



NATIONAL CAPACD

FAQs

Fostering AAPI Entrepreneurship TA Grant RFP 2019-2020

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 Joyce Pisnanont, Director of Economic Empowerment, at joyce@nationalcapacd.org or (510) 452-4800 ext. 108.

2. Are there any word limits to keep in mind for each question section?

We do not have any specific word limit or character count. Please do your best to be succinct, clear, and brief.

3. Should the documents be sent in PDF form and do they need to be sent in one file or separate files?

We ask that you please PDF your forms and send it all in one file.

QUESTIONS REGARDING APPLICANT ELIGIBILITY:

4. Is this grant for developing a program, or can it be used for expanding and deepening an existing program?

The grant can be used for either purpose. There are certain organizations that need continuing technical assistance and support as they grow their programs. If your organization is in the very initial stages of exploring a small business program, that is acceptable as well.

5. If I have a current program that is for the general population, can I use this grant for expanding on AAPI access?

Yes, this is a great strategy. This funding is intended to support entrepreneurship in the AAPI community. If you are looking to provide more culturally relevant services for AAPI small businesses, this is a great opportunity to do so.

6. Does our organization need to be in National CAPACD's network to be eligible?

You do not need to be a member to apply for this grant. There are some folks who are new to National CAPACD and not "part of our network," and that is totally fine. There is a portion on the application that asks how you see yourself engaging with National CAPACD, so we ask you to tell us how you think your organization's work relates.

7. If we choose the business lending category, should we have a built relationship with financial institutions already?

If you already have a relationship with a financial institution, that is very helpful because it will facilitate your lending capacity more quickly. If you don't have one yet, you may want to start thinking about developing that as you are in the training process. If your application is accepted, Jessie from REDC can work with your organization to tap into different financial sources for your lending.



QUESTIONS REGARDING SUB-GRANT STAFFING:

- 8. For the trainings, will we have to dedicate one specific staff person, or can there be different staff to attend?**

APISBP: For small business counseling TA, you may have multiple people from your organization sitting in on the training. There should just be one point person in terms of scheduling and overall TA coordination.

REDC: For the business lending piece, it is helpful to have a consistent staff because the technical piece of lending is important for at least one person in the organization to understand. We can train multiple people but it may not be as effective if the knowledge is diffused amongst several different staff.

- 9. Should we have the staffing in place or can we share our plan for staffing the project if this is an area that we are not yet doing?**

APISBP: We are fine with reviewing staffing plans or plans to create a small business TA program. The TA we are providing may vary from organization to organization. And it in some cases might not necessarily involve training staff and instead may focus on program planning and talking with your organization's senior staff about such plans.

REDC: Because you would need a staff in place first to put through the training for entrepreneurial lending, you would want to have a designated staff member now. If you do not have a particular staff now, you should have a staff member in place by the time we go into training.

QUESTIONS REGARDING TRAINING CONTENT:

- 10. Regarding business counseling, can we hear or see the sample counseling? We have many clients who want to start small businesses but I don't know how to start. If we do get TA, will it be in-person or distance?**

APISBP: We do not film or broadcast the counseling we provide for the privacy of the clients. However, we would be doing some roleplay during the TA training. We will have at least one in-person visit to each of the recipients and do a lot of work over the phone.

REDC: The trainer generally meets with the organizations twice in person and the rest is over the phone. The organization visits Renaissance to see our staff do the lending, and then we will come out to see your staff to get a sense of your organization and offer training.

National CAPACD has also built into our budget support for all the sub-grantees to come together and meet at least once altogether during the grant period. This is an opportunity for everyone to interface in person and with others in the network. This convening might be open to National CAPACD's broader network of folks doing small business development work.

- 11. If our organization applies for business counseling support, will our staff receive training?**

If you are selected, your organization and your TA provider will develop a TA plan together. The TA that organizations are requesting may look really different. Some organizations may want to train staff so they can learn how to do intakes, for example. Some organizations might be in a more nascent stage and just want to develop a plan to start up a small business program. Each organization may be at a different stage so each TA plan will be tailored based on organizational need. We assess the organization's proposed TA needs in the application and then it is further negotiated upon contracting depending on how much TA and time they



need. The TA plan will drive the actual activities of the sub-grant. Please note that on page 3 of the RFP, we have listed the required activities of this sub-grant.

12. Is there direct small business assistance along with this program, such as down payment assistance?

Currently, National CAPACD does not have grants to offer small business loans or grants to have groups deploy lending. Unfortunately, not many funders provide funding for the purpose of down payment assistance. We have specifically set up this sub-grant program so that folks can learn to find that financial capital through training with REDC and APISBP.

QUESTIONS REGARDING REPORTING AND COMPLIANCE:

13. Can we report business counseling activities to a HUD Housing Counseling grant?

Technically, an agency that is offering integrated programs around financial capability could conceivably report their clients under the 'all' column of the HUD Housing Counseling 9902 form. However, we do not think this is advisable given that the intent and purpose of housing counseling is distinctly different from business counseling, even if it may be the same client whom has financial issues that impacts both their housing and their business. To avoid confusion, we recommend keeping the funding to support entrepreneur clients served by this activity separate from your HUD housing counseling grant/activities.