

October 22, 2018  
L-18-255

All Interested Organizations

Subject: Request for Proposal – Letter of Intent (RFP-LOI) Process for Program Year (PY) 2019 Funding for the Community Development Block Grant (CDBG), Community Development Block Grant - Public Services (CDBG-PS), and the HOME Investment Partnership Program (HOME)

Dear Sir/Madam:

For PY 2019, the City of Las Cruces (City) Community Development Department is continuing with the RFP-LOI for its U.S. Department of Housing & Urban Development’s application processes. In prior years, there have been rejections due to the wrong forms being filled out. The RFP-LOI helps the application process operate more efficiently.

The RFP-LOI period for all programs runs from **Monday, October 22, 2018 through November 1, 2018.**

Any organization interested in applying for funding for their program/project from one or more of the three (3) programs shall fill out an RFP-LOI (attached). You may apply for more than one program, but each project/activity will need to be on a **separate** RFP-LOI. **The submission of the RFP-LOI is required to be considered for funding.** It provides City staff with the opportunity to determine initial eligibility and potential funding request totals. If the proposed program is eligible under one or more of the programs, City staff will determine for which program the project is best suited. Submission of the RFP-LOI does not guarantee the project’s selection, nor does it guarantee award. The RFP-LOI only guarantees that, if the program/project is eligible, the organization will be provided with the Request for Proposal Application (Application).

Return complete RFP-LOI’s to:

Program	Contact	Mailing Address	Physical Address	Deadline
HOME	Jan Lauterbach <a href="mailto:jlauterbach@las-cruces.org">jlauterbach@las-cruces.org</a> 575-528-3134	City of Las Cruces, Community Development PO Box 20000 Las Cruces, NM 88004	700 N. Main St. Room 1128A Las Cruces, NM 88001	Thursday, Nov. 1, 2018 4:30 p.m.
CDBG (Infrastructure & Facilities)	Raymond Burchfield <a href="mailto:rburchfield@las-cruces.org">rburchfield@las-cruces.org</a> 575-528-3094	City of Las Cruces, Community Development PO Box 20000 Las Cruces, NM 88004	700 N. Main St. Room 1131C Las Cruces, NM 88001	Thursday Nov. 1, 2018 4:30 p.m.
CDBG-PS (Public Services)	Natalie Green <a href="mailto:ngreen@las-cruces.org">ngreen@las-cruces.org</a> 575-528-3086	City of Las Cruces, Community Development PO Box 20000 Las Cruces, NM 88004	700 N. Main St. Room 1131E Las Cruces, NM 88001	Thursday Nov. 1, 2018 4:30 p.m.

All RFP-LOI’s are restricted to the form provided. Use of any other form or attachments is prohibited and will be returned without further consideration.

**Additional Information:**

Applications will only be provided to those organizations who have submitted a complete and eligible RFP-LOI. The deadline for HOME and CDBG Applications differ due to the deadlines for Low-Income Housing Tax Credit Projects with New Mexico Mortgage Finance Authority. A formal award will occur only through the Application and yearly Action Plan process.

Requirements for all CDBG Infrastructure Grants:

- Preliminary design must be submitted with your RFP application.
- For projects in City-owned buildings, the budget and preliminary design must be submitted to, and approved by, the City's Public Works – Facilities Division before your grant can be approved.
- CDBG infrastructure grants can be no more than 50% of your project budget per the City's 2016-2020 Consolidated Plan.

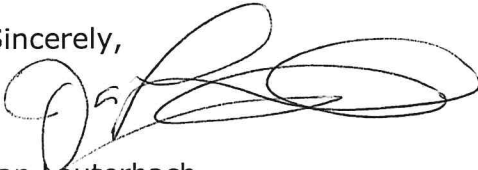
Each organization that submits an RFP-LOI will receive from the City either:

- 1) A letter stating the proposed project/program is eligible, along with an Application for the appropriate program. (If there are any specific items that need addressing, or need to be taken into consideration to comply with various regulations for the program, we will provide this information); or
- 2) A letter of rejection with necessary documentation supporting our decision.

If there are any questions concerning the RFP-LOI process and/or the required information, please call or email the appropriate contact person(s) above.

Good luck in this year's application process!

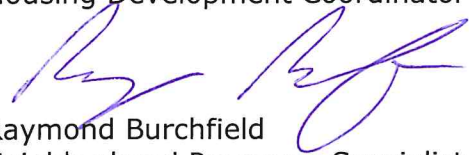
Sincerely,



Jan Lauterbach  
Housing Development Coordinator



Natalie Green  
Housing Development Coordinator



Raymond Burchfield  
Neighborhood Programs Specialist

Attachments: Request for Proposal – Letter of Intent

cc: Larry F. Nichols, Community Development Director   
David Weir, Chief Planning Administrator   
Vera Zamora, Housing & Neighborhood Services Manager   
Community Improvement Staff