



# Competitive Process:

## Application Guide 2025

### Affordable Housing

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## Dates and Deadlines

<b>Date</b> <i>(subject to change.)</i>	<b>Activity / Deliverable</b>	<b>Details</b>
<b>Wednesday, January 8, 2025</b>	Application available on Social Sustainability website	Online system used is ZoomGrants
<b>Monday, January 27, 2025</b>	Pre-Application is due by 11:59 PM MST	Full application will be 'unlocked' after the Pre-Application is reviewed and approved.
<b>January thru Early February</b>	Technical Assistance for Application	Individually scheduled with Beth Rosen (brosen@fcgov.com)
<b>Tuesday, February 18, 2025</b>	<b>APPLICATION DEADLINE</b>	Must be submitted by 11:59 PM MST
<b>Wednesday, March 19, 2025</b>	Presentation Video Recordings – All Applicants + City Staff	Assigned times and details will be provided
<b>Wednesday, March 26, 2025</b>	HSHF Board and Affordable Housing Board Application Review + Q&A with Applicants	All applicants will be assigned a time to meet virtual with the Boards for Q&A Open to the public at 5:30pm
<b>Thursday, April 3, 2025</b>	Affordable Housing Board (AHB) Ranking Meeting	Housing applications only – No funding recommendations Open to the public at 4:00pm
<b>Mid-April 2025</b>	HSHF Board Receives AHB Rankings	
<b>Tuesday, April 29, 2025</b>	Funding Deliberations - HSHF Board	Funding recommendations Open to the public at 5:30pm
<b>Tuesday, June 17, 2025</b>	City Council Meeting	Consideration of the funding recommendations at 6:00pm

# Funding Focus & Fit

Affordable Housing proposals will be preliminarily assessed according to alignment with City's 2025-2029 Consolidated Plan Housing Draft Goals.

## Consolidated Plan *Draft* Goals (Housing Specific):

- Increase the supply of affordable housing units
- Preserve existing affordable housing
- Provide housing stabilization services

Affordable Housing proposals will then be assessed according to alignment with and ability to advance the objectives in the [City's Housing Strategic Plan](#).

# Application Basics

**The Affordable Housing grant application will be available at:**  
[www.fcgov.com/socialsustainability/competitiveprocess](http://www.fcgov.com/socialsustainability/competitiveprocess)

**Application Deadline is Tuesday, February 18, 2025, at 11:59pm MST.**

- ZoomGrants is the online system used to administer the application.
- There are four application types:
  - Housing
  - Human Service
  - CDBG Public Service
  - Homelessness
- Select the category that meets your proposal type
- Public Facility applicants may apply in the Human Service category
- Programs that assist low income homeowners with emergency repair and rehabilitation costs may apply in the Housing category

## UEI Number & SAM Registration

### Unique Entity ID (UEI) Number

To apply, all applicants must have a Unique Entity ID (UEI) number. As of April 4, 2022, the federal government has transitioned from using a DUNS number to a UEI number when applying for federal funding.

- **If your organization already has an account at SAM.gov**, your organization has already been assigned a UEI number and you can locate it in your SAM.gov account.
- **If your organization does not have a SAM.gov account**, please create an account on SAM.gov and once registered your organization will be issued a UEI number.

For more information on how to find your UEI number, visit: <https://sam.gov/content/duns-uei>

### **SAM Registration:**

All Housing applicants must complete a System for Award Management (SAM) activation or registration. The process may take more than two weeks for first time applicants. For information, visit [www.sam.gov/SAM/](http://www.sam.gov/SAM/).

## **Eligible Organizations**

Funds are not available for individuals, but are available for:

- Nonprofit, IRS-designated 501(c)(3) agencies in good standing
- Housing Authorities and other units of local government
- Affordable Housing Developers (nonprofit and for-profit)
- Cooperative groups of organizations with an IRS-designated 501(c)(3) agency serving as its fiscal host

## **How To Apply:**

1. Click the application link above.
2. If your organization already has a ZoomGrants account, login with the primary account holder's user ID and password. If your organization does not already have a ZoomGrants account, you will need to create one for your organization.
3. **Complete all questions in the pre-application by Monday, January 27 before 11:59pm.**
4. Wait to have the pre-application approved by City staff. You will receive an email.
5. Proceed with completing all questions in the application and upload all required documents.
6. **Submit the application by February 18, 2025 before 11:59pm MST.**

The Application can be repeatedly accessed and saved in ZoomGrants before submission. ZoomGrants will automatically save the information you enter, however; it is recommended that applicants back up their responses in a word processing document.

## **Pre-Application**

The Pre-Application is the required first step for having a funding request considered in the Competitive Process.

The number of questions is limited and are intended to screen applications for eligibility.

Pre-Applications will be reviewed and approved within 72-hours between January 8 and January 27.

Once the Pre-App is approved, the full Application will be 'unlocked' and available for the organization to complete. **It is recommended to complete the Pre-Application early**, to allow adequate time for the full application to be completed.

## Application

The Application can be repeatedly accessed and saved in ZoomGrants before submission. ZoomGrants will automatically save the information you enter, however; it is recommended that applicants back up their responses in a word processing document.

***Application Deadline is Tuesday, February 18, 2025, 11:59pm MST.***

## Additional Materials

All Affordable Housing applicants will need to attach the following materials to their online application:

- List of Board of Directors (including qualifications/relevancy)
- Board of Directors' Approval of Application Submission
- Board of Directors' Acknowledgement (template on ZoomGrants)
- Copy of your Organization's Most Recent Audit or Financial Review
- If a nonprofit entity, IRS 501(c)(3) Designation: 1<sup>st</sup> page
- Certification of Good Standing from Secretary of State (dated 2024 or 2025)
- Project Operating Budget Worksheet (template on ZoomGrants)
- Sources and Uses Worksheet (template on ZoomGrants)
- Funding Sources Summary (template on ZoomGrants)
- Letters of Financial Commitment from Other Funders (loan commitments or letters of interest)
- Market Analysis

All applications for Affordable Housing projects **that include rehab and/ or acquisition of properties with existing tenants** must include the following:

- Capital Needs Assessment
- Uniform Relocation Act compliance materials, including:
  - Census of current tenants
  - Voluntary Acquisition Notice (acquisition projects only)
  - General Information Notice (GIN) & Proof of Delivery to all residents

# Technical Assistance

Optional technical assistance is encouraged for all Affordable Housing applicants to review their proposal against the funding criteria, requirements, and grant application.

Applicants that complete the pre-application will be contacted individually to arrange a technical assistance session with **Beth Rosen**, HUD Grants Compliance & Policy Manager.

Technical Assistance sessions will be scheduled in January and early February.

## Application Review & Evaluation

### Presentations – Affordable Housing

All Affordable Housing applicants will work with City staff to make a video presentation for the HSHF Board and Affordable Housing Board. Presentations will be created using MS-Teams and the recordings will be distributed to the HSHFB and AHB members to review independently.

*Presentations will be recorded by City staff on Wednesday, March 19. Details will be provided to each applicant several weeks prior.*

#### Affordable Housing Presentation General Format:

- 7-minute presentation
- Presenters may be staff and/or board members of the applying organization
- Mixed media presentations will be allowed to afford the review panel adequate insight into the scope and impact of the affordable housing project
- Applicants may submit additional informational handouts in advance

### General Review + Q&A Meeting

The Human Services & Housing Funding Board will meet on the evening of Wednesday, March 26 for a general review of the applications. The Affordable Housing Board will also be represented at this meeting.

**Funding recommendations will NOT be made at this meeting.**

Each Affordable Housing applicant will be scheduled for a 15-minute Q&A session with the Board members on this evening. Details and assigned times will be provided several weeks prior.

## Funding Recommendations

**The HSHF Board is responsible for making funding recommendations to City Council for their approval.**

The HSHF Board will conduct a preliminary review of the proposals on the evening of April 9, based on initial evaluation of the projects and presentations.

Using an independent process, the Affordable Housing Board will also draft an advisory ranking of the proposals on the evening of April 3, which will be delivered to the HSHF Board prior to the April 9 meeting. This 'ranking' will be one resource the HSHF Board may reference when making funding recommendations.

The HSHF Board will formulate their final funding recommendations on the evening of Tuesday, April 29, 2025 beginning at 5:30pm in the Colorado River Room at 222 Laporte Avenue in Fort Collins.

The HSHF Board's recommendations will follow a prioritized ranking process, with the Board considering the full amount of the request for all development/rehabilitation projects. The Board will recommend a final ranked priority list which will include the maximum funding amount supported. Funds will then be distributed in order based on source and project eligibility.

Applicants are welcome to attend the meeting but may not speak during the meeting in order to maintain fairness to the process. Final recommendations are not confirmed until the end of the meeting, which can take several hours. Applicants will be notified of the outcome of the Board's deliberation session within a week.

## Evaluation Criteria

Each grant application will be evaluated by the HSHF Board based on the following criteria:

- Alignment with the 2025-2029 Consolidated Plan Draft Housing Goals
- Alignment with the City's Housing Strategic Plan
- Market Analysis
- Affordable Housing Underwriting Guidelines
- Developer Capacity, Experience and Prior Performance

## Final Funding Decision

The Fort Collins City Council will hold a public hearing to make final funding allocation decisions for the 2025 Competitive Process on June 17, 2025 at 6:00pm at City Hall (300 Laporte Avenue).

Following approval of funding, staff will work with applicants that were awarded funds on additional due diligence items and contract execution.

## Open Process

The City of Fort Collins maintains an open process and encourages applicants to ask for help at any time. After applications have been submitted, applicants should refrain from speaking with HSHF Board members or Affordable Housing Board members regarding their proposal, or with any staff member other than those identified on the next page.

## Open Records

The City of Fort Collins is subject to the Colorado Open Records Act (CORA). Materials submitted to the City for this competitive funding process may be subject to disclosure to members of the public under CORA. The City will follow legal requirements when complying with CORA requests.

## Questions?

### **Grant Process / Application / Presentations / Decisions Human Service Funds & Public Facility**

**Adam Molzer**                      970.221.6757                      [amolzer@fcgov.com](mailto:amolzer@fcgov.com)

### **Affordable Housing Funds**

**Beth Rosen**                      970.221.6812                      [brosen@fcgov.com](mailto:brosen@fcgov.com)

### **Affordable Housing Policy**

**Sue Beck-Ferkiss**                      970.221.6753                      [sbeckferkiss@fcgov.com](mailto:sbeckferkiss@fcgov.com)

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The City of Fort Collins will make reasonable accommodations for access to City services, programs and activities and will make special communication arrangements for persons with disabilities. All venues for participation in this process are fully accessible. Please call 970.416.4254 for assistance. Auxiliary aids and service aids are available for persons with disabilities.

V/TDD: Dial 711 for Relay Colorado to call 970.221.6757. All materials or translators are available in Spanish or other languages on request. Please call 970.416.4254 or email [titlesix@fcgov.com](mailto:titlesix@fcgov.com).