



CDBG APPLICATION INSTRUCTIONS

1. Submit one application for *each* activity.
2. When submitting only one application, include items a through f. When submitting multiple applications from one community, designate one activity as the main application (usually the largest funding request or the one that will take the longest to complete), include the following *only* with that application:
 - a. Administration costs and related forms
 - b. Certifications
 - c. Resolution to Submit a CDBG Application
 - d. Relocation Assistance Plan
 - e. Disclosure Report
 - f. Public Participation documents

All other applications/activities will include only those documents related to that specific activity.

3. A detailed table of contents must be provided with each application.
4. All pages in the application are to be numbered consecutively.
5. The entire application must be 2-hole punched at the top and secured with clasp, staple, etc. Do not submit applications in binders.
6. Include "before" picture(s).

MAP INSTRUCTIONS

ALL APPLICANTS MUST SUBMIT MAPS CONTAINING THE FOLLOWING INFORMATION:

The application must contain:

- a copy of the United States Census Tract (CT)/Block Group (BG) map (These maps are available at www.census.gov)
- a copy of the service area map
- a copy of the project location map

Maps must identify:

1. City, Town or County (as appropriate) with Census Tract (CT) and Block Group (BG) boundaries if an LM Areawide Benefit activity.
2. The project location map, must indicate the project's: a) relationship to the corporate boundaries of the applicant unit of local government; and b) relationship to easily identifiable landmarks, such as streets, schools, highways, rivers, etc.

3. The Service Area (SA) of each activity. The SA map(s) should include narrative of the square miles and borders to the north, south, east and west to help describe the SA. It may also be helpful to include their location to the nearest urban-center.
4. The designated Redevelopment (Slum/Blight) Target Area, if applicable.
5. The Colonias boundary, if applicable.
6. The Neighborhood Revitalization Strategy boundary, if applicable.

General Guidelines:

1. Maps should be submitted on 8 1/2 x 11 inch paper.
2. Maps must compliment the narrative description of the SA indicated in the application form. All landmarks, whether natural (rivers or mountain ranges) or created (schools, parks, highways, national forest boundaries, government buildings, industrial parks, railroads, museums, fairgrounds), and patterns (traffic, zoning, commercial or residential) **MUST** be identified on the map.
3. A legend using colors or various designs is recommended. Commercial buildings or areas that are non residential should be marked.
4. The person preparing the map must start with the assumption that CDBG Program staff are unfamiliar with the area and will need to visualize all the information provided in narrative form. Staff should be able to drive into the community and locate the activity and the service area *based on the map*. Thus, street names will need to be plainly visible on the map. These can be handwritten or included on the side, with explanatory letters or symbols on the map itself.