



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

**Program:**

Department of Housing & Urban Development (HUD)

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

**Funding Opportunity Title:** “2022 HUD Grants NOFO”

**Due Date for Proposals:** December 31, 2021 at 11:59 p.m.

**Overview**

The City of Fargo is seeking proposals for its 2022 Community Development & Housing Action Plan. All proposals will be evaluated based on low to moderate income benefit, project readiness, cost reasonableness and impact, activity management, experience, past performance, and current resources. Failure to respond accurately to any submission requirement could result in an incomplete proposal.

Additionally, CDBG or HOME funds are subject to all applicable federal environmental and labor requirements, including the provisions of the Fair Labor Standards Act (i.e., the use of Davis Bacon wage rates for affected projects), and Relocation and Accessibility standards. Please note, federal regulations now require all subrecipients of federal funds to have a DUNS Number, and be registered on SAM.gov.

**Funding Opportunity Description**

**I. Program Description**

The City’s 2022 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.

- A. Purpose of Funds - The primary purpose of these funds is to benefit low and moderate income individuals, households, and neighborhoods/areas.
- B. Changes from Previous Funding Cycles – Submitted proposals will serve as the “application” for funds. There is no form or application to complete. This is the only time the City will be seeking “applicants” for 2022 CDBG & HOME funds.

**II. Award Information**

- A. Available Funds – Funding of approximately \$1,170,000 is available through this NOFO.
- B. Number of Awards – The City of Fargo expects to make up to 5 awards from the funds available under this NOFO.
- C. Minimum/Maximum Award Information

	<b>CDBG</b>	<b>HOME*</b>
<b>Estimated Total Funding:</b>	\$700,000 +/-	\$470,000 +/-
<b>Minimum Award Amount:</b>	\$50,000	\$50,000
<b>Maximum Award Amount:</b>	\$700,000 +/-	\$470,000 +/-

\* CHDO Set-Aside of \$100,000 available (not included in HOME amounts listed above)

- D. Period of Performance
  - Estimated Project Start Date: June 2022
  - End Date: June 2023, unless otherwise amended/approved

**III. Eligibility Information**

- A. Applicants
  - 1. Eligible Applicant
    - i. Public or private non-profit agency or organization, including institutions of higher learning if carrying out eligible activities
    - ii. Registration is completed or registration is underway in [www.sam.gov](http://www.sam.gov), without debarments, to receive federal or state funds [See Section IV(C)].
  - 2. Ineligible Applicants
    - i. Applicants who do not meet requirements of Section III A(1) “Eligible Applicants” are ineligible
- B. Proposals
  - 1. Eligible Activities
    - i. All activities must serve low to moderate income households, individuals, or neighborhoods/areas and address one or more of the following needs:

CDBG	HOME
Public Facility Acquisition, Rehab, or Construction	Housing Development
Neighborhood Improvements	
Fair Housing & Eviction Prevention	
Public Services*	

\* Public Services (including labor, supplies, and materials) include , but are not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, and welfare (excluding income payments). Services must also be new or a quantifiable increase in the level of an existing service. Services must also benefit low to moderate income households or individuals.

- 2. Ineligible Activities
  - i. Financing for political activities
  - ii. Maintenance costs or activities, unless associated with a public service
  - iii. Income payments

**IV. Applicant and Submission Information**

- A. Instructions
  - 1. Submit proposal as a single PDF no later than 11:59 p.m. on December 31, 2021, at <https://fileshare.fargond.gov/index.php/s/oMfjJeWjBm3o8fQ>
  - 2. PDF must include your organization’s name (e.g., “Helping Hands 2022 NOFO Proposal”)
  - 3. Incomplete proposals will not be accepted
- B. Content & Format of Proposals
  - 1. Cover Letter: Include organization’s basic information, brief summary of proposed project or program including the need being addressed, the amount requested, project location, project/program lead, sub-consultants that would be involved in project/program (if applicable), and contact information.

2. Project/Program Summary (1 page max.): Include the full project description and if proposing a program, indicate whether or not it is a new service or an increase to an existing service. Include beneficiary/client information in terms of how many people the program or project will serve and who you intend to serve (e.g., homeless, youth, elderly, disabled, etc.).
  3. Project/Program Budget: Provide a detailed agency operations budget and a budget for the proposed project/program with the amount to be requested included. Indicate any funding already secured with amounts and sources. Include pending sources.
  4. Project/Program Timeline: Include start/finish date and milestones.
  5. Project/Program Experience: Provide details about your experience with CDBG or HOME funds and similar projects (i.e., grant amount, projects/program, dates, etc.).
  6. Project/Program Team: Indicate lead manager and any consultants that will be used on the project.
  7. References: 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.
  8. Proof of SAM Registration: Include screen shot of current registration status in the System for Award Management [See Section IV (C)].
- C. System for Award Management (SAM) and Dun and Bradstreet Universal Numbering System (DUNS) Number.
1. SAM Registration Requirement  
Applicants must be registered or have their registration process underway with <https://www.sam.gov/> before submitting their proposal.
  2. DUNS Number Requirement  
Applicants must provide a valid DUNS number, registered and active at <https://fedgov.dnb.com/webform/>. DUNS number registration through Dun & Bradstreet is free of charge.

## **V. Proposal Review Information**

- A. Review Criteria & Selection Process – All proposals will be evaluated based on low to moderate income benefit, project readiness, cost reasonableness and impact, activity management, experience, past performance, and current resources.

**End of Request for Proposals Notice of Funding Opportunity document.**