

City of Fort Collins

Competitive Process



Housing Application Instructions

Fall Cycle 2009

**ALL APPLICATIONS ARE DUE
THURSDAY, AUGUST 20, 2009 BY 12:00 NOON.**



HOUSING APPLICATION GUIDELINES

All applications are due by **THURSDAY, AUGUST 20, 2009 BY 12:00 NOON.**

Please hand deliver **TWENTY-FIVE** copies, and **ONE** original of the application packet to:

Advance Planning
281 North College Avenue, 2nd Floor
Fort Collins, CO 80524

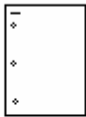
Or mail to:

City of Fort Collins
ATTN: Competitive Process
Advance Planning Department
P.O. Box 580
Fort Collins, CO 80522
(to *arrive* by the deadline)

Please include 26 of the following attachments:

- List of board members (1 page)
- Location maps (maximum 2 pages)
- Board of Directors Acknowledgement (1 page)
- Financial Commitments from other funding sources (maximum 5 pages)
- Fifteen-year proforma for the project (2 pages, must be submitted for rental housing projects)
- If a non-profit, attach a 501(c)(3) [1 page]
- If a rehab project, a copy of the relocation letter and the manner it was delivered

Include **one** copy of your most recent agency/company audit.



- All material must be typed in 12-point font.
- Only attachments requested in the application may be submitted (no cover letters or title pages). Application packet **may not** contain more than 23 pages including attachments.
- Packets must be **3-hole punched, single-sided, and paper-clipped (no staples).**
- **Proposals that do not meet these guidelines may be rejected.**

If the application is awarded funding, any deviation from the proposed project may require additional review and recommendation from the CDBG Commission and final approval by City Council. Although initial funding may be awarded, a contract may not be executed if other City requirements are not met.

2009 Income Limits

Income Limits (as of 03/19/2009)
 2009 Median Income for a Family of 4: **\$75,200**
 (Fort Collins/Loveland Metropolitan Statistical Area)
City of Fort Collins

Income	Household Members							
	1	2	3	4	5	6	7	8
100% of median	52,625	60,125	63,320	75,200	81,187	87,187	93,187	99,187
80% of median	42,100	48,100	54,150	60,150	64,950	69,750	74,550	79,350
60% of median	31,575	36,075	37,992	45,120	48,712	52,312	55,912	59,512
50% of median	26,300	30,100	33,850	37,600	40,600	43,600	46,600	49,600
30% of median	15,800	18,050	20,300	22,550	24,350	26,150	27,950	29,250

50 – 80%: Low Income
 Below 50%: Very Low Income
 Below 30%: Extremely Low Income

COMPETITIVE PROCESS DEFINITIONS

(rev: 1.08.08)

CITY OF FORT COLLINS DEFINITIONS FUNDING LEVELS

It is very likely there will be insufficient funds available from the City of Fort Collins to cover all proposals from organizations for their various programs or projects. Therefore, reduced funding is likely for many applicants.

An applicant's proposal indicates how much funding is needed to carry out a particular program or project. The City needs to understand what reduced funding may mean to a particular organization.

For Public Service category funding, in particular, the application asks for number of persons served at the requested funding level, forming the basis for a cost-per-unit of service. The numbers of persons served is also necessary for the Scope of Services in the City's contract, and for performance measurements which must be reported to HUD. **Failure to meet service goals may jeopardize current and future funding.**

MINIMUM AMOUNT

Applicants are asked to list a minimum amount of funding necessary to implement the program/ project for which funds have been requested.

For instance, inadequate funding may mean that a housing project is not viable in the absence of other options. The applicant would need to state the minimum amount necessary to make the City's contribution productive for that particular phase of the project.

In the Public Service category, the City has received feedback from several agencies indicating that funding below a certain level does no good from a program provision or administrative perspective.

For example, if an agency requests \$50,000 to serve 100 persons, but the City can only allocate \$5,000 (10% of the initial request), in some cases – especially where there is a lack of other funding sources – the program or project may be irreparably impacted. A case manager may need to be laid off, or service numbers may be too low to continue the program in a cost effective manner. Therefore, in this example, the applicant would indicate a \$20,000 “minimum amount” (40% of the initial request).

It is understood that the number of persons served would be proportionately reduced corresponding to reduced funding levels.

HUD DEFINITIONS
PERFORMANCE MEASUREMENTS

OBJECTIVES:

Suitable Living Environments: Activities that benefit communities, families, or individuals by addressing issues in their living environment. [Staff Note: This will be the objective for most CDBG Public Service category applications.]

Examples:

- * Addressing health and safety issues, especially for special populations (HIV/AIDs, elderly, frail, disabled)
- * Any kind of eligible assistance to special populations
- * Subsidized childcare
- * Self-sufficiency programs

Decent Affordable Housing: Housing activities that meet individual family or community needs. This objective should not be used for activities where housing is an element of a larger effort.

Examples:

- * Land acquisition for affordable housing/emergency shelters
- * New construction of affordable housing
- * Rehabilitation of affordable housing
- * Housing counseling
- * Homebuyer assistance
- * Emergency shelters

Creating Economic Opportunities: Activities related to economic development, commercial revitalization, and job creation.

Examples:

- * Job skills training

OUTCOMES:

Availability/Accessibility: Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not refer only to physical barriers. (“Does this open up the world for people?”)

Examples:

- * Creation or maintenance of affordable housing for special populations
- * Emergency shelters
- * Addressing health and safety issues, especially for special populations (HIV/AIDs, elderly, frail, disabled)
- * Any kind of eligible assistance to special populations
- * Self-sufficiency programs

- * Housing counseling
- * Job skills training

Affordability: Activities that provide affordability in a variety of ways. It can include the creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare.

Examples:

- * Land acquisition for affordable housing
- * New construction of affordable housing
- * Rehabilitation of affordable housing
- * Subsidized childcare

Sustainability: Activities that promote livable or viable communities and neighborhoods by providing services or by removing slums or blighted areas.

Examples:

- * Planning projects
- * Economic development projects
- * Urban/neighborhood upgrades or revitalization

**HUD DEFINITIONS
HOMELESSNESS & HOUSING**

HOMELESS:

An individual or family who:

- 1) Lacks a fixed, regular, and adequate nighttime residence; or
- 2) Has a primary nighttime residence that is:
 - a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
 - b) an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - c) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

CHRONICALLY HOMELESS:

A chronically homeless person is an unaccompanied homeless individual with a disabling condition who has either:

- 1) been continuously homeless for a year or more, or
- 2) has had at least four episodes of homelessness in the past three years.

A disabling condition is defined as a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability. For chronic homelessness, the definition of a homeless person is an unaccompanied individual sleeping in a place not meant for human habitation or in an emergency homeless shelter.

NEAR HOMELESS or AT RISK OF BECOMING HOMELESS (definition used by City):

An individual or household who is in at least one of the following three situations:

- * In imminent danger of eviction
- * In imminent danger of having utilities disconnected
- * Seeking housing assistance AND paying more than 50% of income for housing

RENTAL HOUSING:

Units Meeting IECC Standards:

The International Energy Conservation (IECC) code regulates the design and construction of buildings for the effective use of energy. A permanent certificate is posted on the electrical distribution panel of units that meet this standard. See www.iccsage.org for more information.

Units Meeting ENERGY STAR Standards:

ENERGY STAR homes are independently verified to be 15% to 30% more efficient than those built to the model IECC standards. The ENERGY STAR label should be prominently displayed on the home electrical distribution panel. See www.energystar.gov or www.hud.gov/energy for more information.