

THIS DOCUMENT HAS BEEN UPDATED ON JULY 3, 2023. GO TO PAGE 6 TO SEE ADDITIONS
AFTER JULY 1, 2024 INFORMATION SESSION.



FY2025 Request for Proposals: Asian American Health Initiative (AAHI) Healthy Communities Fund (HCF) Frequently Asked Questions (FAQs)

For any questions not listed here, please email 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.

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.

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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.

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.

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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 30th, 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.

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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.

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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.

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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.

QUESTIONS ASKED DURING THE INFORMATION SESSION ON JULY 1, 2024

36. What is a reasonable amount to request? Can one CBO put in more than one request?

Only 1 request is allowed per organization, with a maximum of \$150,000. The amount requested depends on the organization, its budget, and program design.

37. How binding is the eligibility requirement that the organization has been in place since July 2022? If the organization is newer, is there any way to still apply?

Unfortunately, no. The eligibility criteria are strict. If your organization was established after July 2022, you are not eligible for this year's grant period. You can sign up for the AAHI/AACE email digest for updates on opportunities every two weeks. There will be opportunities for Micro-grants later.

38. What does it take to be an eligible organization for the program strategy consultations?

To be eligible for the program strategy consultations, you must meet the eligibility criteria outlined in the RFP.

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39. What are the Primary Care Coalition guidelines?

Guidelines will be outlined in the contracts provided by PCC to selected applicants during the contracting process. Applicants will have the opportunity to review these before accepting an award.

40. We already belong to the Primary Care Coalition. Do we still need to have the onboarding consultation with the PCC?

Yes, all CBOs must participate in the onboarding process/consultations with PCC and AAHI if they accept an HCF award.

41. If an organization serves multiple programs, should CBOs apply for the proposal multiple times?

CBOs should only submit one proposal but can select as many funding categories as relevant to their programs.

42. My organization serves all funding categories. Do you suggest we focus on one area, or is it better to apply for all?

This depends on your organization's program design and budget. Program strategy consultations are offered to help organizations develop a plan.

43. Can the funding be used for transportation purposes?

Yes, the funding can be used for transportation if data (race, zip code, age, ethnicity) and other required metrics can be captured.

44. Can the funding be used for food during meetings?

Yes, if data metrics can be captured, CBOs can provide the service.