Do's and Don'ts for CDBG Applications:

Do:

1. Look for **"Ready to Go"** projects that can go to construction or be implemented quickly. The current rating system is geared toward ready projects.
2. **Gather detailed information** before writing the application from locals, managers, city officials, enforcement agencies, etc. This will help provide details and documentation to show project need and effectiveness.
3. **Talk with all funding agencies**, inform them you plan to apply and take suggestions.
4. Begin **Clearinghouse** and **SHPO** review as early as possible
5. Keep in mind **deadlines, page limits, and attachments**.
6. **Read instructions provided with the application prior to beginning**.
7. **Be concise and to the point**, often bullet points will get the point across better than long narrative.
8. **Be specific**, use numbers when applicable (In 2018, we had 21 line breaks).
9. **Explain everything clearly**, write the application as if you are submitting it to someone that has never reviewed an application before. (**TIP**: have someone read the application that is not involved in the project, things that are obvious to those involved may not be so obvious to those on the outside.
10. **Complete the budget section**, providing details and specific line items.
11. **Triple check all math, and any numbers**, especially LMI amounts.
12. **Proofread** (**Tip**: set the application aside and come back to it a few days later).

Don't:

1. *Don't* **Wait until the last minute** to get started, LMI surveys and Clearinghouse review can be time-consuming
2. *Don't* **Ask for funds for activities that are not eligible** under the funding program. Make sure you know what is fundable and if you are seeking support from the best source for your project.
3. *Don't* **Build your request around the grant ceiling amount**. Reviewers are suspicious of projects that "magically" total the maximum request amount.
4. *Don't* Get caught up in what has been done – **focus on the current request**.
5. *Don't* **Assume more is better**, your request can get lost in too much "fluff". Too many attachments or letters can be distracting.
6. *Don't* **Use terms like few, numerous, several etc**. Use amounts instead.
7. *Don't* **Leave anything blank**. If not applicable, put N/A.
8. *Don't* **Be inconsistent**, make sure forms, narratives, budgets, maps, everything matches.
9. *Don't* **Forget operation and maintenance**; be sure to include information on the revenue source that is going to fund operation and maintenance of the facility.