



# **COMMUNITY PLANNING & DEVELOPMENT GRANTS**

## **CPD APPLICATION PHASE 1: PRE-APPLICATION**

### **Community Development Block Grant (CDBG)**

**Pre-Application Deadline**

**June 5, 2023**

**11:59 PM Central Standard Time**

The Office of Community & Neighborhood Services uses this pre-application to determine applicant eligibility, the eligibility of its proposed activity, and the financial supports for prospective activities under the City's Community Development Block Grant, which is administered by the US Department of Housing and Urban Development.

The Office of Community & Neighborhood Services will use **ONLY** the information provided in this form to evaluate applicant and activity eligibility, and financial leverage.

If the applicant and/or proposed activity is ineligible under the Community Planning & Development guidelines, the applicant is encouraged to apply for CDBG funds for the next program year.

**ONLY** eligible activities that closely align with our local and federal standards and priorities as determined by the Office of Community & Neighborhood Services will receive AN INVITATION to complete the final application.

## Instructions

1. The applicant may type within this form or the applicant may hand write its information. Please use blue or black ink. Please take care to ensure the legibility of the form.
2. The applicant **must** sign and date the form. Unsigned and/or undated applications are not reviewed and are automatically disqualified.
3. Additional forms and documents are PROHIBITED.
4. This pre-application may be submitted in three ways:
  - a. Electronic  
Email pdf to [cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com)
  - b. Hand delivery  
Office of Community & Neighborhood Services  
City of Tuscaloosa  
2201 University Boulevard  
Tuscaloosa, AL 35401
  - c. Mail  
Office of Community & Neighborhood Services  
City of Tuscaloosa  
2201 University Boulevard  
Tuscaloosa, AL 35401

**PRE-APPLICATION SECTION 1: ORGANIZATIONAL ELIGIBILITY, CAPACITY, & PAST PERFORMANCE**

The following section focuses on the applicant organization. These questions will help the Office of Community and Neighborhood Services determine if the organization meets the operational standards to receive and successfully implement a federal funding award.

**Organizational Information**

Organization Name	
Organization Address	
Organization Contact	
Contact Title	
Telephone	
Email Address	

**Organizational Eligibility**

Does the applicant organization have 501(c)(3) tax-exempt status?	Yes <input type="text"/>	No <input type="text"/>
Does the applicant organization have a Federal Employer Identification Number (FEIN)?	Yes <input type="text"/>	No <input type="text"/>
Please provide the applicant organization's Federal Employer Identification Number (FEIN)	<input type="text"/>	
Does the applicant organization have a Unique Entity Identifier?	Yes <input type="text"/>	No <input type="text"/>
Please provide the applicant organization's Unique Entity Identifier	<input type="text"/>	
Does the applicant organization have an active registration in SAM.gov?	Yes <input type="text"/>	No <input type="text"/>
Please provide the SAM.gov registration expiration date	<input type="text"/>	

**Grant Experience**

Is the applicant organization a current or former grantee, subgrantee, subrecipient, and/or developer of any of the following Community Planning and Development Grants from the US Department of Housing and Urban Development?	Yes <input type="text"/>	No <input type="text"/>
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Please check each Community Planning and Development Grant the applicant organization has ever received. For each grant, check if the applicant organization is a current or former recipient. In the corresponding column, write the number of years that the organization has received the grant.

Grant	Current	Years	Former	Years
Community Development Block Grant (CDBG)				
HOME Investment Partnerships Program (HOME)				
Emergency Solutions Grant (ESG)				
Homeless Management Information Systems (HMIS)				
Continuum of Care (CoC)				
Housing Opportunities for Persons with AIDS Program (HOPWA)				

In the space provided, list the applicant organization's federal, state, or private grant awards

How many years has your organization been in operation?

Write the number of years and months under the year and month column. If the applicant organization has operated for less than one (1) year, please write the number of months under the month column. Give the exact calculation. Do not round up.

YEAR	MONTH

### Organizational Documents

Do existing organizational policies address Title VI and other civil rights requirements?

Yes

No

If the organization is invited to submit a final application, the organization will be required to submit various verifications and documents at the time of application. Check Yes or No for each document the organization currently possesses.	Yes	No
<i>Articles of Incorporation/Bylaws</i>		
<i>Non-Profit Determination Letter (IRS)</i>		
<i>Person(s) Authorized to Request Funds</i>		
<i>Current Organizational Chart- including job description and time (hours per week) for all persons to be reimbursed with CPD funding</i>		
<i>Board of Directors Roster w/ contact information</i>		
<i>Organizational Policies and Procedures, which must include, at minimum</i>		
<i>Conflict of Interest Policy</i>		
<i>Non-Discrimination Policy</i>		
<i>Grievance/Termination Policy</i>		
<i>Records Retention Policy</i>		
<i>Procurement Policy</i>		
<i>Accounting Policy and Procedures</i>		
<i>Organization's Current and Project year Budget (include Board minutes of adoption of current year budget)</i>		
<i>Current Audit</i>		
<i>Budget for CPD funds based on requested project amount (No indirect expenses allowed)</i>		
<i>FOR CDBG CONSTRUCTION/REHAB PROJECTS: Total per unit cost which must include a breakdown of Non-CDBG funding sources and contributions for each unit (labor included)</i>		
<i>Budget for HOME</i>		
<i>Contact Information for Program Manager and Accountant/ Bookkeeper responsible for funds</i>		
<i>Completed Income Benefit Goals</i>		
<i>FOR CDBG CONSTRUCTION/REHAB PROJECTS: Must have addresses for each unit</i>		

**PRE- APPLICATION SECTION 2: ACTIVITY MANAGEMENT & IMPLEMENTATION**

**Activity Information**

Activity Title	
Activity Address	

**Activity Scope of Work**

Use the space below to write a narrative description of the proposed activity. In the description, please include the following details:

1. Description of activity to be undertaken, work to be performed or services to be provided
2. Description of population your activity will serve. Include demographic information
3. Estimated number of unduplicated participants for a 12-month period
4. Identify the proposed use of the requested CPD funds (i.e., materials, salary, etc.).



### Participant Eligibility

Use the space provided to describe the activity's clients/participants. In addition, describe how the organization determines client/participant eligibility and ensures participant eligibility under CDBG regulations

### Evidence of Activity Outcomes & Performance Measures

Use the space below to identify activity outcomes and to describe how the organization will measure its performance for achieving the identified activity outcomes.

## Populations Served

Please select the main population, if any, that your activity will serve. Select one.

Elderly	
Persons with Disabilities	
Abused and Neglected Youth	
Survivors of Domestic Violence	
Low-to- Moderate Income Persons	
General Population/No specialized populations	

## PRE-APPLICATION SECTION 3: ACTIVITY ELIGIBILITY

### National Objectives

Select the National Objective that the activity will meet. Select one.

Benefit to Low to Moderate Income Persons	
Prevent Slums & Blight	
Meet Urgent Need	

### National Goal

Select the National Goal that the activity will meet. Select one.

Suitable Living Environment	
Affordable Housing	
Economic Opportunities	

### Eligible Activity

Select the option that best describes the activity. Select one.

Acquisition of Real Property		Construction of Housing	
Disposition of Real Property		Code Enforcement	
Public Facilities & Improvements		Special Economic Development	
Clearance		Microenterprise Assistance	
Public Service		Special Activities- CBDOs	
Relocation		Homeownership Assistance	
Loss of Rental Income		Planning & Capacity Building	
Privately Owned Utilities		Program Administration Costs	

### Strategic Plan Priorities

Select the Strategic Plan Priority that the activity will meet. Select one.

Increase or Maintain Affordable Housing Units	
Increase community's access to Affordable Housing	
Develop and Stabilize LMI Persons, Families, Youth, Seniors, Vulnerable Pop	
Equitable access to public infrastructure & facilities for underserved populations	
Increase access to employment training and educational opportunities	



## Core Beliefs

Select the City of Tuscaloosa Core Belief that the activity will meet. Select one.

Citizen Safety	
Neighborhood Protection- Economic Growth, Strategic Infrastructure	
Educational, Economic, and/or Recreational opportunity in underserved area	

## PRE-APPLICATION SECTION 4: FUNDING

The following section focuses on the financial aspects of the activity. These questions will help the Office of Community and Neighborhood Services determine if the activity is adequately funded if there are sufficient collaborations to justify the project and if funding request is reasonable.

### CDBG Funding Request

CDBG Funding Request:

\$

Is CDBG the primary source of cash funding for the proposed activity?

Yes

No

If CDBG is 51% of the total funding for the activity, then CDBG is the primary funding source.

What is the minimum CDBG funding needed to implement this activity?

\$

Will this activity occur if the organization does not receive the requested CDBG funding?

Yes

No

### Matching Contributions/Partnerships

Identify the number of organizations that financially contribute to this activity

Identify the number of organizations that provide direct, in-kind (personnel, materials, space, equipment, etc.) contributions to this activity

### Funding Sources & Matching Funds

Use the table below to identify the sources of funding for the activity. This CDBG funding request has been identified in the table. Fill in the remaining information for your CDBG funding request.

Select either **"Anticipated"** or **"Committed"** for each fund.

- Anticipated funds are funds that you have applied for, been nominated for, etc. that your organization has not received an award letter, grant agreement, loan agreement, or deposit.
- Committed funds are funds that have been awarded, granted, loaned, or deposited. These funds have the corresponding proof/ documentation to support the award.

TABLE-Sources of Funding and Financial Contributions

Funding Source	Funder Name	Funding Type	Total Funding	Anticipated	Committed	Award Date
Local, State, and/ Federal Funding	City of Tuscaloosa- CDBG	Grant		X		TBD

Private Funds						
Capital Campaign Funds						
Other Funds						
<b>TOTALS</b>						

## Community Collaborations & In-Kind Contributions

Use the table below to identify collaborations and in-kind contributions to the activity.

Select either **"Anticipated"** or **"Committed"** for each collaboration and/or contribution.

- Anticipated collaborations/contributions are partnerships and/or non-monetary donations that have not occurred. These may still be in the planning process and do not have a formal agreement, award, or deposit.
- Committed collaborations/contributions are partnerships and/or non-monetary donations that have occurred or currently in progress. These will have formal agreements, award letters, deposits, records, and/or receipts to document claim.

[illegible]


**Audit**

When was your organization last audited?

What were the results of the audit?

In the space provided, please describe the results of the most recent audit.

**SIGNATURE:**

Completed by: \_\_\_\_\_  
Name/Title Signature Date

Submitted by: \_\_\_\_\_  
Name/Title Signature Date

## COMMUNITY DEVELOPMENT BLOCK GRANT

### **ELIGIBLE CDBG ACTIVITIES:**

- **Acquisition of Real Property** – Purchase, long-term lease, donation of real property. Examples of real property to be acquired might include: land, air rights, easement, water rights, rights-of way, buildings and other real property improvements, or other interests in the real property.
- **Public Facilities and Improvements** – Construction, reconstruction and rehabilitation of public facilities.
- **Clearance** – Removal of unsafe buildings for improvements.
- **Public Service** – A public service must be either a new service or a quantifiable increase in the level of an existing service to low- and moderate-income persons; i.e. employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, home ownership assistance, or recreational needs.
- **Removal of Architectural Barriers** – Special projects directed to the removal of material and architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons to buildings and facilities.
- **Housing Rehabilitation** – Assistance for the rehabilitation of unsafe structures; i.e. Minor Home and Emergency Home Repair.
- **Special Economic Development** – Special activities that address job creation or elimination of slum or blighted areas for economic development.
- **Special Activities by Neighborhood Groups** – Carry out neighborhood revitalization, stresses communities' economic development projects or energy conservation projects.
- **Planning Activities** – Activities such as data gathering, studies, analyses, preparation of plans, and identification of actions to implement plans.
- **Program Administration Costs** – Costs of overall program management, coordination, monitoring and evaluation, including: staff salaries, wages, and related costs; travel costs; administrative services such as general legal, accounting and audit services performed under third-party contracts; and other goods and services required for administration of the program.

### **\*\* Activities must address one of the following priorities:**

1. Housing Rehabilitation/Development/Homeownership/Affordability
2. Neighborhood Revitalization/Beautification
3. Economic Development/Job Creation
4. Non-Housing Community Development/Special Needs (Public Service: elderly, homeless, youth)

## HOME INVESTMENT PARTNERSHIPS PROGRAM

### **ELIGIBLE HOME CATEGORIES:**

- **Rehabilitation of Owner-Occupied Housing** – Funds may be used to help existing homeowners repair, rehabilitate, or reconstruct homes of existing homeowners.
- **Assistance to Home Buyers** – Funds may be used to help home buyers acquire, acquire and rehabilitate, or construct homes. For example, down payment assistance is an eligible use of funds under this category.
- **Rental Housing Activities** – Funds may be used to help developers or other housing organizations acquire, rehabilitate, or construct affordable rental housing.
- **Tenant-Based Rental Assistance** – Funds may be used to help renters with costs related to renting, such as security deposits, rent, and, under certain circumstances, utility payments.

