FY 2023 HUD Entitlement Grants: Frequently Asked Questions

1. **Does my organization have to have 501(c)3 status to apply?**
   a. Nonprofit organizations must have their 501(c)3 IRS status at the time of application. Government agencies and quasi-government agencies are also eligible. For-profit agencies are eligible in limited circumstances – contact hudentitlement@norfolk.gov if you are a for-profit interested in applying.

2. **Does the $35,000 minimum apply to all the HUD grants?**
   a. No, the $35,000 minimum per project only applies to CDBG project applications.

3. **Can an organization submit more than one application?**
   a. Yes, for example, an organization may apply for a mental health program under CDBG, and a mentorship program under CDBG.

4. **Are the funds provided on a reimbursement basis?**
   a. Yes, agencies are reimbursed on a quarterly basis. Reimbursement requests are due October 15, January 15, April 15, and July 15.

5. **How do I apply?**
   a. Visit https://www.norfolk.gov/HUDEntitlement to access the application link, a video tutorial, and to download the Applicant Portal User Guide, or click eCivis - Grants Network to access the solicitations.

6. **When are the applications due?**
   a. Applications are due on December 31st. However, you are encouraged to create your account as soon as possible and submit your application early to avoid last minute challenges with the application platform.

7. **What if I need help with my application?**
   a. Email us at hudentitlement@norfolk.gov or call 757-664-4257 and someone on our staff will assist you.

8. **I am interested in applying for the Emergency Solutions Grant (ESG) but need more information about the Continuum of Care requirements.**
    a. You can learn more about the Continuum of Care and HMIS requirements at [SVHC - Hampton Roads Ends Homelessness](). Norfolk is part of the Southeastern Virginia Homeless Coalition (SVHC).

9. **I am interested in learning more about the Capital Access Program. Where can I find that information?**
    a. You can learn more about CAP at this link: [Capital Access Program - Norfolk Department of Economic Development (norfolkdevelopment.com)]()

10. **How do I check whether my organization is debarred or suspended?**
    a. Go to [https://sam.gov]()
        - Go to the "Search" tab
        - Under Select Domain, choose "Entity Information"
        - Click "Exclusions" on the left (it's not obvious when selected but it searches different criteria)
        - Enter the organization name as a keyword
        - Save the screenshot showing no matches found, and document the date searched (or if you pull your whole screen you'll automatically get the date from your windows task bar)

11. **I can't attach two files in the application but you are asking for two documents. What do I do? For example:**

Two Most Recent Federal Income Tax Returns (Form 990, 990-EZ, etc.)

+ Select a file   YWCA OF SOUTH HAMPTON ROADS - 2019 TAX RETURN.pdf   🗑

     a. If you cannot combine the two documents to submit, please just submit your most recent report. We will follow up at a later date if there are any documents we still need from the agency.

12. **There is a requirement of uploading our "Affirmative Action Marketing Policy." What are you looking for?**

     a. We are looking for your organization's policies or practices related to Affirmative *Outreach*, not Affirmative *Action*. Our apologies for the confusing language. We are looking to see if the organization does the following:

         i. makes known that the use of the facilities, assistance, and services are available to all on a nondiscriminatory basis, and establishes additional procedures to ensure that the "target population" who may qualify are made aware of the availability of these facilities, assistance, or services;

         ii. takes appropriate steps to ensure effective communication with persons with disabilities; and

         iii. takes reasonable steps to ensure meaningful access to programs and activities for persons with limited English proficiency (LEP).

13. **Are there other grant opportunities available if I don't get funded, or if I can't meet the $35,000 minimum?**

     a. Yes, the city also offers another program called Human Services Grants, which has a different grant cycle. Those applications will be available in April or May 2022 for grants that would begin October 2022. Visit Fiscal Year 2022 Human Services Grant | City of Norfolk, Virginia - Official Website for more information and to see the information from the current grant cycle. You may also contact michael.wasserberg@norfolk.gov for more information.

Comments received during the Application Orientation and Public Input Session on December 8, 2021

Comments on city priorities for the FY 2023 grant cycle:

- More affordable and low-income housing opportunities
- Youth Programs
- Economic Development, including skill-building programs, especially for youth
- Financial Wellness and Financial Literacy for adults
- Financial literacy for youth in the public school system
- Supportive services and skill building for all youth with disabilities, especially those in the foster care system.
- Affordable housing and support for our homeless neighbors (especially during this challenging housing market)
- Mental health education, early assessment, and mental health services for youth in the public school system; provide support early to prevent future interactions with the criminal justice system
- More Parks and Recreation opportunities
- Provide financial support to families with children who excel at sports and need funding to pursue traveling leagues/out of state championships, etc.
- A supplemental program for Nonprofits that piggybacks off the city's NEL internship program, to open internships to other areas and organizations in the city.
- Funds to help small businesses to flourish
- Access to capital for small businesses
- Technical assistance for small businesses
- Startup funding for nonprofit organizations
- A multi-floor social services complex to address a variety of needs in a one-stop shop (homeless services, mental health services, benefits, etc.)