

CLAYTON COUNTY HUD ENTITLEMENT GRANTS - FY 2012

General Instructions for Use of the Electronic Application Materials

These application materials are available for use ONLY by eligible organizations (non-profit organizations, Clayton County Departments, participating Clayton County cities, public housing authorities, public health and mental health organizations). Individuals with questions about these application materials should contact the Clayton County Housing and Community Development Program.

THESE APPLICATION FORMS ARE NOT FOR USE BY INDIVIDUALS SEEKING HOUSING ASSISTANCE OR SEEKING FUNDING TO START OR OPERATE FOR-PROFIT BUSINESSES.

[These instructions are also contained in the Attachments of each FY 2012 Clayton County HUD application manual.]

Application documents [WORD® format] may be "downloaded" from the Clayton County Website, found at <http://www.claytoncountyga.gov>. On the Website, select the link to "HUD Grant Applications - FY 2012," where you will find the following documents available for downloading to your computer.

1. Community Development Block Grant Program Application Manual: Contains application information, instructions, and application forms only for the Community Development Block Grant Program.
2. HOME Program/American Application Manual: Contains application information, instructions, and application forms only for the HOME Investment Partnership Act (HOME) Grant.
3. Emergency Shelter Grants Program Application Manual: Contains application information, instructions, and application forms only for the Emergency Shelter Grants Program.

The application forms and instructions are available in Microsoft WORD® "fillable" format to facilitate use by applicant organizations. The application forms may be "filled," using Microsoft WORD®, Version "97" or later software.

Copies of the files are also available in printed form, from the address listed at the end of these instructions.

How to Use the WORD® Format Application Files:

Any application preparer planning to use the WORD® "fillable" versions of the applications should save the document(s) to his/her computer's hard drive (usually the "C" drive or another drive letter if you use a network), then print the documents for reference, before filling the application forms. Printing the documents will provide the application preparer with the instructions needed to complete the application forms.

When any of the WORD® files is opened, using Microsoft WORD® 97 or later version, navigation among the locations in the documents where information is to be entered is accomplished using the "TAB" key, the arrow keys, or the "Pg Up" or "Pg Dn" keys. Using any of these keys takes the cursor to the first location in the document where information is to be entered. The mouse cursor may also be used to move up and down in the document, by clicking and holding down the left mouse button while selecting the "elevator button" on the right side of the screen.

As you work in the application documents, saving the document onto your computer's hard drive (usually the "C" drive or another drive letter if you use a network) will retain the information you enter. Frequently saving the file in which you are working helps guard against the potential loss of data, should your computer malfunction as you work, should you experience a electrical failure, etc.

After entering information and saving the final version(s) of each application, print the document(s) for proofreading and final editing, before submission of the document(s) to Clayton County, according to the instructions in the Application Manuals.

If you have any questions about file use or about these grant programs, contact:

Clayton County Housing and Community Development Program
1671 Adamson Parkway, Ste. 101
Morrow, Georgia 30260
Telephone: 770-210-5208
FAX: 770-210-5215
Email: Chuck.Johnson@co.clayton.ga.us