



**National CAPACD Request for Proposals**  
*Economic Empowerment in AAPI Communities 2019*

RFP Release Date: October 31, 2018  
 RFP Due Date: November 21, 2018, 12 noon PT  
 Informational Webinar: Wednesday November 7, 2018, 12 noon PT to 1pm PT  
[tinyurl.com/2019RFPWebinar](http://tinyurl.com/2019RFPWebinar) (Pre-registration required)

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**1. SUBMISSION GUIDELINES**

All applications are due by **November 21, 2018 at 12pm PT**. Applications must be complete, including a narrative, budget, and other required supporting documentation, in order to be considered. Incomplete applications and late submittals will not be considered.

Please submit all completed applications to **[RFP@nationalcapacd.org](mailto:RFP@nationalcapacd.org)**. Questions about the RFP should be submitted to **[RFP@nationalcapacd.org](mailto:RFP@nationalcapacd.org)**. Questions received through other avenues (e.g. phone calls, emails directed to individual National CAPACD staff) will not receive a response.

**2. APPLICATION TIMELINE**

Dates	Activity
10/31/18	RFP released
11/7//18, 12noon PT	Informational Webinar
11/21/18, 12noon PT	RFP deadline
12/15/18	Sites selected and notified
By 1/31/19	Contracting
TBD	Sub-grantee orientation



### 3. PROJECT SUMMARY AND PURPOSE

The *Economic Empowerment in AAPI Communities 2019* Request for Proposals invites community based organizations to submit applications for funding to support financial capability and/or housing counseling programs that serve low-income Asian Americans and Pacific Islanders (AAPIs). Selected organizations will implement a program(s) that assists low-income AAPIs in building their assets and creating pathways to greater economic opportunity for themselves, their families and/or their communities. Ultimately, it is our hope that beneficiaries of the program will demonstrate increased financial knowledge and confidence, and increase their access to and usage of safe and affordable financial products (e.g. – savings accounts, credit builder loans, IDAs, mortgages).

National CAPACD believes in supporting organizations that have established themselves as leaders in the asset building field, as well as those that seek to grow or bolster their programming in this area. For this reason, applicants may submit either a **performance-based** application or a **program capacity building** application. These two categories have different applications, scoring criteria and expected deliverables, as detailed on Page 4 of this RFP.

- **Performance-based sub-grants** fund organizations that have a proven track record or have developed the organizational capacity to offer effective and quality services to a high client volume, or other significant deliverables outlined by National CAPACD or National CAPACD’s donors.
- **Program capacity building sub-grants** fund organizations that aspire to build, or re-establish, capacity toward offering effective and quality services or programs. This category may include support for pilot projects, as dictated by National CAPACD or National CAPACD’s donors.

If you need assistance in determining which category is most appropriate for your application, please email [RFP@nationalcapacd.org](mailto:RFP@nationalcapacd.org). National CAPACD staff reserves the right to recommend reclassification of submitted applications to the appropriate category.

This RFP combines National CAPACD’s available funding through *private* philanthropic sources and does not include HUD Comprehensive Housing Counseling funding. These sub-grants are made possible with generous support from Bank of America, Capital One Foundation, Freddie Mac and JPMorgan Chase Foundation.

### 4. GRANT PERIOD

Awards will have a grant period of January 1, 2019 – December 31, 2019.



**5. GRANT AWARD DETAILS**

- A total of \$315,000 is available to support **up to 13** performance-based and **up to 16** capacity building sub-grants.
- Performance based awards will be a minimum of \$15,000 and a maximum of \$31,500.
- Capacity building awards will be a minimum of \$7,500 and a maximum of \$20,000.
- **Up to 4** grantees will be selected for implementation of National CAPACD’s [Empowerment Economics model](#) into their service delivery approach (in either the performance-based or capacity building category).
- Awardees will also receive travel stipends to attend all required events (e.g. – orientation, trainings). Scholarships may also be available to attend additional professional development opportunities as they are deemed appropriate.
- Final client delivery expectations will be negotiated upon contracting.

**6. REQUIRED ACTIVITIES**

Activity	Performance Based	Capacity Building
Group Education on asset-building topics (e.g. – budgeting, credit, fair housing, homebuying, etc.)	X	X (must conduct at least 1 activity)
One-on-one counseling or coaching on asset-building topics (e.g. – rental, homebuying, debt reduction, credit repair, homelessness assistance, etc.)	X	
Activities that increase access to financial products (e.g. – offering IDAs, Lending Circles, credit builder loans, secured credit cards)	X (preferred, not required)	
Attendance in required trainings (e.g. – orientations, evaluation, certifications, other professional development)	X	X
Utilize client management systems and evaluation tools for tracking client progress and program outcomes	X	X
Submit a mid-term progress report and a final report	X	X
Work closely with National CAPACD to document and disseminate program findings (if appropriate) with local media, asset building practitioners, federal agencies and elected officials	X	X

**7. ELIGIBLE APPLICANTS**

- This RFP is open to all interested 501(c)(3) organizations in National CAPACD’s network.
- Applicants are not required to be a member of National CAPACD to respond to Requests for Proposals but are highly encouraged to become member organizations.
- Applicants are highly encouraged, though are not required, to offer financial empowerment programs that are integrated with housing counseling programs.
- Please refer to National CAPACD’s Grant Guidelines PDF under section “General Eligibility Criteria” to see if your organization is able to apply for a grant.



**8. SCORING CRITERIA**

National CAPACD will use the following **criteria** to score sub-grant applications.

Category	Performance-Based Scoring %	Capacity Building Scoring %
<b>Program:</b> What is the program design and is it effective in achieving programmatic and organizational goals? Does it address a pressing need in the geographic area? How are asset building activities integrated with other programs or services? How does the organization work to address systemic change (e.g. – advocacy, use of an Empowerment Economics approach)?	30	20
<b>Reaching Underserved Communities:</b> Is the area served an area of extreme AAPI poverty, a growing refugee resettlement area or other urgent issues? Does the organization’s leadership represent the communities that it serves (e.g. - AAPIs, women, people of color, or those from immigrant or refugee communities)?	25	30
<b>Organizational Soundness:</b> How does the program align with the organization’s overall mission and does it have the capacity to sustain activities? How are program activities staffed and what are staff qualifications? What is the organization and program’s history and track record?	15	10
<b>Access to Additional Funding:</b> Is the organization able to match with additional resources?	10	5
<b>Alignment of Values:</b> How does the organization’s mission, vision and conduct align with National CAPACD’s efforts to build a strong national coalition? What has the organization’s commitment and level of engagement been with National CAPACD historically?	15	10
<b>Capacity Building Needs:</b> Are capacity building needs clearly identified and do they align with organizational goals? Are there resources in place to make use of this capacity building grant toward achieving outlined goals?	0	20
<b>Evaluation</b> How does the organization currently track program outcomes and utilize this information to improve client service delivery and further sustain the program?	5	5
<b>Additional Bonus Points:</b> <ul style="list-style-type: none"> <li>● Housing Counseling Agency</li> <li>● Past Sub-grant Performance</li> </ul>	2 3	2 3
<b>TOTAL POSSIBLE POINTS</b>	105	105



#### 9. APPLICATION CHECKLIST

- Application, including narrative and budget information
- Most recent IRS Form 990 or audited financial statements
- IRS 501(c)(3) determination letter or fiscal sponsor agreement with a 501(c)(3) nonprofit
- Organization chart
- Summary of strategic plan if available (maximum of 5 pages)
- OPTIONAL: 1-2 program-specific materials you wish to add that would be helpful for grant application reviewers (e.g. curriculum, reports, etc.)

#### 10. QUESTIONS/FURTHER INFORMATION

Please email [RFP@nationalcapacd.org](mailto:RFP@nationalcapacd.org) if you have any questions. Questions received through other avenues (e.g. phone calls, emails directed to individual National CAPACD staff) will not receive a response.