



**COMMUNITY PLANNING
&
DEVELOPMENT
GRANTS**

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

**Community Development Block Grant
(CDBG)**

Pre-Application Deadline

May 8, 2026

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
 - 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

No

Does the applicant organization have a Federal Employer Identification Number (FEIN)?

Yes

No

Please provide the applicant organization's Federal Employer Identification Number (FEIN)

Does the applicant organization have a Unique Entity Identifier?

Yes

No

Please provide the applicant organization's Unique Entity Identifier

Does the applicant organization have an active registration in SAM.gov?

Yes

No

Please provide the SAM.gov registration expiration date

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

No

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
Articles of Incorporation/Bylaws		
Non-Profit Determination Letter (IRS)		
Person(s) Authorized to Request Funds		
Current Organizational Chart- including job description and time (hours per week) for all persons to be reimbursed with CPD funding		
Board of Directors Roster w/ contact information		
Organizational Policies and Procedures, which must include, at minimum:		
Conflict of Interest Policy		
Non-Discrimination Policy		
Grievance/Termination Policy		
Records Retention Policy		
Procurement Policy		
Accounting Policy and Procedures		

Organization’s Current and Project year Budget (include Board minutes of adoption of current year budget)		
Current Audit		
Budget for CPD funds based on requested project amount (No indirect expenses allowed)		
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)		
Contact Information for Program Manager and Accountant/ Bookkeeper responsible for funds		
Completed Income Benefit Goals		
FOR CDBG CONSTRUCTION/REHAB PROJECTS: Must have addresses for each unit		

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.).

Activity Operation Length

Please write the number of years and months under the year and month column. If the activity 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.

How long has this **activity** been in operation?

YEAR	MONTH

Service Delivery Area

Select the applicable Service Delivery Areas for the activity. The applicant organization **must** identify the location of its administrative office as part of its service area(s)

District 1		District 6	
District 2		District 7	

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. Then answer the questions for the activity you selected.

Public Service		Public Facilities	
Does your public service serve children or youth?		Does your facility currently provide services to children and youth from low-to-moderate income families?	
Does your public service support affordable housing?			
Public Improvements		Housing Rehabilitation	
Does your public improvement provide infrastructure for affordable housing?		Have you already identified eligible applicants and properties?	

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 Children and Youth	
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	
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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

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.

APPLICATION CERTIFICATION

Per 2 CFR 200.415, as amended, applicants for federal financial assistance are required to certify their application and its content. Certifications must be executed by organizational official who have the authority to legally bind the organization.
Please sign the certification below.

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."

Name/Title

Signature

Date

COMMUNITY DEVELOPMENT BLOCK GRANT

PY 2026 CDBG ELIGIBLE ACTIVITY TYPES:

- **Public Facilities and Improvements** – Construction, reconstruction and rehabilitation of public facilities and public infrastructure.
 - **PY 2026 CDBG Pre Applications for Public Facilities are restricted to: Eligible public facilities are restricted to facilities that provide public services that center the development and stabilization of children and youth from low to moderate income households.** The non-profit must currently provide direct services to serve children and youth up to age 19. The public services MUST be operational **without** Community Development Block Grant funds.
 - **PY 2026 CDBG Pre Applications for Public Improvements are restricted to: infrastructure in support of the construction of affordable housing.**
- **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;
 - PY 2026 CDBG Pre Applications for Public Services are restricted to: children and youth services, homeless services, services in support of affordable housing such as legal services for persons at risk of homelessness, homeownership assistance, energy conservation
- **Housing Rehabilitation** – Assistance for the rehabilitation of unsafe structures; i.e. Minor Home and Emergency Home Repair.