



**REQUEST FOR PROPOSALS**  
FY 2023 Notice of Funding Opportunity (NOFO)

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

2/21/2023

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**Program:**

Department of Housing & Urban Development (HUD)

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Program

**Funding Opportunity Title:** “2023 HUD Grants NOFO”

**Due Date for Proposals:** March 17, 2023 by 4:30 p.m.

## I. Overview

The City of Fargo issues this Notice of Funding Opportunity (NOFO) to invite proposals from eligible applicants for the program and purpose described within this NOFO. Prospective applicants should carefully read all instructions in all sections to avoid submitting an incomplete or ineligible proposal. All proposals will be evaluated using the Exhibit B Score Sheet.

During the selection process, the City of Fargo is prohibited from disclosing 1) information regarding any applicant’s relative standing, 2) the amount of assistance requested by an applicant, and 3) any information contained in the application. Prior to the application deadline, the City of Fargo may not disclose the identity of any applicant or the number of applicants that have applied for assistance.

For further information or questions regarding the specific requirements of this NOFO, please contact [planning@fargond.gov](mailto:planning@fargond.gov) or call 701-241-1474.

## II. Funding Opportunity Description

### A. Program Description & Purpose

The City’s 2023 Community Development & Housing Action Plan allocates the City’s annual entitlement funds from the Department of Housing and Urban Development (HUD). Plan goals are established in the 2020-2024 Consolidated Plan, which focus on affordable housing, ending and preventing homelessness, neighborhood improvements, and poverty reduction. The primary purpose of these funds is to benefit low and moderate income individuals, households, and neighborhoods/areas.

### B. Award Information

**Available Funds** – The City of Fargo estimates a combined CDBG & HOME award of \$1,328,194 for the 2023 Program Year (May 1, 2023- April 30, 2024), \$915,000 of which will be made available through this NOFO. 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). **Proposals must request a minimum of \$150,000.**

**Number of Awards** – The City of Fargo may make as few as 1 award or up to 3 awards through this NOFO, or may make no awards based on current program operations and/or insufficient response to this NOFO.

**Period of Performance** – Estimated Project Start Date is September 1, 2023 (actual start date depends on when funds are available from HUD); Estimated Project End Date is September 2024, unless otherwise approved. Period of Performance will be project dependent as some projects are multi-year phased.

**Minimum/Maximum Award Information** – Note that Community Housing Development Organization (CHDO) Set-Aside of \$100,000 is not included in HOME amounts listed below. Applicant’s CHDO certification status must be current prior to applying for CHDO funds. To learn more about CHDO status, please visit the HUD Exchange online or contact the City of Fargo Planning & Development Department. **Proposals must request a minimum of \$150,000.**

<b>NOFO AWARD INFORMATION</b>	<b>CDBG</b>	<b>HOME</b>
<b>Estimated Available:</b>	\$545,000 +/-	\$270,000 +/-
<b>Minimum Award Amount:</b>	\$0	\$0
<b>Maximum Award Amount:</b>	\$545,000 +/-	\$270,000 +/-

**C. Eligibility Information**

**Eligible Applicant** – To be eligible, applicants must be a public or private non-profit agency or organization, including institutions of higher learning if carrying out eligible activities. Additionally, registration in the System of Award Management ([www.sam.gov](http://www.sam.gov)) must be complete showing no debarments.

**Eligible Activities** – All activities must serve low to moderate income households, individuals, or neighborhoods and address one or more of the goals/project types listed in this section.

**Ineligible Activities** – Financing for political activities, maintenance costs or activities (unless associated with a public service), income payments.

**D. Project Types**

**Solicited Project Types** – Proposals must be for one of the following project types.

**AFFORDABLE HOUSING DEVELOPMENT**

May include acquisition, construction assistance (HOME program only), blight removal, and/or site preparations (excluding special assessments costs).

1. Homeownership development projects (i.e., building single family or lower density housing for homeownership, 4 or fewer units)
2. Multi-family rental projects (i.e., includes 5 or more units); preference given to projects serving families with children and those targeting 30% AMI or less
3. Rehabilitation of public housing units through Rental Assistance Demonstration (RAD) conversions.

## **NEIGHBORHOOD IMPROVEMENTS**

Improvements to public facilities and spaces serving neighborhoods with 51% or more low income households. These neighborhoods primarily include: Downtown, Horace Mann, Roosevelt, Madison/Unicorn Park, Jefferson/Carl Ben, Hawthorne, Westgate, Brunsdale, West Acres, Willow Park, Village West, Trollwood, and Northport. Projects may include acquisition, new construction, rehabilitation of existing facilities and/or spaces, and demolition. Examples include playgrounds, parks or open green space, swimming pools, splash pads, skate parks, sledding hills, bike paths, basketball courts, hockey rinks, recreational or neighborhood centers, tornado shelters for mobile home parks, community gardens, non-residential historic restoration, etc.

If project serves a specific population (e.g., youth, elderly, etc.) rather than the entire neighborhood, use the “Non-Homeless, Non-Housing Capital Improvements” category below.

## **NON-HOMELESS, NON-HOUSING CAPITAL IMPROVEMENTS**

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.). These projects do not have to tieback to a specific neighborhood. Projects may include acquisition, new construction, rehabilitation of existing facilities and/or spaces, and demolition. Examples include abuse and crisis centers, mental health facilities, independent living centers, accessibility improvements, supportive service and resource centers, senior centers, food banks, etc.

Applicants awarded under this category must be able to collect data on race, ethnicity, and income of all beneficiaries of the project. A portion of income documentation collected must be provided by 3<sup>rd</sup> parties (i.e., employers, income statements for benefits, retirement accounts, bank, etc.). There are some exceptions on income data collection depending on the populations served. If all project beneficiaries belong to a group as defined by HUD below, they are presumed to have low incomes and income documentation is not required (race and ethnicity still required).

### *Presumed Low Income Populations by HUD*

- Abused children, battered spouses, elderly persons, severely disabled adults, illiterate adults, persons living with AIDS and migrant farm workers.

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.

Projects under this category may not primarily serve homeless populations because there is a separate category for funding homelessness projects in the City’s 5-Year Plan. Homelessness will be addressed as part of a larger effort with homeless service providers and Public Health, and not through this NOFO.

Projects may not include capital improvements that are considered maintenance and repair (i.e., filling potholes, repairing cracks in sidewalks, replacing old equipment, etc.).

### III. Applicant and Submission Information

#### I. Instructions

- A. Submit proposal (as a single PDF) no later than 4:30 p.m. on March 17, 2023, at <https://fileshare.fargond.gov/index.php/s/L5QERsjx4Lq26dp>
- B. PDF file title must include your organization's name (e.g., "Audubon Society\_ 2023 NOFO Proposal")
- C. Incomplete proposals will not be accepted

#### II. Content & Format of Proposals

- A. NOFO Cover Form (see Exhibit A)
- B. Cover Letter (1 page): Include organization's basic information, brief summary of proposed project, the amount requested, project location, project lead person, sub-consultants that would be involved in project if applicable, and contact information.
- C. Project Summary (1 page): Include the full project description, beneficiary information in terms of how many people the project will serve, and who you intend to serve.
- D. Development Budget: Provide budget for the proposed project **with the amount to be requested included**. Indicate any funding already secured with amounts and sources. Include pending sources.
- E. Project Timeline: Include start/finish dates and milestones.
- F. Project Experience: Provide details about your experience with CDBG or HOME funds and similar projects (i.e., grant amount, projects, dates, etc.).
- G. Project Team: Indicate lead manager and any consultants that will be used.
- H. References: Only required if either of the following conditions exist:
  1. Your organization has never received HUD (HOME or CDBG) funds from the City of Fargo.
  2. 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.
- I. Proof of SAM Registration: Include current registration status in the System for Award Management (See below).

#### III. System for Award Management (SAM) and Unique Entity Identifier (UEI) Number.

- A. SAM Registration Requirement
  1. Applicants must have active registration status in the System of Award Management <https://www.sam.gov/> before submitting their proposal.
  2. UEI Number Requirement

- i. Applicants must provide a valid UEI number, registered and active at <https://sam.gov/content/entity-registration>.

## VI. Review Criteria & Selection Process

### I. Review Criteria

- A. See Scoring Sheet in Exhibit B.

### II. Selection Process

- A. Project selection will be based on Scoring Sheet results and availability of funds.

## IV. Award Administration Information

HUD funds are subject to many federal requirements. Applicants are expected to be experienced with federal environmental review regulations, fair labor laws including Davis Bacon Prevailing Wage requirements, Section 3 economic opportunities for low income workers, Uniform Relocation Act, accessibility standards, and Build America Buy America (BABA – required in all bid requests – to use American steel, iron, manufactured products, and construction materials).

## V. Schedule

Schedule is contingent on availability of funds.

DATE	ITEM
<b>Feb. 22</b>	<b>Public notice and news release of NOFO &amp; Virtual Public Input Meeting</b>
<b>Mar. 10</b>	<b>Virtual Public Input Meeting</b> March 10, 2023, 12:00 – 1:00 PM (Central) Meeting Link: <a href="https://meet.goto.com/173077949">https://meet.goto.com/173077949</a> Dial-In Phone Option: 1 (408) 650-3123 – Access Code: 173-077-949 Comments and suggestions also encouraged through email and telephone.
<b>Mar. 17</b>	<b>Electronic proposals due by 4:30 p.m.</b>
<b>Mar. 20-24</b>	Proposal scoring/review (estimated)
<b>Mar. 27</b>	Highest scoring proposals identified, organizations notified via email address provided (estimated)
<b>May 11 – Jun. 9</b>	<b>30 day public comment period for 2023 HUD Action Plan</b> (includes any selected proposals and award amounts)
<b>May 30</b>	<b>Public hearing at City Commission meeting</b>
<b>June 12</b>	<b>Final consideration at City Commission</b> (on consent)
<b>June 16</b>	Submit to HUD (estimated)
<b>Jul 1</b>	45 day review by HUD ends (estimated)
<b>Jul 15</b>	Plan approval (estimated)
<b>August</b>	HUD funds awarded to City of Fargo (estimated)
<b>September</b>	Start on 2023 program year projects (estimated)

Exhibit A – Cover Form



**COVER FORM**

2023 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](mailto:planning@fargond.gov).

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



Exhibit B – Proposal Score Sheet



**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) & HOME FUNDS  
SCORE SHEET**  
2023 Notice of Funding Opportunity (NOFO)

<b>Organization</b>	
<b>Project Title</b>	
<b>Evaluator</b>	
<b>SCORE (150 points possible)</b>	<b>/ 150</b>

**a. MINIMUM SUBMISSION REQUIREMENTS: \_\_\_\_ / 15**

	Yes – 3	No – 0	Score
1. Complete Proposal Submitted			
2. Proposal Submitted On Time			
3. System for Award Management (SAM) Registration			

**b. FUNDING INFORMATION: \_\_\_\_ / 35**

<b>BUDGET</b>						
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	

PERCENTAGE OF OVERALL PROJECT BUDGET REQUESTED						
10	7	5	3	1	0	Score
Less than 15%	Between 15-25%	More than 25%	More than 50%	More than 75%	100%	

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: \_\_\_\_ / 50

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	

NEW OR EXISTING PROJECT/PROGRAM						
5	4	3	2	1	0	Score
Proposed project is new to the area or a necessary increase to an existing service; critical gap will be filled		Proposed project will fill a gap, but it is not a critical gap; meets a need		Proposed project unnecessarily duplicates an existing project; existing projects fully meeting the need	No details provided	

<b>COLLABORATIVE EFFORTS</b>						
5	4	3	2	1	0	Score
Organization clearly demonstrates how the proposed project complements existing services; collaboration with other projects and/or programs is strong		Organization demonstrates possibilities for how the proposed project may complement existing services, but collaboration with other providers in the area is limited		No collaboration with other projects/programs	No details provided	

<b>PROPOSED TIMELINE</b>						
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: \_\_\_\_ / 30**

<b>ORGANIZATION DEMONSTRATES EXPERIENCE DELIVERING SIMILAR PROJECT/PROGRAM</b>						
5	4	3	2	1	0	Score
Organization demonstrates significant experience or expertise in the field as it relates to proposed project		Organization has gaps in experience or knowledge but demonstrates that it can reasonably bridge gaps to successfully carry out project		Organization does not demonstrate the experience or knowledge to carry out the project	No details provided	

<b>PREVIOUS EXPERIENCE WITH HUD GRANTS AND FUNDING</b>						
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	

<b>ORGANIZATION ADMINISTRATIVE CAPACITY</b>						
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 2023 program year	

Notes: