



## NOTICE OF FUNDING OPPORTUNITY (NOFO)

### 1. Basic Information

#### **1.1 Executive Summary**

The U.S. Department of Housing and Urban Development's (HUD's) Community Development Block Grant program (CDBG) provides funding to states and localities to support community development activities aimed at improving housing, economic opportunities, and infrastructure, primarily for low-to- moderate-income individuals. In 2023, the City of Minot was designated an Entitlement Community and subsequently submitted an application and consolidated plan for CDBG funding to HUD for program years 2024-2028.

The City's plan has three primary components:

1. Support activities that increase the number of jobs in Minot, especially for low-to moderate-income residents
2. Ensure that a wide variety of housing opportunities are available
3. Provide supportive services to residents in poverty.

In 2024, the City of Minot received its first CDBG allocation from HUD in the amount of \$331,580 and subsequently awarded \$49,737 to nonprofit entities for eligible CDBG activities. In 2025, the City of Minot received a second allocation of funding from HUD in the amount of \$315,990. The remaining funds from program years (PY) 2024 and 2025 in the amount of \$468,318 will be used to award grants under this NOFA for assistance to low-to-moderate income residents.

The City of Minot announces this funding opportunity to support projects aimed at improving housing, increasing economic opportunities, and infrastructure for primarily low-and moderate-income individuals by issuing new awards. Projects to be funded through CDBG consist of public services, public facilities and infrastructure improvements, and housing.

This opportunity is available to nonprofit entities, for profit entities, community-based development organizations, community development financial institutions, faith-based organizations, an institute of higher learning if carrying out Community Development Block Grant activities, developers and contractors.

#### **1.2 Agency Name**

City of Minot

#### **1.3 Funding Opportunity Title**

Community Development Block Grant

#### **1.4 Announcement Type**

New Announcement



## **1.5 Funding Opportunity Number**

**2026-CDBG-01**

## **1.6 Funding Assistance Listing Number**

**14.218 – Community Development Block Grants/Entitlement Grants**

## **1.7 Funding Details**

**Total Available Funding:** The City of Minot received a CDBG grant from HUD for funding CDBG activities in PY 2024 in the amount of \$331,580. Of this, \$215,527 remains available for funding additional CDBG activities. In PY 2025, the City of Minot received a second allocation from HUD in the amount of \$252,792 and remains available for funding CDBG activities. A total of \$468,319 is available. The City anticipates a CDBG allocation of no less than \$315,990 for PY 2026.

This NOFO is being released prior to HUD allocating funds to the City of Minot for PY 2026. If HUD authorizes an amount of CDBG funding to the City of Minot for more than \$315,990 for PY 2026, the City of Minot reserves the right to allow applicants to amend their original applications.

Awards may be granted up to the maximum available program amount to include the remaining available funding from the 2024 and 2025 program years.

## **Anticipated Number of Awards: 10-20 awards**

The City of Minot reserves the right to make additional awards under this opportunity if funding becomes available after the original selections are made, consistent with City policy and guidance. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

## **1.8 Key Dates**

Deadline for Submission: February 24, 2026

## **1.9 City of Minot Contact Information**

For all inquiries, contact:

Jodi Erickson  
Grant Manager  
City of Minot  
[jodi.erickson@minotnd.gov](mailto:jodi.erickson@minotnd.gov)

## **2. Eligibility**



## **2.1 Eligible Applicants**

Applicants must be a public or private non-profit agency or organization, community-based development organizations, or institute of higher learning if carrying out Community Development Block Grant activities, Community Development Financial Institutions, Faith-Based organizations.

All applicants must have an active registration in the U.S. Government System for Award Management ([www.sam.gov](http://www.sam.gov)) before the application submission deadline of the announcement. Applicants with inactive, expired, pending, or excluded listings will be deemed ineligible. Exceptions, waivers, or extensions will not be considered.

## **2.2 Substantial Compliance**

All applications will be reviewed for eligibility and must meet the eligibility requirements described above. Applicants deemed ineligible for funding consideration will be notified within 15 calendar days of the ineligibility determination.

To be deemed eligible, applications must substantially comply with the application submission instructions and requirements set forth in Section 4, Application Content and Format, of this solicitation.

## **2.3 Program Description**

Utilizing funds from HUD's Community Development Block Grant, the City of Minot enters into agreements with subrecipients to conduct activities to improve and increase access to safe and affordable housing for low-and moderate-income (LMI) residents. Affordable and safe housing helps to provide financial stability, reduces the chances of a person becoming homeless, and promotes housing sustainability. The City of Minot prioritizes goals and objectives for using CDBG funding to benefit strategically and effectively for LMI residents by increasing access to decent housing and creating a suitable living environment while expanding economic opportunities for LMI individuals.

## **2.4 Authorizing Statutes and Regulations**

12 U.S.C. 1701x, 1701 x-1, 42 U.S.C. 3535(d) and 5301-5320

24 CFR 570

24 CFR Part 84

24 CFR Part 85

## **2.5 Type of Assistance**

The City of Minot anticipates that Grant Agreements will be funded pursuant to this funding opportunity.

In this type of agreement, the subrecipient is expected to implement the activities autonomously with little programmatic involvement from the City of Minot; however, the City of Minot



maintains an oversight role and the recipient must ensure that the City is kept apprised of progress through monthly progress reports and expenditure claims.

## **2.6 Funding Restrictions**

Generally, funds may not be used in any manner that is prohibited by applicable regulations, including 24 CFR 570, 2 CFR Part 200, and 2 CFR Part 400. Awards issued pursuant to this notice of funding opportunity may only be used for the purpose set forth in the award, consistent with the statutory authority for the award.

## **2.7 Reimbursable Requirement**

The CDBG program is a reimbursable program.

## **3.0 Evidence of Eligibility**

Applicants are responsible for including documentation, if necessary, establishing that they meet the stated eligibility requirements, when it is not immediately obvious. Applicants should not presume that the City of Minot is sufficiently familiar with their organization, and the City of Minot will not make assumptions as to the nature of the organization.

## **3.1 Activities**

All activities funded with CDBG funds must meet one of the CDBG program's National Objectives:

- A) Benefit low- and moderate-income persons;
- B) Aid in the prevention or elimination of slums or blight; or
- C) Meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

## **3.2 Eligible activities include:**

- Housing and Other Real Property Activities
- Economic Development
- Public Facilities
- Public Services
- Community-Based Development Organization (CBDO) activities
- 

## **3.3 The City of Minot's Goal to improve and provide *public services* may include, but are not limited to:**

- Employment services
- Crime prevention and public safety
- Child Care
- Health services
- Substance use services
- Fair housing counseling
- Education programs



- Energy conservation
- Services for homeless people
- Services for seniors
- Welfare services (excluding income payments)
- Recreational services

**3.4 The City of Minot's Goal to improve and expand *public infrastructure* may include, but is not limited to:**

- ADA Improvements
- Sidewalks
- Curb Cuts

**3.5 The City of Minot's Goal to improve and expand public facilities may include, but is not limited to:**

- Senior Centers
- Homeless and Domestic
- Violence Facilities
- Neighborhood Facilities
- Health Facilities

**3.6 Ineligible Activities**

Ineligible activities include:

- Buildings for the general conduct of government, general government expenses
- Political activities
- New housing construction (some exceptions)  
Funding for properties used primarily for religious purposes or to promote religious interests
- Income Payments
- Purchase of Equipment
- Operating and Maintenance Expenses
- For more information on CDBG ineligible activities see: eCFR :: 24 CFR 570.207 -- Ineligible activities.

**3.7 The City of Minot prioritized goals and objectives for using CDBG funding to strategically and effectively benefit low to moderate income residents by increasing access to decent housing and creating a suitable living environment while expanding economic activities for low to moderate-income people. Projects to improve housing sustainability may include, but are not limited to:**

- Homeownership Assistance
- Rehabilitation (single-unit residential and/or multi-family residential)
- Energy efficiency improvements



- The administrative cost for rehabilitation activities
- Lead-based paint testing/abatement
- Housing Counseling

#### **4.0 Application Contents and Format**

The application required by this announcement must include the following information:

Proof of 501(c) status documentation to support nonprofit eligibility, if applicable.

##### **A. Participant Profile:**

1. The name, address, and Unique Entity Identifier (UEI) from SAM.gov for the applicant organization;
2. The name, telephone number, and email address of the applicant's primary contact person;
3. The name(s) of the person(s) responsible for managing the proposed activities;
4. The type of organization (e.g., nonprofit, for profit, community-based development organization, or institute of higher learning, if carrying out Community Development Block Grant activities, Community Development Financial Institutions, and Faith-Based Organizations, Developers, Contractors);
5. The applicant's Federal tax identification number;

##### **B. Executive Summary and Strategic Plan**

The applicant must include an executive summary of the organization's overall strategic plan including:

1. A description of the organization's mission;
2. A description of the applicant's prior grant or CDBG experience, including the applicant's management and administrative capability and an explanation of the organization's strategic planning process and how it identifies priorities;
3. A description of the need/problem to be addressed consistent with priorities established in the City of Minot's CDBG Consolidated Plan/Action Plan.
4. A description of how the applicant's proposed CDBG activities fit into that overall strategy;
5. The population/area served, the estimated number of low- to moderate-income clients and measurable outputs;
6. A description of the work to be completed, and who will complete it;
7. Proposed schedule of work;
8. A statement on how eligibility and National Objective requirements will be met;
9. An explanation for why Federal funding assistance is needed and why the applicant is unlikely to carry out the proposed program without assistance;
10. A discussion of the applicant's efforts at developing collaborative partnerships;



11. A summary of any organizations affiliated with the applicant, including parent organizations, subsidiaries, and partnerships; and description of the other Federal funding;
12. Detailed budget including all funding sources.

## **C. Organizational Information**

1. Articles of Incorporation and Bylaws to include the governance structure; and
2. Organizational Chart, and list of the Board of Directors or other governing body;  
The list of Board of Directors must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body;
3. Certificate of Good Standing with the State
4. Designation of Authorized Official  
A signed letter from the Chairperson of the governing body providing the name, title, address, and telephone number of each authorized individual must be included;
5. Resumes of Program Administrator and Fiscal Officer;
6. Personnel/Staff Capacity;  
The list of personnel must reflect qualified staff for all the necessary functions associated with the proposed activities. If qualified staff are not available, a statement of how the organization plans to fill the gaps in personnel must be provided in order to assure compliance with CDBG program regulations.
7. Annual Financial Statement and Audit;
8. Financial Capacity;  
A description of the organization's financial management and personnel policies and procedures to include all necessary controls that conform to the prescribed standards in 2 CFR 200 Part 200. Recipients must ensure that management controls are fully addressed.
9. Non-Profit Determination:  
Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board;
10. Documentation of Compliance with National Objectives
11. A Signed Conflict of Interest/Code of Conduct
12. Copy of the written manual for procedures for financial management and personnel.

## **D. Activity/Activities**

**The majority of the activities must be within the city limits of Minot.**

1. A description of each proposed activity that reflects the requested budget and states how the activity is designed for, and used by, a segment of the population that is presumed to be principally low- and moderate-income or;



The nature, and if applicable, the location of the activity that primarily benefits low -and moderate- income people; or

The data showing the size and annual income of the family of each person receiving the benefits; or

Data showing that the activity is a special project removing accessibility barriers in the limited cases above.

2. A description of the expected results and the overall long term strategic goals to be advanced by the proposed activity for the ensuing 3–5-year period;
3. For each proposed activity, provide a market assessment and strategy that discusses the organization or entity's goals to provide decent housing and a suitable living environment and/or expand economic opportunities principally for low and moderate-income people. Provide a description of the situation, constraint(s)/opportunities(ies), and the strategy proposed to overcome constraints or take advantage of the opportunities;
4. A summary of the past performance and results achieved from grants and activities undertaken to provide decent housing and a suitable living environment and/or expand economic opportunities principally for low and moderate-income people;
5. Provide historical experience; including the amount of funding that was awarded, the amount of funding that was expended, and a description of obstacles that prevented the expenditure of the award.

#### **E. Constraints**

- 1) A description of the constraint impeding the opportunity to provide decent housing and a suitable living environment or expand economic opportunities for low to moderate-income individuals.
- 2) A description of the performance metrics/indicators against which future success in addressing the constraint will be measured. Every constraint must include at least one performance measure.

#### **F. Programmatic Capability and Past Performance**

Applicants should submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements and describe:

- (i) whether, and how, you were able to successfully complete and manage those agreements; and
- (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final reports under the agreements; and



(iii) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

In evaluating applicants under these factors in Section 6, the City of Minot will consider the information provided by the applicant and may also consider relevant information from other sources, including information from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

## **5. Electronic Signatures**

Consistent with the Electronic Signatures in Global and National Commerce Act (ESIGN Act), the City of Minot uses and accepts electronic signatures for application and award documents. The City of Minot will neither solicit nor send physical copies of documents.

### **5.1 Proprietary Information**

Applicants should generally refrain from including the details of proprietary information in applications. In cases where, in the applicant's judgement, the inclusion of proprietary information is essential to application review and scoring, the applicant should clearly indicate information it wishes to designate as proprietary.

## **6.0 Submission Requirements and Deadlines**

This Notice of Funding Opportunity contains all information required to submit a complete application package.

### **6.1 Unique Entity ID and System for Award Management (SAM)**

Each applicant must:

- (i) Be registered in SAM before submitting its application;
- (ii) Provide a valid unique entity ID in its application; and continue to maintain an active registration in SAM with current information at all times during which it has an active Federal award or an application or plan under consideration by a federal agency.

### **6.2 Submission Instructions**

Applicants must submit a complete application by COB on February 24, 2026, the application deadline, for consideration.



### **6.3 Submission Dates and Times**

Application Submission Deadline: February 24, 2026

### **7.0 Application Review Information**

#### **7.1 Eligibility Threshold Review**

The City of Minot will conduct an eligibility threshold review of all applications submitted to determine that:

- (i) The applicant is eligible, as defined in Section 2, Eligibility; and
- (ii) The application was submitted by the application submission deadline date and time as specified in Section 6, Submission Requirements; and
- (iii) The applicant submitted a complete application, including all required forms and documents as defined in Section 6, Submission Requirements.

An application that does not include all documentation required by this notice of funding opportunity at the time of application will be deemed ineligible.

If an applicant is determined to be ineligible, the City of Minot will notify the applicant prior to commencing with evaluation of applications, usually within 5 business days of the Application Submission Deadline. An applicant that feels such a determination was made in error may request reconsideration, highlighting evidence supporting their claim, by email to the program officer(s) listed in Section 1, Agency Contact Information, within 3 business days of notification.

#### **7.2 Review Criteria**

The City of Minot will review all applications for eligibility and completeness. The City will, subject to the availability of funds, approve those applications that it considers to best meet the objectives outlined in this announcement.

When determining funding recommendations, the City of Minot will give priority to organizations that have the broadest representation of low-and moderate-income people.

The City of Minot conducts the following process in reviewing applications and allocating available CDBG funds:

*Eligibility Threshold Review (Phase 1): In Phase 1, the Grant Manager (City of Minot) conducts the Eligibility Threshold Review outlined in Section 6.1 of this notice. Applications determined to be ineligible will receive no further consideration and will not be considered for funding. Applications that are deemed eligible and complete will be passed on for the Phase 2 review.*

*Grant Application Review (Phase 2): Each eligible application will be reviewed for “Activity Alignment with Program Goals,” and be scored with the rest of the application, using the following criteria:*



### Program Strategic Planning (total of 40 possible points)

Criterion	Description	Total Possible Points
<b>Overall Quality and Clarity, and Program Description and Objectives</b>	Applicants will be evaluated based on the overall quality and clarity of their strategic plan and the extent to which they present a clear and convincing vision of the proposed activities reflective of the low-moderate income needs within the City of Minot.	10
<b>Collaborations and Partnerships</b>	Applicants will be evaluated based on the extent to which the organization's long-term strategy includes input from a broad representation of industry and affiliated industries that meet regularly to update the strategic priorities, and any demonstrated partnerships or collaborations that enhance the Community Development Block Grant (CDBG) program's potential success.	5
<b>Significance and Impact</b>	Applicants will be evaluated based on the extent to which they demonstrate the importance of the CDBG program and the potential positive impact of the proposed activities	5



on the low-moderate income people within the City of Minot.

<b>Activity Alignment with Program Goals</b>	Applicants will be evaluated based on the following: the extent to which the proposed plan aligns with the program goals stated in this NOFO, the extent to which a reasonable implementation plan and well-developed plans to measure impact are presented, the expected impact of the plan, whether or not the plan includes quantifiable measures, and whether the activities proposed are allowable within the guidelines of this NOFO announcement and program regulations.	10
--	--	----

<b>Project Summary</b>	The project should clearly define the need/problem to be addressed, the project location, population served, description of work, proposed budget and proposed schedule of work.	10
------------------------	--	----

#### Program Management and Implementation (total of 30 possible points):

Criterion	Description	Total Possible Points
<b>Qualifications and Expertise</b>	Applicants will be evaluated based on the extent to which they demonstrate that they possess: (1) the qualifications,	20



experience, and expertise relevant to program, (2) adequate resources and capabilities to carry out the program, (3) adequate and appropriate staffing/organizational capacity to implement the program, and (4) collaboration and communication within their industry.

#### **Program Evaluation and Results Reporting (total of 60 possible points)**

<b>Criterion</b>	<b>Description</b>	<b>Total Possible Points</b>
<b>Reported Results Demonstrate Progress in Developing Viable Urban Communities by Providing Decent Housing and a Suitable Living Environment and Expanding Economic Opportunities Principally for Low-and Moderate-Income People</b>	Applicants will be evaluated by assessing past reported results against an applicant's performance measures and determining whether they demonstrate progress towards meeting established goals.	10
<b>Program Evaluation Requirements</b>	Applicants will be evaluated based on the extent to which they have previously submitted activity plans that are appropriate and reasonable and addressed CDBG program evaluation requirements.	10
<b>Past Performance and Feedback Used to Adjust Programming</b>	Applicants will be evaluated based on the extent to which they demonstrated that they have previously used the results from past performance, evaluation feedback, and City of Minot feedback to adjust their activities. Applicants should provide a clear plan for the implementation of recommendations and past	10



<p><b>Demonstrates Linkages Between Programming Results and Providing Decent Housing and a Suitable Living Environment Principally for Low-and Moderate-Income Persons.</b></p>	<p>examples where programming and/or strategic direction changed as a result of program results and evaluation.</p> <p>Applicants will be evaluated based on the extent to which they demonstrate clear links between their grant allocation and improving and increasing access to safe and affordable housing for principally low – and moderate-income persons over time.</p>	10
<p><b>Demonstrates Linkages Between Programming Results and Expanding Economic Opportunities for Low- and Middle-Income Persons.</b></p>	<p>Applicants will be evaluated based on the extent to which they demonstrate clear links between their grant allocation and expanding economic opportunities for low – moderate income persons.</p>	10
<p><b>Demonstrates Linkages Between Programming Results and Expanding Public Services for Low- and Moderate-Income Persons.</b></p>	<p>Applicants will be evaluated based on the extent to which they demonstrate clear links between their grant allocation and expanding public services that address the needs of the underserved and low – moderate income persons.</p>	10
<p><b>Demonstrates Linkages Between Programming Results and Public Infrastructure Improvements that Focus on Safe and Accessible Infrastructure Essential to the Quality-of-life and Building Communities that Support Community Diversity and Stability.</b></p>	<p>Applicants will be evaluated based on the extent to which they demonstrate clear links between their grant allocation and improvements that focus on safe and accessible infrastructure essential to the quality of life and building communities that support community diversity and stability.</p>	10



After the *Phase 2* reviewer, the City of Minot reviewer(s) will provide funding endorsement for the application. The Primary Reviewer's funding endorsement will be based on factors such as the application's score, the reviewer's assessment of the strengths and weaknesses of the application, the extent of the applicant's representation of low-moderate income people, the applicant's activities to address housing, homelessness and community development to expand economic opportunities through targeted public services, homeownership opportunities, development opportunities that promote the long-term community viability, and the empowerment of low-moderate income persons to achieve self-sufficiency.

For returning applicants, the reviewer will note how much funding the applicant received in the prior year and then make a funding endorsement to either "Increase," "Maintain," or "Decrease" that level of funding. For new applicants, the Primary Reviewer will provide a simple funding endorsement of either "Fund" or "Do Not Fund" the application at up to the applicant's requested funding level.

*Funding Recommendation (Phase 3):* The funding recommendations from Phase 2 will be presented to a committee of up to five members representing City staff and regional partners. . The committee will review the Phase 2 results and funding recommendations for each applicant. The committee will consider factors such as the application's score, past expenditure rates, ability to meet program requirements, and results of past activities, if applicable.

The development of the funding recommendations is an iterative process, and the management team may make adjustments to a particular application's funding recommendation at any step in the process after consideration of the factors outlined above. The following steps are used in the development of the funding recommendations:

**Step 1** – Applications will be ranked from highest to lowest (based on the application scores) and will make note of the reviewers' Phase 2 funding endorsements.

**Step 2** – The Committee will compare the overall availability of funds with the total funding requests. Any percent change (whether positive, negative, or neutral) from the previous year's allocation will be determined.

**Step 3** - For new applicants that receive a funding endorsement of "Fund," management will review the applicant's funding request and determine an appropriate funding level. A "Do Not Fund" will be given if a determination has been made that the applicant cannot effectively administer and implement the proposed activities.

**Step 4**- Taking into consideration all funding made available for the CDBG, the committee will determine an appropriate funding allocation for each eligible applicant where a grant may be awarded.



**Step 5** – Formula calculation - The recommended funding levels for each applicant from *Phase 3* are adjusted by the following criteria, with the number in parentheses representing the percentage weight of each factor, to determine adjusted funding recommendations for each applicant.

Formula Score	Weight
<b><i>Applicants' Qualifications and Experience</i></b>	<b>20%</b>
Depth of experience, subject-matter expertise, qualifications and capabilities, experience with similar clients or projects, and the applicants' resources and capacity.	
<b><i>Program Strategic Planning</i></b>	<b>20%</b>
Clarity and completeness of the application, strategic plan, best practices and efficiencies.	
<b><i>Project Activities</i></b>	<b>20%</b>
Relevance of the proposed activity(ies), past history to include timeliness and responsiveness to reporting requirements, communication and client service, and overall satisfaction and performance. activity alignment with CDBG and City of Minot program goals.	
<b><i>Program Management and Implementation</i></b>	<b>20%</b>
Other relevant criteria including but limited to the following: understanding of the project goals and challenges, proposed approach and methodology, team structure and availability, local knowledge and jurisdictional experience, and other value-added services.	
<b><i>Program Evaluation and Results Reporting</i></b>	
Reported results and past performance based on previous grants	<b>20%</b>
<b>Total</b>	<b>100%</b>

*Final Review and Allocation Decision Making (Phase 5):* A summary of all applications and the recommended funding levels for each will be provided to the City Council for approval. The recommendations will be presented to the City Council allowing for citizen participation and comments.

### **7.3 Programmatic Capability and Past Performance**

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering their:



- (i) past performance in successfully completing and managing the grant agreements identified in response to Section 4 of the solicitation,
- (ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section 4 of the solicitation including whether the applicant submitted acceptable final reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,
- (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and
- (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

#### **7.4 Review and Selection Process**

The City of Minot will convene a review panel to review the eligible applications against the evaluation criteria described above. The panel documents that reviewers, whatever their affiliation, are free from a conflict of interest that would affect their assessment of an applicant, whether positively or negatively.

The reviewers will ensure that the applicant can deliver the programs/activities described in the announcement based on the applicant's project narrative and assign a score and provide summary comments based on the evaluation criteria identified above. *The City Council may select applications out of rank order in consideration of the City's strategic program priorities. Selection determinations are final and cannot be appealed.*

#### **7.5 Risk Review**

Application evaluation criteria may include the following risk-based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in grants; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

### **8. Award Notices**

Applicants will be notified of the status of their application/award by email. Notification to successful applicants is *not* authorization to proceed, and such notification should be construed as provisional until an award document has been signed by authorized officials of the City of Minot and the recipient.

### **9. Post-Award Requirements and Administration**

#### **9.1 Administrative and Policy Requirements**



Before accepting an award, the applicant should carefully read all award documents for instructions on administering the award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

## **9.2 Uniform Administrative Requirements**

**Subrecipients must certify compliance with the following regulations:**

**2 CFR Part 200** - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

**2 CFR Part 300** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

**24 CFR Part 84**, "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," as modified by 24 CFR 570.502(b)  
24 CFR 570

**24 CFR Part 85** – Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments

## **10.0 Other Program Requirements:**

1. The subrecipient will carry out its activities in compliance with the requirements of Subpart K of 24 CFR 570, except, however, that the subrecipient does not assume the grantee's environmental responsibilities or the responsibility for initiating the environmental review process under 24 CFR Part 52. [eCFR :: 24 CFR Part 570 Subpart K -- Other Program Requirements](#)

## **10.1 Financial Management and Cost Principles**

Applicants must demonstrate their financial capability to the City of Minot prior to the award. A detailed description of the applicant's current operating budget, itemizing revenues and expenses should be provided. The applicant's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures and audit practices must be shown. Cash Management Policies and Procedures must Reference the process for grant awards, and;

- a. Be limited to the minimum amounts needed to cover allowable project costs;
- b. Be timed in accordance with the actual immediate cash requirements of carrying out the approved project; and
- c. Not be made to cover future expenditures.

### **1. Accounting Standards**



The applicant must agree to comply with 24 CFR 84.21–28 and agree to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

## **2. Cost Principles**

The applicant shall administer its program in conformance with OMB Circulars A-122, “Cost Principles for Non-Profit Organizations,” or A-21, “Cost Principles for Educational Institutions,” as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

## **3. Reimbursements**

CDBG subrecipients are required to submit expense claims monthly and a monthly progress report detailing the benefit to low and moderate-income persons, the scope of services, level of accomplishments, time of performance, and comparison of actual expenditures versus planned expenditures.

### **10.2 Financial Management Systems - Systems for Internal Control**

Systems must be in compliance with accounting policies and procedures for cash, real and personal property, equipment, and other assets.

### **10.3 Federal Funding Accountability and Transparency Act (FFATA)**

The FFATA Subaward Reporting System (FSRS) is a reporting tool that Federal prime awardees (i.e., prime grant recipients and prime contractors) use to capture and report subaward and executive compensation data to meet the FFATA reporting requirements. For FSRS reporting, prime awardees will report on all subawards they make.

In accordance with 2 CFR Part 170, prime awardees awarded a Federal grant are required to file a FFATA subaward report by the end of the month following the month in which the prime awardee awards and subaward equal to or greater than \$30,000 in Federal funds. Additional information can be found on the FSRS website at [Subaward Reporting in SAM | SAM.gov](#).

The notice of funding opportunity, regulation, or other issuance requires each applicant, to which 2 CFR Part 170.210 part applies, to have the necessary processes and systems in place to comply with this part if they receive a Federal award.

### **11.0 Documentation and Record Keeping**

Records should demonstrate that each activity undertaken meets the criteria for National Objective compliance. The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:



- (i) Records providing a full description of each activity undertaken;
- (ii) Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- (iii) Records to determine the eligibility of activities;
- (iv) Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- (v) Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- (vi) Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- (vii) Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- (viii) Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- (ix) Financial records as required by 24 CFR 570.502, and 24 CFR 84.21–28; and
- (x) Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

### **11.1 Retention**

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of three (3) years.

The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three (3) year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

### **11.2 Client Data**

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to the City of Minot monitors or their designees for review upon request.

### **11.3 Disclosure**

Information collected for clients is private and the use or disclosure of such information, when not directly connected with the administration of the grantee or subrecipient's responsibilities is prohibited by North Dakota State and Federal law unless written consent is obtained from such person receiving service, and in the case of a minor, that of a responsible parent/guardian.

## **12. Environmental Review Requirements**

Applicants who receive CDBG funds are considered responsible entities and an environmental review of all project activities must be completed prior to incurring expenses for eligible



activities Applicants are reminded that all activities are subject to the provisions at 24 CFR Part 58 (Environmental Review Procedures). The provisions of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) regulations in 40 CFR Parts 1500 through 1508 also apply.

Funds for certain activities may not be obligated or expended until HUD has approved a Request for Release of Funds (RROF) and issued an Authority to Use Grant Funds (AUGF). A RROF must be signed by a certifying officer at the City of Minot and submitted to HUD along with proof of public notice. Until the AUGF has been issued, no HUD funds can be committed. If the project or activity is Exempt per 24 CFR § 58.34 or Categorically Excluded Not Subject to 58.5 per 24 CFR § 58.35(b), no RROF is required.

On April 23, 2024, HUD published the [Federal Register :: Floodplain Management and Protection of Wetlands; Minimum Property Standards for Flood Hazard Exposure; Building to the Federal Flood Risk Management Standard](#) Final Rule to better protect communities from flooding. This Rule amends HUD's existing floodplain regulations to require a greater level of flood protection for HUD-funded projects. This rule, with a compliance date of June 24, 2024, applies to all Community Planning and Development (CPD) programs (with the exception of the Housing Trust Fund (HTF) as part of the environmental review process. Additional information can be found at [Floodplain Management - Environmental Review - HUD Exchange](#)

### **13. Build Ameria, Buy America (BABA)**

The Build America, Buy America (BABA) Act established a Buy America Preference (BAP) which requires that certain CPD-funded infrastructure projects procure all iron and steel, construction materials and manufactured products from domestic sources, unless exempted by a general or project-specific waiver. HUD issued a Phased Implementation Waiver that phases in additional covered CPD programs and materials. Grantees are encouraged to use BABA resources at [Build America, Buy America Act - HUD Exchange](#) CPD BABA Implementation on how to determine if the BAP applies to a specific project and resources to maximize the flexibilities provided by current HUD general Waivers.

### **14. Performance Reporting**

Grant subrecipients must submit a certification identifying the benefit to low-moderate-income residents. An annual performance report that includes a comparison of actual results against the projection for each activity is required within 30 days of the end of the program year. When actual results deviate significantly from targeted goals, the subrecipient must provide an explanation in the report as to why the goal was not achieved.

### **15. Close-out**

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during the close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the



Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of the Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

#### **16. Audits and Inspections**

The City of Minot, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, the City of Minot staff will review the subrecipients' files related to the program.

As part of any monitoring and program evaluation activities, subrecipients must permit the City's representatives, upon reasonable notice, to review assistance agreement-related records and to interview the organization's staff and other knowledgeable persons regarding the program, and to respond in a timely and accurate manner to agency requests for information relating to the program.

Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the audit requirements will constitute a violation of the agreement and may result in the withholding of future payments

#### **17. Mandatory Disclosures**

As required by 2 CFR 200.113, non-federal entities or applicants for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339 including suspension and debarment.

#### **19. Extensions**

Extensions to this program are not permitted.

#### **19. No Awards**

The City of Minot reserves the right to make no awards under this competition.

#### **20. SAM.gov Registration Instructions**

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes several steps and validations and is not complete until the registration is shown as Active. Please review the Entity Registration Checklist [Entity Registration Checklist](#) for details on this process.



If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active. Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

## **21. Preventing Waste, Fraud, and Abuse and Whistleblower Protections**

Preventing waste, fraud, and abuse of Federal funds is a shared responsibility and any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD's OIG is available to receive allegations of fraud, waste and abuse related to HUD programs via its hotline number (1-800-347-3735) and its hotline form.

Please be reminded of the Whistleblower Protection requirements contained in 41 U.S.C. § 4712, which, as amended, protect employees of a government contractor, subcontractor, grantee, and subgrantee from retaliation or reprisal as a result of protected disclosures of gross mismanagement, gross waste, abuse of authority, and other violations in connection with Federal contracts or grants. Grantee must inform employees in writing of their rights and remedies.

## **CDBG Entitlement Matrix Table of National Objective Codes**



Matrix Code Key		National Objective Codes (N = Not Allowed)														
Code	Eligible Activity	LMA	LMAFI	LMAFA	LMC	LMC/MC	LMCSV	LMH	LMHSF	LMJ	LMJ/F	LMJ/F	SBA	SBS	SBR	URG
01	Acquisition of Property - 570.201(a)					N	N			N						
02	Disposition - 570.201(b)					N	N			N			N			
03A	Senior Centers	N				N	N	N	N							
03B	Facility for Persons with Disabilities	N				N	N	N	N							
03C	Homeless Facilities (not operating costs)	N				N	N	N	N							
03D	Youth Centers	N				N	N	N	N							
03E	Neighborhood Facilities						N	N	N	N						
03F	Parks, Recreational Facilities		N	N		N	N	N	N	N	N		N			
03G	Parking Facilities						N	N	N	N						
03H	Solid Waste Disposal Improvements						N	N								
03I	Flood Drainage Improvements						N	N								
03J	Water/Sewer Improvements						N	N								
03K	Street Improvements						N	N								
03L	Sidewalks						N	N								
03M	Child Care Centers	N				N	N	N	N							
03N	Tree Planting						N	N		N						
03O	Fire Station/Equipment		N	N	N	N	N	N	N	N	N		N			
03P	Health Facilities						N	N	N	N						
03Q	Abused and Neglected Children Facilities	N				N	N	N	N							
03R	Asbestos Removal						N	N	N	N						
03S	Facilities for AIDS Patients (no op'ting costs)	N				N	N	N	N							
03T	Operating Costs Homeless/AIDS Patients	N	N	N		N	N	N	N	N	N	N	N	N	N	N
03Z	Other Public Improvements Not Listed in 03A-03S					N	N									
04	Clearance and Demolition					N	N				N					
04A	Cleanup of Contaminated Sites					N	N				N					
05A	Senior Services	N	N	N		N		N	N	N	N	N	N	N	N	N
05B	Services for Persons with Disabilities	N	N	N		N		N	N	N	N	N	N	N	N	N
05C	Legal Services		N	N		N		N	N	N	N	N	N	N	N	N
05D	Youth Services	N	N	N		N		N	N	N	N	N	N	N	N	N
05E	Transportation Services		N	N		N		N	N	N	N	N	N	N	N	N
05F	Substance Abuse Services		N	N		N		N	N	N	N	N	N	N	N	N
05G	Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	N	N	N		N		N	N	N	N	N	N	N	N	N
05H	Employment Training		N	N		N		N	N	N	N	N	N	N	N	N
05I	Crime Awareness		N	N		N		N	N	N	N	N	N	N	N	N
05J	Fair Housing Activities-Subj.to Pub.Serv.Cap		N	N		N		N	N	N	N	N	N	N	N	N
05K	Tenant/Landlord Counseling	N	N	N		N		N	N	N	N	N	N	N	N	N
05L	Child Care Services	N	N	N		N		N	N	N	N	N	N	N	N	N
05M	Health Services	N	N	N		N		N	N	N	N	N	N	N	N	N
05N	Abused and Neglected Children	N	N	N		N		N	N	N	N	N	N	N	N	N
05O	Mental Health Services		N	N		N		N	N	N	N	N	N	N	N	N
05P	Screening for Lead Based Paint/Lead Hazards	N	N	N		N		N	N	N	N	N	N	N	N	N
05Q	Subsistence Payments	N	N	N		N		N	N	N	N	N	N	N	N	N
05R	Homebuyer Downpayment Assistance - Excluding Housing Counseling, under 24 CFR 5.100	N	N	N	N	N	N			N	N	N		N	N	
05S	Rental Housing Subsidies	N	N	N	N	N				N	N	N		N	N	
05T	Security Deposits	N	N	N	N	N				N	N	N		N	N	
05U	Housing Counseling Only, under 24 CFR 5.100	N	N	N		N	N			N	N	N	N	N	N	N
05V	Neighborhood Cleanups		N	N	N	N	N		N	N	N	N		N	N	
05W	Food Banks		N	N	N	N		N	N	N	N	N		N	N	
05X	Housing information and referral services	N	N	N		N	N			N	N	N	N	N	N	N
05Y	Housing Counseling under 24 CFR 5.100 supporting homebuyer downpayment assistance (05R)	N	N	N	N	N	N			N	N	N		N	N	
05Z	Other Public Services Not Listed in 03T and 05A-05Y		N	N		N		N	N	N	N	N		N	N	
06	Interim Assistance	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
07	Urban Renewal Completion					N	N				N		N	N	N	
08	Relocation					N	N			N						
09	Rental Income Loss					N	N				N					
11	Privately Owned Utilities					N	N				N					
12	Construction of Housing	N	N	N	N	N	N			N	N	N	N	N	N	
13A	Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance 13B	N	N	N	N	N	N			N	N	N	N	N	N	N
13B	Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100	N	N	N	N	N	N			N	N	N	N	N	N	N



Matrix Code Key		National Objective Codes (N = Not Allowed)														
Code	Eligible Activity	LMA	LMAFI	LMASA	LMC	LMCMC	LMCSV	LMH	LMHSP	LMJ	LMJFI	LMJP	SBA	SBS	SBR	URG
14A	Rehab; Single-Unit Residential	N	N	N	N	N	N				N	N	N			
14B	Rehab; Multi-Unit Residential	N	N	N	N	N	N				N	N	N			
14C	Public Housing Modernization	N	N	N	N	N	N				N	N	N			
14D	Rehab; Other than Public-Owned Residential Buildings	N	N	N	N	N	N				N	N	N			
14E	Rehab. Pub./Pvt.-Comm'/Indust'							N	N	N	N		N			
14F	Energy Efficiency Improvements	N	N	N	N	N	N				N	N	N			
14G	Acquisition for Rehabilitation	N	N	N	N	N	N				N	N	N			
14H	Rehabilitation Administration							N	N				N			
14I	Lead-Based Paint Abatement	N	N	N	N	N	N				N	N	N			
14J	Housing Services, excluding Housing Counseling under 24 CFR 5.100	N	N	N	N	N	N				N	N	N	N	N	
14K	Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Assistance Housing Activities	N	N	N	N	N	N				N	N	N	N	N	
14L	Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehab	N	N	N	N	N	N				N	N	N			
15	Code Enforcement		N	N	N	N	N	N	N	N	N	N	N		N	
16A	Residential Historic Preservation	N	N	N	N	N	N				N	N	N		N	
16B	Non-Residential Historic Preservation							N	N	N	N				N	
17A	ED Acquisition by Recipient						N	N	N	N						
17B	CI Infrastructure Development						N	N	N	N					N	
17C	CI Building Acq., Construction, Rehabilitation						N	N	N	N						
17D	Other Commercial/Industrial Improvements						N	N	N	N						
18A	ED Assistance to For-Profits				N	N	N	N	N	N			N			
18B	Economic Development: Technical Assistance				N	N		N	N	N			N			
18C	Micro-Enterprise Assist.					N	N	N	N	N			N			
19C	Nonprofit Capacity Building															
19E	Operation and Repair of Foreclosed Property	N	N	N	N	N					N	N	N	N	N	
19F	Planned Repayments of Sec.108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
19G	Unplanned Repayments of Sec.108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
19H	State CDBG Technical Assistance to Grantees	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
20	Planning	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
20A	State Planning-only 570.483(b)(5) and (c)(3)														N	
21A	General Program Admin. - 570.206	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
21B	Indirect Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
21C	Public Information	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
21D	Fair Housing Activity (subject to Admin. cap)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
21E	Submissions or Applications for Federal Programs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
21H	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
21I	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
21J	State Administration Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
23	Tornado Shelters - Private Mobile Home Parks	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
24A	Payment of Interest on Section 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
24b	Payment of Costs of Section 108 Financing															
24C	Debt Service Reserve	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
National Objective Key		Entitlements													States	
LMA	Low- and moderate-income (Low/Mod) Area Benefit													570.483(b)(1)		
LMAFI	Low/Mod Area Benefit CDFI													570.483(e)(4)		
LMASA	Low/Mod Area Benefit NRSA													570.483(e)(5)		
LMC	Low/Mod Limited Clientele													570.483(b)(2)		
LMCMC	Low/Mod Limited Clientele Microenterprise Development													570.483(b)(2)(iv)		
LMCSV	Low/Mod Limited Clientele, Job Service Benefit													570.483(b)(2)(v)		
LMH	Low/Mod Housing													570.483(b)(3)		
LMHSP	Low/Mod Housing, CDFI or NRSA													570.483(e)(5)		
LMJ	Low/Mod Job Creation or Retention													570.483(b)(4)		
LMJFI	Low/Mod Job Creation/Retention, Public Facility/Improvement													570.483(b)(4)(vi)(F)		
LMJP	Low/Mod Job Creation or Retention, Location Based													570.483(b)(4)(iv)(B)		
SBA	Slum and Blight Area													570.483(c)(1)		
SBS	Slum and Blight Spot													570.483(c)(2)		
SBR	Slum and Blight Urban Renewal/Planning Activities (States)													570.483(c)(3)		
URG	Urgent Needs													570.483(c)(3)		