

**CITY OF KILLEEN, TEXAS**  
**COMMUNITY DEVELOPMENT DIVISION**  
Consolidated Plan PY2020-2024



**Community Development Block Grant (CDBG)  
Home Investment Partnerships Act (HOME)  
Programs**

**PY2023 PREAPPLICATION  
Forms**

**(Program Year 2023-24 beginning October 1, 2023)**

City of Killeen Community Development Division  
802 N. 2<sup>nd</sup> Street, Building E  
Killeen, TX 76541  
*Telephone 254-501-7847*

[www.killeentexas.gov/communitydevelopment](http://www.killeentexas.gov/communitydevelopment)

**[WWW.KILLEENTEXAS.GOV/APPLY](http://WWW.KILLEENTEXAS.GOV/APPLY)**



# 2023 PREAPPLICATION Form

1. APPLICANT NAME:		PROJ. FEASIBILITY:	2. APPLICANT TYPE:	
3. FUND SOURCE:		4. CATEGORY:		5. AMOUNT REQUESTED:
6. IS THIS PROGRAM/PROJECT <b>NEW</b> (NO PREVIOUS FUNDING) <b>EXISTING</b> (PREVIOUSLY FUNDED) If program/project is <b>EXISTING</b> ...indicate number of years previously receiving funding _____.				
7. PROGRAM NAME: Program Description:				
8. PROPOSED USE OF FUNDS ( <b>Describe exactly what the CDBG/HOME funds will be paying for</b> ):  Describe other funds (name fund source) that will contribute to the project:				
9. BENEFICIARY POPULATION BENEFITING FROM ACTIVITY/PROGRAM				
10. NUMBER EXPECTED TO BENEFIT FROM ACTIVITY/PROGRAM			11. AMOUNT OF OTHER FUNDS ADDING TO THE CDBG/HOME FUNDED PROJECT \$	
<b>STAFF USE</b>				
UNIT OF MEASURE				
PRIORITY NEED				
CONPLAN GOAL				
APPLICANT STATUS				

2023 PREAPPLICATION FORM



# AUTHORIZATION AND CONSENT TO RELEASE INFORMATION

Name Applicant Entity: \_\_\_\_\_

I, \_\_\_\_\_, as duly authorized representative of the applicant listed above, do hereby authorize and consent to the release of information, investigative review and full disclosure of all records or any part thereof whether of public, private, or confidential in nature, to an authorized employee and/or agent of the City of Killeen, Texas, as is necessary in the determination of eligibility as an Applicant and to confirm or substantiate validity of any item or any part thereof, as submitted in a Pre-application or Application for Funding for City of Killeen Community Development Block Grant (CDBG) or Home Investment Partnerships Act (HOME) program funds.

Further, the Applicant authorizes the City of Killeen, Texas and its employees, agents, appointees, and elected officials to discuss, in any public forum, any and all information derived from said investigation.

Further, the Applicant understands that all information obtained as a result of an investigation which is developed, in whole or in part, will be considered in determining the applicant's eligibility to apply for CDBG or HOME funds from the City of Killeen, Texas.

Further, the Applicant understands that all information, documents, or records submitted to or obtained by the City in connection with this Pre-application or Application for Funding may be made available for public inspection under the Texas Open Records Act except for such information and may, by law, be kept confidential and withheld from public inspection.

Further, the Applicant agrees to indemnify and hold harmless the person or persons to whom this request is presented and his/her agents, employees, or authorized representatives from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

This Authorization and Consent to Release Information is valid for Program Year \_\_\_\_\_ and a minimum of five (5) years after the date of execution, or until revoked in writing.

Printed Name	Position	Signature	Date
THE STATE OF TEXAS	§		
COUNTY OF _____	§		

This instrument was subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary Public, in and for the State of Texas



# 2023 PREAPPLICATION Items Checklist

Place a check mark (✓) in the box to the left of the required item indicating it is part of the PREAPP Items;

Per the instructions, enter the Abbreviated Item Name in the column to the right

Check the  
Item Attached  
Form#

Item # Required

Abbreviated  
Item Name

Check the Item Attached Form#	Item # Required	Abbreviated Item Name
	<i>form</i>	<b>2023 PREAPPLICATION FORM</b>
	<i>form</i>	<b>ACRI 2023 Form</b>
	01	<b>Applicant Board Resolution for the Killeen Pre-application</b> <i>(use form provided) add copy of Board Agenda</i>
	02	<b>Texas Certificate of Formation /Articles of Incorporation of the Applicant Entity</b>
	03	<b>Texas Nonprofit Registration</b> (if entity is a nonprofit organization)
	04	<b>Corporate Bylaws</b>
	05	<b>Internal Revenue Service (IRS) Designation as a 501(c)(3)</b> (if entity is a nonprofit organization)
	06	<b>Organizational Chart.</b>
	07	<b>Federal Employer Identification Number (EIN) or Tax Identification Number (TIN)</b>
	08	<b>Annual Budget</b> (Current fiscal year and proposed for Next fiscal year)
	09	<b>Financial Audit or Certified Financial Statement</b> for most recent fiscal year end filed.
	10	<b>IRS Form 990</b> for the most recent fiscal year end filed
	11	<b>Organizational and Program Policies</b>
	12	<b>Accounting and Procurement Policies</b>
	13	<b>DUNS/EUI Number and SAM.gov Registration</b>
	14	<b>Personnel Policies</b>
	15	<b>Volunteer Policies</b>
	16	<b>Licenses/Certifications</b> <i>(copy of licenses/certification for personnel/staff/management if requesting personnel funding for licensee).</i>
	17	<b>Certificates / Proof of Insurance</b>
	18	<b>Proof of Cash Assets</b> as required for support of a proposed project.
	19	<b>Agreements of Collaboration; Memoranda of Understanding</b> for the proposed project.
<i>PALLC</i>		<b>Partnership Agreement or Limited Liability Corporation (LLC) documents as applicable</b>