



**CITY OF  
BIRMINGHAM**

# REQUEST FOR PROPOSALS

## **2025 Critical Repair Program Single Family-Owner Occupied**

710 20<sup>th</sup> Street North,  
10<sup>th</sup> Floor  
Birmingham, AL 35203

205-254-2309



**City of  
Birmingham**  
PUTTING PEOPLE FIRST

**DEADLINE:**

**DECEMBER  
3, 2025**



## **City of Birmingham**

### **Request for Proposals (RFP) – 2025 Critical Repair Program**

The City of Birmingham's Community Development Department (CDD) invites proposals from qualified nonprofit organizations to administer the Single-Family Owner-Occupied Critical Repair Program (CRP) for Program Year 2025. This program is funded through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program.

#### **1. Background and Purpose**

The City's Critical Repair Program provides housing rehabilitation services to low-income, owner-occupied single-family homes within Birmingham city limits. The program addresses urgent health and safety needs such as roofing, electrical, plumbing, and HVAC repairs. The goal is to preserve housing stock, improve living conditions, and prevent displacement of residents.

CDD seeks to partner with nonprofit administrators capable of coordinating between contractors and the homeowners, contractor management, and compliance reporting. The City anticipates assisting up to 100 households, with a maximum of \$30,000 per household in repair costs.

Community Development Block Grant (CDBG) funding is contingent upon the annual allocation provided to the City of Birmingham by the U.S. Department of Housing and Urban Development (HUD). The total amount of funding available for award may be increased, decreased, or withdrawn at any time based on the final HUD allocation or other federal budgetary actions.

The City anticipates assisting up to 100 households, with a maximum of \$30,000 per household in repair costs.

## 2. Proposal Schedule

- **November 3, 2025 – RFP Release**
- **November 17, 2025 – Question/answer session related to the RFP**
- **December 3, 2025 – Proposal Due by 4:00 p.m. (CST)**
- **December 8, 2025 – Review of Proposals**
- **December 15, 2025 – Award notification**
- **February 2026 – Program Launch**

## 3. Eligible Applicants

Eligible applicants include public or private nonprofit organizations, including faith-based organizations, that demonstrate the administrative, financial, and programmatic capacity to manage CDBG-funded housing repair activities. Applicants must be 501(c)(3) entities in good standing and have a Unique Entity Identifier (UEI).

Organizations must not be debarred or suspended from federal funding (**verified through SAM.gov**) and must provide services within the Birmingham city limits.

## 4. Program Overview

The Critical Repair Program serves homeowners who meet HUD's low-income definition ( $\leq$  80% Area Median Income). Repairs must address health, safety, or structural issues that threaten the habitability of the home. All work must comply with local codes and HUD requirements.

Eligible activities include: roofing, HVAC, electrical, plumbing, accessibility modifications, and other urgent repairs. Activities such as landscaping, luxury improvements, or additions are not eligible.

## 5. Proposal Submission Instructions

Proposals **must** be submitted **no later than 4:00 p.m. (CST) on December 3, 2025**.

Submissions may be emailed to [chris.ngigi@birminghamal.gov](mailto:chris.ngigi@birminghamal.gov) or delivered to:

### **Community Development Department**

City Hall – 10th Floor  
710 North 20th Street North  
Birmingham, AL 35203  
Attention: Chris Ngigi.

Proposals must be typed, clearly organized, and include all required documents. Late or incomplete submissions **will not** be accepted.

## 6. Proposal Content

Proposals must include the following sections:

- A. Organizational Background and Experience – Description of mission, history, and experience with housing programs or grants.
- B. Staff Capacity – Identify key personnel, roles, qualifications, and relevant experience.
- C. Financial Management – Outline fiscal systems, audit history, internal controls, and reserve capacity.
- D. Program Plan and Budget – Describe approach, target households, and provide a detailed line-item budget.
- E. HUD Compliance – Describe understanding of federal requirements including procurement, Section 3, environmental reviews, and recordkeeping.

## 7. Budget and Financial Management

**Funds are reimbursable;** administrators **must** maintain adequate reserves to front costs pending reimbursement. Applicants and program administrators are required to provide verifiable documentation demonstrating the existence and amount of financial reserves. Acceptable documentation may include, but is not limited to, recent bank statements, audited financial statements, or other certified financial records issued within the past twelve (12) months.

The documentation must clearly identify the source, account type, and total balance of reserve funds. Failure to provide adequate proof of reserves may result in disqualification of the application or ineligibility for funding consideration.

Organizations must maintain proper accounting systems, segregation of duties, and supporting documentation for all expenditures. Invoices **must** include itemized expenses, proof of payment, and before/after project photos.

### 7A. Proposed Program Budget

Applicants **must** submit a detailed proposed program budget that outlines anticipated expenditures for the 2025 program year. Administrative costs may not exceed 20% of the total program budget. The average construction cost per home is estimated at \$24,000. Applicants should specify the total number of homes to be repaired based on budget below.

Budget categories should include the following line items:

<b>Description</b>	<b>Proposed Amount (\$)</b>
Executive Director (portion related to program oversight)	
Program Administrator/Coordinator	
Contractor Recruiter/Field Director	
Accountant/Program Assistant	
Hard Construction Costs (materials and labor)	
Fringe Benefits	
Office Supplies and Administrative Expenses	
Payroll and Accounting Services	
Independent Audit	
Rent and Utilities (if applicable)	
Travel and Training (if applicable)	
Indirect Costs (if applicable)	

**Total Budget:** \_\_\_\_\_

Administrative costs will be reimbursed on a per-home completion basis. All costs must comply with HUD cost principles under 2 CFR Part 200. Ineligible costs include luxury improvements, non-housing-related expenses, or expenditures not directly related to program delivery.

## 8. Monitoring and Compliance

CDD staff will monitor performance through desk reviews, on-site inspections, and financial reporting. Administrators **must** maintain complete project files. Monthly , Quarterly progress and final reports are required.

## 9. Evaluation Criteria

Proposals will be evaluated on the following weighted criteria (maximum 50 points):

- Experience managing CDBG or other federal grants (up to 10 points)
- Staff qualifications and organizational capacity (up to 10 points)
- Financial stability and fiscal controls (up to 10 points)
- Program design, outreach, and implementation plan (up to 10 points)
- Budget clarity and cost effectiveness (up to 10 points)

In the event of a tie, references may be contacted or additional clarifications requested.

## 10. Insurance Requirements

Without limiting its liability, administrators shall maintain the following insurance during the life of the contract: worker's compensation, comprehensive general liability, automobile liability, and professional liability. Administrators shall provide City with a standard Certificate of Insurance as evidence of this coverage. The amounts of coverage shall be negotiated as part of the contract but shall generally be sufficient to protect the City from liability because of this program. Coverage shall not be canceled, reduced, or allowed to lapse without written notice to City.

## 11. Certifications

Applicants **must** certify compliance with federal and city requirements, including:

- Civil Rights Act, Fair Housing Act, and ADA
- Section 3 and Section 504 of the Rehabilitation Act
- Drug-Free Workplace and Debarment (2 CFR Part 180)
- OMB Uniform Guidance (2 CFR Part 200)
- Conflict of Interest, Auditing, and Procurement Standards

By signing below, the applicant **agrees to comply with all applicable** federal, state, and local laws, and acknowledges that all materials submitted are public records under the Alabama Open Records Act.

**Organization Name:**\_\_\_\_\_

**Address:**\_\_\_\_\_

**Submitter Name & Title :**\_\_\_\_\_

**Submitter Signature**\_\_\_\_\_

## **12. Contact Information**

For questions or technical assistance, contact:

**Chris Ngigi**

Community Development Department

City of Birmingham

Email: [chris.ngigi@birminghamal.gov](mailto:chris.ngigi@birminghamal.gov)

205-254-2863

## **13. Disclaimer**

This RFP **does not** commit the City of Birmingham to award funding or pay any costs incurred in preparing a response. The City reserves the right to reject any or all proposals, request additional information, or modify this RFP at any time. All awards are contingent upon available funding and City Council approval.