NATIONAL CAPACD

FAQs
Economic Empowerment in AAPI Communities 2019 RFP

QUESTIONS REGARDING SUBMISSION PROTOCOLS:

1. I have questions about the RFP. To whom should I direct my questions?
Questions about the RFP should be submitted to **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. May I submit more than one sub-grant application?
Your organization may submit only one sub-grant application per RFP cycle. Please select from either the performance based category or the program capacity building category.

3. Why are there two categories of funding?
Building the capacity of our members is an important part of our history and our new strategic plan. Thus, we have decided to more intentionally dedicate a greater share of our available grant funding to capacity-building initiatives. We will continue to target our capacity building funds to our highest need members – we are committed to following this approach as we build ways to increase the benefits of membership.

4. How much funding can I apply for?
Amounts will vary by RFP based on the funding available. For the 2019 grant year, 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. Please read the Request for Proposals that you received under section "Grant Award Details" to view the maximum amount of funding your organization can request.

5. Can two organizations submit a joint application that exceeds the $31,500 limit?
Yes, organizations may submit joint applications and could theoretically request more than the $31,500 limit given that there would be multiple organizations. National CAPACD has built in flexibility so applicants may be creative in the way that they structure their applications and so that National CAPACD can exercise our agency in figuring out how to properly distribute resources to sub-grantees.

6. Where can I download the Logic Model template?
The Logic Model template is on the last page of both the performance-based and capacity building applications.

7. What is the purpose of the "Additional Non-Financial Resources" box in the Logic Model?
National CAPACD is asking applicants to respond to what additional non-financial resources sub-grantees would find helpful in running their respective programs. Some examples of non-financial resources that National CAPACD can provide are scholarships to trainings or convenings, connections to local funder contacts, or access to curriculum materials that other AAPI-serving organizations use. Essentially, we are asking, "What else do you need besides funding to run a successful program?"

8. Do applicants need to submit a project strategic plan or an organizational strategic plan?

The logic model template in the application can serve as your project plan. The organizational strategic plan is an optional submission. If you choose to send us a strategic plan document, please make sure it does not exceed the five page (max) length. Your document should help us better understand who you are, your vision, and what you do so that we can assess values alignment between National CAPACD and your organization.

9. We submitted an RFP application to respond to the 2018 Housing Counseling HUD NOFA. What are the differences between these two RFPs?

The *Economic Empowerment in AAPI Communities 2019* funding pot does not include HUD funding. All of the funding from this sub-grant are from private sources of funding that are separate from HUD. The HUD NOFA RFP is being considered through an entirely different process. If you are a HUD housing counseling agency with National CAPACD, you should have already received notification on your proposed award amount. This RFP is essentially replacing our private housing counseling sub-grant and we have combined our private housing counseling funding with other private sources of funding to create a larger pot of funds.

QUESTIONS REGARDING APPLICANT ELIGIBILITY:

10. My organizations serves more than just AAPIs, am I still eligible to apply?

Organizations serving an increasingly multi-racial constituency are highly encouraged to apply, so long as low-income AAPIs remain a significant portion of the client base. We prioritize work in regions and neighborhoods with the largest populations of low-income AAPIs, the most underserved populations, and where economic need is growing the fastest or most pressing.

11. Our organization has limited experience in implementing a financial capability program. However, through our direct service with low-income AAPI community members, we have learned there is a large need to provide financial capability services. Are we qualified to apply since we have limited experience?

Organizations with less experience running financial capability programs are encouraged to apply for the capacity building category. This category is specifically designed to support new initiatives and programs, as well as those organizations that need to rebuild their existing programs. Please use the logic model in the application to describe your proposed approach for developing this new program.

12. Do I have to operate both a housing counseling program and a financial capability program to apply? What if I operate other asset building programs in which I incorporate financial empowerment?

No, you do not have offer both housing counseling and financial capability programs in order to apply. However, housing counseling agencies will receive extra bonus points, and those with integrated, comprehensive asset building programs could potentially receive a higher score during RFP review.

13. What is the Empowerment Economics framework and where we can find more information on this topic? How will a grantee be selected using this framework and will applicants need to add it to their program design to be considered?

Empowerment Economics is a concept National CAPACD developed in partnership with the Institute on Assets and Social Policy at Brandeis University and Hawaiian Community Assets and piloted with a few sub-grantees over the past few years. National CAPACD has published several documents, Foundations for the

Future and Innovations in Financial Capability reports on our website, which detail the different components of Empowerment Economics.

National CAPACD will be selecting four organizations who are already or plan to incorporate aspects of Empowerment Economics into their program models. A certain portion of our funds are designated to support these Empowerment Economics organizations, which should be further described in your application. Applicants who wish to apply for this Empowerment Economics pot of funds can be in both the performance-based or capacity building categories.

14. **Can applications include projects from more than one of the project areas listed in the Sub-grant Guidelines page 3?**

Yes, applicants may propose a sub-grant with more than one program area as long as they are economic empowerment programs. However, applicants may only apply to one type of grant category (performance-based or capacity building). Please articulate in your application whether your separate programs are integrated in any way. Your application budget should reflect the total request for your application.

15. **Can our proposal include collaborative efforts with another organization? Are we able to sub-grant to others?**

National CAPACD encourages collaboration and partnership. And sub-granting may be an appropriate approach to support this partnership. However, keep in mind the minimum and maximum amounts allowed for the grant category in which you are applying (performance-based or capacity building). Please refer to section 6 (funding limitations) of our Sub-grant Guidelines to make sure you are proposing activities that we are able to fund. Also, if you plan to dedicate costs toward any consultants, please be thoughtful about what percentage of your program budget is allocated to consultants versus other programmatic expenses.

16. **Do I have to be a member to apply?**

Membership with us has never been a requirement to be eligible for pass through funding – membership means much more than the important but transactional piece of sub granting. However, we hope you will consider joining as a member.

17. **Does National CAPACD require any matching funds?**

No, matching funds are not required in order to apply for a sub-grant. But all applicants are encouraged to list leveraged funding in order to demonstrate fiscal soundness.

QUESTIONS REGARDING SELECTION/AWARDING:

18. **Will applications be measured strictly on merit, or will geographical balance or other factors also be weighed?**

To view how your application will be scored, please read the RFP's scoring rubric. We recognize that some organizations have greater capacity and experience with writing grant proposals and take this into consideration when reviewing proposals. We are interested in helping organizations at varying levels of development and sophistication, including smaller serving organizations that may lack access to mainstream funding.

19. What are the geographic regions that National CAPACD sub-grantees serve?

National CAPACD has a national footprint. We prioritize work in regions and neighborhoods with the largest populations of low-income AAPIs, the most underserved populations, and where economic need is growing the fastest or most pressing. Over 60% of National CAPACD's members are located on the West and East coasts in major metropolitan areas and our least served geographic regions are the South and the Pacific Islands. We actively welcome sub-grantees from the South and the Pacific Islands to join our coalition and are developing strategies for member outreach and targeting in these geographic regions going forward.

20. Does National CAPACD award multi-year grants?

Currently, no multi-year sub-grants are available. The ability to offer multi-year grants is dependent upon the funding National CAPACD receives to redistribute to our network.

21. The proposed award ranges for funding for 2019 seem lower than in years past. What will this mean for my organization if I've been previously funded?

Sub-grant funding levels from 2015-2017 were exceptionally high because National CAPACD received several one-time infusions of Department of Justice settlement dollars. As noted at the time of those grant awards, sustained funding at those levels to National CAPACD (and to our sub-grantees) was not realistic and was not expected. We understand that this has implications for our member organizations, ranging from internal capacity to continuing the important work with our community. A reduction in funding now does not imply that there might not be increases in the future. We are building a sustainable sub granting strategy that we aim to share with you by 2020.

22. How much funding will National CAPACD pass-through and how many organizations are expected to receive grants?

The amount available for re-granting varies from year to year depending on funding availability, funder expectations and type of programs supported. For the 2019 grant cycle, a total of $315,000 is available to support **up to** 13 performance-based and **up to** 16 capacity building sub-grants. Please read the Request for Proposals that you received under section "Grant Award Details".

QUESTIONS REGARDING IMPLEMENATION/COMPLIANCE:

23. Do we have to use curriculum approved by National CAPACD or can we use any curriculum?

National CAPACD does not endorse any specific curriculum and has always stressed that curricula should be culturally responsive to the community that sub-grantees serve. If your organization seeks advice on curriculum, National CAPACD is willing to speak with you at greater length if your organization is chosen for a sub-grant.

24. Can capacity building funds be used for data gathering software (evaluation)?

Yes, evaluation software is an eligible expense for a capacity building sub-grant. National CAPACD encourages creative capacity building sub-grant proposals as long as the proposal seems like an appropriate use of funds for your program or organization. Please refer to section 6 (funding limitations) in our Sub-grant Guidelines which outlines the few types of activities which National CAPACD does NOT fund.

25. **Using client management systems is a required activity. If more than one type of service is included, for example one service targets small business, does it have to use the same client management software we have used for our other program (housing counseling)?**

In the past, National CAPACD has never required sub-grantees to utilize specific client management systems (CMS) and we will not do so going forward. However, with this sub-grant, National CAPACD is combining deliverables across various asset building activities so it may be convenient for you to use the same CMS software across your programs for reporting purposes.

26. **What outcomes will sub-grantees be responsible for tracking or reporting on for this sub-grant?**

All selected sub-grantees will be responsible for reporting their progress towards completion of financial and housing counseling activities and other compliance related questions. Additionally, capacity building sub-grantees will also report on reaching your organization's proposed capacity building goals, but are still required to provide financial and housing counseling services. All selected sub-grantees will receive reporting form templates in January 2019 when all other contracting documents including your MOU and proposed deliverables are finalized.