



# Competitive Process: BASICS

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**Pre-Applications Deadline is Monday, January 27, 2025**

**Full Application Deadline is Tuesday, February 18, 2025**

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The City of Fort Collins will administer a Competitive Process in spring 2025 to allocate local and federal funds for the following activities:

- **Affordable Housing**
- **Human Services**
- **Homeless Services**
- **CDBG Public Services**

The City's goal in allocating this funding is to enhance the community's sustainability by addressing needs among our residents who are low-income.

## About the Funding

The City of Fort Collins distributes funding annually from federal and local funding sources.

### **US Department of Housing & Urban Development (HUD):**

- Community Development Block Grant (CDBG) program
- HOME Investment Partnership Program (HOME)

### **City Funding (General Fund):**

- Affordable Housing Fund (AHF)
- Human Services Program (HSP)
- Homelessness Response Program (HRP)

## Eligible Organizations

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

- Nonprofit, IRS-designated 501(c)(3) agencies in good standing
- Housing Authorities
- Affordable Housing Developers (nonprofit and for-profit)
- Cooperative groups of organizations with an IRS-designated 501(c)(3) agency serving as its fiscal host
- Libraries, museums, education institutions or other government entities that offer eligible activities.

## Eligible Activities

FUNDING CATEGORIES	CDBG	HOME	AHF	HSP	HRP
<b>Acquisition of Real Property</b> (such as land, air rights, easements, buildings, rights-of-way and other real property improvements or other interests in real property)	X	X	X		
<b>Code Enforcement</b> (salaries & overhead costs directly related to codes)	X			X	
<b>Construction of New Affordable Housing or Preservation of Existing Housing</b>		X	X		
<b>Disposition of Real Property</b> (such as the costs of appraisals, surveys, marketing, financial services, transfer taxes and other costs involved in transfer of ownership)	X				
<b>Demolition</b>	X				
<b>Homeownership Assistance</b>	X	X	X		
<b>Interim Assistance</b> (such as improvements to a deteriorating area or to alleviate an emergency condition)	X				
<b>Loss of Rental Income</b> (related only to holding housing for relocation of displaced persons)	X				
<b>Micro-enterprise Assistance</b> (to facilitate economic development)	X				
<b>Planning and Capacity Building</b>	X	X			
<b>Project Soft Costs – housing only</b> (such as impact fees, etc)		X	X		
<b>Public Facilities and improvements</b> (such as acquisition, construction, reconstruction, rehabilitation or installation)	X			X	
<b>Human Service, Homeless Service &amp; CDBG Public Service Programs</b>	X			X	X
<b>Reconstruction</b>		X			
<b>Rehabilitation of Housing</b>	X	X	X		
<b>Relocation Expenses</b> (for displaced persons)	X	X	X		
<b>Site Improvements</b> (site specific only)	X	X	X		
<b>Special Activities by Community-Based Development Organizations (CBDOs)</b>	X				
<b>Special Economic Development Activities</b> (to increase business activity)	X				

## 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 and highly vulnerable residents.**

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 city limits and program activity must occur in Fort Collins.

## Exclusions

The City **will not** contribute funding towards:

- Staff positions that are fundraising in nature.
- Operational equipment that is movable and not program-specific (computers, furniture).
- Operational supplies that are consumable and not program-specific (office supplies).
- 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.

## Funding Decisions

- To receive funding, an organization must apply and be selected for an award.
- The *Human Services & Housing Funding Board* (HSHFB) is a group of Fort Collins resident volunteers, appointed by City Council, to review the Competitive Process applications and determine funding recommendations each spring. These deliberations are open for public attendance.
- The HSHFB funding recommendations are then submitted to City Council in June for consideration.
- Upon approval from City Council, a Recipient Service Agreement must be executed before funding is made available.

# Affordable Housing Funds

**Affordable Housing** proposals will be preliminarily assessed according to alignment with the following **2025-2029 Consolidated Plan draft goals** established by the City:

- 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 goals in the City's current **Housing Strategic Plan**.

Annually, approximately \$1.5 → \$2.5-million is available for the acquisition and construction of affordable housing projects, including land purchases, housing rehabilitation, certain soft costs related to housing development, and homebuyer assistance programs.

For **HOME funds**, projects are limited to housing units produced or assisted.

For **CDBG funds**, projects must meet **one of the following** objectives:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slums or blight
- Meet an urgent community development need

The contracting term for Affordable Housing projects is October 1, 2025 – September 30, 2026, with funding delivery possibly occurring past that term.

## Affordable Housing Grantee General Requirements

- Applications must comply with the City's underwriting standards.
- All allocations are "conditional commitments" until project funding is obtained.
- All funds are contributed as a deferred, due on sale loan.
- Owner must agree to a 20-year restrictive covenant, except for homeowner rehabilitation and HBA projects.

# Human Service Funds

For all **Human Service** applications, alignment will be necessary with the Social Sustainability Department's *Human Services Priority Platform (2025)* and its emphasis on addressing the needs of people with low incomes. Funding will support the following human services activities:

- Caregiving
- Prevention
- Intervention
- Food Stability
- Financial Stability & Opportunity

Approximately \$770,000 is available for Human Service activities each year. These dollars are from the City's General Fund revenues.

The funding term for Human Services grants is October 1, 2025 – September 30, 2027 (two years).

Human Service funds are primarily granted to direct service staff salaries, program expenses and fee scholarships for clients.

These funds are generally not directly expended for administrative salaries or other operating needs, although an indirect/admin allowance up to 10% of the grant award may be permitted. An additional 10% of the grant award may be allocated for discretionary direct client assistance needs.

## Human Service Grantee General Requirements

- Funding is provided as reimbursement for expenditures within 45-days of financial invoices and beneficiary reports being submitted.
- Quarterly expenditure reports and semiannual programmatic reports are required, including client income verification and demographic tracking. Some programs may be exempt from verifying client income.
- Subject to annual monitoring.
- Terms and conditions set forth in a Recipient Service Agreement signed by both the grantee and the City will be applicable. (examples available for review)

# Homeless Services Funds

For all **Homeless Services** applications, alignment will be necessary with the Social Sustainability Department's *Homelessness Priority Platform (2025)* and its emphasis on addressing the needs of people experiencing homelessness and residents with unstable housing. Funding will support the following homeless services activities:

- Sheltering
- Supportive Services
- Prevention

Approximately \$270,000 of competitive funding is available for Homeless Services activities each year. These dollars are from the City's General Fund revenues.

The funding term for Homeless Services grants is October 1, 2025 – September 30, 2027 (two years).

Homeless Services funds are primarily granted to direct service staff salaries, program expenses and direct client assistance.

These funds are generally not directly expended for administrative salaries or other operating needs, although an indirect/admin allowance up to 10% of the grant award may be permitted. An additional 10% of the grant award may be allocated for discretionary direct client assistance needs.

## Homeless Services Grantee General Requirements

- Funding is provided as reimbursement for expenditures within 45-days of financial invoices and beneficiary reports being submitted.
- Quarterly expenditure reports and semiannual programmatic reports are required, including client income verification and demographic tracking. Some programs may be exempt from verifying client income.
- Subject to annual monitoring.
- Terms and conditions set forth in a Recipient Service Agreement signed by both the grantee and the City will be applicable. (examples available for review)

# CDBG Public Service Funds

In 2025, a limited number of programs that align with certain HUD Consolidated Plan draft goals established by the City and can meet significant federal compliance and record keeping requirements will be selected to receive multi-year federal CDBG Public Service funds.

For all **CDBG Public Service** applications, alignment will be necessary with the following HUD Consolidated Plan draft goals and related activities:

- Provide emergency sheltering and services
- Provide housing stabilization services

All other sheltering, homelessness, and human service programs will apply for funding in their respective application categories described above in this document.

Approximately \$165,000 - \$180,000 of funding is designated to support CDBG Public Service activities each year. Grants will be awarded as a percentage of the available CDBG Public Service funds and that allocation ratio will remain consistent throughout the term of the grant.

The funding term for **CDBG Public Service** is October 1, 2025 – September 30, 2030 (five years).

CDBG Public Service funds are primarily granted to direct service staff salaries/benefits, program expenses and direct client assistance.

These funds are generally not directly expended for administrative salaries or other operating needs, although an indirect/admin allowance up to 10% of the grant award may be permitted.

## CDBG Public Service Grantee General Requirements

- Funding is provided as reimbursement for expenditures within 45-days of financial invoices and beneficiary reports being submitted.
- Quarterly expenditure reports and quarterly programmatic reports are required, including client income verification and demographic tracking. Some programs may be exempt from verifying client income.
- Subject to annual monitoring.
- CDBG Public Service grantees in good standing will be required to complete an annual renewal application in subsequent years (2026-2029).
- Terms and conditions set forth in a Recipient Service Agreement signed by both the grantee and the City will be applicable. (examples available for review)

# Public Facility Funds

**Definition:** Space for agencies that provide direct services to low- and moderate-income clients living in Fort Collins.

Requests will not be considered in the Housing category.

Public Facility requests may be considered in the Human Services category\*.

*\*Emphasis and priority for these funds are for direct service.*

## Questions?

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

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### Affordable Housing Funds

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### Affordable Housing Policy

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### Homelessness Response Funds

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### CDBG Public Service Funds

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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).