



City Planning &
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***Please read this letter carefully.
It contains important information on dates and processes.***

To All Interested Parties:

The City of Fort Collins announces the availability of Community Development Block Grant (CDBG), HOME Investment Partnership Program, Affordable Housing Fund (AHF), and Human Services Program (HSP) monies for its Spring Competitive Process.

The City allocates funding through a Competitive Process with two funding cycles each year, one in the Spring and the other in the Fall. The Spring cycle has funding available for public services, community development activities and housing projects. The Fall cycle has funding targeted specifically for affordable housing. The preliminary estimated amount of funding available for this Spring cycle is approximately 2.5 million dollars for all categories.

In order to facilitate your success in the Competitive Process, staff has scheduled Application Training Sessions to provide assistance in completing your application and share information on the most recent HUD regulations and local policy requirements.

Application Training Sessions will be offered on **Monday, January 28th**, at 215 N. Mason, in the Community Room (1st floor, North end). The training session for **housing and public facility** applications will be held from 1:00 - 2:00 p.m. The training session for **public service and non-housing** applications will be held from 2:30 - 4:00 p.m.

In addition, a **Technical Assistance Session to review your completed draft application proposal is required** for all applicants. Because of staff time needed to prepare for final application submittals, no technical assistance can occur after Friday, February 22.

Please make your reservations for both an Application Training Session and for a Technical Assistance Session by calling Sharon Thomas at (970) 221-6758. Representation from your agency or firm is mandatory.

Applications are available in hard copy or on disk by calling Sharon Thomas at (970) 221-6758. Copies will also be available at the Application Training Sessions. In addition, applications will be available on our website as of January 10, 2008 at: www.fcgov.com/affordablehousing.

***Applications must be submitted no later than noon, February 28, 2008
for consideration in the Spring funding cycle.***

Once applications are submitted, City staff reviews them in-depth and completes Project Summary Comments for each one. This process takes two to three weeks. Applications and accompanying information are then forwarded to CDBG Commission members so that they can have adequate time for application review. Housing Applications are also submitted to the Affordable Housing Board for analysis and priority funding rankings. Those rankings are forwarded to the CDBG Commission and included in City Council's packet to assist in overall deliberations.

During this time, applicants will be notified about their **scheduled presentation time before the CDBG Commission on April 1, 2 or 3**. The CDBG Commission meets again on April 17, at 281 N. College Ave., Conference Room A, to deliberate its funding recommendations to City Council. Applicants are welcome to attend the meeting, although public comments cannot be taken at that time.

Finally, City Council adoption of the Spring 2008 Competitive Process funding allocations is scheduled for Tuesday evening, May 20, 2008.

Staff is happy to assist you at any time, should you have questions regarding the Competitive Process or want to discuss your individual application/project. Please know that any information related to your application is always available to you. City Planning & Community Development staff may be reached at:

Ken Waido, Chief Planner	(970) 221-6753	kwaido@fcgov.com
Sharon Thomas, Administrative Support	(970) 221-6758	sthomas@fcgov.com
Julie Smith, Grant Programs Administrator	(970) 221-6595	jsmith@fcgov.com
Heidi Phelps, Grant Programs Administrator	(970) 221-6757	hphelps@fcgov.com

As times get tougher and the needs in our communities grow, please know how especially grateful we are to partner with you. Thanks for doing work that matters!

Sincerely,



Joe Frank, Director
City Planning & Community Development