



City Manager's Office  
**MEMORANDUM**

**Date:** February 24, 2021  
**To:** All Potential Applicants  
**From:** Sarah Terherst, City Manager's Office  
**Re:** **Human Services Board Request For Funding FY 2021-23 Questions and d Answers**

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City staff received three questions from grant applicants regarding the FY 2021-23 Human Services Board Request For Funding Application. Therefore, I am providing the questions (in black) and answers (in blue) to all potential applicants.

- 1.) Question: Is it okay to remove the 'example boxes in italics' at the top of the workplan to gain more space in the workplan?  
Answer: When providing a response to question 1c, yes, it is okay to delete the examples provided.
- 2.) Question: Would you like the budget to be created to reflect one year of the project or with numbers that represent 2-years?  
Answer: The budget section of the application (Part B) should include the full request, or the 2-year total.
- 3.) Question: For 'Section C' of the grant, are the instructions referring to the workplan grid that can be expanded, but not to exceed 5-pages, or the entire 'Section C' with numbers 1-6 included not to exceed 5-pages?  
Answer: The instructions indicate that the entirety of Section C with questions numbered 1-6 should not exceed 5 pages.

Sarah Terherst  
Senior Management Analyst  
City Manager's Office