



Healthy Communities Fund



primary care coalition

# FY2025 Request for Proposals: Asian American Health Initiative (AAHI) Healthy Communities Fund (HCF)

## Section 1

### 1.1 - Introduction

This Request for Proposal (RFP) is to solicit applications from eligible organizations to provide health and wellness services to Asian American and Pacific Islander communities in Montgomery County, Maryland. Services are limited to health and social support services; behavioral health; and senior wellness.

### 1.2 - Background

The Asian American Health Initiative (AAHI) is a division of Montgomery County Government’s Department of Health and Human Services, Office of Community Affairs. The mission of AAHI is to improve the health and wellness of Asian American and Pacific Islander communities in Montgomery County by applying equity, community engagement, and data-driven approaches. AAHI has contracted the Primary Care Coalition (PCC) to administer the Healthy Communities Fund (HCF). PCC is a 501(c)(3) nonprofit organization with a mission to improve the health of vulnerable individuals and families by building partnerships and strengthening systems.

Montgomery County is one of the most diverse counties in the U.S, with over 61% of the County’s population being minorities - Asian American residents account for about 15% of the total County population.<sup>1</sup> Because of the growing diversity and wide range in language, culture, and socioeconomic status within the Asian American and Pacific Islander (AAPI) communities, providing education and services to people of AAPI descent is more complex and requires custom approaches to reach the at-need communities. AAHI has determined the most effective method of delivering complex and customized services is by supporting community-based organizations

<sup>1</sup> 2022 American Community Survey 1-Year Estimates Detailed Tables, U.S. Census Bureau

(CBOs), faith-based organizations (FBOs), and non-profits to provide linguistically and culturally appropriate services to the diverse AAPI communities. The Healthy Communities Fund for Asian Americans and Pacific Islanders seeks to fund programs in behavioral health, senior wellness, and health & social support services.

The Asian American Health Initiative and Primary Care Coalition seek qualified service providers to administer culturally and linguistically appropriate programs and services that improve the health and wellness of Asian American and Pacific Islander communities in Montgomery County Maryland. All applicants must provide services to Asian Americans and Pacific Islanders in Montgomery County, Maryland.

## Section 2

### 2.1 - Eligibility

To be eligible for a grant award under this program the applicant organization must:

1. Be a nonprofit corporation with either 501(c)(3) or 501(c)(4) tax-exempt status.
2. Provide services to Asian Americans and Pacific Islanders (AAPI) in Montgomery County, Maryland. Applicants may be located in other jurisdictions, but the proposed program(s) **must serve AAPI residents of Montgomery County only**. See “How This Program Defines Asian American and Pacific Islanders” for more details.
3. Be registered and in good standing with the State of Maryland or adjacent jurisdiction. Have all appropriate licenses and insurance consistent with the Primary Care Coalition terms and conditions.
4. Have been continuously delivering one or more culturally and linguistically competent services to ethnically and economically diverse AAPI communities in Montgomery County, Maryland since July 1, 2022.
5. Have the ability and capacity to provide services throughout the term of the grant period which ends June 30, 2025.
6. Agree to collect and report on all client data (i.e. age, race, gender, zip code, etc.) in the aggregate.

NOTE: The services funded by this grant cannot be funded through other Montgomery County contracts or grants.

## 2.2 - How This Program Defines Asian American and Pacific Islanders

For all services provided through the Healthy Communities Fund, the following ethnicities are considered Asian American and Pacific Islander according to the Montgomery County, MD population as listed in the United States Census Bureau<sup>2</sup> and past program precedent:

<b>East Asian</b>	Chinese, except Taiwanese	Hmong	Japanese	Korean
	Mongolian	Okinawan	Taiwanese	Other East Asian (specify)
<b>Southeast Asian</b>	Burmese	Cambodian	Filipino	Indonesian
	Laotian	Malaysian	Mien	Singaporean
	Thai	Vietnamese	Other Southeast Asian (specify)	
<b>South Asian</b>	Asian Indian	Bangladeshi	Bhutanese	Nepalese
	Pakistani	Sikh	Sri Lankan	Other South Asian
<b>Central Asian</b>	Kazakh	Uzbek	Other Central Asian (specify)	
<b>Other Asian</b>	Afghani	Other Asian (specify)	Other Asian (not specified)	Two or more Asian
<b>Polynesian</b>	Native Hawaiian	Samoaan	Tongan	Other Polynesian
<b>Micronesian</b>	Chamorro	Guamanian	Other Micronesian	
<b>Other Native Hawaiian and Other Pacific Islander</b>	Other Native Hawaiian and Other Pacific Islander (not specified)			

<sup>2</sup> For Asian Americans: <https://data.census.gov/table/ACSDT5Y2022.B02015?t=Asian&g=050XX00US24031>

For Pacific Islanders: <https://data.census.gov/table/ACSDT5Y2022.B02019?q=pacific%20islander&g=050XX00US24031>

## Section 3

### Section 3.1 - Basis for Awards

A Review Committee (RC), comprised of community leaders and staff from PCC, AAHI, and Montgomery County Government, will review proposals and make recommendations for awards. Only applications that are complete and pass a technical review will be considered by the RC. The technical review will include an eligibility review, a document review, and a content review. The RC will not consider incomplete proposals. Final awardees and award amounts will be decided by AAHI and PCC based on the RC recommendations.

Applicants selected for an award will be notified by September 20, 2024, subject to negotiations of final terms and conditions. The grant period will begin on October 1, 2024. Unsuccessful applicants 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.

*All awards will contract with the Primary Care Coalition and be subject to the Primary Care Coalition Terms and Conditions.*

### Section 3.2 - Award Categories

The Healthy Communities Fund seeks to ensure that the fund is equitable and accessible to all organizations regardless of size, capacity, and years of service. Applicants must apply for funding in one award category only. Award categories are not ranked by order of importance, do not have maximum or minimum awards to be distributed, and will not be evaluated differently. The same proposal evaluation criteria will be used. However, due to the different levels of funding, the application requirements are different. **Organizations are encouraged to select a category and request amounts that are best suited to their organizational capacity and fiscal capability.**

AWARD CATEGORY	DESCRIPTION
\$50,000 OR LESS	The budget submitted and the amount requested <b>must be equal to or less than \$50,000.</b>
MORE THAN \$50,000	The budget submitted and the amount requested <b>must be greater than \$50,000.</b>

### Section 3.3 - Funding Categories

All proposed programs must address one of the following funding categories and the corresponding outcome statements listed below.

- Funding categories are not ranked by order of importance and the number of funding categories selected by an applicant does not increase the points awarded.
- These funding categories are for the direct benefit of the AAPI communities and residents.

- Service examples are just examples. Thus, organizations are encouraged to propose services, within the described funding categories, that can best address the specific needs of the communities they serve.

FUNDING CATEGORY	OUTCOME STATEMENT	SERVICE EXAMPLES
Health Services & Social Support Services	Provide linguistically accessible and culturally appropriate services that improve health and/or enhance access to health or social support services	<ul style="list-style-type: none"> <li>• Chronic illness self-management programs</li> <li>• Culturally responsive food assistance efforts such as community food pantries, food distributions, or hot meals distributions</li> <li>• Programs aimed at improving cultural responsiveness/awareness of healthcare professionals</li> </ul>
Behavioral Health	Reduce stigma around seeking behavioral health services and encourage people to seek treatment	<ul style="list-style-type: none"> <li>• Programs aimed at diversifying the behavioral health workforce</li> <li>• Providing counseling services in common Asian languages</li> <li>• Programs that focus on youth suicide prevention</li> </ul>
Senior Wellness	Provide linguistically accessible information and social support to AAPI seniors	<ul style="list-style-type: none"> <li>• Programs addressing social isolation and loneliness among Asian American seniors</li> <li>• Conducting workforce development among AAPI to provide senior wellness services</li> <li>• Culturally specific AAPI Adult Day Centers</li> </ul>

The following types of services are **not eligible** for an award through the Healthy Communities Fund.

1. **Social media programs** – programs or services that operate on and/or primarily engage social media platforms such as Facebook, Twitter, WhatsApp, WeChat, IMO, Instagram, YouTube, TikTok, Snapchat, LinkedIn, etc.
2. **Online content production and distribution** – Distribution can have an online component but not solely online.
3. **Religious events or celebrations** – Religious events can be used to provide services, but funding cannot be used to solely pay for religious events or celebrations.
4. **Cultural events or celebrations** – Cultural events can be used to provide services, but funding cannot be solely used to pay for cultural events or celebrations.
5. **Political events or celebrations.**
6. Services funded through other Montgomery County contracts or grants.
7. **Services that do not capture and report the age, race, gender, and zip code of clients served.**

### Section 3.4 - Awards

The Healthy Communities Fund will make grant awards of up to \$150,000 after a thorough competitive review of all completed proposals. Community organizations of all sizes are encouraged to apply as there is **no minimum amount to request for funding**.

The amount of funding awarded will be based on the budget justification, alignment of the budget with the proposed program, and organizational capacity to perform the proposed program. **The award amount may differ from the funding amount requested**.

## Section 4

### Section 4.1 - How to Apply

Applicants should visit [this website](#) to access the application.

- New applicants must “Create New Account” to access the application.
- Current HCF grantees and previous HCF applicants can log in with their existing credentials and click on the "Apply" tab to access the application.
- All applications must be submitted on the portal by **11:59 PM ET on August 5, 2024**.
- Organizations may reach out to [faaiza\\_ahmed@primarycarecoalition.org](mailto:faaiza_ahmed@primarycarecoalition.org) for assistance in the application process.
- **Incomplete applications will not be reviewed or considered for an award.**
- Applicants can also get assistance with composing their applications by registering for [free program strategy consultations](#). These appointments are available on a first-come, first-served basis ([see Program Strategy Consultations section below](#)).

### Section 4.2 - Timeline

The grant period for AAHI Healthy Communities Fund will be from October 1, 2024 to June 30, 2025.

#### Key Dates:

- RFP publication date: June 25, 2024
- Applications open: June 25, 2024
- Program strategy consultations are available on a first-come, first-served basis by [registering here](#).
- Informational Workshop: July 1, 2024, from 4:30 PM to 6:00 PM ET. [Register here to attend](#).
- **Proposal due date: 11:59 PM ET on August 5, 2024**
- Selected Candidates Interview: September 10-19, 2024

- Upon application review, selected candidates will be invited to a virtual interview with AAHI and PCC program staff to present their programs and target measures.
- Grantees Onboarding: October 1 – October 15, 2024
  - During this time, awardees will meet with the PCC data consultant to strategize plans to measure and report outcome measures. Outcome measures are required and must be approved **before** providing any service.
- Program start: October 1, 2024
  - Programs must begin serving clients by November 30, 2024.
- Progress Reports must be submitted by the 10<sup>th</sup> of every month.
- Program end: June 30, 2025
- Final report due date: July 15, 2025

### Section 4.3 - Disbursement Schedule

Successful applicants will receive funds based on the following schedule:

- 1<sup>st</sup> Installment: October 15, 2024
- 2<sup>nd</sup> Installment: January 21, 2025
- 3<sup>rd</sup> Installment: March 18, 2025
- 4<sup>th</sup> Installment: May 20, 2025

Timely disbursement of the 1<sup>st</sup> installment will depend on the organization providing a complete signed grant agreement, W9 and ACH form, and Invoice #1 by September 27, 2024. Timely disbursement of the second, third, and fourth installments will depend on providing accurate accounting details and invoice **AND** satisfactory submission of reports and progress towards objectives as stated in the Primary Care Coalition Terms and Conditions.

### Section 4.4 - Proposal Evaluation Criteria

<b><u>CRITERIA</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>POINTS</u></b>
<b>A</b>	Background	<b>20</b>
<b>B</b>	Approach	<b>20</b>
<b>C</b>	Data Collection	<b>20</b>
<b>D</b>	Organizational Capacity*	<b>20</b>
<b>E</b>	Budget	<b>20</b>

\*If you are an FY24 HCF grantee who did not meet 90% of the target metrics or complete all the proposed activities, 5 points will be deducted from Organizational Capacity.

## Section 5

### Section 5.1 - Category Selections (no points for making selections)

- Award Category:
  - \$50,000 or less
  - More than \$50,000
- Funding Category (*select no more than 2 categories*)
  - Health & Social Support Services
  - Behavioral Health
  - Senior Wellness

### Section 5.2 - Proposal Instructions for **MORE THAN \$50,000**

The online proposal submission will include the following. All applicants must complete all required fields and submit all requested files.

#### 5.2.1 Narrative Proposal

- Executive Summary
  - Provide a short executive summary of your proposed program.
- Background (20 total possible points)
  - Specify the needs of your community (2 points). Justify the needs using existing data (national, state, county, or your organization) (2 points). Explain how your program addresses those needs (5 points)  
(9 total points)
  - Identify the specific AAPI population subgroup(s) to be served.  
(1 total point)
  - Provide evidence on how the proposed program is best suited to address the need(s). Examples of evidence can be citing research articles, successful models, best practices, and more.  
(10 total points)
- Approach (20 total possible points)
  - Provide a list of all activities that will be performed for each funding category along with a clear timeline for each of the activities using the template below.  
***Note that the program must begin serving clients by November 30, 2024.***

Funding Category	Objective	Activity/Service	Start Date	End Date

(10 total points)



- Detail the outcomes and impact your organization wishes to accomplish with the program. (5 points) Provide details on how you plan to capture the impact the program makes (5 points).  
(10 total points)
  - Data Collection (20 total possible points)
    - Walk us through how the program data will be collected (see [program reporting template](#) – all data must be collected and reported. Partial data will not be acceptable) (3 points). Make special mention of methods, software, tools, and techniques to be used (2 points). (5 total points)
    - Explain how unduplicated (unique) and duplicated (repeat) clients will be tracked during service delivery. Include specific details on methods, systems, and processes. (10 total points)
    - Provide the expected number of duplicated and unduplicated clients that will be served in each funding category and across the program during the fiscal year. Describe how the expected number for each funding category was determined/calculated. (5 total points)
  - Organizational Capacity (20 total possible points)
    - Describe your expertise in providing the service(s) **in your selected funding category** and experience serving AAPI populations in Montgomery County, Maryland. In your answer, include specific timeframes and details concerning your experience working with AAPI populations and sub-populations. (5 total points)
    - Outline your staffing plan *for this project only* and describe the role of each staff in the proposed program. (5 total points)
    - Describe your performance on previous grant-funded programs and if your program achieved the targets set by your organization and funder. Detail, with example(s), the highlights of your grant-funded programs. If your organization has not received grants in the past, discuss, with example(s), the strategies you use to evaluate your organization’s annual performance. (5 total points)
    - Describe how your organization recruits new clients and retains existing clients in general and for this program specifically. (5 total points)

#### 5.2.2 Budget (20 total possible points)

- Budget
  - Completed budget worksheet (see [budget request template](#)). *Please make sure to complete all the columns in the template.* (5 total points)
  - Provide a detailed justification that clearly describes the proposed expenditures including the purpose/reason for the expenditure, an explanation of the calculation of cost, and how the cost compares with the organizational budget. (8 total points)

- Is this program currently receiving additional funding from Montgomery County? If so, how will HCF funding impact the program? Yes/No (2 total points)
- Budget Analysis – These points will be awarded after comparing the program budget with the organizational budget. (5 total points)

### 5.2.3 Required Documentation

- Current Board of Directors Roster
- IRS determination letter
- Most recent organizational tax return
- Most recent organizational budget (*this is different from the program budget*)
- Most recent auditor report
  - *If your organization does not have an audit within the last 5 years, please submit a plan to complete an audit during the grant period. You can include the cost of completing the audit in your budget.*
- Good Standing Certificate
- Insurance Certificates
  - Commercial Liability
  - Workers Compensation
  - Automobile Insurance – if you have employees or volunteers that travel to serve clients or conduct programs or if you have a travel line item.

## Section 5.3 - Proposal Instructions for \$50,000 OR LESS

The online proposal submission will include the following. All applicants must complete all required fields and submit all requested files.

### 5.3.1 Narrative Proposal

- Executive Summary
  - Provide a short executive summary of your proposed program.
- Background (20 possible total points)
  - Specify the needs of your community (2 points). Justify the needs using existing data (national, state, county, or your organization) (2 points). Explain how your program addresses those needs (4 points) (8 total points)
  - Identify the specific AAPI population subgroup(s) to be served. (2 total points)
  - Provide evidence on how the proposed program is best suited to address the need(s). Examples of evidence can be citing research articles, successful models, best practices, and more. (10 total points)
- Approach (20 total possible points)
  - Provide a list of all activities that will be performed for each funding category along with a clear timeline for each of the activities using the template below.  
***Note that the program must begin serving clients by November 30, 2024.***

Funding Category	Objective	Activity/Service	Start Date	End Date

(10 total points)
  - Detail the outcomes and impact your organization wishes to accomplish with the program. (5 points) Provide details on how you plan to capture the impact the program makes (5 points). (10 total points)
- Data Collection (20 total possible points)
  - Walk us through how the program data will be collected (see [program reporting template](#) – all data must be collected and reported) (3 points). Make special mention of methods, software, tools, and techniques to be used (2 points). (5 total points)
  - Explain how unduplicated (unique) and duplicated (repeat) clients will be tracked during service delivery. Include specific details on methods, systems, and processes. (10 total points)
  - Provide the expected number of duplicated and unduplicated clients that will be served in each funding category. Describe how the expected number for each funding category was determined/calculated. (5 total points)
- Organizational Capacity (20 total possible points)

- Describe your expertise in providing the service(s) **in your selected funding category** and experience serving AAPI populations in Montgomery County, Maryland. In your answer, include specific timeframes and details concerning your experience working with AAPI populations and sub-populations. (10 total points)
- Outline your staffing plan *for this project only* and describe the role of each staff in the proposed program. (5 total points)
- Describe your performance on previous grant-funded programs and if your program achieved the targets set by your organization and funder. Detail, with example(s), the highlights of your grant-funded programs. If your organization has not received grants in the past, discuss, with example(s), the strategies you use to evaluate your organization's annual performance and how your organization recruits new clients and retains existing clients. (5 total points)

### 5.3.2 Budget (20 total possible points)

- Completed budget worksheet ([see template](#)). *Please make sure to complete all columns in the template.* (10 total points)
- Provide a detailed justification that clearly describes the proposed expenditures including the purpose/reason for the expenditure, an explanation of the calculation of cost, and how the cost compares with the organizational budget. (8 total points)
  - Is this program currently receiving additional funding from Montgomery County? If so, how will HCF funding impact the program? Yes/No. (2 total points)

### 5.3.3 Required Documentation

- Current Board of Directors Roster
- IRS determination letter
- Most recent organizational tax return
- Most recent organizational budget (*this is different from the program budget*)
- Good Standing Certificate
- Insurance Certificates
  - Commercial Liability
  - Workers Compensation
  - Automobile Insurance – if you have employees or volunteers that travel to serve clients or conduct programs or if you have a travel line item.

## 5.4 Expectations From Selected Candidates and ALL Awardees

Selected candidates will be required to adhere to the following:

1. Selected Candidates Interview
  - a. Upon application review, selected candidates will be invited to a virtual interview with AAHI and PCC program staff to present their programs and target measures.

- b. Program staff responsible for any of the proposed activities must participate in the interview.

All awardees will be required to adhere to the following:

1. Onboarding meeting including 1:1 Data Consultation: Meet with the PCC Data Consultant and grant monitors to finalize how to measure and report on outcomes **before** providing any services.
  - a. Program staff responsible for any of the proposed activities must attend the onboarding meeting.
2. Grantees that fail to meet the grant requirements according to the Primary Care Coalition Terms and Conditions may be subjected to a corrective action plan.
3. Progress Reports: Submit finalized progress reports by the 10<sup>th</sup> of every month starting November 1, 2024.
  - a. Reports must be submitted using the reporting template provided by program staff and an approved modality.
  - b. Any delay in submitting a complete report will delay the disbursement of funds.
4. Bimonthly Program Meetings: Every organization must participate in meetings every other month to discuss the program report and program implementation.
  - a. The meetings must occur by the 20<sup>h</sup> of every other month. The organization's main contact person and program manager must be present during the meeting.
    - i. The program staff and the main contact person in the monthly meeting must be well-versed in the submitted proposal and the grant contract.
5. Program Content: Any public-facing content that is developed by the grantee must appropriately acknowledge funding from AAHI and PCC.
6. Program Activities and Targets: Grantees must ensure all proposed activities and targets are met by the program end date of June 30, 2025.
  - a. Any grantee that fails to complete all proposed activities, serve at least 80% of the proposed clients served target, or provide documents and accurate reports in a timely fashion will have up to 5 points deducted from the "Organizational Capacity" section in future HCF funding proposals. In addition, for future HCF funding opportunities, notes on past grantee performance will be provided to the Review Committee to better inform their review of applications.
7. Any request for amendments to the contract including budget must be submitted before April 30, 2025. Any request after that will not be entertained.
  - a. Any unused funds by June 30, 2025, must be returned.
8. All awardees will be subject to the Primary Care Coalition Terms and Conditions.

## Program Strategy Consultations

To ensure equitable access to funding, and to support AAPI-serving organizations in developing successful programs and writing compelling grants, AAHI is offering program development consultations with AAHI Program Staff during the grant application period.

This one-on-one technical assistance is provided on a first-come, first-served basis. The technical assistance will only be provided to eligible organizations (refer to [Section 2.1 Eligibility](#)). Organizations must [register](#) to avail this benefit on a first-come, first-served basis.

## Section 6

### 6.1 FREQUENTLY ASKED QUESTIONS

**For any questions not listed here, please email [Rachel\\_Lee@primarycarecoalition.org](mailto:Rachel_Lee@primarycarecoalition.org). The responses to all questions will be posted [here](https://AAHIinfo.org/FY2025HCF/) – <https://AAHIinfo.org/FY2025HCF/>.**

1. What if the race that I serve is not listed in Section 2.2?

If the race that you serve is not listed in [Section 2.2](#), then your program is ineligible. If there is a race that you strongly believe is part of Asian American and Pacific Islander and that is not on the list, please email [Rachel\\_Lee@primarycarecoalition.org](mailto:Rachel_Lee@primarycarecoalition.org).

2. How did you determine the races in Section 2.2?

These races were developed based on the U.S Census data and the county demographics. There are more subgroups listed in the RFP than the U.S. Census based on past HCF program precedent.

3. Can my program serve other non-Asian races if my program is funded?

Depends. The funding received under this grant is only intended for Asian American residents of 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.

4. 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?

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.

5. Does my organization have to be an AAPI-led organization?

No. Your organizations can apply as long as you serve AAPI clients residing in Montgomery County, Maryland.

6. Can I use HCF funding to supplement services administered under an existing grant-funded (county, state, federal, for-profit or nonprofit) program?

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 expand existing programs. Please ensure you provide justification under the Budget section of the application.

7. What are the reporting requirements?

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](https://www.bls.gov/oes/current/oes_nat.htm).

Note this is a generic template – awardees will receive program-specific reporting templates.

8. Are the grants for the activities and services performed in the past or for the future or for both?  
The grants are for activities and services performed during the grant period of October 1, 2024 – June 30, 2025.
9. What is the difference between unduplicated and duplicated clients?  
Unduplicated clients are defined as unique clients that are served by your organization. These clients are only counted one time.  
Duplicated Clients are defined as repeat clients that are served by your organization. These clients are counted every time they receive a service.
10. 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?  
Yes. Organizations that will be awarded funding will be privately notified prior to the public announcement of awards.
11. Is it possible to be outside of these categories?  
No, all programming and activities must fall within the funding categories outlined in the RFP.
12. Can an application be submitted with activities in multiple categories you listed?  
Yes, your organization can choose to focus on up to 2 of the 3 funding categories.
13. If the full amount is not awarded, will the outcomes also be modified to reflect the changed amount?  
No.
14. In terms of organizational capacity, should we already have staff onsite?  
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. If your organization fails to hire staff by December 30<sup>th</sup>, a modified budget must be submitted.
15. If you are an organization without one of the eligibility statuses, can you still apply?  
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>.
16. Is there a match requirement for the budget?  
No.
17. Will the award be awarded to one organization or multiple?  
Multiple.
18. If we have employees on 1099, do we still need workers comp?  
No. Workers' Compensation Insurance is for W-2 employees. 1099 employees are not covered by Maryland Workers' Compensation insurance.



19. We are a volunteer-based organization. Do we still need liability, workers' compensation, and automobile insurance?

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 who travel to serve clients or conduct programs or if you have a travel line item.

20. Can an organization submit more than one proposal?

No.

21. How many awards are available?

There is no limit on the number of awards, but there is a cap on award amounts - \$150,000 per organization and the funding available - \$1,500,000.

22. How do I know which year's budget to upload?

For organizations that follow the calendar year, please upload your 2024 budget. For organizations that follow a fiscal year, please upload your FY2025 budget. 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.

23. Is it a requirement that my organization provides services under this program in different languages?

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.

24. Will AAHI or PCC help promote the proposed programs and activities funded by this grant?

Yes. The request to promote a proposed program and activity must be made at least 2 weeks in advance by email.

25. How can we prove that residents are within Montgomery County? Is this an honor system?

Please review the reporting requirements, which can be found [here](#). 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 and aggregated (you will not report a specific person, but rather how many males, females, etc.).

26. How do we account for the unhoused and/or undocumented population that we plan on serving in or programming?

When you are providing the service, please utilize the zip code for the area within Montgomery County where the service is taking place.

27. My organization doesn't have audited financial statements. Can I still apply?

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 the Healthy

Communities Fund, your organization must get audited and submit a report no later than December 31, 2024. You can add the cost of the audit as a line item in your proposed budget.

28. My organization is waiting for our Good Standing Certificate, it may not be delivered before the application deadline. What should we do?

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 or a timestamped screenshot of the standing.

29. What does (L) \* mean on the question descriptions? e.g., Program Data (L)\*, Key Outcomes (L) is Required.

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.

30. Does this grant fund salaries for staff conducting this work?

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 “[FY25 Budget Request Template](#)”. For any line item, make sure the justification is filled out.

31. 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?

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. Thus, for program reporting, your metrics must include AAPI residents only.

32. What would this grant specifically fund in the areas of food insecurity?

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.

33. Could we ask how our past proposal was graded according to your system?

No. The period to go over feedback has passed. Unsuccessful applicants to the FY2025 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.

34. Can we see the awardee list approved from last year’s grant?

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.

35. 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?

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.