

CDBG Applications Attachment Naming Standards

Applications submitted under the State and Tennessee Non-Entitlement Community Development Block Grant (CDBG) program are done so through an online application process. The webform completed online contains questions to provide the narrative and general detail of the applicant and the proposed project. Each application also has a significant number of additional documents that contain items like backup documents, technical documents, maps, and forms that contribute to the eligibility and scoring of the application. To aid in the application review process, applicants are required to use the naming standards outlined below.

All CDBG applications must follow the prescribed naming standard. Applications submitted without following this standard will be returned for revision and resubmission using the appropriate standard prior to review by ECD. Please note that anytime the word "Applicant" is used in the below naming of files, the community name should be used instead. Do not use "City of" or "Town of"; only use the name of the community.

Attachments Required for All Applications

- Applicant_1_Jurisdiction_Workbook
- Applicant_2_Budget_Workbook
- Applicant_3_Title_Page
- Applicant_4_Resolution
- Applicant_5_Antidisplacement_Plan
- Applicant_6_Jurisdiction_Map
- Applicant_7_Public_Meeting
- Applicant_8_Professional_Procurement

Attachments for Housing Rehabilitation

- Applicant_9_Additional_Questions
- Applicant_10_Target_Area_Surveys
- Applicant_11_Target_Area_Survey_Maps
- Applicant_12_Minority_Map
- Applicant_13_Housing_Backup_Docs
- Applicant_14_Local_Codes

Attachments for Sewer Systems

- Applicant_9_Tech_Eng_Docs
- Applicant_10_Utility_Input
- Applicant_11_Sewer_Rate
- Applicant_12_NPDES_Permit
- Applicant_13_Minority_Map
- Applicant_14_Utility_Resolution

Attachments for Water Systems

- Applicant_9_Tech_Eng_Docs
- Applicant_10_Utility_Input
- Applicant_11_Water_Rate
- Applicant_12_Minority_Map
- Applicant_13_Utility_Resolution

Attachments for Community Infrastructure

- Applicant_9_Additional_Questions
- Applicant_10_Three_Year_Budget
- Applicant_11_CL_Backup_Docs
- Applicant_12_Minority_Map
- Applicant_13_PER

Attachments for Community Revitalization

- Applicant_9_Additional_Questions
- Applicant_10_Three_Year_Budget
- Applicant_11_CL_Backup_Docs
- Applicant_12_Minority_Map
- Applicant_13_PER

Attachments for Public Health and Safety

- Applicant_9_Additional_Questions
- Applicant_10_Three_Year_Budget
- Applicant_11_CL_Backup_Docs
- Applicant_12_Minority_Map
- Applicant_13_PER
- Applicant_14_Equip_Estimate

* Additional files should be included using the same naming structure and the next available number.
Example: *Applicant_16_Community_Plan*