

Organizations Desiring to Work with the City of Dallas

There is no HUD application process to receive funding. Funds cannot be awarded directly to an organization. To receive HUD funds, organizations must compete in a publicly advertised solicitation process.

If an Organization proposes a program NOT currently included in the Consolidated Plan Budget: Organizations may only recommend concepts (i.e. programs or services) for funding based on an un-served or under-served need in the community. Requests for funds to meet an identified need in the community may be made by appearing in person to speak before the Community Development Commission (CDC) at their monthly meetings during the Public Speakers period on the agenda. Regular meetings are held on the first Thursday of each month (except July) at City Hall, 1500 Marilla St. – Room 6ES, Dallas, TX, 75201 at 6:00 p.m. Additional opportunities to request funding include appearing in person to speak before the Dallas City Council at public hearings and in the month of January of each year.

Neighborhood public hearings are held in January during the annual Consolidated Plan budget development process. Written comment forms are also received during the month of January. A deadline for submission of written comment forms is set each budget year. Comments and requests received from citizens and organizations within the set deadline are considered in development of the annual budget.

The Office of Financial Services (OFS)/Grant Administration Division, in coordination with the CDC, provides assistance to citizens and organizations seeking HUD funds. Following the close of the funding request period, citizens and organizations considered to receive funding are contacted by OFS staff. The purpose of this follow up is to provide the *Funding Fact Sheet (Fact Sheet) form*. Fact Sheets must be returned by the due date. Information provided in the completed Fact Sheet is reviewed along with each funding requested during the budget development process.

NOTE: Verbal Requests, Comment Forms and/or Funding Fact Sheets do not guarantee that a project/concept will be recommended for funding.

If a concept is recommended for funding, HUD funds are made available in the annual budget to provide the service or program. Regulations required that funds be awarded through a publicly advertised competitive solicitation process. Funds cannot be awarded directly to the organization that made the request. If your Organization provides a service that IS currently included in the Consolidated Plan Budget or a proposed new program is ADDED to the Consolidated Plan Budget.

Organizations must be registered as a vendor with the City of Dallas and participate in a competitive bid or competitive proposal process. To register as a vendor:

- Visit www.bids.dallascityhall.org
- Contact the Department of Business Development & Procurement Services directly at (214) 670-5246

Notifications of solicitations are provided via email by the Department of Business Development Procurement Services to registered vendors and on the City's website. Advertisements are also placed in the classified section of the Dallas Morning News each Thursday as opportunities are available.

For more information, please contact:

City of Dallas
Office of Financial Services / Community Development Division
1500 Marilla St. – Room 4FS
Dallas, TX 75201
(214) 670-4557

