Fiscal Year 2020 Pre-application for
Section 533 Housing Preservation Grants (HPG)

Instructions

Applicants are encouraged, but not required, to submit this pre-application form electronically by accessing the website: https://www.rd.usda.gov/programs-services/housing-preservation-grants . Click on the **APPLY TO** tab to access the "Fiscal Year 2020 Pre-application for Section 533 Housing Preservation Grants (HPG)." Please note that electronic submittals are not on a secured website. If you do not wish to submit the form electronically by clicking on the **Send Form** button, you may still fill out the form, print it and submit it with your application package to the State Office. You also have the option to save the form, and submit it on an electronic media to the State Office.

Supporting documentation required by this pre-application may be attached to the email generated when you click the **Send Form** button to submit the form. However if the attachments are too numerous or large in size, the email box will not be able to accept them. In that case, submit the supporting documentation for this pre-application to the State Office with your complete application package. Under item **IX. Documents Submitted**, indicate the supporting documents that you are submitting either with the pre-application or to the State Office.

I. Applicant Information   Total Score:

    a. **Applicant's Name:**

    b. **Applicant's Address:**

        Address, Line 1:

        Address, Line 2:

        City: **State:**   **Zip:**

    c. **Name of Applicant's Contact Person:**

    d. **Contact Person's Telephone Number:**

    e. **Contact Person's Email Address:**

    f. **Entity Type:**   State Government   Local Government
       (Check One)   Non-Profit Corporation   Federally Recognized Indian Tribes
                          Faith-based and Neighborhood Partnership
                          Community Organization   Other consortia of an eligible entity

II. Project Information

    a. **Project Name:**

    b. **Project Address:**

        Address, Line 1:

        Address, Line 2:

        City: **State:**   **Zip:**

    c. **Organization DUNS number:**

    d. **Grant Amount Requested:**

e. **This grant request is for one of the following types of assistance:**

> Homeowner assistance program
> Rental property assistance program
> Cooperative assistance program

f. **In response to e. above, answer one of the following:**

The Number of low- and very-low income persons that the grantee will assist in the Homeowner assistance program: **OR**

The number of Units for low- and very-low income persons in the Rental property or Cooperative assistance program:

g. **This proposal is for one of the following:**

> Housing Preservation Grant (HPG) program (no set-aside)
> Set-aside for Grant located in a Rural Economic Area Partnership (REAP) zone

III.   Low-income Assistance

Check the percentage of very low-income persons that this application proposes to assist in relation to the total population of the project:

> More than 80 percent (20 points)
> 61 percent to 80 percent (15 points)
> 41 percent to 60 percent (10 points)
> 20 percent to 40 percent (5 points)
> Less than 20 percent (0 points)
> **Points:**

IV.   Percent of HPG Fund Use

Check the percentage of HPG fund use (excluding administrative costs) in comparison to the total cost of unit preservation. This percentage reflects maximum repair or rehabilitation results with the least possible HPG funds due to leveraging, innovative financial assistance, owner's contribution or other specified approaches.

> 50 percent or less of HPG Funds (20 points)
> 51 percent to 65 percent of HPG Funds (15 points)
> 66 percent to 80 percent of HPG Funds (10 points)
> 81 percent to 95 percent of HPG Funds (5 points)
> 96 percent to 100 percent of HPG Funds (0 points)
> **Points:**

V. Administrative Capacity

The following three criteria demonstrate your administrative capacity to assist very low- and low-income persons to obtain adequate housing (30 points maximum).

a. Does this organization or a member of its staff have at least one or more years of experience successfully managing and operating a rehabilitation or weatherization type of program? (10 points) Yes   No   **Points:**

b. Does this organization or a member of its staff have at least one or more years of experience successfully managing and operating a program assisting very low- or low-income persons obtain housing assistance? (10 points) Yes   No   **Points:**

c. If this organization has administered grant programs, are there any outstanding or unresolved audit or investigative findings which might impair carrying out the proposal? (10 points for No)   No   Yes   **Points:**

If Yes, please explain:

VI. Area Served

Will this proposal be undertaken entirely in rural areas outside Metropolitan Statistical Areas, also known as MSAs, and identified by Rural Development as having populations below 10,000 or in remote parts of other rural areas (i.e., rural areas contained in MSAs with a population of less than 5,000) as defined in 7 CFR 1944.656? (10 points)

Yes   No   **Points:**

VII. Percent of HPG Funds for Administration

Check the percentage of HPG funds that will be used for Administration purposes:

More than 20 percent (Not eligible)
20 percent (0 points)
19 percent (1 point)
18 percent (2 points)
17 percent (3 points)
16 percent (4 points)
15 percent or less (5 points)
Points:

## VIII.	Alleviating Overcrowding

Does the proposed program contain a component for alleviating overcrowding as defined in 7 CFR 1944.656? (5 points):	Yes	No	**Points:**

## IX.	Documents Submitted

Check if the following documents are being submitted electronically with this pre-application or will be mailed to the State Office with your complete pre-application package.

NOTE: You are only required to submit supporting documents for programs in which you will be participating as indicated in this pre-application. Points will be assigned for the items that you checked based on a review of the supporting documents. **Please refer to the Notice of Solicitation of Applications (NOSA) for the complete list of documents that you are required to submit with your complete pre-application package.**

Reference	Item	Submitted with this Preapplication	Submitted to State Office
I.	Applicant Information		
II.	Project Information		
III.	Low Income Assistance		
IV.	Percent of HPG Fund Use		
V.	Administrative Capacity		
VI.	Area Served		
VII.	Percent of HPG Funds for Administration		
VIII.	Alleviating Overcrowding		

## X.	HPG 2020 Scoring

PLEASE NOTE: The scoring below is based on the responses that you have provided on this pre-application form and may not accord with the final score that the Agency assigns upon evaluating the supporting documentation that you submit. Your score may change from what you see here if the supporting documentation does not adequately support your answer or, if required documentation is missing.

	Scoring Items for HPG 2020	Points Earned
1.	Low Income Assistance (5, 10, 15, 20)	
2.	Percent of HPG Fund Use (5, 10, 15, 20)	
3.	Administrative Capacity (10, 20, 30)	
4.	Area Served (10)	
5.	Percent of HPG Funds for Administration (1, 2, 3, 4, 5)	
6.	Alleviating Overcrowding (5)	
	Total Score:	

IMPORTANT: Please read and follow these steps before submitting this form. Have all of your supporting documents ready for submission before you submit this form.

1. **Step 1:** Please **Save** the form with the Project name and State in the Filename, before you click the Send Form button. Pre-applications submitted with the default filename will not be accepted as it will default to a blank form with no data.
2. **Step 2:** Once your supporting documents are ready for submission, click *Send Form* to open up an email window with the pre-application attached as an .fdf data file. You must submit this file in order for your pre-application to be processed. Please **add** the .pdf file that you saved in Step 1. Attach all supporting documents as well. Enter the **Project Name** and **State** in the Subject line of the email and then send the email with all of your attachments.
3. **Step 3:** You may print the form for your records.

Please Note

By submitting this electronic pre-application file and its supporting documents you have completed one step of the application process.

You **must** also complete the electronic application at: http://www.grants.gov