



# Competitive Process: BASICS

For program year October 1, 2024 – September 30, 2025

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The City of Fort Collins administers the Competitive Process each spring to allocate local and federal funds for the following activities:

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

The City's goal in allocating this funding is to enhance the community's sustainability by addressing needs among our citizens 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)

## Funding Flow

The funding year is **October 1, 2024 – September 30, 2025.**

- Some Housing projects may have different timelines.
- To receive funding, an organization must apply and be selected for an award.
- A Recipient Service Agreement must be executed before funding is made available.
- Human Service funds are delivered via reimbursement of eligible expenses within 45-days of financial invoices and quarterly reports being submitted.

## 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.

## Funding Focus & Fit

### Affordable Housing

**Affordable Housing** proposals will be preliminarily assessed according to alignment with the following **2020-2024 Consolidated Plan goals** established by the City:

- Increase the supply of affordable housing units.
- Preserve existing affordable housing.

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**.

### Human Services

For all **Human Service** applications, alignment will be necessary with the Social Sustainability Department's Strategic Plan and its emphasis on addressing the needs of underserved groups, with emphasis on people 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.

## Eligible Activities

FUNDING CATEGORIES	CDBG	HOME	AHF	HSP
<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 and 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 &amp; CDBG Public Service Programs</b>	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.

# Housing Funds

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

## Affordable Housing Grantee 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.

**[→CLICK HERE FOR THE HOUSING APPLICATION GUIDE](#)**

## Human Service Funds

Annually, approximately \$900,000 is available for Human Service activities. These dollars are from the City's General Fund revenues.

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

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

### Human Service Grantee Requirements

- Funding is provided as reimbursement for expenditures.
- Quarterly expenditure reports and semiannual programmatic reports are required, including client income verification and demographic tracking.
- Subject to annual monitoring.
- Terms and conditions set forth in a Recipient Service Agreement signed by both the grantee and the City. (examples available for review)

[→CLICK HERE FOR THE HUMAN SERVICE APPLICATION GUIDE](#)

## CDBG Public Service Funds

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 again open these funds in a competitive grant 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.

## 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.*

# Exclusions

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

- Staff positions that are fundraising in nature.
- Operational equipment that is movable (computers, furniture).
- Operational supplies that are consumable (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.

## Questions?

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

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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).