

CDBG/ESG/HOPWA YEAR 36
Instructions for Downloading, Saving, and Completing
Electronic Application Form and Budget Worksheets

Application Form

1. Click on “Application Form.”
2. The MS Word Application Form will open in an MS Word window on your computer screen.
3. Save this document to your hard drive or other device:

<u>Save as:</u>	<i>agencynameYR36App.doc</i>
<u>If submitting multiple applications:</u>	<i>agencyname(1)YR36App.doc,</i> <i>agencyname(2)YR36App.doc, etc.</i>
4. To select boxes for checking, simply use your mouse to click in the appropriate box. An X will appear in the selected box.
5. If you incorrectly check a box, you can un-select that box by clicking that box again. The X will disappear.
6. To enter text or numbers in a shaded area, simply place your cursor in the appropriate box, click with your mouse, and begin typing. Fields will expand to accommodate your text.
7. You can move to subsequent fields using the TAB button or by selecting fields with your mouse.
8. As you complete the Application Form, regularly save the document on your hard drive or other device to ensure that entered information is saved.
9. The document can be saved, closed, and re-opened as you work on your application over time.
10. Detailed guidance on completing the Application Form is provided in the *CDBG Application Manual*.

Budget Worksheets

1. Click on “Budget Worksheets.”
2. A File Download window will appear on your screen. Select: SAVE.
3. Save this document to your hard drive or other device:

<u>Save as:</u>	<i>agencynameYR36Appen.xls</i>
<u>If submitting multiple applications:</u>	<i>agencyname(1)YR36Appen.xls,</i> <i>agencyname(2)YR36Appen.xls etc</i>
4. Open the saved document and complete the required budget worksheets. You can move between the four worksheets by selecting the labeled tabs in the bottom left corner of your screen.

Appendix A: Agency Operating Budget – Current Fiscal Year

Appendix B: Project/Program Funding

Appendix C: Project/Program Proposed Expense Budget

Appendix D: Project Sustainability (Public Service Proposals Only)
5. Enter data only in the shaded areas. Non-shaded cells will calculate automatically.
6. Information regarding the current fiscal year agency operating budget, project/program funding, project/program proposed expense budget, and project sustainability should ONLY be submitted on the provided templates. Alternate submissions of this budget information will not be considered.
7. As you complete the worksheets, regularly save the document on your hard drive or other device to ensure that entered information is saved.
8. The document can be saved, closed, and re-opened as you work on your application over time.
9. Detailed guidance on completing the Application Form is provided in the *CDBG Application Manual*.

See Year 36 Application Checklist for Guidance on
Submitting a Complete Electronic and Hard Copy Application