Instruction for completing
Preliminary Budget (Use & Source of Funds)

1. Applicant Name
    a. Enter the name of the City/Town/Village or County that is preparing and submitting the CDBG application
2. CFA Application Number
    a. Enter the CFA assigned application number
3. Use of Funds
    a. Using the dropdown list select the appropriate USE of funds
4. Source of Funding
    a. Using the dropdown list select the appropriate SOURCE of funds
    b. Indicate Yes or No if funds are committed
    c. If yes, documentation is required to be attached to CFA question #12768
5. For the Engineering* line
    a. Identify the amount and source of funds
    b. This must be identified regardless of the source of funds
    c. Refer to Outline for Engineering Report for a description of engineering
    d. If using CDBG to cover program delivery costs, this amount plus program delivery cannot exceed 13% of the total CDBG request
6. For the Program Delivery* Line
    a. Identify the amount and source of funds
    b. If using CDBG to cover program delivery costs, this amount plus engineering cannot exceed 13% of the total CDBG request
    c. This must be identified regardless of the source of funds
    d. Program delivery is NOT a construction cost
    e. Refer to CFA question #12771 for a complete description of allowable program delivery costs, this applies to CDBG and non-CDBG uses of funds

*Please note, for the purpose of CDBG funding only, the total for Engineering and Program Delivery CANNOT exceed 13% of the total CDBG request

7. For the Administration line
    a. Identify the amount and source of funds
    b. If using CDBG to cover administrative costs, this amount cannot exceed 5% of the total CDBG request
    c. This must be identified regardless of the source of funds
    d. Refer to CFA question #12771 for a complete description of allowable administrative costs, this applies to CDBG and non-CDBG uses of funds
8. Total Project Costs and Sub Total will auto calculate
9. Complete the CEO name and signature
10. Handwritten and/or outdated forms will not be accepted and could impact the project score.