

2016-2017 QUESTIONS & ANSWERS

CDBG & HOME

General Application Questions

- **How do I document 'need' in my application?**
 - Applicants can document need by providing market analysis of gaps and needs for project outcomes.

- **What is the difference between an output and an outcome in my application?**
 - An output refers to the number of beneficiaries (persons or households assisted) that are receiving services through your project. An outcome refers to the actual benefit that those beneficiaries receive by participating in your project.
 - For example, if your program provides financial counseling to households, your output may be that 100 persons received financial counseling, while your outcome could be that 80 of those 100 people served showed an increase in their financial literacy as a result of the counseling.

- **How much money can I ask for in my application?**
 - There is no limit currently set for the amount of funds that can be requested. The amount of funds available is determined primarily by HUD's budget for the year. The HCD Committee and HOME Consortium will evaluate your application to determine whether the amount of funds you have requested is reasonable and sufficiently leverages other funding sources. CDBG and HOME funds are not intended to be your primary source of funding.

- **If I am funded, when will I get a contract?**
 - City staff will begin working with you as early as June to draft your Scope of Services and Budget. Contracts cannot be completed until all necessary documentation has been received, deliverables have been agreed upon by the City and the agency, and necessary steps have occurred for HOME applicants, such as the completion of Environmental Reviews.
 - CDBG applicants can expect to have a signed contract as early as July, though it sometimes takes longer.
 - HOME applicants do not typically sign contracts until they are close to beginning their project.

HOME Applicants

- **Can I start my project in August?**
 - o HOME-funded projects cannot begin until a HOME contract is signed.
- **Who completes the Environmental Review for my project and when is it done?**
 - o City of Asheville staff will complete your preliminary Environmental Review and will notify you when it is complete. The amount of time required to complete a review depends on the type of ER required.
 - o For example, Exempt reviews for CDBG activities can be completed in a day, while a Full Environmental Review can take 90-120 days to complete.

Funding Decision Meeting

- **Can I use a powerpoint during my presentation at the funding decision meeting?**
 - o No. Applicants should not bring a powerpoint presentation, but you may bring handouts to be distributed to Committee Members.
- **Can I bring community supporters or other individuals to the funding decision meeting?**
 - o Yes. Applicants are welcome to bring additional people with them in order to support their request for funding, however please note that seating may be limited. We request that you limit the amount of people that you bring to a reasonable amount.
- **What should I include in my presentation?**
 - o Your 5 minute presentation is an opportunity to give the Committee members a better understanding of why your project is important. The Committee will have already read your application, seen your responses to City staff's questions, and will be familiar with your grant proposal. Therefore, we recommend bringing a new perspective, sharing information in a different way than what was included in your application, or clarifying questions that arose from staff's evaluation.
- **How long can my presentation be at the funding decision meeting?**
 - o Presentations are limited to 5 minutes per grant request. If you are applying for 2 or 3 grants, you may receive up to 15 minutes for presentations if those projects are very different. However, if you are applying for multiple grants that are the same type of activity, such as TBRA, the amount of time you will have for

presentations will remain at 5 to 10 minutes at the most. City staff will notify you of your time slot for presentations which will include the amount of time you are allowed.

- **Do I need to attend the funding decision meeting in order to be funded?**
 - Agencies are required to attend the presentation portion of the funding decision meeting in order to answer any questions from the Committee.
 - The HOME Consortium has one meeting to hear presentations and make funding recommendations.
 - The HCD Committee for CDBG funds typically meets twice. Their first meeting is to hear presentations and ask questions. Their second meeting is to making funding decisions. Applicants are strongly encouraged to attend both meeting as questions typically arise which may have an impact on the amount of funding received.