buildings with AAPI tenants to provide education on tenancy rights, affordable housing preservation, and building purchase opportunities.	██████████ ██████████ and ██████████ Tenant Services Staff	01/01/16	09/30/16
3	Conduct targeted outreach activities to educate AAPI population on important housing issues as well as housing services and programs available through ██████████	██████████ ██████████ ██████████ ██████████ and ██████████ Counseling and Tenant Services Staff	01/01/16	09/30/16
4	Translate and distribute educational literature regarding housing services, programs, and opportunities. Also translate outreach materials targeting AAPI tenants in multifamily buildings.	██████████ and ██████████ will coordinate translation activities with service partners	01/01/16	09/30/16
5	Distribute public service announcements to AAPI media to inform AAPI residents of available ██████████ housing programs and services.	██████████ and ██████████	01/01/16	09/30/16
6	Conduct ongoing program evaluation to assess impact of ██████████ AAPIHAP Program	██████████ and ██████████	01/01/16	09/30/16
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total				

Performance Plan

	Performance Measures	1st Qtr Target	2nd Qtr Target	3rd Qtr Target	4th Qtr Target	Comment
1	AAPI clients receiving home pre-purchase and/or credit counseling services		13	15	17	Measured by completion of individual counseling session or participation in group education session.
2	AAPI clients receiving foreclosure prevention or		4	4	6	Measured by completion of individual

	post home purchase (home rehab, refinancing, etc) services				counseling session or participation in group education session.
3	AAPI clients receiving individual tenancy services	7	7	7	Measured by completion of individual counseling session.
4	Multifamily building with significant AAPI residency receiving services to preserve affordable housing or assistance addressing tenancy/building concerns	3	3	3	Results in serving approximately 250 AAPI tenants in at least 3 buildings. Documented by tenant meeting sign-in forms and minutes from tenant association meetings.
5	Housing workshops conducted at AAPI serving organization/churches	2	3	3	Measured by sign in sheets or confirmation by hosting organization
6	AAPI residents reached through outreach events	1,333	1,333	1,334	Tracking of number of attendees at outreach events
7	Housing literature distributed in AAPI languages	2,000	2,000	2,000	Tracking of literature distribution
8	Public service announcement regarding housing services and programs released targeting AAPI residents	3	3	3	Confirmations of distribution of PSA to media outlets
9					
10					
Total		0	3,365	3,368	3,373

Documents

Documents Requested *	Required?	Attached Documents *
Audited financial statements and/or most recent 990 and/or cash flow statements for 2014 and year-to-date.	b	 2014 Audit
Staff Job Descriptions	b	Position Descriptions
Relevant Staff Resumes	b	 Resumes
Nonprofit Corporation Status - copy of IRS determination letter. [Note: Letter must be current at date of application.]	b	501c3
Certificate of Exemption from DC Office of Tax and Revenue	b	Certificate of Exemption
Basic Business License from Department of Consumer and Regulatory Affairs [Note: License period must be current at time of application.]	b	Business License
Organizational and Program Charts	b	 Organization Chart
Current board list with names, affiliation, and contact information.	b	 Board List
Memorandum of Agreement/Understanding, if applicable	e	 MOUs
Program related materials, if applicable	e	
Agency brochures or program materials, if applicable	e	Brochures and Literature
Evaluation tools, if applicable	e	
Certifications download template	b	 Certification
Assurances download template	b	 Assurances
Collaborative Partner Materials, if applicable	e	
Certificate of Good Standing/ "Clean Hands": The community-based organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue.	b	Clean Hands

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Application ID: 46896