Community Center Grant FAQ

GENERAL QUESTIONS

SUBMITTING THE GRANT

1. **What do I do on August 31st, I have technical problems?**
   Send an email to Ginna Holmes- Holmesv@michigan.gov and let her know you are having issues – and ask for a day to resolve them.

2. **When I'm submitting, once it's certified, am I no longer able to edit?**
   Until you submit the application you can edit your application any number of times. Make sure you validate your applications by clicking on 'Validate' to validate the section you are on or 'Done' to validate the entire application. The system will restrict submission if your application has any validation errors.

   To submit you would go to **'Grant Application -> Print / Submit Application'**

START AND END DATE

1. **What are the start and end dates referencing?**
   This is when you will begin your project and start receiving funds and when you plan to end your project and stop receiving funds. If you started your project already and have been working on the design phase and community input phase for a year, you can tell that as part of the story of your project. For the start and end date asked for in the application, it is when you will start receiving funds from the grant and plan to be done with the project.

2. **What are the dates we need to be aware of for the grant?**
   - We anticipate program agreements will not start before November 2023.
   - Obligation of funds must be done by December 31, 2024.
   - All payments complete by October 2026.

3. **Does the project need to be a 2-to-3-year project in view that the life of the grant expires in 2026?**
   The project does not need to be a 2–3-year project. It can be a one-year project. The deadlines must be adhered to 12-31-2024 all funds must be obligated. 10-31-26 all funds must be expended.

NUMBERS SERVED

1. **For the Number Served questions, does this mean the number who have access to the services, or the number of people recorded as using the services?**
   This is referencing the number of people who have used your services. If you do not have an exact count, provide estimates.

2. **Under Eligibility, Services, it asks "Identify all services provided and give a brief description with the number of people served." Does it want the annual attendance numbers for our program and services? Does it want the annual number of program and the annual figures?**
   Provide the annual number for attendance or use of a service. It would be best if you detail out the services and number of people per year that receive the service. If you have a lot of programs, you can group them together: after school program, older adult programs, community education programs, workforce development programs. If you have fewer programs, you can list the name of the programs and numbers served.

INFORMATION ABOUT MY ORGANIZATION

1. **What do I do if I do not have my SAM, UEI, EIN, SIGMA Numbers to put into the application?**
   The application will allow you to enter the rest of the information without them. It will be important for you to inform us as soon as your numbers are received. It is recognized that sometimes the federal systems take a while, and you may need time beyond August 31 to receive them.

2. **Do we have to have a workforce development program as part of our project?**
   You are not required to have a workforce program nor will points be taken away if you do not. If you do have a connection to workforce development, make sure to share it, even if you are not asking for funds to support that program.

3. **Our current governing body is our Board of Directors, and we are volunteer based. We do not have a CEO. Is there another person that can be substituted here? Perhaps the City Manager (whom I would have to approach)?**
   Yes – I think the City Manager and the Board Chair would be entities to engage. For the final certification, you can decide if it is your board chair or the City Manager. Who do you think is the best person?

4. **We are applying in partnership with another organization. Our organization owns the property and will be managing the capital portion of the grant. Our partner organization will be staffing and managing the program portion of the grant. Is this allowable**?
   Yes, that is allowable. They can apply for the program grant, and they are then the applicant. They can say they are in partnership with you – the community center who is applying for the capital grant. You can apply for the capital grant – you can state you are in partnership with them in the program applicant. All capital projects will be reviewed and compared with other capital grants and decisions made on them. All program grants will be reviewed and compared to program grants and decisions made on those. If the program grant cannot happen unless you get the capital grant, they will need to make sure that is stated in their application.

5. **Is there an area in the application to send additional attachments?**
   There is not a place to put attachments. There is a page that does not have any character limits in the Organization description section. You could put all attachments as one word document and then cut and paste it in that section. Reviewers will not have time to read volumes of information and so think through what is necessary that you want them to read. It is recommended that you provide a summary of what you want reviewers to see if you are choosing to provide larger document or hyperlinks.

6. **Is a 501c3 certificate through the IRS necessary to apply for all applicants? Do faith-based organizations providing non-religious services to public need to have IRS 501c3 status?**
   Only 501c3 organizations need to provide a certification. If you are a faith-based organization, you do not need to have a 501c3 to apply. If you do have one you may not have the same documentation for your 501c3 if you have one – that is understood. Make sure to note that in the narrative.

7. **Under Organizational Background & Capacity, in the Project Team Summary should we only list our Staff members who are leading and overseeing the project? Should we list any Board members, and/or outside consultants, our Contract Management Lead, or the Lead Architect for the project.**
   You can list the staff that will be leads in the project. If your board members will be part of leading it, you can list them as well. If you have contractors that are leads in the project, you can list them. It is understood that the construction firm and architect will be key, but you do not need to list them as part of the team.

GRANT IMPLEMENTAION

1. **Is there a possibility that awards will be made for partial funding, or will it be nothing at all?**
   There is a possibility that there will be partial funding. Your organization will then be given an opportunity to revise your budget and determine your priorities based with how much you are awarded. You will not be able to add a new project idea after you are awarded the grant.

2. **Is it possible to have more than one organization be a part of the application.**
   Yes, it is valued to demonstrate collaboration and allow the community's needs to be met with multiple organizations coming together to provide the services and support the community center. One organization needs to list as the applicant. This organization will be the one responsible to oversee the finance and reporting and make sure all involved are able to report out the impact. There are also options where two organizations partner together to provide services. It can be spelled out in the grant the different roles each will have, but one will need to be listed as the applicant and their SAM UEI EIN numbers need to be given with their history of managing grants. When reporting out to the public, we will work with you to identify how the collaborative organizations will be recognized as part of the project.

DATA COLLECTION PLAN

1. **What is the data collection plan asking for us to provide?**
   It is asking how you will collect data, who you will be serving, and how will you be serving them. Even if it is a capital project, it will still provide services after it is completed. How will you/do you collect the data on the services you provide. You can use the data you are collecting now and explain if it will change based on the enhancements of your building or program.

2. **How do we track and report monthly the number of people impacted by COVID-19 and the number of families served that fall below the ALICE threshold and poverty threshold? If our organization legally cannot require people to disclose that information to use the building or participate in programs, what should we do? Is it acceptable to use estimates based on percentages from our census data?**
   It is recommended you identify what data you can collect and have been collecting. This could include the number of people that come to the community center, the demographic information of who comes to the center, the number of organizations that use the community space for meetings, the number of people that access services like - childcare, food, afterschool programing or whatever programming and services you offer. If you are improving, the energy efficiency of the building you can list how you would compare what was before and how it has been reduced once the building is complete. If you are not able to collect certain data sets, identify the reason why and how you will work with the requirements of the regular reporting if you do get the grant. At this point, you may have to give estimates for your comparison.

3. **In the Data Collection and Evaluation Plan section is needed in a capital project? Do we tie it to the outcomes of the programs?**
   Yes, you will tie the outcomes to the programs you provide at your center. The number of people you service for what program and any other data you collect on your existing programs. You can also add how you will capture new data once the new or renovated center is completed.

COMMUNITIY SUPPORT

1. **There are only five rows to upload letters of support, how do I add more?**
   You could have added them yourself, but to assist you there are now 10 rows.

2. **Who do we have them address the letters to?**

You can have them address the letters to Director Susan Corbin, Labor and Economic Opportunity. It is ok if you had them address them to Ginna Holmes.

3. **Are we required to have group feedback?**
   You do not need to do facilitated community outreach sessions. If you have any past community input that was provided that allowed you to determine this was what was needed for the community, you can add it. Or you can ask local entities for letters of support. The letters serve as community support and feedback.

4. **Does everyone need to upload a resolution form?**
   This form is to be used if you are part of government - they typically need to have a resolution to be able to proceed with a project. We wanted to have an example available in case it was helpful. In some cases, it is not possible to get a resolution in time for the application deadline. It is understood if that happens. Just explain that in the narrative and if it is a requirement of your entity, state you will be getting it if you are awarded the grant.

FINANCIAL QUESTIONS

1. **What is the minimum and maximum we can ask for?**
   $150,000 minimum $2.5 million maximum.

2. **Please describe more the Reimbursable Grant process.**
   It is anticipated that you have the cash flow to be able to pay for the cost up front. There is typically a monthly reimbursement process. Some organizations choose to not make requests each month but instead will request reimbursement on a quarterly basis. If the reimbursement system set up is monthly than they are paid monthly. Typically organizations have the cash flow, but there are organizations that may need to ask for a certain amount of advancement. This would be on a case-by-case basis and the organization would make the request. This alternative procedure is provided due to hardships and is sometimes it is what is needed for smaller organizations to be able to be considered for grant funds.

3. **Can we have an advance?**
   There are circumstances that you can ask for an advance from the grant. If you are awarded a grant, you can make that request. The process to do so will be explained at that time. It would be on a case-by-case basis and the organization would make the request. This alternative procedure is provided due to hardships and is sometimes it is what is needed for smaller organizations to be able to be considered for grant funds.

4. **What does it want us to list when it asks us to blend funding sources for the project?**
   Your community center is the project. You should list what funds you receive to support your community center. This can be private donors, foundations, federal grants, state grants. If you have a lot of funding sources, you can choose to group them. If possible, you can list some of the major funding sources by name such as XXX foundation and the amount they gave you, XXX AAPR grant from the city, …. When you create your budget for your project, you can list the specific funds that are matching funds there for the project.

5. **Do I need to demonstrate how much money we have raised for the project?**
   Yes – you need to indicate the total cost of the project and how much you have raised to support it. If for example you need 4million dollars to renovate the building and you are asking for 2.5 million, how will you raise the 1.5 million to allow the project to be completed during the grant period? The same is true for a program grant.

6. **Does a third-party company need to manage the grant funds, or can they be managed in house with our financial manager or fractional CFO?**
   You can have a fiduciary, but it is not required. The fiduciary would need to fit into one of the eligible applicants - it cannot be a company. It will be their SAM, UEI, EIN, numbers that will be listed as the applicant. If you manage the finances of the grant, you need to demonstrate you have the ability and experience to do so.

7. **How does it work if we are having a fiduciary?**
   The fiduciary organization will oversee all the financial reporting and ensure that the grant reports are turned in on time. You will need to provide their history of managing grants and capacity. They need to be able to keep funds separate and not comingle the grant funds with other projects. In the application, you will want to list them as the applicant and provide their SAM, UEI, SIGMS registration and in the organization information you will provide their history of managing finances and past grants. In the narrative, you will then list that they will be serving as the fiduciary, and you will be implementing the services. You will also describe your organization. Your organization will be identified as the one who receive the grant when a public announcement is made.

8. **Within our budget narrative, how detailed does it need to be?**
   You should provide enough detail to allow the reviewers to see that it is a well thought out budget. For example - __ classrooms with __ students x $ __ book cost = total or ___ workshops offered x $___ program supplies = total or __ number of staff x $ office supplies = total
   It should not be office supplies $25,000 or travel $40,000. When you do a capital project you can list the construction costs - ___ square feet of space x $__ per sq ft or __ sq ft x $__ furnishings. Equipment - __ computers x$ __ per computer, ___ number of site visits x __ average miles x __ cost per mile.

9. **How do we represent Blending Funding Sources**?
   It is encouraged to blend other funding sources to ensure the success of your program. Make sure that you check any regulations to determine if it is allowed for you to blend federal funding sources. It is allowed for you to receive other ARPA funding for your organization, but it cannot be in support of the same programmatic effort you are proposing with this grant application. Include if you have applied for the MI Nonprofit Relief Grant, the MI Nonprofit Impact Grants, the Blight Elimination. MI SPARK Grant (MI Department of Natural Resources). Include funding sources supporting this effort.

10. **The Public and Private Funding for Project since March 3, 2021, section seems to ask only for funds that have *already* secured to help pay for the project. If we have grant applications pending that we are awaiting news on, and a number of targeted asks from private funders and donors – how do we include them?**
    You can list them there and note that they are pending in the chart. Put the word Pending right before you list the name of the organization. Please also list funds that you do have to run your organization to show that you do have funds coming forward. I assume your staff will be part of the project.

11. **We are applying for a grant in partnership with another organization who would be the lead applicant. They will renovate/build out the community space (capital project) and then we will provide programming in the space (programming project). Should we apply together with this other organization as the programming will be in that space AND we cannot do our programming if they do not first get the capital project funding? Additionally, if we do apply together, would it strengthen our application to include organizational information about our organization as a partner to them?**

You have a couple options. 1. They apply as the lead agency for both the capital grant and the programming grant. They identify you as their partner and list your services as contracted services to do the program component. They can state that if they do not get the capital grant, they will not be able to implement the program grant. This will trigger for us to compare to see if you did get the program grant. 2. You could both apply separately, and you would then reference each other as partners. You would be the main applicant for the program grant, and they would be the main one for the capital. Again, you will note that the program grant cannot be implemented without the partner getting the capital grant.

12. **Furthering question 11 - for the program budget, is it ok to include salaries and costs that will go to us as the program providers even though we are not employees of the primary applicant?**
    You can list your costs as contractors. You will list the total cost to you as contractors – which would include your salaries and benefits. You will then invoice the partner – the main applicant to receive your funds monthly. They need to pay those upfront to be able to pay you. They will not be able to list you as employees as you referenced.

13. **What if the total allocation is over the $2.5 million, we would be subsidizing with other funds - is that ok?**
    Yes – if your total budget is more than what you can request from the grant, you will identify how you will be seeking and receiving the funds to ensure the project is completed in the timeline outlined in the grant.

MATCH

1. **Can we use loan promises from a bank as matching funds?**
   If you have secured funds that will allow you to fulfill the obligation of your project and so it can be completed, yes.

2. **We do not have a lot of cash to put toward the project, can we use staff time and in-kind support as match?**
   Yes, it is not required to have a match – but it is expected there would be something you would put forward for your project. It can be staff and In-Kind support.

3. **This is a new project; we are still raising funds to support. How do we list our match?**
   You can state what you are doing to raise funds, but because your organization exists you do have matching funds to run. Remember part of what you are doing is running the community center. This can be staff time, utility costs, whatever you can show that you are and will continue to support the center and this project.

POVERTY TASK FORCE

Can you explain more about what they mean by addressing issues from the poverty task force goals.
The Poverty Task Force Goals were recommendations for the State of Michigan to identify how to support people in poverty. As you review the report you can see some of the highlights that could be provided by communities through a community center. It is not expected that your community center addresses all these issues – and maybe none of them are a fit for your community center. Each community will identify needs that are specific to your area and addressing those are what you will want to focus on. There may be other elements of your mission that you select to do, but listed below are some broad issues of what is addressed in the Poverty Task Force Report.

- Creating and strengthening safety nets that ensure economic security and quality of life for all. Examples: housing security, food security, utilities, crime prevention and rebuilding the social safety net.
- Programs targeting children to combat generational poverty. Examples: childcare, school-based nutrition programs and youth employment.
- Strategies to address structural barriers for poor job seekers. Examples: efforts to expand eligibility for expunction of criminal records and support for returning citizens who face barriers to employment, housing and other staples of life.
- Creating durable pathways to jobs and higher income, including higher education, high-quality certifications and industry-recognized credentials

- Reduce the state's ALICE population. According to the Michigan Association of United Ways, 43% of Michiganders are Asset Limited, Income Constrained, Employed (ALICE). These are Michiganders who work every day but struggle to pay for basic needs such as shelter, food, transportation, communication and childcare. Poverty eradication will not only lift the poorest Michiganders but will also help stabilize the income of those who have seen their middle-class status slip away because of stagnant wages and an evolving job market.
- Strategies that will help low-income Michiganders build wealth through entrepreneurship, homeownership, employment and training and other pathways.
- Strategies to build educational equity to ensure every K-12 student in Michigan is being prepared to succeed in postsecondary education or work and meet the state's Sixty by 30 goal where at least 60% of Michigan's working adults have a postsecondary educational credential by the year 2030.

GENEERAL QUESTIONS

1. **We are a new nonprofit - how do I show that I have the capacity to manage a grant?**
   Some things to consider providing in your application:
   - Identify your history of managing grant funds.
   - If you are partnering with an organization, draw form their experience and share how they will be assisting you with the management of the grant.
   - Provide the experience of Board members or volunteers who have finance skills and/or who have managed larger grants.

2. **How do we determine if we have the capacity to manage the grant?**
   Whenever you receive a federal or state grant, it requires a strong financial officer to manage the reporting and requests for reimbursement. If you do not have the experience, it would be advised to seek out a fiduciary as an option to support you. They typically will ask for a fee – often it is 5% of the cost of the grant. If you can demonstrate that you have a strong finance team to oversee and manage the financial compliance, then you can consider managing it yourself.

3. **Are Federally Recognized Tribes Eligible?**
   Yes, they are eligible.

EGRAMS QUESTIONS

1. **How do I set up my EGrAMS Account?**
   - Go to the URL https://egrams-mi.com/LEO
   - Click on 'Register your Agency'
   - Click on 'Create User Profile' to create your user account
   - For further guidance please refer to the training handouts.

2. **My agency is not registered how do I Register.**
   - Use the '*Register your Agency'* option to create your agency profile, if it is not already registered.
   - To verify, if your agency already exists, you can click on 'Verify your Agency Registration' to verify if your agency already exists.
   - If the agency profile does not exist, you can continue entering the information in this screen to register your agency.

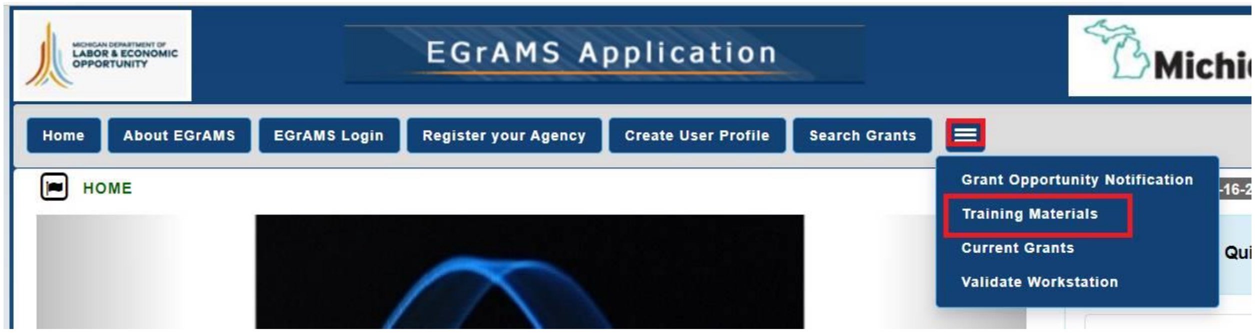
3. **I tried Registering MY Agency and It did not work.**
   I tried to register my agency, but it says our ein number already exists
   If you enter your EIN # and the system warns you that *this EIN exists, do you still want to add your agency*, then say you want to create another agency and enter your agency information.

4. **I am trying to set up our EGrAMS account. I attempted to register the organization and it seemed to have worked. Now when I search for the organization on the register page, it**

shows up. But when I try to search for the org on the "Create User Profile" page, it doesn't come up. What do I do?

Please select your role as 'GRANTE' before attempting to select your parent agency.

5. **Where are the trainings?**



6. **How do I create my account. It does not seem to recognize my organization when I try to enter my EIN.**

   Go to https://egrams-mi.com/LEO and select 'Create User Profile' to create your user account. Make sure you select your role as 'GRANTE' before attempting to select you parent agency.

7. **After I select "Create User Profile" I cannot see where it allows me to select "GRANTE." Is it in a different screen? If so, how do I get to it?**
   you need to select 'Register your agency first

8. **How do I add other names to the EGrAMs**
   If a contact does not have a EGrAMS Login, select the contact type, leave the 'EGrAMS Login' blank and type in their name. Click on 'Save & Next to add the next contact

9. **How do I create User accounts**
   - go to the EGrAMS-LEO site -MAKE SURE IT IS LEO not DHHS
   - https://egrams-mi.com/LEO
   - Click on 'Create User Profile' and create their user account (make sure they select 'GRANTE' as their role before attempting to select the parent agency)
   - Once activated, they can start the application process

10. **I had a DHHS account (or another account) do I need a new one?**
    - You must register your agency as well as create your user profile on the EGrAMS-LEO site. The link to the LEO site is https://egrams-mi.com/LEO

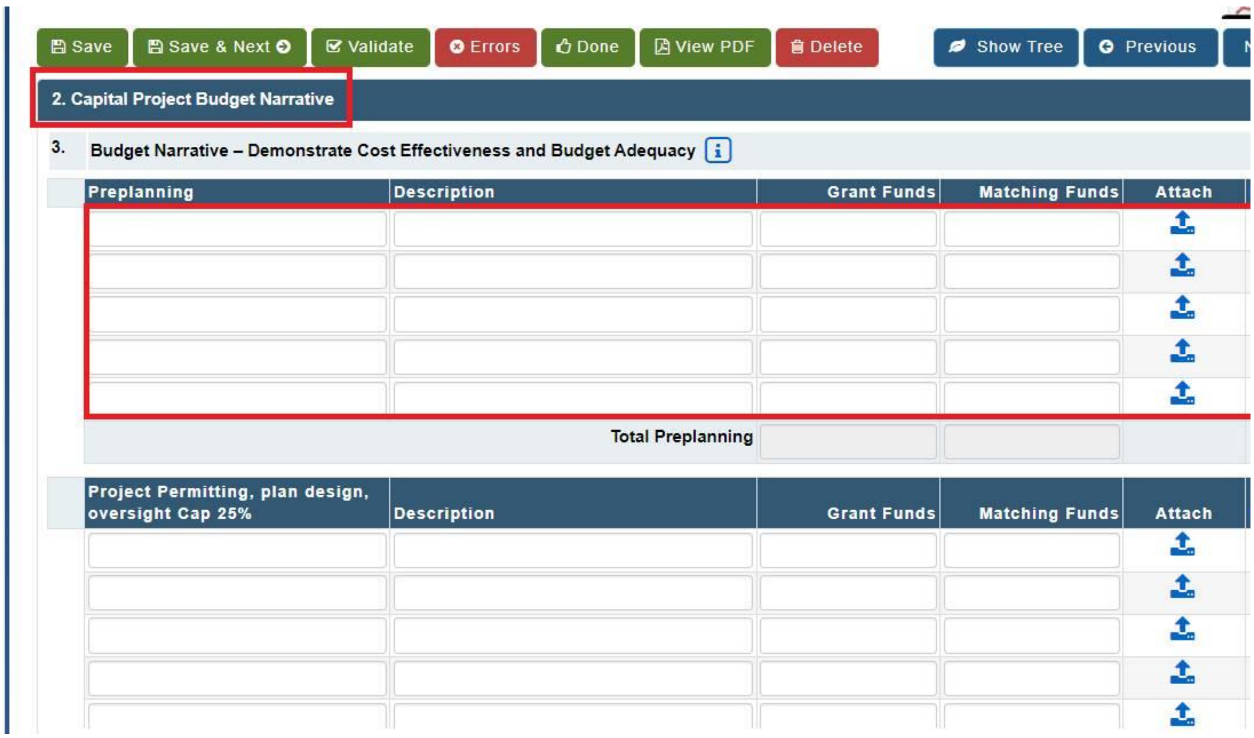
11. **I cannot get the capital or program grant sections to open – it says I am not eligible to apply for them. What do I do?**
    There was one section you did not complete. It comes right after the Community Need and Impact Narrative. It asks you to check if you are selecting to apply for a capital grant, program grant or both. Once you check capital grant, you will be able to open that part of the application.
    Determine which sections you need to complete.

Capital Project Grant - If you are only requesting Capital Project funds, you only need to fill out the Capital Project Grant Narrative Section. Your request cannot be for more than $2,500,000.

Program Grant - If you are only requesting Program funds, you only need to fill out the Program Grant Narrative Section. Your request cannot be for more than $2,500,000.

Capital Project Grant and Program Grant - If you are selecting to receive both Capital and Program funds, you must fill out both remaining sections. Your request cannot be for more than $2,500,000.

12. When you see something greyed out, it means that those fields are system maintained. Enter your budget and the system will automatically display that information. See below



13. Can we add hyperlinks?

You may provide hyperlinks. The caution is that if there is something that you want the reviewer to know, you will want to provide a summary of the information in the narrative. Feel free to add the hyperlinks and check to make sure they are live in the online application?

14. How do I know what the error is and how to correct it?

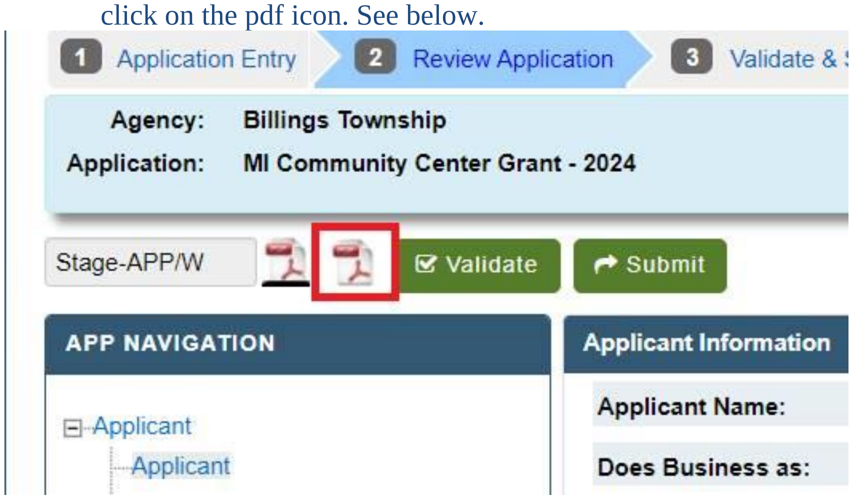
The 'Error' icon is disabled which means there were no errors. On click of 'Validate' if there are errors, the system displays the 'Error' icon in bright red. Click on 'Done' will validate the entire application.

15. How do I print before I submit?

- Make sure that you have fixed all errors that will pop up when you go to submit it.
- In the 'Enter Grant Application', click on the pdf icon. See below

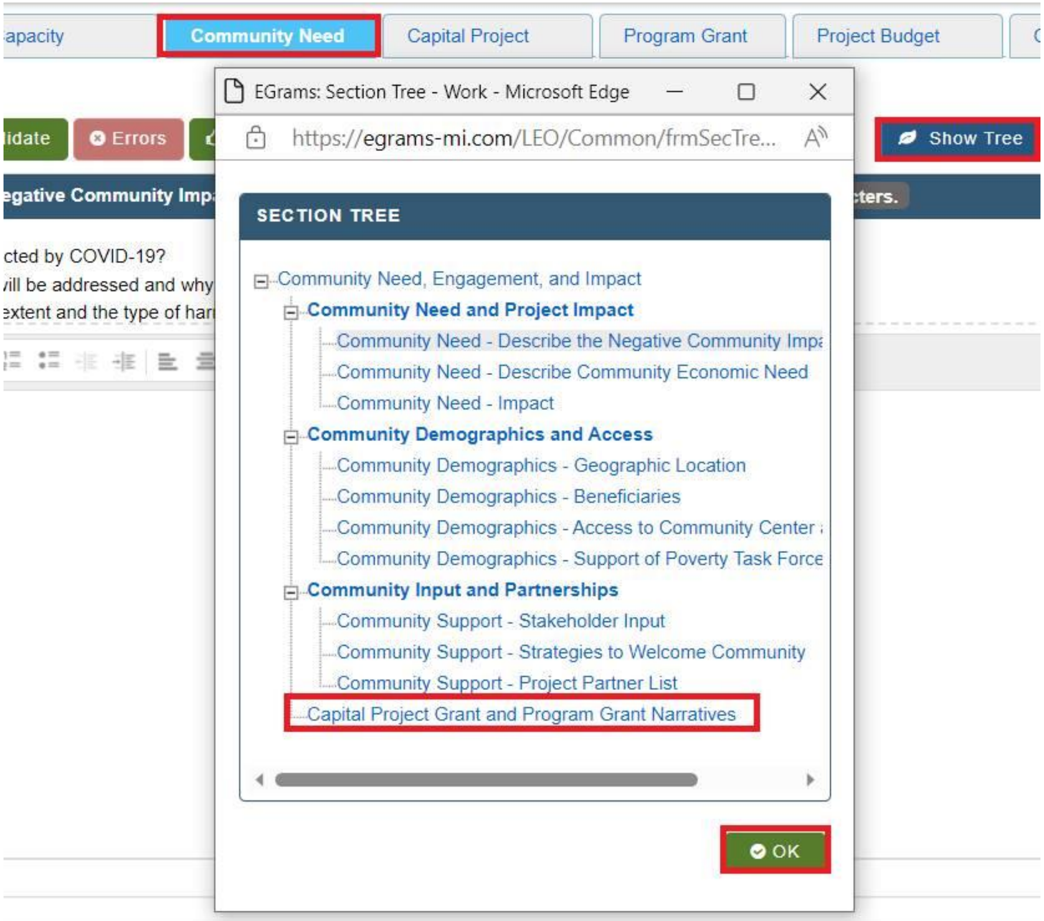
OR

- Select 'Grant Application -> Print / Submit Application'; click on application and the click on the pdf icon. See below.

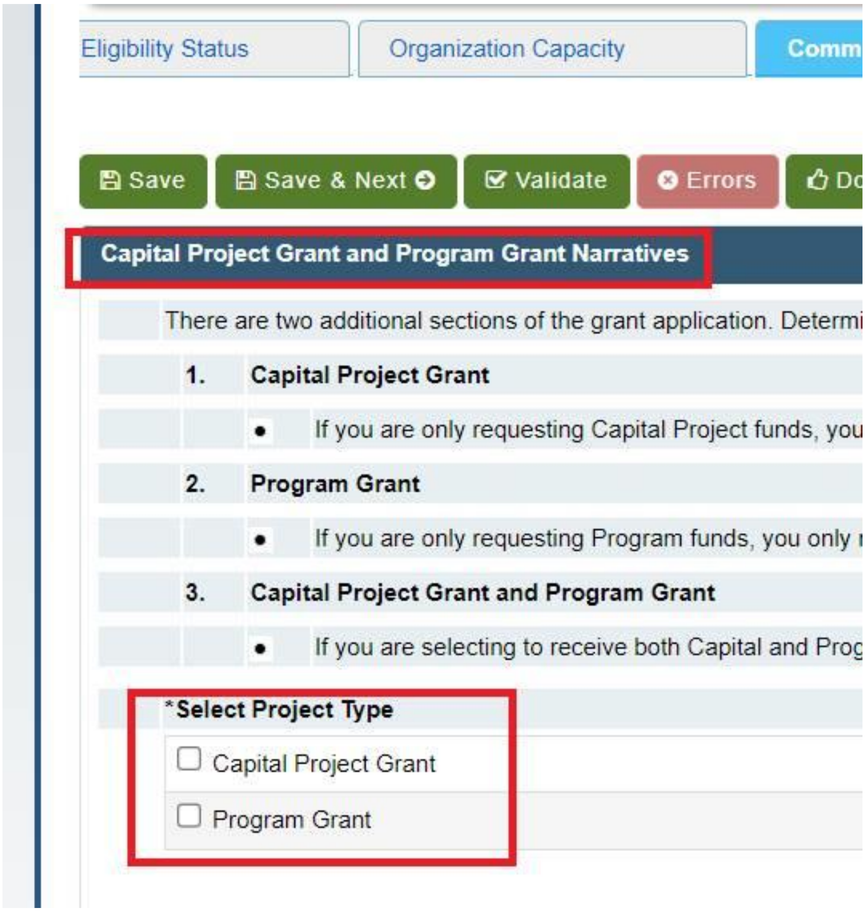


16. Can you direct me on how to change my proposal type to include both Programming and Capital?

Click on 'Community Need' tab and go sequentially to the last page OR
Click on 'Show Tree'
Click on '<u>Capital Project Grant and Program Grant Narratives</u>'
Click on 'OK'
That takes you straight to that page



Mark the desired checkbox(es) based on the project type; click on 'Save'. That would open up the Capital and/or Program Grant tabs



PROGRAM GRANT QUESTIONS

1. **In the staffing table where we indicate key staff and roles, should we include staff only or also contractors?**
   If contractors are supporting the effort, you can list them with their background. Make sure you identify they are a contractor and not staff

2. **Does the program have to be a new program?**
   It does not need to be a NEW program or initiative. It can be for better resourcing of existing programs. Make sure to note how it is enhanced services.

3. **If I have materials I need to purchase for my program, if the expenses are over $5,000 are they a capital expense.**
   No – this is only for equipment.

4. **If I need to buy equipment as part of my program grant, do I need to submit a capital grant?**
   No – you can list the equipment on the program grant. But please know, you will need to track equipment that is $5,000 or above as a capital expenditure.

5. **There is no category for occupancy/rent, can this be included for a program grant?**
   If your organization does not own the building and you need to pay rent for your program to expand, it is an allowable expense. You can add a category or put in under Indirect costs.

6. **Should communication costs (telephone and internet) be included in supplies? Or, same as above, should we create a new line item?**

There is a marketing budget – you can use it to help the community know about the new or enhanced program. There is a technology line item for programming. If it becomes a capital cost – over $5,000 you can still put it here and we will assist you if awarded with knowing how to manage the expenses that are equipment – capital expenses. You do not need to put those few items in a capital grant.

7. **Does the programming grant go until October 2026 or is there a different timeline for that?**
   The programming grant goes to October 2026. But you should have any equipment and supplies purchased by December 2024. Salaries and benefits and contracts can all go until October 2026.

CAPITAL GRANT QUESTIONS

USE OF FUNDS

1. **Can we request a vehicle to support programing efforts– such as creating a mobile library?**

   Yes, you could consider this as a capital project. You must demonstrate why it is reasonable and justifiable and that you explored alternative methods (leasing, staff reimbursement for travel) and that purchasing is the best option.

2. **Can we apply for grant funds for a project that has already begun? If we started our project last year and have not been able to complete it, can we request funds?**
   Yes – you can describe your project as phase one and now you need to complete phase two.

3. **Can we ask for funds for the project we have already completed?**
   No. The grant is not intended to be used for what you have already completed. Funds can go toward project that are to be completed after the award is made.

4. **Can we apply for a grant to pay off our mortgage?**
   No, the grant is not intended to pay off your mortgage.

5. **Can there be two separate capital projects in one application.**
   You can have one capital application with multiple ways that the capital project is carried out. Such as a remodel in one part of the building and a build in another area of the community and a lease in another. The project needs to demonstrate how the concept presented is a community center. The total of the application submitted though cannot exceed $2.5 million. You may also apply for a program grant, but the total you can ask for is $2.5 million in one application.

6. **Can an organization that serves as an intermediary to support multiple community centers in different communities apply for the grant, even if it does not own the buildings that will be part of the project?**
   Yes, serving as an intermediary allows for collaboration and support of community centers that may not have the capacity to apply, monitor, and manage the grant if it were received.

7. **Are ADA accessibility upgrades such as elevators eligible?**
   Yes – capital projects are to have an ADA plan . You may have support elements already decided upon, but make sure to discuss with your family.

COMPARISONS

1. **Please explain how to do this: Provide a comparison of proposed capital project against at least two alternative capital expenditures and demonstration of why the proposed capital expenditure is superior.**

The federal government wants to know if you have looked at options. Here are some things you can do

- If you are building new, compare to what it would be if you remodeled and why you chose to build new - such as if you did not you would be limited in services.
- If you are remodeling, then you can compare to what it would cost to build new and why remodeling is the best option.
- You can describe how you looked at leasing and there are not any facilities that match your needs.
- You can also describe how you looked at buildings to remodel and there were none in your area.
- You can compare two of the same type of project – remodel or build.
- When you provide figures – they do not have to be bids, you can use estimates.

FINANCE

1. **Can we purchase the land and/or building with a land contract?**
   Yes - in your application description make sure to include why this purchase is justifiable and reasonable to meet needs due to the pandemic. Include how there is the ability to be able to meet the payments on the land contract. During the review process, they will consider if you be at risk of losing the facility because you did not have the adequate funding to make the payments. You will want to outline how you are mitigating the risk.

2. **Is a 20-year lease required to apply if we do not own the building? (The handbook cites a 20-year minimum for lease period. The FAQs states that a "reasonable time" with justification could be considered.)**
   In the application it was requested there be a 20-year lease, but if it is not possible with your landlord, it is ok to submit a lease that is for less years. Just explain the situation for your community and why this lease is best.

3. **Can we renovate a building we are leasing?**
   If you are not the owners of the facility, you will need to demonstrate how the renovation is necessary, reasonable, and justifiable to meet the needs caused by the pandemic. With a lease, you do not have the control of the building after you put the federal funds into the renovation. The concern for federal capital expenditures is if a building that is owned by someone else, the renovation will benefit the owner when it is sold. In your application demonstrate how the life of the lease you can provide services that will meet the expectations of the grant award.

4. **Do we need to identify everything in the budget for a capital grant if we will be using a construction company to do the permits, site work and labor? If all costs are included in the quote, is that ok?**
   You can just provide the quote you received. But provide some detail in the narrative – amount of square foot costs - ___ square foot X $___ – what it provides if it is a renovation – some type of detail and not just one number with the work renovation. The summary can be one word but the narrative on the budget form needs to be spelled out. Short concise details.

5. **What is the $5,000 equipment rule?**
   If you purchase equipment $5,000 or more, it needs to be reporting and tracked. These will all be considered a capital expense. If you are purchasing computers and they cost $1,200 each and you get 10, it would still be a capital expense over $5,000 because they are considered a group.

6. **Can capital grant funds cover furnishings? Is that considered an equipment or allowable capital cost?**
   Yes, capital grants can cover furnishings. It can be listed as an equipment cost.

7. **If we are asking for capital funds, do we still need to enter programming costs into the budget?**

No - It is not expected or required. There is a program grant line item to allow you to support programing to launch the community center after it is built or renovated – for example an open house.

SITE CONTROL FORM

1. **Where do I find the site control form for the community center grant.**
   Go to our website, it is located there. It is also available in the online application.

2. **The Documentation of the Site Control requires that the form must be signed by the applicant's attorney or another local unit official capable of certifying the information provided. Who can that be?**
   It can be whomever is given the right to sign official documents regarding legal matters pertaining to your ownership of your property. If it is your CEO – then have them sign. Do not feel you have to pay someone to sign the form.

3. **We do not have ownership of our land or building yet. We need to receive the grant to be able to purchase it. How do we complete the Site Control Form?**
   You do not need to. It is for projects that do have control of the property or land. If you are in the predesign or design phase – you can simply upload a document that describes the land or property you plan to purchase and that you will complete the site control form if you receive the grant and buy the property.

SUBMITTING PLANS – CONSTRUCTION BIDS

1. **We are in the process of getting our construction documents created by our architect. They will not be available by the grant submission due date. Is this going to be a problem for submission?**
   That is ok. You will need a cost estimate that outlines the building size and renovations that you want to do from your scope of work. This is sufficient by August 31 and then if selected you will be given a certain amount of time to meet the requirements of the detailed specs from your architect and a construction bid process. You may hire them post application. It does ask that you state the process required – that you will have it be a fair process and get three bids to select your architect.

2. **Do we need to provide bids of construction companies by the submission of the grant? We will not have our final construction documents created before the deadline.**
   No – if your plans were complete and if you had already done that part of the process than you would need to provide them. Many requests are going to be still in the planning phase and getting final bids will come after the submission of the grant. You can provide a timeline of what your design phase is and bidding phase. But because you need to ask for funds, you will need to provide a cost estimate of the amount of funds needed for the project based on a professional calculating it.

3. **What do you mean by licensed architect?**

They will have completed a minimum of 3,740 hours of experience, which must be documented and verified by a licensed architect. Once they complete their education and practical experience, they must pass the Architect Registration Examination.

4. **Since we are doing only renovations, do we still need an architect?**
   Yes, if there is a major renovation
   No, if you are just putting new flooring in and painting the walls

5. **We are in the design phase; how do we provide costs?**
   You do not need to have everything planned out, but you need to have estimates to be able to request the funds. It depends on if you are buying land and building or renovating and existing structure. Both allow you to put some basic plans together and so you can request funds. Unless you only want to ask for funds for a design only for a future build.

SITE DEVELOPMENT PLANS

1. **What if we do not have an architect to create the plans? What should we upload?**
   It is ok that you do not have architect drawings and a form site development plan. You can simply provide an overview of what you are intending to do. If you can do a schematic drawing that is simple - you could upload that. You can also upload a document that states what you are thinking of doing and that you plan to create your site development plan during a design phase - if awarded the grant. You do not need to hire someone to create the drawing. Make a simple drawing of your plan and upload it.

ENVIRONMENTAL CONTAMINATION

1. **It asks if there is environmental contamination and what our process to determine this was. What specifically is required for this and how do we obtain it if needed?**
   If you have an existing building, you do not need to get it. This is for new land purchases. If you are not able to get this before you submit, you can just upload a document that you will ensure that an inspection is done on the land you select. This is to protect you from building on a site that was a former site of pollutants that could be harmful to the community

ENERGY AUDIT

1. **Do we need to have this completed by the time we turn in the application?**
   No, you do not need to have a formal energy audit completed before you turn in the application. There is not a specific tool or format to use for the energy audit. One option is to list a cost to do an energy audit in your grant application. If you do receive the grant award, then you can do the energy audit. This will then guide you to make sure that you make selection of the most up to date equipment. If you have already updated the heating and cooling, then you can state that you recently updated your systems to be energy efficient. You can also select to put renewable energy - ex solar installation as part of your grant request. It can then be a learning tool for the community.

OBJECTIVES AND ACTIVITIES

1. **For the capital project, what objectives and activities is it asking for?**
   This section is referencing who you are helping. List the objectives and activities you intend to have once the capital project is complete is what is being asked. What programs you will have for example - after school programming, childcare, activities for older adults, workforce development classes - whatever you are providing by building or renovating the community center