



# HOME-ARP: Supportive Services Application Guide

---

## Dates and Deadlines

<b>Date</b> <i>(subject to change)</i>	<b>Activity / Deliverable</b>	<b>Details</b>
<b>Friday, December 1, 2023</b>	Application available on Social Sustainability Recovery website	Online system used is ZoomGrants
<b>Friday, December 15, 2023</b>	<b>Final day to submit Pre-Application (by 5:00pm MST)</b>	Full application will be 'unlocked' after the Pre-Application is reviewed and approved.
<b>Friday, January 5, 2024</b>	<b>APPLICATION DEADLINE</b>	<b>Must be submitted by 5:00pm MST</b>
<b>Wednesday, February 14, 2024</b>	Funding Recommendations – HSHF Board	Open to the public at 5:30pm
<b>Mid-March to Early April 2024</b>	30-Day Public Comment Period	Available on Social Sustainability website
<b>April 2, 2024 (subject to change)</b>	Approval of Funding – City Council Meeting	Open to the public at 6:00pm
<b>Early April 2024 (TBD)</b>	Funding Decisions Announced	Will be sent by email
<b>Late April 2024 (TBD)</b>	Contracting Process Begins – All contracts signed by May 31, 2024.	Contracts sent for signature via DocuSign

## 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
<b>Total HOME-ARP Allocation</b>	<b>\$2,628,410</b>

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

1. **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.
2. **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.

## Funding Focus & Fit: Supportive Services

HOME-ARP Supportive Services funding will be awarded to eligible organizations whose primary mission and services focus on homeless prevention and long-term housing stabilization. Priority will be given to organizations that work collaboratively across the Fort Collins community to provide supportive services to *all HUD-targeted qualifying populations*.

### HUD-Targeted Qualifying Populations:

- Homeless (McKinney-Vento definition).
- At-risk of homelessness (McKinney-Vento definition).
- Fleeing/attempting to flee domestic violence, dating violence, sexual violence, trafficking.
- Other populations for whom supportive services would prevent homelessness to serve those at greatest risk of housing instability.
- Veterans and families with a veteran member that meets one of the above criteria.

## Eligible Supportive Services:

There are three categories specifically included as supportive services under HOME-ARP:

<b>McKinney-Vento Supportive Services</b>	McKinney-Vento Supportive Services under HOME-ARP are adapted from the services listed in section 401(29) of the McKinney-Vento Homeless Assistance Act (“ <b>McKinney-Vento Supportive Services</b> ”) ( <u>42 U.S.C. 11360(29)</u> ).
<b>Homelessness Prevention Services</b>	HOME-ARP Homelessness Prevention Services are adapted from certain eligible homelessness prevention services under the Emergency Services Grant (ESG) regulations at <u>24 CFR Part 576</u> .
<b>Housing Counseling Services</b>	Housing counseling services under HOME-ARP are those consistent with the definition of housing counseling and housing counseling services defined at <u>24 CFR 5.100</u> and <u>5.111</u> , respectively, except that homeowner assistance and related services are not eligible HOME-ARP activities

## Funding Period

**The funding period is May 1, 2024 – December 31, 2026.**

- Funding may support unreimbursed eligible expenses incurred as of May 1, 2024.
- 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 HOME-ARP supportive service activities and service costs incurred from May 1, 2024 through December 31, 2026.

## 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 managing federal CDBG- or HOME-funded activities.
- 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 HOME-ARP funding 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 Services and Costs

HOME-ARP funds may be used to pay eligible costs associated with the HOME-ARP supportive services activity in accordance with the requirements of the Notice.

<p><b>Eligible Costs Associated with</b></p> <ul style="list-style-type: none"> <li>• <b>McKinney-Vento</b></li> <li>• <b>Homelessness Prevention Supportive Services</b></li> </ul>	<ul style="list-style-type: none"> <li>• Costs of childcare</li> <li>• Costs of improving knowledge and basic educational skills</li> <li>• Costs of establishing and/or operating employment assistance and job training programs</li> <li>• Costs of providing meals or groceries</li> <li>• Costs of assisting eligible program participants to locate, obtain and retain housing</li> <li>• Costs of certain legal services</li> <li>• Costs of teaching critical life management skills</li> <li>• Financial assistance costs, including rental application fees, security deposits, payment of rental arrears.</li> </ul>
<p><b>Eligible Costs Associated with</b></p> <ul style="list-style-type: none"> <li>• <b>Housing Counseling</b></li> </ul> <p><i>Costs may only be paid under HOME-ARP if housing counseling services</i></p>	<ul style="list-style-type: none"> <li>• Staff salaries and overhead costs of HUD-certified housing counseling agencies related to directly providing eligible housing counseling services to HOME-program participants.</li> <li>• Development of a housing counseling workplan</li> </ul>

<p>are provided by HUD-certified housing counselors and organizations.</p>	<ul style="list-style-type: none"> <li>• Marketing and outreach</li> <li>• Client Intake</li> <li>• Financial and housing affordability analysis</li> <li>• Action plans that outline what the housing counseling agency and the client will do to meet the client's housing goals and that address the client's housing problem(s)</li> <li>• Follow-up communication with program participants</li> <li>• If a program participant is a candidate for homeownership, costs associated with prepurchase homebuying counseling, education and outreach are eligible under HOME-ARP.</li> </ul> <p><b><u>Not Eligible:</u></b></p> <ul style="list-style-type: none"> <li>• Costs for the provision of services to existing homeowners related to homeownership and mortgages to existing homeowners are not eligible under HOME-ARP.</li> </ul>
----------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Other Items of Note:**

- Please consult the [HOME ARP Implementation Notice](#) for a full list and description of eligible costs.
- The costs of homelessness prevention services are only eligible to the extent that the assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing to achieve stability in that housing.
- If awarded funding, organizations must adhere to documentation requirements established at time of contract to track eligible costs as McKinney-Vento supportive services to an individual or family in a qualifying population, homelessness prevention services, or Housing Counseling.

## Funding 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.
- Services to residents without lawful presence in the United States.
- Staff positions that are fundraising or administrative in nature.
- 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 reporting will be required at the end of the funding term.
- Additional terms and conditions will be set forth in the Subrecipient Agreement signed by both the organization and the City (examples available for review).

## Application Basics

The HOME-ARP Supportive Services application is available at: [www.fcgov.com/socialsustainability/recovery](http://www.fcgov.com/socialsustainability/recovery).

**Application Opens on Friday, December 1, 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 Supportive Services 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/](http://www.sam.gov/SAM/). *Please note: There is no fee to register and activate your organization.*

## How To Apply for HOME-ARP Supportive Services Funding:

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 by Friday, December 15, 2023. 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. Applications must be **submitted by 5:00 PM MST on Friday, January 5, 2024.**

The Application can be repeatedly accessed and saved in ZoomGrants before submission but cannot be edited after the January 5 submission deadline. 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 (required):

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

- Pre-Application submission is **due by 5:00pm on Friday, December 15, 2023.**
- 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-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 5, 2024, by 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.

At the close of the application periods, all applications received 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.

### Additional Materials:

All Supportive Services applicants will need to attach the following materials to their online application:

- Board of Directors Roster
- IRS 501c3 Designation
- SAM 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

## Technical Assistance

Optional technical assistance is available for all applicants to review their proposal against the funding criteria, requirements, and grant application. Please contact Hannah Tinklenberg, [Htinklenberg@fcgov.com](mailto:Htinklenberg@fcgov.com), HUD Grants Program Administrator, to arrange a technical assistance meeting.

## Application Review & Evaluation

<p><b>Staff Review &amp; Evaluation</b></p>	<p>City staff will read, evaluate, and deliver a summary of applications received and their ability to deliver on the priority needs identified in the HOME-ARP Allocation Plan to the HSHF Board on Wednesday, February 14, 2024.</p> <p>Follow-up questions may be generated for the applicants during this process; questions will be emailed to the primary application contact for response. Applicants must respond within 2 business days.</p>
<p><b>Evaluation Method &amp; Criteria</b></p>	<p>In the event there are more requests than available funds, priority will be given to applications in the following order:</p> <ol style="list-style-type: none"> <li>1. First consideration to applicants that work collaboratively across the Fort Collins community to provide supportive services to <b><u>all qualifying populations</u></b>.</li> <li>2. Applications that limit funding to specific targeted populations and/or households enrolled in a program with limited capacity.</li> </ol> <p><b>See Appendix A for an example of the Evaluation Criteria Scoresheet.</b></p>
<p><b>Funding Recommendations</b></p>	<p><b>The HSHF Board is responsible for making funding recommendations to City Council for their approval. Staff will provide a separate review for the Board to consider in their evaluations.</b></p> <p>HSHF Board Funding Recommendations:</p> <ul style="list-style-type: none"> <li>• <u>Date &amp; Time</u>: Wednesday, February 14, 2024 at 5:30pm. Please visit the <a href="#">HSHF Board webpage</a> for virtual meeting agenda and public participation details.</li> </ul>



	<p><u>Note:</u> The Board will make application specific funding recommendations based on the stated funding priorities.</p> <p>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.</p> <p><b>Funding recommendations will be published on the Social Sustainability webpage and available for public review <u>within one week</u> after the HSHF Board meeting on February 14, 2024.</b></p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Final Funding Decision

The Fort Collins City Council will hold a public hearing to make final funding allocation decisions for the HOME-ARP Supportive Services Fund *tentatively* on April 2, 2024, at 6:00pm (note: this date may change). 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.

## 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**     [htinklenberg@fcgov.com](mailto:htinklenberg@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 [titiesix@fcgov.com](mailto:titiesix@fcgov.com).

## Appendix A:

# HOME-ARP: Supportive Services Scorecard Criteria & Weight

0 to 5 points per criteria assigned by each reviewer.

Evaluation Criteria	Reviewer's Score (0-5)	Weight	Potential Points
<p>HOME-ARP Targeted populations served.</p> <p>Worth 50% of the total points possible.</p> <ul style="list-style-type: none"> <li>• 5 points = Serves all qualifying populations</li> <li>• 1 to 4 points = Serves some or most qualifying populations</li> </ul>		<b>x10</b>	<b>50</b>
<p>Number of proposed households/individuals to be stabilized in housing between May 1, 2024 through December 31, 2026.</p> <p>Worth 25% of the total points possible.</p> <ul style="list-style-type: none"> <li>• 5 points = 50+ households stabilized</li> <li>• 4 points = 40-49 households stabilized</li> <li>• 3 points = 30-39 households stabilized</li> <li>• 2 points = 20-29 households stabilized</li> <li>• 1 point = under 20 households stabilized</li> </ul>		<b>x5</b>	<b>25</b>
<p>Works collaboratively with the other applicants (can receive referrals).</p> <p>Worth 15% of the total points possible.</p> <ul style="list-style-type: none"> <li>• 5 points = Yes</li> <li>• 0 points = No</li> </ul>		<b>x3</b>	<b>15</b>
<p>Organization has previous experience managing federal CDBG- or HOME-funded activities.</p> <p>Worth 10% of the total points possible.</p> <ul style="list-style-type: none"> <li>• 5 points = Yes</li> <li>• 0 points = No</li> </ul>		<b>x2</b>	<b>10</b>
<b>Reviewer's Total Score:</b>			<b>Total Points Possible:</b>
			<b>100 points</b>