

## **FREQUENTLY ASKED QUESTIONS**

### **Part 1 of the Application:**

- 1. After submitting the online portion (Part 1) of the application, there was information that needed to be changed. What should I do?**

You can make changes to Part 1 of the application until the due time/date. Please go back to the main RFA webpage (<https://www.charlestoncounty.org/departments/community-development/RFA.php>) and see "Instructions for Editing/Saving Part 1"

- 2. I am in the process of completing the online application. It seems to be skipping from Page 5 of 18 straight to Page 18 of 18 and I want to ensure I'm not missing pages.**

The online application will take you to different pages, depending on the type of project for which you are applying (CDBG, HOME, CHDO, HESG, etc). So, you will not see all 18 pages – you will only see the pages that apply to your project type.

- 3. How can I review or access part 1 of my application.**

When you submit Part 1 of your application, you will receive an email with your responses.

- 4. Can you please send me a full downloadable copy of the application? I'd like to read it in full and begin to work on it without having to enter in information by page yet.**

The application is only available online (See "Part 1" and "Part 2" of the application at <https://www.charlestoncounty.org/departments/community-development/RFA.php>).

For "Part 1," you only need to fill-in your email address (the first question) to see additional pages in the application. It is important that you choose the applicable project type to get the questions that relate to your project. You can copy/paste the questions into a Word document, work on your answers in the Word document, and then come back to the online application when you are ready to fill it out and submit. Your application is not complete until you get to the summary page and submit the application (you will receive an email with your answers once you submit; if you do not receive an email with your answers, then your application was not received). See "Instructions for Editing/Saving Part 1" to edit/save Part 1.

"Part 2" is the required forms and attachments.

### **Part 2 (Required Attachments) of the Application:**

- 5. For Letters of Support, how many do we need to get? Does the number of support letters improve our scoring at grant review?**

There is no set number of letters of support, but letters of support are required to receive all 15 points of the "Community Support" score. Please submit the number of support letters you believe will support your application. We do not suggest submitting generic letters. If each letter is personalized and states why the individual/agency supports the organization, then it is received much better. If said agency also contributes any donations, funding, volunteers, space or other related benefits, they should state that as well.

- 6. We are asking for community letters of support for the application. Could you please send me the correct address and how they should label/address them? For ex., Charleston County Community Development? To add to that question - I'd like to know a person of contact to address in the letters.**

Applicants should collect community letters of support and submit them online with the other required forms and attachments. You can address letters to Dr. Anna Eskridge, Community Development Director.

### **Pre-Application Workshops:**

- 7. Do I need to RSVP to attend one of the pre-application workshops?**

No RSVP is needed for the workshops if you are attending.

**8. How long are the pre-application workshops?**

The workshop will last about 1.5 hours.

**9. I will be unable to attend the pre-application workshop. May we be excused from this meeting? Can I get the workshop materials?**

The workshops are not mandatory, so you are not required to attend to submit an application. We understand that schedule conflicts will keep some organizations from attending, but we strongly encourage everyone to attend if possible if they plan to apply for funding. The pre-application workshop powerpoint will be on the RFA webpage after the workshops for those who cannot attend but would like to review the information presented.

General:

**10. Is there a maximum amount that we are allowed to request?**

There is no maximum amount you are allowed to request. However, please make sure your request is reasonable based on the available funding.

**11. I am looking into submitting an application for the Urban Entitlement Funding for HOME and CHDO projects. Is there a separate application to become designated as a CHDO or is that included within the entire RFA process?**

The CHDO certification application is included in the online application (Part 1) here:

<https://www.charlestoncounty.org/departments/community-development/RFA.php>

**12. If we are requesting funds from both the City of N. Charleston and Charleston County, do we request 2 separate amounts? Can we be awarded funds from both entities?**

If you want to request funding from both the City of North Charleston and Charleston County, you need to request the amount you want from each in the application. Funding can be awarded from both entities.