



OCEAN for Community Development Programs (CD)

Application Preparer User Guide

April 3, 2015

2015 Version



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Document Overview

OCEAN for Community Development Programs (CD)

Welcome to OCEAN. The purpose of this user guide is to instruct you on how to navigate and user the OCEAN application software.

This guide is designed for Application Preparers for the CD program. This guide will instruct you on how to perform the following functions in OCEAN:

- Logging in to OCEAN
- Changing your password and/or organization
- Completing an application for Community Development
- Logging out of OCEAN

Technical Requirements

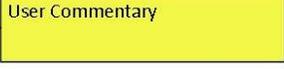
To access the OCEAN application, you will need:

- A high-speed internet connection
 - 4 MB or greater download speed
 - 1 MB or greater upload speed
 - Visit <http://www.speedtest.net/> to test your current internet speeds
- Internet Explorer version 7 or greater
 - Disable pop-up blocking software

OCEAN for CD Process Diagrams

C.D. Allocation Program

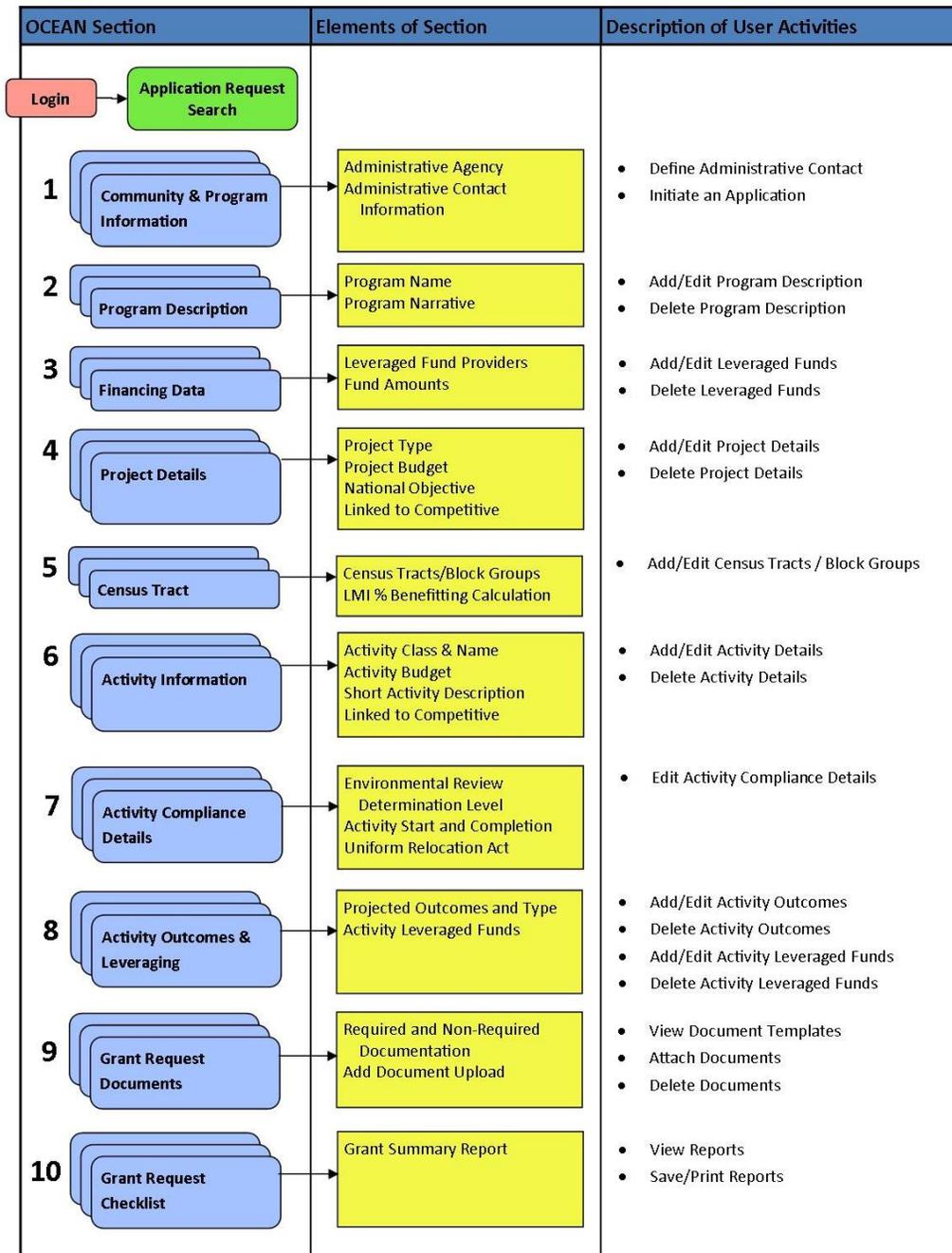
OCEAN Section	Elements of Section	Description of User Activities
1 	Administrative Agency Administrative Contact Information	<ul style="list-style-type: none"> Define Administrative Contact Initiate an Application
2 	Program Name Program Narrative	<ul style="list-style-type: none"> Add/Edit Program Description Delete Program Description
3 	Economic Development Balance Public Hearing Notifications and Hearing Dates	<ul style="list-style-type: none"> Save Community Development Details
4 	Leveraged Fund Providers Fund Amounts	<ul style="list-style-type: none"> Add/Edit Leveraged Funds Delete Leveraged Funds
5 	Project Type Project Budget National Objective Linked to Competitive	<ul style="list-style-type: none"> Add/Edit Project Details Delete Project Details
6 	Census Tracts/Block Groups LMI % Benefitting Calculation	<ul style="list-style-type: none"> Add/Edit Census Tracts / Block Groups
7 	Activity Class & Name Activity Budget Short Activity Description Linked to Competitive	<ul style="list-style-type: none"> Add/Edit Activity Details Delete Activity Details
8 	Environmental Review Determination Level Activity Start and Completion Uniform Relocation Act	<ul style="list-style-type: none"> Edit Activity Compliance Details
9 	Projected Outcomes and Type Activity Leveraged Funds	<ul style="list-style-type: none"> Add/Edit Activity Outcomes Delete Activity Outcomes Add/Edit Activity Leveraged Funds Delete Activity Leveraged Funds
10 	Required and Non-Required Documentation Add Document Upload	<ul style="list-style-type: none"> View Document Templates Attach Documents Delete Documents

OCEAN Section	Elements of Section	Description of User Activities
11 		<ul style="list-style-type: none"> • View Reports • Save/Print Reports
12 		<ul style="list-style-type: none"> • View Revisions
13 		<ul style="list-style-type: none"> • Add/Edit Comments • Delete Comments

Competitive Programs

This diagram shows the process for adding CD competitive program applications, including:

- Neighborhood Revitalization
- Downtown Revitalization
- Critical Infrastructure



OCEAN Section	Elements of Section	Description of User Activities
<p>11</p>  <p>12</p> 	<p>View Prior Amendment Details</p> <p>User Commentary</p>	<ul style="list-style-type: none"> • View Revisions • Add/Edit Comments • Delete Comments

Accessing and Logging into OCEAN

Requirements for access to the OCEAN application:

- Complete the “Going Online with ODSA – OCD Intake Forms” file
 - This document must be signed by your Organization’s CEO and a Notary Public
 - Submit your completed form through one of the following three options:
 - Email: scan and email completed and signed forms to David.Kale@development.ohio.gov
 - Fax: 614-955-1465 attn: David Kale
 - Mail: David Kale
77 South High Street
P.O. Box 1001
Columbus, OH 43216-1001
 - Once your forms have been received by OCD, they will be forwarded to the OCEAN Help Desk for processing. For any new User accounts created, the User will receive an email once the account has been created. The email will include a link to the OCEAN website as well as login information.
- User ID and Password

Login Screen

The screen below is the login screen for OCEAN.

Ohio | Development Services Agency

Ohio Community and Energy Assistance Network (OCEAN) Login

Instructions:

- You must disable your pop-up blocker to use this application.
- Please enter your User Name and Password and click the Login button.

User Name: *

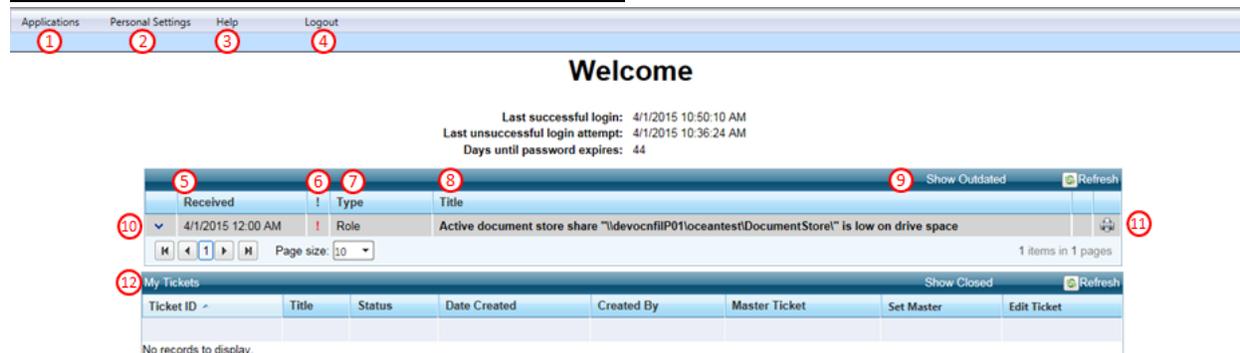
Password: * - Required

[I forgot my User Name and/or Password](#)

Username and Password are required. If you forget your username or password, click on the “[I forgot my User Name and/or Password](#)” link to reset it.

OCEAN Navigation and Menu

Welcome Screen and Notification Center



This is the OCEAN Welcome Screen. The Welcome Screen has the menu navigation across the top of the page. The Notification Center and My Tickets grids are also displayed.

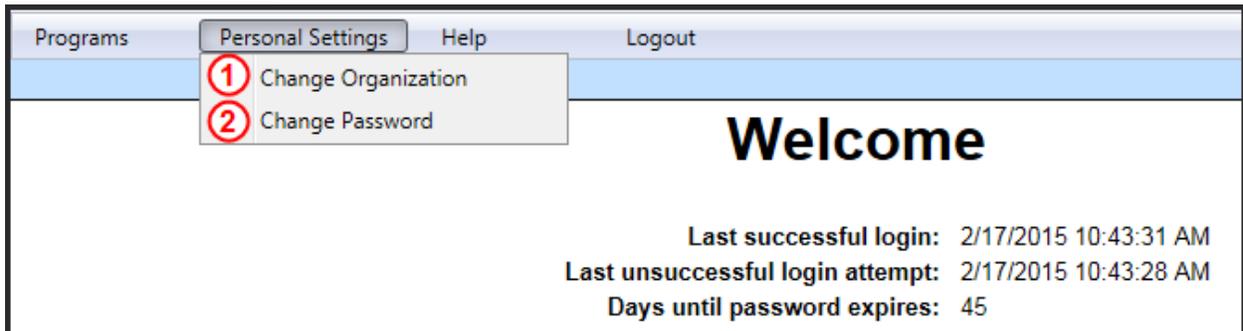
Menu/Field	Purpose
1. Applications	Used to access the OCD grant applications.
2. Personal Settings	Used to change your password and/or organization.
3. Help	Used to access grant document templates and user guide manuals.
4. Logout	Used to sign out and exit the OCEAN application.
5. Date/Time Received	Sortable column of notification messages date and time.
6. Urgency Icon	Sortable column identifying the message as urgent.
7. Type	Target audience – either system, organization, or role-based.
8. Title	Short description of the message.
9. Show/Hide Outdated	Click to reveal/hide past or outdated messages.
10. Message Line	Click on arrow to expand and view communications in regards to OCEAN.
11. Print Icon	Click to print the message to your local printer.
12. Tickets	Shows tickets entered to the OCEAN Help Desk.

Applications



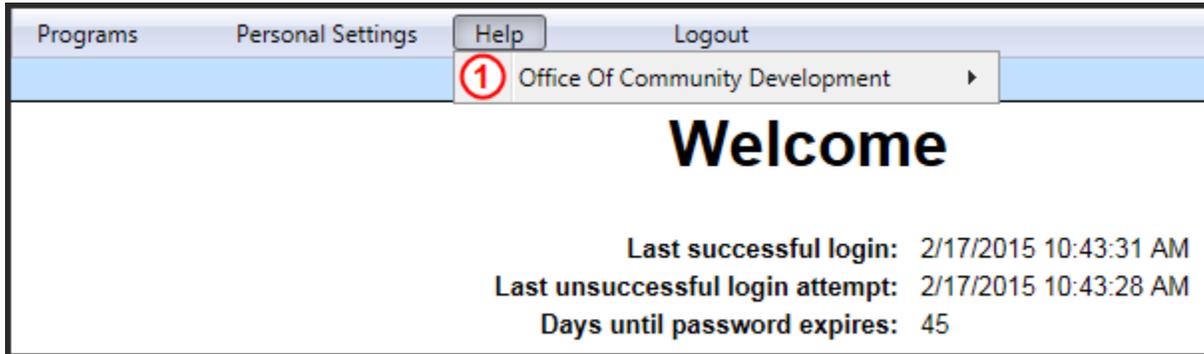
Menu	Purpose
1. Active Application Search	Choose this option to search for active applications, or to add a new application.
2. Archived Application Search	Choose this option to search for archived applications.

Personal Settings



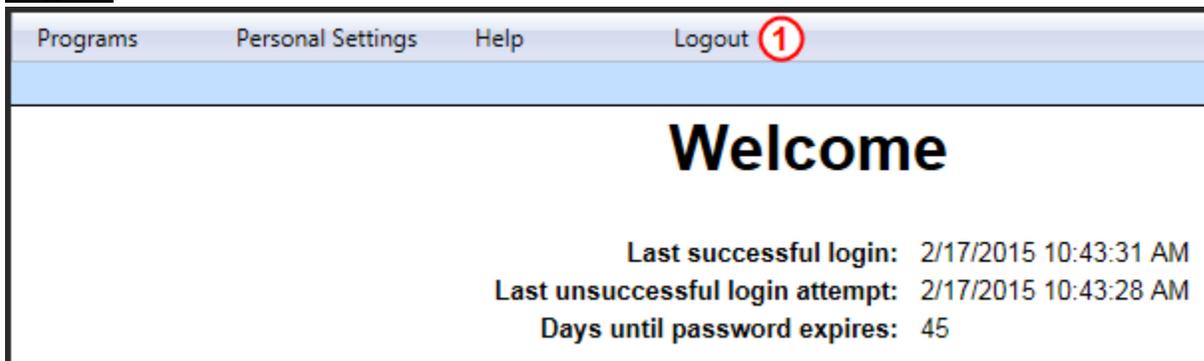
Menu	Purpose
1. Change Organization	Choose this option to navigate to a page for selecting another organization that you are working with. You will only be able to access the organizations that you have been added as an authorized user using the “Going Online with ODSA – OCD Intake Forms” file. If you have access to a single organization, then this menu option will not be available for you.
2. Change Password	Choose this option to change your OCEAN password.

Help



Menu	Purpose
1. Office of Community Development	Choose this option to view grant document templates and user guides for each grant type you have access to.

Logout



Menu	Purpose
1. Logout	Choose this option to logout and exit your session with the OCEAN application.

Completing an Application for CD

The following section describes the process for creating an application for the Community Development Programs (CD) in OCEAN.

To begin or view an existing application, you must first navigate to the Application Request Search page. Choose the following menus to display the the Application Request Search pages:

Applications → Active Application Search **or** Applications → Archived Application Search

Active Application Request Search

Application Request Search

Program Year: ①

Application Type: ②

Application Number: ③

Status: ④

⑤
 ⑥
 ⑦

⑧ Application Period	⑨ Application Number	⑩ Application Type	⑪ Program	⑫ Organization Name	⑬ Status	⑭ Edit	⑮ Delete
1/1/2015 to 4/1/2015	492	CD		Community Development Program	In Process		

Button/Field	Description
1. Program Year	Use this dropdown to select the program year of an application you would like to add or search for an existing application. The dropdown contains the current year as well as the previous ten years.
2. Application Type	Use this dropdown to select the application type you would like to add or search for an existing application. The list of application types will be limited by the applications that can be created by your organization as well as your own security permissions.
3. Application Number	Use this dropdown to refine the search results to an application number for the program year and application type selected.
4. Status	Use this dropdown to refine your search results to display applications that are currently in the selected status.
5. Reset	Choose this option to reset the search criteria and begin a new search.
6. Add New Grant Request	Choose this option to begin a new grant request. Prior to clicking this button, you must first select a program year and application type. *Note: If this button is disabled, then either: 1. You have reached the maximum number of requests allowable for the program year and application type selected. or 2. It is past the application period and you can no longer create applications for the program year and application type selected.
7. Search	Choose this option to display search results based on the search criteria defined above.
8. Application Period	Displays the period when applications can be submitted to OCD.
9. Application Number	Displays a unique assigned number for your application.
10. Application Type	Displays the type of application for the record.
11. Program	Displays the program type and program name.

12. Organization Name	Displays the name of the organization that created the application request.
13. Status	Displays the current status of the application.
14. Edit	Click the pencil icon to edit the application. *Note: Applications can only be edited when they are in an 'In Process' or 'Returned for Revision' status. If they have been 'Submitted' to OCD or have been 'Approved,' then the application would open and be read only.
15. Delete	Click the red "x" icon to delete the application. *Note: Active applications can only be deleted when they are in an 'In Process' status. Once they have been 'Submitted' to OCD, the applications can no longer be deleted. Archived application cannot be deleted.

The functions available from the Application Search page are listed below with steps for performing each function:

Search for an Application in OCEAN:

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.

Add a New Application:

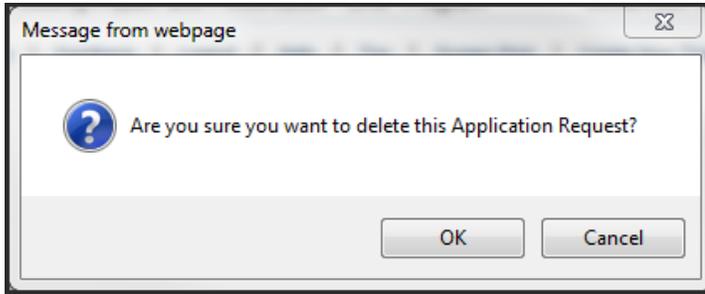
1. Select a **Program Year** and an **Application Type**.
2. Click the **Add New Grant Request** button.
3. You will navigate to the **Grant Request** page for adding a new application.

Edit an Existing Application:

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.
4. Click the **Edit** icon next to an application that is in an 'In Process' status.
5. You will navigate to the **Grant Request** page for editing an existing application.

Delete an Existing Application:

1. Select a **Program Year** and an **Application Type**.
2. Click the **Search** button.
3. Search results are displayed in the grid.
4. Click the **Delete** icon next to an application that is in an 'In Process' status.
5. A message displays asking if you are sure you want to delete this Application Request.



6. Click **OK** to delete the application.

Grant Request

The screenshot shows the 'Grant Request' application interface. On the left is a navigation panel (1) with options like 'Program Description' and 'Grant Request Documents'. At the top, there is a button bar (2) with 'Save' and 'Save/Close' buttons. The main area (3) displays application details: Application Number: 492, Organization: OCEAN Organization, Grant Request Type: 2015 Community Development Program, Grant Funding Requested: \$0.00, and Total Project Costs: \$0.00. Below this is a form (4) with dropdown menus for 'Administrative Agency' (OCEAN Organization), 'Administrative Contact' (Admin Contact), 'Address' (77 S High St), and 'Administrator's Email' (admin_contact@mail.com).

The Grant Request process is broken into four main sections:

1. **Left Navigation Panel** – This section lists the individual pages that will be completed as part of the CHIP application process. Clicking on an item in the left navigation updates section 4 with the details to be collected.
2. **Button Bar** – These buttons allow the user to save the application as additional details are entered up until the time it is ready to be submitted. Applications that are not completed will be saved as an “In Process” status. The buttons available in the button bar include:
 - **Save** – Saves the application in an “In Process” status and runs validations on the application for Community Development. Any validation messages will be displayed for review and correction prior to the application being ready for submission.

Validation Message	Definition
All of the documents that are required have not been attached.	A document is listed on the Grant Request Documents page that has the checkbox checked for “Required,” but no response document has been uploaded. Upload your response document to clear this validation.
Total funds across activities (\$\$\$) must equal \$\$\$\$ for the <<provider name>> provider leveraged fund.	All activity leveraged funds must total to the amounts you defined on the Financing Data page. Reallocate leveraged funds for this provider across the appropriate activities to clear this validation.
Project <<project name>>’s activity budget totals to \$\$ but should be \$\$\$.	All activity budgets must total to the overall project budget. Reallocate activity budget dollars under this project to clear this validation.

Community Development details must be filled in to save / submit the Grant Request.	This message only displays for the C.D. Allocation Program. Click the Community Development Details link in the left navigation, enter data in all fields, and click 'Save' in the top button bar.
Activity Compliance Details on Project <<project type and activity>> is not complete.	Activity Compliance Details must be completed for all activities listed on the Activity Compliance Details page. Click the Activity Compliance Details link in the left navigation and enter details for each record in the grid.
Activity <<project and activity name>> needs at least one outcome measurement.	All activities need an outcome measurement (if applicable). Click the Activity Outcomes and Leveraging link in the left navigation and associate at least one outcome in the outcome grid to each activity that tracks outcomes.

Table 1

- **Save/Close** – Saves the application in an “In Process” status and returns you to the Application Request Search page.
3. **Header Details** – The header details section remains throughout the application. It gives an overview of the application, including:
 - **Application Number** – unique assigned number to the application
 - **Organization** – organization creating the application
 - **Grant Request Type** – program the application is being created for
 - **Grant Funding Requested** – total CDBG funds requested across all projects on this application
 - **Total Leveraged Funds** – total leveraged funds defined on the financing data page
 - **Grant Request Period** – application period for submitting applications
 - **Grant Request Status** – current status of the application
 - **Program Name** – displays the name of the program you entered on the Program Description page
 - **Total Project Costs** – all project costs equal to grant funding requested plus total leveraged funds
 4. **Page Details** – This section shows the specific details to be entered for the page selected in the left navigation panel. The following pages detail each of these pages and the functions available for entering your application data.

Community Development Programs

There are four types of Community Development programs that you can create an application for:

- C.D. Allocation
- Neighborhood Revitalization
- Downtown Revitalization
- Critical Infrastructure

Each program will be added as a separate application. You will be able to create a single C.D. Allocation application and any combination of the other programs for a total of up to three additional applications. Prior to creating your competitive application, you will be required to create the C.D. Allocation application.

The following sections are broken down into these four programs and will detail the process for creating each type of application.

C.D. Allocation Program

Start from the Application Request Search page and click to **Add New Grant Request**.

Community & Program Information

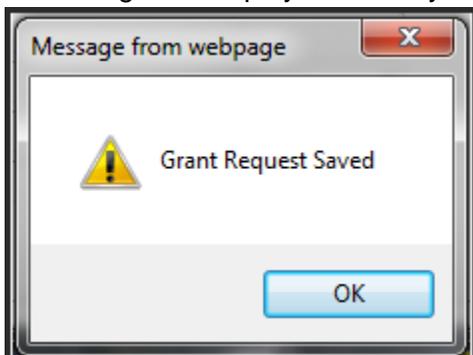
Grant Request			
Grant Request		Save Save/Close	
Community & Program Information			
Application Number:	492	Application Period:	4/1/2015 - 6/6/2015
Organization:	OCEAN Organization	Grant Request Status:	In Process
Grant Request Type:	2015 Community Development Program		
Grant Funding Requested:	\$0.00	Total Project Costs:	\$0.00
Total Leveraged Funds:	\$0.00		
Administrative Agency:	<input type="text" value="OCEAN Organization"/>		①
Administrative Contact:	<input type="text"/>		②
Address:	<input type="text"/>		③
Administrator's Phone:	<input type="text"/>		④
Administrator's Fax:	<input type="text"/>		⑤
Administrator's Email:	<input type="text"/>		⑥
* Please click 'Save' to initiate an application.			

Field	Description
1. Administrative Agency	Displays your current organization as the administrative agency.
2. Administrative Contact	Use this dropdown to select the administrative contact from your organization for the CD application.
3. Address	This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.
4. Administrator's Phone	This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown.
5. Administrator's Fax	This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.
6. Administrator's Email	This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.

The functions available from the Community & Program Information page are listed below with steps for performing each function:

Initiate an Application

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** are selected.
3. Click the **Save** button in the top button bar to initiate the application.
4. A message will display to inform you that the grant request has been saved.



5. Click **OK** in the message box to continue.
6. The remaining pages of the grant application will be displayed in the left navigation panel.

Cancel Initiating a New Application

1. Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
2. A new application will not be created.

Program Description

Field	Description
1. Program Description	This dropdown contains a list of potential programs available for the Grant Request you are creating. Only one program can be defined for each grant request. For CD, there are four available programs: <ul style="list-style-type: none"> • C.D. Allocation • Neighborhood Revitalization • Downtown Revitalization • Critical Infrastructure
2. Program Name	Enter the name for the program that is used by your organization to identify the application.
3. Program Narrative	This field will be used by the OCD Staff only. The OCD Staff will provide a detailed narrative describing the grant request after submission.

The functions available from the Program Description page are listed below with steps for performing each function:

Add Program Description

1. Click on the **Add Program Description** button.
2. The grid expands for adding a new program description record.

3. Select the 'C.D. Allocation' Program Description and enter details for all other remaining fields.
4. Click the **Insert** button.
5. Program description details are saved.

Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Program Name**. The **Program Description** field cannot be edited.
4. Click the **Update** button.
5. Program description details are updated.

Cancel Adding/Editing Program Description

1. Click to either **Add Program Description** or **Edit** an existing program description in the grid.
2. The grid expands for adding/editing a program description.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Program Description

1. Click on the **Delete** icon next to an existing program description record in the grid.
2. Program description record is deleted from the grid. *Note: When deleting a program description, all related Project Details, Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging will be deleted as well.

Community Development Details

The Community Development Details page only displays after a program has been added on the Program Description page for 'C.D. Allocation.'

Grant Request			
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Community Development Details Financing Data Project Details Grant Request Documents Grant Request Checklist Revision Comments 	<div style="border: 1px solid black; padding: 2px;"> Save Save/Close </div>		
Application Number: 492 Organization: OCEAN Organization Grant Request Type: 2015 Community Development Program Grant Funding Requested: \$0.00 Total Leveraged Funds: \$0.00		Application Period: 4/1/2015 - 6/6/2015 Grant Request Status: In Process Program Name: CD Allocation Total Project Costs: \$0.00	
Please provide your program income balances as of 4/30 for the following: Economic Development: <input type="text"/> ①			
Date of First Public Hearing Notification: <input type="text"/>		<input type="button" value="Click calendar to select date"/> ②	
First Hearing Date: <input type="text"/>		<input type="button" value="Click calendar to select date"/> ③	
Date of Second Public Hearing Notification: <input type="text"/>		<input type="button" value="Click calendar to select date"/> ④	
Second Hearing Date: <input type="text"/>		<input type="button" value="Click calendar to select date"/> ⑤	
* Please click the 'Save' button above after making changes.			

Field	Description
1. Economic Development	Enter your program income balance as of 4/30 for Economic Development.
2. Date of First Public Hearing Notification	Click the calendar icon and select the date of your first public hearing notification.
3. First Hearing Date	Click the calendar icon and select the date of your first hearing.
4. Date of Second Public Hearing Notification	Click the calendar icon and select the date of your second public hearing notification.
5. Second Hearing Date	Click the calendar icon and select the date of your second hearing.

The functions available from the Community Development Details page are listed below with steps for performing each function:

Save Community Development Details

1. Enter **Economic Development** program income balance and select dates for each public hearing field.
2. Click the **Save** button in the top button bar.

Financing Data

Grant Request

Grant Request

Community & Program Information

Program Description

Community Development Details

Financing Data

Project Details

Grant Request Documents

Grant Request Checklist

Revision

Comments

Save
Save/Close

Application Number:	492	Application Period:	4/1/2015 - 6/6/2015
Organization:	OCEAN Organization	Grant Request Status:	In Process
Grant Request Type:	2015 Community Development Program	Program Name:	CD Allocation
Grant Funding Requested:	\$0.00	Total Project Costs:	\$0.00
Total Leveraged Funds:	\$0.00		

+ Add Leveraged Fund

Provider	Leveraged Fund Category	Leveraged Fund Type	Amount	Term	Interest Rate	Edit	Delete
Leveraged Fund Provider	Leveraged Fund Category	Leveraged Fund Type	Amount	Term	Interest Rate	Edit	Delete
<input style="width: 90%;" type="text"/>							

Insert
Cancel

*Data is not saved until Insert button is clicked

No Leveraged Funds to display.

Field	Description
1. Leveraged Fund Provider	Enter the name of the leveraged fund provider in the textbox.
2. Leveraged Fund Category	Select the category for the leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> Federal ARC Funds Other Federal Other Funds Private Funds State and Local Funds
3. Leveraged Fund Type	Select the type of leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> Grant In Kind Loan
4. Amount	Enter the dollar amount of leveraged funds for the provider entered.
Term (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the number of months of the loan.
Interest Rate (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the percentage interest rate of the loan.

The functions available from the Financing Data page are listed below with steps for performing each function:

Add Leveraged Fund

1. Click on the **Add Leveraged Fund** button in the grid.
2. The grid expands for adding a leveraged fund record.

3. Enter all leveraged fund details.
4. Click the **Insert** button.
5. Leveraged fund details are saved.
6. Repeat Steps 1 – 5 for each provider of leveraged funds for your grant request.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update** button.
5. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to an existing leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid. *Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

Project Details

Search Programs Applications Utility Manager Utility Personal Settings Help Logout

Grant Request

Grant Request Save Save/Close Submit

Application Number: Organization: OCEAN Organization Application Period: 3/1/2015 - 10/26/2015
 Grant Request Type: 2015 Community Development Program Grant Request Status: In Process
 Grant Funding Requested: \$0.00 Program Name: CD Allocation Program
 Total Leveraged Funds: \$0.00 Total Project Costs: \$0.00 Assigned To:

+ Add Project Details

Project Type	Project Name	Project Budget	National Objective	Edit	Delete
Project Type					
Project Name					
Project Budget	\$0				
National Objective					
Qualified with a Survey?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Date Survey Completed	<input type="text"/> Click calendar to select date				
Service Area County Wide?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Does the Service Area match one or multiple Jurisdictional Boundaries (City, Village or Township) in entirety?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Please explain how the service area boundaries were determined. Why are the individuals inside the boundaries considered the primary beneficiaries? Why are the individuals outside the boundaries not considered to be primary beneficiaries of the proposed project? For service areas using block groups, explain why each block group selected benefits from the proposed project.					
<input type="text"/>					
Is this Project Linked to a Competitive Application?	<input type="radio"/> Yes <input checked="" type="radio"/> No				

Insert Cancel
 *Data is not saved until Insert button is clicked
 No Project Details to display.

Grant Request Save Save/Close Submit

Application Number: Organization: OCEAN Organization Application Period: 3/1/2015 - 6/26/2015
 Grant Request Type: 2015 Community Development Program Grant Request Status: In Process
 Grant Funding Requested: \$0.00 Program Name: CD Allocation Program
 Total Leveraged Funds: \$0.00 Total Project Costs: \$0.00 Assigned To:

+ Add Project Details

Project Type	Project Name	Project Budget	National Objective	Edit	Delete
Project Type					
Project Name					
Project Budget	\$0				
National Objective					
Is this Project Linked to a Competitive Application?	<input checked="" type="radio"/> Yes <input type="radio"/> No				
Linked Competitive Application Type	<input type="text"/>				

Insert Cancel
 *Data is not saved until Insert button is clicked
 No Project Details to display.

Field	Description
1. Project Type	Select the project type from the dropdown. For the Community Development – C.D. Allocation program, the available project types include: <ul style="list-style-type: none"> • Admin / Fair Housing / Planning • Project Only one ‘Admin / Fair Housing / Planning’ project can be added to each application, but a maximum of 9 ‘Project’ projects can be added.
2. Project Name	Enter a name for the project that uniquely identifies this project from all other Community Development projects.
3. Project Budget	Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.
4. National Objective	When adding an Administration / Fair Housing project, the National Objective field will default to ‘F/H and Administration’ and not be editable. For all other projects, the available National Objectives include: <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Direct Benefit – Job Creation (LMJ) • Direct Benefit – Housing (LMH) • Limited Clientele (LMC) • Slum & Blight (SBA)
5. Project Linked	Select ‘Yes’ if this project will be linked to a competitive application.
6. Linked Competitive Application Type	This field only displays if ‘Project’ is selected as the Project Type and ‘Yes’ is selected for ‘Is this Project Linked to a Competitive Application?’ Application Types include: <ul style="list-style-type: none"> • Neighborhood Revitalization • Downtown Revitalization • Critical Infrastructure
Qualified with a Survey (not shown above)	This field only displays if ‘Area Wide Benefit (LMA)’ is chosen for the National Objective. Select yes or no if the project is being qualified with a survey.
Date Survey Completed (now shown above)	This field only displays if ‘Area Wide Benefit (LMA)’ is chosen for the National Objective and is enabled if you have selected ‘Yes’ for Qualified with a Survey. Click the calendar icon and select the date the survey was completed.
Service Area County Wide (now shown above)	This field only displays if the National Objective is one of the following: <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) If ‘Yes’ is selected, then all the census tracts and block groups will populate on the Census Tract page for that county, along with the LMI Universal population for each block group.

<p>Does the Service Area Match (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>and the service area is not county wide. This selection will only be editable for Area Wide Benefit (LMA) National Objectives. Select 'Yes' if the service area for this project matches one or multiple Jurisdictional Boundaries in entirety.</p>
<p>Benefiting Jurisdiction (City / Village) or Township (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC), <p>the service area is not county wide, and 'Yes' is selected for 'Does the Service Area Match'. This selection will limit the choices of benefiting jurisdictions on the Census Tract page.</p>
<p>Service Area Boundary Explanation (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>Use this area to explain how the service area boundaries were determined. An entry is required.</p>
<p>Estimated Number of Beneficiaries (Persons) (not shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Direct Benefit – Job Creation (LMJ) • Direct Benefit – Housing (LMH) <p>Enter the estimated number of beneficiaries for the project.</p>
<p>Percent LMI (not shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Direct Benefit – Job Creation (LMJ) • Direct Benefit – Housing (LMH) <p>This field will always default to 100% and not be editable.</p>
<p>Slum & Blight Type (not shown above)</p>	<p>This field only displays if 'Slum & Blight (SBA)' is chosen for the National Objective. Select spot or area for the slum & blight type.</p>

The functions available from the Project Details page are listed below with steps for performing each function:

Add Project Detail

1. Click on the **Add Project Details** button in the grid.
2. The grid expands for adding a project detail record.
3. Enter all project detail information.
4. Click the **Insert** button.

5. Project details information is saved.
6. Repeat Steps 1 – 5 for each project on your application.

Edit Project Detail

1. Click on the **Edit** icon next to an existing project detail record in the grid.
2. The grid expands for editing the **Project Name** and **Project Budget**. Any edits for other project detail information will require the project to be deleted and created again.
3. Edit the **Project Name** or the **Project Budget** information.
4. Click the **Update** button.
5. **Project Name** and **Project Budget** information is updated.

Cancel Adding/Editing Project Detail

1. Click to **Add Project Details** or **Edit** an existing project detail record in the grid.
2. The grid expands for adding/editing a project detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Project Detail

1. Click on the **Delete** icon next to an existing project detail record in the grid.
2. Project detail record is deleted from the grid. *Note: When deleting a project detail record, all related Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging records will be deleted as well.

Census Tract

The Census Tract page only displays after a project has been added on the Project Details page with a National Objective of the following types:

- Area Wide Benefit (LMA)
- Slum & Blight (SBA)
- Limited Clientele (LMC)

The page will display differently depending on the selections on the Project Details page. Use the table below to determine which screen will display for each scenario:

National Objective	Conditions	View
Area Wide Benefit (LMA)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'Yes'	Census Tract – Benefiting Jurisdiction View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'No'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'No'	Census Tract – Benefiting Jurisdiction View

Census Tract – Census Tract / Block Group View

The Census Tract grid will not display for Slum & Blight (SBA) or Limited Clientele (LMC) projects. The **Total Population of Service Area**, **LMI Population of Service Area**, and **LMI % Benefiting** fields will be calculated from census data and populated for these projects.

Field	Description
1. Census Tract Number	Contains a list of census tracts applicable to the county of the organization. Select a census tract from the dropdown.
2. Block Group	Contains a list of block groups for the census tract number selected. Select the block group.
3. Estimated Number of Beneficiaries	Enter the number of people benefitting for the census tract and block group selected. *Note: Entry cannot exceed the amount listed in item #4, LMI Population.
4. LMI Population	This populates from census data for the selected Census Tract and Block Group
5. Total Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the Total Population of Service Area displays the total population of the service area as added for each census tract and block group.
6. LMI Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the LMI Population of Service Area equals the LMI population for each census tract and block group added.
7. LMI % Benefiting	This is a calculated field and is not editable. The LMI % Benefiting equals the LMI Population of the Service Area divided by the Total Population of the Service Area.

The functions available from the Census Tract – Census Tract / Block Group View page are listed below with steps for performing each function:

Add Census Tract

1. Select a project from the **Project** dropdown above the census tract grid.
2. The census tract grid refreshes to show all census tracts and block groups currently associated with the selected project.
3. Click on the **Add Census Tract** button in the grid.
4. The grid expands for adding a census tract record.
5. Enter all census tract details. *Note: Only one record for each Census Tract / Block Group combination can be added.
6. Click the **Insert** button.
7. Census tract details are saved.
8. Repeat Steps 3 – 7 for each census tract and block group you need to add for the project type selected.

Edit Census Tract

1. Click on the **Edit** icon next to an existing census tract and block group record in the grid.
2. The grid expands for editing the census tract and block group record.
3. Edit the census tract and block group details.
4. Click the **Update** button.
5. Census tract and block group details are updated.

Cancel Adding/Editing Census Tract

1. Click to either **Add Census Tract** or **Edit** an existing census tract and block group record in the grid.
2. The grid expands for adding/editing a census tract and block group record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Census Tract

1. Click on the **Delete** icon next to an existing census tract and block group record in the grid. *Note: Census tract and block group records cannot be deleted if the service area is county-wide.
2. Census tract and block group record is deleted from the grid.

Census Tract – Benefiting Jurisdiction View

Field	Description
1. Benefiting Jurisdiction	Contains a list of jurisdictions for the county of the organization. This list is filtered by the selection of Benefiting Jurisdiction (City / Village) or Township on the project details page.
2. Total Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the Total Population of Service Area displays the total population of the service area for each benefiting jurisdiction added.
3. LMI Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the LMI Population of Service Area equals the LMI population for each benefiting jurisdiction added.
4. LMI % Benefiting	This is a calculated field and is not editable. The LMI % Benefiting equals the LMI Population of the Service Area divided by the Total Population of the Service Area.

Add Benefiting Jurisdiction

1. Select a project from the **Project Type** dropdown above the benefiting jurisdiction grid.
2. The benefiting jurisdiction grid refreshes to show all benefiting jurisdictions currently associated with the selected project.
3. Click on the **Add Benefiting Jurisdiction** button in the grid.
4. The grid expands for adding a benefiting jurisdiction record.

5. Select a benefiting jurisdiction. *Note: Only one benefiting jurisdiction can be added for Slum & Blight (SBA) or Limited Clientele (LMC) projects.
6. Click the **Insert** button.
7. Benefiting jurisdictions are saved.
8. Repeat Steps 3 – 7 for each benefiting jurisdiction you need to add for the project type selected.

Edit Benefiting Jurisdiction

1. Click on the **Edit** icon next to an existing benefiting jurisdiction record in the grid.
2. The grid expands for editing the benefiting jurisdiction record.
3. Edit the benefiting jurisdiction selection.
4. Click the **Update** button.
5. The benefiting jurisdiction is updated.

Cancel Adding/Editing Benefiting Jurisdiction

1. Click to either **Add Benefiting Jurisdiction** or **Edit** an existing benefiting jurisdiction record in the grid.
2. The grid expands for adding/editing a benefiting jurisdiction record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Benefiting Jurisdiction

1. Click on the **Delete** icon next to an existing benefiting jurisdiction record in the grid.
2. The benefiting jurisdiction record is deleted from the grid.

Activity Information

Grant Request

Save Save/Close Submit

Application Number: 525 Application Period: 3/1/2015 - 6/26/2015
 Organization: Jefferson County Commissioners-1BL Grant Request Status: In Process
 Grant Request Type: 2015 Community Development Program Program Name: CD Allocation Program
 Total Funding Requested: \$0.00 Total Project Costs: \$0.00
 Total Leveraged Funds: \$0.00 Assigned To:

Project Type: C.D. Allocation - Project : project 1 - NR (\$0.00) Activity Subtotal: \$0.00

Activity Class	Activity Name	Activity Budget	Edit	Delete
		\$0		

Short Activity Description

Insert Cancel
 Data is not saved until Insert button is clicked
 No Activities to display.

Field	Description
<p>1. Activity Class</p>	<p>Select an activity class for the new activity. If the activity is being entered for an Admin / Fair Housing / Planning project type, then the available activity class options include:</p> <ul style="list-style-type: none"> • Fair Housing • Administration <p>If the activity is being entered a Project project type, then the available activity class options include:</p> <ul style="list-style-type: none"> • Public Services • Housing • Economic Dev. • Public Facilities
<p>2. Activity Name</p>	<p>Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See the table below for potential activity names per activity class.</p>
<p>3. Activity Budget</p>	<p>Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.</p>
<p>Public Service Type (not shown above)</p>	<p>This field only displays when the activity class is 'Public Services.' Select the public service type from the following options:</p> <ul style="list-style-type: none"> • Youth Programs and Services • Services for Disabled Persons • Services for Elderly Persons • Family and Individual Counseling • Medical and Nutrition Programs • Homeless and D.V. Services • Other Services
<p>4. Short Activity Description</p>	<p>This field only displays when the project type is 'Project.' Enter your short activity description narrative here.</p>

<p>Presumed Class (not shown above)</p>	<p>This field only displays when the project selected for the project type dropdown has a 'Limited Clientele (LMC)' National Objective. Select the presumed class from the following options:</p> <ul style="list-style-type: none"> • Abused Children • Battered Spouses • Elderly Persons • Severely Disabled Adults • Homeless Persons • Illiterate Adults • Persons Living with Aids • Migrant Farm Workers • Activity is of such a nature and is in such a location that it can be concluded clients are primarily LMI • Required documentation of income and family size to document at least 51% of the clientele are LMI
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Activity Class	Activities
Fair Housing	<ul style="list-style-type: none"> • Fair Housing Program
Administration	<ul style="list-style-type: none"> • General Admin • Planning
Public Services	<ul style="list-style-type: none"> • Homelessness Prevention • Public Services
Housing	<ul style="list-style-type: none"> • Acquisition • Code Enforcement • Conversion / Rehab / Renovation • Demolition / Clearance • Home / Building Repair • Homeless Facilities • Hsng. Dev / Info / Counseling • New Construction • Parking Facilities • Private Rehabilitation • Public Rehabilitation • Relocation Pymt. & Asst. • Rental / Housing Assistance • Sewer Fac. Improvements • Sidewalk Improvements • Water & Sewer Facilities • Water Fac. Improvements • Weatherization
Economic Dev.	<ul style="list-style-type: none"> • Private Rehabilitation

<p>Public Facilities</p>	<ul style="list-style-type: none"> • Acquisition • Centers for Handicapped • Conversion / Rehab / Renovation • Demolition / Clearance • Disposition • Fire Protect. Fac. & Equip. • Flood & Drainage Facilities • Historic Preservation • Home / Building Repair • Homeless Facilities • Interim / Emergency Rental Asst. • Neighb. Fac / Community Ctr • Other Costs • Parking Facilities • Parks & Rec. Facilities • Private Rehabilitation • Public Rehabilitation • Public Services • Public Utilities • Senior Centers • Sewer Fac. Improvements • Sidewalk Improvements • Solid Waste Disposal Fac. • Street Improvements • Water & Sewer Facilities • Water Fac. Improvements
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The functions available from the Activity Information page are listed below with steps for performing each function:

Add Activity

1. Select a project from the **Project Type** dropdown above the activity grid.
2. The activity grid refreshes to show all activities currently associated with the selected project.
3. Click on the **Add Activity** button in the grid.
4. The grid expands for adding an activity record.
5. Enter all activity details.
6. Click the **Insert** button.
7. Activity details are saved.
8. Repeat Steps 3 – 7 for each activity you need to add for the project type selected.
9. Repeat Steps 1 – 8 for each project type in the project dropdown until activities have been added for all projects.

Edit Activity

1. Click on the **Edit** icon next to an existing activity record in the grid.
2. The grid expands for editing the activity record.
3. Edit the activity details.
4. Click the **Update** button.
5. Activity details are updated.

Cancel Adding/Editing Activity

1. Click to either **Add Activity** or **Edit** an existing activity record in the grid.
2. The grid expands for adding/editing an activity record.
3. Click the **Cancel** button.

- Changes are not saved.

Delete Activity

- Click on the **Delete** icon next to an existing activity record in the grid.
- Activity record is deleted from the grid. *Note: When deleting an activity record, all related Activity Compliance Details and Activity Outcomes and Leveraging records will be deleted as well.

Activity Compliance Details

This page displays all activities for all project types (except Admin / Fair Housing / Planning).

The screenshot shows the 'Grant Request' application interface. On the left is a navigation menu with options like 'Community & Program Information', 'Program Description', 'Community Development Details', 'Financing Data', 'Project Details', 'Census Tract', 'Activity Information', 'Activity Compliance Details', 'Activity Outcomes and Leveraging', 'Grant Request Documents', 'Grant Request Checklist', 'Revision', and 'Comments'. The main area is titled 'Grant Request' and contains a summary of application details: Application Number: 492, Organization: OCEAN Organization, Grant Request Type: 2015 Community Development Program, Grant Funding Requested: \$100.00, Total Leveraged Funds: \$50.00, Application Period: 4/1/2015 - 6/6/2015, Grant Request Status: In Process, Program Name: CD Allocation, Total Project Costs: \$150.00. Below this is a table with columns: Project, Activity, Determination Level, Project Start, Project Completion, Acquisition or Displacement?, Uniform Relocation Act Compliance, and Edit. The first row shows 'Project - Project 1 : Homeless Facilities - \$100.00' with 'No' in the 'Acquisition or Displacement?' column. An 'Edit' icon is visible in the 'Edit' column. The form below the table has several fields: 'Project' (1), 'Activity' (2), 'Environmental Review Determination Level' (3) with a dropdown menu, 'Estimated Date of Activity Start' (4) with a calendar icon and text 'Click calendar to select date', 'Estimated Date of Activity Completion' (5) with a calendar icon and text 'Click calendar to select date', 'Does the proposed activity involve the acquisition of real property or displacement of tenants?' (6) with radio buttons for 'Yes' and 'No', and a text area for 'Please describe how the grantee will comply with the Uniform Relocation Act' (7). At the bottom are 'Update' and 'Cancel' buttons, and a red warning message: 'Data is not saved until Update button is clicked'.

Field	Description
1. Project	Displays the project type of the activity listed.
2. Activity	Displays the project name and activity for the activity record.
3. Environmental Review Determination Level	Select the environmental review determination level from the following options: <ul style="list-style-type: none"> • Categorically Excluded Not Subject to 58.5 • Categorically Excluded Subject to 58.5 • Continuing Relevance • Environmental Assessment • Exempt
4. Estimated Date of Activity Start	Click the calendar icon and select the estimated date the activity is to start.
5. Estimated Date of Activity Completion	Click the calendar icon and select the estimated date the activity is to be completed.

<p>6. Does the proposed activity involve the acquisition of real property or displacement of tenants?</p>	<p>Click yes or no if the proposed activity involves the acquisition of real property or displacement of tenants.</p>
<p>7. Please describe how the grantee will comply with the Uniform Relocation Act</p>	<p>This field is only editable when 'Yes' has been selected for 'Does the proposed activity involve the acquisition of real property or displacement of tenants.' Enter details to describe how you will comply with the Uniform Relocation Act.</p>

The functions available from the Activity Compliance Details page are listed below with steps for performing each function:

Edit Activity Compliance Details

1. Click on the **Edit** icon next to an existing activity compliance detail record in the grid.
2. The grid expands for editing the activity compliance detail record.
3. Edit the activity compliance details.
4. Click the **Update** button.
5. Activity compliance details are updated.

Cancel Adding/Editing Activity Compliance Details

1. Click to **Edit** an existing activity compliance detail record in the grid.
2. The grid expands for editing an activity compliance detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

Activity Outcomes and Leveraging

Grant Request																															
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Community Development Details Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 492 Application Period: 4/1/2015 - 6/6/2015 Organization: OCEAN Organization Grant Request Status: In Process Grant Request Type: 2015 Community Development Program Program Name: CD Allocation Grant Funding Requested: \$100.00 Total Project Costs: \$150.00 Total Leveraged Funds: \$50.00</p> <p>Activity: Project - Project 1 : Homeless Facilities - \$100.00</p> <p>+ Add Outcome</p> <table border="1"> <thead> <tr> <th>Outcome Type</th> <th>Projected Outcomes</th> <th>Estimated Total Beneficiaries</th> <th>Percent LMI</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Outcome Type</td> <td>Projected Outcomes</td> <td>Estimated Total Beneficiaries</td> <td>Percent LMI</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td></td> <td>0</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Insert Cancel <small>*Data is not saved until Insert button is clicked</small> No Outcomes to display.</p> <p>+ Add Leveraged Fund</p> <table border="1"> <thead> <tr> <th>Leveraged Fund Source</th> <th>Leveraged Fund Amount</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Leveraged Fund Source</td> <td>Leveraged Fund Amount</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>In Kind Provider (\$0.00)</td> <td>\$0</td> <td></td> <td></td> </tr> </tbody> </table> <p>Insert Cancel <small>*Data is not saved until Insert button is clicked</small> No Activity Leveraged Funds to display.</p>	Outcome Type	Projected Outcomes	Estimated Total Beneficiaries	Percent LMI	Edit	Delete	Outcome Type	Projected Outcomes	Estimated Total Beneficiaries	Percent LMI	Edit	Delete		0					Leveraged Fund Source	Leveraged Fund Amount	Edit	Delete	Leveraged Fund Source	Leveraged Fund Amount	Edit	Delete	In Kind Provider (\$0.00)	\$0		
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In Kind Provider (\$0.00)	\$0																														

Field	Description
1. Outcome Type	Select the outcome type from the dropdown. The dropdown choices depend on the activity that the outcome is being added for. See the table below for potential outcome types per activity.
2. Projected Outcomes	Enter the projected number of outcomes for the activity.
3. Leveraged Fund Source	Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page.
4. Leveraged Fund Amount	Enter the amount of leveraged funds from this provider that will be funding the activity selected.

Activity	Outcomes
Acquisition	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Structures Parcels Households Assisted Business Buyouts Permanent Easements/Right-of-Way
Centers for Handicapped	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed
Code Enforcement	<ul style="list-style-type: none"> Units Assisted or Inspected
Conversion / Rehab / Renovation	<ul style="list-style-type: none"> Square Feet of Structure Building Rehabbed/Constructed
Demolition / Clearance	<ul style="list-style-type: none"> Structures Demolished
Disposition	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Structures

Activity	Outcomes	
Fair Housing Program	<ul style="list-style-type: none"> • FH Training Program • FH Counseling • FH Complaint System • FH Education Outreach • FH Legislation Adopted • FH Affirmation Action Plan 	<ul style="list-style-type: none"> • FH Analysis • FH Coordinator • FH CHIP Program Outcomes • Standard Fair Housing Program
Fire Protect. Fac. & Equip	<ul style="list-style-type: none"> • Square Feet of Structure • Buildings Rehabbed/Constructed • Vehicles Purchased 	<ul style="list-style-type: none"> • Items of Equipment Purchased • Fire Hydrants Installed
Flood & Drainage Facilities	<ul style="list-style-type: none"> • Linear Feet • Culverts/Catch Basins Installed 	<ul style="list-style-type: none"> • Manholes Installed • Permanent Easements/Right-of-Way
Historic Preservation	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	<ul style="list-style-type: none"> • Units Rehabbed – Owner
Home / Building Repair	<ul style="list-style-type: none"> • Units Repaired – Owner • Units Repaired – Rental 	<ul style="list-style-type: none"> • Buildings Repaired
Homeless Facilities	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	<ul style="list-style-type: none"> • Households Assisted
Homelessness Prevention	<ul style="list-style-type: none"> • Households Assisted 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education
Hsng. Dev. / Info / Counseling	<ul style="list-style-type: none"> • Households Assisted 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education
Interim / Emergency Rental Asst.	<ul style="list-style-type: none"> • Households Assisted 	
Neighb. Fac / Community Ctr	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	
New Construction	<ul style="list-style-type: none"> • Square Feet of Construction • Units Constructed – Owner 	<ul style="list-style-type: none"> • Units Constructed – Rental • Units Acquired, Constructed and Sold
Parking Facilities	<ul style="list-style-type: none"> • Square Feet of Pavement/Landscaping 	<ul style="list-style-type: none"> • Parking Spaces
Parks & Rec. Facilities	<ul style="list-style-type: none"> • Acres of Land • Square Feet of Structure • Athletic Flds/Crts Installed/Repair • General Park Improvements 	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Restroom Facilities Installed • Linear Feet of Fencing • Ln. Ft. of Walkway
Private Rehabilitation	<ul style="list-style-type: none"> • Square Feet of Structure • Units Rehabbed – Owner • Units Repaired – Owner • Facades Improved 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education • Lead Safe Units • Units Rehabbed – Rental • Units Repaired – Rental
Public Rehabilitation	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed • Handicapped Ramps Installed 	<ul style="list-style-type: none"> • Restroom Facilities Installed • Elevators/Doors Installed
Public Utilities	<ul style="list-style-type: none"> • Utility Poles/Lines Relocated 	
Relocation Pymt. & Asst.	<ul style="list-style-type: none"> • Household Assisted • Businesses/Organizations Assisted 	<ul style="list-style-type: none"> • Households Assisted – Opt. Relocation

Activity	Outcomes
Rental / Housing Assistance	<ul style="list-style-type: none"> Households Assisted Units Assisted or Inspected Hslds Asst. with Counseling/Education
Senior Centers	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed
Sewer Fac. Improvements	<ul style="list-style-type: none"> Items of Equip. Installed/Repaired Linear Feet Tap-Ins Installed Water/Septic Tanks/Sludge Pits Inst. Manholes Installed Permanent Easements/Right-of-Way
Sidewalk Improvements	<ul style="list-style-type: none"> Linear Feet Curbcuts Installed Linear Feet of Curbs
Solid Waste Disposal Fac.	<ul style="list-style-type: none"> Items of Equip. Installed/Repaired Facility Constructed/Rehabbed
Street Improvements	<ul style="list-style-type: none"> Linear Feet Culverts/Catch Basins Installed Bridges Replaced/Repaired Traffic Control/St. Signs Installed Trees, Benches, Str Lights and Planters Slips/Slides/Retain Walls Repaired Permanent Easements/Right-of-Way Linear Feet of Curbs
Water & Sewer Facilities	<ul style="list-style-type: none"> Items of Equip. Installed/Repaired Fire Hydrants Installed Linear Feet Tap-Ins Installed Water/Septic Tanks/Sludge Pits Inst. Manholes Installed Water Valves Installed Permanent Easements/Right-of-Way
Water Fac. Improvements	<ul style="list-style-type: none"> Items of Equip. Installed/Repaired Fire Hydrants Installed Linear Feet Tap-Ins Installed Water/Septic Tanks/Sludge Pits Inst. Wells Drilled Water Valves Installed Permanent Easements/Right-of-Way
Weatherization	<ul style="list-style-type: none"> Units Repaired – Owner Units Repaired – Rental

The functions available from the Activity Outcomes and Leveraging page are listed below with steps for performing each function:

Add Outcome

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged funds grids refresh to show all current records currently associated with the selected activity.
3. Click on the **Add Outcome** button in the outcomes grid.
4. The grid expands for adding an outcome record.
5. Enter all outcome details.
6. Click the **Insert** button.
7. Outcome details are saved.

8. Repeat Steps 3 – 7 for each outcome you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until outcomes have been added for all applicable activities.

Edit Outcome

1. Click on the **Edit** icon next to an existing outcome record in the grid.
2. The grid expands for editing the outcome record.
3. Edit the outcome details.
4. Click the **Update** button.
5. Outcome details are updated.

Cancel Adding/Editing Outcome

1. Click to either **Add Outcome** or **Edit** an existing outcome record in the grid.
2. The grid expands for adding/editing an outcome record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Outcome

1. Click on the **Delete** icon next to an outcome record in the grid.
2. Outcome record is deleted from the grid.

Add Leveraged Fund

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
3. Click on the **Add Leveraged Fund** button in the leveraged funds grid.
4. The grid expands for adding a leveraged fund record.
5. Enter all leveraged fund details.
6. Click the **Insert** button.
7. Leveraged fund details are saved.
8. Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
1. The grid expands for editing the leveraged fund record.
2. Edit the leveraged fund details.
3. Click the **Update** button.
4. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the

grid.

2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to a leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid.

Grant Request Documents

Grant Request													
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Community Development Details Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 492 Application Period: 4/1/2015 - 6/6/2015 Organization: OCEAN Organization Grant Request Status: In Process Grant Request Type: 2015 Community Development Program Program Name: CD Allocation Grant Funding Requested: \$100.00 Total Project Costs: \$150.00 Total Leveraged Funds: \$50.00</p> <p>+ Add Document</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Document Description</th> <th>Created By</th> <th>Date</th> <th>View</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Hydrangeas.jpg</td> <td>Hydrangeas</td> <td>User, OCEAN</td> <td>02/18/2015</td> <td>View</td> <td></td> </tr> </tbody> </table>	File Name	Document Description	Created By	Date	View	Delete	Hydrangeas.jpg	Hydrangeas	User, OCEAN	02/18/2015	View	
File Name	Document Description	Created By	Date	View	Delete								
Hydrangeas.jpg	Hydrangeas	User, OCEAN	02/18/2015	View									

Field	Description
1. File Name	Displays the name of the file you uploaded.
2. Description	Displays the name of the template and/or instruction form document uploaded by OCD for your use in completing the application attachments.
3. Created By	Displays the username of the user who uploaded the response document.
4. Date	Displays the date the response document was uploaded.
5. View	Use this second link to view/download your completed template or instruction form.
6. Delete	Click this icon to delete your response document.

The functions available from the Grant Request Documents page are listed below with steps for performing each function:

View Document in Grant Request Documents

1. Click the **View** link next to your response document.
2. A new window displays with the document details displayed.
3. Click the **File → Save As** menu option to save a copy of the document to your computer or close the window to return to the grant request documents page.

Attach Document in Grant Request Documents

1. Click the **Add Document** button in the grant request documents grid.
2. The **Document Upload** popup displays.

*Note: If the attachment type selected is for a project or activity, then you will be required to select the project and/or activity to attach the document to. These will be shown by additional dropdowns on the document upload popup above.

3. Click the **Browse** button.
4. The **Windows File Explorer** popup displays.
5. Navigate to the file you would like to attach on your local machine and click the **Open** button.
6. The name of the file will be displayed in the **File** field on the document upload popup.
7. Select the **Attachment Type** from the dropdown list (this is a list of documents from OCD). You can click on the “link to attachment template” to view the document from OCD.
8. Enter a **Comment** for your document.
9. Click the **Upload** button to attach your document to the grant application.
10. You may upload additional documents by selecting another **Application Type** and attaching the appropriate file. Once all documents are uploaded, click the **Update & Close** button to close the window and refresh the document list.

Delete Document from Grant Request Documents

1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Your response document will be deleted.

Grant Request Checklist

Grant Request																							
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Community Development Details Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <table> <tr> <td>Application Number:</td> <td>492</td> <td>Application Period:</td> <td>4/1/2015 - 6/6/2015</td> </tr> <tr> <td>Organization:</td> <td>OCEAN Organization</td> <td>Grant Request Status:</td> <td>In Process</td> </tr> <tr> <td>Grant Request Type:</td> <td>2015 Community Development Program</td> <td>Program Name:</td> <td>CD Allocation</td> </tr> <tr> <td>Grant Funding Requested:</td> <td>\$100.00</td> <td>Total Project Costs:</td> <td>\$150.00</td> </tr> <tr> <td>Total Leveraged Funds:</td> <td>\$50.00</td> <td></td> <td></td> </tr> </table> <p>OCD Grant Summary Report View</p>			Application Number:	492	Application Period:	4/1/2015 - 6/6/2015	Organization:	OCEAN Organization	Grant Request Status:	In Process	Grant Request Type:	2015 Community Development Program	Program Name:	CD Allocation	Grant Funding Requested:	\$100.00	Total Project Costs:	\$150.00	Total Leveraged Funds:	\$50.00		
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Grant Funding Requested:	\$100.00	Total Project Costs:	\$150.00																				
Total Leveraged Funds:	\$50.00																						

The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

View

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

Revision

Grant Request			
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Community Development Details Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 492 Application Period: 4/1/2015 - 6/6/2015</p> <p>Organization: OCEAN Organization Grant Request Status: In Process</p> <p>Grant Request Type: 2015 Community Development Program Program Name: CD Allocation</p> <p>Grant Funding Requested: \$100.00 Total Project Costs: \$150.00</p> <p>Total Leveraged Funds: \$50.00</p>		
	Revision Number	Status	View
	0	In Process	

The functions available from the Revision page are listed below with steps for performing each function:

View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. *Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

Comments

Field	Description
1. Comment	Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments.

The functions available from the Comments page are listed below with steps for performing each function:

Add Comment

1. Click on the **Add New Comment** button in the grid.
2. The grid expands for adding a comment record.
3. Enter comment details.
4. Click the **Insert** button.
5. Comment details are saved.

Edit Comment

1. Click on the **Edit** icon next to a comment that you created. *Note: Comments can only be edited by the user who created them.
2. The grid expands for editing the comment record.
3. Edit the comment details.
4. Click the **Update** button.
5. Comment details are updated.

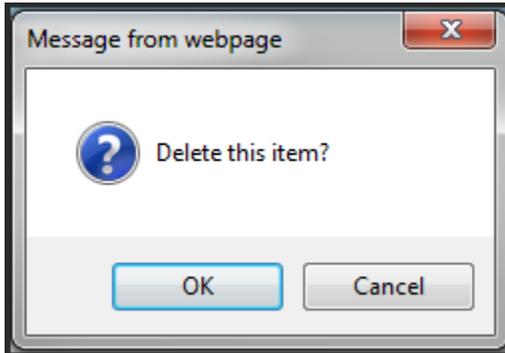
Cancel Adding/Editing Comment

1. Click to either **Add New Comment** or **Edit** an existing comment record in the grid.
2. The grid expands for adding/editing a comment record.
3. Click the **Cancel** button.

4. Changes are not saved.

Delete Comment

1. Click on the **Delete** icon next to an existing comment record in the grid. *Note: Comments can only be deleted by the user who created them.
2. A message will display asking if you are sure you want to delete this item.



1. Click **OK**.
2. Comment record is deleted from the grid.

Neighborhood Revitalization Program

Start from the Application Request Search page and click to **Add New Grant Request**. Prior to creating a Grant Request for the Neighborhood Revitalization Program, the organization must already have a Grant Request created for the C.D. Allocation Program.

Community & Program Information

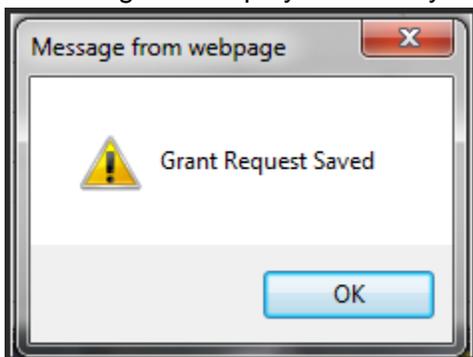
Grant Request			
Grant Request		Save	Save/Close
Community & Program Information			
Application Number:	493	Application Period:	4/1/2015 - 6/6/2015
Organization:	OCEAN Organization	Grant Request Status:	In Process
Grant Request Type:	2015 Community Development Program		
Grant Funding Requested:	\$0.00	Total Project Costs:	\$0.00
Total Leveraged Funds:	\$0.00		
Administrative Agency:	OCEAN Organization		①
Administrative Contact:			②
Address:			③
Administrator's Phone:			④
Administrator's Fax:			⑤
Administrator's Email:			⑥
* Please click 'Save' to initiate an application.			

Field	Description
1. Administrative Agency	Displays your current organization as the administrative agency.
2. Administrative Contact	Use this dropdown to select the administrative contact from your organization for the CD application.
3. Address	This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.
4. Administrator's Phone	This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown.
5. Administrator's Fax	This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.
6. Administrator's Email	This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.

The functions available from the Community & Program Information page are listed below with steps for performing each function:

Initiate an Application

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** are selected.
3. Click the **Save** button in the top button bar to initiate the application.
4. A message will display to inform you that the grant request has been saved.



5. Click **OK** in the message box to continue.
6. The remaining pages of the grant application will be displayed in the left navigation panel.

Cancel Initiating a New Application

1. Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
2. A new application will not be created.

Program Description

Field	Description
1. Program Description	This dropdown contains a list of potential programs available for the Grant Request you are creating. Only one program can be defined for each grant request. For CD, there are four available programs: <ul style="list-style-type: none"> • C.D. Allocation • Neighborhood Revitalization • Downtown Revitalization • Critical Infrastructure
2. Program Name	Enter the name for the program that is used by your organization to identify the application.
3. Program Narrative	This field will be used by the OCD Staff only. The OCD Staff will provide a detailed narrative describing the grant request after submission.

The functions available from the Program Description page are listed below with steps for performing each function:

Add Program Description

1. Click on the **Add Program Description** button.
2. The grid expands for adding a new program description record.

3. Select the 'Neighborhood Revitalization' Program Description and enter details for all other remaining fields.
4. Click the **Insert** button.
5. Program description details are saved.

Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Program Name**. The **Program Description** field cannot be edited.
4. Click the **Update** button.
5. Program description details are updated.

Cancel Adding/Editing Program Description

1. Click to either **Add Program Description** or **Edit** an existing program description in the grid.
2. The grid expands for adding/editing a program description.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Program Description

1. Click on the **Delete** icon next to an existing program description record in the grid.
2. Program description record is deleted from the grid. *Note: When deleting a program description, all related Project Details, Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging will be deleted as well.

Financing Data

The screenshot shows the 'Grant Request' application interface. On the left is a navigation menu with 'Financing Data' selected. The main area displays application details: Application Number: 493, Organization: OCEAN Organization, Application Period: 4/1/2015 - 6/6/2015, Grant Request Status: In Process, Grant Request Type: 2015 Community Development Program, Program Name: NR Program, Grant Funding Requested: \$0.00, Total Project Costs: \$0.00, and Total Leveraged Funds: \$0.00. A modal window titled 'Add Leveraged Fund' is open, containing a table with columns: Provider, Leveraged Fund Category, Leveraged Fund Type, Amount, Term, Interest Rate, Edit, and Delete. Below the table are input fields for 'Leveraged Fund Provider' (text box), 'Leveraged Fund Category' (dropdown), 'Leveraged Fund Type' (dropdown), and 'Amount' (text box with '\$0'). There are 'Insert' and 'Cancel' buttons. A red box highlights the 'Add Leveraged Fund' button, and red circles 1-4 highlight the input fields. A red message states: 'Data is not saved until Insert button is clicked'. The status at the bottom says 'No Leveraged Funds to display.'

Field	Description
1. Leveraged Fund Provider	Enter the name of the leveraged fund provider in the textbox.
2. Leveraged Fund Category	Select the category for the leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> Federal ARC Funds Other Federal Other Funds Private Funds State and Local Funds
3. Leveraged Fund Type	Select the type of leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> Grant In Kind Loan C.D. Allocation
4. Amount	Enter the dollar amount of leveraged funds for the provider entered.
Term (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the number of months of the loan.
Interest Rate (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the percentage interest rate of the loan.

The functions available from the Financing Data page are listed below with steps for performing each function:

Add Leveraged Fund

1. Click on the **Add Leveraged Fund** button in the grid.
2. The grid expands for adding a leveraged fund record.
3. Enter all leveraged fund details.

4. Click the **Insert** button.
5. Leveraged fund details are saved.
6. Repeat Steps 1 – 5 for each provider of leveraged funds for your grant request.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update** button.
5. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to an existing leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid. *Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

Project Details

Field	Description
1. Project Type	Select the project type from the dropdown. For the Community Development – C.D. Allocation program, the available project types include: <ul style="list-style-type: none"> Admin / Fair Housing / Planning Project Only one ‘Admin / Fair Housing / Planning’ project can be added to each application, but a maximum of 9 ‘Project’ projects can be added.
2. Project Name	Enter a name for the project that uniquely identifies this project from all other Community Development projects.
3. Project Budget	Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.
4. National Objective	When adding an Administration / Fair Housing project, the National Objective field will default to ‘F/H and Administration’ and not be editable. For all other projects, the available National Objectives include: <ul style="list-style-type: none"> Area Wide Benefit (LMA) Direct Benefit – Job Creation (LMJ) Direct Benefit – Housing (LMH) Limited Clientele (LMC) Slum & Blight (SBA)
5. Project Linked to CD Allocation	Select ‘Yes’ if this project will be linked to the CD Allocation application.
6. Linked Competitive Application Type	This field only displays if ‘Project’ is selected as the Project Type and ‘Yes’ is selected for ‘Is this Project Linked to your CD Allocation Application?’. All CD Allocation projects designated as linked to ‘Neighborhood Revitalization’ Application Types will be available for selection.

<p>Qualified with a Survey (not shown above)</p>	<p>This field only displays if 'Area Wide Benefit (LMA)' is chosen for the National Objective. Select yes or no if the project is being qualified with a survey.</p>
<p>Date Survey Completed (now shown above)</p>	<p>This field only displays if 'Area Wide Benefit (LMA)' is chosen for the National Objective and is enabled if you have selected 'Yes' for Qualified with a Survey. Click the calendar icon and select the date the survey was completed.</p>
<p>Service Area County Wide (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>If 'Yes' is selected, then all the census tracts and block groups will populate on the Census Tract page for that county, along with the LMI Universal population for each block group.</p>
<p>Does the Service Area Match (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>and the service area is not county wide. This selection will only be editable for Area Wide Benefit (LMA) National Objectives. Select 'Yes' if the service area for this project matches one or multiple Jurisdictional Boundaries in entirety.</p>
<p>Benefiting Jurisdiction (City / Village) or Township (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC), <p>the service area is not county wide, and 'Yes' is selected for 'Does the Service Area Match'. This selection will limit the choices of benefiting jurisdictions on the Census Tract page.</p>
<p>Service Area Boundary Explanation (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>Use this area to explain how the service area boundaries were determined. An entry is required.</p>
<p>Estimated Number of Beneficiaries (Persons) (not shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Direct Benefit – Job Creation (LMJ) • Direct Benefit – Housing (LMH) <p>Enter the estimated number of beneficiaries for the project.</p>

<p>Percent LMI (not shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Direct Benefit – Job Creation (LMJ) • Direct Benefit – Housing (LMH) <p>This field will always default to 100% and not be editable.</p>
<p>Slum & Blight Type (not shown above)</p>	<p>This field only displays if 'Slum & Blight (SBA)' is chosen for the National Objective. Select spot or area for the slum & blight type.</p>

The functions available from the Project Details page are listed below with steps for performing each function:

Add Project Detail

7. Click on the **Add Project Details** button in the grid.
8. The grid expands for adding a project detail record.
9. Enter all project detail information.
10. Click the **Insert** button.
11. Project details information is saved.
12. Repeat Steps 1 – 5 for each project on your application.

Edit Project Detail

6. Click on the **Edit** icon next to an existing project detail record in the grid.
7. The grid expands for editing the **Project Name** and **Project Budget**. Any edits for other project detail information will require the project to be deleted and created again.
8. Edit the **Project Name** or the **Project Budget** information.
9. Click the **Update** button.
10. **Project Name** and **Project Budget** information is updated.

Cancel Adding/Editing Project Detail

5. Click to **Add Project Details** or **Edit** an existing project detail record in the grid.
6. The grid expands for adding/editing a project detail record.
7. Click the **Cancel** button.
8. Changes are not saved.

Delete Project Detail

3. Click on the **Delete** icon next to an existing project detail record in the grid.
4. Project detail record is deleted from the grid. *Note: When deleting a project detail record, all related Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging records will be deleted as well.

Census Tract

The Census Tract page only displays after a project has been added on the Project Details page with a National Objective of the following types:

- Area Wide Benefit (LMA)
- Slum & Blight (SBA)
- Limited Clientele (LMC)

The page will display differently depending on the selections on the Project Details page. Use the table below to determine which screen will display for each scenario:

National Objective	Conditions	View
Area Wide Benefit (LMA)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'Yes'	Census Tract – Benefiting Jurisdiction View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'No'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'No'	Census Tract – Benefiting Jurisdiction View

Census Tract – Census Tract / Block Group View

The Census Tract grid will not display for Slum & Blight (SBA) or Limited Clientele (LMC) projects. The **Total Population of Service Area**, **LMI Population of Service Area**, and **LMI % Benefiting** fields will be calculated from census data and populated for these projects.

Field	Description
1. Census Tract Number	Contains a list of census tracts applicable to the county of the organization. Select a census tract from the dropdown.
2. Block Group	Contains a list of block groups for the census tract number selected. Select the block group.
3. Estimated Number of Beneficiaries	Enter the number of people benefitting for the census tract and block group selected. *Note: Entry cannot exceed the amount listed in item #4, LMI Population.
4. LMI Population	This populates from census data for the selected Census Tract and Block Group
5. Total Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the Total Population of Service Area displays the total population of the service area as added for each census tract and block group.
6. LMI Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the LMI Population of Service Area equals the LMI population for each census tract and block group added.
7. LMI % Benefiting	This is a calculated field and is not editable. The LMI % Benefiting equals the LMI Population of the Service Area divided by the Total Population of the Service Area.

The functions available from the Census Tract – Census Tract / Block Group View page are listed below with steps for performing each function:

Add Census Tract

9. Select a project from the **Project** dropdown above the census tract grid.
10. The census tract grid refreshes to show all census tracts and block groups currently associated with the selected project.
11. Click on the **Add Census Tract** button in the grid.
12. The grid expands for adding a census tract record.
13. Enter all census tract details. *Note: Only one record for each Census Tract / Block Group combination can be added.
14. Click the **Insert** button.
15. Census tract details are saved.
16. Repeat Steps 3 – 7 for each census tract and block group you need to add for the project type selected.

Edit Census Tract

6. Click on the **Edit** icon next to an existing census tract and block group record in the grid.
7. The grid expands for editing the census tract and block group record.
8. Edit the census tract and block group details.
9. Click the **Update** button.
10. Census tract and block group details are updated.

Cancel Adding/Editing Census Tract

5. Click to either **Add Census Tract** or **Edit** an existing census tract and block group record in the grid.
6. The grid expands for adding/editing a census tract and block group record.
7. Click the **Cancel** button.
8. Changes are not saved.

Delete Census Tract

3. Click on the **Delete** icon next to an existing census tract and block group record in the grid. *Note: Census tract and block group records cannot be deleted if the service area is county-wide.
4. Census tract and block group record is deleted from the grid.

Census Tract – Benefiting Jurisdiction View

Field	Description
1. Benefiting Jurisdiction	Contains a list of jurisdictions for the county of the organization. This list is filtered by the selection of Benefiting Jurisdiction (City / Village) or Township on the project details page.
2. Total Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the Total Population of Service Area displays the total population of the service area for each benefiting jurisdiction added.
3. LMI Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the LMI Population of Service Area equals the LMI population for each benefiting jurisdiction added.
4. LMI % Benefiting	This is a calculated field and is not editable. The LMI % Benefiting equals the LMI Population of the Service Area divided by the Total Population of the Service Area.

Add Benefiting Jurisdiction

9. Select a project from the **Project Type** dropdown above the benefiting jurisdiction grid.
10. The benefiting jurisdiction grid refreshes to show all benefiting jurisdictions currently associated with the selected project.
11. Click on the **Add Benefiting Jurisdiction** button in the grid.
12. The grid expands for adding a benefiting jurisdiction record.
13. Select a benefiting jurisdiction. *Note: Only one benefiting jurisdiction can be added for Slum & Blight (SBA) or Limited Clientele (LMC) projects.

14. Click the **Insert** button.
15. Benefiting jurisdictions are saved.
16. Repeat Steps 3 – 7 for each benefiting jurisdiction you need to add for the project type selected.

Edit Benefiting Jurisdiction

6. Click on the **Edit** icon next to an existing benefiting jurisdiction record in the grid.
7. The grid expands for editing the benefiting jurisdiction record.
8. Edit the benefiting jurisdiction selection.
9. Click the **Update** button.
10. The benefiting jurisdiction is updated.

Cancel Adding/Editing Benefiting Jurisdiction

5. Click to either **Add Benefiting Jurisdiction** or **Edit** an existing benefiting jurisdiction record in the grid.
6. The grid expands for adding/editing a benefiting jurisdiction record.
7. Click the **Cancel** button.
8. Changes are not saved.

Delete Benefiting Jurisdiction

3. Click on the **Delete** icon next to an existing benefiting jurisdiction record in the grid.
4. The benefiting jurisdiction record is deleted from the grid.

Activity Information

Field	Description
1. Activity Class	Select an activity class for the new activity. If the activity is being entered for an Admin / Fair Housing / Planning project type, then the only available activity class option is: <ul style="list-style-type: none"> Administration If the activity is being entered a Project project type, then the only available activity class option is: <ul style="list-style-type: none"> Public Facilities
2. Activity Name	Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See the table below for potential activity names per activity class.
3. Activity Budget	Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.
4. Short Activity Description	This field only displays when the project type is 'Project.' Enter your short activity description narrative here.

<p>Presumed Class (not shown above)</p>	<p>This field only displays when the project selected for the project type dropdown has a 'Limited Clientele (LMC)' National Objective. Select the presumed class from the following options:</p> <ul style="list-style-type: none"> • Abused Children • Battered Spouses • Elderly Persons • Severely Disabled Adults • Homeless Persons • Illiterate Adults • Persons Living with Aids • Migrant Farm Workers • Activity is of such a nature and is in such a location that it can be concluded clients are primarily LMI • Required documentation of income and family size to document at least 51% of the clientele are LMI
<p>5. Activity Linked to CD Allocation</p>	<p>This field only displays when the project type is 'Project' and the project is linked to a CD Allocation application project.</p>
<p>5. Linked CD Allocation Activity</p>	<p>This field only displays when 'Is this Activity Linked to a CD Allocation Activity?' is 'Yes'. The list will show activities on the linked CD Allocation project that match the Activity Class and Activity Name selected for this activity.</p>

Activity Class	Activities
Administration	<ul style="list-style-type: none"> • General Admin
Public Facilities	<ul style="list-style-type: none"> • Acquisition • Centers for Handicapped • Conversion / Rehab / Renovation • Demolition / Clearance • Disposition • Fire Protect. Fac. & Equip. • Flood & Drainage Facilities • Historic Preservation • Home / Building Repair • Homeless Facilities • Interim / Emergency Rental Asst. • Neighb. Fac / Community Ctr • Other Costs • Parking Facilities • Parks & Rec. Facilities • Private Rehabilitation • Public Rehabilitation • Public Services • Public Utilities • Senior Centers • Sewer Fac. Improvements • Sidewalk Improvements • Solid Waste Disposal Fac. • Street Improvements • Water & Sewer Facilities • Water Fac. Improvements

The functions available from the Activity Information page are listed below with steps for performing each function:

Add Activity

1. Select a project from the **Project Type** dropdown above the activity grid.
2. The activity grid refreshes to show all activities currently associated with the selected project.
3. Click on the **Add Activity** button.
4. The grid expands for adding an activity record.
5. Enter all activity details.
6. Click the **Insert** button.
7. Activity details are saved.
8. Repeat Steps 3 – 7 for each activity you need to add for the project type selected.
9. Repeat Steps 1 – 8 for each project type in the project dropdown until activities have been added for all projects.

Edit Activity

1. Click on the **Edit** icon next to an existing activity record in the grid.
2. The grid expands for editing the activity record.
3. Edit the activity details.
4. Click the **Update** button.
5. Activity details are updated.

Cancel Adding/Editing Activity

1. Click to either **Add Activity** or **Edit** an existing activity record in the grid.
2. The grid expands for adding/editing an activity record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Activity

1. Click on the **Delete** icon next to an existing activity record in the grid.
2. Activity record is deleted from the grid. *Note: When deleting an activity record, all related Activity Needs, Activity Compliance Details, and Activity Outcomes and Leveraging will be deleted as well.

Activity Compliance Details

This page displays all activities for all project types (except Admin / Fair Housing / Planning).

Grant Request

Save Save/Close

Application Number: 493 Application Period: 4/1/2015 - 6/6/2015
 Organization: OCEAN Organization Grant Request Status: In Process
 Grant Request Type: 2015 Community Development Program Program Name: NR Program
 Grant Funding Requested: \$100.00 Total Project Costs: \$150.00
 Total Leveraged Funds: \$50.00

Project	Activity	Determination Level	Project Start	Project Completion	Acquisition or Displacement?	Uniform Relocation Act Compliance	Edit
Project	Project - Project 1 : Homeless Facilities - \$100.00	No					

Project **1**
 Activity Project - Project 1 : Homeless Facilities - \$100.00 **2**
 Environmental Review Determination Level **3**
 Estimated Date of Activity Start Click calendar to select date **4**
 Estimated Date of Activity Completion Click calendar to select date **5**
 Does the proposed activity involve the acquisition of real property or displacement of tenants? Yes No **6**
 Please describe how the grantee will comply with the Uniform Relocation Act **7**

*Data is not saved until Update button is clicked

Field	Description
1. Project	Displays the project type of the activity listed.
2. Activity	Displays the project name and activity for the activity record.
3. Environmental Review Determination Level	Select the environmental review determination level from the following options: <ul style="list-style-type: none"> • Categorically Excluded Not Subject to 58.5 • Categorically Excluded Subject to 58.5 • Continuing Relevance • Environmental Assessment • Exempt
4. Estimated Date of Activity Start	Click the calendar icon and select the estimated date the activity is to start.
5. Estimated Date of Activity Completion	Click the calendar icon and select the estimated date the activity is to be completed.
6. Does the proposed activity involve the acquisition of real property or displacement of tenants?	Click yes or no if the proposed activity involves the acquisition of real property or displacement of tenants.
7. Please describe how the grantee will comply with the Uniform Relocation Act	This field is only editable when 'Yes' has been selected for 'Does the proposed activity involve the acquisition of real property or displacement of tenants.' Enter details to describe how you will comply with the Uniform Relocation Act.

The functions available from the Activity Compliance Details page are listed below with steps for performing each function:

Edit Activity Compliance Details

1. Click on the **Edit** icon next to an existing activity compliance detail record in the grid.
2. The grid expands for editing the activity compliance detail record.
3. Edit the activity compliance details.
4. Click the **Update** button.
5. Activity compliance details are updated.

Cancel Adding/Editing Activity Compliance Details

1. Click to **Edit** an existing activity compliance detail record in the grid.
2. The grid expands for editing an activity compliance detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

Activity Outcomes and Leveraging

Field	Description
1. Outcome Type	Select the outcome type from the dropdown. The dropdown choices depend on the activity that the outcome is being added for. See the table below for potential outcome types per activity.
2. Projected Outcomes	Enter the projected number of outcomes for the activity.
3. Leveraged Fund Source	Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page.
4. Leveraged Fund Amount	Enter the amount of leveraged funds from this provider that will be funding the activity selected.

Activity	Outcomes
Acquisition	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Structures Parcels Households Assisted Business Buyouts Permanent Easements/Right-of-Way
Centers for Handicapped	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed
Conversion / Rehab / Renovation	<ul style="list-style-type: none"> Square Feet of Structure Building Rehabbed/Constructed
Demolition / Clearance	<ul style="list-style-type: none"> Structures Demolished
Disposition	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Structures

Activity	Outcomes	
Fire Protect. Fac. & Equip.	<ul style="list-style-type: none"> • Square Feet of Structure • Buildings Rehabbed/Constructed • Vehicles Purchased 	<ul style="list-style-type: none"> • Items of Equipment Purchased • Fire Hydrants Installed
Flood & Drainage Facilities	<ul style="list-style-type: none"> • Linear Feet • Culverts/Catch Basins Installed 	<ul style="list-style-type: none"> • Manholes Installed • Permanent Easements/Right-of-Way
Historic Preservation	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	<ul style="list-style-type: none"> • Units Rehabbed – Owner
Home / Building Repair	<ul style="list-style-type: none"> • Units Repaired – Owner • Units Repaired – Rental 	<ul style="list-style-type: none"> • Buildings Repaired
Homeless Facilities	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	<ul style="list-style-type: none"> • Households Assisted
Interim / Emergency Rental Asst.	<ul style="list-style-type: none"> • Households Assisted 	
Neighb. Fac / Community Ctr	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	
Parking Facilities	<ul style="list-style-type: none"> • Square Feet of Pavement/Landscaping 	<ul style="list-style-type: none"> • Parking Spaces
Parks & Rec. Facilities	<ul style="list-style-type: none"> • Acres of Land • Square Feet of Structure • Athletic Flds/Crts Installed/Repair • General Park Improvements 	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Restroom Facilities Installed • Linear Feet of Fencing • Ln. Ft. of Walkway
Private Rehabilitation	<ul style="list-style-type: none"> • Square Feet of Structure • Units Rehabbed – Owner • Units Repaired – Owner • Facades Improved 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education • Lead Safe Units • Units Rehabbed – Rental • Units Repaired – Rental
Public Rehabilitation	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed • Handicapped Ramps Installed 	<ul style="list-style-type: none"> • Restroom Facilities Installed • Elevators/Doors Installed
Public Utilities	<ul style="list-style-type: none"> • Utility Poles/Lines Relocated 	
Senior Centers	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	
Sewer Fac. Improvements	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Manholes Installed • Permanent Easements/Right-of-Way
Sidewalk Improvements	<ul style="list-style-type: none"> • Linear Feet • Curbcuts Installed 	<ul style="list-style-type: none"> • Linear Feet of Curbs
Solid Waste Disposal Fac.	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired 	
Street Improvements	<ul style="list-style-type: none"> • Linear Feet • Culverts/Catch Basins Installed • Bridges Replaced/Repaired • Traffic Control/St. Signs Installed 	<ul style="list-style-type: none"> • Trees, Benches, Str Lights and Planters • Slips/Slides/Retain Walls Repaired • Permanent Easements/Right-of-Way

Activity	Outcomes	
Water & Sewer Facilities	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Fire Hydrants Installed • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Manholes Installed • Water Valves Installed • Permanent Easements/Right-of-Way
Water Fac. Improvements	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Fire Hydrants Installed • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Wells Drilled • Water Valves Installed • Permanent Easements/Right-of-Way

The functions available from the Activity Outcomes and Leveraging page are listed below with steps for performing each function:

Add Outcome

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged funds grids refresh to show all current records currently associated with the selected activity.
3. Click on the **Add Outcome** button in the outcomes grid.
4. The grid expands for adding an outcome record.
5. Enter all outcome details.
6. Click the **Insert** button.
7. Outcome details are saved.
8. Repeat Steps 3 – 7 for each outcome you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until outcomes have been added for all applicable activities.

Edit Outcome

1. Click on the **Edit** icon next to an existing outcome record in the grid.
2. The grid expands for editing the outcome record.
3. Edit the outcome details.
4. Click the **Update** button.
5. Outcome details are updated.

Cancel Adding/Editing Outcome

1. Click to either **Add Outcome** or **Edit** an existing outcome record in the grid.
2. The grid expands for adding/editing an outcome record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Outcome

1. Click on the **Delete** icon next to an outcome record in the grid.
2. Outcome record is deleted from the grid.

Add Leveraged Fund

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
3. Click on the **Add Leveraged Fund** button in the leveraged funds grid.
4. The grid expands for adding a leveraged fund record.
5. Enter all leveraged fund details.
6. Click the **Insert** button.
7. Leveraged fund details are saved.
8. Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
1. The grid expands for editing the leveraged fund record.
2. Edit the leveraged fund details.
3. Click the **Update** button.
4. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to a leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid.

Grant Request Documents

Grant Request													
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 493 Application Period: 4/1/2015 - 6/6/2015 Organization: OCEAN Organization Grant Request Status: In Process Grant Request Type: 2015 Community Development Program Program Name: NR Program Grant Funding Requested: \$100.00 Total Project Costs: \$150.00 Total Leveraged Funds: \$50.00</p> <p>+ Add Document</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Document Description</th> <th>Created By</th> <th>Date</th> <th>View</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Hydrangeas.jpg</td> <td>Hydrangeas</td> <td>User, OCEAN</td> <td>02/18/2015</td> <td>View</td> <td>X</td> </tr> </tbody> </table>	File Name	Document Description	Created By	Date	View	Delete	Hydrangeas.jpg	Hydrangeas	User, OCEAN	02/18/2015	View	X
File Name	Document Description	Created By	Date	View	Delete								
Hydrangeas.jpg	Hydrangeas	User, OCEAN	02/18/2015	View	X								

Field	Description
2. File Name	Displays the name of the file you uploaded.
2. Description	Displays the name of the template and/or instruction form document uploaded by OCD for your use in completing the application attachments.
3. Created By	Displays the username of the user who uploaded the response document.
4. Date	Displays the date the response document was uploaded.
5. View	Use this second link to view/download your completed template or instruction form.
6. Delete	Click this icon to delete your response document.

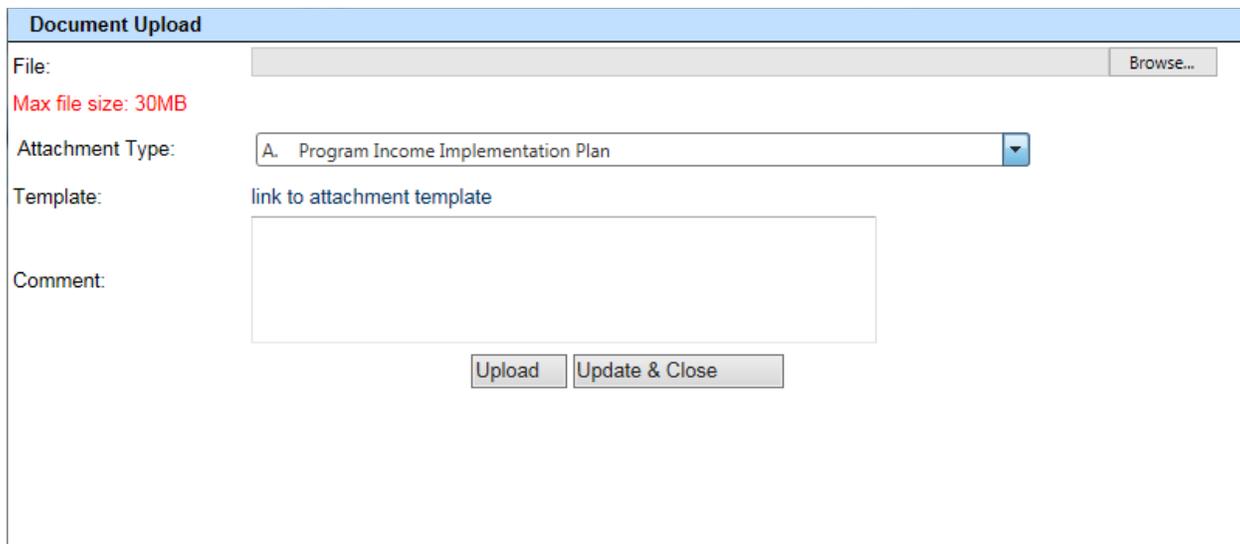
The functions available from the Grant Request Documents page are listed below with steps for performing each function:

View Document in Grant Request Documents

1. Click the **View** link next to your response document.
2. A new window displays with the document details displayed.
3. Click the **File → Save As** menu option to save a copy of the document to your computer or close the window to return to the grant request documents page.

Attach Document in Grant Request Documents

1. Click the **Add Document** button in the grant request documents grid.
2. The **Document Upload** popup displays.



The screenshot shows a web form titled "Document Upload". It contains the following fields and controls:

- File:** A text input field with a "Browse..." button to its right.
- Max file size: 30MB** (text in red)
- Attachment Type:** A dropdown menu currently showing "A. Program Income Implementation Plan".
- Template:** A text input field containing the text "link to attachment template".
- Comment:** A large text area for entering a comment.
- At the bottom, there are two buttons: "Upload" and "Update & Close".

*Note: If the attachment type selected is for a project or activity, then you will be required to select the project and/or activity to attach the document to. These will be shown by additional dropdowns on the document upload popup above.

3. Click the **Browse** button.
4. The **Windows File Explorer** popup displays.
5. Navigate to the file you would like to attach on your local machine and click the **Open** button.
6. The name of the file will be displayed in the **File** field on the document upload popup.
7. Select the **Attachment Type** from the dropdown list (this is a list of documents from OCD). You can click on the "link to attachment template" to view the document from OCD.
8. Enter a **Comment** for your document.
9. Click the **Upload** button to attach your document to the grant application.
10. You may upload additional documents by selecting another **Application Type** and attaching the appropriate file. Once all documents are uploaded, click the **Update & Close** button to close the window and refresh the document list.

Delete Document from Grant Request Documents

1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Your response document will be deleted.

Grant Request Checklist

Grant Request																							
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <table> <tr> <td>Application Number:</td> <td>493</td> <td>Application Period:</td> <td>4/1/2015 - 6/6/2015</td> </tr> <tr> <td>Organization:</td> <td>OCEAN Organization</td> <td>Grant Request Status:</td> <td>In Process</td> </tr> <tr> <td>Grant Request Type:</td> <td>2015 Community Development Program</td> <td>Program Name:</td> <td>NR Program</td> </tr> <tr> <td>Grant Funding Requested:</td> <td>\$100.00</td> <td>Total Project Costs:</td> <td>\$150.00</td> </tr> <tr> <td>Total Leveraged Funds:</td> <td>\$50.00</td> <td></td> <td></td> </tr> </table> <p>OCD Grant Summary Report View</p>			Application Number:	493	Application Period:	4/1/2015 - 6/6/2015	Organization:	OCEAN Organization	Grant Request Status:	In Process	Grant Request Type:	2015 Community Development Program	Program Name:	NR Program	Grant Funding Requested:	\$100.00	Total Project Costs:	\$150.00	Total Leveraged Funds:	\$50.00		
Application Number:	493	Application Period:	4/1/2015 - 6/6/2015																				
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Grant Funding Requested:	\$100.00	Total Project Costs:	\$150.00																				
Total Leveraged Funds:	\$50.00																						

The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

View

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

Revision

Grant Request									
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 493 Organization: OCEAN Organization Grant Request Type: 2015 Community Development Program Grant Funding Requested: \$100.00 Total Leveraged Funds: \$50.00</p> <p>Application Period: 4/1/2015 - 6/6/2015 Grant Request Status: In Process Program Name: NR Program Total Project Costs: \$150.00</p> <table border="1"> <thead> <tr> <th>Revision Number</th> <th>Status</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>In Process</td> <td></td> </tr> </tbody> </table>			Revision Number	Status	View	0	In Process	
Revision Number	Status	View							
0	In Process								

The functions available from the Revision page are listed below with steps for performing each function:

View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. *Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

Comments

Grant Request									
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 493 Application Period: 4/1/2015 - 6/6/2015 Organization: OCEAN Organization Grant Request Status: In Process Grant Request Type: 2015 Community Development Program Program Name: NR Program Grant Funding Requested: \$100.00 Total Project Costs: \$150.00 Total Leveraged Funds: \$50.00</p> <p>+ Add New Comment Refresh</p> <table border="1"> <thead> <tr> <th>Comment</th> <th>User</th> <th>EntryDate</th> <th>Internal Comment?</th> </tr> </thead> <tbody> <tr> <td> Comment: Spell Check <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> </td> <td></td> <td></td> <td> <input type="checkbox"/> </td> </tr> </tbody> </table> <p> <input type="button" value="Insert"/> <input type="button" value="Cancel"/> </p> <p>No records to display.</p>	Comment	User	EntryDate	Internal Comment?	Comment: Spell Check <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>			<input type="checkbox"/>
Comment	User	EntryDate	Internal Comment?						
Comment: Spell Check <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>			<input type="checkbox"/>						

Field	Description
1. Comment	Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments.

The functions available from the Comments page are listed below with steps for performing each function:

Add Comment

1. Click on the **Add New Comment** button in the grid.
2. The grid expands for adding a comment record.
3. Enter comment details.
4. Click the **Insert** button.
5. Comment details are saved.

Edit Comment

1. Click on the **Edit** icon next to a comment that you created. *Note: Comments can only be edited by the user who created them.
2. The grid expands for editing the comment record.
3. Edit the comment details.
4. Click the **Update** button.
5. Comment details are updated.

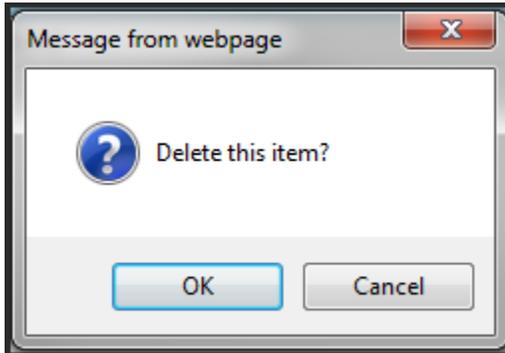
Cancel Adding/Editing Comment

1. Click to either **Add New Comment** or **Edit** an existing comment record in the grid.
2. The grid expands for adding/editing a comment record.
3. Click the **Cancel** button.

4. Changes are not saved.

Delete Comment

1. Click on the **Delete** icon next to an existing comment record in the grid. *Note: Comments can only be deleted by the user who created them.
2. A message will display asking if you are sure you want to delete this item.



3. Click **OK**.
4. Comment record is deleted from the grid.

Downtown Revitalization Program

Start from the Application Request Search page and click the **Add New Grant Request**.

Community & Program Information

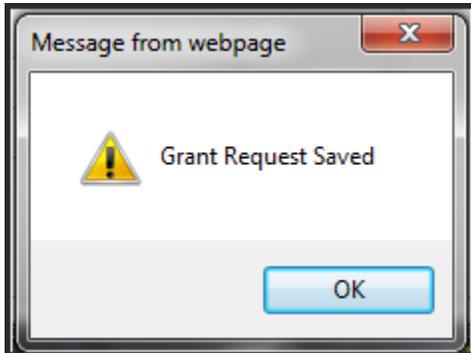
Grant Request			
Grant Request		Save Save/Close	
Community & Program Information			
Application Number:	494	Application Period:	4/1/2015 - 6/6/2015
Organization:	OCEAN Organization	Grant Request Status:	In Process
Grant Request Type:	2015 Community Development Program		
Grant Funding Requested:	\$0.00	Total Project Costs:	\$0.00
Total Leveraged Funds:	\$0.00		
Administrative Agency:	<input type="text" value="OCEAN Organization"/>		①
Administrative Contact:	<input type="text"/>		②
Address:	<input type="text"/>		③
Administrator's Phone:	<input type="text"/>		④
Administrator's Fax:	<input type="text"/>		⑤
Administrator's Email:	<input type="text"/>		⑥
* Please click 'Save' to initiate an application.			

Field	Description
1. Administrative Agency	Displays your current organization as the administrative agency.
2. Administrative Contact	Use this dropdown to select the administrative contact from your organization for the CD application.
3. Address	This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.
4. Administrator's Phone	This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown.
5. Administrator's Fax	This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.
6. Administrator's Email	This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.

The functions available from the Community & Program Information page are listed below with steps for performing each function:

Initiate an Application

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** are selected.
3. Click the **Save** button in the top button bar to initiate the application.
4. A message will display to inform you that the grant request has been saved.



5. Click **OK** in the message box to continue.
6. The remaining pages of the grant application will be displayed in the left navigation panel.

Cancel Initiating a New Application

1. Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
2. A new application will not be created.

Program Description

Field	Description
1. Program Description	This dropdown contains a list of potential programs available for the Grant Request you are creating. Only one program can be defined for each grant request. For CD, there are four available programs: <ul style="list-style-type: none"> • C.D. Allocation • Neighborhood Revitalization • Downtown Revitalization • Critical Infrastructure
2. Program Name	Enter the name for the program that is used by your organization to identify the application.
3. Program Narrative	This field will be used by the OCD Staff only. The OCD Staff will provide a detailed narrative describing the grant request after submission.

The functions available from the Program Description page are listed below with steps for performing each function:

Add Program Description

1. Click on the **Add Program Description** button.
2. The grid expands for adding a new program description record.

3. Select the 'Downtown Revitalization' Program Description and enter details for all other remaining fields.
4. Click the **Insert** button.
5. Program description details are saved.

Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Program Name**. The **Program Description** field cannot be edited.
4. Click the **Update** button.
5. Program description details are updated.

Cancel Adding/Editing Program Description

1. Click to either **Add Program Description** or **Edit** an existing program description in the grid.
2. The grid expands for adding/editing a program description.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Program Description

1. Click on the **Delete** icon next to an existing program description record in the grid.
2. Program description record is deleted from the grid. *Note: When deleting a program description, all related Project Details, Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging will be deleted as well.

Financing Data

Grant Request

Save Save/Close

Application Number: 494 Application Period: 4/1/2015 - 6/6/2015
 Organization: OCEAN Organization Grant Request Status: In Process
 Grant Request Type: 2015 Community Development Program Program Name: DR Program
 Grant Funding Requested: \$0.00 Total Project Costs: \$0.00
 Total Leveraged Funds: \$0.00

+ Add Leveraged Fund

Provider	Leveraged Fund Category	Leveraged Fund Type	Amount	Term	Interest Rate	Edit	Delete
Leveraged Fund Provider <input type="text"/>	Leveraged Fund Category <input type="text"/>	Leveraged Fund Type <input type="text"/>	Amount \$0				

Insert Cancel

Data is not saved until Insert button is clicked

No Leveraged Funds to display.

Field	Description
1. Leveraged Fund Provider	Enter the name of the leveraged fund provider in the textbox.
2. Leveraged Fund Category	Select the category for the leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> • Federal ARC Funds • Other Federal • Other Funds • Private Funds • State and Local Funds
3. Leveraged Fund Type	Select the type of leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> • Grant • In Kind • Loan • C.D. Allocation
4. Amount	Enter the dollar amount of leveraged funds for the provider entered.
Term (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the number of months of the loan.
Interest Rate (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the percentage interest rate of the loan.

The functions available from the Financing Data page are listed below with steps for performing each function:

Add Leveraged Fund

1. Click on the **Add Leveraged Fund** button in the grid.
2. The grid expands for adding a leveraged fund record.
3. Enter all leveraged fund details.

4. Click the **Insert** button.
5. Leveraged fund details are saved.
6. Repeat Steps 1 – 5 for each provider of leveraged funds for your grant request.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update** button.
5. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to an existing leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid. *Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

Project Details

Field	Description
1. Project Type	Select the project type from the dropdown. For the Community Development – C.D. Allocation program, the available project types include: <ul style="list-style-type: none"> Admin / Fair Housing / Planning Project Only one 'Admin / Fair Housing / Planning' project can be added to each application, but a maximum of 9 'Project' projects can be added.
2. Project Name	Enter a name for the project that uniquely identifies this project from all other Community Development projects.
3. Project Budget	Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.
4. National Objective	When adding an Administration / Fair Housing project, the National Objective field will default to 'F/H and Administration' and not be editable. For all other projects, the available National Objectives include: <ul style="list-style-type: none"> Area Wide Benefit (LMA) Direct Benefit – Job Creation (LMJ) Direct Benefit – Housing (LMH) Limited Clientele (LMC) Slum & Blight (SBA)
5. Project Linked to CD Allocation	Select 'Yes' if this project will be linked to the CD Allocation application.
6. Linked Competitive Application Type	This field only displays if 'Project' is selected as the Project Type and 'Yes' is selected for 'Is this Project Linked to your CD Allocation Application?'. All CD Allocation projects designated as linked to 'Downtown Revitalization' Application Types will be available for selection.

<p>Qualified with a Survey (not shown above)</p>	<p>This field only displays if 'Area Wide Benefit (LMA)' is chosen for the National Objective. Select yes or no if the project is being qualified with a survey.</p>
<p>Date Survey Completed (now shown above)</p>	<p>This field only displays if 'Area Wide Benefit (LMA)' is chosen for the National Objective and is enabled if you have selected 'Yes' for Qualified with a Survey. Click the calendar icon and select the date the survey was completed.</p>
<p>Service Area County Wide (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>If 'Yes' is selected, then all the census tracts and block groups will populate on the Census Tract page for that county, along with the LMI Universal population for each block group.</p>
<p>Does the Service Area Match (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>and the service area is not county wide. This selection will only be editable for Area Wide Benefit (LMA) National Objectives. Select 'Yes' if the service area for this project matches one or multiple Jurisdictional Boundaries in entirety.</p>
<p>Benefiting Jurisdiction (City / Village) or Township (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC), <p>the service area is not county wide, and 'Yes' is selected for 'Does the Service Area Match'. This selection will limit the choices of benefiting jurisdictions on the Census Tract page.</p>
<p>Service Area Boundary Explanation (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>Use this area to explain how the service area boundaries were determined. An entry is required.</p>
<p>Estimated Number of Beneficiaries (Persons) (not shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Direct Benefit – Job Creation (LMJ) • Direct Benefit – Housing (LMH) <p>Enter the estimated number of beneficiaries for the project.</p>

<p>Percent LMI (not shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Direct Benefit – Job Creation (LMJ) • Direct Benefit – Housing (LMH) <p>This field will always default to 100% and not be editable.</p>
<p>Slum & Blight Type (not shown above)</p>	<p>This field only displays if ‘Slum & Blight (SBA)’ is chosen for the National Objective. Select spot or area for the slum & blight type.</p>

The functions available from the Project Details page are listed below with steps for performing each function:

Add Project Detail

13. Click on the **Add Project Details** button in the grid.
14. The grid expands for adding a project detail record.
15. Enter all project detail information.
16. Click the **Insert** button.
17. Project details information is saved.
18. Repeat Steps 1 – 5 for each project on your application.

Edit Project Detail

11. Click on the **Edit** icon next to an existing project detail record in the grid.
12. The grid expands for editing the **Project Name** and **Project Budget**. Any edits for other project detail information will require the project to be deleted and created again.
13. Edit the **Project Name** or the **Project Budget** information.
14. Click the **Update** button.
15. **Project Name** and **Project Budget** information is updated.

Cancel Adding/Editing Project Detail

9. Click to **Add Project Details** or **Edit** an existing project detail record in the grid.
10. The grid expands for adding/editing a project detail record.
11. Click the **Cancel** button.
12. Changes are not saved.

Delete Project Detail

5. Click on the **Delete** icon next to an existing project detail record in the grid.
6. Project detail record is deleted from the grid. *Note: When deleting a project detail record, all related Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging records will be deleted as well.

Census Tract

The Census Tract page only displays after a project has been added on the Project Details page with a National Objective of the following types:

- Area Wide Benefit (LMA)
- Slum & Blight (SBA)
- Limited Clientele (LMC)

The page will display differently depending on the selections on the Project Details page. Use the table below to determine which screen will display for each scenario:

National Objective	Conditions	View
Area Wide Benefit (LMA)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'Yes'	Census Tract – Benefiting Jurisdiction View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'No'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'No'	Census Tract – Benefiting Jurisdiction View

The functions available from the Census Tract – Census Tract / Block Group View page are listed below with steps for performing each function:

Add Census Tract

17. Select a project from the **Project** dropdown above the census tract grid.
18. The census tract grid refreshes to show all census tracts and block groups currently associated with the selected project.
19. Click on the **Add Census Tract** button in the grid.
20. The grid expands for adding a census tract record.
21. Enter all census tract details. *Note: Only one record for each Census Tract / Block Group combination can be added.
22. Click the **Insert** button.
23. Census tract details are saved.
24. Repeat Steps 3 – 7 for each census tract and block group you need to add for the project type selected.

Edit Census Tract

11. Click on the **Edit** icon next to an existing census tract and block group record in the grid.
12. The grid expands for editing the census tract and block group record.
13. Edit the census tract and block group details.
14. Click the **Update** button.
15. Census tract and block group details are updated.

Cancel Adding/Editing Census Tract

9. Click to either **Add Census Tract** or **Edit** an existing census tract and block group record in the grid.
10. The grid expands for adding/editing a census tract and block group record.
11. Click the **Cancel** button.
12. Changes are not saved.

Delete Census Tract

5. Click on the **Delete** icon next to an existing census tract and block group record in the grid. *Note: Census tract and block group records cannot be deleted if the service area is county-wide.
6. Census tract and block group record is deleted from the grid.

Census Tract – Benefiting Jurisdiction View

The screenshot shows the 'Grant Request' page for 'Census Tract'. The application details include: Application Number: 525, Organization: OCEAN Organization, Grant Request Type: 2015 Community Development Program, Grant Funding Requested: \$100.00, Total Leveraged Funds: \$0.00, Application Period: 3/1/2015 - 10/26/2015, Grant Request Status: In Process, Program Name: CD Allocation Program, Total Project Costs: \$100.00, and Assigned To: [blank].

The 'Benefiting Jurisdiction' section features a dropdown menu for 'Project' (C.D. Allocation - Project : Project 1 (\$100.00)) and a table with columns for 'Benefiting Jurisdiction', 'Edit', and 'Delete'. An 'Add Benefiting Jurisdiction' button is highlighted with a red box. Below the table are 'Insert' and 'Cancel' buttons, with a red box around 'Insert' and a red callout '1' pointing to the 'Benefiting Jurisdiction' dropdown. A red message states: '* Data is not saved until Insert button is clicked'. Below this are three input fields: 'Total Population of Service Area' (0), 'LMI Population of Service Area' (0), and 'LMI % Benefiting' (0 %). Red callouts 2, 3, and 4 point to these fields. A red message at the bottom says: '* Please click the 'Save' button above after making changes.'

Field	Description
1. Benefiting Jurisdiction	Contains a list of jurisdictions for the county of the organization. This list is filtered by the selection of Benefiting Jurisdiction (City / Village) or Township on the project details page.
2. Total Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the Total Population of Service Area displays the total population of the service area for each benefiting jurisdiction added.
3. LMI Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the LMI Population of Service Area equals the LMI population for each benefiting jurisdiction added.
4. LMI % Benefiting	This is a calculated field and is not editable. The LMI % Benefiting equals the LMI Population of the Service Area divided by the Total Population of the Service Area.

Add Benefiting Jurisdiction

17. Select a project from the **Project Type** dropdown above the benefiting jurisdiction grid.
18. The benefiting jurisdiction grid refreshes to show all benefiting jurisdictions currently associated with the selected project.
19. Click on the **Add Benefiting Jurisdiction** button in the grid.
20. The grid expands for adding a benefiting jurisdiction record.
21. Select a benefiting jurisdiction. *Note: Only one benefiting jurisdiction can be added for Slum & Blight (SBA) or Limited Clientele (LMC) projects.

22. Click the **Insert** button.
23. Benefiting jurisdictions are saved.
24. Repeat Steps 3 – 7 for each benefiting jurisdiction you need to add for the project type selected.

Edit Benefiting Jurisdiction

11. Click on the **Edit** icon next to an existing benefiting jurisdiction record in the grid.
12. The grid expands for editing the benefiting jurisdiction record.
13. Edit the benefiting jurisdiction selection.
14. Click the **Update** button.
15. The benefiting jurisdiction is updated.

Cancel Adding/Editing Benefiting Jurisdiction

9. Click to either **Add Benefiting Jurisdiction** or **Edit** an existing benefiting jurisdiction record in the grid.
10. The grid expands for adding/editing a benefiting jurisdiction record.
11. Click the **Cancel** button.
12. Changes are not saved.

Delete Benefiting Jurisdiction

5. Click on the **Delete** icon next to an existing benefiting jurisdiction record in the grid.
6. The benefiting jurisdiction record is deleted from the grid.

Activity Information

Field	Description
1. Activity Class	Select an activity class for the new activity. If the activity is being entered for an Admin / Fair Housing / Planning project type, then the only available activity class option is: <ul style="list-style-type: none"> Administration If the activity is being entered a Project project type, then the available activity class options include: <ul style="list-style-type: none"> Economic Dev. Public Facilities
2. Activity Name	Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See the table below for potential activity names per activity class.
3. Activity Budget	Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.
4. Short Activity Description	This field only displays when the project type is 'Project.' Enter your short activity description narrative here.

<p>Presumed Class (not shown above)</p>	<p>This field only displays when the project selected for the project type dropdown has a 'Limited Clientele (LMC)' National Objective. Select the presumed class from the following options:</p> <ul style="list-style-type: none"> • Abused Children • Battered Spouses • Elderly Persons • Severely Disabled Adults • Homeless Persons • Illiterate Adults • Persons Living with Aids • Migrant Farm Workers • Activity is of such a nature and is in such a location that it can be concluded clients are primarily LMI • Required documentation of income and family size to document at least 51% of the clientele are LMI
<p>5. Activity Linked to CD Allocation</p>	<p>This field only displays when the project type is 'Project' and the project is linked to a CD Allocation application project.</p>
<p>5. Linked CD Allocation Activity</p>	<p>This field only displays when 'Is this Activity Linked to a CD Allocation Activity?' is 'Yes'. The list will show activities on the linked CD Allocation project that match the Activity Class and Activity Name selected for this activity.</p>

Activity Class	Activities
Administration	General Admin
Economic Dev.	<ul style="list-style-type: none"> • Private Rehabilitation
Public Facilities	<ul style="list-style-type: none"> • Sewer Fac. Improvements • Senior Centers • Parks & Rec. Facilities • Other Costs • Public Services • Demolition / Clearance • Home / Building Repair • Historic Preservation • Flood & Drainage Facilities • Neighb. Fac / Community Ctr • Centers for Handicapped • Homeless Facilities • Acquisition • Water & Sewer Facilities • Street Improvements • Water Fac. Improvements • Public Rehabilitation • Private Rehabilitation • Fire Protect. Fac. & Equip. • Sidewalk Improvements • Interim / Emergency Rental Asst. • Parking Facilities • Public Utilities • Disposition • Solid Waste Disposal Fac. • Conversion / Rehab / Renovation

Activity Compliance Details

This page displays all activities for all project types (except Admin / Fair Housing / Planning).

Field	Description
1. Project	Displays the project type of the activity listed.
2. Activity	Displays the project name and activity for the activity record.
3. Environmental Review Determination Level	Select the environmental review determination level from the following options: <ul style="list-style-type: none"> • Categorically Excluded Not Subject to 58.5 • Categorically Excluded Subject to 58.5 • Continuing Relevance • Environmental Assessment • Exempt
4. Estimated Date of Activity Start	Click the calendar icon and select the estimated date the activity is to start.
5. Estimated Date of Activity Completion	Click the calendar icon and select the estimated date the activity is to be completed.
6. Does the proposed activity involve the acquisition of real property or displacement of tenants?	Click yes or no if the proposed activity involves the acquisition of real property or displacement of tenants.
7. Please describe how the grantee will comply with the Uniform Relocation Act	This field is only editable when 'Yes' has been selected for 'Does the proposed activity involve the acquisition of real property or displacement of tenants.' Enter details to describe how you will comply with the Uniform Relocation Act.

The functions available from the Activity Compliance Details page are listed below with steps for performing each function:

Edit Activity Compliance Details

1. Click on the **Edit** icon next to an existing activity compliance detail record in the grid.
2. The grid expands for editing the activity compliance detail record.
3. Edit the activity compliance details.
4. Click the **Update** button.
5. Activity compliance details are updated.

Cancel Adding/Editing Activity Compliance Details

1. Click to **Edit** an existing activity compliance detail record in the grid.
2. The grid expands for editing an activity compliance detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

Activity Outcomes and Leveraging

Field	Description
1. Outcome Type	Select the outcome type from the dropdown. The dropdown choices depend on the activity that the outcome is being added for. See Table 7 below for potential outcome types per activity.
2. Projected Outcomes	Enter the projected number of outcomes for the activity.
3. Leveraged Fund Source	Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page.
4. Leveraged Fund Amount	Enter the amount of leveraged funds from this provider that will be funding the activity selected.

Activity	Outcomes
Acquisition	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Structures Parcels Households Assisted Business Buyouts Permanent Easements/Right-of-Way
Centers for Handicapped	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed
Conversion / Rehab / Renovation	<ul style="list-style-type: none"> Square Feet of Structure Building Rehabbed/Constructed
Demolition / Clearance	<ul style="list-style-type: none"> Structures Demolished
Disposition	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Structures

Activity	Outcomes	
Fire Protect. Fac. & Equip.	<ul style="list-style-type: none"> • Square Feet of Structure • Buildings Rehabbed/Constructed • Vehicles Purchased 	<ul style="list-style-type: none"> • Items of Equipment Purchased • Fire Hydrants Installed
Flood & Drainage Facilities	<ul style="list-style-type: none"> • Linear Feet • Culverts/Catch Basins Installed 	<ul style="list-style-type: none"> • Manholes Installed • Permanent Easements/Right-of-Way
Historic Preservation	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	<ul style="list-style-type: none"> • Units Rehabbed – Owner
Home / Building Repair	<ul style="list-style-type: none"> • Units Repaired – Owner • Units Repaired – Rental 	<ul style="list-style-type: none"> • Buildings Repaired
Homeless Facilities	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	<ul style="list-style-type: none"> • Households Assisted
Interim / Emergency Rental Asst.	<ul style="list-style-type: none"> • Households Assisted 	
Neighb. Fac / Community Ctr	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	
Parking Facilities	<ul style="list-style-type: none"> • Square Feet of Pavement/Landscaping 	<ul style="list-style-type: none"> • Parking Spaces
Parks & Rec. Facilities	<ul style="list-style-type: none"> • Acres of Land • Square Feet of Structure • Athletic Flds/Crts Installed/Repair • General Park Improvements 	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Restroom Facilities Installed • Linear Feet of Fencing • Ln. Ft. of Walkway
Private Rehabilitation	<ul style="list-style-type: none"> • Square Feet of Structure • Units Rehabbed – Owner • Units Repaired – Owner • Facades Improved 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education • Lead Safe Units • Units Rehabbed – Rental • Units Repaired – Rental
Public Rehabilitation	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed • Handicapped Ramps Installed 	<ul style="list-style-type: none"> • Restroom Facilities Installed • Elevators/Doors Installed
Public Utilities	<ul style="list-style-type: none"> • Utility Poles/Lines Relocated 	
Senior Centers	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	
Sewer Fac. Improvements	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Manholes Installed • Permanent Easements/Right-of-Way
Sidewalk Improvements	<ul style="list-style-type: none"> • Linear Feet • Curbcuts Installed 	<ul style="list-style-type: none"> • Linear Feet of Curbs
Solid Waste Disposal Fac.	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired 	
Street Improvements	<ul style="list-style-type: none"> • Linear Feet • Culverts/Catch Basins Installed • Bridges Replaced/Repaired • Traffic Control/St. Signs Installed 	<ul style="list-style-type: none"> • Trees, Benches, Str Lights and Planters • Slips/Slides/Retain Walls Repaired • Permanent Easements/Right-of-Way

Activity	Outcomes	
Water & Sewer Facilities	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Fire Hydrants Installed • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Manholes Installed • Water Valves Installed • Permanent Easements/Right-of-Way
Water Fac. Improvements	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Fire Hydrants Installed • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Wells Drilled • Water Valves Installed • Permanent Easements/Right-of-Way

Table 2

The functions available from the Activity Outcomes and Leveraging page are listed below with steps for performing each function:

Add Outcome

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged funds grids refresh to show all current records currently associated with the selected activity.
3. Click on the **Add Outcome** button in the outcomes grid.
4. The grid expands for adding an outcome record.
5. Enter all outcome details.
6. Click the **Insert** button.
7. Outcome details are saved.
8. Repeat Steps 3 – 7 for each outcome you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until outcomes have been added for all applicable activities.

Edit Outcome

1. Click on the **Edit** icon next to an existing outcome record in the grid.
2. The grid expands for editing the outcome record.
3. Edit the outcome details.
4. Click the **Update** button.
5. Outcome details are updated.

Cancel Adding/Editing Outcome

1. Click to either **Add Outcome** or **Edit** an existing outcome record in the grid.
2. The grid expands for adding/editing an outcome record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Outcome

1. Click on the **Delete** icon next to an outcome record in the grid.
2. Outcome record is deleted from the grid.

Add Leveraged Fund

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
3. Click on the **Add Leveraged Fund** button in the leveraged funds grid.
4. The grid expands for adding a leveraged fund record.
5. Enter all leveraged fund details.
6. Click the **Insert** button.
7. Leveraged fund details are saved.
8. Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update** button.
5. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to a leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid.

Grant Request Documents

Grant Request																																	
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Field	Description
1. File Name	Displays the name of the file you uploaded.
2. Description	Displays the name of the template and/or instruction form document uploaded by OCD for your use in completing the application attachments.
3. Created By	Displays the username of the user who uploaded the response document.
4. Date	Displays the date the response document was uploaded.
5. View	Use this second link to view/download your completed template or instruction form.
6. Delete	Click this icon to delete your response document.

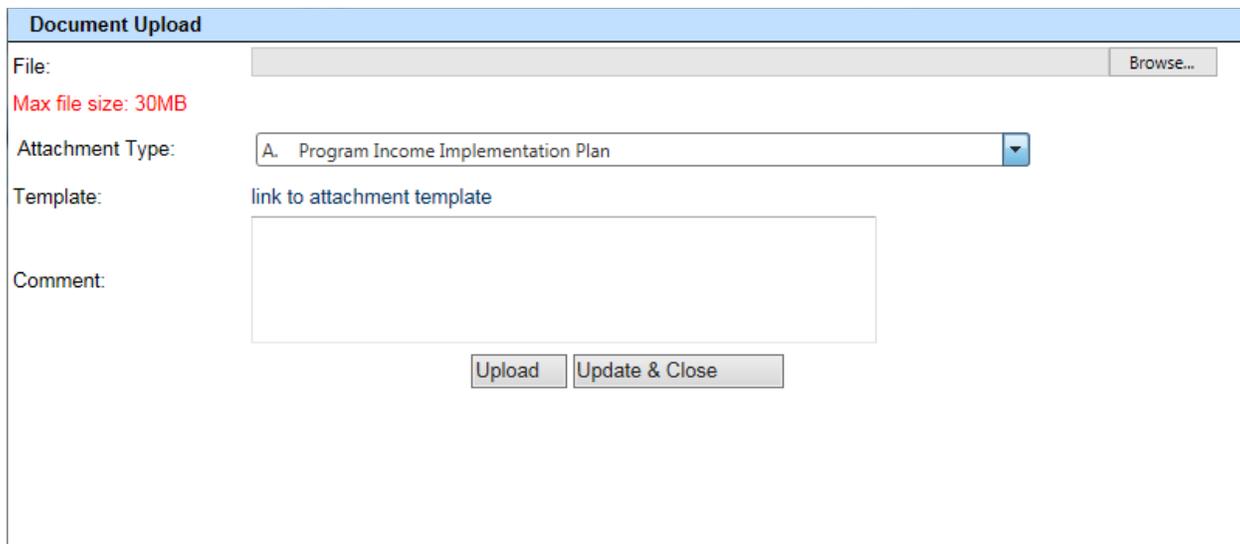
The functions available from the Grant Request Documents page are listed below with steps for performing each function:

View Document in Grant Request Documents

1. Click the **View** link next to your response document.
2. A new window displays with the document details displayed.
3. Click the **File → Save As** menu option to save a copy of the document to your computer or close the window to return to the grant request documents page.

Attach Document in Grant Request Documents

1. Click the **Add Document** button in the grant request documents grid.
2. The **Document Upload** popup displays.



The screenshot shows a 'Document Upload' form with the following fields and controls:

- File:** A text input field with a 'Browse...' button to its right.
- Max file size: 30MB** (displayed in red text).
- Attachment Type:** A dropdown menu currently showing 'A. Program Income Implementation Plan'.
- Template:** A text input field containing the text 'link to attachment template'.
- Comment:** A larger text input field for entering a comment.
- Buttons:** 'Upload' and 'Update & Close' buttons are located at the bottom center of the form.

*Note: If the attachment type selected is for a project or activity, then you will be required to select the project and/or activity to attach the document to. These will be shown by additional dropdowns on the document upload popup above.

3. Click the **Browse** button.
4. The **Windows File Explorer** popup displays.
5. Navigate to the file you would like to attach on your local machine and click the **Open** button.
6. The name of the file will be displayed in the **File** field on the document upload popup.
7. Select the **Attachment Type** from the dropdown list (this is a list of documents from OCD). You can click on the "link to attachment template" to view the document from OCD.
8. Enter a **Comment** for your document.
9. Click the **Upload** button to attach your document to the grant application.
10. You may upload additional documents by selecting another **Application Type** and attaching the appropriate file. Once all documents are uploaded, click the **Update & Close** button to close the window and refresh the document list.

Delete Document from Grant Request Documents

1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Your response document will be deleted.

Grant Request Checklist

Grant Request																							
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The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

View

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

Revision

Grant Request									
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 494 Application Period: 4/1/2015 - 6/6/2015</p> <p>Organization: OCEAN Organization Grant Request Status: In Process</p> <p>Grant Request Type: 2015 Community Development Program Program Name: DR Program</p> <p>Grant Funding Requested: \$100.00 Total Project Costs: \$150.00</p> <p>Total Leveraged Funds: \$50.00</p> <table border="1"> <thead> <tr> <th>Revision Number</th> <th>Status</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>In Process</td> <td></td> </tr> </tbody> </table>			Revision Number	Status	View	0	In Process	
Revision Number	Status	View							
0	In Process								

The functions available from the Revision page are listed below with steps for performing each function:

View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. *Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

Comments

The screenshot shows the 'Grant Request' interface. On the left is a sidebar with a tree view containing items like 'Community & Program Information', 'Program Description', 'Financing Data', 'Project Details', 'Census Tract', 'Activity Information', 'Activity Compliance Details', 'Activity Outcomes and Leveraging', 'Grant Request Documents', 'Grant Request Checklist', 'Revision', and 'Comments'. The main area has a top bar with 'Save' and 'Save/Close' buttons. Below this is a summary of application details: Application Number: 494, Organization: OCEAN Organization, Application Period: 4/1/2015 - 6/6/2015, Grant Request Status: In Process, Grant Request Type: 2015 Community Development Program, Program Name: DR Program, Grant Funding Requested: \$100.00, Total Project Costs: \$150.00, and Total Leveraged Funds: \$50.00. Below the summary is a table with columns for 'Comment', 'User', 'EntryDate', and 'Internal Comment?'. A red box highlights the '+ Add New Comment' button. Below the table is a form with a 'Comment' text area, a 'Spell Check' link, and fields for 'User', 'Entry Date', 'Last Change Date', and 'Internal Comment?'. A red box highlights the 'Insert' button, and a red circle with the number '1' is next to the 'User' field. At the bottom, there are 'Insert' and 'Cancel' buttons and the text 'No records to display.'

Field	Description
1. Comment	Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments.

The functions available from the Comments page are listed below with steps for performing each function:

Add Comment

1. Click on the **Add New Comment** button in the grid.
2. The grid expands for adding a comment record.
3. Enter comment details.
4. Click the **Insert** button.
5. Comment details are saved.

Edit Comment

1. Click on the **Edit** icon next to a comment that you created. *Note: Comments can only be edited by the user who created them.
2. The grid expands for editing the comment record.
3. Edit the comment details.
4. Click the **Update** button.
5. Comment details are updated.

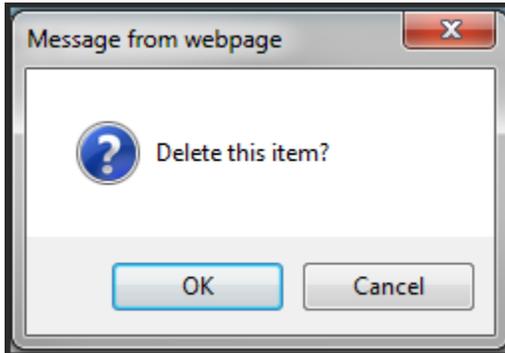
Cancel Adding/Editing Comment

1. Click to either **Add New Comment** or **Edit** an existing comment record in the grid.
2. The grid expands for adding/editing a comment record.
3. Click the **Cancel** button.

4. Changes are not saved.

Delete Comment

1. Click on the **Delete** icon next to an existing comment record in the grid. *Note: Comments can only be deleted by the user who created them.
2. A message will display asking if you are sure you want to delete this item.



3. Click **OK**.
4. Comment record is deleted from the grid.

Critical Infrastructure Program

Start from the Application Request Search page and click to **Add New Grant Request**.

Community & Program Information

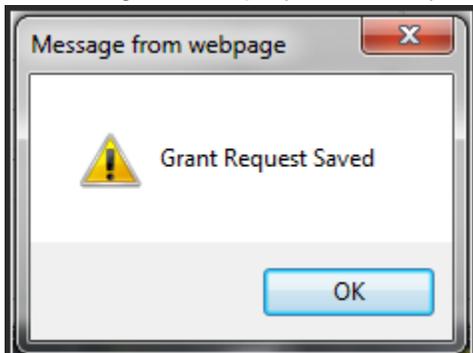
Grant Request			
Grant Request		Save Save/Close	
Community & Program Information			
Application Number:	495	Application Period:	4/1/2015 - 6/6/2015
Organization:	OCEAN Organization	Grant Request Status:	In Process
Grant Request Type:	2015 Community Development Program		
Grant Funding Requested:	\$0.00	Total Project Costs:	\$0.00
Total Leveraged Funds:	\$0.00		
Administrative Agency:	<input type="text" value="OCEAN Organization"/>		①
Administrative Contact:	<input type="text"/>		②
Address:	<input type="text"/>		③
Administrator's Phone:	<input type="text"/>		④
Administrator's Fax:	<input type="text"/>		⑤
Administrator's Email:	<input type="text"/>		⑥
* Please click 'Save' to initiate an application.			

Field	Description
1. Administrative Agency	Displays your current organization as the administrative agency.
2. Administrative Contact	Use this dropdown to select the administrative contact from your organization for the CD application.
3. Address	This dropdown will populate with the current address on record for the administrative contact selected. If multiple addresses exist for the contact selected, then you can select the correct address from the dropdown.
4. Administrator's Phone	This dropdown will populate with the current phone number on record for the administrative contact selected (if supplied). If multiple phone numbers exist for the contact selected, then you can select the correct phone number from the dropdown.
5. Administrator's Fax	This dropdown will populate with the current fax number on record for the administrative contact selected (if supplied). If multiple fax numbers exist for the contact selected, then you can select the correct fax number from the dropdown.
6. Administrator's Email	This dropdown will populate with the current email address on record for the administrative contact selected. If multiple email addresses exist for the contact selected, then you can select the correct email address from the dropdown.

The functions available from the Community & Program Information page are listed below with steps for performing each function:

Initiate an Application

1. Select an **Administrative Contact** from the dropdown.
2. Verify the correct **Address** and **Email** are selected.
3. Click the **Save** button in the top button bar to initiate the application.
4. A message will display to inform you that the grant request has been saved.



5. Click **OK** in the message box to continue.
6. The remaining pages of the grant application will be displayed in the left navigation panel.

Cancel Initiating a New Application

1. Navigate away from the **Community & Program Information** page by selecting another menu item in the main menu bar.
2. A new application will not be created.

Program Description

Field	Description
1. Program Description	This dropdown contains a list of potential programs available for the Grant Request you are creating. Only one program can be defined for each grant request. For CD, there are four available programs: <ul style="list-style-type: none"> • C.D. Allocation • Neighborhood Revitalization • Downtown Revitalization • Critical Infrastructure
2. Program Name	Enter the name for the program that is used by your organization to identify the application.
3. Program Narrative	This field will be used by the OCD Staff only. The OCD Staff will provide a detailed narrative describing the grant request after submission.

The functions available from the Program Description page are listed below with steps for performing each function:

Add Program Description

1. Click on the **Add Program Description** button.
2. The grid expands for adding a new program description record.

3. Select the 'Critical Infrastructure' Program Description and enter details for all other remaining fields.
4. Click the **Insert** button.
5. Program description details are saved.

Edit Program Description

1. Click on the **Edit** icon next to an existing program description record in the grid.
2. The grid expands for editing the program description record.
3. Edit the **Program Name**. The **Program Description** field cannot be edited.
4. Click the **Update** button.
5. Program description details are updated.

Cancel Adding/Editing Program Description

1. Click to either **Add Program Description** or **Edit** an existing program description in the grid.
2. The grid expands for adding/editing a program description.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Program Description

1. Click on the **Delete** icon next to an existing program description record in the grid.
2. Program description record is deleted from the grid. *Note: When deleting a program description, all related Project Details, Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging will be deleted as well.

Financing Data

Field	Description
1. Leveraged Fund Provider	Enter the name of the leveraged fund provider in the textbox.
2. Leveraged Fund Category	Select the category for the leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> Federal ARC Funds Other Federal Other Funds Private Funds State and Local Funds
3. Leveraged Fund Type	Select the type of leveraged fund from the dropdown. Dropdown choices include: <ul style="list-style-type: none"> Grant In Kind Loan C.D. Allocation
4. Amount	Enter the dollar amount of leveraged funds for the provider entered.
Term (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the number of months of the loan.
Interest Rate (not shown)	This field only displays when 'Loan' is selected for the Leveraged Fund Type. Enter the percentage interest rate of the loan.

The functions available from the Financing Data page are listed below with steps for performing each function:

Add Leveraged Fund

1. Click on the **Add Leveraged Fund** button in the grid.
2. The grid expands for adding a leveraged fund record.
3. Enter all leveraged fund details.

4. Click the **Insert** button.
5. Leveraged fund details are saved.
6. Repeat Steps 1 – 5 for each provider of leveraged funds for your grant request.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.
2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update** button.
5. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to an existing leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid. *Note: When deleting a leveraged fund, all related Activity Leveraging Funds will be deleted as well.

Project Details

Field	Description
1. Project Type	Select the project type from the dropdown. For the Community Development – C.D. Allocation program, the available project types include: <ul style="list-style-type: none"> • Admin / Fair Housing / Planning • Project Only one ‘Admin / Fair Housing / Planning’ project can be added to each application, but a maximum of 9 ‘Project’ projects can be added.
2. Project Name	Enter a name for the project that uniquely identifies this project from all other Community Development projects.
3. Project Budget	Enter the budget for the project. This budget is the amount of funds that are being requested from OCD.
4. Jurisdiction Responsible for Infrastructure Maintenance	Enter the name of the jurisdiction responsible for infrastructure maintenance.
5. National Objective	When adding an Administration / Fair Housing project, the National Objective field will default to ‘F/H and Administration’ and not be editable. For all other projects, the available National Objectives include: <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Limited Clientele (LMC) • Slum & Blight (SBA)
6. Project Linked to CD Allocation	Select ‘Yes’ if this project will be linked to the CD Allocation application.

<p>7. Linked Competitive Application Type</p>	<p>This field only displays if 'Project' is selected as the Project Type and 'Yes' is selected for 'Is this Project Linked to your CD Allocation Application?'. All CD Allocation projects designated as linked to 'Critical Infrastructure' Application Types will be available for selection.</p>
<p>Qualified with a Survey (not shown above)</p>	<p>This field only displays if 'Area Wide Benefit (LMA)' is chosen for the National Objective. Select yes or no if the project is being qualified with a survey.</p>
<p>Date Survey Completed (now shown above)</p>	<p>This field only displays if 'Area Wide Benefit (LMA)' is chosen for the National Objective and is enabled if you have selected 'Yes' for Qualified with a Survey. Click the calendar icon and select the date the survey was completed.</p>
<p>Service Area County Wide (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>If 'Yes' is selected, then all the census tracts and block groups will populate on the Census Tract page for that county, along with the LMI Universal population for each block group.</p>
<p>Does the Service Area Match (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>and the service area is not county wide. This selection will only be editable for Area Wide Benefit (LMA) National Objectives. Select 'Yes' if the service area for this project matches one or multiple Jurisdictional Boundaries in entirety.</p>
<p>Benefiting Jurisdiction (City / Village) or Township (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC), <p>the service area is not county wide, and 'Yes' is selected for 'Does the Service Area Match'. This selection will limit the choices of benefiting jurisdictions on the Census Tract page.</p>
<p>Service Area Boundary Explanation (now shown above)</p>	<p>This field only displays if the National Objective is one of the following:</p> <ul style="list-style-type: none"> • Area Wide Benefit (LMA) • Slum & Blight (SBA) • Limited Clientele (LMC) <p>Use this area to explain how the service area boundaries were determined. An entry is required.</p>
<p>Slum & Blight Type (not shown above)</p>	<p>This field only displays if 'Slum & Blight (SBA)' is chosen for the National Objective. Select spot or area for the slum & blight type.</p>

The functions available from the Project Details page are listed below with steps for performing each function:

Add Project Detail

19. Click on the **Add Project Details** button in the grid.
20. The grid expands for adding a project detail record.
21. Enter all project detail information.
22. Click the **Insert** button.
23. Project details information is saved.
24. Repeat Steps 1 – 5 for each project on your application.

Edit Project Detail

16. Click on the **Edit** icon next to an existing project detail record in the grid.
17. The grid expands for editing the **Project Name** and **Project Budget**. Any edits for other project detail information will require the project to be deleted and created again.
18. Edit the **Project Name** or the **Project Budget** information.
19. Click the **Update** button.
20. **Project Name** and **Project Budget** information is updated.

Cancel Adding/Editing Project Detail

13. Click to **Add Project Details** or **Edit** an existing project detail record in the grid.
14. The grid expands for adding/editing a project detail record.
15. Click the **Cancel** button.
16. Changes are not saved.

Delete Project Detail

7. Click on the **Delete** icon next to an existing project detail record in the grid.
8. Project detail record is deleted from the grid. *Note: When deleting a project detail record, all related Activity Information, Activity Compliance Details, and Activity Outcomes and Leveraging records will be deleted as well.

Census Tract

The Census Tract page only displays after a project has been added on the Project Details page with a National Objective of the following types:

- Area Wide Benefit (LMA)
- Slum & Blight (SBA)
- Limited Clientele (LMC)

The page will display differently depending on the selections on the Project Details page. Use the table below to determine which screen will display for each scenario:

National Objective	Conditions	View
Area Wide Benefit (LMA)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'Yes'	Census Tract – Benefiting Jurisdiction View
Area Wide Benefit (LMA)	Service Area County Wide is 'No' Does the Service Area Match is 'No'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'Yes'	Census Tract / Block Group View
Slum & Blight (SBA) or Limited Clientele (LMC)	Service Area County Wide is 'No'	Census Tract – Benefiting Jurisdiction View

Census Tract – Census Tract / Block Group View

The Census Tract grid will not display for Slum & Blight (SBA) or Limited Clientele (LMC) projects. The **Total Population of Service Area**, **LMI Population of Service Area**, and **LMI % Benefiting** fields will be calculated from census data and populated for these projects.

Field	Description
1. Census Tract Number	Contains a list of census tracts applicable to the county of the organization. Select a census tract from the dropdown.
2. Block Group	Contains a list of block groups for the census tract number selected. Select the block group.
3. Estimated Number of Beneficiaries	Enter the number of people benefitting for the census tract and block group selected. *Note: Entry cannot exceed the amount listed in item #4, LMI Population.
4. LMI Population	This populates from census data for the selected Census Tract and Block Group
5. Total Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the Total Population of Service Area displays the total population of the service area as added for each census tract and block group.
6. LMI Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the LMI Population of Service Area equals the LMI population for each census tract and block group added.
7. LMI % Benefiting	This is a calculated field and is not editable. The LMI % Benefiting equals the LMI Population of the Service Area divided by the Total Population of the Service Area.

The functions available from the Census Tract – Census Tract / Block Group View page are listed below with steps for performing each function:

Add Census Tract

25. Select a project from the **Project** dropdown above the census tract grid.
26. The census tract grid refreshes to show all census tracts and block groups currently associated with the selected project.
27. Click on the **Add Census Tract** button in the grid.
28. The grid expands for adding a census tract record.
29. Enter all census tract details. *Note: Only one record for each Census Tract / Block Group combination can be added.
30. Click the **Insert** button.
31. Census tract details are saved.
32. Repeat Steps 3 – 7 for each census tract and block group you need to add for the project type selected.

Edit Census Tract

16. Click on the **Edit** icon next to an existing census tract and block group record in the grid.
17. The grid expands for editing the census tract and block group record.
18. Edit the census tract and block group details.
19. Click the **Update** button.
20. Census tract and block group details are updated.

Cancel Adding/Editing Census Tract

13. Click to either **Add Census Tract** or **Edit** an existing census tract and block group record in the grid.
14. The grid expands for adding/editing a census tract and block group record.
15. Click the **Cancel** button.
16. Changes are not saved.

Delete Census Tract

7. Click on the **Delete** icon next to an existing census tract and block group record in the grid. *Note: Census tract and block group records cannot be deleted if the service area is county-wide.
8. Census tract and block group record is deleted from the grid.

Census Tract – Benefiting Jurisdiction View

Grant Request

Search Programs Applications Utility Manager Utility Personal Settings Help Logout

Grant Request

Save Save/Close Submit

Application Number: 525 Application Period: 3/1/2015 - 10/26/2015
 Organization: OCEAN Organization Grant Request Status: In Process
 Grant Request Type: 2015 Community Development Program Program Name: CD Allocation Program
 Grant Funding Requested: \$100.00 Total Project Costs: \$100.00
 Total Leveraged Funds: \$0.00 Assigned To:

Project: C.D. Allocation - Project : Project 1 (\$100.00)

+ Add Benefiting Jurisdiction

Benefiting Jurisdiction	Edit	Delete
Benefiting Jurisdiction		

Insert Cancel

* Data is not saved until Insert button is clicked

No Benefiting Jurisdictions to display.

Total Population of Service Area: 0 (2)
 LMI Population of Service Area: 0 (3)
 LMI % Benefiting: 0% (4)

* Please click the 'Save' button above after making changes.

Home | Feedback | Logout | Help | Top | Screen Print | Create New Ticket

Field	Description
1. Benefiting Jurisdiction	Contains a list of jurisdictions for the county of the organization. This list is filtered by the selection of Benefiting Jurisdiction (City / Village) or Township on the project details page.
2. Total Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the Total Population of Service Area displays the total population of the service area for each benefiting jurisdiction added.
3. LMI Population of Service Area	This field is editable for projects that are qualified with a survey, otherwise the LMI Population of Service Area equals the LMI population for each benefiting jurisdiction added.
4. LMI % Benefiting	This is a calculated field and is not editable. The LMI % Benefiting equals the LMI Population of the Service Area divided by the Total Population of the Service Area.

Add Benefiting Jurisdiction

25. Select a project from the **Project Type** dropdown above the benefiting jurisdiction grid.
26. The benefiting jurisdiction grid refreshes to show all benefiting jurisdictions currently associated with the selected project.
27. Click on the **Add Benefiting Jurisdiction** button in the grid.
28. The grid expands for adding a benefiting jurisdiction record.
29. Select a benefiting jurisdiction. *Note: Only one benefiting jurisdiction can be added for Slum & Blight (SBA) or Limited Clientele (LMC) projects.

30. Click the **Insert** button.
31. Benefiting jurisdictions are saved.
32. Repeat Steps 3 – 7 for each benefiting jurisdiction you need to add for the project type selected.

Edit Benefiting Jurisdiction

16. Click on the **Edit** icon next to an existing benefiting jurisdiction record in the grid.
17. The grid expands for editing the benefiting jurisdiction record.
18. Edit the benefiting jurisdiction selection.
19. Click the **Update** button.
20. The benefiting jurisdiction is updated.

Cancel Adding/Editing Benefiting Jurisdiction

13. Click to either **Add Benefiting Jurisdiction** or **Edit** an existing benefiting jurisdiction record in the grid.
14. The grid expands for adding/editing a benefiting jurisdiction record.
15. Click the **Cancel** button.
16. Changes are not saved.

Delete Benefiting Jurisdiction

7. Click on the **Delete** icon next to an existing benefiting jurisdiction record in the grid.
8. The benefiting jurisdiction record is deleted from the grid.

Activity Information

Field	Description
1. Activity Class	Select an activity class for the new activity. If the activity is being entered for an Admin / Fair Housing / Planning project type, then the only available activity class option is: <ul style="list-style-type: none"> Administration If the activity is being entered a Project project type, then the available activity class options include: <ul style="list-style-type: none"> Economic Dev. Public Facilities
2. Activity Name	Select the activity name from the dropdown. The dropdown choices depend on the activity class that is selected. See Table 4 below for potential activity names per activity class.
3. Activity Budget	Enter the budget for the activity. All activity budgets for the activities on the project must total up to the project budget.
4. Short Activity Description	This field only displays when the project type is 'Project.' Enter your short activity description narrative here.

<p>Presumed Class (not shown above)</p>	<p>This field only displays when the project selected for the project type dropdown has a 'Limited Clientele (LMC)' National Objective. Select the presumed class from the following options:</p> <ul style="list-style-type: none"> • Abused Children • Battered Spouses • Elderly Persons • Severely Disabled Adults • Homeless Persons • Illiterate Adults • Persons Living with Aids • Migrant Farm Workers • Activity is of such a nature and is in such a location that it can be concluded clients are primarily LMI • Required documentation of income and family size to document at least 51% of the clientele are LMI
<p>5. Activity Linked to CD Allocation</p>	<p>This field only displays when the project type is 'Project' and the project is linked to a CD Allocation application project.</p>
<p>5. Linked CD Allocation Activity</p>	<p>This field only displays when 'Is this Activity Linked to a CD Allocation Activity?' is 'Yes'. The list will show activities on the linked CD Allocation project that match the Activity Class and Activity Name selected for this activity.</p>

Activity Class	Activities
Administration	<ul style="list-style-type: none"> • General Admin • Planning
Public Services	<ul style="list-style-type: none"> • Homelessness Prevention • Public Services
Housing	<ul style="list-style-type: none"> • Acquisition • Code Enforcement • Conversion / Rehab / Renovation • Demolition / Clearance • Home / Building Repair • Homeless Facilities • Hsng. Dev / Info / Counseling • New Construction • Parking Facilities • Private Rehabilitation • Public Rehabilitation • Relocation Pymt. & Asst. • Rental / Housing Assistance • Sewer Fac. Improvements • Sidewalk Improvements • Water & Sewer Facilities • Water Fac. Improvements • Weatherization
Economic Dev.	<ul style="list-style-type: none"> • Private Rehabilitation

<p>Public Facilities</p>	<ul style="list-style-type: none"> • Acquisition • Centers for Handicapped • Conversion / Rehab / Renovation • Demolition / Clearance • Disposition • Fire Protect. Fac. & Equip. • Flood & Drainage Facilities • Historic Preservation • Home / Building Repair • Homeless Facilities • Interim / Emergency Rental Asst. • Neighb. Fac / Community Ctr • Other Costs • Parking Facilities • Parks & Rec. Facilities • Private Rehabilitation • Public Rehabilitation • Public Services • Public Utilities • Senior Centers • Sewer Fac. Improvements • Sidewalk Improvements • Solid Waste Disposal Fac. • Street Improvements • Water & Sewer Facilities • Water Fac. Improvements
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Activity Compliance Details

This page displays all activities for all project types (except Admin / Fair Housing / Planning).

Field	Description
1. Project	Displays the project type of the activity listed.
2. Activity	Displays the project name and activity for the activity record.
3. Environmental Review Determination Level	Select the environmental review determination level from the following options: <ul style="list-style-type: none"> • Categorically Excluded Not Subject to 58.5 • Categorically Excluded Subject to 58.5 • Continuing Relevance • Environmental Assessment • Exempt
4. Estimated Date of Activity Start	Click the calendar icon and select the estimated date the activity is to start.
5. Estimated Date of Activity Completion	Click the calendar icon and select the estimated date the activity is to be completed.
6. Does the proposed activity involve the acquisition of real property or displacement of tenants?	Click yes or no if the proposed activity involves the acquisition of real property or displacement of tenants.
7. Please describe how the grantee will comply with the Uniform Relocation Act	This field is only editable when 'Yes' has been selected for 'Does the proposed activity involve the acquisition of real property or displacement of tenants.' Enter details to describe how you will comply with the Uniform Relocation Act.

The functions available from the Activity Compliance Details page are listed below with steps for performing each function:

Edit Activity Compliance Details

1. Click on the **Edit** icon next to an existing activity compliance detail record in the grid.
2. The grid expands for editing the activity compliance detail record.
3. Edit the activity compliance details.
4. Click the **Update** button.
5. Activity compliance details are updated.

Cancel Adding/Editing Activity Compliance Details

1. Click to **Edit** an existing activity compliance detail record in the grid.
2. The grid expands for editing an activity compliance detail record.
3. Click the **Cancel** button.
4. Changes are not saved.

Activity Outcomes and Leveraging

Field	Description
1. Outcome Type	Select the outcome type from the dropdown. The dropdown choices depend on the activity that the outcome is being added for. See the table below for potential outcome types per activity.
2. Projected Outcomes	Enter the projected number of outcomes for the activity.
3. Leveraged Fund Source	Select a source of leveraged funds for the activity. The dropdown choices for the leveraged fund source include a list of the leveraged fund providers defined on the financing data page.
4. Leveraged Fund Amount	Enter the amount of leveraged funds from this provider that will be funding the activity selected.

Activity	Outcomes
Fair Housing Program	<ul style="list-style-type: none"> FH Training Program FH Counseling FH Complaint System FH Education Outreach FH Legislation Adopted FH Affirmation Action Plan FH Analysis FH Coordinator FH CHIP Program Outcomes Standard Fair Housing Program
Homelessness Prevention	<ul style="list-style-type: none"> Households Assisted Hslds Asst. with Counseling/Education
Relocation Pymt. & Asst.	<ul style="list-style-type: none"> Household Assisted Businesses/Organizations Assisted Households Assisted – Opt. Relocation

Activity	Outcomes	
Water Fac. Improvements	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Fire Hydrants Installed • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Wells Drilled • Water Valves Installed • Permanent Easements/Right-of-Way
Parking Facilities	<ul style="list-style-type: none"> • Square Feet of Pavement/Landscaping 	<ul style="list-style-type: none"> • Parking Spaces
Code Enforcement	<ul style="list-style-type: none"> • Units Assisted or Inspected 	<ul style="list-style-type: none"> •
Hsng. Dev. / Info / Counseling	<ul style="list-style-type: none"> • Households Assisted 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education
New Construction	<ul style="list-style-type: none"> • Square Feet of Construction • Units Constructed – Owner 	<ul style="list-style-type: none"> • Units Constructed – Rental • Units Acquired, Constructed and Sold
Rental / Housing Assistance	<ul style="list-style-type: none"> • Households Assisted • Units Assisted or Inspected 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education
Private Rehabilitation	<ul style="list-style-type: none"> • Square Feet of Structure • Units Rehabbed – Owner • Units Repaired – Owner • Facades Improved 	<ul style="list-style-type: none"> • Hslds Asst. with Counseling/Education • Lead Safe Units • Units Rehabbed – Rental • Units Repaired – Rental
Home / Building Repair	<ul style="list-style-type: none"> • Units Repaired – Owner • Units Repaired – Rental 	<ul style="list-style-type: none"> • Buildings Repaired
Conversion / Rehab / Renovation	<ul style="list-style-type: none"> • Square Feet of Structure 	<ul style="list-style-type: none"> • Building Rehabbed/Constructed
Demolition / Clearance	<ul style="list-style-type: none"> • Structures Demolished 	
Weatherization	<ul style="list-style-type: none"> • Units Repaired – Owner 	<ul style="list-style-type: none"> • Units Repaired – Rental
Sidewalk Improvements	<ul style="list-style-type: none"> • Linear Feet • Curbcuts Installed 	<ul style="list-style-type: none"> • Linear Feet of Curbs
Water & Sewer Facilities	<ul style="list-style-type: none"> • Items of Equip. Installed/Repaired • Fire Hydrants Installed • Linear Feet • Tap-Ins Installed 	<ul style="list-style-type: none"> • Water/Septic Tanks/Sludge Pits Inst. • Manholes Installed • Water Valves Installed • Permanent Easements/Right-of-Way
Acquisition	<ul style="list-style-type: none"> • Acres of Land • Square Feet of Structure • Structures • Parcels 	<ul style="list-style-type: none"> • Households Assisted • Business Buyouts • Permanent Easements/Right-of-Way
Homeless Facilities	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed 	<ul style="list-style-type: none"> • Households Assisted
Public Rehabilitation	<ul style="list-style-type: none"> • Buildings Rehabbed/Constructed • Handicapped Ramps Installed 	<ul style="list-style-type: none"> • Restroom Facilities Installed • Elevators/Doors Installed

Activity	Outcomes
Sewer Fac. Improvements	<ul style="list-style-type: none"> Items of Equip. Installed/Repaired Linear Feet Tap-Ins Installed Water/Septic Tanks/Sludge Pits Inst. Manholes Installed Permanent Easements/Right-of-Way
Senior Centers	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed
Parks & Rec. Facilities	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Athletic Flds/Crts Installed/Repair General Park Improvements Items of Equip. Installed/Repaired Restroom Facilities Installed Linear Feet of Fencing Ln. Ft. of Walkway
Historic Preservation	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed Units Rehabbed – Owner
Flood & Drainage Facilities	<ul style="list-style-type: none"> Linear Feet Culverts/Catch Basins Installed Manholes Installed Permanent Easements/Right-of-Way
Neighb. Fac / Community Ctr	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed
Centers for Handicapped	<ul style="list-style-type: none"> Buildings Rehabbed/Constructed
Street Improvements	<ul style="list-style-type: none"> Linear Feet Culverts/Catch Basins Installed Bridges Replaced/Repaired Traffic Control/St. Signs Installed Trees, Benches, Str Lights and Planters Slips/Slides/Retain Walls Repaired Permanent Easements/Right-of-Way Linear Feet of Curbs
Fire Protect. Fac. & Equip	<ul style="list-style-type: none"> Square Feet of Structure Buildings Rehabbed/Constructed Vehicles Purchased Items of Equipment Purchased Fire Hydrants Installed
Interim / Emergency Rental Asst.	<ul style="list-style-type: none"> Households Assisted
Public Utilities	<ul style="list-style-type: none"> Utility Poles/Lines Relocated
Disposition	<ul style="list-style-type: none"> Acres of Land Square Feet of Structure Structures
Solid Waste Disposal Fac.	<ul style="list-style-type: none"> Items of Equip. Installed/Repaired Facility Constructed/Rehabbed

The functions available from the Activity Outcomes and Leveraging page are listed below with steps for performing each function:

Add Outcome

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.

2. The outcomes and/or leveraged funds grids refresh to show all current records currently associated with the selected activity.
3. Click on the **Add Outcome** button in the outcomes grid.
4. The grid expands for adding an outcome record.
5. Enter all outcome details.
6. Click the **Insert** button.
7. Outcome details are saved.
8. Repeat Steps 3 – 7 for each outcome you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until outcomes have been added for all applicable activities.

Edit Outcome

1. Click on the **Edit** icon next to an existing outcome record in the grid.
2. The grid expands for editing the outcome record.
3. Edit the outcome details.
4. Click the **Update** button.
5. Outcome details are updated.

Cancel Adding/Editing Outcome

1. Click to either **Add Outcome** or **Edit** an existing outcome record in the grid.
2. The grid expands for adding/editing an outcome record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Outcome

1. Click on the **Delete** icon next to an outcome record in the grid.
2. Outcome record is deleted from the grid.

Add Leveraged Fund

1. Select an activity from the **Activity** dropdown above the outcomes and/or leveraged fund grid.
2. The outcomes and/or leveraged fund grids refresh to show all records currently associated with the selected activity.
3. Click on the **Add Leveraged Fund** button in the leveraged funds grid.
4. The grid expands for adding a leveraged fund record.
5. Enter all leveraged fund details.
6. Click the **Insert** button.
7. Leveraged fund details are saved.
8. Repeat Steps 3 – 7 for each leveraged fund you need to add for the activity selected.
9. Repeat Steps 1 – 8 for each activity in the activity dropdown until leveraged funds have been added for all applicable activities.

Edit Leveraged Fund

1. Click on the **Edit** icon next to an existing leveraged fund record in the grid.

2. The grid expands for editing the leveraged fund record.
3. Edit the leveraged fund details.
4. Click the **Update** button.
5. Leveraged fund details are updated.

Cancel Adding/Editing Leveraged Fund

1. Click to either **Add Leveraged Fund** or **Edit** an existing leveraged fund record in the grid.
2. The grid expands for adding/editing a leveraged fund record.
3. Click the **Cancel** button.
4. Changes are not saved.

Delete Leveraged Fund

1. Click on the **Delete** icon next to a leveraged fund record in the grid.
2. Leveraged fund record is deleted from the grid.

Grant Request Documents

Grant Request													
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 495 Application Period: 4/1/2015 - 6/6/2015 Organization: OCEAN Organization Grant Request Status: In Process Grant Request Type: 2015 Community Development Program Program Name: CI Program Grant Funding Requested: \$100.00 Total Project Costs: \$150.00 Total Leveraged Funds: \$50.00</p> <p>+ Add Document</p> <table border="1"> <thead> <tr> <th>File Name</th> <th>Document Description</th> <th>Created By</th> <th>Date</th> <th>View</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Hydrangeas.jpg</td> <td>Hydrangeas</td> <td>User, OCEAN</td> <td>02/18/2015</td> <td>View</td> <td>X</td> </tr> </tbody> </table>	File Name	Document Description	Created By	Date	View	Delete	Hydrangeas.jpg	Hydrangeas	User, OCEAN	02/18/2015	View	X
File Name	Document Description	Created By	Date	View	Delete								
Hydrangeas.jpg	Hydrangeas	User, OCEAN	02/18/2015	View	X								

Field	Description
3. File Name	Displays the name of the file you uploaded.
2. Description	Displays the name of the template and/or instruction form document uploaded by OCD for your use in completing the application attachments.
3. Created By	Displays the username of the user who uploaded the response document.
4. Date	Displays the date the response document was uploaded.
5. View	Use this second link to view/download your completed template or instruction form.
6. Delete	Click this icon to delete your response document.

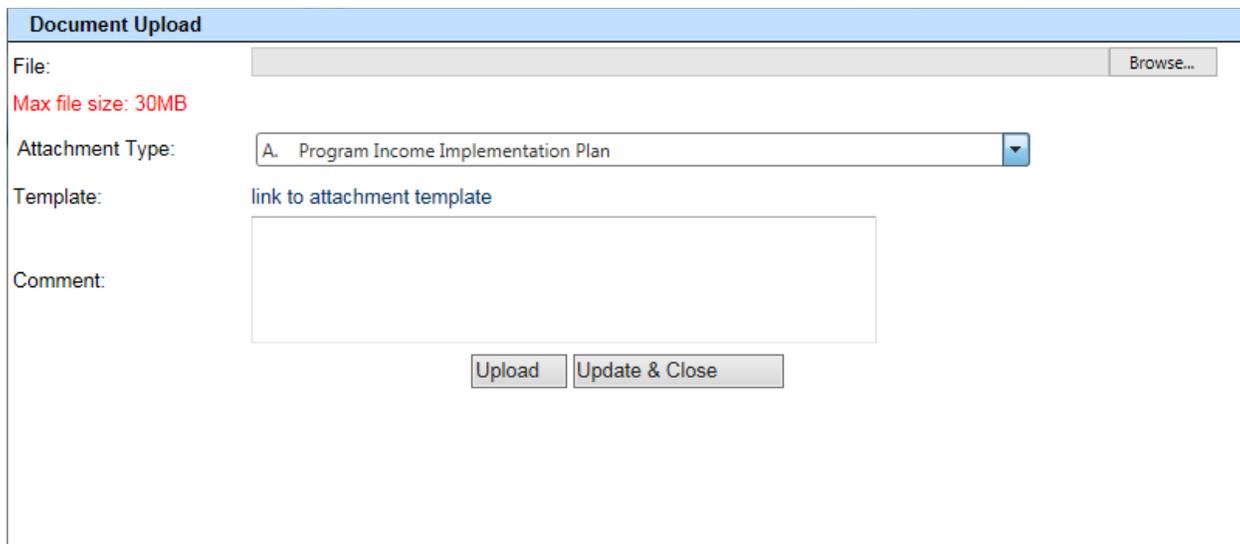
The functions available from the Grant Request Documents page are listed below with steps for performing each function:

View Document in Grant Request Documents

1. Click the **View** link next to your response document.
2. A new window displays with the document details displayed.
3. Click the **File → Save As** menu option to save a copy of the document to your computer or close the window to return to the grant request documents page.

Attach Document in Grant Request Documents

1. Click the **Add Document** button in the grant request documents grid.
2. The **Document Upload** popup displays.



The screenshot shows a 'Document Upload' form with the following fields and controls:

- File:** A text input field with a 'Browse...' button to its right.
- Max file size:** 30MB (displayed in red text).
- Attachment Type:** A dropdown menu currently showing 'A. Program Income Implementation Plan'.
- Template:** A text input field containing the text 'link to attachment template'.
- Comment:** A large, empty text area for entering a comment.
- Buttons:** 'Upload' and 'Update & Close' buttons are located at the bottom center of the form.

*Note: If the attachment type selected is for a project or activity, then you will be required to select the project and/or activity to attach the document to. These will be shown by additional dropdowns on the document upload popup above.

3. Click the **Browse** button.
4. The **Windows File Explorer** popup displays.
5. Navigate to the file you would like to attach on your local machine and click the **Open** button.
6. The name of the file will be displayed in the **File** field on the document upload popup.
7. Select the **Attachment Type** from the dropdown list (this is a list of documents from OCD). You can click on the "link to attachment template" to view the document from OCD.
8. Enter a **Comment** for your document.
9. Click the **Upload** button to attach your document to the grant application.
10. You may upload additional documents by selecting another **Application Type** and attaching the appropriate file. Once all documents are uploaded, click the **Update & Close** button to close the window and refresh the document list.

Delete Document from Grant Request Documents

1. Click the **Delete** icon next to a document in the grant request documents grid.
2. Your response document will be deleted.

Grant Request Checklist

Grant Request																							
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <table> <tr> <td>Application Number:</td> <td>495</td> <td>Application Period:</td> <td>4/1/2015 - 6/6/2015</td> </tr> <tr> <td>Organization:</td> <td>OCEAN Organization</td> <td>Grant Request Status:</td> <td>In Process</td> </tr> <tr> <td>Grant Request Type:</td> <td>2015 Community Development Program</td> <td>Program Name:</td> <td>CI Program</td> </tr> <tr> <td>Grant Funding Requested:</td> <td>\$100.00</td> <td>Total Project Costs:</td> <td>\$150.00</td> </tr> <tr> <td>Total Leveraged Funds:</td> <td>\$50.00</td> <td></td> <td></td> </tr> </table> <p>OCD Grant Summary Report View</p>			Application Number:	495	Application Period:	4/1/2015 - 6/6/2015	Organization:	OCEAN Organization	Grant Request Status:	In Process	Grant Request Type:	2015 Community Development Program	Program Name:	CI Program	Grant Funding Requested:	\$100.00	Total Project Costs:	\$150.00	Total Leveraged Funds:	\$50.00		
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The functions available from the Grant Request Checklist page are listed below with steps for performing each function:

View

1. Click the **View** link next to the report listed on the grant request checklist page.
2. A new window displays with the report displayed.
3. Use the **Save** and **Print** icons in the window to save and/or print a copy of the report for your records.

Revision

Grant Request									
<ul style="list-style-type: none"> Grant Request Community & Program Information Program Description Financing Data Project Details Census Tract Activity Information Activity Compliance Details Activity Outcomes and Leveraging Grant Request Documents Grant Request Checklist Revision Comments 	<p>Save Save/Close</p> <p>Application Number: 495 Organization: OCEAN Organization Grant Request Type: 2015 Community Development Program Grant Funding Requested: \$100.00 Total Leveraged Funds: \$50.00</p> <p>Application Period: 4/1/2015 - 6/6/2015 Grant Request Status: In Process Program Name: CI Program Total Project Costs: \$150.00</p> <table border="1"> <thead> <tr> <th>Revision Number</th> <th>Status</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>In Process</td> <td></td> </tr> </tbody> </table>			Revision Number	Status	View	0	In Process	
Revision Number	Status	View							
0	In Process								

The functions available from the Revision page are listed below with steps for performing each function:

View Revision

1. Click the **View** icon next to the revision number in the grid.
2. A new window displays with the details of the revision number selected. *Note: All previous revisions will be non-editable, but data submitted in previous revisions will be available for viewing.
3. Close the window to return to the application request.

Comments

Field	Description
1. Comment	Enter a comment in the comment field. These comments will be retained with the application request along with your username, entry date, and date of any changes you made to your comments.

The functions available from the Comments page are listed below with steps for performing each function:

Add Comment

1. Click on the **Add New Comment** button in the grid.
2. The grid expands for adding a comment record.
3. Enter comment details.
4. Click the **Insert** button.
5. Comment details are saved.

Edit Comment

1. Click on the **Edit** icon next to a comment that you created. *Note: Comments can only be edited by the user who created them.
2. The grid expands for editing the comment record.
3. Edit the comment details.
4. Click the **Update** button.
5. Comment details are updated.

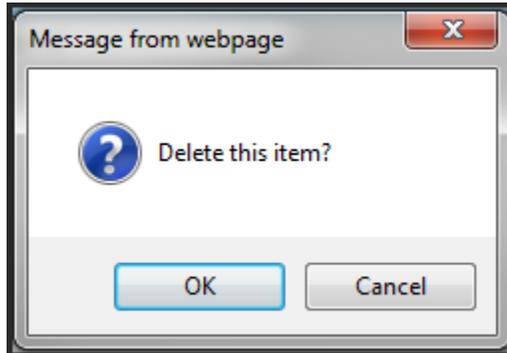
Cancel Adding/Editing Comment

1. Click to either **Add New Comment** or **Edit** an existing comment record in the grid.
2. The grid expands for adding/editing a comment record.
3. Click the **Cancel** button.

4. Changes are not saved.

Delete Comment

1. Click on the **Delete** icon next to an existing comment record in the grid. *Note: Comments can only be deleted by the user who created them.
2. A message will display asking if you are sure you want to delete this item.



3. Click **OK**.
4. Comment record is deleted from the grid.