



Government of the District of Columbia  
Muriel Bowser, Mayor



Mayor's Office on Asian & Pacific Islander Affairs  
David Do, Director

## Q&A:

### FY17 AAPI Community Grant Pre Bidders Meeting –7/11/2016

**1. What are the priority funding areas for FY 2017?**

**Answer:** The priority funding areas for FY 2017 are those reflected on page 3 of the RFA: Education, Jobs and Economic Development, Public Safety, Civic Engagement, Health and Wellness, Youth Engagement, and Art and Creative Economy.

**2. Where in Zoom Grants can applicants include the program narrative/ description of how projects will address the funding areas?**

**Answer:** Applicants may provide a description on how the project will address funding areas in the space provided in question 7 of Zoom Grants, which states “What is the service/program that you are proposing?”

**3. Can applicants apply for a funding area not listed on the RFA?**

**Answer:** If an applicant wants to apply for a funding area not listed in the RFA, the applicant can check the last box labeled as “other,” and then specify which area they would like to apply for funding.

**4. In order to qualify for the grant, do applicants need to be located in the District of Columbia?**

**Answer:** Yes, in order to qualify for the grant, applicants must be physically located in the District of Columbia.

**5. What year should the audited financial statements be?**

**Answer:** Audited financial statements and/or most recent 990 and/or cash flow statements must be dated from 2015 and year to date.

**6. Do applicants need to include staff resume(s) of those that are not being requested to be funded through the grant, but will participate in the project?**

**Answer:** Yes. Applicants need to submit resume(s) for all staff that are involved in the program.





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**7. What certificates or documents do applicants need to provide when applying for the grant?**

**Answer:** Please refer to the "Supporting Documents" section of Zoom Grants for a list of all the documents that are required.

**8. The DC Clean Hands Certificate/ Certificate of Good Standing are now processed online. Can applicants submit copy of those documents to Zoom Grants?**

**Answer:** Yes. A copy of the electronic paperwork for [DC Clean Hands Certification](#) and [Certificate of Good Standing](#) submitted online can be uploaded to Zoom Grants.

**9. Can an applicant reuse the DC Clean hands Certification and Certificate of Good Standing that it has submitted to another agency to request for funding?**

**Answer:** Applicants should consult Office of Tax and Revenue (OTR) and the Department on Consumer and Regulatory Affairs (DCRA), which distributes these certifications on whether the certifications are still valid. If they are still valid they can be submitted.

**10. What is the Tax and Business Certification?**

**Answer:** These refer to the Certificate of Exemption from DC Office of Tax and Revenue (OTR) and Basic Business License from Department of Consumer and Regulatory Affairs (DCRA).

**11. If an applicant's proposed project will be at more than one location, does the applicant need to submit certifications for each location?**

**Answer:** If the proposed projects at varying locations are managed by a single organization, only one set of certifications is required. If the projects are managed by different partners for each location, separate certifications must be submitted for each location.

**12. If an applicant serves the DMV area, can the applicant receive grants for serving clients outside of DC?**

**Answer:** No. MOAPIA only provides funding for programs serving AAPIs in the District of Columbia.





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**13. Can the grant be used for staff salary?**

**Answer:** Yes.

**14. Does MOAPIA only fund existing programs or can new programs also receive funding?**

**Answer:** New programs can receive funding, but must have a focus on serving AAPI in the District and must satisfy the priority funding areas listed in the RFA.

**15. Can an applicant be from a faith-based group, but receive grants for a program that is not faith based?**

**Answer:** Yes. Applicants from faith-based organizations may apply for grants if the program they wish to receive funding for is not faith based.

**16. If an applicant has applied for funding sources at other DC agencies, do applicants need to submit a separate application and proposal to MOAPIA to receive funding?**

**Answer:** Yes. Applicants must submit a separate proposal to MOAPIA in order to apply for its grant.

**17. If an organization provides multiple services listed in the priority areas, would it be advisable to simply pick one of the specific projects and write the proposal regarding this, or would a proposal encompassing the interconnected strategies of its work be better?**

**Answer:** It depends on the design of the program(s). If it is one program, with 2 components, applicants can submit one proposal. If they are 2 different programs, applicants can submit 2 separate proposals. MOAPIA assumes that applicants have good understanding of the AAPI community's needs and encourage them to submit proposals for programs that they think will best address these needs. Proposals are evaluated based on its strength. An applicant must show that it has a good plan in providing services to the AAPI community.

**18. Is there a limit on the number of staff that can be listed per proposal?**





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**Answer:** No. There is no limit for number of staff per program, but the cap for indirect costs is fifteen percent of the funds.

**19. Can an organization submit multiple proposals for different projects?**

**Answer:** Yes. Applicants may submit more than one proposal.

**20. Is there any preference given to AAPI led or AAPI staffed organization when providing funding?**

**Answer:** No. Proposals are evaluated based on its strength.

**21. Can awarded funds be used to pay stipends to program participants and/or consultants?**

**Answer:** Awarded funds can be used to pay for consultants. Grant funds cannot be used to pay stipends to program participants. If an applicant would like to offer a job training program to pay participants a stipend, the applicant would need to apply for funding through the Department of Employment Services (DOES).

**22. The system that the District uses to handle grant funding, Ariba, charges grantees a service fee for using their system in the process of receiving grant funding. Can these expenses be included in the proposed budget?**

**Answer:** Applicants can add the full Ariba fee to their budget. However, if the applicant is receiving grants from multiple DC agencies, it can only add a certain percentage of the Ariba fee to the proposed budget for this particular grant. The Ariba fee must be divided by the number of grants an applicant receives from DC agencies.

