



# Competitive Grant Process:

## Application Guide 2024

### Human Services

---

## Dates and Deadlines

<b>Date</b> <i>(subject to change)</i>	<b>Activity / Deliverable</b>	<b>Details</b>
<b>Tuesday, January 9, 2024</b>	Application available on Social Sustainability website	Online system used is ZoomGrants
<b>Wednesday, January 24, 2024</b>	Intent to Apply due by 11:59 PM MST	Full application will be 'unlocked' after the Intent to Apply is reviewed and approved.
<b>Monday, January 29, 2024 &amp; Thursday, February 1, 2024</b>	Technical Assistance for Application	Optional, Zoom remote format RSVP Required
<b>Tuesday, February 13, 2024</b>	<b>APPLICATION DEADLINE</b>	Must be submitted by 11:59 PM MST
<b>Wednesday, April 10, 2024</b>	Human Services Application Review – HSHF Board	No funding recommendations Open to the public at 5:30pm
<b>Thursday &amp; Friday April 11-12, 2024</b>	Follow-up questions from the HSHF Board distributed	Will be sent by email
<b>Thursday, April 18, 2024</b>	Responses to follow-up questions are due	Email responses to: <a href="mailto:amolzer@fcgov.com">amolzer@fcgov.com</a>
<b>Wednesday, May 1, 2024</b>	Funding Deliberations - HSHF Board	Funding recommendations Open to the public at 4:00pm
<b>Tuesday, June 18, 2024</b>	City Council Meeting	Consideration of the funding recommendations at 6:00pm
<b>Friday, October 1, 2024</b>	Grant Term Begins	12-month grant term. Payments made as quarterly reimbursements

## Introduction

The City of Fort Collins will award funding to Human Service programs in spring 2024 from its annual budget allocation of general fund (local) dollars dedicated towards activities that advance social sustainability priorities.

Eligible proposals will be evaluated by the City's Human Services & Housing Funding (HSHF) Board in April-May, and funding awards will be contracted on a 12-month term, beginning in October 2024.

## Funding Focus & Fit

Human Services proposals will be assessed according to their ability to advance the priorities detailed in the Social Sustainability Department's Strategic Plan.

The Social Sustainability Department's Strategic Plan addresses the needs of underserved groups, with emphasis on residents of Fort Collins with low incomes.

These population groups include the elderly, households in poverty, persons experiencing homelessness, those with various medical and behavioral health needs, and children and youth.

### Social Sustainability Strategic Plan

The full [Social Sustainability Strategic Plan](#), and an abridged document illuminating the plan's priorities and concentrations, can be viewed in the [Plans-Resources-Reports](#) section of the Competitive Process website.

Aspects of the plan include:

- Workforce Development
- Caregiving Services
- Financial Literacy
- Healthy Food
- Physical Health
- Early Childhood Education, Childcare & Youth Services
- Mental & Behavioral Health
- Housing Opportunity & Stability
- Diversity, Inclusion & Access

In 2022, four programs that aligned with certain HUD Consolidated Plan goals established by the City (emergency sheltering and housing stabilization) were selected to receive multi-year federal CDBG funds. The FY25 grant-making process will open these funds, in a competitive process, to eligible organizations meeting the FY25-29 HUD Consolidated Plan Goals.

Current CDBG Public Service grantees are required to complete an annual renewal application in ZoomGrants, which will be provided at a later date in spring 2024.

All other human services programs will complete the City's standard Human Services Program application detailed in this document.

## Funding Commitment

Organizations that are awarded Human Service Program funding in 2024 will receive funds covering the following fiscal year:

- FY24            October 1, 2024 – September 30, 2025

To receive funding, an organization must apply and be selected to carry out eligible Human Service activities on behalf of the City of Fort Collins.

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

Funds are delivered via reimbursement of eligible expenses within 45-days of complete and accurate financial invoice submittal.

## Eligible Organizations

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

Funds are available for:

- Nonprofit, IRS-designated 501(c)(3) agencies in good standing.
- 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.

The City **is unable to** award Human Service 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 from an intimate partner, severely disabled adults, elderly persons, illiterate adults, persons living with AIDS, or migrant farm workers.

## Eligible Expenses

### 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 service is located. This includes the lease of the facility, equipment and other property needed for the service, as long as the facility and property are not owned by the City of Fort Collins.
- Direct client assistance, such as fee subsidies for families.
- Payments made directly to the provider of services, on behalf of an individual resident of Fort Collins (ex: childcare assistance payment).
- Consumable materials, such as educational 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.

## 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 “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 city limits area and program activity must also occur within the Fort Collins city limits.

## Exclusions

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

- Income payments made directly to individuals or families served by the program. (exception for stipends for workforce skill training/development projects)
- Staff positions that are fundraising or administrative in nature, or whose work duties are not substantially dedicated to the eligible activities supported with this funding.
- Hazard pay, Vacation/PTO, Holiday, Sick or other leave or vacancy time.
- Costs already reimbursed from other sources.
- Services that occur outside the jurisdictional boundaries of the City of Fort Collins.

## Responsibilities of Grant Recipients

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

1. Quarterly reimbursement invoicing
2. Semiannual reporting of demographic information and program progress
3. Documentation of eligible populations
4. Tracking measurable outcomes
5. Monitoring in the Summer of 2024
6. Additional terms and conditions set forth in the Recipient 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.

### Semiannual Reporting of Demographic Information:

Two times each grant term, the City requires grantees to report the number of unduplicated clients served broken down by race/ethnicity, income-level and disability (if tracked). Reporting will be due twice during the funding term (6-months and 12-months) and submitted via ZoomGrants.

## Documentation of Eligible Populations

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

## Measurable Outcomes

Each grant recipient will be asked to identify 1-3 measurable outcomes that they plan to achieve during the funding period. These measurable outcomes will help establish success metrics and will be included in the Service Agreement. The program is required to report on the measurable outcomes twice during the funding term: 6-months and 12-months.

## Monitoring

Grant recipients may be monitored annually to ensure compliance with contractual obligations, including: tracking and documentation of beneficiaries and services rendered, general agency operations, and hiring and employment practices. The monitoring session will include a spot file audit to verify that the demographic reporting, tracking of population eligibility, and activities to meet measurable outcomes is occurring and accurately represents the material submitted by the program. A guide on monitoring is included as an exhibit with the grant agreement.

**Continue Reading Below for the Application Details and Process**

## What's New in 2024

For programs that regularly apply for these funds, here is a summary of changes for 2024:

- Semiannual reporting of demographic information and program progress (not quarterly).
- To create greater access for smaller nonprofit organizations, uploading an organization's most recent audit or financial review is now optional.
- Program Budget uploads may be submitted in a format that the organization already uses.
- Entering a Program Name that is not a repeat of your organization name is strongly encouraged.
- Clarification that materials submitted to the City for this competitive funding process may be subject to disclosure to members of the public under the Colorado Open Records Act (CORA).

# Application Basics

**The Competitive Grant Process application will be available at:**  
[www.fcgov.com/socialsustainability/competitiveprocess](http://www.fcgov.com/socialsustainability/competitiveprocess)

**Application Deadline is Tuesday, February 13, 2024, 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.
- 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
- 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. Please consult with Adam Molzer ([amolzer@fcgov.com](mailto:amolzer@fcgov.com); 970.221.6757) before applying to determine the appropriateness of submitting two proposals.
- There is currently no maximum award amount that the HSHF Board may recommend. The minimum allowable grant award recommendation will be \$15,000.
- Funding request amounts need to be whole numbers (no cents) and rounded appropriately to the nearest \$100-figure ( ex: NO - \$57,873.15 | YES - \$57,900 )

## How To Apply:

1. [Click Here](#) for the application link.
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. Complete all questions in the Intent to Apply (I2A) by Wednesday, January 24 before 11:59pm.
4. Wait to have the I2A 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 13, 2024 before 11:59pm MST.

## Intent to Apply (required)

The Intent to Apply submission is the required first step for having a funding request considered in the Competitive Grant Process. [Click Here](#) to begin the Intent to Apply.

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

Pro Tip: Please enter a Program Name that is unique and descriptive of the program, and not just repeating your organization name.

Intent to Apply submissions will be reviewed and approved within 72-hours between January 10 and January 25. Edits may be made any time until the final application deadline by contacting Adam Molzer.

Once the Intent to Apply is approved, the full Application will be 'unlocked' and available for the organization to complete. **It is recommended to complete the Intent to Apply early**, to allow adequate time for the full Application to be completed.

## Application

### [Application Deadline is Tuesday, February 13, 2024, 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 Human Services applicants will need to attach the following materials to their online 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 2023 or 2024).
- Program/Project Operating Budget (anticipated revenues & expenses for Sept.24-Oct.25).
- 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).



## DUNS Number

### 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](https://www.irs.gov/pub/irs-utl/duns_num_guide.pdf) or call 1-866-705-5711.

## Technical Assistance

Optional technical assistance for Human Services application review is available on the following dates:

**Monday, January 29, 2024 | 12:30 – 2:00 pm**

**Thursday, February 1, 2024 | 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 Zoom 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. Zoom details will be emailed later.

To schedule a one-on-one consultation about your proposal, please contact Adam Molzer at [amolzer@fcgov.com](mailto:amolzer@fcgov.com)

## Application Review & Evaluation

### Review Meeting & Follow-Up Questions

The HSHF Board will meet on the evening of Wednesday, April 10 for a general review of the applications.

**Funding recommendations will NOT be made at this meeting.**

Applicants are welcome to attend the Zoom meeting but may not speak during the meeting in order to maintain fairness to the process.

A list of follow-up questions may be generated for each application and will be emailed to the primary application contacts on April 11-12.

**Responses are due by Thursday, April 18 to [amolzer@fcgov.com](mailto:amolzer@fcgov.com).**

## Presentations – Human Services

Presentations to the HSHF Board will not be conducted in 2024 for Human Services 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:

- Advancement of the City's Human Services Priorities detailed in the Social Sustainability Department's Strategic Plan.
- Measurable outcomes and consequential benefits to clients and the community.
- Responsiveness to needs and problems in Fort Collins.
- Extent that the program serves vulnerable and low-income clients.
- Advancement of the City's diversity, equity and inclusion strategic objective.
- Budget appropriateness, clarity, and effectiveness.
- Leveraging ability of funding, resources or synergies from other partners.
- Ability to deliver the proposed programming and steward the funds responsibly.
- Board members' internal validation and importance of the funding request.

## 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 Wednesday, May 1, 2024, beginning at 4:00pm 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 2024 Competitive Grant Process on June 18, 2024 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.

## 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?

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

**Adam Molzer**                      970.221.6757                      [amolzer@fcgov.com](mailto:amolzer@fcgov.com)

### CDBG Public Service Funds

**Dianne Tjalkens**                      970.221.6734                      [dtjalkens@fcgov.com](mailto:dtjalkens@fcgov.com)

---

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).