How to Strengthen a Community Development Block Grant (CDBG) Application

- Make sure your project meets one of the CDBG National Objectives: - Benefits low-to-moderate income persons and/or - Prevents/eliminates slum & blighting conditions

- Carefully read over the application and its accompanying paperwork (guidelines, instructions, etc.) prior to commencing work on it.

- Call the CDBG office if you have questions about your project **prior to** the application deadline – Ted Herncane or Anna Jordan at (330)830-1721.

- Be sure to provide a good description of your overall project

- Provide an explanation of how CDBG funding will be utilized

- Provide an overall budget for the entire project/activity

- Request a "reasonable" grant of CDBG funds. Don't request a large sum, i.e. $1,000,000.00. This type of funding is not available.

- Provide matching funding toward overall project costs – local, state grants/loans, i.e. OPWC funding, etc.

- Document sources of match or funding sources sought after

- Have a realistic proposed timeline for your project. You will be required to fulfill it.

- Be ready to utilize requested CDBG funds according to your requested use and proposed timeline.

- Include a certified engineer's/architect's estimate for "brick & mortar" projects

- Provide accurate figures; don't pad your numbers

- Make sure joint applications reflect the needed commitment from all parties

- Contract for needed architectural and/or engineering work prior to application time. This helps plan for the overall project cost and helps to provide local match.

- Provide required and supplemental paperwork: maps, commitment letters, etc.

- It is the responsibility of the applicant to become educated on the federal regulations that govern the CDBG program, as well as any state or local standards that apply to their application. https://www.hudexchange.info/programs/cdbg

- Once you believe your application is completed, proof-read it, including your math. Also have someone else, unfamiliar with it, do the same. This will help to ensure your application is complete, that it makes sense, and is completely correct.