

Pre-Application

Mandatory Pre-Applications are due on or before 5:00 p.m. (MST) Thursday December 22, 2016. Staff will review Pre-Applications to determine if the proposed project/program meets the [Minimum Regulatory Requirements: National Objective Criteria](#) (§570.208), [HUD Basic Eligibility](#) (24 CFR 570.201 & §92.205), as well as [ConPlan Priorities](#). Determinations will be issued within five-business days of submission and agencies will receive an e-mail only if their Pre-Application is rejected.

Pre-Application Instructions

Organizations interested in receiving CDBG or HOME funds must submit a completed Pre-Application form to the Redevelopment Agency of Provo City Corporation (RDA) in order to be considered for funding available for the 2017 Program Year (July 1, 2017 to June 30, 2018). All Pre-Applications must be submitted in the format of and/or on the standard Pre-Application form provided by the RDA.

Only electronic submissions by email will be accepted to the [CDBG & HOME Administrator: dgonzalez@provo.org](#). Applicants are encouraged to submit your application well before the deadline.

On-time submission will be determined by the timestamp indicated on the email received in the [CDBG & HOME Administrator's](#) email application. Pre-Applications received with a timestamp of 5:01 p.m. (MST), or later, on December 22, 2016 will disqualify applicant from turning in a Final Application and therefore shall not receive consideration for PY-2017 funding.

All sections in the Pre-Application must be completed and the required www.sam.gov verification of active and current registration must be included when submitted. **No late or incomplete Pre-Applications will be processed.**

NOTE: Successful completion and submission of the required Pre-Application does not obligate Provo City to allocate funding to your activity.

Pre-Application Evaluation Criteria

The following will be evaluated against the [Minimum Regulatory Requirements](#) to compete for CDBG or HOME funds included in the Pre-Application. Omitting any information will result in an Applicant's disqualification to be considered for funding. **Applicants who fail to meet any of the following Pre-Application [Minimum Regulatory Requirements](#) will not be considered for funding and will not be able to submit Final Applications.**

- ___ Pre-Application emailed to [CDBG & HOME Administrator](#) before application deadline. **CDBG, CDBG-PS, and HOME**
- ___ Used current year format of CDBG/HOME Pre-application and the PY-2017 Application Guide. **CDBG, CDBG-PS, and HOME**
- ___ Applicant Information Section is fully completed. **CDBG, CDBG-PS, and HOME**
- ___ Employer Identification Number (EIN/Tax I.D.), Data Universal Numbering System number (DUNS#) and verification of no active exclusion records substantiated by current and active registration with the System of Award Management* (www.sam.gov). **CDBG, CDBG-PS, and HOME**

- ___ Activity/Program Information Section is fully completed. **CDBG**, **CDBG-PS**, and **HOME**
- ___ Applicant provided a brief description of activity for which funds are requested? **CDBG**, **CDBG-PS**, and **HOME**
- ___ Applicant provided information requested if undertaking Housing Activities? **CDBG**, and **HOME**
- ___ Applicant identified a *site* for the Housing Activity? **CDBG** and **HOME**
- ___ Applicant identified the National Objective the proposed activity meets? **CDBG** and **CDBG-PS**
- ___ If qualifying for the LMI National Objective, applicant correctly identified the category that will be used to meet the objective. **CDBG** and **CDBG-PS**
- ___ Applicant identified the CDBG/HOME *eligible activity* that will be undertaken to achieve the program's goal? **CDBG**, **CDBG-PS**, and **HOME**
- ___ Applicant identified the ConPlan Priorities its eligible activity will meet? **CDBG**, **CDBG-PS**, and **HOME**
- ___ Applicant has identified the *locality* in which the CDBG/HOME eligible activity will benefit LMI persons? **CDBG**, **CDBG-PS**, and **HOME** (within Provo City, benefitting Provo City residents; or within the boundaries of a HOME Consortium member's jurisdiction)

Minimum Regulatory Requirements

The following identify the minimum regulatory requirements that must be met to compete for CDBG or HOME funds. A more in-depth look at these regulatory requirements is found in the [Use of CDBG and HOME Funds](#) section of this guide

National Objectives

The primary objective of the CDBG program is the development of viable communities by the provision of decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income. This is to be achieved by ensuring each funded activity meets one of three National Objectives

1. Benefit Low- and Moderate-Income (LMI) persons,
2. Prevent or Eliminate Slums or Blight, or
3. Meet Urgent Needs (Needs of a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs).

Provo City must ensure that at least 70% of its annual expenditures must be used for activities qualifying under the first National Objective: Benefitting Low- and Moderate-Income Persons.

An activity that fails to meet one or more of the applicable tests for meeting a National Objective is in noncompliance with CDBG rules.

CDBG: HUD Basic Eligibility—Categories of Eligible Activities

There are many categories of activity types which may be assisted using CDBG funds. All CDBG activities must fall under one of these authorized categories of basic eligibility. (Not *all-inclusive* list below).

- Acquisition and/or Disposition of Real Property;
- Public Facilities and Improvements;
- Clearance—Demolition of buildings and improvements; Removal of demolition products (rubble) and other debris; Physical removal of environmental contaminants or treatment of such contaminants to render them harmless; and Movement of structures to other sites;
- Public Services—Child care, Health care, Job training, Recreation programs, Education programs, Public safety services, Fair housing activities, Services for senior citizens, Services for homeless persons, Drug abuse counseling and treatment, Energy conservation counseling and testing, Homebuyer down-payment assistance, Welfare (excluding direct cash payments), Costs of operating and maintaining Public Service facilities;
- Interim Assistance—Limited improvements to a deteriorating area as a prelude to permanent improvements, Activities to alleviate an emergency condition;
- Relocation
- Rehabilitation—Residential and/or Commercial/industrial;
- Microenterprise Assistance;
- Homeownership Assistance;

HOME: HUD Basic Eligibility—Categories of Eligible Activities

The intent of the HOME Program is to: Provide decent affordable housing to LMI households; Expand the capacity of nonprofit housing providers; Strengthen the ability of state and local governments to provide housing; and Leverage private sector participation. Eligible HOME funded activities include:

- Homeowner rehabilitation—Assisting existing homeowners with repair, rehabilitation or reconstruction of owner-occupied units;
- Homebuyer activities—Acquisition, Acquisition and Rehabilitation, New construction of affordable homes;
- Rental Housing—Acquisition, New construction and/or Rehabilitation of affordable rental housing;
- Tenant-Based Rental Assistance—Assisting households afford housing costs such as rent and security deposits;
- Activities specific for Community Housing Development Organizations (CHDO)—Acquisition and/or rehabilitation of rental housing, New construction of rental housing, Acquisition and/or rehabilitation of homebuyer properties, New construction of homebuyer properties, and Direct financial assistance to purchasers of HOME-assisted housing sponsored or developed by a CHDO.

Consolidated Plan Funding Priorities & Goals

Provo City will prioritize CDBG and HOME activities in three categories of locally targeted objectives stated in the PY-2017 Action Plan Update to the 2015-2019 Consolidated Plan (ConPlan)— GOAL 1: Decent Housing, GOAL 2: Suitable Living Environments, and Creating Economic Opportunities. The goals outlined in each category are presented in priority order for funding consideration.

Priority 1: Decent Housing

Strategic Goal: DH1-Homeowner/Homebuyer

- 1) Homeowner Housing Constructed—*priority given to affordable housing built outside of Provo*
 - a. Support programs that provide energy efficiency testing and renovations
 - b. Increase the supply and affordability of homeowner housing.
- 2) Homeowner Housing Rehabilitated
 - a. Support removal of architectural barriers to assist LMI households with family members who have physical disabilities to make homes fully accessible
 - b. Improve and maintain neighborhood integrity through repair and rehabilitation of housing stock
- 3) Direct Financial Assistance to Homebuyers
 - a. Provide down-payment and closing-cost assistance to increase LMI household's access to homeownership
 - b. Support programs that work to educate low-income households concerning homeownership

Strategic Goal: DH2-Rental Housing

- 1) Rental Units Constructed—*priority given to affordable housing built outside of Provo*
 - a. Increase the supply and affordability of new rental housing units
- 2) Rental Units Rehabilitated
 - a. Increase the supply, affordability and condition of existing rental housing
- 3) Tenant-Based Rental Assistance
 - a. Provide rental assistance to low- and very-low-income households

Priority 2: Suitable Living Environments

Strategic Goal: SLE-Public Facilities

- 1) Public Facility or Infrastructure Activities
 - a. Undertake infrastructure projects in LMI neighborhoods (e.g. playground equipment, lighting, street improvements, sidewalk improvements-including accessibility)
 - b. Provide or upgrade neighborhood facilities (e.g. parks, community centers, etc.)

Strategic Goal: SLE-Public Services

- 1) Public Service Activities
 - a. Provide assistance to agencies that provide healthcare services and education (medical, dental, and/or mental health)
 - b. Provide assistance to organizations that offer support services to populations with special needs (e.g. elderly, victims of domestic violence/sexual abuse, homeless, persons with disabilities, etc.)
 - c. Assist agencies that provide meals to homeless, very-low, and low-income persons
 - d. Assist in providing services to LMI families with at-risk youth (e.g. after-school, recreation, and/or mentoring programs)

Priority 3: Economic Development

Strategic Goal: SLE-Economic Development

- 1) Jobs Created/Retained-Business Assisted
 - a. Increase economic opportunities to minority and women owned businesses

- b. Provide technical assistance in recruiting businesses to vacant buildings in the Central Business District
- c. Provide job creation/retention and eliminate blighting influences on storefronts in the Central Business District
- d. Assist local businesses and entrepreneurs through mentoring and technical assistance
- e. Provide job creation/retention through small business assistance
- f. Evaluate and provide funding for eligible historic preservation projects-places of business- that will create/retain LMI jobs
- g. Provide Internet Access and technical support to local business incubators
- h. Provide funding to organizations that assist LMI persons to improve job skills