

DU PAGE COMMUNITY DEVELOPMENT COMMISSION

MEMORANDUM

To: Applicants for Neighborhood Investment, Community-Wide Benefit, Accessibility Improvements, and Planning Projects

From: DuPage County Community Development Commission Staff

Date: August 2009

Re: **Application Materials and Instructions for the Neighborhood Investment, Community-Wide Benefit, Accessibility Improvements, and Planning Projects for the 2010 Program Year**

Enclosed you will find application materials to be used for applying for Community Development Block Grant (CDBG) funds for Neighborhood Investment, Community-Wide Benefit, Accessibility Improvements, and Planning Projects. Applications are due in the DuPage County Community Development Commission by **4:30 p.m. on October 1, 2009.**

You are also required to hold a public hearing to answer questions about your proposed project. A notice of this meeting must be published no later than 10 days before the meeting and proof of publication provided as requested in the application.

MATERIALS ENCLOSED

1. **2010 Application Form**: This application form must be filled out by all applicants. The application form is relatively self-explanatory. See below for basic instructions on filling out the form.
2. **2010 Project Ranking Criteria**: This selection system will provide you with information on how your application will be evaluated when it is received.

BASIC INSTRUCTIONS

It is important that you strictly follow the instructions below. Incomplete, or incorrectly completed applications will not be accepted.

1. **Complete all parts of the application.** Although some parts of the application may not be relevant to your particular proposal, most are relevant. All appropriate sections should be completed, and those you feel do not apply to your proposal should be marked as "not applicable."
2. **Provide complete answers in all sections.** Many requested answers will be in narrative form. Provide a full answer to the question in the space provided. Even if the answer is in summary form, it must allow the reader to follow your description without having to look for other parts of your submittal. Attachments may be provided to

DU PAGE COUNTY DEPARTMENT OF COMMUNITY SERVICES
DU PAGE CENTER - 421 N. COUNTY FARM ROAD - WHEATON, IL 60187
Mary A Keating, Director FAX 630-407-6601 630-407-6600

further clarify or support the information you provide on the form, but attachments must not be used to continue a longer narrative that you could not fit into the space provided.

3. **Do not alter the application forms.** When we receive the completed forms, they must be in the same format as the blank forms you received. Do not retype the form and do not insert pages in the middle of the form. All attachments must come after the fully completed form.
4. **Use a font that is easy to read.** Font size must be no smaller than 10 point, and right and left margins must be approximately one inch (the same as on the application form itself). It is acceptable to fill out the forms by hand as long as it is not difficult to read and character size is approximately 12 point size or larger.
5. **Organize your attachments.** There are several places where the application requests additional information to be attached, and there may be others where you may wish to provide supporting documentation. Please note in the appropriate place on the application form when additional information can be found in attachments (for example, "see Attachment A"). Also, let us know where the attachments are located in your package either by putting tabs on them or putting page numbers on your whole package and directing us to a certain page (for example, "see Attachment G, page 43"). Please label your attachments and remember that attaching too much information that is not directly relevant to your proposal can be counter productive.
6. **Sign the application form.** Make sure that the authorized individual signs the application form.
7. **Provide sufficient copies.** Provide us with one original (with an original signature), and five complete copies. Copies must also include the attachments.
8. **Ask for help if you need it.** The application form suggests where in the selection criteria you can look for more information. In addition, you may call us if you have any questions about the application form. Contact the Community Development Commission at (630) 407-6600 or you may call Mary Keating (630-407-6457) or Thomas Schwertman (630-407- 6602) directly.