



Frequently Asked Questions

1. I opened up a blank application form, using this link: <https://www.meridentct.gov/government/departments/economic-development/community-development/> . Is there a way to save an in-process application?

The best way to complete online applications is to build your proposal in a Word/Google doc file, save it, then copy/paste into the online form when you're ready to submit.

Although the online form allows you to save a copy of the response once it's submitted and to edit the submission prior to the due date, it does not save unsubmitted drafts.

2. I completed the online application form by clicking the link below for our Public Facilities application. Where do I get a copy of that form to print out?

The online form provides the option to save a copy of your responses. In addition, we are happy to provide a copy of the application upon request.

3. I'm not sure I have the correct budget spreadsheet – It doesn't appear to have any formulas in the top section. The formulas in the lower section don't work out right to accurately show the total budget and portion of CDBG funding.

The excel spreadsheet is completed unlocked and can be modified as needed. If you have any add'l questions, please let me know.

4. Is there a facility to upload the required attachments? If there isn't the capability to upload attachments, can I just send them to you via email in a separate file?

There is no option to upload required attachments. The application indicates to submit attachments via email to my attention at jallam@meridentct.gov.

5. For the Conflict of Interest forms, I would just like to confirm if you need a signed form for each individual Board of Directors member, as well as the program staff.

Yes, each individual board member and program staff must sign.

6. We have a standard Conflict of Interest form that our Board members sign off annually. Would that be acceptable for the submission or do you have a form that you would prefer we use?

The Conflict of Interest form provided to the Board only incorporates public officials and state employees. Since the CDBG Conflict of Interest form is specific to the City of Meriden, it will need to be submitted separately.

7. You required a signed original copy to be physically submitted to your office. Is there a "print" function in the online email or should I just bring in the Word document with the questions and my responses?

The word document is available upon request and a copy with signature will suffice.