

FY2015 Asian American and Pacific Islander Capacity Building Grant
Questions and Answers and Frequently Asked Questions
March 19, 2015

1. Is the technology available to support email submissions or will the applications bounce back?

Yes, OAPIA can receive applications via email and the email will be clear so it can all be received without issue from the side of DC government. OAPIA cannot guarantee that your system will not have any issues or problems submitting the grant.

2. Do you prefer the proposal via email or hard copies?

There is no preference how the grants are submitted, whichever way is easiest for you.

3. In the RFA it said if via email give time for you to receive. What would you say to allow how much time.

As for time allowance, the computer is set up to receive very large files and our network is capable of handling them. It would depend on your system and network in sending a very large file and how much time or how much error you've experienced in the past to determine how much time is needed.

For every hardcopy and electronic submission a receipt will be furnished.

4. How does OAPIA keep the integrity of its review process?

OAPIA's review panel is composed of **independent** reviewers who have expertise in the funding areas and other related programmatic and evaluation areas. Every reviewer must sign a conflict of interest document stating that they do not have an interest in the applicants they are reviewing. If one of the review does have a conflict, s/he recluses him/herself and does not review the proposal. Furthermore, proposals sent to reviewers do not have the applying organization's name. It is blanked out.

5. Can an agency or organization submit more than one application?

Yes, an agency may submit more than one (1) application. Each application must meet each of the requirements described in the Request for Application.

6. What kind of financial documents are required?

The RFA requires the applicant to submit audited financial statements, or most recent 990 or cash flow statements. OAPIA is required to demonstrate that community-based organizations are financially stable to receive awards.

7. Can a group of individuals submit an application?

The Review Panel and OAPIA will not review applications that do not meet the eligibility criteria. Applicants will be notified in writing that the application did not meet the eligibility criteria. Note: Each applicant must demonstrate that they are a legally formed entity, operating within the District of Columbia and federal Internal Revenue Service (IRS) requirements. In addition, the applicant must have the designation of a nonprofit status.

8. Do you have an electronic workable versions for attachment?

The only electronic copy we have to offer is on our website, you may request a MS Word version from OAPIA by contact Neel Saxena at neel.saxena@dc.gov.

9. Do we get confirmation of the email submission?

Yes. Not only will you get confirmation for email submissions, but also for hardcopy submissions.

10. Do we have to submit documentation for partners?

Yes, but for formal partners only. If not, one agency needs to serve as the lead agency.

11. Are organizations with a 501(c)3 fiscal sponsor eligible for the AAPI Community Grant?

The applicant to the grant must be a 501(c)3 so yes the fiscal sponsor can apply for the grant, they must be the applying organization.

12. How can I obtain a tax and business certification?

This can be done through the Department of Consumer and Regulatory Affairs. A step by step process is outlined here –

<http://dcra.dc.gov/service/register-and-license-non-profit-organization>

13. What are SMART goals?

For more information on how to create SMART goals, please visit:

http://www.lehigh.edu/~inhro/documents/SMART_GoalsHandout.pdf

http://www.hr.virginia.edu/uploads/documents/media/Writing_SMART_Goals.pdf

14. Does everything has to be a PDF, or is that explained?

The submission be in one PDF, any additional attachments will not be reviewed. The submission should include ALL parts of your application and follow the submission guidelines in the RFA.