

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



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

**PY2022 PREAPPLICATION
Instructions**

(Program Year 2023 beginning October 1, 2023)

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

www.killeentexas.gov/communitydevelopment

WWW.KILLEENTEXAS.GOV/APPLY



The Community Development Division intends to ensure transparency and delivery of programs and activities that directly align with the most current Consolidated Strategic Plan goals and priorities approved by the U.S Department of Housing and Urban Development (HUD) and Killeen City Council. The recommendations for consideration and allocation of awards to eligible public, private, and nonprofit partners are presented to the Community Development Advisory Committee and/or to the Killeen City Council. The City of Killeen invites and encourages applications from qualified entities. Applicants failing to meet minimum threshold tests will not be considered for a funding allocation.

The process of reviewing proposals submitted for the City of Killeen federal grant programs, funded by the HUD, is designed to increase efficiency and standardize the evaluation process. The purpose of this information is to guide interested parties through the City of Killeen's Community Development Block Grant (CDBG) and Home Investment Partnerships Act (HOME) program's Pre-Application qualifying criteria associated with an Application for Funding (AFF) for HUD federal program years 2020 through 2024 beginning October 1, 2020, ending September 30, 2025; PY2020, PY2021, PY2022 PY2023, and FY2024; *City of Killeen fiscal years FY2021, 2022, 2023, 2024, and 2025.*

Late and/or incomplete pre-applications/applications will not be considered by City Staff, the Community Development Advisory Committee, or Killeen City Council.

Although this document and its contents intend to incorporate the current or impending federal, state, or local regulations, statutory requirements, laws, and executive orders governing these grant programs, it is not all inclusive. At any such time additional information or requirements are imposed by the grant programs on any project/activity/program funded in whole or in part with the City of Killeen Community Development Block Grant (CDBG) and/or Home Investment Partnerships Act (HOME) program funds, the recipient is obligated to comply with those requirements as if they were stated herein.

PREAPPLICATION AVAILABILITY and DEADLINE FOR RECEIPT

Beginning 9:00 a.m. January 19, 2023, through 5:00 p.m. February 17, 2023 the PY2023-24 (FY2024) Killeen Community Development Division Pre-Application for Community Development Block Grant (CDBG) and Home Investment Partnerships Act (HOME) program funding will be sent to those entities registering to attend a Pre-Application Workshop. Registration is available on the Community Development website at <https://www.killeentexas.gov/techshops>

Applicants seeking Killeen CDBG/HOME funds are required to:

- Attend one (1) scheduled PREAPPLICATION WORKSHOP; and,
- Submit a complete PY2023 PREAPPLICATION by 5:00 pm February 17, 2023.

The PREAPP must be submitted via electronic transmission in a Zip File (upload only) on the specified forms and accompanied by the required items received by the respective due date to:

cdbg.homeapps@killeentexas.gov

Applicants receiving an “Eligible” status, from submittal of the Pre-application will be provided the PY2023 Application for Funding (AFF) based upon the proposed activity/project type listed in the Pre-application.

Those eligible Applicants receiving the AFF are required to:

- Attend one (1) AFF Application Workshop
- Submit the AFF by the deadline of 5:00 p.m. March 31, 2023

Program Year 2023 (FY2023-2024) funding will be available to entities receiving an allocation of CDBG/HOME funds, as approved by City Ordinance, and subsequently approved by HUD as presented in the Annual Action Plan (AAP), and, after executing a formal grant agreement. The Program Year begins Oct. 1, 2023 and ends Sep. 30, 2024. Approved projects are required to remain on schedule associated with expenditure and accomplishments to avoid jeopardy of fund revocation.

The City’s computer system is the official time keeping device for application submission. The City is not responsible for entries not received due to difficulty accessing the internet, service outage or delays, computer difficulties and other technological problems.

Pre-applications arriving after the designated deadline will not be considered.

Paper submissions will not be accepted.

Preface

All information presented by any Applicant is subject to thorough review, research and confirmation. Additional documents may be required to determine whether the document(s) substantiates the requested item. By submitting this PREAPPLICATION - ALL APPLICANTS AGREE TO THE FOLLOWING:

- » The City may request an interview or supplemental written information from an applicant concerning any deficiencies or ambiguities in a proposal. *If an applicant fails to provide supplemental information within the time specified in a written request, the City may refuse to consider the applicant's proposal.*
- » The City reserves the right to make such investigation it deems appropriate to determine whether an applicant is qualified to provide the activity presented in a proposal. *If an applicant fails to cooperate with any research conducted, or if an applicant provides false, misleading, or incomplete information, the City shall refuse to consider the applicant's proposal.*
- » In cases of doubt or differences of opinion concerning the interpretation of the Pre-Application or AFF proposal, the City reserves the exclusive right to determine and interpret the intent, purpose and meaning of any provision in the Pre-Application or AFF, which determination and/or interpretation shall be binding to the applicant.

ABBREVIATIONS

The following abbreviations will be used throughout this document:

ACRI Form – Authorization and Consent to Release Information Form

CDBG – Community Development Block Grant

HOME – Home Investment Partnerships Act

HUD – U.S. Department of Housing and Urban Development

CSP – Consolidated Strategic Plan

AAP – Annual Action Plan

CAPER – Consolidated Annual Performance Evaluation Report

AFF – Application for Funding

GPRA - Government Performance and Results Act of 1993 (GPRA)

PALLC – Partnership Agreement or Limited Liability Corporation

PREAPP – Pre-application for Killeen Community Development HUD funding

INTRODUCTION

The annual demand for City of Killeen HUD funds generally exceeds the amount made available from the federal Community Development Block Grant (CDBG) and Home Investment Partnerships Act (HOME) programs. **The City is, therefore committed to funding projects that are ready to proceed immediately after funds are available and those prepared to spend the approved funds within 12 to 14 months from the date of allocation; timeliness is very important.** Applicants should understand the uncertainty of these federal funds and not consider the funds as an on-going source of support. Although an applicant or project may have been funded in previous years, there is no guarantee that an applicant or proposed project will receive funding in subsequent years.

Because the genuine needs of low- and moderate- income populations exceed the funding available, this is a very competitive process. Organizations may submit only one (1) application for each funding category. If two or more organizations collaborate, the partnership represents each entity's only opportunity to apply under that federal program. All remaining and unspent funds at the end of the grant agreement term will be recaptured and reprogrammed.

The Government Performance and Results Act of 1993 (GPRA) mandates federal programs improve effectiveness and public accountability by reporting focused results, outcomes, and benefits when it uses federal, state and local resources. This structure of accountability is documented as Performance Measurement that coincides with a community's established Consolidated Strategic Plan (CSP). The CSP is specific to each community with performance focused on expanding access to affordable housing, fostering a suitable living environment, and expanding economic opportunities to low-moderate income persons. The CSP and each related Annual Action Plan (AAP) and Consolidated Annual Performance Report (CAPER) sets goals and objectives and then measures performance in meeting identified local community needs. All funded actions will be measured through performance and results will aggregate from the local community to national levels ultimately affirming needed and continued support of Federal, state, and local funds.

Once an applicant submits necessary documentation validating the entity meets the requirements regarding experience and capacity, the entity will be eligible to apply for City of Killeen CDBG or HOME program funds. It is important to note, that while most activities and projects may be very important to local interests, funding an entity lacking capital, capacity, or experience may place the applicant in a vulnerable position of strained sustainability or delays for the project making it difficult to achieve the goals and objectives detailed in the City's Consolidated Strategic Plan (CSP). **Therefore, funding considerations will be made to eligible applicants in the following order to achieve Killeen CSP Goals and Outcomes:**

- 1) **activity/project is eligible under federal regulation, statute and local governing ordinance and policy for HUD CDBG and HOME programs that will not result in a substantial amendment to the adopted Consolidated Strategic Plan;** and,
- 2) **activity/project is identified as a HIGH priority in the established CSP goals and outcomes;** and
- 3) **activity/project will benefit low- and moderate-income persons, low-moderate income housing, low-moderate income jobs, low-moderate income clients, low-moderate income areas, or aide in the prevention or elimination of defined slum or blighted conditions within the community.**

PREAPPLICATION FORMS INSTRUCTIONS

The instructions below are for the Forms required as part of the PREAPP for CDBG/HOME funds. A PREAPP missing any of the following forms will be considered as incomplete and will not be allowed to move forward in the annual AFF process.

Checklist of required Items and Forms. *Complete the checklist and submit with Forms and Items as indicated on Form.*

- FORM - Authorization and Consent to Release Information Form.** *Applicable to any applicant proposing an activity/project in the PREAPP phase and the AFF. The release of information is a statement signed by a duly authorized representative of the Applicant, whereby the applicant authorizes the City of Killeen to conduct an investigative examination, gather information, and take necessary action(s) in making relevant inquiries of verification in any such manner necessary in the justification of any item (document) submitted in the PREAPP attached.*

Instructions:

- 1. Enter the Program Year **PY2023/FY2024***
- 2. Enter the Name of the applicant Representative, Position, and Date*
- 3. Complete the e-Signature of the applicant Representative*

- FORM – 2023 PREAPPLICATION FORM** *Applicable to any applicant proposing an activity/project in the PREAPP phase for CDBG or HOME program funding. Complete the attached form and submit with required Items 1-20*

Instructions:

- 1. Enter the Applicant Name and insert a “✓” in the box if the applicant participated in a Project Feasibility Visit*
- 2. Enter the Applicant type: Non-Profit Entity; For Profit Entity; Developer; City Department*
- 3. Enter the fund Source Requested – CDBG or HOME*
- 4. Enter the Category of funding for the proposed activity/project*
- 5. Enter the amount of funds being requested under CDBG/HOME for the proposed project/activity*
- 6. Enter a “✓” in the box indicating if the proposed project is a New or Existing funded project. IF previously funded, enter the number of years the project has previously received funding.*
- 7. Enter the Program Name; Provide a complete but brief description of the program you are requesting.*
- 8. Enter the proposed use of funds – describing exactly what the CDBG/HOME funds will pay for; Describe all other funds that will be added to complete the project.*
- 9. Identify the beneficiary population benefitting from the activity/program/project.*
- 10. Enter the number expected to benefit from the activity/program/project.*
- 11. Enter the amount of other funds for project.*

- FORM – 2023 PREAPPLICATION Items Checklist** *Complete this form as instructed above and include with the PREAPPLICATION and applicable items listed. Applicable to any applicant proposing an activity/project in the PREAPP phase for CDBG or HOME program funding. Complete the attached form and submit with required Items 1-20*

PREAPPLICATION INSTRUCTIONS

The following list contains minimum documentation necessary when considering eligibility of an Applicant applying for City of Killeen Community Development HUD funds under the Community Development Block Grant (CDBG) or Home Investment Partnerships Act (HOME) program. Each Applicant is required to submit the most recent, valid source documents for each item listed below. Collectively, these items along with a description of the type of project the Applicant will propose in the AFF will be used in determining minimum Applicant eligibility, the activity/project category, and how the Applicant's activity/project aligns with the 5-year Consolidated Strategic Plan. The PREAPP will be accepted via electronic submittal only – paper documents will not be accepted.

Applicants must submit the following minimum documentation to be eligible to be considered to receive the AFF for CDBG/HOME programs.

For all items listed below, the Applicant is required to name/identify each as follows:

First Initials of Agency Name Item Number

EXAMPLE:

*Blue Bonnet Community Health Services-Item 01 would be BBCHS01;
Housing Veterans Across My Community, Inc.-Item 04 would be HVAMC104*

For the FORMS listed below, the Applicant is required to complete the forms and include them with the items in the Pre-application

• Item 01

Applicant Board Resolution for the Killeen Pre-application. The Applicant organization must approve submittal of: Documentation necessary to complete and submit for the Killeen PY2022-2023 Pre-Application (Killeen Pre-Application 2022-2023); and/or Submittal of a formal Application for Funding (AFF) proposal to the City of Killeen [*Grant Name, i.e., CDBG or HOME*] program the amount of [*dollar amount*] under the [*Specific Category*] to provide supplemental funding for the [*Name of the Applicant's program*] for [*describe use of funds – i.e., salary for....., operations to include.....; renovation costs for....., labor and materials for.... , etc.*]

- **Applicants are to use the RESOLUTION fillable document provided.**

The *RESOLUTION* must be accompanied by:

- *Board Meeting Agenda with the date, time, and address of the meeting*
- *The Pre-Application / AFF as an Item for Board Resolution – e.g., Killeen Pre-Application/AFF 2022-2023 (CDBG or HOME) funding request*

• Item 02

Texas Certificate of Formation /Articles of Incorporation of the Applicant Entity including an Amendments. *An official copy of the full Articles of Incorporation of the entity including any amendments, as filed in the State of Texas.*

• Item 03

Nonprofit Registration (submit only if entity is a nonprofit organization formed in a state other than Texas). *An official copy of the complete registration of the nonprofit organization filed with the Texas Secretary of State (SOS form 202).*

- **Item 04**

Corporate Bylaws containing an effective date. *A current set of the corporate bylaws of the entity containing an effective date as adopted by the governing board including most recent changes to the entity's governing bylaws.*

- **Item 05**

Internal Revenue Service (IRS) Designation as a 501(c)(3). *A designation provided to an organization after filing IRS Form 1023.*

- **Item 06**

Organizational Chart containing an effective date. *A Chart that visually conveys the company's internal structure, detailing the roles, responsibilities, and relationships between individuals within the company*

- **Item 07**

Federal Employer Identification Number (EIN) or Tax Identification Number (TIN). *The Federal Employer Identification Number (FEIN) or Federal Tax Identification Number is a unique nine-digit number assigned by the Internal Revenue service (IRS) to business entities operating in the United States for the purposed of identification. An organization will require a Federal EIN if: it has employees; is a corporation or partnership; withholds taxes on income or other wages, files tax returns for employment or other taxes; has a Keogh plan; or is a nonprofit organization. Consult the IRS or your tax attorney for more specific information.*

- **Item 08**

Annual Budget for the Current Fiscal Year as adopted by the governing Board. *An annual budget is a plan for an organization's expenditures for a fiscal cycle and involves the balancing of revenue/income to expenses. Balanced budgets have projected expenditures equal to projected revenues and include activities stated in terms of Classification Codes, functional/sub-functional categories, and cost accounts with the total value of resources required for annual performance of the organization. Capital budgets are included when the purchase of offices/workspaces and equipment are necessary to further future expansion of the organization. The Annual Budget will include all aspects of expenditures and revenue of the organization and be adopted by the governing body for the present fiscal cycle; the next fiscal year Annual Budget will be made up of projected expenses and revenues based upon estimates for a specific period or fiscal cycle. An organization adopts an annual budget when it can validate previously projected revenues with documents that include contracts, agreements, and other assurances that afford qualified expenditures.*

- **Item 09**

Financial Audit or Certified Financial Statement for most recent fiscal year end. *An audit is an official examination and inspection of an individual's or organization's accounts, typically by an independent body or Certified Public Accountant (CPA using generally accepted accounting principles (GAAP). A financial statement is the statement of formal records of the financial activities and position of a business, person, or entity and will contain, at minimum, the 1) balance sheet (or statement of financial position), 2) income statement, 3) cash flow statement, and 4) statement of changes in owner's equity or stockholders' equity.*

The audit/financial statements of an organization must be signed by two (2) directors and dated on or before the same day the report is signed and dated: directors must be a current director serving the organization's governing board.

- **Item 10**

IRS Form 990 for the most recent fiscal year end. *Most tax-exempt organizations are required to file an annual return. Acceptable forms of the annual return will generally depend on the financial activity of the organization. Normally, an organization with gross receipts \leq \$50,000 will file Form 990-N (the e-Postcard) but may choose to file a full return. Organizations with Gross receipts $<$ \$200,000, and Total assets $<$ \$500,000 may file the Form 990-EZ or the Form 990. Organizations with Gross receipts \geq \$200,000, or Total assets \geq \$500,000 will file the Form 990. Private foundations-regardless of financial status will file the 990-PF.*

Ref. <https://www.irs.gov/charities-non-profits/form-990-series-which-forms-do-exempt-organizations-file-filing-phase-in> page last Reviewed or Updated: 25 Jan-2022

- **Item 11**

Organizational and Program Policies. *The entity's organizational policies including conflict of interest, disclosure of private information in association with personnel, clientele, board members, volunteers, donors, political activities and patronage, lobbying, religious activities, contracts/subcontracts and selection process, etc. and, the entity's program policies associated with the proposed CDBG/HOME project type identified in the **2023 PREAPPLICATION Form** of proposed activity/project.*

- **Item 12**

Accounting and Procurement Policies *Additionally, applicant is to include a copy of policies associated with: financial reporting, financial audits, certified financial statement, management of theft/fraud, conformance with 2 CFR (Code of Federal Regulations) [2 CFR Part 200](#) as associated with receipt and expenditure of Federal funds, record retention, reserves, program income, direct/indirect costs, receipt and disbursement of funds, procurement and use of debarred or suspended business relations, use and reversion of assets, and as applicable - real property acquisition.*

- **Item 13**

DUNS Number; SAM.gov Registration; Required of all Applicants - *Registration with the Federal System for Award Management (www.SAM.gov) and a DUNS number from the Data Universal Numbering System (DUNS Number) (<https://fedgov.dnb.com/webform/displayHomePage.do>) or the Entity Unique Identifier (EUI number). The SAM.gov registration must be listed as "ACTIVE" and the applicant may not have any negative or derogatory listing associated with their SAM.gov registration. The DUNS number is associated with the applicant's annual IRS Tax filing. The EUI number replaces the DUNS number in SAM.gov effective April 2022.*

- **Item 14**

Personnel Policies. *Applicable to all applicants regarding payment of personnel costs under a CDBG/HOME funded activity/project. Policies must include at minimum: terms and conditions for employment positions, calculation of compensation and benefits (i.e., hourly/salary wages, health insurance, retirement fund, etc.), payment considerations for recognized holidays and personal time off (i.e., sick leave, vacation, and other similar types of leave), employment conflict of interest, nepotism, employee grievance policy, actions take associated with theft/fraud or other illegal activity, civil rights, discrimination, disability, equal employment opportunity, etc.*

- **Item 15**

Volunteer Policies. *Applicable for any entity utilizing volunteers in the delivery or production of a CDBG/HOME funded activity/program.*

- **Item 16**

Licenses/Certifications (*copy of licenses/certification for personnel/staff/management if requesting personnel funding for licensee*).

- **Item 17**

Certificates/ Proof of Insurance. *Proof of insurance for the applicant entity which includes: Nonprofit entities- Professional Liability for officers/directors- Errors and Omissions insurance, General Liability for the Killeen location(s) where CDBG/HOME services/programs will take place, automobiles, Workers Compensation for employees, and other types of insurance for the applicant.*

- **Item 18**

Proof of cash assets as required for support of a proposed project. *Eligible proof documents are: certified letter from a financial institution, certified Financial Statement from applicant’s auditor, governing board action with resolution for proposed project budget with funding source(s) identified and committed to the project.*

The proof document(s) must include the following elements:

- 2- *the Certifying Official’s/Officer’s Name, Account Name/Number, Amount, Financial Institution Name and Address; or*
- 3- *Professional Auditor’s Name, Business Name/Address, Amount, Source(s) if other than Agency funds; OR*
USE the RESOLUTION document provided

- **Item 19 Agreements of Collaboration; Memoranda of Understanding.** *Include only executed, signed document(s) whereas the document(s) are associated with the proposed activity/project where an AFF for CDBG/HOME program funding is expected to be submitted.*

- **Item PALLC**

Partnership Agreement (PA) or Limited Liability Corporation (LLC) documents as applicable. *Applicable only for HOME funded activities/projects.*

PLEASE Double check your document item names and reference numbers before ‘zipping’ the file and attaching it to the email for submitting.

SUBMITTING the ZIP (compressed) file or folder with the PreApplication Forms and Documents

To zip (compress) a file or folder

1. Locate the file or folder that you want to zip.
2. Press and hold (or right-click) the file or folder, select (or point to) **Send to**, and then select **Compressed (zipped) folder**.

A new zipped folder with the same name is created in the same location. To rename it, press and hold (or right-click) the folder, select **Rename**, and then type the new name.

Attach the zipped folder in an email with **2023 AFF – Entity/City Dept/Business Name** in the subject line and email to:

cdbg.homeapps@killeentexas.gov

DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR EMAIL AS IS MAY TAKE SEVERAL MINUTES FOR THE EMAIL TO ARRIVE IN THE CITY SERVER.