



HOME-ARP: Affordable Rental Housing

Application Guide

About the Funding

The City of Fort Collins has received a federal allocation of \$2.6M through the HOME Investment Partnerships American Rescue Plan Program (HOME-ARP) from the U.S. Dept. of Housing and Urban Development (HUD). The purpose of this funding is to assist individuals or households who are homeless, at risk of homelessness, and other vulnerable populations, by providing housing, tenant based rental assistance, supportive services, and non-congregate shelter, to reduce homelessness and increase housing stability.

In 2022, the City of Fort Collins engaged in community consultation and a public participation process to develop a [HOME-ARP Allocation Plan](#) to receive the funds. The Plan describes how the City of Fort Collins intends to distribute HOME-ARP funds, including how it will use these funds to address the needs of HOME-ARP qualifying populations. The City submitted the HOME-ARP Allocation Plan to HUD as a substantial amendment to the Fiscal Year 2021 Annual Action Plan for HUD review and acceptance.

Use of HOME-ARP Funding (approved by HUD)

	Funding Amount
Development of Affordable Rental Housing	\$2,000,000*
Supportive Services	\$400,000
Administration & Planning	\$228,410
Total HOME-ARP Allocation	\$2,628,410

**\$800,000 has already been committed to a housing project approved by City Council during the 2023 Human Services and Housing Competitive Process in June 2023.*

Funding from the HOME-ARP award will be made available through two separate Competitive Application processes that reflect on the priorities identified through stakeholder engagement.

- 1. Development of Affordable Rental Housing** – Commit funds to systemic solutions to increase housing inventory. This will be a rolling application process until the funding amount has been fully committed to eligible projects.
- 2. Supportive Services** – Commit funds to supportive services to assist persons currently experiencing homelessness and to prevent those precariously housed from becoming homeless. This will be a one-time application process.

Funding Focus & Fit

Proposals for the development of affordable rental housing units serving <30% AMI will be accepted by both for-profit and non-profit developers. Units in multi-family developments that are available to serve all eligible populations will be prioritized over units that are developed to serve specific populations (e.g., elderly or persons with disabilities). In the event that multiple projects compete for the same funding, projects will be further reviewed for the total amount of affordable units they provide to the community. Projects that not only meet the HOME-ARP development goals, but also add additional units for households earning below 50% AMI will score higher.

HOME-ARP Production Housing Goals:

- It is estimated that \$2M in HOME-ARP could support the production of 8 rental housing units for qualifying populations.
- It is estimated that HOME-ARP funds would assist in the development of 8 units of affordable rental housing serving households below 30% AMI. If these funds can leverage other funding resources, such as LIHTC subsidy, they could create an additional 70-80 units of affordable rental housing, 30 of which could serve households below 50% AMI, which are identified by HUD as “other populations at risk of homeless.”

HOME-ARP Affordable Rental Housing proposals will also be assessed according to alignment with and ability to advance the objectives in the [City’s Housing Strategic Plan](#).

Application Basics

The HOME-ARP Affordable Rental Housing application will be available at: www.fcgov.com/socialsustainability/recovery

Application Opens on Monday, July 17, 2023.

UEI Number & SAM Registration

Unique Entity ID (UEI) Number

To apply, all applicants must have a Unique Entity ID (UEI) number. As of April 4, 2022, the federal government has transitioned from using a DUNS number to a UEI number when applying for federal funding.

- **If your organization already has an account at SAM.gov**, your organization has already been assigned a UEI number and you can locate it in your SAM.gov account.
- **If your organization does not have a SAM.gov account**, please create an account on SAM.gov and once registered your organization will be issued a UEI number.

For more information on how to find your UEI number, visit: <https://sam.gov/content/duns-uei>.

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/.

Eligible Organizations

Funds are not available for individuals, but are available for:

- Nonprofit, IRS-designated 501(c)(3) agencies in good standing
- Housing Authorities and other units of local government
- Affordable Housing Developers (nonprofit and for-profit)
- Cooperative groups of organizations with an IRS-designated 501(c)(3) agency serving as its fiscal host

How To Apply:

1. Click the application link above.
2. If your organization already has a ZoomGrants account, login with the primary account holder's user ID and password. If your organization does not already have a ZoomGrants account, you will need to create one for your organization.
3. **Complete all questions in the pre-application.** Wait to have the pre-application approved by City staff. You will receive an email (within 2 business days).
4. Proceed with completing all questions in the application and upload all required documents.
5. **Submit the application by the 15th of each month for consideration by the Human Services and Housing Funding Board in their next month's board meeting.**

The Application can be repeatedly accessed and saved in ZoomGrants before submission but cannot be edited after the 15th of the month. ZoomGrants will automatically save the information you enter, however; it is recommended that applicants back up their responses in a word processing document.

Pre-Application

The Pre-Application is the required first step for funding consideration.

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

Pre-Applications will be reviewed and approved within 2 business days.

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.

This will be a rolling application process until the funding amount has been fully committed to eligible rental housing projects.

All applications submitted by the 15th of each month will be reviewed by City staff for completeness, eligibility, and ability to deliver on the priority needs identified in the HOME-ARP Action Plan. All eligible applications will be forwarded to the Human Services and Housing Funding (HSHF) Board for final review and funding recommendations to City Council at the *NEXT* monthly board meeting. (Example: If submitted by August 15, the HSHF Board will review and make a recommendation during the September 13 board meeting).

Upcoming 2023 HSHF Board Meetings (2024 dates TBD):

- September 13 (applications due on 8/15)
- October 11 (applications due on 9/15)
- November 8 (applications due on 10/15)
- December 13 – no regular business, unless necessary (applications due on 11/15)

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
- Certification of Good Standing from Secretary of State (dated 2022 or 2023)
- 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 Rental 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, including:
 - Census of current tenants
 - Voluntary Acquisition Notice (acquisition projects only)
 - General Information Notice (GIN) & Proof of Delivery to all residents

Technical Assistance

Optional technical assistance is available for all 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 [Hannah Tinklenberg](#), HUD Grants Program Administrator.

Application Review & Evaluation

Sample timeline for an application submitted by August 15:

- *September 13 – Funding recommendation during HSHF Board Meeting*
- *30 Day Public Comment Period (immediately following funding recommendation)*
- *October 17 – Council meeting date for approval of funding*

Staff Review & Evaluation

At the close of each monthly submission period, all applications received will be reviewed for completeness, eligibility, and their ability to deliver on the priority needs identified in the HOME-ARP Allocation Plan.

Evaluation Criteria

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

- Alignment with the HOME-ARP Allocation Plan Goals
- Alignment with the City's Housing Strategic Plan
- Market Analysis
- Affordable Housing Underwriting Guidelines
- Developer Capacity, Experience and Prior Performance
- Project is intended to begin within the next 6 months.
- List of all qualified populations served by the project.
- Referral Process for selection of qualified populations.

Funding Recommendations

The HSHF Board is responsible for making funding recommendations to City Council for their approval.

The HSHF Board will vote on a funding recommendation based on staff review and evaluation of the submitted projects. If more than one project has been received in a month, the Board will recommend a final ranked priority list which will include the maximum funding amount supported. Funds will then be distributed in order based on source and project eligibility.

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. Applicants will be notified of the outcome of the Board's deliberation session within a week. *Please see page 4 of this application guide for a list of upcoming HSHF Board meetings.*

Final Funding Decision

The Fort Collins City Council will hold a public hearing to make final funding allocation decisions each month after the HSHF Board has recommended funding. Time and location of each hearing is 6:00pm at City Hall (300 Laporte Avenue).

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

Questions?

Hannah Tinklenberg

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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.