

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 | 12) Indonesian | 22) Nepalese |
| 2) Asian Indian | 13) Japanese | 23) Okinawan |
| 3) Bangladeshi | 14) Korean | 24) Pakistani |
| 4) Bhutanese | 15) Laotian | 25) Polynesian |
| 5) Burmese | 16) Malaysian | 26) Samoan |
| 6) Cambodian | 17) Marshallese | 27) Sri Lankan |
| 7) Chamorro | 18) Melanesian | 28) Taiwanese |
| 8) Chinese | 19) Micronesian | 29) Thai |
| 9) Fijian | 20) Mongolian | 30) Tongan |
| 10) Filipino | 21) Native Hawaiian | 31) Vietnamese |
| 11) Hmong | | |
2. Can my program serve other non-Asian races if my program is funded?
 - a. Depends. The funding received under this grant is only intended for Asian American residents in Montgomery County, Maryland only. Your program can serve non-Asians, however, Healthy Communities Funding cannot be used and the served client will not count towards your outcomes.
3. 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.
4. Does my organization have to be an AAPI-led organization?
 - a. No. Your organizations can apply as long as you serve AAPI clients residing in Montgomery County, Maryland.
5. Can I use HCF funding to supplement services administered under an existing grant-funded (county, state, federal, for-profit or nonprofit) program?
 - a. No. HCF funding cannot be used to cover funding shortages for an existing grant-funded program(s). HCF funding can be used to create new programs or continue existing programs that are not grant-funded.
6. What are the reporting requirements?
 - a. Please refer to the reporting template 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
7. 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 September 11, 2023 – June 30, 2024.
8. What is the difference between unduplicated and duplicated clients?
 - a. Unduplicated clients are defined as unique clients that are served by your organization. These clients are only counted one time.

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- b. Duplicated Clients are defined as repeat clients that are served by your organization. These clients are counted every time they receive a service.
9. Will my organization be notified before the public announcement of awards since there are only a few days between the announcement and the program start?
- a. Yes. Organizations that will be awarded funding will be privately notified prior to the public announcement of awards on September 8, 2023.
10. Is it possible to be outside of these categories?
- a. No, all programming and activities must fall within the funding categories outlined in the RFP.
11. Can an application be submitted with activities in multiple categories you listed?
- a. Yes, your organization can choose to focus on up to 2 of the 3 funding categories.
12. If the full amount is not awarded, will the outcomes also be modified to reflect the changed amount?
- a. No.
13. 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 in "Organizational Capacity" should be provided as well as a job description must be provided if you are requesting more than \$50,000 in total funding.
14. 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>.
15. Is there a match requirement for the budget?
- a. No.
16. Will the award be awarded to one organization or multiple?
- a. Multiple.
17. If we have employees on 1099, do we still need workers comp?
- a. No. Workers Compensation Insurance is for W-2 employees. 1099 employees are not covered by Maryland Workers Compensation insurance.
18. We are a volunteer-based organization. Do we still need liability, workers compensation, and automobile insurance?
- a. Maryland workers' compensation insurance is for W-2 employees, not volunteers. Commercial liability insurance is needed for your organization regardless of employees, volunteers, or contractors. Automobile insurance is needed if you have employees or volunteers that travel to serve clients or conduct programs or if you have a travel line item.
19. 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 \$150,000 across programs/proposals.
20. How many awards are available?
- a. There is no limit on the number of awards, but there is a cap on award amounts - \$150,000 per organization. An organization can submit more than one proposal, but the total amount awarded is limited to \$150,000 across programs/proposals.
21. How do I know which year's budget to upload?
- a. For organizations that follow the calendar year, please upload your 2023 budget. For organizations that follow a fiscal year, please upload your FY2024 budget.

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- b. Please upload your budget and not your income statement, balance sheet or cash flow statement. If your organization does not create budgets routinely, utilize the budget worksheet to create a prospective budget.
22. 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 not spoken by your clients will not be a requirement.
23. Will AAHI or PCC help promote the proposed programs and activities funded by this grant?
 - a. Yes. The request to promote a proposed program and activity must be made at least 2 weeks in advance.
24. 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. The data you report must be de-identified.
25. 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.
26. My organization doesn't have audited financial statements. Can I still apply?
 - a. Audited financial statements are required only from organizations requesting funding of more than \$50,000. If your organization does not have audited financial statements, you can submit a plan to complete an audit during the grant period. If your organization is funded by Healthy Communities Fund, your organization must get audited and submit a report no later than December 31, 2023. You can add the cost of the audit as a line item in your proposed budget.
27. 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.
28. 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 \$150,000 across programs/proposals.

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QUESTIONS ASKED DURING THE INFORMATION SESSION ON JUNE 29, 2023

1. Where can I find the template for the corporate budget you mentioned?
 - a. The "[FY24 Budget Request](#)" template can also be used to create an organizational program.
 - b. Please upload your budget and not your income statement, balance sheet, or cash flow statement.
2. What does (L) * mean on the question descriptions? e.g., Program Data (L)*, Key Outcomes (L) is Required.
 - a. The "(L)" and "(M)" are intended for the internal review process. Since it has no bearing on the questions and points, please feel free to ignore these notations.
3. Does this grant fund salaries for staff conducting this work?
 - a. Yes, this grant does fund salaries for staff conducting the work. There's a section to mention your program staff in the application under "Organizational Capacity" and in the "[FY24 Budget Request](#)". For any line item, make sure the justification is filled out.
4. Our organization is a food assistance initiative. A significant portion of the people we reach self-identify as Asian, but the program reaches other groups as well. Would our program qualify for this grant?
 - a. The program will qualify for this grant, but the program metrics will only count Asian Americans. While the program does qualify (as long as it meets all eligibility criteria), all the funds must only be directed toward AAPI residents only. Thus, for program reporting, your metrics must include AAPI residents only.
5. Do we have to attach the paid Good Standing Certificate or get the screenshot (free) from the county website like the last grant?
 - a. You can do either. Either screenshot or request the actual certificate.
6. What would this grant specifically fund in the areas of food insecurity?
 - a. Food distributions would fall under health and social support services. A program would be eligible if the recipients of the food distribution are AAPI residents in Montgomery County, MD.
7. Could we ask how our past proposal was graded according to your system?
 - a. No. The period to go over FY23 feedback has passed. Unsuccessful applicants to the FY2024 HCF may request a meeting to receive feedback on proposals after all grant awards have been distributed. However, that meeting will not change the award outcome.
8. We would like to apply for a grant to support the daily operation of our adult day care center. Are we ineligible for the grant since we receive funding support from the government, such as Medicaid?
 - a. Yes, you would be ineligible because you are receiving funding from another program. If you have any program funded on the state or federal level by another organization, that program is not eligible. If programs are fiscally separate, you will have to provide how the programs are separate.
9. Will we receive the PowerPoint that you are showing?
 - a. PowerPoint has been uploaded on the HCF website and can be found [here](#).
10. Can we see the awardee list approved from last year's grant?
 - a. Yes, you can view this at the AAHI website by clicking on the "About Our Work" menu and clicking on the "Healthy Communities Fund" submenu. You can also [click here](#).

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11. My non-profit is new and we have not been assigned the official status yet. We have a community-service history. Will I still be able to apply?
 - a. If your organization is not registered with the IRS as a nonprofit by the application deadline, you will be ineligible. You will also be ineligible if your organization is not registered with the State of Maryland and have a Good Standing Certificate at the time of application.
12. Our organization has served the Parent-Child Connect Workshop for Howard and Montgomery counties last year and this year. Is our organization ineligible to apply for this grant?
 - a. To be eligible, the applicant must have been continuously delivering services to AAPI communities in Montgomery County since July 1, 2021. If your organization does not meet this criteria, you are ineligible.