

**SUMMARY HIGHLIGHTS  
HPG PREAPPLICATION CHECKLIST**

Name of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Amount of Request: \_\_\_\_\_

Complies with RD Instruction 1944.679(a) \_\_\_\_\_

Type of Entity:      Nonprofit                    Public Body  
                           Indian Tribe                Other

Type of Grant Request:    Home Ownership      Rental Property  
                                   Cooperative

Area Projected to Serve: \_\_\_\_\_ County(s): \_\_\_\_\_

Number of HPG Units Proposed to be Assisted: \_\_\_\_\_

Percent of Very-Low Income Households to be Assisted: \_\_\_\_\_

Type of Assistance:    Loans                Interest Credit Reduction  
                               Grants              Other

Rehabilitation Provided by:    Applicant            Contractor    Other

Sources and Amounts of Leverage Funds: \_\_\_\_\_

General Comments: \_\_\_\_\_

\_\_\_\_\_

Numerical Rating: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

**HOUSING PRESERVATION GRANT PROGRAM**  
(Section 533)

I. Preapplication Processing Checklist

Yes    No

Part A

- |  |     |     |
|--|-----|-----|
| 1. SF Form 424.1 "Application for Federal Assistance." (Original and 2 copies) | [ ] | [ ] |
|--|-----|-----|

Part B

The following information will be used to determine the applicant's eligibility and to evaluate the preapplication under the project selection criteria of 1944.676 and 1944.679. All information must be provided by the applicant in detail.

- |  |     |     |
|--|-----|-----|
| 1. Statement of Activities   |     |     |
| a. Discussion of the type of and conditions for financial assistance. Include whether the request for assistance is for a homeowner, rental property or Co-op assistance program.  | [ ] | [ ] |
| b. Explain the process for:  |     |     |
| 1. Selecting recipients for assistance.  | [ ] | [ ] |
| 2. Determining preservation needs of the dwelling.   | [ ] | [ ] |
| 3. Performing the necessary work.  | [ ] | [ ] |
| 4. Monitoring/Inspection of work performed.  | [ ] | [ ] |
| c. A description of the process for identifying potential environmental impacts in accordance with 1944.672 and the provisions for compliance with Stipulation I, A-G of the PMOA in accordance with 1944.673 (b). With the exception of Stipulation I, D of the PMOA, this may be accomplished by adoption of Exhibit F-2 or another process supplying similar information acceptable to RHS. | [ ] | [ ] |
| d. The development standard(s) the applicant will use for the housing preservation work; and, if not the RHS development standards for existing dwellings, the evidence of its acceptance by the jurisdiction where the grant will be implemented.   | [ ] | [ ] |
| e. The time schedule for completing the program.   | [ ] | [ ] |
| f. The staffing required completing the program.   | [ ] | [ ] |

	Yes	No
g. The estimated number of very low and low income minority and non minority persons the grantee will assist with HPG funds; and, if a rental property or co-op assistance program, the number of units and the term of restrictive covenants on their use for very low and low income.	[ ]	[ ]
h. The geographical area(s) to be served by the HPG program.	[ ]	[ ]
i. The annual estimated budget for the program period based on the financial needs to accomplish the objectives outlined in the proposal. The budget should include:		
1. Proposed direct and indirect administrative costs.	[ ]	[ ]
2. Proposed schedule with amounts of draws from the grant funds for program activities.	[ ]	[ ]
j. When the applicant has another source of federal funding in addition to the RHS HPG program, include a copy of an indirect cost proposal as required in 7 CFR Parts 3015 and 3016.	[ ]	[ ]
k. A brief description of the accounting system to be used.	[ ]	[ ]
l. The applicants method of evaluation to be used to determine the effectiveness of its program which includes the requirements for quarterly reports to RHS (1944.683 (b)) and if applicable, the monitoring plan for rental properties and Co-ops (1944.689).	[ ]	[ ]
m. The source and estimated amount of other financial resources to be obtained and used by the applicant for both HPG activities and housing development and/or supporting activities.	[ ]	[ ]
n. The use of program income, if any, and the tracking system used for monitoring same.	[ ]	[ ]
o. The applicant's plan for disposition of any security instruments held by them as a result of its HPG activities in the event of its loss or legal status.	[ ]	[ ]
p. Any other information necessary to explain the proposed HPG program.	[ ]	[ ]

	Yes	No
q. The outreach efforts outlined in 1944.671 (b).	[ ]	[ ]
2. Complete information about the applicant's experience and capacity to carry out the objectives of the proposed HPG program.	[ ]	[ ]
3. Evidence of the applicant's legal existence including:		
a. In the case of a private nonprofit organization, a copy of or accurate reference to the specific provisions of State Law under which the applicant is organized.	[ ]	[ ]
b. A certified copy of the applicant's Article of Incorporation and Bylaws or other evidence of corporate existence.	[ ]	[ ]
c. Certificate of Incorporation for other than public bodies.	[ ]	[ ]
d. Evidence of good standing from the State when the Corporation has been in existence 1 year or more.	[ ]	[ ]
e. Names and addresses of the applicant's members, directors and officers.	[ ]	[ ]
f. If other organizations are members of the applicant organization, or the applicant is a consortium, preapplications should be accompanied by the names, addresses, and principal purpose of the other organizations.	[ ]	[ ]
g. If the applicant is a consortium, provide documentation showing compliance with 1944.656.	[ ]	[ ]
4. For a private nonprofit entity or an organization being assisted by another private non profit organization provide.	[ ]	[ ]
a. The most recent audited statement and a current financial statement dated and signed by an authorized officer of the entity.	[ ]	[ ]
b. Information on the repayment schedule and status of any debt(s) owed by the applicant.	[ ]	[ ]

- |  | Yes | No  |
|--|-----|-----|
| 5. Statement which includes information about:   |     |     |
| a. Area to be served.  | [ ] | [ ] |
| b. Need for improved housing including both percentage and actual number of both low income and low income minority households and substandard housing.        | [ ] | [ ] |
| c. Need for the type of housing preservation assistance being proposed.  | [ ] | [ ] |
| d. Anticipated use of HPG resources for historic properties.   | [ ] | [ ] |
| e. Method of evaluation to be used by the applicant in determining the effectiveness of its efforts.   | [ ] | [ ] |
| 6. A statement containing the component for alleviating overcrowding as defined by 1944.656.   | [ ] | [ ] |
| 7. Applicant is to provide:  | [ ] | [ ] |
| a. A list of other activities the applicant is engaged in and expects to continue.   | [ ] | [ ] |
| b. A statement as to any other funding.  | [ ] | [ ] |
| c. A statement whether it will have sufficient funds to assure continued operation of the other activities for at least the period of the HPG grant agreement. | [ ] | [ ] |
| 8. Any other information necessary that specifically addresses the selection criteria in 1944.679.   | [ ] | [ ] |

Part C

The applicant must submit an original and one copy of Form RD 1940-20 prepared in accordance with Exhibit F-1. [ ] [ ]

Part D

The applicant must submit a description of its process for:

- |  |     |     |
|--|-----|-----|
| 1. Identifying and rehabilitating properties that are listed on or eligible for listing on the National Register of Historic Places. | [ ] | [ ] |
| 2. Identifying properties that are located in a floodplain or wetland.   | [ ] | [ ] |

- |   | Yes | No  |
|---|-----|-----|
| 3. Identifying properties located within the Coastal Barrier Resources System.  | [ ] | [ ] |
| Paragraphs (d) (1), (2), and (3) may be accomplished by adoption of Exhibit F-2 or another process supplying similar information acceptable to RHS.   | [ ] | [ ] |
| 4. Coordinating with other public and private organizations and programs that provide assistance in the rehabilitation of historic properties. (Stipulation I, A-G, of the PMOA, RD Instruction 2000-FF.) | [ ] | [ ] |

Part E

The applicant must submit evidence of SHPO concurrence in the proposal, or in the event of nonoccurrence, a copy of SHPO's comments together with evidence that the applicant has sought the Advisory Council on Historic Preservation's advice as to how the disagreement might be resolved, and a copy of any advice provided by the Council.

[ ] [ ]

Part F

The applicant must submit written statements and related correspondence reflecting compliance with 1944.674 (a) and (c) regarding consultation with local government leaders in the preparation of its program and the consultation with local and state government pursuant to the provisions of Executive Order 12372.

[ ] [ ]

Part G

The applicant is to make its statement of activities available to the public for comment prior to submission to RHS pursuant to 1944.674 (b). The application must contain a description of how the comments (if any were received) were addressed.

[ ] [ ]

Part H

- The applicant must submit an original and one copy of each of the following in accordance with 1944.679 (c).
- |  |     |     |
|--|-----|-----|
| 1. Form RD 400-1, "Equal Opportunity Agreement." | [ ] | [ ] |
| 2. Form RD 400-4, "Assurance Agreement."         | [ ] | [ ] |

II. Preapplication Submission Deadline

Preapplication must be received by the date specified as published in the Federal Register. If not, the preapplication will not be considered and returned to the applicant.

[ ] [ ]

Yes    No

III. Preapplication Review

The Rural Development Manager will review the preapplication materials submitted by the applicant and provide a written narrative addressing at a minimum, the following items:

- |  |            |
|--|------------|
| 1. Whether the area to be covered by the project is a “rural area” as defined in 1944.10 of Subpart A.   | [ ]    [ ] |
| 2. The need for the proposed activity and its relationship to RHS housing activities anticipated in the area to be served.   | [ ]    [ ] |
| 3. A statement that the applicant was made aware of the Drug-free Workplace Act of 1988 requirements (1944.654 (b)), the debarment requirements (1944.654) including a review of the debarment list by RHS, and the accountability requirements described in Subpart S of Part 1940. | [ ]    [ ] |
| 4. That all of the requirements of 1944.658 are or will be met.  | [ ]    [ ] |
| 5. The extent of citizen involvement in the development of the preapplication, particularly the involvement of minority and/or low income groups.  | [ ]    [ ] |
| 6. A general statement that the applicant is (or is not) eligible and the application is (or is not) feasible, and the amount of funds recommended for approval.   | [ ]    [ ] |
| 7. Any other comments deemed necessary or applicable.  | [ ]    [ ] |

IV. Project Selection Criteria

RD Instruction 1944 N, Exhibit D will be used by the Rural Development Manager to determine project selection criteria outline rating.

- |  |            |
|--|------------|
| 1. Applicant meets all of the threshold criteria. If all criteria is not met, the preapplication is rejected and the applicant is notified.  | [ ]    [ ] |
| 2. Applicants meeting the threshold criteria will be evaluated based solely on the information contained in the preapplication and will be numerically rated using the weighted criteria contained in Exhibit D. | [ ]    [ ] |

Yes No

V. State Office Ranking

1. Upon completion of the rating (Exhibit D), the preapplication, all supporting material, together with the reviewer's written comments, and recommendations will be forwarded to the State Director within 15 calendar days from the final date for receipt of completed preapplications.

[ ] [ ]