



NOTICE OF FUNDING  
OPPORTUNITY

**COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG)**

**PUBLIC SERVICES**





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## **A. ANNOUNCEMENT**

The City of Amarillo Community Development Department announces the availability of funding through the Community Development Block Grant (CDBG) Public Services Program. Funding is provided by the U.S. Department of Housing and Urban Development (HUD) under the Housing and Community Development Act of 1974 and is administered in accordance with 24 CFR Part 570.

The purpose of the CDBG Public Services Program is to provide financial assistance to qualified nonprofit organizations and public agencies that deliver essential services to low- and moderate-income residents of Amarillo.

For the current program year, the City of Amarillo intends to allocate CDBG Public Services funding to programs that support direct services to individuals and families, including those experiencing homelessness or at imminent risk of homelessness, as authorized under 24 CFR § 570.201(e).

HUD defines “homeless” and “imminent risk of homelessness” in 24 CFR § 578.3, and “at risk of homelessness” in 24 CFR § 576.2, which includes individuals or families who will lose their primary residence within 14 days or lack the resources or support networks to maintain housing.

Eligible organizations are invited to submit proposals for programs that assist homeless individuals and families in accessing essential services, stabilizing their living situations, and transitioning toward permanent housing.

Funding will be awarded through a competitive application process. Applications will be evaluated based on program design, community/service benefit, organizational capacity, and compliance with federal regulations.

Final funding decisions will be made by the Amarillo City Council based on recommendations from the Community Development Advisory Committee (CDAC).

<b>Activity</b>	<b>Date</b>
<b>Application Released</b>	April 7, 2026
<b>Applicant Workshop</b>	April 13 and April 21, 2026
<b>Application Deadline</b>	May 8, 2026
<b>Staff Review</b>	May 22, 2026
<b>CDAC Review</b>	June 11, 2026
<b>City Council, First Reading</b>	July 14, 2026
<b>City Council Approval</b>	July 28, 2026
<b>Contract Period</b>	Oct 1 – Sept 30



## **B. FEDERAL AWARD INFORMATION**

Funding is provided through the U.S. Department of Housing and Urban Development under the CDBG program. Awards will be made through Subrecipient Agreements between the City of Amarillo and selected organizations.

Federal regulations limit the amount of CDBG funds that may be used for public services. Specifically, expenditures for public services may not exceed 15 percent of the City's annual CDBG allocation plus the prior year's program income.

Funds will be allocated on a reimbursement basis for eligible costs incurred during the contract period.

The City reserves the right to adjust award amounts, partially fund applications, or decline to fund proposals based on available funding and program priorities.

## **C. PROGRAM DESCRIPTION**

The CDBG Public Services Program provides financial assistance to nonprofit organizations and public agencies that deliver essential services that benefit low- and moderate-income (LMI) residents of Amarillo.

For this funding cycle, the City of Amarillo is specifically seeking proposals for programs that provide services to individuals and families experiencing homelessness or those at risk of homelessness.

Homelessness continues to present significant challenges for communities across the country. Individuals experiencing homelessness often face barriers related to employment, health care access, housing stability, and access to basic services. The City seeks to support programs that provide services designed to stabilize families and individuals at risk of homelessness and homeless individuals and families and help them transition toward safe and stable housing.

Programs funded through this NOFO should provide services that directly assist homeless individuals or those at imminent risk of homelessness. These services may include:

- Case management
- Housing navigation services,
- Employment readiness assistance,
- Mental health or behavioral health support, and
- Other services that promote housing stability and self-sufficiency.

Awards for Public Service grants range between \$15,000 and \$40,000. Requests outside this range may be considered if sufficient justification is provided.



Due to funding limitations under this NOFO, the City of Amarillo intends to prioritize personnel costs for staff delivering direct services to individuals and families experiencing homelessness.

Eligible personnel may include;

- Case managers,
- Outreach workers,
- Housing navigators,
- Program coordinators, and
- Other staff directly responsible for providing program services.

Applicants should structure their budgets accordingly and clearly identify the staff positions that will be supported by CDBG funds. Requests for other types of program expenses may not be prioritized.

Programs funded through this NOFO must demonstrate that they either establish a new public service or provide a quantifiable increase in the level of service compared to services provided during the previous twelve months.

## **D. ELIGIBILITY CRITERIA**

### **a. Eligible Applicants**

Eligible applicants include nonprofit organizations with current 501(c)(3) status, units of local government, and public agencies capable of administering federal grant funds.

Applicants must demonstrate the administrative and financial capacity necessary to manage federal funds and comply with applicable regulations.

Applicants must maintain active registration in [SAM.gov](https://sam.gov) throughout the grant period.

### **b. National Objective Requirement**

All CDBG-funded activities must meet one of the following national objectives established by HUD:

- Benefit low- and moderate-income persons.
- Aid in the prevention or elimination of slums or blight.
- Meet an urgent community need.

Public service activities funded through this NOFO will qualify under the Low- and Moderate-Income Limited Clientele category.

Applicants must demonstrate that program participants are low- and moderate-income individuals experiencing homelessness or at risk of homelessness according to 24 CFR § 570.201(e).



### **c. Eligible Activities**

Eligible activities include programs that provide direct services to homeless individuals or families and that meet the CDBG national objective.

Examples of eligible services include:

- Case management services for homeless individuals.
- Housing navigation and housing placement assistance.
- Employment readiness and job placement support.
- Behavioral health or counseling services.
- Food security and basic needs services.
- Services supporting individuals transitioning from homelessness to stable housing.
- Support services for homeless youth, families, or veterans.

Programs must clearly demonstrate how the services provided will benefit individuals experiencing homelessness or those at imminent risk of homelessness.

### **d. Ineligible Activities**

The following activities are generally not eligible for funding under this NOFO:

- Activities that do not meet a CDBG national objective.
- Political activities or lobbying
- Religious activities such as worship or proselytization.
- Fundraising activities
- Construction or capital improvement projects
- General operating costs not directly associated with the delivery of the proposed program.

The City reserves the right to determine eligibility based on federal regulations.

### **e. Eligible Costs**

Funds awarded through this NOFO may be used for costs directly associated with delivering eligible services to individuals experiencing homelessness or those at risk of homelessness.

Due to the limited funding available, awards are expected to support personnel costs for staff providing direct services.

Eligible costs may include:

- Salary and wages for staff providing direct services.
- Proportional fringe benefits associated with those positions.

Applicants must identify the staff positions to be supported by CDBG funds and describe the duties those staff will perform under the proposed program.

CDBG funds must supplement and not supplant existing funding sources in accordance with 24 CFR §570.201(e). Funds requested through this NOFO should



support expanded or additional staff capacity to provide services for individuals experiencing homelessness and should not replace existing staff funding.

## **E. APPLICATION AND SUBMISSION INFORMATION**

### **Mandatory NOFO Workshop**

All organizations interested in applying for funding must attend a mandatory NOFO workshop hosted by the Community Development Department.

The workshop will provide an overview of program requirements, federal compliance obligations, application instructions, and reporting requirements for subrecipients.

Attendance is required to ensure that applicants understand the responsibilities associated with administering federal funds. Applicants can attend one or more sessions.

Workshop Details:

<b>Location/Time</b>	
<b>Simms Building: 808 S Buchanan Avenue, Room 275; Amarillo from 10:00am-12:00pm</b>	<b>Monday, April 13</b>
<b>Simms Building: 808 S Buchanan Avenue, Room 275; Amarillo from 2:00pm-4:00pm</b>	<b>Tuesday, April 21</b>

The Simms Building is accessible to individuals with disabilities through its main entry located at the front of the building. Parking spaces for individuals with disabilities are available in the front parking lot. The Simms Building is equipped with restroom facilities, an elevator and communications equipment that are accessible. Individuals with disabilities who require special accommodation or a sign language interpreter must make a request with the Community Development Department two business days before the meeting by telephoning 378-6451. Requests may also be made to the City's TDD number at 378-4229.

### **Form of Proposal Submission**

Applications must be submitted electronically through the Neighborly Grant Management System no later than **May 8<sup>th</sup>, 2026, by 5:00 pm CST**. Organizations that do not currently have a Neighborly account must create one prior to submitting an application.

Applicants without an account should visit the following link to register:

[Neighborly Registration Link:](https://portal.neighborlysoftware.com/AMARILLOTX/Participant)

<https://portal.neighborlysoftware.com/AMARILLOTX/Participant>

All required information must be entered into the Neighborly system, and all required attachments must be uploaded before the application deadline.

Incomplete or late applications will not be accepted.



## Application Submission Checklist

Item	Submission Requirements
<b>Program Documentation</b>	<input type="checkbox"/> Program description <input type="checkbox"/> Description of services to be provided <input type="checkbox"/> Identification of the target population <input type="checkbox"/> Description of how the program will serve homeless individuals or families or those at imminent risk of homelessness <input type="checkbox"/> Estimated number of program participants <input type="checkbox"/> Description of measurable program outcomes/goals <input type="checkbox"/> HMIS Agency Participation Agreement
<b>Organizational Documentation</b>	<input type="checkbox"/> IRS 501(c)(3) determination letter <input type="checkbox"/> Current list of Board of Directors <input type="checkbox"/> Organizational chart <input type="checkbox"/> Articles of incorporation or organizational documentation <input type="checkbox"/> Current W-9 form <input type="checkbox"/> SAM.gov registration confirmation <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Form 990 or 990EZ
<b>Financial Documentation</b>	<input type="checkbox"/> Most recent financial audit or financial statements <input type="checkbox"/> Current fiscal year's financial statement <input type="checkbox"/> Proposed program budget for the CDBG-funded activity

## F. EVALUATION PROCEDURES AND CRITERIA

Applications will be reviewed by Community Development staff and evaluated by the Community Development Advisory Committee (CDAC). Each application will be evaluated based on the quality of the proposed project, the benefit to individuals experiencing homelessness, and the applicant's capacity to implement the program and manage federal funds. Previously funded applicants will also be assessed based on past performance and compliance history.

Applications will be scored using the following evaluation criteria.

Evaluation Criteria	Maximum Points
Project Description & Activity Scope	20
Service Benefit and Outcomes	30
Administrative Capacity & Organizational Experience	20



Budget & Cost Narrative	15
Risk Assessment	15
<b>Total Possible Score</b>	<b>100 Points</b>

**1. Project Description & Activity Scope - Maximum: 20 Points**

This section evaluates the clarity and completeness of the proposed project.

Applicants must clearly describe the service program to be carried out with the requested CDBG funding and demonstrate how the project will provide services to individuals experiencing homelessness or those at risk of homelessness.

Applicants should include the following:

**Program Description and Objectives**

Describe the project to be carried out with the requested grant funding. Applicants should provide a clear description of the project and objectives of the proposed activity and scope of services to be delivered.

Applicants should also identify whether the program represents:

- a new service, or
- an expansion of an existing service

**2. Service/Community Benefit and Outcome Indicators - Maximum: 30 Points**

This section evaluates the extent to which the proposed project will benefit the target population and address the needs of individuals experiencing homelessness.

Applicants must provide information below:

**a. Target Population and Target Area**

Applicants must clearly identify the population and geographic area that will primarily benefit from the proposed program. Programs must serve residents within the City of Amarillo's designated target areas, which include low- and moderate-income neighborhoods and communities with a high concentration of vulnerable populations. Applicants should specifically identify how their program addresses the needs of one or more of the following vulnerable populations:

- Individuals and families experiencing homelessness or at risk of homelessness,
- Veterans and homeless veterans,
- Survivors of domestic violence or sexual assault,
- Individuals with physical, developmental, or mental health disabilities,
- Elderly low- and moderate-income residents,
- At-risk youth and transitional age youth, and/or
- Individuals with substance use disorders seeking recovery support.



## **b. Goals and Accomplishment Indicators**

Applicants must describe how the proposed program will meet the needs of the identified target population within Amarillo's target areas. The application must clearly explain how services are designed to reach and benefit vulnerable populations, particularly those experiencing homelessness or at risk of homelessness.

Applicants must identify one primary accomplishment indicator for the project. Examples include:

- Unique number of individuals served,
- Number of households receiving services,
- Number of persons transitioned into stable or permanent housing,
- Number of persons receiving emergency rental, utility, or housing stability assistance, and/or
- Number of individuals connected to mainstream benefits or supportive services.

Applicants must provide the projected number of accomplishments expected to be achieved during the implementation year.

## **c. Low- and Moderate-Income Benefit**

Applicants must demonstrate that the proposed program primarily benefits low- and moderate-income (LMI) residents of the City of Amarillo, consistent with the Low- and Moderate-Income Limited Clientele national objective under the CDBG program. Applications must include:

- The estimated percentage of program participants expected to meet the LMI income threshold.
- A detailed description of the intake and eligibility verification process used to document participant income status.

## **3. Administrative Capacity & Organizational Experience - Maximum: 20 Points**

This section evaluates the organization's ability to administer a federally funded program and implement the proposed project. Applicants must provide information regarding the organization's background and experience implementing similar programs.

Applicants should include:

### **a. Experience Implementing Similar Projects**

Describe previous programs that are similar in scope to the proposed project. Applicants should include examples of services provided to homeless individuals or other vulnerable populations. Applicants should also identify any federal, state, or private grants the organization has administered.



## **b. Organizational Structure and Key Staff**

Identify the staff who will oversee the program and administer the grant. This includes the individual responsible for program oversight, financial management, and submission of reimbursement requests.

Applicants should describe staff qualifications and experience managing federally funded programs.

## **c. Financial Management and Internal Controls**

Describe the organization's financial management system and how CDBG funds will be tracked separately from other funding sources.

Applicants should also describe internal controls and purchasing procedures used to manage grant funds.

## **4. Budget & Cost Narrative - Maximum: 15 Points**

This section evaluates the reasonableness and clarity of the proposed project budget. Applicants must provide a detailed project budget identifying the total cost of the activity and the amount of CDBG funding requested, as well as all other funding sources that together equal 100% of the total project cost.

All non-CDBG funding sources must be identified by source, amount, and status (confirmed, pending, or committed). The budget narrative must provide a detailed explanation of each line item included in the project budget.

Due to funding limitations under this NOFO, applicants are encouraged to structure their budgets primarily around personnel costs for staff providing direct services to individuals experiencing homelessness. Applicants must identify each staff position supported by CDBG funding and describe the duties of that position as they relate to the proposed project.

### **Supplanting**

CDBG funds must supplement and not supplant existing funding sources in accordance with 24 CFR §570.201(e). Applicants must demonstrate that CDBG funds will not replace existing funds currently used to support the proposed program.

## **5. Risk Assessment - Maximum: 15 Points**

Each application will also undergo a risk assessment evaluating the applicant's ability to manage federal funds and successfully implement the proposed activity.

The assessment considers three primary factors:

- Project alignment with CDBG requirements and homeless services priorities.
- Organizational management experience and capacity.
- Internal controls and financial management practices.



Applications determined to present unacceptable levels of risk may not be recommended for funding consideration.

## **G. GENERAL PROVISIONS AND CONDITIONS**

- a. Pre-contractual expenses are defined as any expense incurred by the applicant in preparing or submitting a proposal in response to this NOFO, negotiating with the City any matter related to this NOFO, or engaging in any activity prior to the effective award date of a resulting contract. The City of Amarillo shall not, under any circumstances, be liable for any pre-contractual expenses incurred by applicants, and applicants shall not include any such expenses as part of their proposals.
- b. No Commitment to Award Issuance of this NOFO and receipt of applications does not commit the City of Amarillo to award a contract. The City expressly reserves the right to postpone application review for its own convenience, to accept or reject any or all applications received in response to this NOFO, to negotiate with more than one applicant concurrently, or to cancel all or part of this NOFO.
- c. The City reserves the right to reject any and all applications and any item therein, and to waive any non-conformity with the NOFO, whether of a technical or substantive nature, as the interests of the City may require.
- d. Nothing contained in this NOFO shall create any contractual relationship between the applicant and the City. The City accepts no financial responsibility for costs incurred by any applicant in connection with this NOFO.
- e. Prior to the award of any funding, the City of Amarillo and the sub-recipient shall enter into a written Sub-Recipient Agreement outlining all terms and conditions of the award.
- f. System of Award Management (SAM) checks are required to ensure that sub-recipients and contractors are not suspended or debarred from participating in federally funded projects. Clearance may be obtained at [www.sam.gov](http://www.sam.gov) using the agency's Unique Entity Identifier (UEI). If your agency does not have a UEI, one may be requested through the SAM.gov registration portal.
- g. Instructions and Questions: Applicants should not contact any City employee or official other than the designated contact regarding this NOFO. All questions must be directed to: [Dale.Braden@amarillo.gov](mailto:Dale.Braden@amarillo.gov) or 806-378-6282.

## **H. SUBRECIPIENT REPORTING AND MONITORING REQUIREMENTS**

Organizations selected for funding must enter into a Subrecipient Agreement with the City of Amarillo and comply with all applicable federal regulations.

Subrecipients will be required to maintain records documenting:

- Program participants and beneficiary eligibility,



- Program activities and services delivered,
- Program outcomes and performance measures, and
- Financial expenditures and supporting documentation.

Subrecipients must submit periodic performance reports and reimbursement requests throughout the contract period.

The City will conduct monitoring activities to ensure compliance with CDBG requirements. Monitoring may include desk reviews, on-site monitoring visits, and review of financial records.

Failure to comply with federal requirements may result in corrective actions, repayment of funds, or termination of the agreement.

## **I. REFERENCES**

- Housing and Community Development Act of 1974
- 24 CFR Part 570 – CDBG Regulations
- 2 CFR Part 200 – Uniform Administrative Requirements
- City of Amarillo CDBG Public Services Policies and Procedures