



**National CAPACD Request for Proposals**  
*Fostering AAPI Entrepreneurship TA Grant 2019-2020*

RFP Release Date: October 21, 2019  
 RFP Due Date: November 15, 2019, 5pm PT  
 Informational Webinar: Thursday October 24, 2019, 12 noon PT to 1pm PT  
<https://tinyurl.com/AAPientrepreneurs>  
 (Pre-registration required)

**CONTENTS**

1. Submission Guidelines.....	1
2. Application Timeline.....	1
3. Project Summary and Purpose.....	2
4. Grant Period... ..	2
5. Grant Award Details.....	3
6. Required Activities.....	3
7. Eligible Applicants.....	3
8. Scoring Criteria.....	4
9. Application Checklist.....	4
10. Questions/Further Information.....	4

**1. SUBMISSION GUIDELINES**

All applications are due by **November 15, 2019 at 5pm PT**. Applications must be complete, including a narrative 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 directed to Joyce Pisanant at [joyce@nationalcapacd.org](mailto:joyce@nationalcapacd.org) or **(510) 452-4800 ext 108**.

**2. APPLICATION TIMELINE**

Dates	Activity
10/21/19	RFP released
10/24/19, 12noon PT	Informational Webinar
11/15/19, 5pm PT	RFP deadline
12/20/19	Sites selected and notified
By 1/31/20	Contracting
TBD	Sub-grantee orientation



### 3. PROJECT SUMMARY AND PURPOSE

National CAPACD has recently been awarded a grant by the Ewing Marion Kauffman Foundation to implement a two-year national initiative to advance the economic inclusion of low-income Asian American and Pacific Islander (AAPIs) micro-entrepreneurs through expansion of culturally relevant business development services and access to capital. This initiative employs: 1) capacity building of community organizations to deliver culturally appropriate business counseling and micro-lending activities via a peer technical assistance model; complemented by 2) leadership development opportunities for practitioners on small business policy advocacy.

This Request for Proposals invites community based organizations to submit applications for technical assistance, as well as a \$7,500 sub-grant, to establish or grow small business programs that serve low-income Asian Americans and Pacific Islander (AAPI) entrepreneurs.

Selected organizations will receive technical assistance over a 9-month period in small business counseling and/or small business lending. This TA model will utilize a combination of group training and individualized technical assistance focused on business counseling and micro-lending practice, as well as advocacy trainings and opportunities focused on small business policy. TA will be provided through a combination of in-person and remote methods such as telephone or video conference.

Asian Pacific Islander Small Business Program (API SBP) will serve as the peer TA provider for business counseling, Renaissance Economic Development Corporation (REDC) the TA provider on micro-lending, and National CAPACD will be responsible for leadership development efforts on policy advocacy. Their qualifications are as follows:

- **APISBP** is a consortium of six members based in six neighborhoods across Los Angeles County, all of whom provide culturally relevant small business counseling and technical assistance to low- and moderate-income AAPI entrepreneurs. This organization has been building local capacity to serve AAPI entrepreneurs since 1999, and is an expert in how to establish, grow and sustain programs within small community based programs that serve low-income communities. Since 2012, APISBP has served as a technical assistance provider to other National CAPACD members that seek to grow their own small business counseling programs.
- **REDC** is a U.S. Treasury-certified CDFI and a SBA-approved Community Advantage and micro-lender. The organization is currently one of the top 10 SBA micro-lenders by dollar in the United States, and has been providing small business loans and business counseling since 1997. Since 2015, REDC has been serving as a technical assistance provider to other AAPI-serving community based organizations that are seeking to establish small business micro-loan programs. Jessie Lee will lead a team of 3 technical assistance providers from REDC, leveraging her 18 years of experience as a CDFI small business practitioner lending to immigrant entrepreneurs.

### 4. GRANT PERIOD

Awards will have a 9-month grant period of January 1, 2020 – September 30, 2020.

The organizations selected in 2019 will represent the first cohort of TA recipients to participate in this program. An additional RFP process will be held in Fall 2020 for the second cohort of participants. TA recipients in this first cohort may also apply to continue their TA into 2020.



## 5. GRANT AWARD DETAILS

- A total of 4-5 sub-grants will be made in each RFP round.
- 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.
- Sub-grant deliverables and scope of TA to be provided will be negotiated upon contracting.

## 6. REQUIRED ACTIVITIES

- Coordination of and participation in TA sessions with providers.
- Timely submission of all requested information for technical assistance to be effectively provided.
- Attendance in at least one in-person convening and any required trainings (e.g. – orientations, evaluation, certifications, other professional development).
- Administer and collect client surveys to measure programmatic outcomes.
- Utilize client management systems and evaluation tools for tracking and reporting client progress and program outcomes and impact.
- Submit a mid-term progress report and a final report, inclusive of client stories and financial reports.
- Work closely with National CAPACD to document and disseminate program findings (if appropriate) with local media, asset building practitioners, federal agencies and elected officials.

## 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.
- 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. SELECTION CRITERIA**

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

Category	Business Counseling Category Scoring %	Business Lending Category Scoring %
<b>Program:</b> What is the entrepreneur support program for which the organization is applying for TA? How does it or will it address a pressing need in the communities served? How does it relate to the organization’s broader community and economic development goals and strategies?	20	20
<b>Capacity Building Needs:</b> Are the program’s capacity building needs clearly identified? Are there resources in place to make use of this grant toward achieving outlined goals? Is the timing appropriate to receive and make use of the resources provided?	35	25
<b>Organizational Soundness:</b> How are program activities staffed (for program oversight and direct service delivery)? What is the experience of these staff? <i>For Business Lending category only:</i> What financial systems are in place to support lending activities? How fiscally sound is the organization?	35	40
<b>Access to Additional Funding:</b> Is the organization able to match with additional resources? Is there a line of credit against which to lend?	0	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?	5	5
<b>Evaluation:</b> Does the organization currently have systems in place to track program impact?	5	5
<b>TOTAL POSSIBLE POINTS</b>	100	100

NOTE: National CAPACD will also take into consideration geographic and ethnic diversity of the communities to be served by the selected sub-grantees. Although this factor is not officially scored, National CAPACD attempts to the best of its ability to equitably distribute resources to the diverse communities served by our members across the country.

**9. APPLICATION CHECKLIST**

- Application form
- 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
- A current organization chart

**10. QUESTIONS/FURTHER INFORMATION**

Please email [Joyce@nationalcapacd.org](mailto:Joyce@nationalcapacd.org) or call (510) 452-4800 ext 108 if you have any questions.