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General

Spacing/Font Requirements

Question: Can font size in tables, such as the projected financials and line-item budget detail, be in Times New Roman 11 or 10?

Answer: The FOA requires all documents be in 12 point, Times New Roman font. However, we recognize that there may be some instances where an applicant might use a smaller/different font and/or single spacing for acceptable normal writing standards (e.g., footnotes, charts, pre-existing documents, etc.). In those instances, applicants should ensure that the font size and formatting on any documents is large enough so that it is readable.

Supporting Documents in Appendices File

Question: Is it OK to include Financial Documentation/Projected Statements in the Project Description vs the Appendices in order to meet the page limitations for a project that already has a lot to fit in the Appendix?

Answer: Applicants may include supporting documents in the “Project Description” file if they prefer as long as they are clearly labeled and organized within the file and meet page limit requirements as outlined in Section IV.2. Content and Form of Application Submission. Remember, the Project Description file is limited to 75 pages, while the Appendices file is limited to 125 pages.

Project Description Elements & Program Requirements

Project Integration

Question: The section on Project Integration is not listed in the Table of Contents on page 19 of the CED announcement or pages 20-21 of the HFFI announcement. Does this mean that OCS does not expect/want a narrative for this section, and that the criteria will be used to evaluate what is already

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included in the application?

Answer: You are correct – Project Integration is not included in the Table of Contents. A separate narrative is not necessary for this section, as when scoring this section reviewers will consider how well all the application criteria are aligned, i.e., how effectively the components of the application (Objectives and Need for Assistance, Business Plan, and Budget and Budget Justification) relate to each other to form a cohesive, carefully planned project. Please refer to pages 46-47 of the CED-HFFI announcement and page 44 of the CED announcement for the criteria in which reviewers will evaluate this section.

Project Implementation and Project Viability

Question: In the Table of Contents on page 19 of the CED announcement, Project Implementation is listed before Project Viability. The order is switched in the HFFI Table of Contents. The point sections of both announcements lists Project Viability first, then Project Implementation. Please clarify the correct order of these sections.

Answer: Although "Project Implementation" is listed first in the table of contents in the CED announcement, we recommend the order of the sections follow the order of the points section with "Project Viability" listed first and "Project Implementation" listed second. Keep in mind, however, points will not be deducted for applications that have "Project Implementation" listed first as long as all required components are included and clearly labeled/organized.

Third Party Loans

Question: If the grant is being used as a low-interest amortized loan does OCS require principal payments to begin during the 3 or 5 year grant period? Or is it OK to structure it as interest-only for years 1-7, then starting in year 8 is fully amortized over 20 years, for example.

Answer: As outlined in both funding announcements, repayment of all loans funded with CED or CED-HFFI funds must begin during the course of the funded project period and a balloon payment (if any) must be made before the end of the project period.

Projects that use funding to provide loan(s) that have balloon payments that will be paid after the end of the project period are ineligible activities under these announcements.