

# Best Practices in Annual Planning

Thank you for being willing to complete our brief poll of CPD grantees. ZoomGrants will be hosting a discussion of annual planning practices for CPD formula grantees on Day 2 of NCDAs annual conference June 22-25 in Milwaukee. - Thursday, June 23 at 11:00 a.m.

In preparation for our discussion, we are polling grantees about the annual planning process. This should be quick. If you are willing to discuss your answers with us, please let us know at the end of the survey and provide the best number and email to reach you. The survey is anonymous unless you decide otherwise.

\* Required

## Tell us a little about you.

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**1. Please tell us about who you are (choose one) \***

*Mark only one oval.*

- City
- County
- Consortium/Collaborative
- Other: .....

**2. Which formula grants do you receive? (check all that apply) \***

*Check all that apply.*

- CDBG
- HOME
- ESG
- HOPWA

**3. When did you last submit a Consolidated Plan? (check one)**

*Mark only one oval.*

- 2012
- 2013
- 2014
- 2015
- 2016

## Communicating Grant Program Information to the Public

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**4. Which means do you use to communicate program information to the public? (check all that apply)**

*Check all that apply.*

- Posting (public places)
- Print (newspaper ad or legal notice)
- Email (traditional or managed e-notification)
- Website (news, blog, RSS)
- Social Media (Facebook, Twitter, Instagram ...)
- Other: .....

**5. Which do you consider to be an EFFECTIVE means to communicate program information to the public? (check all that apply)**

*Check all that apply.*

- Paper surveys or mailers
- Email
- Website forms or online surveys
- Social media (Facebook, Twitter, Instagram ...)
- Public meetings or workshops
- Meetings of appointed or elected officials (public hearings)
- Other: .....

**6. We are using the most effective tools available to communicate program information to the public.**

*Mark only one oval.*

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

## **Engaging the Public in the Planning Process**

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**7. Which means do you use to gather public input on your planning process? (check all that apply)**

*Check all that apply.*

- Paper surveys or mailers
- Email
- Website forms or online surveys
- Social media (Facebook, Twitter, Instagram ...)
- Public meetings or workshops
- Meetings of appointed or elected officials (public hearings)
- Other: .....

**8. Which do you consider to be an EFFECTIVE means to gather public input on your planning process? (check all)**

*Check all that apply.*

- Paper surveys or mailers
- Email
- Website forms or online surveys
- Social media (Facebook, Twitter, Instagram ...)
- Public meetings or workshops
- Meetings of appointed or elected officials (public hearings)
- Other: .....

**9. Our planning process is effective at gathering public input.**

*Mark only one oval.*

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

**10. We are using the most effective tools available to engage the public in the planning process.**

*Mark only one oval.*

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

## **Reviewing Requests and Awarding Funds**

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**11. How often are funds awarded/allocated?**

*Mark only one oval.*

- Once a year
- Less frequently than once a year
- More frequently than once a year (not including unplanned re-allocations)

**12. Our funding process is best described as...**

*Mark only one oval.*

- Non-competitive (discretionary)
- Competitive - uses a numeric scoring system without a threshold score
- Competitive - uses a numeric scoring system with a threshold score
- Competitive - does not use a numeric scoring system

**13. What is the typical term for subrecipient/subgrantee awards?**

*Mark only one oval.*

- One year
- Two years
- Longer than two years

**14. Our planning process results in an effective use of funds.**

*Mark only one oval.*

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

**15. Our planning process is transparent and accessible.**

*Mark only one oval.*

	1	2	3	4	5	
Disagree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agree

## **Organizational Structure**

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**16. Who is involved in the review and evaluation of requests for funding/applications?**

*Check all that apply.*

- Grantee/PJ Staff (front line)
- Grantee/PJ Management
- Elected or appointed Official/Mayor
- Elected or appointed Committee or Commission
- City Council or County Board
- Other: .....

**17. How often does your committee or commission responsible for oversight of your CPD programs meet?**

*Mark only one oval.*

- Annually
- Semi annual or quarterly
- Bi-monthly or monthly
- More often than monthly
- We don't have a committee or commission responsible for oversight of CPD programs.

## **See you soon?**

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18. **Are you attending NCDA's Annual Conference June 22-25 in Milwaukee?**

*Mark only one oval.*

Yes

No

19. **Would you be willing to have us contact you to follow up on your responses?**

*Mark only one oval.*

Yes

No

20. **If yes to the above, please provide your name, email and a good number to reach you.**

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