

October 24, 2016

L-16-302

All Interested Organizations

Subject: Request for Proposal-Letter of Intent Process – PY 2017 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 2017, the City of Las Cruces (City) Community Development Department is continuing with the Request for Proposal-Letter of Intent (RFP-LOI) for its U.S. Dept. of Housing & Urban Development's (HUD)-based application processes for all HUD Programs. In prior years, there have been some problems arising with application rejection due to it being submitted on the wrong forms or for the incorrect program. The RFP-LOI helps the CDBG and HOME application process operate more efficiently.

Any organization interested in applying for funding from one (1) or more of the three (3) programs noted above, must submit an RFP-LOI.

A copy of the "Letter of Intent" (RFP-LOI) is attached and must be fully completed and returned for any projects' future funding consideration. The RFP-LOI provides an opportunity for an organization to propose a specific program or project, while also providing City staff with the opportunity to determine initial eligibility and potential funding request totals. City staff will review the letter and assign it to the correct program. Any organization may apply for more than one (1) program, with each project/activity on a **separate** RFP-LOI. **Without the submission of the RFP-LOI, the organization and project/activity will not be considered for funding for PY 2017. Request for Proposal (RFP) Applications will only be provided to those organizations who have submitted an RFP-LOI for eligible programs/activities.**

Submission of the RFP-LOI does not guarantee the project's future selection nor does it guarantee award. The RFP-LOI only guarantees that the organization will be provided with the correct City RFP Application for the appropriate program. A formal award will occur only through the RFP Application and yearly Action Plan process.

Requirements for CDBG (Infrastructure & Facilities) grants have changed for PY 2017.

- **Preliminary design must be completed and submitted with your RFP Application**



COMMUNITY DEVELOPMENT
DEPARTMENT

- For projects in City-owned buildings, your project, 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 & Facilities) grants can be no more than 50% of your project budget per the City's 2016-2020 Consolidated Plan.

It is important to note that for PY 2017, the deadlines for HOME and CDBG applications differ due to the deadlines for Low-Income Housing Tax Credit Projects (LIHTC) with New Mexico Mortgage Finance Authority. The HOME Program RFP-LOI's are due back to our office no later than Wednesday, November 2 at 4:30 pm.

From the RFP-LOI's received, the organizations will be required to complete a more detailed RFP Application. **Please note, RFP Applications submitted during the forthcoming application period will not be accepted on any project or program if the organization did not submit an RFP-LOI first.**

The RFP-LOI period for all programs opens on **Monday, October 24, 2016. The due dates are as noted below.** All completed LOI's must be received by the date and time deadline.

Completed RFP-LOI's for HOME, CDBG, and CDBG-PS should be mailed or hand-delivered to the appropriate contact person, as listed below:

Contact Information for HOME, CDBG, and CDBG-PS

Program	Contact	Mailing Address	Physical Address	Due Date
HOME	Jan Lauterbach jlauterbach@las-cruces.org 575-528-3134	City of Las Cruces, Community Development PO Box 20000 Las Cruces, NM 88004	700 N. Main St. Room 1134 Las Cruces, NM	Wednesday, Nov. 2, 2016 4:30 PM
CDBG (Infrastructure & Facilities)	Raymond Burchfield rburchfield@las-cruces.org 575-528-3094	City of Las Cruces, Community Development PO Box 20000 Las Cruces, NM 88004	700 N. Main St. Room 1137A Las Cruces, NM	Monday, Nov. 7, 2016 4:30 PM
CDBG (Public Services)	Natalie Green Natalie.green@las-cruces.org 575-528-3086	City of Las Cruces, Community Development PO Box 20000 Las Cruces, NM 88004	700 N. Main Street, Room 1131A Las Cruces, NM	Monday, Nov. 7, 2016 4:30 PM

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.

City staff will review all RFP-LOI's for preliminary program eligibility. If the proposed program is eligible under one (1) or more of the programs, City staff will determine for which program the project is best suited.

The organization will receive from the City either:

- (1) A letter stating the proposed project/program is eligible, along with a RFP Application for the appropriate program for submission by a specific date. Also, should there be any specific items that need addressing or we feel that need to be taken into consideration to comply with various regulations for the program, we will provide this information back to the organization as part of this notification.

OR

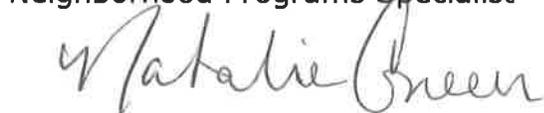
- (2) A letter of rejection (for the intent of filing a proposal in PY 2017 for CDBG, CDBG-PS, or HOME) with necessary documentation supporting our decision.

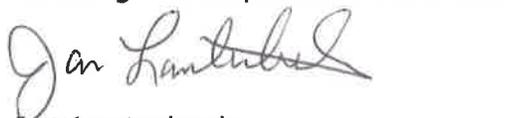
If there are any questions concerning the RFP-LOI process and required information, please call or email the above contact person(s).

Good luck in this year's application process.

Sincerely,


Raymond Burchfield
Neighborhood Programs Specialist


Natalie Green
Housing Development Coordinator


Jan Lauterbach
Housing Development Coordinator

cc: David Weir, Community Development Director *new*
Tim Pitts, Acting Planning & Neighborhood Services Administrator *TP*
Vera Zamora, Housing & Neighborhood Services Manager *VZ*
Housing & Family Services Staff