

September 5, 2024
NS#24-344

All Interested Organizations

Subject: Request for Proposal – Letter of Intent (RFP-LOI) Process for Program Year (PY) 2025 Funding for the Community Development Block Grant (**CDBG**), Community Development Block Grant - Public Services (**CDBG-PS**), and the HOME Investment Partnership Program (**HOME**)

Dear Partners:

The City of Las Cruces (City) Housing & Neighborhood Services section is announcing the RFP-LOI for its U.S. Department of Housing & Urban Development’s application processes. The RFP-LOI period for all HUD funded programs runs from **Thursday, September 5, through Monday September 23, 2024.**

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 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 jlauterbach@lascruces.gov 575-528-3134	City of Las Cruces, City Managers’ Office P O Box 20000 Las Cruces, NM 88004	700 N. Main St. Suite 1100 Las Cruces, NM 88001	Monday, Sept. 23, 2024 4:30 p.m.
CDBG (Infrastructure & Facilities)	Raymond Burchfield rburchfield@lascruces.gov 575-528-3094	City of Las Cruces, City Managers’ Office P O Box 20000 Las Cruces, NM 88004	700 N. Main St. Suite 1100 Las Cruces, NM 88001	Monday, Sept. 23, 2024 4:30 p.m.
CDBG (Public Services)	Cynthia Villanueva cvillanueva@lascruces.gov 575-541-2428	City of Las Cruces, City Managers’ Office P O Box 20000 Las Cruces, NM 88004	700 N. Main St. Suite 1100 Las Cruces, NM 88001	Monday, Sept. 23, 2024 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 may 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 Grant Applications:

- Preliminary design must be submitted with your RFP application (if applicable).
- For projects in City-owned buildings, the budget and preliminary design must be submitted to, and approved by, the Facilities Department before your grant can be approved.
- CDBG infrastructure grants can be no more than 50% of your project budget per the City's 2021-2025 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,



Raymond Burchfield
Neighborhood Programs Specialist



Cynthia Villanueva
Neighborhood Programs Specialist



Jan Lauterbach
Housing and Neighborhood Services
Manager

Attachments: Request for Proposal – Letter of Intent

cc: Natalie Green, Housing & Neighborhood Revitalization Administrator 