



Department of Economic Opportunity – Small Cities CDBG-CV Program  
Small Cities Pre-Application Template

To complete a pre-application, please register online at [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV) to receive an individualized pre-application link. Application guidance and tips, as well as templates needed to fill out the application, are available on the website. The maximum file size for any individual file upload is 100 MG. If you have difficulty completing any section of the pre-application or uploading any related pre-application documents, please contact us by email at [CDBG-CV@DEO.myflorida.com](mailto:CDBG-CV@DEO.myflorida.com).

**REMINDER: Small Cities pre-applications must be submitted no later than March 15, 2021, to receive DEO review and technical assistance.**

Part I – Applicant Information

Local Unit of Government Applicant:	
CEO Name:	Title:
Address:	
City, State, Zip Code:	
Telephone No: ( ) - Ext:	Fax Number: ( ) -
E-Mail Address:	

Grant Contact Name:	Title:
Telephone No: ( ) - Ext:	
E-Mail Address:	

Federal ID/Tax Number:	
DUNS Number:	
CAGE Code:	SAM Expiration Date:

Quick Tip: User Guides for Sam.gov registration or renewal can be found on the [Sam.gov User Guides](#) page.

Part II – Grant Request Information

Total Grant Request:

Project Type: Choose one (1) of the following:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Commercial Revitalization   | <input type="checkbox"/> Public Service | <input type="checkbox"/> Other, Specify |
| <input type="checkbox"/> Economic Development        | <input type="checkbox"/> Planning       |   |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Housing        |   |

### Part III - Citizen Participation

Two public hearings must be held at different stages of project development. One public hearing must be held prior to submission of the pre-application to collect information on the COVID-related housing and community development needs of the jurisdiction. The second public hearing must be conducted prior to the final application. Please provide dates for the following:

First Notice of First Public Hearing:

Date of First Public Hearing:

Recipients are required to take reasonable steps to ensure meaningful access to LEP persons. This "reasonableness" standard is intended to be flexible and fact dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a starting point, a recipient may conduct an individualized assessment that balances the following four factors:

- The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services);
- The frequency with which LEP persons come into contact with the program;
- The nature and importance of the program, activity, or service provided by the program; and
- The resources available and costs to the recipient.

Examples of applying the four-factor analysis to HUD-specific programs are located on the [HUD Limited English Proficiency \(LEP\) Frequently Asked Questions](#) webpage. Applicants can find a template for the [Four Factor Analysis](#) here.

Describe the outcomes of the 4-Factor Analysis for Limited English Proficiency:

Describe the methods used to solicit participation of low-and moderate-income persons:

Denote any adverse comments/complaints received and describe resolution:

If no comments were made by the residents during the public hearing, describe the efforts to obtain input from residents on the project:

Please upload the following require documentation:

- Copy of Advertisements of Public Hearing Notice
- Copy of Publishers' Affidavit
- Copy of Minutes of the Hearing
- Copy of Sign-in Sheet for the Hearing
- Copy of Four Factor Analysis

Please upload the following if applicable/available:

- Copy of response(s) to comments or complaints
- Copy of Language Access Plan

Quick Tip: Attendance sheets must be kept for all public hearings. For hearings held virtually, use the chat feature of the virtual platform and request attendees enter their name and entity. Print or download the chat log at the end of the hearing to document attendance. Phone-in callers should be asked to state their names and added to the attendance sheet.

## Part IV – Activity Description

Project/Program Title:

Project/Program Description: Describe the proposed project/program. Limit to 500 words.

Project/Program Need: Describe the need for the proposed project/program. Limit to 500 words.

Projected Timeline. Please provide projected dates/timeframes for completion of the following:

Second Public Hearing Date:

Months from Award to Execution of Activity Contracts:

Months from Activity Contracts to Activity Implementation:

Months from Activity Implementation to Completion:

Briefly explain the timeline provided above:

Quick Tip: Consider all activities to be completed including design, procurement, environmental review, etc. when developing timelines.

## Part V – Sub-recipient Information

Will the Activity be carried out by a Sub-recipient?  Yes  No

**If no**, skip to Part VI – Proposed Budget

Briefly explain all sub-recipient relationships necessary to carry out the activity.

Attach commitment letter(s) or applications, if available.

Sub-recipient Name:

CEO Name:

Address:

City, State, Zip Code:

Telephone No: ( ) - Ext: Fax Number: ( ) -

E-Mail Address:

Federal ID/Tax Number:

DUNS Number:

## Part VI – Proposed Budget

Proposed Summary Budget: Using the Project budget template, provide a proposed summary budget identifying the amount of CDBG, local funds and other funds related to the project - download a Proposed Budget Template at [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV): Please upload completed Project budget document here:

Provide a brief narrative explanation of the proposed budget.

## Part VII – Acquisition

Does the proposed project require the applicant to acquire real property?  Yes  No

**If yes**, please explain the status of site control (i.e., no site identified, option to purchase executed)

Quick Tip: Submission of the Pre-Application serves as intent to use federal funds and triggers the requirements of the URA. For projects that include real property acquisition, applicants are required to follow the guidelines in HUD Handbook 1378 - Tenant Assistance, Relocation and Real Property Acquisition. Purchase agreements are considered a Choice Limiting Action under environmental law and may not be executed until Release of Funds from DEO. More information on Acquisition can be found on the DEO Downloads for Recipients webpage under Acquisition and Relocation.

## Part VIII – National Objective

Select the CDBG National Objective the project/program is intended to meet. Choose one (1) of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Benefit to Low- to Moderate-Income Persons | <input type="checkbox"/> Area Benefit                                 |
| <input type="checkbox"/> Limited Clientele                          | <input type="checkbox"/> Jobs   |
| <input type="checkbox"/> Housing                                    | <input type="checkbox"/> Prevention or Elimination of Slums or Blight |
| <input type="checkbox"/> Area Basis                                 | <input type="checkbox"/> Spot Basis                                   |
| <input type="checkbox"/> Urgent Need                                |   |

Explain why the National Objective was selected and how this project meets the criteria of that Objective. For more information on meeting a National Objective visit the [Guide to Eligible Activities and National Objectives for State CDBG Program](#).

**If LMI Area Benefit was selected:**

How will the percentage of low- to moderate-income persons be established?

- Census Data       Income Survey

**If Census Data was selected:**

List the census tract number(s) that are proposed to be included in the project area:

List the census tract block group(s) that are included in each of the census tracts listed in the previous question:

**If Income Survey was selected:**

What is the date the Income Survey was started?

Will the Income Survey be completed prior to the Application deadline?

## Part IX - Applicant Capacity

Describe the applicants, and/or the subrecipients experience and qualifications for performing the proposed activity.

Identify the four (4) most recent projects similar to the one proposed that the grantee and/or sub-recipient has either completed or assisted in completing.

Attach a project narrative for each project or program listed (combined as a singled PDF).

Key Personnel: Using the Key Personnel Template which can be downloaded at [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV), identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project.

Key Personnel template.

Please upload resumes or narratives, as necessary. (Maximum number of uploads = 5. Combine PDF's as necessary).

Fiscal and Grants Management. Describe the applicant's fiscal management structure, financial controls, and process for managing grant funds, including the process and protocol for preparing and managing the quality and accuracy of reporting on grant outcomes and related grant expense requests prior to their submittal for reimbursement to grant funders.

Does the applicant intend to hire a grant consultant to administer the project?  Yes  No

If yes, please upload the RFP or list of qualifications that will be included in the RFP document for the grant consultant.

If no, using the Training Template which can be downloaded at [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV), list all trainings attended by municipal staff related to CDBG or federal grants management within the past year.

### Part X – CARES Act Justification

Tie to Coronavirus: Describe how this activity will prevent, respond to, or assist in the recovery from the coronavirus pandemic.

### Part XI - Environmental Review

Is the proposed activity Exempt or Categorically Excluded Not Subject To?  Yes  No

Explain briefly how the environmental review level was determined.

**If no**, has the environmental review process been initiated?  Yes  No

**If no**, does the applicant intend to hire an environmental consultant to administer the environmental review?   
Yes  No

Is any part of this project located in a floodplain?  Yes  No

Does the project intend to change land use, or expand the capacities of an existing facility?  Yes  No

## Part XII – Pre-Application Authorization

The CDBG-CV Small Cities Pre-application must be signed by an authorized representative of the Unit of Local Government Applicant. Complete and sign the signature form which can be downloaded at [www.FloridaJobs.org/CDBG-CV](http://www.FloridaJobs.org/CDBG-CV) and upload here to complete your pre-application.

Signed signature form:

End