



Competitive Process:

Application Guide

Affordable Housing

Dates and Deadlines

Date <i>(subject to change.)</i>	Activity / Deliverable	Details
Thursday, January 7, 2021	Application available on Social Sustainability website	Online system used is ZoomGrants
Friday, January 22, 2021	Pre-Application is due by 5:00 PM MST	Full application will be 'unlocked' after the Pre-Application is reviewed and approved.
January thru Early February	Technical Assistance for Application	Individually scheduled with Beth Rosen
Friday, February 12, 2021	APPLICATION DEADLINE	Must be submitted by 5:00pm MST
Wednesday, March 24, 2021	CDBG Commission and Affordable Housing Board Application Review & Presentations	No funding recommendations Open to the public at 5:30pm Housing applications only
Thursday, April 1, 2021	Affordable Housing Board (AHB) Ranking Meeting	Housing applications only Open to the public at 4:00pm
Wednesday, April 7, 2021	CDBG Commission Receives AHB Rankings	No funding recommendations Open to the public at 5:30pm Follow-up questions created
Wednesday, April 28, 2021	Funding Deliberations - CDBG Commission	Funding recommendations Open to the public at 5:30pm
Tuesday, June 1, 2021	City Council Meeting	First reading of the funding recommendations at 6:00pm
Tuesday, June 15, 2021	City Council Meeting	Second reading of the funding recommendations at 6:00pm

Funding Focus & Fit

Affordable Housing proposals will be preliminarily assessed according to alignment with the City's 2020-2024 Consolidated Plan Goals.

Consolidated Plan Goals:

- Increase the supply of affordable housing units
- Preserve existing affordable housing
- Provide emergency sheltering and services for people experiencing homelessness
- Provide homelessness and eviction prevention services
- Increase access to services for low- and moderate-income persons

Affordable Housing proposals will then be assessed according to alignment with and ability to advance the goals in the [City's 2015-2019 Affordable Housing Strategic Plan](#). The City's new Housing Strategic Plan will not be adopted by City Council by the application deadline, however; applicants may wish to review and reference the draft document at fcgov.com/housing.

Application Basics

The Competitive Process application will be available at:
www.fcgov.com/socialsustainability/competitiveprocess

- ZoomGrants is the online system used to administer the application.
- There are two application types:
 - Housing
 - Human Service
- Select the category that meets your proposal type
- Public Facility applicants will apply in the Human Service category

DUNS Number & SAM Registration

DUNS Number:

All applicants must have a Data Universal Number System (DUNS) to apply. To obtain a DUNS number, visit http://www.irs.gov/pub/irs-utl/duns_num_guide.pdf or call 1-866-705-5711.

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/.

Pre-Application

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

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

Pre-Applications will be reviewed and approved within 72-hours between January 7 and January 22.

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 Friday, February 12, 2021, 5:00pm 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: 1st page
- If a nonprofit entity, Certification of Good Standing (dated 2020 or 2021)
- 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 to their online application:
 - Census of current tenants
 - Voluntary Acquisition Notice (acquisition projects only)
 - General Information Notice (GIN) & Proof of Delivery

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 schedule in January and early February.

Application Review & Evaluation

General Review Meeting

The CDBG Commission will meet on the evening of Wednesday, March 24 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.

Applicants are welcome to attend the review portion of the evening but may not speak during the meeting in order to maintain fairness to the process. The meeting will be hosted on Zoom.

Presentations from each Affordable Housing applicant will be scheduled for this evening.

Presentations – Affordable Housing

All Affordable Housing applicants will make a presentation for the CDBG Commission and Affordable Housing Board. Format, process and details will be provided in late February.

Presentations will occur on the evening of Wednesday, March 24 using Zoom.

Affordable Housing Presentation Format:

- **7-minute presentation; 15-minute Q&A**
- **Panel will consist of CDBG Commission and Affordable Housing Board members**
- **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**

Funding Recommendations

The CDBG Commission is responsible for making funding recommendations to City Council for their approval.

The CDBG Commission will formulate their funding recommendations on the evening of Wednesday, April 28, 2021 beginning at 5:30pm.

Applicants are welcome to attend the meeting remotely 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 Commission's deliberation session within a week.

Evaluation Criteria

Each grant application will be evaluated by the CDBG Commission based on the following criteria:

- Alignment with the 2020-2024 Consolidated Plan Goals
- Alignment with the 2015-2019 Affordable 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 2020 Competitive Process on June 1, 2021 at 6:00pm at City Hall (300 Laporte Avenue), or conducted remotely via Zoom, depending on conditions at that time.

The second reading and final approval of the funding allocation will occur on June 15, 2021 at 6:00pm, also at City Hall (300 Laporte Avenue), or conducted remotely via Zoom, depending on conditions at that time.

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 CDBG Commission members or Affordable Housing Board members regarding their proposal, or with any staff member other than those identified on the next page.

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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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.