

## **CAPITAL IMPROVEMENT APPLICATION INSTRUCTIONS**

This document is a form which can be filled in. Use the tab button to move through the document, not the enter key. No alterations are to be made to this document. Grayed fields are calculated and filled in by the program and cannot be accessed or changed.

A help dialog box is available for each field. Pressing F1 will bring up the information for the highlighted field. Clicking the OK button or hitting the Escape key will take you back to the field.

Some fields contain drop down lists which can be seen by clicking the arrow next to it. Click on the most appropriate choice from the list. In the areas where you need to make more than one selection (as in the Census Tract list) you have been given additional fields in which to make the choices. When you have listed all of your choices please skip any remaining fields in that area.

The following is a list of the help information for each field:

### **Page 1:**

#### **AGENCY INFORMATION:**

1. Type in the name of your agency. If you are with the City, insert the name of your Department.
2. Insert the name of the person in your organization that the City should contact should there be any questions regarding the application for CDBG funding.
3. (Agency Status)
  - a. Check this box if your agency is an approved non-profit organization and are registered as such with the Internal Revenue Service.
  - b. Check this box if you are not registered as a non-profit organization and are not a City or Public Agency.
  - c. Click on this box if you are with the City agency or a public agency.
4. Insert the Title for the contact person listed above.
5. (Agency Address)
  - a. Insert the Number and Street name for your agency. This is the number where all correspondence will be sent.
  - b. Insert the City, State, and Zip Code for your agency. This is the number where all correspondence will be sent.
6. Insert the Telephone number for the contact person listed above. Please include the area code followed by the phone number. If it is a City project, insert your extension number. You will need to enter any necessary punctuation.
7. Insert the Fax Number for your agency. Please include the area code in the field. You will need to enter any necessary punctuation.
8. Insert your Federal Tax ID No. for your agency.
9. If applicable, include the e-mail address for the contact person listed above.
10. Insert your Unique Entity Identification (UEI) number. Grantees applying for federal funds are required by the Office of Management and Budget (OMB) to include this information.
11. Insert the name of the person who is authorized to sign contracts on behalf of your agency. If you are selected to receive CDBG funds, this name will appear as the person signing the contract between the City and your agency.

#### **AGENCY BACKGROUND**

1. Input should include but not be limited to information on your organization, the services that you provide, your client base, area of service, and the location of where services are provided. If it is a City department, provide information on department.

## Page 2:

### PROJECT INFORMATION

1. Input the Title of your Project. The title should be no more than 6 words in length and describe the project (i.e., Senior Center Facility Construction)
2. Check this box if this is a new project.
3. Check this box if this is a continuation of an existing project or additional funds are being requested for the completion of a project.
4. Input the amount of CDBG funding being requested. Note that you do not need to insert the \$ sign while inputting the information. The \$ and all other punctuation will automatically be inserted for you.
5. Click on the drop-down list and select the performance indicator that best reflects the type of Project being proposed (i.e., a residential rehabilitation program would have a performance indicator of 4-Households (General).
6. (Project Site Address)
  - a. Insert the Number and Street name for the location of the proposed project. For public right-of-way projects, provide a map with the specific locations where the work is to take place.
  - b. Insert the City, State, and Zip Code for the location of the proposed project.
7. (Expected Accomplishments)
  - a. Input the Quantity of Accomplishments for your Project. Please key in numbers only.
  - b. Click on the drop-down list and select the performance indicator that best reflects the type of Project being proposed (i.e., a residential rehabilitation program would have a performance indicator of 4-Households (General).
8. (Have You Received City Funds Before?)
  - a. Check the box if you have received CDBG funds in prior years.
  - b. Check the box if you have never received CDBG funds in prior years.
9. Check the Low and Moderate Income category if a minimum of 51% of those served will have a household income that does not exceed the HUD income limits.  
Check the Slum or Blight category if the project assists in the eradication of slums or blight.

### NARRATIVE QUESTIONS

1. Provide a response to each of the four narrative questions indicated on page 2. Do not exceed five total pages in response to these questions. Type responses directly into the form fields provided. The document will expand to accommodate your narrative entries.

## Page 3:

### PROJECT SERVICE AREA INFORMATION

1. Select this box if the project is a Citywide project (i.e., Residential Rehabilitation that is available to all income eligible residents of the City).
2. Select this category if the project will take place within one or more specific census tracts.
3. Click on the drop-down list and select the Census Tract(s) that reflect the area of the Project being proposed. If the tract isn't on the list it isn't applicable to the program.  
Choose only those tracts which pertain to your project.

### PROJECT BUDGET SUMMARY

1. Insert the amount proposed for personnel costs for the entire project. Personnel Costs include staff salaries and benefits.
2. Insert the amount proposed for personnel costs through the use of City provided CDBG funds. Personnel Costs include staff salaries and benefits.
3. Insert the amount proposed for Non-Personnel costs for the entire project. Non-Personnel costs include costs for supplies, consultants, etc. for your project.

4. Insert the amount proposed for non-personnel costs though the use of City provided CDBG funds. Personnel Costs include supplies and consultants.
5. Insert the amount proposed for Capital Improvements for the entire project. Capital Improvements include all costs associated with the construction of a structure, facility, or improvements in the public right of way.
6. Insert the amount proposed for capital improvement costs though the use of City provided CDBG funds. Capital Improvements include all costs associated with the construction of a structure or facility.
7. Provide information on all other funding sources proposed for the capital improvement project. Include the amounts and if the funds have already been secured. If the funds have not been secured, please provide detailed information on such funds.

**Page 4:**

**TARGET DATES AND COMMENTS**

1. Insert the Target Date for Phase 1-Preparation of Bid Documents. Insert the date using the following date format: 07/01/2025 (The same instructions apply to the remaining fields in this column but refer to that particular Phase of the Project)
2. Insert any comments about the proposed schedule. (The same instructions apply to the remaining fields in this column.)

Provide name, title, signature and date for the application preparer and the Department Director or other authorizing official.