



Federal COVID-19 Response Fund (CDBG-CV)

Application Guide

Dates and Deadlines

Date <i>(subject to change)</i>	Activity / Deliverable	Details
Monday, January 4, 2021	Application available on Social Sustainability website	Online system used is ZoomGrants
Friday, January 8, 2021	Pre-Application due by 5:00pm MST	Full application will be 'unlocked' after the Pre-Application is reviewed and approved.
Friday, January 15, 2021	APPLICATION DEADLINE	Must be submitted by 5:00pm MST
Wednesday, February 10, 2021	Funding Recommendations – CDBG Commission	Open to the public at 5:30pm
Friday, February 12, 2021	Recommendations available for public review	Available on Social Sustainability website
Tuesday, March 2, 2021	City Council Meeting**	Final funding recommendations at 6:00pm

***Following approval of funding, staff will work with the applicants to execute contracts as quickly as possible.*

About the Funding:

The City of Fort Collins has received an additional federal allocation of \$760,203 in CDBG-CV funding through the CARES Act from the U.S. Dept. of Housing and Urban Development (HUD) to prevent, prepare for, and respond to the COVID-19 pandemic.

The City intends to make a portion of the funds available to eligible subrecipients that provide critical Public Service activities (24 CFR 570.201) which meet HUD National Objectives for community development needs to support Low-to-Moderate Income (LMI) persons/families residing in the Fort Collins entitlement area. Public service projects or programs must:

1. Provide a new or quantifiable increased public service in direct response to the COVID-19 Pandemic
2. Benefit low-and moderate-income persons
3. Meet other community needs that have a particular urgency or pose a serious and immediate threat to the health and welfare of the community

While the City recognizes that many nonprofit partners have been negatively impacted by the COVID-19 pandemic, federal CDBG-CV funding is targeted specifically to public service activities that provide direct response to mitigate the impacts of the crisis to low-income and at-risk persons.

At this time, the City will only review applications for the following:

- Services in direct response to COVID-19 that mitigate the economic impact of the pandemic to Low-to Moderate-Income (LMI) residents and prevent them from becoming homeless as a result of the virus.
- Services that support at- home sheltering for at-risk persons and vulnerable populations.
- Emergency shelter and supports for persons experiencing homelessness.
- Childcare (including elementary remote learning services) that benefit Low-to Moderate-Income (LMI) residents.

Funding Period

The funding period is January 1, 2021 – December 31, 2021.

- Funding may support unreimbursed eligible expenses incurred as of January 1, 2021.
- To receive funding, an organization must apply and be selected as a CDBG-eligible subrecipient to carry out a COVID response activity 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.

Any funding awarded must be used to meet eligible COVID-19 response and service costs incurred from January 1, 2021 through December 31, 2021.

Eligible Organizations

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

Funds are available for:

- Nonprofit, IRS-designated 501(c)(3) agencies & governmental entities with demonstrated prior experience as a CDBG subrecipient.
- Only 1 subrecipient per eligible activity (example: only one subrecipient will be chosen to provide community-wide rental assistance).
- 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 City **is unable to** award CDBG-CV 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.

Eligible Expenses & Activities

CDBG-CV may only be used for the following:

- Public service costs necessary to prepare, prevent or respond to COVID-19
- New or expanded services that were not previously budgeted prior to March 13, 2020
- Costs incurred during the period that begins on January 1, 2021 and ends on December 31, 2021
- Services must benefit eligible residents within the Fort Collins entitlement area

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)
- Food delivery to support at-home sheltering for at-risk populations
- Emergency childcare services

Examples of Eligible Expenses (not limited to):

- Staff costs: Salary and benefits of program staff providing direct service
- 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 wipes, PPE, and cleaning supplies need to safely provide services and prevent the spread of the virus

Eligible Populations

- **Low-to-Moderate Income (LMI) persons/families residing in the Fort Collins entitlement area.**

Exclusions

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

- Revenue replacement, including the replacement of uncollected fee-for-service revenues or cancelled fundraising events or activities
- Damages covered by insurance
- Payroll or benefits expense for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
- Services to residents without lawful presence in the United States
- Staff positions that are fundraising or administrative in nature
- Other operating expenses not related to the COVID-19 public health emergency
- Costs eligible for reimbursement from other federal sources
- Services that occur outside the jurisdictional boundaries of the City of Fort Collins

Requirements of Funding Recipients

- Funding is provided as reimbursement for 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).
- Recipient organization is 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.
- Programmatic report will be required at the end of the funding term.
- Additional terms and conditions set forth in the Subrecipient Agreement signed by both the organization and the City (examples available for review).

Application Basics

The COVID-19 Response Fund application will be available at:
www.fcgov.com/socialsustainability/cdbg-cv

- ZoomGrants is the online system used to administer the application.
- Applicants may submit one application to support one program (or a bundling of similar programming activities). In rare instances, more than one application may be submitted by a single organization providing two or more distinct and separate programs.
 - Please consult with Beth Rosen (brosen@fcgov.com; 970.221.6812) before applying to determine the appropriateness of submitting more than one proposal.
- There is currently no maximum award amount that the CDBG Commission may recommend.

Pre-Application (required)

The Pre-Application submission is the required first step for having a funding request considered in the COVID-19 Response Fund process.

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

Pre-Application submissions will be reviewed and approved within 12-hours between January 4 and January 8.

Once the Pre-Application 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

[Application Deadline is Friday, January 15, 2021, 5:00pm 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.

Additional Materials

All Public Service applicants will need to attach the following materials to their online application:

- Board of Directors Roster
- IRS 501c3 Designation

- SAMS Registration
- Certificate of Good Standing
- Most recent audit
- A line-item budget for proposed project or program, including projected revenue and expenses
- A list of all other pending, potential, or confirmed requests for funding for the project
- Current year budget (revenue and expenses)
- Most recent financial statements, including a balance sheet and statement of activities

DUNS Number & SAM Registration

DUNS Number:

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

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 available upon request. Please contact Beth Rosen at Brosen@fcgov.com to schedule.

Application Review & Evaluation

Review Process

A review committee will read, evaluate, and deliver a summary of applications received, and their alignment with the funding priorities, to the CDBG Commission on February 10, 2021.

Follow-up questions may be generated for the applicants during this process; questions will be emailed to the primary application contact for response.

Evaluation Method & Criteria

In the event there are more requests than available funds, priority will be given to applications in the following order:

1. Funding needed to ensure continuation of existing COVID response programs, particularly those that either prevent homelessness or protect persons experiencing homelessness.
2. Increased costs of existing services in order to protect vulnerable populations and prevent the spread of the virus.

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 Wednesday, February 10, 2021, beginning at 5:30pm. Please visit the [CDBG Commission webpage](#) for virtual meeting agenda and public participation details.

Applicants are welcome to join the virtual 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.

Funding recommendations will be published and available for public review on the Social Sustainability webpage by February 12, 2021.

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 the review committee members or any City staff member regarding their proposal, other than those identified below.

Final Funding Decision

The Fort Collins City Council will hold a public hearing to make final funding allocation decisions for the COVID-19 Response Fund on March 2, 2021 at 6:00pm. For public participation options, please visit the [City Council Agenda webpage](#).

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

Questions?

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.