

**RESPONSES TO FOLLOW-UP QUESTIONS FROM THE COMMUNITY CATALYST GRANTS INFORMATION  
SESSION ON FEBRUARY 6, 2019**

**Note: Responses are not provided for questions regarding specific projects or opinions regarding project eligibility. Questions may have been edited or combined. DHCD will not be providing any further responses or clarifications to these responses.**

- 1. Can an applicant apply for new construction/rehabilitation of city property for which they have a long-term lease?**

Applicants can request Grant funds for city-owned properties provided they are able to provide evidence of site control and are not requesting funds for acquisition. Please refer to the Guidelines for additional information regarding site control.

- 2. If funds are requested for fewer than three projects, does the waiver need to be included as part of the application?**

Applicants who are requesting funds for projects that require fewer than three properties should include the waiver and explanation with their application.

- 3. Does the application have font type, font size, or line spacing specifications?**

Application requirements do not include font or line spacing requirements but should be readable.

- 4. Can city funds count as part of an applicant's cash match?**

City Funds can be used as part of a project's leverage. Please note that the Community Catalyst Capital Grant does not have a matching funds requirement.

- 5. Does the grant cover after school programs?**

Community Catalyst Capital Grant funds cannot be used to fund operating or program costs.

- 6. What is the maximum amount of funds that can be requested?**

Applicants can request up to 30 percent of a project's total development cost.

- 7. Why are grants involving less than three properties ineligible? Why is this restriction in the grant?**

Applicants can request a waiver and request funds for a project that includes fewer than three properties. The Request for Waiver can be found at:

<https://dhcd.baltimorecity.gov/nd/community-catalyst-grants>.

- 8. On Page 9 of the Application Guidelines, it states that we should submit six hard copies of the application. Pages 12-13 of the Application Guidelines state that we should provide one original and five hard copies of the application. Which one is correct?**

Applicants are required to submit a total of six hard copy submissions; one original and five copies.

- 9. How will the committee evaluate the applicant's request to apply for a loan versus a grant? Is there a scoring preference for one or the other? In either scenario, are there specific items the City is looking to see in a repayment of funds (either back to the city, reinvested into the community, forgiven over time, etc.)?**

Applicants should apply for what works best for their project with the understanding that DHCD makes the final determination whether funds are awarded as a grant or a loan. In the event funds are provided as a loan, DHCD will work with the awardee to determine underwriting requirements, including repayment. Scoring criteria can be found in the Guidelines and Application.

- 10. Are projects that were previously more than three parcels/properties that have already been acquired and combined for one larger project eligible?**

Properties that have been consolidated into one site are eligible for Capital funds.

- 11. Would applying for grant funding preclude an organization from being considered for loan financing?**

Applicants should request the type of funds that work best for their project. DHCD reserves the right to make a final determination whether funds will be provided as a loan or a grant.

- 12. Is the Development Budget requested in the application for the organizations capital fund, the capital project as a whole, or the organization's annual fund?**

The Development Budget should be completed for the specific project(s) for which funds are requested.

- 13. Are building amenities to existing projects eligible to be funded by the grant?**

Building amenities are eligible uses provided they meet the terms included in the Guidelines and Application.

- 14. Does the applicant have to have site control prior to the application submittal?**

In the event funds are requested for acquisition and an award of funds are made, the applicant will have up to 120 days to enter into a Contract of Sale effective from the execution date of a funding agreement. Documentation should be included if the applicant has site control at the time of submission.