State of Delaware
Fiscal Year 2026
Community Reinvestment Fund
Application Guide
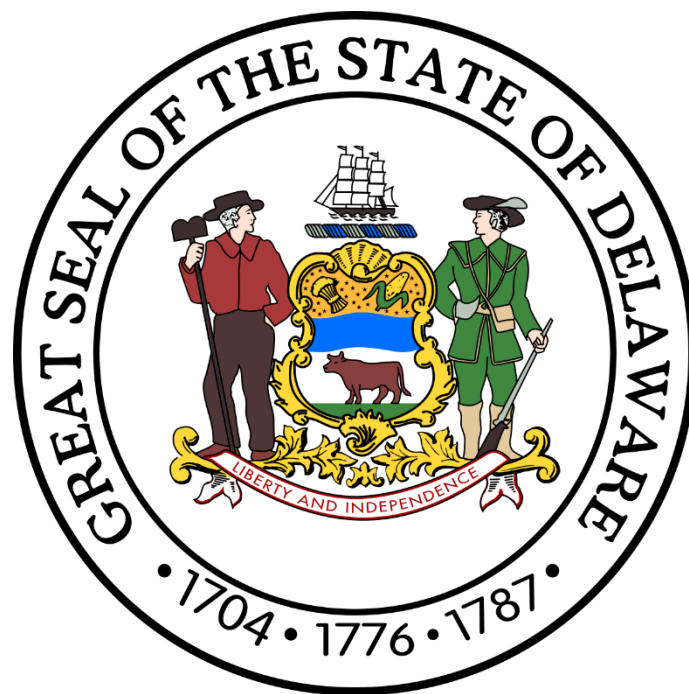
The Community Reinvestment Fund (CRF), a capital grant program, is an appropriation made by the General Assembly to support community redevelopment, revitalization, and investment capital projects which will improve the economic, cultural, historical, and recreational health of Delaware communities.

Eligible applicants include county and local governments, community-based nonprofit organizations, and private sector nonprofit organizations. All nonprofit organizations must hold a 501(c)3 designation in order to be considered eligible. State agencies, school districts, charter schools, private schools, institutions of higher education, childcare facilities, churches, fire companies, fiscal agents, and for-profit organizations are not eligible for funds from the Community Reinvestment Fund.

For additional information, visit https://crf.delaware.gov.
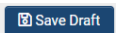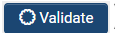
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Before you begin…

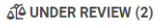Please review all materials carefully.

1. Application Guidelines

a) **The deadline for submission of applications is Thursday, May 1, 2025, at 3:00 p.m.**

b) All applications must be submitted through the Grants Management System. Hand-delivered or mailed applications will not be accepted.

c) **Email addresses used to apply will be used for future communications regarding the application.**

d) To be considered for a CRF award, an agency must meet the following criteria:

- Submit accurate funding requests on the forms provided and at the times designated.
- Be an eligible entity as provided by the Community Reinvestment Fund guidelines.
- Submit all necessary or requested documentation to the Office of the Controller General to facilitate the disbursement of payments and subsequent reporting post-project(s).
- Use funds in accordance with the application.
- Must not request funds through a fiscal agent.

e) CRF funding cannot be used for:

- Debt service on loans.
- Costs associated with fundraising activities.
- Programming and/or operational costs.
- Costs involving the application for or administration of funds awarded through this grant program.
- Any operating expenses associated with the proposed project.
- Vehicles.
- Relocation expenses.
- Properties, buildings, or land improvements outside the State of Delaware.

f) Organizations that receive or wish to receive CRF funding must maintain a supplier profile at the State of Delaware's eSupplier Portal. This secure login site allows new suppliers to register and for existing suppliers to manage payment information. *Accurate and up-to-date information ensures the timely processing of CRF payments.* Additional information regarding the three payment options offered by the State of Delaware can be found at the Division of Accounting.

2. Important Application Tips

Below are items to keep in mind while completing the CRF application.

a) **Less is more! Be concise, specific, and clear as possible when writing project information.** Certain fields throughout the application will have predefined word limitations. Avoid having responses longer than a paragraph (5 or 6 sentences) and copying and pasting text from websites, handouts, or other materials.

b) The Grants Management System will periodically auto-save your work. At the bottom of each page is a **blue** button labeled Save Draft (Save Draft). It is essential to click this before going to the next page or walking away from your computer to prevent a loss of information.

c) All items marked with an asterisk (*****) are mandatory fields. The application can only be submitted if all asterisk items have been completed. As you go through the application, you can

click the **blue** button labeled Validate (⚙ Validate) for your application in progress. Clicking this button will allow the system to determine and advise which fields still need to be completed to apply.

- A **red X** (⊗) will appear alongside red text next to an incomplete field. Additionally, a Submission Failed dialogue box will appear at the top of your screen to indicate any incomplete fields. Clicking a specific line of text in the Submission Failed dialogue box will take you directly to where you need to finish providing information in the application.

d) Once the application has been submitted, if the deadline for submission has not passed, you may unlock your application for revisions. From your home screen, look for Applications in the UNDER REVIEW (⚖ UNDER REVIEW (2)) tab. Click the Application you want to open or the Open (Open) button. Once the application has opened, click the **blue** button at the bottom of your screen labeled Unlock for Revisions (↺ Unlock for Revisions), and the system will allow you to make any desired changes to your application. ***Just be sure to resubmit it before the deadline!*** Once an application deadline has passed, changes can only be made by contacting the Community Reinvestment Fund Coordinator. You may email Bond_Public_Comment@Delaware.gov to see if your request can be accommodated. If the application review process has already occurred, you will unlikely be able to make any changes.

3. Contact Information

If you have questions regarding the Grants Management System, please contact:

Victoria Brennan

Community Reinvestment Fund Coordinator, Chief of Fiscal Policy

Office of the Controller General, Delaware General Assembly

(302) 744-4200

Victoria.Brennan@delaware.gov

4. Technical Assistance

For technical assistance related to My Delaware login issues, please call the Legislative Information Systems (LIS) Helpdesk at (302) 744-4260 or by email at LIS.Helpdesk@Delaware.gov.

If you encounter issues within the Grants Management System, call the Office of the Controller General at (302) 744-4200 or by email at Bond_Public_Comment@delaware.gov.

Completing the Online Application

IMPORTANT: This application guide assumes you have completed the initial registration process outlined in the My Delaware and Grants Management System Registration Guide. If you or your organization has never registered or signed into the Grants Management System before, you **must** complete the steps outlined in that guide before beginning here. Please visit the Community Reinvestment Fund (CRF) website to review the registration guide before starting the steps outlined below.

Step 1: Navigate to the CRF website.
https://crf.delaware.gov

The CRF website will contain application opening and closing dates, detailed user guides, and other reference documents and materials related to the CRF process.

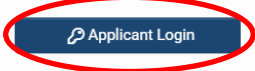## Step 2: Click the graphic for the Grants Management System.

Once you click the graphic on the CRF homepage, you will be brought to the landing page for the Grants Management System. The Grants Management System requires a "My.Delaware.gov" account for access. Login into the Grants Management System with your My Delaware account by clicking the blue "Applicant Login" button.

Step 3: Sign In to your My Delaware account.

Clicking the blue "Applicant Login" button will bring you to the My Delaware.gov sign in screen.

You may log in with your credentials here if you have an existing My Delaware account.

If you do not have an existing My Delaware account, you can create one by clicking the Sign Up button. Further detailed instructions to complete a new registration of a My Delaware account are available in the My Delaware and Grants Management System Registration Guide on the CRF website.
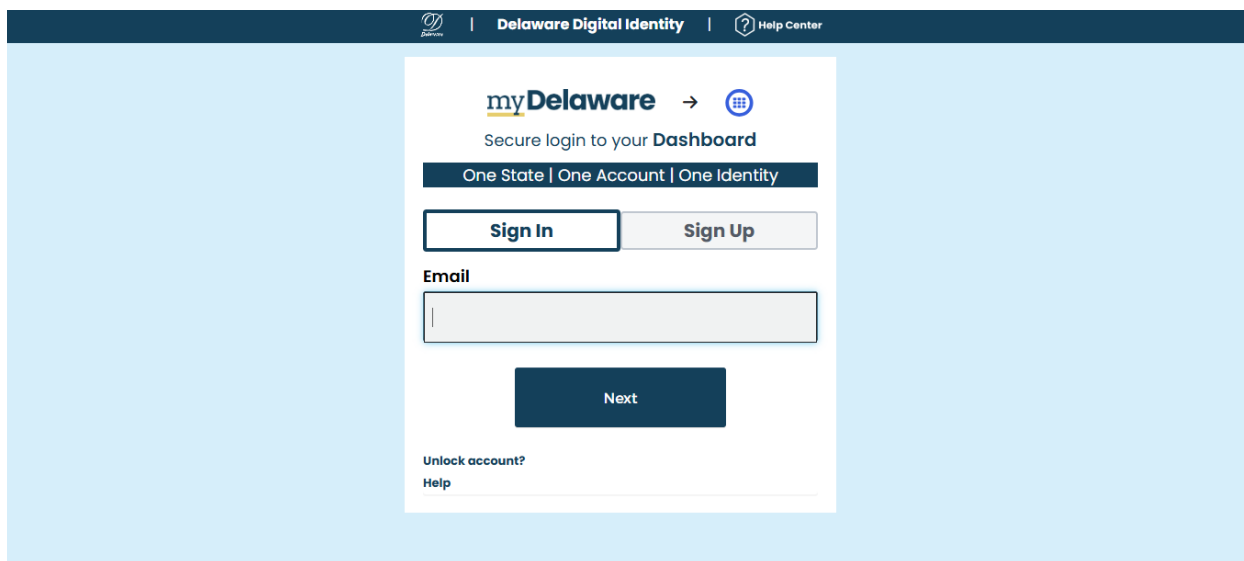
Once you sign in with your My Delaware credentials, you should be automatically signed into the Grants Management System Home screen.

Step 4: Start a new application.

To start a new application, click the blue "View Details/Apply" button next to the Funding Opportunity for "CRF Application for Fiscal Year 2025."

Only Funding Opportunities that are scheduled or actively accepting applications will be available in this section.

After clicking on the appropriate blue "View Details/Apply" button for which you wish to apply, you will be navigated to the Funding Opportunity details screen, which will provide you with additional program details, the opening date/time and submission deadline and any available additional information, and relevant attachments, as well as who may be contacted with questions regarding the funding opportunity.

Funding Opportunity: CRF Application for Fiscal Year 2025

Program Details

The Community Reinvestment Fund, a capital grant program, shall be used for community redevelopment, revitalization and investment capital projects which will improve the economic, culture, historical, and recreational health of Delaware communities.

Eligible applicants include county and local governments, community-based nonprofit organizations, and private sector nonprofit organizations. All nonprofit organizations must hold a 501(c)3 designation in order to be considered eligible. State agencies, school districts, charter schools, private schools, institutions of higher education, childcare facilities, churches, fire companies, fiscal agents, and for-profit organizations are not eligible for funds from the Community Reinvestment Fund.

PROJECT ELIGIBILITY
Eligible project funding requests include preconstruction costs, land acquisition, building construction or other capital costs.
Such projects may include, but are not limited to, the following:

- Preconstruction costs, to include development of plans and specifications for the capital project.
- The acquisition, construction, reconstruction, rehabilitation, or restoration of buildings.
- The acquisition or installation of apparatus or equipment permanently attached to the building.
- The acquisition of land required as sites for such buildings, including land or rights to land needed to provide access to sites, and the grading or other improvements of such sites, land or rights in land.
- The construction of sidewalks where authorized by law.
- The construction of any sewers or water mains needed to connect such buildings to any publicly owned sewer system or water system.

The following items are **not eligible** for Community Reinvestment Funds:

- Debt service on loans, costs associated with fundraising activities, programming, and operating costs.
- Costs involving the application for or administration of funds awarded through this grant program, or any operating expenses associated with the proposed project.

All questions and inquiries should be directed to:
Office of the Controller General
411 Legislative Avenue
Dover, DE 19904
Bond_Public_Comment@delaware.gov
(302) 744-4200

Opening Date/Time

02/15/2024 8:00AM

Submission Deadline

05/15/2024 3:00PM

After reviewing the available information for the funding opportunity, when you are ready to apply, click the blue "Apply for Funding Opportunity" button towards the bottom center of the page.

Step 5: Answer Eligibility Quiz Questions.
Follow the on-screen prompts to answer the eligibility questionnaire to ensure your organization can apply for the associated Funding Opportunity.

If it's determined that your organization is not eligible based on the answer(s) you have provided, you will see a system message advising that your organization is not eligible. You may click the orange "Withdraw" button on the bottom right side of the page to remove the application from your portal "Attention Required" section.

If it's determined that your organization is eligible based on the answer(s) you have provided, you will see a system message advising that your eligibility check is complete, and you may proceed by clicking the blue "Proceed" button at the bottom center of the page.

Step 6: Begin the CRF Application.

You are now ready to begin working on your CRF application form. Follow the available on-screen instructions to begin. The top of your screen will show you which Funding Opportunity you are working on. Also included will be the status of your application, its unique application ID, available instructions (which can be collapsed by hitting the gray "Minus" button after reviewing), and the blue "View" button, which will allow you to preview your application at any time before submitting (after clicking the blue "Save Draft" button at the bottom center of the page).

Below the Preview Application Section, you will see a tab bar indicating the different subsections of the form that you must complete.

Step 7: General Tab – Organization Information.

Many fields in this section should be auto-populated with information obtained during registration. If any read-only details need to be updated, the organization information can be updated using the "My Organization Profile" menu under the first initial of your name in the top right corner of the page. Primary Contact Information can be updated using the "My Profile" menu under the first initial of your name in the top right corner of the page if you need to add your Title or Phone.

Answer any remaining required fields contained in this section.

Step 8: General Tab – Collaborators.

The Grants Management System can provide multiple contacts with the ability to collaborate on an application, including editing and submitting. Follow the on-screen instructions to add additional contacts as a collaborator to the application.

IMPORTANT: If the contact cannot be found, you may need to create/invite them to the system. Only registered or invited system users can be added as collaborators. Click the blue "Save Draft" button to

save your work, then access your organization profile from the menu under the first initial of your name in the top right corner of the page. Navigate to the "My Organization Profile" screen and click the "Contacts" tab on the left. Follow the on-screen instructions to invite other contacts within your organization to register.

When finished completing the information on the General tab, click "Project Information" to be navigated to the next screen.

GENERAL   **PROJECT INFORMATION**   FUNDING REQUEST   AGREEMENT

Step 9: Project Information Tab – Project Title, Project Purpose/Description, and Site Address.

On the Project Information tab, complete the required information in this section. Please include details of the project and an estimated time for the completion of the project.

▼ Project Information

* Project Title

[   ]

25 words left

* Project Purpose/Description

[   ]

300 words left

* Site Address:	[ ]
Site Address Line 2:	[ ]
* Site City:	[ ]
* Site County:	--Select One-- ⌄
* Site State:	Delaware ⌄
* Site Zip:	[ ]
* Property Owner of Project Site:	[ ]

Step 10: Project Information Tab – Senate and House District for Project Site.

The Senate and House Districts for the Project Site can be selected using the dropdown menu fields. If you are unsure as to Senator and/or Representative for the Site Address, you can select the Lookup (🔍 Lookup) button to access the Delaware Legislator lookup service.

Please enter the Delaware Senate and House Representative Districts for the project site.
Use the **Lookup** button to access the Delaware Legislator lookup service (*Opens in new window*)

🔍 Lookup

* Senate District of Project Site:	--Select-- ⌄
* House District of Project Site:	--Select-- ⌄

When finished completing the information on the Project Information tab, click "Funding Request" to be navigated to the next screen.

GENERAL   PROJECT INFORMATION   **FUNDING REQUEST**   AGREEMENT

Step 11: Funding Request Tab – Federal Funding.

On the Funding Request tab, complete the required information related to requested funding amount and estimated total cost for the project in this section. If the project has or will receive federal funding, please click the "Yes" radial button.

* Has this project, or will this project, receive federal funding?

⦿ Yes   ◯ No

Please click the **Add/Edit Federal Funding Details** button and enter details of the federal funding.

Add/Edit Federal Funding Details

Federal Funding

After updating, click **Save Draft** to refresh the display below.

Click the "Add/Edit Federal Funding Details" button to enter the contributor's name, description, and contribution amount.

Federal Funding

ℹ Instructions

Please add the details of the federal funding the project has, or the project will, receive.
- Click the ✚ plus button to add rows.
- To delete a row, click the ✖ remove button at the end of the row.

When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

Contributor Name	Contribution Description	Contribution Amount

✚

Follow the on-screen instructions to add more than one federal funding source. When completed, click the "Save" button, and the X in the upper right corner to return to the Funding Request tab.

Step 12: Funding Request Tab – State Funding.

If the project has or will receive state funding, please click the "Yes" radial button.

* Has this project, or will this project, receive state funding?

⊙ Yes   ○ No

Please click the **Add/Edit State Funding Details** button and enter details of the state funding.

📥 **Add/Edit State Funding Details**

State Funding

After updating, click **Save Draft** to refresh the display below.

Click the "Add/Edit State Funding Details" button to enter the contributor's name, description, and contribution amount.

State Funding

> ℹ **Instructions**
>
> Please add the details of the state funding the project has, or the project will, receive.
> - Click the ➕ plus button to add rows.
> - To delete a row, click the ✖ remove button at the end of the row.
>
> When complete click the **Save** button, followed by the **X** in the upper right corner to return to the main Application record.

Contributor Name	Contribution Description	Contribution Amount

[+]

Follow the on-screen instructions to add more than one state funding source. When completed, click the "Save" button, and the X in the upper right corner to return to the Funding Request tab.

When finished completing the information on the Funding Request tab, click "Agreement" to be navigated to the next screen.

GENERAL   PROJECT INFORMATION   FUNDING REQUEST   **AGREEMENT**

Step 13: Agreement Tab.
On the Agreement Tab, please carefully read each of the statements contained in this section. If you agree, you must check the "I agree to all of the above." statement indicated.

⌄ Community Reinvestment Fund Agreement

Directions

Please carefully READ EACH of the following statements.

I agree...
1. To submit accurate funding requests on the forms provided and at the times designated.
2. This organization qualifies as an eligible entity as provided by the Community Reinvestment Fund guidelines.
3. This organization understands the Committee reserves the right to allocate funding that may vary from the amount of assistance requested and may attach special conditions to any award.
4. This organization meets the criteria established and uses, or intends to use, funds in accordance with its application and does not, or does not intend to, use funding in a manner that is restricted as set forth in the Community Reinvestment Fund guidelines.
5. This organization understands funds awarded cannot be used to support capital projects of state agencies, school districts, charter schools, private schools, institutions of higher education, childcare facilities, churches, or fire companies.
6. This organization will submit all necessary or requested documentation to the Office of the Controller General to facilitate the disbursement of payments and subsequent reporting post-project(s).

☐ I agree to all of the above. ←

**Step 13: Agreement Tab – Additional Information/Narrative.**
Once you have agreed to the responses and indicated as such, continue to scroll to "Additional Information/Narrative". This field is optional and is limited to 450 words. This section can be used to provide any supplementary information related to the project.

Below the "Additional Information/Narrative" text box, you will see an Attached Files section (shown below). Here, you can drag and drop files in the box or click "browse files" to cause an Open dialogue box to appear to allow you to search for the file within your computer or network drives. These files can be any additional or supporting files you wish to attach to your application.
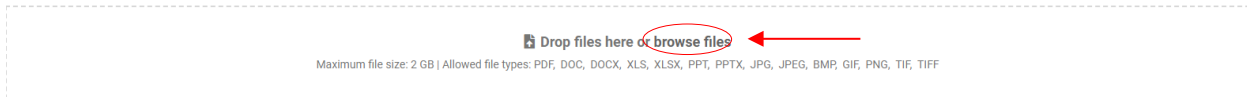

Step 13: Validate and Submit.
Once you have completed all the application fields, click the blue "Validate" button to check your application for completeness. If the system has identified incomplete areas of your application, the system will move your viewpoint to the top of your screen and identify areas of your application that still need to be addressed before you can submit. An example is shown below. You can click each separate line identified, and the system will automatically bring you to the applicable tab and identify the field that needs to be completed. Follow the on-screen instructions to complete the fields required.

You can click the blue "Validate" button unlimited times as you work through the required fields to see areas of your application that still need to be addressed.
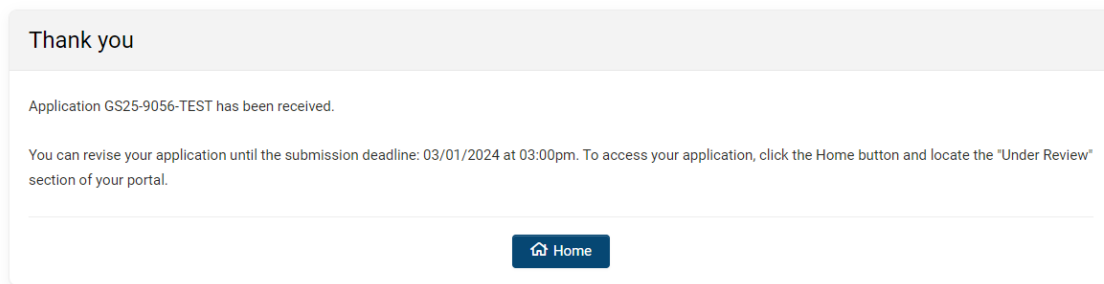
Once you have clicked the blue "Validate" button and received no system-identified errors, assuming you have finished your application, you are ready to click the blue "Submit" button. The system will ask you if you are sure that you want to submit.

⚠ **Alert**
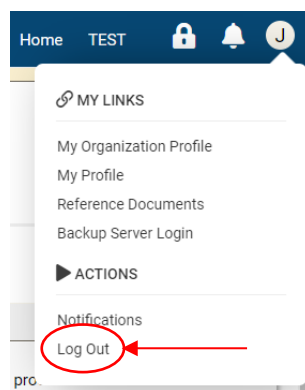
Are you sure you want to submit?

YES NO
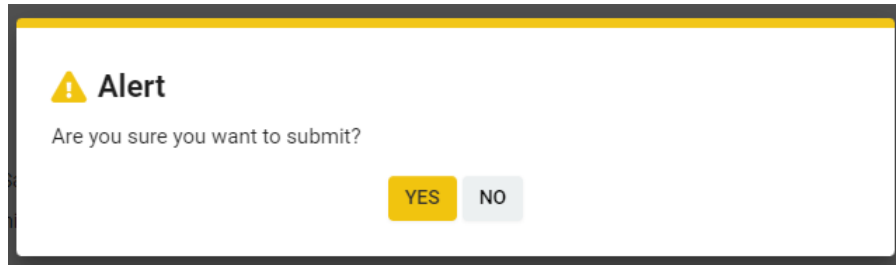
Clicking the orange "YES" button will submit your application. Once the application has been successfully submitted, the below screen will appear advising that your application has been received, and you will receive a system-generated email confirmation.

Thank you

Application GS25-9056-TEST has been received.

You can revise your application until the submission deadline: 03/01/2024 at 03:00pm. To access your application, click the Home button and locate the "Under Review" section of your portal.

🏠 Home

The system will bring you back to the home screen, where you can see other available funding opportunities, any additional applications in progress, or submitted applications under review.

Step 14: Log Out.
To log out of the system, open the menu under the first initial of your name in the top right corner of the page and click Log Out, or you may close the browser tab.

Home TEST 🔒 🔔 J

🔗 MY LINKS

My Organization Profile
My Profile
Reference Documents
Backup Server Login

▶ ACTIONS

Notifications
Log Out

Prepared By:
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