



**CITY OF RALEIGH HOUSING & NEIGHBORHOODS DEPARTMENT  
NOTICE OF FUNDING AVAILABILITY (NOFA) – CDBG-CV3**

THE CITY OF RALEIGH'S HOUSING & NEIGHBORHOODS DEPARTMENT DESIRES TO ENGAGE QUALIFIED TAX-EXEMPT NON-PROFIT AGENCIES TO RESPOND TO THE COVID-19 CRISIS. THE CITY HAS RECEIVED FEDERAL FUNDING TO ASSIST LOW-INCOME HOUSEHOLDS DURING THIS CHALLENGING TIME. SPECIFICALLY, THE CITY HAS RECEIVED A SPECIAL ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FROM THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

Notice is hereby given that CDBG-CV3 funds (\$2.6m) are available through the City of Raleigh's Community Development Division to assist low-income households during the COVID-19 crisis. Specifically, these funds should be used to prevent, prepare for, and respond to the coronavirus among individuals and families who are low-income residents by providing housing, a permanent job, a public service, or access to new or significantly improved infrastructure. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which was officially created on March 27, 2020, to respond to the growing effects of this historic public health crisis.

**DEADLINE FOR SUBMISSIONS**

The City of Raleigh Housing & Neighborhoods Department Community Development Division is accepting proposals for program funding to address the housing needs of low-income persons impacted by the COVID-19 pandemic. Proposals must be submitted to the City of Raleigh by 3PM on September 10, 2021 according to the instructions below. All proposals received by this deadline will be reviewed.

**BACKGROUND**

In order to address the COVID-19 pandemic, HUD is providing the City of Raleigh a supplemental allocation of CDBG-CV3 funds. These funds must be used to prevent, prepare for, and respond to the COVID-19 pandemic and assist Raleigh residents who are low-income, with household incomes that do not exceed 80% AMI. These funds must be used for activities that provide housing, a permanent job, a public service, or access to new or significantly improved infrastructure.

Agencies will be selected and recommended for funding by a review panel established by the City. The criteria used to select proposals for funding includes:

- Project Description (must demonstrate that funding will be used to prevent, prepare for, and respond to the COVID-19 pandemic)
- Organizational Experience and Capacity
- Project Budget

Agencies selected must have the capacity to perform required tasks including intake, eligibility determination, assessments of need for assistance, counseling and case management, payment processing, record-keeping and reporting, as well as meet all federal regulations as described below.

### **PROGRAM REQUIREMENTS**

All applicants are expected to conform with all CDBG program regulations as outlined in [24 CFR Part 570 – Community Development Block Grants Program](#), except where HUD has granted specific waivers as outlined in [Notice FR-6218-N-01: Program Rules, Waivers, and Alternative Requirements Under the CARES Act for CDBG-CV Grants](#).

**Eligible Activities:** This Request for Letter of Interest represents the second round of funding made available to the City of Raleigh by HUD under the Coronavirus Aid, Relief and Economic Security Act (CARES Act) through the Community Development Block Grant (CDBG) Program.

These funds can be used on the following two (2) eligible CDBG activities:

- Public Facilities and Improvements
- Public Services

Full descriptions of these two activities can be found in the [Summary of Primary CDBG Activity Categories to Support Coronavirus](#) document (see “Public Service Activities” and “Public Improvements and Facilities”).

In order to be considered for funding, agencies must serve low/mod income (not to exceed 80% AMI) Raleigh residents and be able to document and provide documentation of income eligibility. Projects requesting funding must meet a CDBG national objective. Full descriptions can be found in the [Electronic Code of Federal Regulations](#) (see “570.208 Criteria for national objective”):

- 1) limited clientele;
- 2) presumed eligible; or
- 3) area benefit

Area Median Income (AMI) Chart								
Percent of Area Median Income	Family Size							
	1	2	3	4	5	6	7	8
30%	\$20,100	\$23,000	\$25,850	\$28,700	\$31,000	\$33,300	\$35,600	\$37,900
50%	\$33,500	\$38,300	\$43,100	\$47,850	\$51,700	\$55,550	\$59,350	\$63,200
60%	\$40,200	\$45,960	\$51,720	\$57,420	\$62,040	\$66,660	\$71,220	\$75,840
80%	\$53,600	\$61,250	\$68,900	\$76,550	\$82,700	\$88,800	\$94,950	\$101,050

### **FUNDING REQUIREMENTS**

To be eligible, funded agencies must:

- Meet all Program Requirements outlined above.
- Meet all stated deadlines and achieve outcomes at a consistent rate so funds are reimbursed at a rate commensurate with the grant year (i.e., one-quarter of budget expended, and outcomes achieved by the completion of the first quarter of grant period, two-quarters of budget expended, and outcomes achieved by completion of second quarter, etc.).

### **Reimbursement Period**

Agencies selected for funding may request reimbursement for eligible activities dating back to April 1, 2020, as the City had begun responding to the COVID-19 crisis at that point in time.

### **Duplication of Benefits**

HUD prohibits the duplication of benefits. Duplication of benefits occurs when “assistance is provided to a

person or entity through a program to address losses” such as those resulting from COVID-19, “and the person or entity has received (or would receive, by acting reasonably to obtain available assistance) financial assistance for the same costs from any other source (including insurance), and the total amount received exceeds the total need for those costs.” The City of Raleigh requires that CV Subrecipients attest that they are not and will not use the ESG-CV or CDBG-CV resources provided to them from the City in duplication with other available resources and Subrecipients must require potential beneficiaries and payees to verify that the assistance offered by the City does not duplicate other resources being made available to them for the same needs and the Subrecipients must verify that to the City. Signed statements to the above will be created by the City and included in Progress Status Reports.

### **Environmental Review**

Activities funded under federal programs (CDBG) are subject to the environmental review regulations at 24 Code of Federal Regulations part 58. No choice-limiting action pertaining to a specific site proposed to be funded under the federal funding sources listed above may be taken by any party prior to the execution of a funding agreement with the City. Prior to issuing an agreement, the City will complete the required Environmental Review process. Choice-limiting actions are defined by HUD as property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction prior to the environmental clearance. Any violation of this provision will result in the automatic denial of the funding request or de-obligation of federal funds, if awarded.

### **SUBMISSION PROCEDURE**

Agencies whose current organization mission falls within the parameters outlined in this NOFA are strongly encouraged to evaluate their programs to see how they can best increase their current capacity and/or initiate new programs to work with the City in responding to the COVID-19 crisis. Strategic alliances and partnerships with other entities is acceptable and encouraged. **The City is looking to fund projects that can begin as soon as possible. Agencies currently funded by the City seeking additional funds are also encouraged to respond.** The City is seeking to have grant awards/contracts in place by November 2021. The City will accept questions and proposals at [nicholas.dula@raleighnc.gov](mailto:nicholas.dula@raleighnc.gov) with CDBG-CV3 in the subject line.

Agencies interested in applying must submit a letter of interest and a proposal. All submissions should be emailed to [nicholas.dula@raleighnc.gov](mailto:nicholas.dula@raleighnc.gov) and must be received by **3PM, September 10, 2021**. Agencies are responsible for ensuring that submissions are received by the deadline.

### **PROPOSAL FORMAT**

#### **Project Description and Organizational Overview**

- Brief organizational description (including a description of the eligible activity and national objective met)
- Job descriptions of key staff involved in the project
- Primary contact person
- Type of services proposed and if a new or existing program
- The capacity/number/type of clients that can be served with requested funding
- A timeline for implementation
- Outreach strategies
- Staffing needs
- Program costs/resource needs
- Tracking accomplishments and recording demographic data
- Agreements/MOU's if partnering with other entities
- Plans for continuing the program after contract's end

#### **Project Budget**

- If an expansion of a current program, include a copy of the current budget

- Define/delineate separate programs
- Identify direct and indirect costs
- Allocation of staff salaries, benefits, and taxes
- Identify program specific categories

### **Required Information**

Funded agencies must maintain complete program records demonstrating compliance and use of funds and will be required to allow the City access to all records. Progress reports will be required. All funded programs will be monitored for federal, state, and local regulatory compliance as well as programmatic accomplishments.

Proposals must be authorized by the Board of Directors of the submitting organization. Although not required to be submitted with the proposal, the agency should retain the minutes of the board meeting authorizing the submission of the application. Your signature on the letter indicates you are a representative with authority to submit the proposal. In addition, agencies should include the following required documents/information listed below. All contracted agencies will also need to be registered in [sam.gov](https://sam.gov).

- List of Board Members
- Most recent IRS 990 form indicating current IRS 501(c)(3) status
- DUNS and EIN Numbers
- Most recent financial review/audit
- Organization by-laws
- Articles of incorporation
- Organization policies including personnel, formal non-discrimination, procurement, accounting
- Conflict of Interest Statement

The City reserves the right to consider these funding applications for other funding sources.

### **TIMELINE**

August 18, 2021 – NOFA Issued

September 10, 2021 – Proposals due by 3PM

September 13 – October 1, 2021 – Proposals Reviewed and Scored

October 5, 2021 – Agencies notified of recommended funding amount

November 2021 – Contracts executed

### **PROJECT RANKING FACTORS**

Applications will be reviewed for completeness and eligibility. All eligible proposals will be ranked according to the criteria stated below. Recommendations will then be made to the Raleigh City Council for a funding decision. Any application scoring less than 75 out of the 100 eligible points will not be recommended for funding approval.

The City of Raleigh reserves the right to reject any and all proposals received as a result of this NOFA or to negotiate on the terms of the funds so as to best serve the interests of the City of Raleigh.

Rating Factors	Basis of Rating	Points
Required Information	Inclusion of all required information listed on page 4.	25
Project Description	Clear and concise explanation of project's goals and scope, including measurable objectives and demonstration that all federal requirements will be met; including the CDBG eligible activity and National Objective.	25

Organizational Capacity	Demonstration that the agency has the capacity and experience to operate and complete the project.	25
Project Budget	Clear description of all funding sources and how all costs are calculated.	25
<b>TOTAL</b>		<b>100</b>