Dane County CDBG/HOME

2025 CDBG/HOME Request for Proposals (RFP)

Vendor Conference

Thursday, April 25th, 2024 at 10:00am

Virtual, Zoom Meeting

Agenda

- ▶ Recap of RFP Workshops
- ▶ 2025 Funding Available
- ▶ 2025 RFPs Timeline
- ▶ 2025 Funding Cycle
- ▶ Scoring Evaluation Criteria
- ▶ Things HUD Wants You To Know
- ▶ Best Practices
- ▶ RFP Questions

Recap of RFP Workshops

▶ Apply using OpenGov platform by the Eligible Funding Category.

▶ Ensure your program meets a National Objective.

▶ Align your program to Dane County Consolidated Plan.

▶ Project must be in the Dane County Urban County Consortium.

  ▶ Exception is Tenant Based Rental Assistance; allowed in Dane County per HUD.

▶ Don't overestimate your beneficiaries.

▶ Ensure project budget is accurate and accounts for appropriate staff costs.

  ▶ Depending on funding requests Section 3, Davis-Bacon, and/or Build America, Buy America may apply.

2025 Funding Available

▶ ~$1.1 Million CDBG Annual Funds

  ▶ Public Services = 15% of Total CDBG Funds

▶ ~$500,000 HOME Annual Funds (does not include CHDO Funds)

▶ ~$186,000 Community Housing Development Organization (CHDO) Funds

  ▶ 2025: Estimated $93,296.25 CHDO Funds

  ▶ 2024: $93,296.25 CHDO Funds

▶ ~$1 Million of Unexpended HOME Funds

▶ $1,917,059.40 HOME-ARP Funds ***Attend HOME-ARP Workshop for more info***

2025 RFP Timeline

CDBG & HOME	Date (Subject to Change)
RFP Issued	April 17, 2024
Vendor Conference	April 25, 2024
Addendums or supplements to the RFP posted on the Purchasing Division website	May 13, 2024
Last day to submit written inquiries (2pm CST)	May 17, 2024
Question Response Deadline (2pm CST)	May 24, 2024
Proposals Due (2pm CST)	May 31, 2024

2025 Funding Cycle

CDBG & HOME	Date (Subject to Change)
Proposals Due (2pm CST)	May 31, 2024
Presentations to Application Review Team	July 10 – 16, 2024
Preliminary funding recommendations to CDBG Commission	August 6, 2024
Public Hearing on Final funding recommendations to CDBG Commission	October 1, 2024
Approval of County Board	November/December 2024
Contract Drafting	January – March 2025
Disbursement of Funds	April 2025 (tentative)

Scoring Evaluation Criteria

Application Review Criteria	
Item	Maximum Points
1. National Objective – Need and Justification	30
2. Project Approach	30
3. Experience and Qualifications	15
4. Financial Information	15
5. Past Performance	5
6. Partnerships	5
7. Shovel-Ready	5
TOTAL POINTS	105

Things HUD Wants You To Know

- Radon: Will apply to projects with a Categorically Excluded subject to 58.5 (CEST) level of environment review.

  - https://www.hudexchange.info/news/radon-and-hud-assisted-projects-webinar-series/

- NSPIRE: All housing units assisted with HUD funds will have to comply with new NSPIRE inspection standards that are replacing Housing Quality Standards (HQS).

  - https://www.hud.gov/program_offices/public_indian_housing/reac/nspire

- Fraud Schemes: The Office of Inspector General (OIG) investigates potential fraud schemes (bribery, kickbacks, bid rigging, conflicts of interest) related to HUD funding.

  - The CDBG Commission is engaging in Fraud Detection training as part of their ongoing CDBG/HOME education.

  - https://files.hudexchange.info/course-content/2019-cdbg-dr-problem-solving-clinic-days-2-and-3-active-cdbg-dr-grantees/Prevention-Fraud-Waste-Abuse-2019-CDBG-DR-Clinic-Slides.pdf
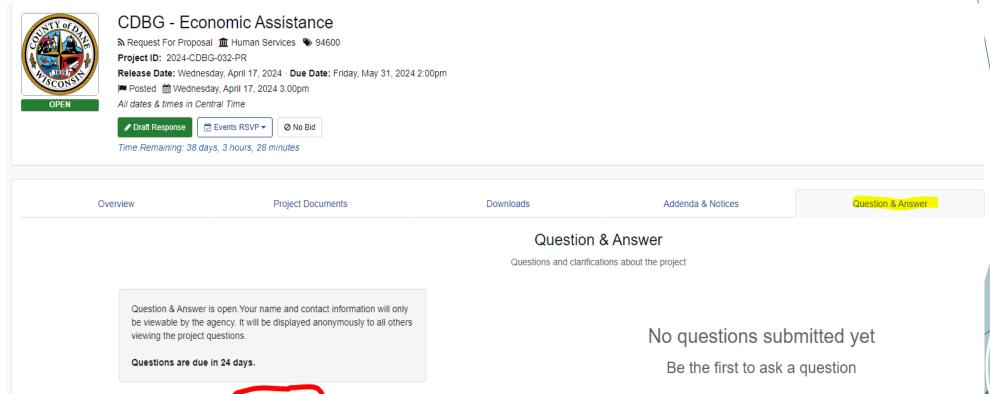
Best Practices

- <u>Write the application in 3rd person.</u>

- Read all of the instructions before completing. Including word minimums and limits.

- Submit early to ensure no technical issues!!!

- Do your math correctly in the budget.

- Make sure all the appropriate documents are attached.

- Make sure all the questions are answered fully.

- Ask questions if there's anything unclear.

- Check your grammar and spelling.

RFP Questions

Questions regarding any of the RFPs or the RFP process must be submitted in OpenGov no later than May 17, 2024 at 2PM.

Thank you!

Visit https://cdbg.danecounty.gov/about/funding-opportunities to view funding opportunities, RFP Workshop videos, and presentation slides.