



**FY2015 Asian American and Pacific Islander Community Grant
Questions and Answers and Frequently Asked Questions**

August 20, 2014

1. Do applicants need to write two separate proposals if they are applying for two different funding areas programs?

Yes. For instance, if you applying for the funding areas for a housing program and public safety program, you must submit one proposal for the service/program you propose for housing and one for public safety.

2. Do applicants need to write two separate proposals if their proposed service/program incorporates two different funding areas?

No. For instance, if your proposed service/program (e.g., "Legal Access for Medicaid Recipients") happens to involve two funding areas (e.g. health and legal services), you do not have to submit two separate proposals.

3. Does it give an unfair advantage to national organizations who have capacity to write grants to apply?

OAPIA's community grant funding comes from District taxpayers. Our emphasis is keeping local money to local service providers.

4. 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.

5. 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.

6. 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 handing 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.

7. Although organizationally, we serve all racial and ethnic groups, the program we hope to propose for this grant program would exclusively (100%) serve the API community.

The **program** which you apply for must target API residents – if your organization or other programs do not primarily serve APIs that is not part of the condition.

8. 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.

9. In the RFA (page 9, F. Appendices, first bullet), does the applicant must submit all three financial documents (i.e., Audited financial statements and/or most recent 990 and/or cash flow statements for 2013 and year-to-date)?

No. Applicants should submit **one** of the three financial documents.

10. Will there be a grant for all funding areas? Does OAPIA want to fund all funding areas?

OAPIA would prefer to grant funds for all funding areas. However, if there are no quality proposals for a specific funding area, OAPIA will fund other quality proposals under other funding areas. **Please note:** OAPIA may receive only one proposal for a specific funding area that does not ensure that the proposal will be funded. If the proposal is not recommended through the review process, it will not be funded regardless if it's the only proposal under the specific funding area.

11. 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.

12. 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.

13. What happens to the application if we write more than 25 pages double-spaced?

The reviewers will only review and score the first 25 pages.

14. Will my agency's application be accepted if we miss the submission deadline?

The deadline for submission is 12:00 noon on September 15, 2014. The agency is expected to submit its application in accordance with the RFA requirements and timeline.

15. 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.

16. 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.

17. Do you want us to estimate the number we serve for particular site or look at the entire program?

Please refer to page 3. Specify the number of AAPI constituent that your program will likely to serve.

18. How does the review process work?

The review panel will receive the application and will start evaluating. The application then goes to OAPIA. Final decisions will be made by Director Koo.

19. Do we get confirmation of the email submission?

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

20. Do email attachments need to be numbered? (i.e. PDF files and such)

Yes. Number the pages. Handwrite the numbers if needed. Please, one attachment for all documents and one email submission per agency. Please do not submit partial documents in email or hardcopy.

21. For Narrative part of the application, do you want us to state both informal and/or formal collaborations?

If you feel it will help your application then yes, please include both informal and formal collaborations.

22. What is the timetable? When do you anticipate announcing your decisions?

Generally, the decision will be made within two months. You will start to get decisions sometime early August towards the middle of August.

23. 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.

24. How did this grant change from last year? What was the largest amount that was given out and how many grants were given out?

There are no major changes to this year's grant. This current year OAPIA gave out 9 grants with \$50,000 being the highest.

25. Do we still get some money from the grant from the proposed amount or is it like "winner-takes-all"?

Yes, you can be awarded with some portion of the proposed amount.

26. Can the population be from out of DC? Does the program need to be targeted specifically for DC residents?

The program can be targeted towards out-of-state residents if they are merchants in the city.

27. What are the possibilities of notifying us of possible late submission and reminding us to submit?

It is impossible for us to keep track of all possible applicants and contacting them one by one as the deadline is on a Monday and all applications need to be forwarded to the review panel shortly thereafter.

28. 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.

29. Is it sufficient to include our 2012 tax return and the letter from the IRS stating that they have given us an extension for 2013?

Yes, as long as both documents are included in the submission.

30. 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>

31. Can we have partnerships with OAPIA for this grant?

OAPIA cannot be one of your partners for your grant program submission.

32. 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

33. Do you not fund food for programs, should we not include food in the budget?

These funds cannot be used for purchasing food.

34. 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.

35. How would you define the small business aspect? How many employees?

I think it's up to you. So if it's a carry-out with 1 employee that counts as a small business.

36. How much can we charge for administrative costs?

The percentage can be found under the budget section in the RFA – the percentage for indirect costs which include administrative costs is 15%. There are 4 restrictions on expenditures: food, sales tax, lobbying (to cover any expenses to a prior award given you), and to supplement any other awards you're getting)

37. Are there percentage limits on how much of a program's funding can come from this grant?

No, we don't have a restriction or percentage, programs can be funded up to 100% of the cost to run the program

38. Do you fund project or programs, can the proposal be for an entire program or is it focused on a smaller project within a larger program?

The criteria does not exclude or differentiate between projects and programs specifically – the only time criteria related to the duration is that the proposal should provide efforts that start October 1, 2014 and end September 30, 2015.

39. If you submit 2 different proposals, do you have to submit all of the documents again?

Yes, because they will be reviewed by different people. Please submit a complete package of documents, incomplete submissions will be forwarded to the review panel.

40. Should we include the monitoring from the mayor's office in our proposals?

No, you would include your own evaluation process - our monitoring is independent of your organization's monitoring and evaluation.

41. Do you want supporting letters?

You are more than welcome to include supporting letters.