

## GENERAL INSTRUCTIONS

1. Prepare your FY 2012 CDBG/ESG application in a clear, comprehensive and concise manner. Remember to **complete all sections** and provide sufficient documentation to assure 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.**
  
2. **When appropriate, provide Architects and/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. When appropriate, provide **Personnel Job Descriptions** with detailed salary and Wage information. (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/ESG funds. You are required to complete Section X, using actual or prospective funding.**
  
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 proposed CDBG project will take place, provides an Endorsing Resolution (sample attached). The Resolution must be certified by the Municipal Clerk and submitted with your application.**  
***(ESG applications do not require a Municipal Endorsing Resolution)***
  
8. Please review OMB Circular No. A-122 on the *Cost Principles for Non Profit Organization*.
  
9. Completed original application(s) must be submitted to the Division of Community Development, no later than **4:30 p.m. on Friday October 7, 2011.**

**Address:           Bergen County Community Development  
One Bergen County Plaza, 4th Floor  
Hackensack, New Jersey 07601  
Telephone – (201) 336-7200**

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

