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Economic Empowerment in AAPI Communities 2020 RFP</td></tr>
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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 2020 grant year, performance-based awards will be a maximum of $30,000 and capacity building awards will be 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. Where can I download the Logic Model template?
The Logic Model template, and a sample logic model, can be found on our website at this link. Please note that this is a **separate** document from the application template and needs to be downloaded separately.

6. 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. An organizational strategic plan does not need to be submitted.

QUESTIONS REGARDING APPLICANT ELIGIBILITY:

7. **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.

8. **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 maximum amount 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.

9. **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.

10. **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:

11. **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.

12. **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.

13. 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.

14. Compared to previous years, how much does National CAPACD have to give out in private sub-grant funding?

Compared to last year, National CAPACD has approximately $50,000 more to give out this upcoming year. We have however made the decision to increase the typical award amount, thus we anticipate making up to 15 awards (which is fewer awards than in 2019).

It should be noted that 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.

QUESTIONS REGARDING IMPLEMENATION/COMPLIANCE:

15. 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.

16. Will National CAPACD be able to send sub-grantees a list of 'financial products' that can be counted for this grant?

Any product from an accredited financial institution (banks, credit unions, CDFIs, etc. but not from a payday lender) qualifies as a financial product for this grant. Examples include, but are not limited to, savings accounts, checking accounts, pre-paid debit cards, credit cards, lending circles, small business loans, fresh start loan, consumer loans, and mortgages. Depositing money (for example tax refunds) into already existing accounts does not qualify as a new financial product for the purposes of this grant.

17. 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.

18. 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.

19. **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 2020 when all other contracting documents including your MOU and proposed deliverables are finalized.