

Competitive Grant Process:

Application Guide 2025

HUD CDBG Public Service

Community Development Block Grant

Introduction

The City of Fort Collins will award funding to Public Service programs in spring 2025 from its federal HUD allocation dedicated towards activities that advance Community Development Block Grant (CDBG) goals and priorities.

Eligible proposals will be evaluated by the City’s Human Services & Housing Funding Board in April 2025, and funding awards will be contracted on a multi-year, renewal basis, beginning in October 2025 and ending September 2030.

Dates and Deadlines

Date <i>(subject to change)</i>	Activity / Deliverable	Details
Wednesday, January 8, 2025	Application available on Social Sustainability website	Online system used is ZoomGrants
Thursday, January 23, 2025	Technical Assistance for Application	Optional, TEAMS remote format RSVP Required
Monday, January 27, 2025	Pre-Application is due by 11:59 PM MST	Full application will be ‘unlocked’ after the Pre-Application is reviewed and approved.
Tuesday, February 18, 2025	APPLICATION DEADLINE	Must be submitted by 11:59 PM MST
Wednesday, April 9, 2025	Application Review – HSHF Board	No funding recommendations Open to the public at 5:30pm
Thursday & Friday April 10-11, 2025	Follow-up questions from the HSHF Board distributed	Will be sent by email
Thursday, April 17, 2025	Responses to follow-up questions are due	Email responses to: amolzer@fcgov.com
Tuesday, April 29, 2025	Funding Deliberations - HSHF Board	Funding recommendations Open to the public at 5:30pm
Tuesday, June 17, 2025	City Council Meeting	Consideration of the funding recommendations at 6:00pm
Wednesday, October 1, 2025	Grant Term Begins	Multi-year grant term. Payments made as quarterly reimbursements

Funding Focus & Fit

Consolidated Plan Draft Goals

For all **CDBG Public Service** applications, clear alignment is required with the City of Fort Collins' **2025-2029 Consolidated Plan** goals. Emergency and life safety services are of highest importance, as well as prevention.

Due to the restrictions and requirements paired with the federal CDBG dollars, the City will only consider proposals from eligible programs that directly and clearly align with these goals.

Consolidated Plan Goals	
Provide emergency sheltering & service	Support projects that provide emergency shelter, shelter-related services, and/or residency programs for individuals and families experiencing homelessness, including comprehensive case management for long-term stabilization. May include extreme weather emergency sheltering for people experiencing homelessness and other vulnerable populations.
Provide housing stabilization services	Includes displacement, eviction, foreclosure, and homelessness prevention services such as short-term financial assistance (rent, utilities, etc.), housing counseling, comprehensive case management, and direct service coordination.

Homelessness Priority Platform

The Consolidated Plan goals support the Social Sustainability Department's *Homelessness Priorities Platform (2025)*, with both documents addressing the needs of people experiencing or at-risk of homelessness. The full *Homelessness Priorities Platform* can be viewed in the [Plans-Resources-Reports](#) section of the Competitive Process website.

Organizations are required to review these new guiding documents prior to applying to better understand how the department is narrowing and deepening its work around homelessness.

Grant funding will support three homelessness priority areas with emphasis on the following:

Priority Area	Funding Focus	Funding May Support
SHELTERING	Services for unhoused community members that provide low-barrier emergency and/or 24/7 shelter.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel *
SUPPORTIVE SERVICES **	Services for people experiencing homelessness that provide mental and behavioral health support, resource navigation, rapid rehousing, rental subsidies/affordable rent, case management, and/or permanent supportive services.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel *
PREVENTION	Services for people experiencing housing instability and/or at-risk of homelessness that allow them to stabilize and remain housed.	<ul style="list-style-type: none"> • Direct program costs • Direct service personnel * • Direct client assistance
<p>* Personnel funds may support salaries and benefits</p> <p>** CDBG funding for Supportive Services is limited to activities that <u>exclusively</u> serve persons experiencing homelessness</p>		

All programs addressing **homeless or sheltering services or prevention** will no longer compete in the Human Services category.

Funding Commitment

Organizations that are awarded CDBG funding in 2025 will not compete for funding in FY26, FY27, FY28 or FY29. Instead, these grants will be awarded as a percentage of the available CDBG Public Service funds and that allocation ratio will remain consistent each fiscal year. Grants will be awarded on a multi-year basis covering the following fiscal years:

- FY25 October 1, 2025 – September 30, 2026
- FY26 October 1, 2026 – September 30, 2027
- FY27 October 1, 2027 – September 30, 2028
- FY28 October 1, 2028 – September 30, 2029
- FY29 October 1, 2029 – September 30, 2030

To receive funding, an organization must apply and be selected as a CDBG-eligible subrecipient to carry out eligible Public Service activities on behalf of the City of Fort Collins.

A *Subrecipient Agreement* must be executed before funding is made available for reimbursement.

Funds are delivered via reimbursement of eligible expenses within 30-days of complete and accurate financial invoice submittal.

As each sequential fiscal year approaches, the City will develop a renewal application and agreement with updated terms, work scope and finalized dollar amounts for the coming funding term.

In spring 2030, a new application process will be opened to commit funding aligned to the next HUD Consolidated Plan for FY30-FY34 and all grantees will reapply then.

Funding Amounts

When applying, organizations will choose from four funding amounts that have been predetermined by City staff.

\$ 25,000 | **\$ 40,000** | **\$ 55,000** | **\$ 70,000** |

Due to a timing lag with final HUD budget announcements, applicants will be asked to submit their desired funding amount from the four options above for the FY25 grant period. This will later be converted by City staff into an approximate percentage of anticipated HUD/CDBG dollars.

The HSHF Board's recommendation for each program will be for a percentage of the entire available HUD/CDBG funding (unless true budget amounts are known at the time of deliberations in late April). Since the HUD/CDBG funding award the City receives each year is variable, the annual amount each program receives will also have some variability, but the percentage will be consistent year-to-year.

Approximately \$165,000 - \$180,000 is anticipated to be awarded each year.

The HSHF Board will retain the right during funding deliberations to designate specific program budget items they choose not to support. Annual award amounts may also be reduced or eliminated due to non-performance.

Applicants must clearly and reasonably demonstrate the appropriateness of the funding request amount they select. Program budgets will be scrutinized for suitability relative to the requested amount.

Eligible Organizations

All funding recipients will execute contracts with the City which outline the performance, documentation and reporting requirements associated with carrying out the federally funded activity. As such, funding will be limited as follows:

- Nonprofit, IRS-designated 501(c)(3) agencies & governmental entities with demonstrated prior experience as a CDBG subrecipient.
- Subrecipients will be responsible for ensuring beneficiaries do not receive duplicate benefits from another provider.
- Subrecipient must be the primary service provider for the activity for which they are submitting the application.
- The activity must benefit a limited clientele, at least 51 percent of whom are low- and moderate-income, as defined by HUD.

The City **is unable to** award Homelessness Response & Prevention Program assistance directly to:

- Individuals.
- For-profit businesses.
- Organizations that engage in any discriminatory practices on the grounds of race, color, national origin, religion, creed, disability, age, sex, actual or perceived sexual orientation, gender identity, marital status, or familial status.
- Organizations that stipulate mandatory religious engagement or influence in the provision of their services. (Faith-based organizations may be eligible for funding if they serve all members of the community regardless of religious belief or practice.)
- Organizations that are funders or pass-through entities, except those that are serving as a fiscal host for direct service programming.
- Organizations who are contracting services to a program for which they are not the primary service provider.
- Organizations that do not track income-eligibility of clients served unless it documents that the activity EXCLUSIVELY serves one of the following populations: people experiencing homelessness, abused children, victims of domestic violence, severely disabled adults, or elderly persons (62+).

Eligible Populations

The majority (51%) of the population served by the funded activities must be below 80% Area Median Income (AMI), with a primary focus on lower-income residents (usually below 50% AMI) and residents with disproportionately impacted identities.

Organizations serving HUD defined “Presumed Benefit” populations (ex: homeless, individuals with disabilities) may have greater flexibility with income reporting documentation requirements.

Funded programs must serve Fort Collins residents living within the Fort Collins entitlement area and program activity must occur within the Fort Collins city limits.

Eligible Expenses & Activities

Examples of Eligible Activities (not limited to):

- Operation of emergency shelter program to protect persons experiencing homelessness.
- Emergency rent/mortgage assistance program to prevent homelessness (assistance cannot exceed 3 months).
- Services for persons experiencing homelessness, provided by the shelter with which the client is associated.

Examples of Eligible Expenses (not limited to):

- Staff costs: Salary and benefits of program staff providing direct service related to the activity.
- Operation costs: labor, supplies and materials to operate and/or maintain the portion of a facility in which the public service is located. This includes the lease of the facility, equipment and other property needed for the public service, as long as the facility and property are not owned by the City of Fort Collins.
- Payments made directly to the provider of services, on behalf of an individual, to prevent homelessness (rent, mortgage and/or utilities), as long as the service provider is not the City of Fort Collins.
- Consumable materials, such as cleaning supplies, food, and food-service supplies.

Indirect/Administrative Expenses:

Applicants may request up to 10% of their total, final funding award as reimbursement towards indirect and administrative costs. The specific process and documentation details will be outlined in the Recipient Service Agreement. Utilizing the grant funds for indirect/admin expenses is optional, but must be requested at the time the application is submitted.

Exclusions

The City **is unable to** contribute funding towards:

- Services to residents without lawful presence in the United States.
- Income payments made directly to individuals or families.
- Staff positions that are fundraising or administrative in nature.
- Costs eligible for reimbursement from other federal sources.
- Services that occur outside the jurisdictional boundaries of the City of Fort Collins.
- Hazard pay, Vacation/PTO, Holiday, Sick or other leave or vacancy time.

Responsibilities of Grant Recipients

During the funding period, grant recipients will be responsible for:

1. Quarterly reimbursement invoicing.
2. Quarterly reporting of demographic information and program progress.
3. Documentation of eligible populations.
4. Compliance monitoring visits and other engagement with City staff and/or the HSHF-Board.
5. Additional terms and conditions set forth in the Subrecipient Service Agreement signed by both the organization and the City (example available for review).

Quarterly Reimbursement Invoicing

Funding is provided as reimbursement for eligible expenditures. Reimbursement requests will be submitted as an 'invoice' in the ZoomGrants system. Invoices must include documentation sufficient to demonstrate that the amount of the reimbursement payment has been used in accordance with the funding agreement (receipts, timesheets, paystubs, etc.). Invoices will be due 15 days after each quarter close and submitted via ZoomGrants.

Quarterly Reporting of Demographic Information:

Four times during the 1-year grant term, the City requires grantees to report the number of unduplicated clients served, including race/ethnicity, income-level and disability (if tracked). Reporting will be submitted via ZoomGrants.

Documentation of Eligible Populations

Recipient organizations are subject to federal record keeping requirements and monitoring related to the program or project receiving assistance, including beneficiary documentation and verification of lawful residency of clients benefiting from the funding. Documentation requirements may vary program to program, and may include proof of household income (exception for unhoused), proof of residency within City limits, and other acceptable forms of documentation confirming client eligibility for grant-funded services.

Federal HUD / CDBG Requirements

Subrecipients must demonstrate capacity and ability to administer federal funding in compliance with CDBG record-keeping requirements.

Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems

<https://files.hudexchange.info/resources/documents/Playing-By-the-Rules-a-Handbook-for-CDBG-Subrecipients-On-Administrative-Systems.pdf>

Monitoring

Subrecipients will be monitored annually to ensure compliance with federal regulations including tracking and documentation of beneficiaries and services rendered, hiring and employment practices, and language access services.

Monitoring can be completed in person or via a secure file sharing portal. A minimum of 10% of beneficiary files will be reviewed, in addition to documentation of general agency operations. A guide on monitoring is included as an exhibit with the Subrecipient Agreement.

Continue Reading Below for the Application Details and Process

What's New in 2025

For programs that regularly apply for these funds, here is a summary of changes for 2025:

- Grants will be awarded for a multi-year funding term that ends in 2030 (FY29).
- Programs must align with priorities detailed in the new *Homelessness Priority Platform*, as well as the City's new *Consolidated Plan Draft Goals (2024-2029)*.
- A stronger emphasis on equity considerations will be made in the scoring/ranking criteria.
- Applicants will select a pre-determined request amounts and will be required to clearly substantiate the budget suitability of the amount they choose. The request amount will be converted to a percentage, which will be applied to the City's CDBG Public Service budget annually for programs selected for these funds.
- Programs that provide homeless and sheltering services will no longer apply for Human Service funds.

Application Basics

The CDBG Public Service grant application will be provided individually to programs that are selected through the screening process. Support materials will be available at 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.
 - If your organization does not already have an account, [Click Here](#) to get started.
- Applicants may submit one application to support one program (or a bundling of similar programming activities). In rare instances, two applications may be submitted for multiple, dissimilar programs addressing different priorities (as outlined in the Priority Platform). Please consult with Adam Molzer (amolzer@fcgov.com; 970.221.6757) before applying to determine the appropriateness of submitting two proposals.
- Funding request amount options are predetermined and the applicant will select the dollar amount range most suitable to the scope of service delivered.

How To Apply:

1. City staff will provide the application link to the CDBG-eligible organizations based on responses in the Intent to Apply submissions.
2. If your organization already has a ZoomGrants account, log in with the user ID and password of the primary account user for your organization. If your organization does not already have a ZoomGrants account, you will need to create one. The primary ZoomGrants account user may need to invite 'Collaborators' to the grant application, which allows other staff from the organization to modify the application and submit invoices/reports.
3. Copy over the original Intent to Apply responses into the new application.
4. Wait to have the Intent to Apply 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.

Intent to Apply (required)

The Intent to Apply that was originally submitted in the Homelessness Response and Prevention category will need to be copied over to a new CDBG Public Service application. City staff will guide applicants through this process and will promptly approve the Intent to Apply. The full Application will then be 'unlocked' and available for the organization to complete.

Application

Application Deadline is Tuesday, February 18, 2025, 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.

If you encounter technical issues while completing your application, including how to add 'Collaborators' to work on your proposal, please first review the ZoomGrants University help site. This resource may solve the issue much quicker than contacting City staff.

ZoomGrants University: <http://help.zoomgrants.com/index.php/article-categories/applicantkbs/>

Additional Materials

All Homelessness Response applicants will need to attach the following materials to their application:

- List of Board of Directors.
- Copy of your Organization's Most Recent Audit or Financial Review (Optional).
- If a nonprofit entity, IRS 501(c)(3) Designation (first page).
- If a nonprofit entity, Certification of Good Standing (dated 2024 or 2025).
- Program/Project Operating Budget (anticipated revenues & expenses for Sept.25-Oct.26).
- Organization Budget for current fiscal year.
- Most recent IRS 990 form, Part VIII Statement of Revenue & Part IX Statement of Functional Expenses (if 990-EZ, submit full document).

SAM Registration

After funding decisions are made, Public Service applicants awarded federal CDBG funds will be asked to complete the 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/.

Technical Assistance

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

Optional technical assistance for CDBG Public Service application review is available on the following dates:

Thursday, January 23, 2025 | 10:00 – 11:30 am

Technical assistance is encouraged, especially for first-time applicants. The technical assistance session will be in a group format on TEAMS and the moderator will provide insights into the grant evaluation process, as well as each application question.

[Click here to RSVP for a technical assistance session](#) as soon as your organization decides to submit an Intent to Apply. Online meeting details will be emailed later.

To schedule a one-on-one consultation about your proposal, please contact Tamra Leavenworth at tleavenworth@fcgov.com

Application Review & Evaluation

Review Meeting & Follow-Up Questions

The HSHF Board will meet on the evening of Wednesday, April 9 for a general review of the applications. **Funding recommendations will NOT be made at this meeting.**

A list of follow-up questions may be generated for each application and will be emailed to the primary application contacts on April 10-11.

Responses are due by Thursday, April 17 to amolzer@fcgov.com.

Presentations – CDBG Public Service

Presentations to the HSHF Board will not be conducted in 2025 for CDBG Public Service applicants.

Please use the grant application to adequately communicate the needs, outcomes and effectiveness of the proposed program requesting funding.

Evaluation Method – Human Services

Each grant application will be scored by the HSHF Board using a **weight-based rubric** that will evaluate the proposal's potential attainment of the following criteria:

- **Alignment:** Advancement of the priorities detailed in the Social Sustainability Department's *Homelessness Priorities Platform and Consolidated Plan Draft Goals*.
- **Accessibility:** Reducing systemic barriers to service.
- **Inclusion:** Strategic commitment to ensuring all clients feel welcomed and valued.
- **Impact:** Measurable outcomes and consequential benefits to clients and the community.
- **Budget:** Appropriateness, clarity, and effectiveness of the requested funding.
- **Capacity:** Ability to deliver the proposed programming, steward the funds responsibly, and leverage partnerships.
- **Innate Score:** Board members' internal validation and importance of the funding request.

Funding Formula

The HSHF Board will recommend a funding proportion (percentage) of the available HUD/CDBG dollars for each eligible program, rather than specific dollar amounts.

In the event that there are greater requests for funds than available funding, the Board may recommend partial funding or zero funding to certain proposals, or the Board may re-assign the application to compete with proposals in the non-federal Homelessness Response category. Priority may be given to proposals that have higher average scoring totals.

Funding Recommendations

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

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

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 after final recommendations.

Final Funding Decision

The Fort Collins City Council will consider final approval of the funding allocation decisions for the 2025 Competitive Grant Process June 17, 2025 at 6:00pm.

Following approval of funding, staff will work with applicants that were awarded funds on additional due diligence items and contract execution. Final dates are subject to change.

Compliance Documents

Programs selected for CDBG Public Service funding will be required to provide the following documents to the City prior to contracts being finalized. City staff will coordinate directly with programs to obtain the following:

- Language Access Plan
- NEW! Vital Document Translations (agreements, rules & regulations, and other documents that clients sign in order to participate in programming)
- Process or materials for translation or interpretation services
- Employment Application
- Employee Handbook
- Blank Client Application/Intake Forms
- Photos and location of Federal and State Labor Law Required Postings
- Photos of Title VI Complaint Process, posted in English and Spanish
- For Presumed Benefit ONLY: Articles of Incorporation, or other policy documentation, confirming agency's mission is to serve beneficiaries in a presumed benefit category

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 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?

Funding Process / Application / Decisions

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CDBG Public Service Funds

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HUD Compliance & CDBG Public Service Funds

Beth Rosen

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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.