

CSBG Disaster Supplemental (CDS) Naming Convention

The application materials submitted by states, territories and tribes for the CSBG Disaster Supplemental should be in PDF format, not password protected and have the following naming convention:

| Stage | CDS ITEM | CDS NAMING CONVENTION |
|--|--|---|
| 1 <i>Initial Planning, Needs Assessment and Cost Documentation</i> | Application | APP_CSBG Disaster Supplement Stg 1_ST_FY20XX <i>Example: APP_CSBG Disaster Supplement Stg 1_DC_FY2020</i> OR <i>Example: APP_CSBG Disaster Supplement Stg 1_OK CherokeeNation_FY2020</i> |
| | Standard Form for Federal Assistance (SF-424M) | FORM_CSBG Disaster Supplement SF424M_ST_FY20XX |
| | Report | RPT_CSBG Disaster Supplement Stg 1_ST_FY20XX |
| 2 <i>Interim Recovery</i> | Application | APP_CSBG Disaster Supplement Stg 2_ST_FY20XX |
| | Budget Justification/Allocation Plan | BGT_CSBG Disaster Supplement Stg 2_ST_FY20XX |
| | Report | RPT_CSBG Disaster Supplement Stg 2_ST_FY20XX |
| 3 <i>Longer Term Recovery</i> | Application | APP_CSBG Disaster Supplement Stg 3_ST_FY20XX |
| | Budget Justification/Allocation Plan | BGT_CSBG Disaster Supplement Stg 3_ST_FY20XX |
| | Report | RPT_CSBG Disaster Supplement Stg 3_ST_FY20XX |

GRANTEE ABBREVIATION: For states and territories, use postal abbreviations (i.e. DC). For tribes include the state abbreviation and a shorthand for the tribe (i.e. Cherokee Nation should be referred to as “CherokeeNation”).