



**Notice of Funding Availability (NOFA)**  
**REQUEST FOR PROPOSALS - 2020 & 2021 Program Years**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) & HOME INVESTMENT PARTNERSHIPS**

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City of Fargo

The City of Fargo is seeking proposals for its 2020 & 2021 program years, which run from May 1 through April 30 each year. The City of Fargo receives annual entitlement funds from the Department of Housing and Urban Development, which are distributed through the City's CDBG and HOME programs. Due to COVID-19, HUD has extended the 2020 Action Plan deadline to August 2021. As a result, the timelines for both the 2020 and 2021 program years coincide. This NOFA covers both years.

The primary purpose of CDBG & HOME funds is to benefit low and moderate income individuals and households. Five year plan goals have been established and will continue to focus on affordable housing, homelessness, neighborhoods, and poverty reduction. For 2020 & 2021, proposals addressing COVID-19 response, preparation, and prevention will be prioritized first. All proposals must include information regarding the feasibility and readiness of the project or program because CDBG & HOME funds are generally the last financial component of a project. 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.

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), 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.

**NOFA Period**

September 16 through October 9, 2020

**Proposals Due By**

11:59 p.m. on October 9, 2020

**Submission Instructions & Required Documentation**

Submit proposals electronically at <https://fileshare.fargond.gov/index.php/s/Y3aRiqe6MXHJQKc>. All organizations responding to this RFP shall include the following:

1. **NOFA Application:** See last 2 pages, attached.
2. **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.

3. **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 are targeting.
4. **Project/Program Budget:** Provide a detailed project/program budget with the amount to be requested included. Indicate any funding already secured with amounts and sources. Include pending sources.
5. **Project/Program Timeline:** Include start/finish date and milestones.
6. **Project/Program Experience:** Provide details about your experience with CDBG or HOME funds and similar projects (i.e., grant amount, projects/program, dates, etc.).
7. **Project/Program Team:** Indicate lead manager and any consultants that will be used on the project.
8. **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.
9. **Project/Program Application** (for project/program beneficiaries, reviewed to see what data is collected, such as race, income, household size, etc.).

### **Selection Process**

Proposals will be evaluated based on project/program eligibility, low to moderate income benefit, project readiness, cost reasonableness and impact, activity management, experience, past performance, and current resources. Staff will evaluate all proposals received and select projects/programs that best meet the current needs of the community, evaluation criteria, 5-Year Plan goals, and staff administration capacity.

### **Estimated Resources**

All funding levels indicated in the following charts are estimated amounts only. As the year progresses, more will be known about actual amounts, which will be published in the public notice prior to the citizen participation process and public hearing for 2020 and 2021 activities. Actual funds available may be less or more.

**CHARTS ON NEXT PAGE**

2020 ESTIMATED RESOURCES		
<ul style="list-style-type: none"> <li>• \$789,187 – Community Development Block Grant (CDBG) allocation from HUD</li> <li>• \$126,946 – CDBG Program Income (actual to date, includes sale of property)</li> <li>• \$160,856 – Available for Reallocation at Prior Year-End</li> </ul> <p><b>\$1,076,989 – 2020 CDBG (subtotal)</b></p> <ul style="list-style-type: none"> <li>• \$495,234 – HOME PJ allocation from HUD</li> <li>• \$71,000 – HOME PJ Program Income</li> <li>• \$51,916 – Available for Reallocation at Prior Year-End</li> </ul> <p><b>\$618,150 – 2020 HOME (subtotal)</b></p> <p><b>Total 2020 HUD Resources = \$1,695,139 (Anticipated availability – Feb./Mar. 2021)</b></p>		
2020 ESTIMATED EXPENSES & AVAILABLE FUNDING		
Activity	Description	Budget
Planning, Administration, and Fair Housing	Staff support for planning, implementation, reporting, and monitoring of CDBG and HOME resources. <u>High Plains Fair Housing Center:</u> Budget \$5,000. Part of requirement to affirmatively further fair housing under the Fair Housing Act (42 U.S.C. 3601-20).	\$157,837 CDBG \$90,916 HOME (10% cap waived as a result of COVID-19)
Public Services (Homelessness Prevention & Direct Care)	Gladys Ray Shelter Homeless Initiatives: Budget \$27,000. Operational support (e.g., homeless initiatives, outreach, harm reduction, etc.).	\$27,000 CDBG
Engagement Center for the Homeless	Phase I: Facility for people who are homeless with COVID-19 to safely isolate/quarantine, day/service center for people who are homeless, winter overflow. Costs include setup, rehab, and operations.	\$650,000 CDBG
Contingency Funds	Funds held in contingency for issues that may arise during the program year.	\$10,000 CDBG \$10,000 HOME
<b>CDBG Available for this NOFA</b>	<b>Used to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.</b>	<b>\$232,152 CDBG</b>
<b>HOME Available for this NOFA</b>	<b>Used to implement local housing strategies designed to increase homeownership and affordable housing opportunities for low and very low-income Americans.</b>	<b>\$517,234 HOME</b>

2021 ESTIMATED RESOURCES		
<ul style="list-style-type: none"> <li>• \$789,187 – Community Development Block Grant (CDBG) allocation from HUD</li> <li>• \$5,000 – CDBG Program Income (estimated average)</li> <li>• \$0 – Available for Reallocation at Prior Year-End</li> </ul> <p><b>\$794,187 – 2021 CDBG (subtotal)</b></p> <ul style="list-style-type: none"> <li>• \$495,234 – HOME PJ allocation from HUD</li> <li>• \$100,000 – HOME PJ Program Income</li> <li>• \$0 – Available for Reallocation at Prior Year-End</li> </ul> <p><b>\$595,234 – 2021 HOME (subtotal)</b></p> <p><b>Total 2021 HUD Resources = \$1,389,421 (Anticipated availability – Jul./Aug. 2021)</b></p>		
2021 ESTIMATED EXPENSES & AVAILABLE FUNDING		
Activity	Description	Budget
Planning, Administration, and Fair Housing	Same as 2020 description.	\$157,837 CDBG \$49,500 HOME (20% cap back in place, waived in 2020 as a result of COVID-19)
Public Services (Homelessness Prevention & Direct Care)	Same as 2020 description.	\$27,000 CDBG
Engagement Center for the Homeless	Phase II: Same as 2020 description. Costs include additional setup, rehab, and ongoing operations.	\$350,000 CDBG
HOME Set-Aside Funds for CHDO	Under HOME Program rules, at least 15 percent of the City's annual HOME allocation must be set aside for CHDO activities in eligible housing. These funds are called set-aside funds. Set-aside funds must be invested in housing that is owned, sponsored, or developed by a Community Housing Development Organization (CHDO). This was waived in 2020 as a result of COVID-19.	\$100,000 HOME
Contingency Funds	Funds held in contingency for issues that may arise during the program year.	\$10,000 CDBG \$10,000 HOME
<b>CDBG Available for this NOFA</b>	<b>Same as 2020 description.</b>	<b>\$249,350 CDBG</b>
<b>HOME Available for this NOFA</b>	<b>Same as 2020 description.</b>	<b>\$435,734 HOME</b>

**Questions, Comments, or Suggestions**

Call 701-476-4144 or email [tbraseth@fargond.gov](mailto:tbraseth@fargond.gov) with questions, comments, or suggestions. Fargo City Hall is serviced by public transit, accessible and can accommodate persons with disabilities. Alternative formats of this information or reasonable accommodations for persons with hearing loss, vision loss, disabilities or limited English proficiency, including the availability of interpretation and translation services, will be made upon request (a 48 hour notice is required). Anyone who requires these services or an auxiliary aid to fully participate should contact the Planning and Development Department at 701.241.1474/[Planning@FargoND.gov](mailto:Planning@FargoND.gov), or the City of Fargo's Section 504/ADA Coordinator Brock Morrison at 701.298.6966 to arrange for services. To access TTY/ND Relay service dial 800.366.6888 or 711. In accordance with Federal regulations and City of Fargo policies, services are provided 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. The City is an equal employment/equal housing opportunity agency.

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**APPLICATION**  
**2020 & 2021 Program Years**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) & HOME INVESTMENT PARTNERSHIPS**

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1. Which of the following fit your proposal (select all that apply)?

- ☐ Affordable Quality Housing (**mark all that apply below**):
- ☐ New Construction
  - ☐ Rehabilitation
  - ☐ Addressing special needs populations (circle all that apply) – elderly, homeless, veterans, mobility or mentally impaired, victims of domestic violence
  - ☐ Rental housing
- ☐ Homeless Services and Coordination (**mark all that apply below**):
- ☐ Prevention and Diversion Efforts
  - ☐ Community-wide Strategic Homelessness Planning
  - ☐ Data Collection/Point-In-Time Counts
  - ☐ Other: \_\_\_\_\_
- ☐ Public Services Addressing (**mark all that apply below**):
- ☐ Mental Health and Substance Abuse
  - ☐ Transportation
  - ☐ Discrimination and Diversity
  - ☐ Tenant Advocacy
  - ☐ New American/Immigrant Outreach
  - ☐ After-School Programming
  - ☐ Job Training
- ☐ Neighborhood Improvements
- ☐ Other Projects or Programs

2. Does your program or project respond to, prepare for, or help to prevent the spread of COVID-19 in the community?

- ☐ Yes  
☐ No

3. How much HUD funding are you requesting (\$50,000 minimum)?

\$ \_\_\_\_\_ HOME Investment Partnership Funds

\$ \_\_\_\_\_ Community Development Block Grant (CDBG) Funds

4. Is your organization registered, active (not expired), and eligible for federal awards in the System for Award Management ([www.sam.gov](http://www.sam.gov))?

- ☐ Yes  
☐ No (**registration will be required to received funds**)  
☐ Underway

5. Does your organization undergo an independent financial audit each year?

- ☐ Yes  
☐ No

6. How many low to moderate income persons OR households do you think this program or project will serve per year?

# \_\_\_\_\_ Persons      OR      # \_\_\_\_\_ Households

7. Experience with HUD CDBG or HOME funding:

- ☐ 3 or more HUD CDBG or HOME grant awards  
☐ 1-2 HUD CDBG or HOME grant award(s)  
☐ None, but other federal grant awards \_\_\_\_\_  
☐ None, but other non-federal grant awards \_\_\_\_\_  
☐ No grant experience

8. Will the City's HUD funds be the final financial "gap filler" on this project or program?

- ☐ Yes  
☐ No

9. How soon will you spend these funds?

- ☐ Within 3 months of award  
☐ Within 4-6 months of award  
☐ Within 7-12 months of award  
☐ More than a year

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