

## Questions for Grantee Discussion Groups Community Economic Development & Rural Community Development

The following script and open-ended questions will be used to gather information about grantees' project progress, accomplishments and challenges. The information will be used to improve services provided by Federal staff program leadership to better meet grantee needs and improve grantee project implementation and performance.

They may be asked of various types of grantees (e.g., construction grantees, etc.).

*Hello, and thank you for joining this Community Economic Development, or CED, grantee discussion group. Today, we will be gathering input from you on [topic (e.g., your experience using CED funds to implement revolving loan projects)].*

*OCS is gathering this information in order to better understand your project progress, accomplishments, and challenges. With information and insights from you, OCS expects to be able to better understand your work, better meet your needs, and continue to improve CED program administration.*

*We expect this discussion to last approximately 1-hour, and your participation in completely voluntary.*

*Please note the following from the Paperwork Reduction Act of 1995 (Pub. L. 104-13): An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The control number for this project is 0970-0401. The control number expires on 5/31/2021.*

*My name is [facilitator name], and I will be facilitating this discussion. Again, thank you for taking the time to participate in this call, and I look forward to a production discussion.*

*Let's begin with introductions. [Grantee participants introduce themselves].*

*Now, let's dive into the questions I have for you...*

### Key Highlights

- *What are three key highlights from your project in the last year?*

### Project Progress

- *Where are you in your project's progress relative to the initial timeline? If not progressing as quickly as planned, why? Have you made any discoveries or faced any challenges that have caused this result? If progressing more quickly than planned, why?*

### Community Contributions

- *Provide an example that demonstrates the project's positive impact at the community level.*
- *How has this project transformed money into community assets?*

### Project Beneficiaries

- *Describe the members of the community whom your project has served. How would you assess your project's reach to date within your community?*

- *Provide an example that demonstrates the project's positive impact at the individual level (i.e., specific people who were helped).*

Challenges and Responses

- *Describe one of the biggest challenges you faced in implementing this project. What progress have you made in responding to this challenge?*

Next Steps (for ongoing grants)

- *Describe the immediate next steps on the horizon for this project.*
- *Where do you hope to be with this project in another year?*

Support from OCS

- *How can OCS help support projects like yours (i.e., construction, etc.) and help you address challenges that projects like yours commonly face?*