

**NATIONAL CAPACD  
ACTION! TA PROGRAM 2009-2010**

REQUEST FOR PROPOSALS  
May 26, 2009

## National CAPACD ACTION TA Program 2009-2010 Request for Proposals

### INTRODUCTION

National Coalition for Asian Pacific American Community Development (CAPACD) is the first national advocacy organization dedicated to addressing the community development needs of diverse and rapidly growing Asian American and Pacific Islander (AAPI) communities. National CAPACD was formed in 1999 to be a powerful voice for the unique community development needs of Asian American and Pacific Islander (AAPI) communities and to strengthen the capacity of community-based organizations to create neighborhoods of hope and opportunity.

The AAPI Communities Taking Initiative in Our Neighborhoods Technical Assistance program (ACTION TA) is a national technical assistance and training initiative that builds organizational and program capacity using a model based on cultural-competency and peer-to-peer support.

National CAPACD engages established, experienced member organizations to assist emerging Asian American and Pacific Islander (AAPI) community based organizations (CBOs) in their own geographic regions to engage in community development activities. Drawn from National CAPACD members and affiliates, these Technical Assistance (TA) Resource organizations will be selected for their cultural and technical competency and developed into a national network available to our members for formal and informal assistance.

National CAPACD has operated ACTION TA for the past four years. Technical assistance grants were made available to a small sample of our member network. During this pilot phase of the program, the ACTION TA has:

- Leveraged more than \$1.5 million from outside sources
- Trained more than 80 staff, volunteers, and board members of National CAPACD member groups
- Supported programs that have impacted over 11,000 people through the built capacity of both TA Resource Organizations and TA Initiator Organizations

ACTION TA projects have included affordable housing development, homeownership counseling program development, foreclosure prevention and intervention programs, youth development, and community organizing.

National CAPACD is now pleased to open up this exciting TA opportunity to the greater National CAPACD membership network. Competitive proposals for funding will be accepted, and proposals will be reviewed by a selection panel comprised of the National CAPACD Program Committee members, staff and other individuals who are familiar with the goals of the program and will be able to provide recommendations for funding.

## THE STRATEGY

The ACTION TA program is a peer to peer technical assistance program whereby National CAPACD provides resources to support a collaboration to assist a National CAPACD member organization in achieving an objective that falls in line with at least one of the six National CAPACD programmatic priorities. National CAPACD's programmatic agenda and of both possible and previous ACTION TA projects that align with them are as follows:

- Affordable Housing Development  
Past ACTION TA project: The Korean Resource Center of Los Angeles partnered with the Little Tokyo Service Center to develop the skill sets needed to develop their first mixed use, elderly housing development project.
- Housing Counseling and Asset Building  
Past ACTION TA project: With the help from peer organizations involved in the Chinese Language Homeownership Cluster Group, the Chinese American Service League of Chicago became a HUD Approved Housing Counseling Agency.
- Community and Neighborhood Planning  
Past ACTION TA project: Chhaya Community Development Corporation worked with the Pratt Center for Community Development on a proposal to amend the NYC Building Code to legalize basement dwelling units, which would provide an avenue for financial stability for many low-income households.
- Community-Based Investment Strategies  
Potential ACTION TA project: In conjunction with a micro-finance entity, an AAPI community based organization creates the business plan for a fund that can be used to help finance the development of community institutions, such as a cultural center or a health clinic.
- Research and Data Advocacy  
Potential ACTION TA project: An AAPI community based organization partners with a community based organization experienced in survey creation and data collection to develop a study of how Asian-owned small businesses have been affected by the economic downturn.
- Small Business Support and Workforce Development  
Past ACTION TA project: Mary Queen of Viet Nam Community Development Corporation, in conjunction with the National Alliance of Vietnamese American Service Agencies and a National CAPACD consultant, Doug Ling, developed the Access to Equity project, which provides post-Katrina recovery assistance to small businesses in Biloxi, Houston, and New Orleans.

The peer to peer collaboration to achieve one of the above goals consists of a TA Resource Organization and a TA Initiator Organization. In this collaboration, the two partners will decide by consensus who will be the TA Coordinating Organization.

### **Definitions:**

#### TA Resource Organization

The TA Resource Organization is defined as a community-based organization, with experience providing technical assistance to AAPI CBOs, which will partner with the Initiator Organization to address the organization and technical needs to increase the capacity of the Initiator Organization to engage in community development activities.

#### TA Initiator Organization

The TA Initiator is defined as an Asian American Pacific Islander (AAPI) community-based organization (CBO) in economically distressed areas that have identified a need to build their organizational and technical capacity in order to engage in community development activities. Through the support and expertise of the Resource Organization, the Initiator Organization shall complete the activities outlined in the TA Plan.

#### TA Coordinating Organization

The Coordinating Organization will be the primary point of contact with National CAPACD and will be responsible for the progress towards the planned goals. Either the TA Initiator Organization or the TA Resource Organization will be designated by mutual agreement as the Coordinating Organization.

### **GENERAL BENEFITS TO PARTICIPATING ORGANIZATIONS**

The participating organization selected for ACTION TA projects will be able to use these funds to cover the cost of activities associated with the project's proposal. Funds may be used, for example, to cover staffing costs, travel for site visits, materials development, printing and publication of reports, and general administrative overhead for the project.

Grants of approximately \$15, 000 will be made for six projects. The grant awards will be made in equal amounts to each project.

The following pages provide detailed information about member eligibility, the application process, application requirements, and selection of grant recipients. Applicants should thoroughly review all materials before preparing and submitting a proposal. Questions about eligibility or proposal submission should be directed to:

Hieu Truong, Program Coordinator [hieu@nationalcapacd.org](mailto:hieu@nationalcapacd.org)  
Romana Lee-Akiyama, Deputy Director, [romana@nationalcapacd.org](mailto:romana@nationalcapacd.org)

<p><b><u>Proposals are due by 5:00 pm (PDT) on Monday, July 6, 2009;</u></b> applicants will be notified of receipt by email on Wednesday, July 8, 2009.</p>
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### **PROJECT ELIGIBILITY and REQUIREMENTS**

A total of six projects will be selected to receive Technical Assistance grants.

To be eligible all participating organizations must be in good standing with National CAPACD and must meet the expectations of the program's requirements:

- Be willing to participate in on-site evaluation meetings and processes at a location to be determined by National CAPACD
- Able to provide timely and efficient reports to National CAPACD on a regular basis (quarterly)
- Organization's project has not received funding from National CAPACD for more than a total of three grant periods
- Organization's project should be within the scope of programmatic priorities of National CAPACD as described above in the 'Strategy' section of this document

## **PROPOSAL REQUIREMENTS**

*(no more than 10 pages, double spaced)*

### ***I. Organizational Background***

Please provide a description of each organization's history and mission statement. Please include the names and affiliations of each organization's board of directors, as well as the names and roles of the staff members to be involved in the proposed project. For the staff members directly involved in this program, please provide background information on their qualifications and the role that they will be playing in this collaboration.

Briefly explain the history of your relationship with National CAPACD. Be sure to include information on previous resources you have received from National CAPACD, including grants or scholarships, or any other support from National CAPACD in the past, and when these resources were provided.

### ***II. Program Design***

1. **Problem Statement:** Briefly explain what problem your project seeks to address: why is there a need for an intervention? Include a description of your target population/neighborhood/organization, what type of an intervention you are proposing, why your project specifically will be successful at addressing the needs of the target population/neighborhood/organization, when you plan to develop and/or implement your project, and how you plan to develop and/or implement your project. Indicate the two organizations involved in your proposed collaboration, and which roles each will play in the project's development and/or implementation. Be sure to articulate each organization's area of expertise. Please use the language of the ACTION TA program to define which of the two organizations will be designated the TA Initiator organization, the TA Resource organization, and the TA Coordinating organization
2. **Goals:** Please list the project's goals. Your goals should include the intended results – in general terms – of the project. Phrase your goal in terms of the change you want to achieve over the life of your project, rather than a summary of the actions you plan to take. If your goals are multi-level and include a desired impact to both the community and the organization, clearly indicate each level of change.

3. **Resources:** List the resources that you currently have to support your project. You may indicate the resources of the TA Resource Organization, as well as the Initiator Organization. Resources can be defined in terms of human (staffing), financial, space/facilities, technology, materials, other equipment. Please describe and provide short biographies on each of the key staff from both organizations that will be responsible for managing the project. List their anticipated time commitment for the project (ex. 0.10 FTE, etc.)
4. **Activities:** Please list the activities that you will conduct with the project resources in order to achieve the project's outcomes, and ultimately, your goal(s). You may group your activities in clusters, especially if as a group they directly relate to anticipated outcomes.
5. **Outputs:** List your outputs as they relate directly to the above goals and activities. Be sure to include a description that is measurable, tangible, and directly describes products or results of the project's activities. The outputs should lead to the desired outcomes. You may identify specific numbers for your listed outputs. Include an estimate, based on experience, desired impact, and resources available. Some examples: classes taught of meetings held, materials developed or distributed, participants served, partnerships or coalitions formed, policy briefings conducted, curriculum/curricula developed.
6. **Outcomes:** In addition to clearly identified project goals, the project outcomes are one of the most important sections to include in this proposal. Outcomes express the results that your project intends to achieve if implemented as planned. Outcomes are the changes that occur or the difference that is made for individuals, groups, families, organizations, systems, or communities during or after the project. National CAPACD is interested in learning and understanding the short-term, intermediate and long-term outcomes you expect your project will help to produce. Short-term outcomes describe the change that you **expect** to occur either immediately or in the near future. Intermediate outcomes are the changes that you **want** to occur after the short-term outcomes. Finally, the long-term outcomes are the changes that you **hope** will occur over time.

Clarify who or what will experience the intended changes. Recall the multi-level layers of goals for the various levels of engagement – organizational capacity building, local community impact, impact to individual clients, and/or relationship to other ACTION TA partners, including the Resource organization.

### ***III. Program Evaluation***

Outcome/Impact Measurement and Documentation: Briefly describe how your ACTION TA partnership will measure and document the impact of your services and effectiveness of your project as it relates to the outcomes, evaluate results and identify successes and challenges (ex. Intake and evaluation forms, pre/post tests, focus groups, other forms, surveys, or strategies). If you are measuring multiple layers of outcome – ex. Internal capacity built, external impact on the local community by the project's implementation

– please indicate which layers you seek to measure and how you plan to do so for each layer of outcomes.

**IV. Budget**

Please submit a project expense budget for how the total grant amount of \$15,000 will be spent. If your project requires additional funding beyond \$15,000, or if you are able to leverage additional resources, please submit a comprehensive project budget. In-kind contributions may be included in this budget. If both the TA Resource and Initiator organizations will share the funding, please indicate this clearly in the budget. .

Please use the following table as a template for your grant budget.

Category	National CAPACD – TA Request	Committed Funds	To Be Raised	Total
Personnel				
Program Staff				
Intern Stipends				
Operating Costs				
Supplies/Materials				
Equipment				
Photocopying/Printing				
Admin Costs				
Travel				
Conf. Registration				
Airfare/Mileage				
Per Diem				
Hotel				
Grand Total				

A budget narrative is also requested to provide an explanation of costs.

**PROPOSAL SUBMISSION**

Completed proposals must be submitted **by email no later than 5:00 pm (PDT) on Monday, July 6, 2009** to the address below. Please send one complete hard copy of your proposal to:

Hieu Truong, Program Coordinator/National Coalition for Asian Pacific American Community Development/ 1628 16<sup>th</sup> Street, NW/ Washington, DC 20009. (202) 223-2442, [hieu@nationalcapacd.org](mailto:hieu@nationalcapacd.org)

**PROPOSAL REVIEW AND GRANT SELECTION**

Proposals submitted for the capacity building grant for ACTION TA program will be reviewed by a selection committee composed of National CAPACD staff, board





## ACTION TA Proposal Cover Sheet Grant Period: 2009 – 2010

### APPLICATION

<b><u>TA Initiator Organization</u></b>		
Is the TA Initiator the Coordinating Organization? Y / N		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone</b>	<b>Contact Person (Name &amp; Title):</b>	
<b>Fax</b>	<b>Email</b>	
<b>Organization's Annual Operating Budget:</b>		
<b><u>TA Resource Organization</u></b>		
Is the TA Resource the Coordinating Organization? Y / N		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone</b>	<b>Contact Person (Name &amp; Title):</b>	
<b>Fax</b>	<b>Email</b>	
<b>Organization's Annual Operating Budget:</b>		

Please complete the instructions as listed in the Request for Proposals.

Completed proposals must be submitted **by email no later than 5:00 pm (PDT) on Monday, July 6, 2009** to the address below. Please send one complete hard copy of your proposal to:

Hieu Truong, Program Coordinator/National Coalition for Asian Pacific American Community Development/ 1628 16<sup>th</sup> Street, NW, 4<sup>th</sup> Floor/ Washington, DC 20009. (202) 223-2442, [hieu@nationalcapacd.org](mailto:hieu@nationalcapacd.org)

All materials submitted with this application become the property of National CAPACD. By signing this application, I affirm that all information contained herein is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Organization's Executive Director

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Date