



**Application for
FY 2024 Notice of Funding Opportunity (NOFO)**

U.S. Department of Housing & Urban Development (HUD)
Community Development Block Grant (CDBG)
HOME Investment Partnerships Program (HOME)

Issue Date: November 15, 2023
Deadline: 4:30 p.m. on December 6, 2023

Please submit applications to: <https://fileshare.fargond.gov/index.php/s/qH6MJrx6JJAawC6>

Contents

I. Overview	3
II. Funding Opportunity Description	3
A. Program Description & Purpose	3
B. Award Information	4
C. Eligibility Information	5
D. Project Information	7
III. Application	7
A. Application and Submission Information	8
B. Review Criteria & Selection Process	10
C. Award Administration Information	11
D. City of Fargo Contact Information	12
IV. Schedule	13
Exhibit A – Cover Form	14
Exhibit B – Proposal Score Sheet	15
a. MINIMUM SUBMISSION REQUIREMENTS: ____ / 7	15
b. FUNDING INFORMATION: ____ / 25	16
c. PROJECT/PROGRAM OVERVIEW: ____ / 40	17
d. ORGANIZATION CAPACITY AND HISTORY: ____ / 25	18
e. CITY STAFF CAPACITY AND CONSIDERATIONS: ____ / 20	19

Program:

U.S. Department of Housing & Urban Development (HUD)

- Community Development Block Grant (CDBG) | Assistance Listing 14.218
- HOME Investment Partnerships Program (HOME) | Assistance Listing 14.239

Funding Opportunity Title: “2024 HUD Grants NOFO”

Due Date for Proposals: Wednesday, December 6, 2023 by 4:30 p.m.

I. Overview

The City of Fargo receives annual allocations for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) from the U.S. Department of Housing and Urban Development (HUD). Funding for this 2024 Notice of Funding Opportunity (NOFO) is expressly contingent upon available funding from HUD. The City issues this Notice of Funding Opportunity (NOFO) to seek competitive proposals from qualified organizations to apply for eligible CDBG and HOME activities as described within this NOFO.

For further information or questions regarding the specific requirements of this NOFO, please contact Planning@FargoND.gov or call 701.241.1474.

II. Funding Opportunity Description

A. Program Description & Purpose

The City’s 2024 Community Development & Housing Action Plan allocates the City’s annual CDBG and HOME funds administered through the U.S. Department of Housing and Urban Development (HUD).

The Community Development Block Grant program is authorized under Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended. Per 42 USC 5301 et seq., these annual grants are intended for the development of viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons (80% AMI or below). All activities undertaken with CDBG funds must meet a national objective and be eligible as defined in 24 CFR 570.

The HOME Investment Partnerships Program is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, Public Law 101-625. The program allocates funds to support partnerships for the purpose of expanding the supply of decent, safe, sanitary, and affordable housing for very low- and low-income families (80% AMI or below).

Plan goals established in the City of Fargo’s 2020-2024 Consolidated Plan focus on affordable housing, ending and preventing homelessness, neighborhood improvements, and poverty reduction. As the final year of the 2020-2024 Consolidated Plan, the City is specifically soliciting proposals during this NOFO period for projects that meet the goals of affordable housing, fair housing, ending & preventing homelessness, and neighborhood improvements.

The primary purpose of these funds is to benefit low- to moderate-income individuals, households, and neighborhoods/areas.

B. Award Information

Who Can Apply

Non-profit organizations, public agencies, and faith-based organizations. See *Section C. Eligibility Information* for more details.

Available Funds

The City of Fargo estimates a combined CDBG & HOME award of \$1,534,695 for the 2024 Program Year (May 1, 2024 - April 30, 2025), \$1,174,695 of which will be made available through this NOFO. HOME funds are used to fund housing development activities, and are awarded in the form of grants or loans for acquisition and development of affordable housing for low- to moderate-income households. CDBG funds are awarded in the form of grants to carry out Community Development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services. Procurement contracts may be awarded.

The total amount of funds actually awarded through this NOFO will depend on proposals received, City of Fargo staff capacity, City of Fargo programs funded by HUD, corresponding staff, and other grant administration costs (e.g., Gladys Ray Shelter & Downtown Engagement Center). The City is leaving 2% of the allocation unobligated. These funds will be used for amendments during the program year on projects that may arise with unexpected circumstances, such as ASTM Phase I environmental reviews, increases in material costs from the time of pre-application to actual bidding, etc. A portion of the funds will be allocated to planning and administrative activities. Any unobligated and de-obligated funds as of April 30, 2025 will be recaptured and made available through the 2025 program year NOFO.

Minimum/Maximum Award Information

NOFO AWARD INFORMATION	CDBG	HOME
Estimated Available:	\$540,957 +/-	\$633,738 +/-
Minimum Award Amount:	\$150,000	\$150,000
Maximum Award Amount:	\$540,957 +/-	\$633,738 +/-

Number of Awards

The City of Fargo may make as few as 1 award or up to 3 awards through this NOFO. The City of Fargo reserves the right to make no awards under this notice based on current program operations and/or insufficient response to this NOFO.

Period of Performance

Estimated Project Start Date is June 1, 2024 (actual start date depends on when funds are available from HUD); Estimated Project End Date is June 2025, unless otherwise approved. Period of Performance will be project dependent as some projects are multi-year phased.

Conditions of Awards

All awards are contingent upon the execution of a written agreement between the City of Fargo and the organization receiving funds. No funding is guaranteed until the organization and City of Fargo have entered into a contract. Awards are also contingent upon receipt of the following documents, as applicable:

- System for Award Management (SAM) registration
- Proof of nonprofit/tax-exempt status
- ND Certificate of Good Standing: <https://firststop.sos.nd.gov/search/business>
- Organizational chart
- Organizational by-laws
- ADA Reasonable Accommodation policy
- Non-discrimination policy
- Affirmative Action plan

Reimbursement Grants

CDBG and HOME are reimbursement grant programs; applicants must have the financial capacity to carry out the proposed project. Awardees must provide documentation of paid expenses prior to reimbursement.

C. Eligibility Information

Applicant Eligibility

Eligible Applicants – Established public or private non-profit organizations, institutions of higher learning, or faith-based entities (IRS tax-exempt status). Funds cannot be used to support worship or religious instruction.

Proposal Eligibility

Eligible Activities – All activities must serve low- to moderate-income households, individuals, or neighborhoods and address one or more of the following needs:

CDBG		HOME
Public Facility Improvements	24 CFR 570.201(c)	Housing Development 24 CFR 92
Neighborhood Improvements	24 CFR 570.201(c)	Multi-family Rental Housing
Fair Housing	24 CFR 570.206(c)	Single-family Homeowner Housing

Ineligible Activities (not an all-inclusive list)

- Any activities that do not assist a qualifying population.
- Equipment, fixtures, motor vehicles, furnishings.
- Personal property that is not an integral structural fixture.
- General government activities.
- Political or religious activities.
- Income payments, stipends, fundraising, scholarships.
- Operating / maintenance costs not related with a public service.

Other Eligibility Criteria

Statutory and Regulatory Requirements Affecting Eligibility (limited listing):

- Sufficiency of Financial Management System
- Debarments and/or Suspensions
- Active Prime and Subrecipient registration with SAM.gov

Noncompliance, Unresolved Issues, Substantial Findings:

Any applicant with substantial noncompliance, unresolved issues, or who have had substantial findings related to other federal funds awarded from City of Fargo within the last 4 years, are not eligible to apply.

Number of Applications:

There is no limit to the number of applications that an agency may submit, but each project should be submitted as its own application.

Application Timing:

Late applications will not be accepted outside of the open application period.

Cost Sharing and Match Requirements

2 CFR 200.306 – Cost sharing, matching, or leveraging requirements apply as described below.

1. Cost Sharing / Matching
 - a. Cost Sharing / Matching is not required under this NOFO for CDBG or HOME
2. Leveraging
 - a. Applicants are encouraged to leverage other federal and non-federal sources.
 - b. Provide evidence that leveraging resources were received and used for their intended purposes.

D. Project Information

Solicited Project Types

Proposals must be for one of the following project types.

Eligible Project Types for 2024 NOFO			
PROJECT TYPE	DESCRIPTION	EXAMPLES	ELIGIBLE COSTS
Affordable Housing Development*	Development of affordable homeownership, multi-family rental, and/or rehabilitation of public housing units that serves low- to moderate-income households. (Preference given to projects serving families with children and those targeting 30% AMI or less.)	<ul style="list-style-type: none"> • Single-family or lower density (≤ 4 dwelling units) homeownership projects • Multi-family (≥ 5 dwelling units) rental projects • Rehabilitation of public housing units through Rental Assistance Demonstration (RAD) conversions 	<ul style="list-style-type: none"> • Acquisition • Construction assistance (HOME Program only) • Blight removal & Site preparations (excluding special assessments costs)
Neighborhood Improvements	<p>Improvements to public facilities and spaces serving neighborhoods with 51% or more low-income households.</p> <p>These neighborhoods may include:</p> <ul style="list-style-type: none"> • Brunsdale • Downtown • Hawthorne • Horace Mann • Northport • Roosevelt • Jefferson/Carl Ben • Madison/Unicorn Park • West Gate • West Acres • Willow Park • Village West • Trollwood 	<ul style="list-style-type: none"> • Playgrounds • Parks or open green space • Splash pads or swimming pools • Skate parks • Sledding hills • Bike paths • Hockey rinks • Basketball courts • Recreational/neighborhood centers • Community gardens • Non-residential historic restoration • Tornado shelters for mobile home parks 	<ul style="list-style-type: none"> • Acquisition • New construction • Rehabilitation of existing facilities and/or spaces • Demolition – must document site control
Non-Homeless, Non-Housing Capital Improvements*	<p>Improvements to public facilities and spaces serving populations with low income and who may be considered vulnerable (e.g., elderly, disabled, victims of violence and trafficking, people living with substance use disorders and/or mental illnesses, and/or HIV/AIDS, etc.).</p> <p>Projects awarded under this category must also keep the facility open to the public during normal working hours if the facility is owned by a non-profit.</p>	<ul style="list-style-type: none"> • Abuse and crisis centers • Mental health facilities • Independent living centers • Accessibility improvements • Supportive service and resource centers • Senior centers • Food banks • Etc. 	<ul style="list-style-type: none"> • Acquisition • New construction • Rehabilitation of existing facilities and/or spaces • Demolition

*Applicants awarded under this category must be able to collect data on race and ethnicity of all beneficiaries of the project. Income documentation may also be required to be collected and verified by third parties (i.e., employers, income statements for benefits, retirement accounts, bank, etc.).

III. Application

A. Application and Submission Information

Instructions

1. Submit proposal (as a single PDF) no later than 4:30 p.m. on December 6, 2023, at <https://fileshare.fargond.gov/index.php/s/qH6MJrx6JJAawC6>
2. PDF file title must include your organization's name (e.g., "Non-Profit Name 2024 NOFO Proposal")
3. Applicants without internet access may submit their proposal to City of Fargo Planning and Development Dept., 225 4th Street North, Fargo, ND 58102.
4. Incomplete proposals will not be accepted

Content & Format of Proposals

1. NOFO Cover Form (see Exhibit A)
2. Cover Letter (1 page) (Must Include):
 - a. Organization's basic information
 - b. Brief summary of proposed project including the need being addressed
 - c. Amount requested
 - d. Project location
 - e. Project lead & sub-consultants involved in project if applicable, and contact information
3. Project Summary (1 page) (Must Include):
 - a. Full project description
 - b. Beneficiary information
 - i. How many people/households will the project or program serve?
 - ii. Who will be served? (e.g., homeless, elderly, disabled)
 - iii. Will project or program serve primarily Fargo residents? (51% or more)
 - c. How beneficiary data will be collected and recorded. (e.g., application process).
4. Project/Program/Development Budget:
 - a. Provide a detailed agency operations budget.
 - b. Provide total budget for the proposed project with the amount to be requested included.
 - i. Indicate any funding already secured with amounts and sources.
 - ii. Include pending funding sources.
5. Project Timeline: Include start/finish dates and milestones.
6. Project/Program Experience:
 - a. Provide details about your experience with CDBG or HOME funds and similar projects (i.e., grant amount, projects, dates, etc.).
 - b. Provide information on any collaboration with organizations who provide similar services in the area, if applicable.
 - i. What gap in available services is your program or project filling in the area?
7. Project Team: Indicate lead manager and any consultants that will be used.
8. References: Only required if either of the following conditions exist:
 - a. Your organization has never received HUD (HOME or CDBG) funds from the City of Fargo.
 - b. Your organization has received HUD (HOME or CDBG) funds from the City of Fargo in the past, but this is a new project type for which you are seeking City of Fargo funds.

- i. If either of these conditions exist, please include references for 3 most recent (within past 5 years) similar projects; include contact information. If proposal is program based, provide 3 references from funders.

System for Award Management (SAM) Registration and Unique Entity Identifier (UEI) Number

1. SAM Registration Requirement: Applicants must have active registration status in SAM before submitting their proposal <https://www.sam.gov/> (registration is free).
 - a. Applicants must provide proof of registration status with application.
 - b. Applicants must maintain an active SAM registration with current information at all times during which the organization has an active award or application under consideration.
2. UEI Requirement: Applicants must provide a valid UEI, registered and active at <https://sam.gov/content/entity-registration>.
3. City of Fargo may not make an award to an applicant until the applicant has complied with all applicable SAM and UEI requirements; if an applicant has not fully complied with SAM and UEI requirements by the time the City is ready to make an award, the City may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Submission Dates and Times

Proposals are due by 4:30 p.m. on Wednesday, December 6, 2023

Funding Restrictions

The City of Fargo is not accepting indirect cost plans as part of the grant application process or award. Pre-award costs are ineligible for reimbursement.

Other Submission Requirements

Applicants with internet access must submit their application electronically to:
<https://fileshare.fargond.gov/index.php/s/qH6MJrx6JJAawC6>

Attachments

For your application to be considered complete, please attach the following items as applicable or available:

1. System for Award Management (SAM) registration
2. Unique Entity Identifier (UEI)
3. Proof of nonprofit/tax-exempt status (IRS determination letter)
4. ND State Certificate of Good Standing
5. Financial Audit or Certification of Compliance with Financial Standards at 2 CFR 200
6. Award/Commitment Letters from other Funding Sources
7. Non-discrimination policy
8. Proof of Site Control
9. Organizational chart
10. Affirmative Action plan
11. ADA Reasonable Accommodation policy

B. Review Criteria & Selection Process

Criteria

The program areas of review include, but are not limited to the following: low- to moderate-income benefit, project plans, project readiness, project outcomes, cost reasonableness, organizational capacity, financial capacity, experience, community impact, and alignment with the City's guiding plans and principles.

Threshold Requirements

Each application will be reviewed for eligibility to be scored. In order to be considered eligible for scoring, an application must be fully executed, complete, and include the threshold requirements described below. Any applications that do not meet all of the following criteria will not be accepted or scored for eligibility.

- Activity must meet a National Objective (see 24 CFR 570.200(a)(2) and 24 CFR 570.208)
- Activity must primarily serve Fargo residents
- Activity type must be sought this funding round (see Solicited Project Types on page 7)
- Organization must be eligible to apply for federal funds (see Applicant Eligibility on page 5)
- Proposed project meets a goal in the [2020-2024 Consolidated Plan](#)

Review and Selection Process

Applicants should consider and address the following questions when preparing their application:

1. Need for the project or activity: Has the applicant sufficiently documented the need for the project?
2. Realistic development, maintenance, and operating budgets: Has the applicant shown that the project can be developed and resulting operations can be sustained in future years?
3. Applicant experience and capacity: Does the applicant have sufficient successful experience (or have access to such expertise) to efficiently and effectively follow through on the project and all requirements associated with CDBG and/or HOME?
4. Benefit to low- and moderate-income persons or communities: How does the project benefit low- and moderate-income residents of the City of Fargo? Note: The project must be able to clearly document persons served by the project and the justification of income determination or census tracts for which the services are being provided. At least 51 percent of the persons in the service area must be low- to moderate-income, based on the average median income for the area served by the activity.
5. Timeline accuracy: What is the project schedule? When will the project be ready to commence? Is the proposed timeline feasible and realistic?
6. Project Objectives: How does the project conform to Consolidated Plan goals (see page 3)?

In addition, in accordance with [2 CFR 200.332\(a\)\(2\)](#) of the Uniform Grant Guidance, applicants will be evaluated based on the following risk factors:

1. Prior experience with HUD funds or other federal awards;
2. Results of previous single audits;
3. New personnel or new or substantially changed systems; and
4. Extent and results of federal monitoring in previous years.

Before an application is awarded, an applicant may be invited to a meeting with City of Fargo staff to discuss the proposed project, to review compliance required under applicable federal regulations and to determine the eligibility of proposed costs.

Project selection will be based on Scoring Sheet results (Exhibit B) and availability of funds.

Performance outcomes of current and prior contracts with City of Fargo will also be considered in the overall rating of proposals.

Applications missing any Threshold Requirement after the application deadline will be deemed incomplete.

Funding Decisions

Funding is limited. Applications selected for funding may receive less than the requested amount, depending on the number of applications received and the available funding. Funding is not guaranteed to any agency or project.

City of Fargo reserves the right to postpone or cancel this NOFO if it deems it to be in City's best interest. City of Fargo reserves the right to waive any technical or formal errors or omissions, and to reject any and all proposals, or to award contracts, either in part or in whole, if deemed to be in the best interests of City of Fargo.

Successful applicants shall be in complete compliance with all specifications, terms, and conditions of the proposal. City of Fargo shall have the right to inspect the facilities and equipment of the successful applicant to ensure such compliance. City of Fargo shall not be liable for any costs incurred in the preparation of proposals or for any work performed in connection therein.

Application reviews and awards are contingent upon applicants being current to the city on any loan, contract, or tax obligation as due, or with any rule, regulation, or provision on existing or past city contracts.

C. Award Administration Information

Award Notices

All applicants will be notified of funding decisions by email. Successful applicants can expect to work with City staff on the development of a final project scope and budget approval. All awards are contingent upon the execution of a written agreement between the City of Fargo and the organization receiving funds. This agreement details the scope and budget of the activity, as well as applicable terms and conditions.

Administrative and Policy Requirements:

CDBG and HOME funds are subject to numerous local and federal requirements.

All projects or services funded by CDBG or HOME grants must be provided to all persons without regard to race, color, religion, sex, disability, familial status, national origin, age, marital status, veteran status, sexual orientation, gender identity, public assistance, domestic violence, lawful activity, or condition protected by applicable federal and state laws.

Consult the following limited listing of resources for information regarding program eligibility, requirements, and regulation. (Links provided within table listing below.)

City of Fargo
City of Fargo Plans and Studies
City of Fargo 2020-2024 Consolidated Plan
City of Fargo Comprehensive Plan: GO2030
Community Development Block Grant
24 CFR Part 570 – Community Development Block Grant
HUD CDBG Portal
Basically CDBG for Entitlement Grants
Playing by the Rules – A Handbook for CDBG Subrecipients on Administrative Systems
CDBG Income Limits
HOME Investment Partnerships Program
24 CFR Part 92 – HOME Investment Partnerships Program
HUD HOME Portal
HOME Income Limits
Administrative Resources
2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements
System for Award Management (SAM) -- FREE Service
Davis-Bacon and Labor Standards
Section 3
Section 504 of the Rehabilitation Act of 1973
Fair Housing Rights and Obligations
Build America Buy America (BABA -- American steel and iron products and materials)

Reporting

Awarded organizations will be expected to report on programmatic outcomes. These progress reports may be submitted monthly, quarterly, yearly, or upon request by the City as outlined within the written agreement. Expense data must be submitted monthly for reimbursement of costs. All reports are to be submitted electronically.

D. City of Fargo Contact Information

For any questions about the application, project eligibility, and/or technical assistance, please contact Planning@FargoND.gov.

IV. Schedule

Schedule below is contingent on timing of HUD allocations and availability of funds. Dates beyond December 31, 2023 are estimated.

DATE	ITEM
November 15, 2023	Public notice and news release of NOFO & Virtual Public Input Meeting
November 30	Virtual Public Input Meeting November 30, 2023, 12:00 – 1:00 PM (Central) Meeting Link: https://meet.goto.com/791989845 Dial-In Phone Option: 1 (571) 317-3112 – Access Code: 791-989-845 Comments and suggestions also encouraged through email and telephone.
December 6	Electronic proposals due by 4:30 p.m.
December 11 – 15	Proposal scoring/review
December 22 - 29	Highest scoring proposals identified, organizations notified via email address provided
February 8 – March 8, 2024	30 day public comment period for 2024 HUD Action Plan (includes any selected proposals and award amounts)
February 20	Public hearing at City Commission meeting
March 4	Final consideration at City Commission (on consent)
March 5	Submit to HUD
April 19	45-day review by HUD ends
April 30	Plan approval
May	HUD funds awarded to City of Fargo
June	Start on 2024 program year projects

Exhibit A – Cover Form



COVER FORM

2024 Notice of Funding Opportunity (NOFO)

Instructions: This form must be the first page of your proposal and filled in completely for your proposal to be accepted. Do not leave anything blank. If you have questions, please call the Planning & Development Department at 701.241.1474 or email planning@fargond.gov.

Organization	
Project Title	
Primary Contact Person	
- Phone	()
- Email	
UEI (Unique Entity Identifier Number)	
Requested CDBG Amount	\$
Requested HOME Amount	\$
Requested Combined Amount	\$

Exhibit B – Proposal Score Sheet



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) & HOME FUNDS
SCORE SHEET**

2024 Notice of Funding Opportunity (NOFO)

Final funding decisions are within the sole and complete discretion of the City of Fargo and may not be reflective of score.

Organization	
Project Title	
SCORE (119 points possible)	/ 119

THRESHOLD REQUIREMENTS:

Proposals that do not meet the following criteria are ineligible under this NOFO:

	Yes	No
1. Proposed Activity Meets a National Objective		
2. Proposed Activity Serves Primarily Fargo Residents		
3. Activity Type is Sought this Funding Round		
4. Organization is Eligible to Apply for Federal Funds		
5. Proposed Project Meets a Goal in the 2020-2024 Con Plan		

a. MINIMUM SUBMISSION REQUIREMENTS: ____ / 9

	Yes – 1	No – 0
1. Complete Proposal Submitted		
2. Proposal Submitted On Time		
3. System for Award Management (SAM) Registration		
4. Unique Entity Identifier (UEI) Provided		
5. IRS Determination of Non-Profit Status		

6.	ND State Certificate of Good Standing		
7.	Most Recent Financial Audit or Certification of Compliance with Financial Standards at 2 CFR 200		
8.	Award/Commitment Letters from other Funding Sources		
9.	Non-Discrimination Policy		

b. FUNDING INFORMATION: ____ / 25

BUDGET						
10	7	5	3	1	0	Score
Provided a highly detailed and realistic budget with a strong use of funds		Budget appears to support the project as described. Some gaps in detail identified		Budget is significantly incomplete or insubstantial	No budget provided; budget not reflective of actual costs	

OTHER FUNDING SOURCES						
(i.e., fees, donations, other grants) that organization has received or will pursue to support the proposed project						
10	7	5	3	1	0	Score
Significant financial support from other funding sources is demonstrated		Some financial support from other funding sources is demonstrated		Minimal financial support from other funding sources is demonstrated		

FUNDING IMPACT						
Organization's ability to carry out the project if this request is not funded or only partially funded – these funds are generally available to fill final gaps on projects, but City of Fargo at times will fully fund projects that would not happen at all without HUD funds						
5	4	3	2	1	0	Score
Project will still occur or continue, but it will not thrive at its full capacity without City of Fargo funding or subsidy will be limited		Project will still occur or continue, but its sustainability or long term affordability is at risk		Project will not likely be successful without City of Fargo funding	Project will not happen without City of Fargo funding	

Notes:

c. PROJECT/PROGRAM OVERVIEW: ____ / 40

DEMONSTRATED KNOWLEDGE OF COMMUNITY NEEDS/5-YEAR PLAN GOALS						
15		10		5	0	Score
Project has a clear relationship to the priority needs stated within the City of Fargo's Consolidated Plan; it will fulfill a unique or otherwise unfulfilled goal		Project has a general relationship to the needs stated within the City of Fargo's Consolidated Plan; however, the need is not a priority; it will fulfill a goal		Project has a relationship to the needs stated within the City of Fargo's Consolidated Plan, but the goal has already been met, or is not (or no longer) a priority need	Project is not identified as a community need in any local plans or studies	

PROJECT DESCRIPTION						
10	7	5	3	1	0	Score
Provided a clear summary of the project with specific details		Somewhat clear summary of the project with some specific details		Vague, incomplete, or unclear summary of the project with few details	No details provided	

MEASURES AND OUTCOMES						
10	7	5	3	1	0	Score
Clear definition of success for the project; clear explanation given for demonstrating how outcomes are met		Good understanding of anticipated and specific results of success, but some details are missing		Success is difficult to ascertain, method to measure outcomes is deficient (e.g., untestable or unreportable outcomes)	Measurement of goals and outcomes not described	

PROPOSED TIMELINE						
5	4	3	2	1	0	Score
Timeline provided is reasonable and realistic; funds are likely to take 6 months or less to expend (HOME – 12 months)		Timeline provided is sufficient, but some details are missing; funds may take 7 – 10 months to expend (HOME – 1-2 years)		Timeline provided is lacking in detail/unrealistic; funds are likely to take 10+ months to expend (HOME – 2+ years)	No timeline provided	

Notes:

d. ORGANIZATION CAPACITY AND HISTORY: ____ / 25

PREVIOUS EXPERIENCE WITH HUD GRANTS AND FUNDING						
5	4	3	2	1	0	Score
Organization is very familiar with HUD grant requirements, received 3 or more HUD grants throughout its lifespan		Organization has some familiarity with HUD grant requirements, received 1 – 2 HUD grants throughout its lifespan		Organization is unfamiliar with HUD grant requirements. Has never received HUD grants before	No details provided	

ORGANIZATION ADMINISTRATIVE CAPACITY						
10	7	5	3	1	0	Score
Organization will likely need minimal oversight from City of Fargo staff to correctly complete all required HUD and City paperwork, documentation and reporting requirements		Organization will likely need some oversight from City of Fargo staff to correctly complete all HUD and City paperwork, documentation and reporting requirements		Organization will likely need extensive oversight from City of Fargo staff to correctly complete all HUD and City paperwork, documentation and reporting requirements	Organization does not demonstrate capacity to carry out project/program; no details provided	

ORGANIZATION GRANT HISTORY						
10	7	5	3	1	0	Score
Organization has received grants from the City of Fargo with a positive history of successfully carrying out and completing projects; has positive outcomes and effective grant management		Organization has received grants from the City of Fargo; demonstrated challenges, but still had successful outcomes and general ability to manage grant requirements		Organization has no grant history with the City of Fargo and limited history with other funders; has poorly executed grant history/management; failed to complete a project within reasonable time.	Has been required to repay or forfeit grant funds, had to cancel a project, has mismanaged grant funds	

Notes:

e. CITY STAFF CAPACITY AND CONSIDERATIONS: ___ / 20

STAFF CAPACITY						
20	16	12	8	4	0	Score
Project will require an average amount of staff time to oversee; staff are familiar with the federal regulations required for this project and are able to manage it along with other projects		Project will require an additional amount of staff time to oversee due to federal regulations and requirements; some consideration would have to be taken for what other projects could be funded if this project was accepted		Project will require extensive staff time due to federal regulations and requirements involved with activity type; the required staff time would significantly impact the office's ability to fund and manage additional and existing projects	Staff has not carried out the project and does not foresee ability or time to carry out project type in the 2024 program year	

Notes: