



# COMMUNITY PLANNING & DEVELOPMENT GRANTS

## CPD APPLICATION PHASE 1: PRE-APPLICATION

### HOME Investment Partnerships Program (HOME)

#### **Pre-Application Deadline**

**5:00 PM Central Standard  
Time**

**March 24, 2021**

## PRE-APPLICATION

The Office of Community and Neighborhood Services uses this pre-application to determine applicant eligibility and the eligibility of its proposed activity.

The Office of Community and Neighborhood Services will only use the information provided to evaluate eligibility.

If the applicant and/or proposed project is ineligible under the Community Planning & Development guidelines, the applicant is encouraged to submit an application for the next program year.

ONLY eligible activities that closely align with our local and federal standards and priorities will receive AN INVITATION to complete the final application.

To ensure legibility, please type in this form. Additional forms and documents are PROHIBITED.

Refer to page 6 for a list of HOME activities.

### **Submittal Instructions**

#### ***Electronically by email***

[cnservices@tuscaloosa.com](mailto:cnservices@tuscaloosa.com)

#### ***Hand deliver***

Office of Community and Neighborhood  
Services  
City of Tuscaloosa  
2201 University Boulevard Tuscaloosa,  
AL 35401

Telephone: (205) 248-5080 (Office) Fax:  
(205) 349-0135

## PRE-APPLICATION SECTION 1: ORGANIZATIONAL INFORMATION

Agency Name:

Address:

Contact  
Person/Title:

Telephone:

Email Address:

1. Does your organization have 501(c)(3) tax-exempt status?      **YES**      **NO**
2. Does your organization have a Federal Employer Identification Number?      **YES**      **NO**
  - If yes, please provide FEIN:
3. Does your organization have a DUNS Number?      **YES**      **NO**
  - If yes, please provide DUNS:
4. Does your organization have an active registration in SAM.gov?      **YES**      **NO**
  - If yes, please provide registration expiration date:
5. Is your organization a current sub-recipient of CPD funds (CDBG, HOME, ESG, HMIS)?      **YES**      **NO**
  - If yes, please provide name of funding organization and type of funding:
6. How many years of experience does your organization have in administering federal, state, and/or private grants?
7. How long has your organization been in operation?
8. Do existing organizational policies address Title VI and other civil rights requirements?      **YES**      **NO**

## PRE-APPLICATION SECTION 2: ACTIVITY/ PROJECT/PROGRAM INFORMATION

Project Title:

Project  
Location:

Select the applicable service your project proposes to provide from the following eligible activities categories

**Eligible Activity**      Choose an item.

1. How long has this activity/project/ program been in operation?      Choose an item.

2. Select the area of service delivery:
- Select **"ALL"** if all areas are served.
  - If **"Other"**, please, explain here:

Choose an item.

3. Select the population that will be served:

Choose an item.

4. Is acquisition of property or right of way involved?      **YES**      **NO**

5. Does the proposed activity/project/program have policies and procedures in place?      **YES**      **NO**

6. HUD grantees and sub-recipients are required to report measureable outcomes for activities funded. **What are the proposed outcomes of your activity/project/program and how will your agency measure them?**

**7. Project Description:** Use the space below to provide a detailed description of the proposed project.

- Include the project location, address, population, and the geographic area the project will serve in Tuscaloosa City.
- Include the work to be performed, the activities to be undertaken or the services to be provided, the frequency and duration of services, and the expected number of clients to be served.
- Must provide specific details related to the project and proposed use of the CPD funds (i.e. Materials, Food, Salary, etc.).

### PRE-APPLICATION SECTION 3 FUNDING

- How many other community organizations does your agency coordinate with to leverage resources?      **0          1          2          3          4+**
- Is HOME the primary source of cash funding for the proposed activity?      **YES      NO**
  - If HOME is 51% of the total cash funding, it is the primary source of funding.**
- Matching Funds:** Use the table below to identify the sources of funding for your activity/project/program. Select either “**Anticipated**” or “**Committed**” for each fund.

Sources of Funding	Identify Type/Name of Funds	Total Funding	Status-Anticipated	Status-Committed	Award Date
<b>Other Grant, State, Federal Funding</b>			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Private Funds</b>			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Capital Campaign Funds</b>			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Funds</b>			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
Total Matching Funds		\$			
CPD Funds Requested		\$			
Total Project Cost		\$			

- What is the minimum level of funding your project needs to perform at the level identified in this proposal?
- Will this activity occur if your agency does not receive the requested level of funding?      **YES      NO**

## PRE-APPLICATION SECTION 4: CERTIFICATIONS

6. If your agency makes it to the final application process, do you agree to provide OFP with the following verifications and documentations? **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:
  - a. Conflict of Interest Policy
  - b. Non-Discrimination Policy
  - c. Grievance/Termination Policy
  - d. Records Retention Policy
  - e. Procurement Policy
- Program/ Activity Policy and Procedures
- 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)
  - a. Budget for HOME: Total per unit cost which must include a breakdown of Non-HOME funding sources and contributions for each unit (labor included)
- Contact Information for Program Manager and Accountant/ Bookkeeper responsible for funds
- Completed Income Benefit Goals
- Address of the project preferred

**7. SIGNATURE:**

Completed by: \_\_\_\_\_

Name/Title                      Signature                      Date

Submitted by: \_\_\_\_\_

Name/Title	Signature	Date
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## 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.