Frequently Asked Questions (FAQs)

1. **Who are Asian Americans & Pacific Islanders?**
   a. [Asian Americans](#) and [Pacific Islanders](#) are individuals who belong to the following groups:

1) Afghani
2) Asian Indian
3) Bangladeshi
4) Bhutanese
5) Burmese
6) Cambodian
7) Chamorro
8) Chinese
9) Fijian
10) Filipino
11) Hmong
12) Indonesian
13) Japanese
14) Korean
15) Laotian
16) Malaysian
17) Marshallese
18) Melanesian
19) Micronesian
20) Mongolian
21) Native Hawaiian
22) Nepalese
23) Okinawan
24) Pakistani
25) Polynesian
26) Samoan
27) Sri Lankan
28) Taiwanese
29) Thai
30) Tongan
31) Vietnamese

2. **Can I apply for this funding if my organization also serves Asian Americans and Pacific Islanders from other counties or states? Can I apply for this funding if my organization also serves other races?**
   a. Yes, you can still apply, however, the funds of this grant *must* only be utilized for Asian American and Pacific Islanders residing in Montgomery County Maryland.

3. **What are the reporting requirements?**
   a. Please refer to the [reporting template here](#) for specifics. Demographic data on all clients served must be captured (age, gender, race, ethnicity, and zip code) as well as the number of volunteers, hours donated, and volunteer value. Volunteer value can be calculated using U.S. Bureau of Labor Statistics Occupational Employment and Wage Statistics - https://www.bls.gov/oes/current/oes_nat.htm

4. **Are the grants for the activities and services performed in the past or for the future or for both?**
   a. The grants are for activities and services performed during the grant period of November 1, 2022 – June 30, 2023.

5. **Is it possible to be outside of these categories?**
   a. No, please keep all programming and activities within one or all of the listed funding categories.

6. **Can an RFP be submitted with activities in multiple categories you listed?**
   a. Yes, your organization can choose to focus on one or all of the categories.

7. **If the full amount is not awarded, will the outcomes also be modified to reflect the changed amount?**
   a. No.

8. **In terms of organizational capacity, should we already have staff onsite?**
   a. No, your organization does not need to have staff onsite already. If you don't have staff onsite, an explanation of your hiring plan, as well as the job description, can be provided.

9. **If you are an organization without one of the eligibility statuses, can you still apply?**
   a. No, only nonprofit organizations with a 501(c)(3) or 501(c)(4) designation at the time of application can apply for this funding. If you do not have this designation, you can learn more at the IRS website https://www.irs.gov/charities-non-profits/application-for-recognition-of-exemption.

10. **Is there a match requirement for the budget?**
    a. No
11. **Will the award be awarded to one organization or multiple?**
    a. Multiple
12. **If we have employees on 1099, do we still need workers comp?**
    a. No. Workers Comp is for W-2 employees. 1099 employees are not covered by Maryland Workers Comp insurance.
13. **We are a volunteer-based organization. Do we still need liability insurance and workers comp?**
    a. Maryland workers' compensation insurance is for W-2 employees, not volunteers. Commercial liability is needed for your organization regardless of employees, volunteers, or contractors.
14. **Can an organization submit more than one proposal?**
    a. An applicant can submit more than one proposal. However, no applicant will receive funding in excess of $100,000 across programs/proposals.
15. **How many awards are available?**
    a. There is not a limit on awards, but there is a cap on award amounts - $100,000 per organization. An organization can submit more than one proposal, but the total amount awarded is limited $100,000 across programs/proposals.
16. **How do I know which year's budget to upload?**
    a. For organizations that follow the calendar year, please upload your 2022 budget. For organizations that follow a fiscal year, please upload your FY2023 budget.
17. **Is it a requirement that my organization provides services under this program in different languages?**
    a. The services provided under this program must be linguistically accessible to the clients your organization serves. If your organization primarily serves a certain racial group, then the services must be accessible in the language that the racial group speaks. Having services available in other AAPI languages will not be a requirement.
18. **Will AAHI or PCC help promote the proposed programs and activities funded by this grant?**
    a. No.
19. **How can we prove that residents are within Montgomery County? Is this an honor system?**
    a. Please review the reporting requirements. You are required to provide demographic data – age, gender, race, ethnicity, and zip code on all clients served through this program.
20. **How do we account for the unhoused and/or undocumented population that we plan on serving in or programming?**
    a. When you are providing the service, please utilize the zip code for the area within Montgomery County where the service is taking place.
21. **My organization is waiting for our Good Standing Certificate, it may not be delivered before the application deadline. What should we do?**
    a. If the certificate is taking time, please ensure that your organization is in good standing by using the following link: https://egov.maryland.gov/businessexpress/entitysearch. If the organization is in good standing, we can accept the actual certificate at a later time.
22. **Can a grant only be awarded to an organization once? Or multiple times in different areas?**
    a. An applicant can submit more than one proposal. However, no applicant will receive funding in excess of $100,000 across programs/proposals.

1. **The portal says the deadline for submission is September 30ᵗʰ. Is that true?**
   a. No, that error has been fixed. As listed in the RFP, press release, and other platforms, the due date is October 2, 2022 at 11:59pm ET.

2. **One of the required documentation is the job descriptions of staff members who will be involved with the project. What should we include if we plan to hire someone but don't have them on staff yet?**
   a. You may include the job description of the position-to-be-filled and add a note about your plan and timeline for bringing this person on staff.

3. **Do we need to include bios for staff working on the project?**
   a. No, just the job descriptions.

4. **Can you explain more about the proposal criteria evaluation?**
   a. You will see that each of the evaluation criteria serves as a section within the application. The RFP describes in detail the specific questions you must respond to within each of those sections. You will be scored on how well you answer those questions in relation to the outcome statement of the funding categories your program falls under. The interview attendance is optional and those who attend an interview will be given five bonus points toward their score.

5. **Can an organization that got funded in the previous cycle apply for this cycle?**
   a. Yes. This is a new funding opportunity and application.

6. **Could you elaborate on measurement tools for monitoring outcomes such as behavioral change? Does the individual have to maintain a record that will be used as the basis?**
   a. It is up to how the applicant designs the program. You can decide whether the participants or clients will maintain their records (which you will check occasionally), or you will maintain the records.

7. **My organization is new and started operating after July 1, 2020. Can I still apply?**
   a. No. One of the eligibility requirements is that the applicant has been continuously delivering one or more culturally- and linguistically competent services to ethnically and economically diverse Asian American and Pacific Islander communities in Montgomery County, MD since July 1, 2020. So, if your organization started delivering such services after July 1, 2020, you are not eligible for this funding opportunity.

8. **Is there a requirement for a minimum number of persons to hire?**
   a. No.

9. **Is there space or opportunity for organizations that get funded to interact or share information?**
   a. We do not have definitive answers to this at this point. If we do decide to provide such space and opportunity, it will be communicated to the awarded organizations.

10. **How extensive do the monthly reports have to be?**
    a. Please refer to the Program Report Template, available on the website. It is mostly quantitative and will be done through the online portal.

11. **Since there is an emphasis on the unique identifiers (such as ID numbers for each client for demographic data), is there an issue with an individual attending different aspects of the project or receiving multiple services?**
    a. As shown in the Intended Outcomes Template (in the RFP) and the Program Report Template, we require every awardee to report on unduplicated and duplicated clients.

Therefore, it is expected that when an applicant designs their program, they will determine how they will measure the number of unduplicated and duplicated clients for **each** outcome. The duplication is not across the different outcomes or services. So if you have a program with two different outcomes, the individual receiving those services can be counted towards each of those outcomes separately. The duplication occurs within the same outcome.

12. **Is the grant going to pay for vehicles to provide transportation for senior citizens?**
    a. It depends on what your program is, how it is designed, the needs of the specific community served (using data), and how your program will respond to those needs. You will find a list of activities or services that will not be funded on page 3 of the RFP.

13. **Can we collaborate with other organizations?**
    a. Yes. Organizations are free to collaborate with other organizations. However, collaborations are not given any weightage in the decision-making process and are not part of the evaluation criteria.

14. Is there a publicly available database on Asian Americans in Montgomery County that is current?
    a. Yes.
        i. Data Montgomery: https://data.montgomerycountymd.gov/
        ii. ACS Census: https://www.census.gov/programs-surveys/acs
        iii. Montgomery County COVID-19 Surveillance Report

Technical Assistance Q&A

Last Updated: September 7, 2022

1. Is the recording of the 9/6 Informational Workshop available?
   a. Yes, it has been updated to the Healthy Communities Fund website, at the bottom of the page.
2. Can we provide services outside of Montgomery County?
   a. Yes, however, 100% of the funding from this grant must be utilized to serve Asian American and Pacific Islander community members who reside in Montgomery County, Maryland.
3. Will this grant cover both direct and indirect costs?
   a. Yes. As written in the Budget Template as well as the application, your indirect cost cannot exceed 10% of subtotal of contract expenses.
4. Is this a federal grant?
   a. No, this funding comes directly from Montgomery County, Maryland.
5. Can I sign up for more than one technical assistance appointment?
   a. No, each applicant is allowed one 30-minute appointment.