WILLIAMSON COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
APPLICATION INSTRUCTIONS

DO NOT USE THIS APPLICATION FOR SOCIAL SERVICE FUNDING REQUESTS

FUNDING FOR FY2010 (OCT. 1, 2010 – SEPT. 30, 2011)

Please note: All projects awarded CDBG funds from Williamson County are subject to Federal Regulations governing such award. Construction contracts are also subject o labor regulations including but not limited to Davis-Bacon Regulations and will be required to submit wage information to the Williamson County CDBG office. Project monthly progress reports along with other reporting requirements will be the responsibility of the entity receiving CDBG funds from Williamson County. Failure to submit requested and required project documentation could delay payment or forfeit CDBG award.

This application was designed for your convenience. It can be completed in two ways.
- Using Microsoft Word. The application can be found at www.wilco.org. Open the document and fill in the appropriate information. Use the tab key to navigate through the application. Once the form is completed, print, obtain appropriate signatures and submit. (preferred method)
- Manually. Open the document and print it. Manually complete the form. Obtain appropriate signatures and submit.

<u>Applications must be received by 5pm on Tuesday, February 9, 2010</u>. <u>Please submit one original and four (4) copies.</u>

> Submit to:
> Williamson County
> Attn: Sally Bardwell, Grants Coordinator
> 710 Main Street
> Georgetown, TX 78626

Applicant Organization Name & Contact Information
1. Complete information requested.

Project Information
1. Provide the Project Title.
2. Select from the pull down menu (Housing, Homeless Needs, Non-Homeless Special Needs, Non-Housing Community Development Needs).
   a. Give specific type of project (use priority table to identify specific type of project)
3. Define the service area and/or project site and attach a map that identifies this information.
4. Check appropriate box.
5. Check appropriate box. If yes, indicate the number of years.

Type of Proposal
1. Check all that apply

Service Area
> Provide the census tract(s) that the project serves. The US Census Bureau website can be utilized at www.factfinder.census.gov.

Total Number of Low and Moderate Income Person or Limited Clientele to be Served
The US Census Bureau website can be utilized at www.factfinder.census.gov.

Funding
1. Determine the amount of CDBG funds requested. Use budget table on page three of the application to determine this figure.
2. Determine the amount of funds that will be obtained from other resources.
3. Total Cost

Community Need
1. Describe the need and current condition of the problem and how it relates to the needs/priorities identified for Williamson County (see FY 2009-2013 Consolidated Plan Priorities included in this packet).
2. Describe the method or solution proposed.
3. Describe how the solution will effectively address the problem.
4. Describe the anticipated results.
5. Describe any collaboration with other organizations, programs, or entities.
6. Give any additional information.

Operation and/or Maintenance
1. Generally describe the resources necessary for the project. Do NOT identify budget here.

Staff Costs
1. Identify staff costs for the project.

Project Budget Estimate (totals will automatically calculate)
1. Double click on the budget spreadsheet to access cells.
2. Complete cells with estimated funding amounts. Totals will automatically calculate.
3. When completed, click outside of spreadsheet to gain access to Budget Narrative.
4. Complete Budget Narrative section.

Please note
- ➢ Funds obligated to the project will be tied to that obligation unless authorized to do otherwise.
- ➢ CDBG funds do not require leveraged funds.

To be submitted with completed application
1. Detailed timeline. Indicate start and end dates and major milestones expected throughout the project.
2. Map that shows project site and defines the service area.
3. Any additional information or documentation needed to fully explain the project.

Failure to submit requested documents or to provide adequate explanation may invalidate proposal.