

GENERAL INSTRUCTIONS

1. Prepare your **FY2018 CDBG** application in a clear, comprehensive and concise manner. Remember to **complete all sections** and provide documentation to ensure fair consideration of your application. **The DUNS# and CCR#s are MANDATORY for each application since we are not permitted under Federal Regulations to provide funding without this information on file. CCR# expiration date must be current and are updated annually.** The DUNS# and CCR # can be obtained or updated at **System for Award Management (SAM) at sam.gov FREE!**
2. Where appropriate, provide Architects or Engineers' cost estimates. Application(s) with construction activities will **NOT** be reviewed without this information and may give cause for rejection of the application.
3. Provide detailed **Job Description** with salary for public service activities.
4. All applicants must provide an **Area Map** indicating the location of the project.
5. **Project leveraging is an important aspect of utilizing CDBG funds.**
6. Be certain your application has been **signed** by the appropriate Municipal/Agency official.
7. **It is mandatory that the governing body of the municipality in which your propose CDBG project will take place, provides a Municipal Endorsing Resolution (sample attached).**
8. Please review attached OMB Circular No. A-122 on the *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.
9. Completed original application(s), **NO copies are required** must be submitted to Community Development via email to cdapp@co.bergen.nj.us or mailed **no later than 5:00pm on December 8, 2017.**

**Mailing Address: Bergen County Community Development
One Bergen County Plaza, 4th Floor
Hackensack, New Jersey 07601**

***Application(s) with supporting documentation may be email to cdapp@co.bergen.nj.us but the original Endorsing Resolution(s) must be submitted by mail to the CD office. Only 1 Audit is required per applicant. A receipt will be mailed when the application(s) are received by CD.**

10. All applications will be reviewed by the Community Development staff in order to determine the project eligibility. If additional information is required, you will be contacted by your Community Development representative.