



Competitive Grant Process:

Application Guide

Human Services

Dates and Deadlines

Date <i>(subject to change)</i>	Activity / Deliverable	Details
Thursday, January 9, 2020	Application available on Social Sustainability website	Online system used is ZoomGrants
Friday, January 24, 2020	Intent to Apply due by 5:00pm MST	Full application will be 'unlocked' after the Intent to Apply is reviewed and approved.
Wednesday, January 29, 2020 & Wednesday, February 4, 2020	Technical Assistance for Application	Optional, Group format RSVP Required
Friday, February 14, 2020	APPLICATION DEADLINE	Must be submitted by 5:00pm MST
Wednesday, April 8, 2020	Human Services Application Review – CDBG Commission	No funding recommendations Open to the public at 5:30pm
Thursday & Friday April 9-10, 2020	Follow-up questions from the Commission distributed	Will be sent by email
Wednesday, April 16, 2020	Responses to follow-up questions are due	Email responses to: amolzer@fcgov.com
Wednesday, April 29, 2020	Funding Deliberations - CDBG Commission	Funding recommendations Open to the public at 5:30pm
Tuesday, June 2, 2020	City Council Meeting	First reading of the funding recommendations at 6:00pm
Tuesday, July 21, 2020	City Council Meeting	Second reading of the funding recommendations at 6:00pm
Thursday, October 1, 2020	Grant Term Begins	12-month grant term. Payments made as quarterly reimbursements

Funding Focus & Fit

Human Services proposals will be assessed according to alignment with and 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 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.

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

2020-2024 Consolidated Plan (Draft)

Human Services grant proposals that are awarded federal CDBG funding will also be assessed according to alignment with the City's [2020-2024 Consolidated Plan Draft Goals](#):

- Increase the supply of affordable housing units.
- Preserve existing affordable housing.
- Provide emergency sheltering and services for people experiencing homelessness.
- Provide homelessness and eviction prevention services.
- Increase access to services for low- and moderate-income persons.

Applications for any activity that meets the *draft* goals of the City's 2020-2024 Consolidated *Draft* Plan will be accepted.

Application Basics

The Competitive Grant Process application will be available at:
www.fcgov.com/socialsustainability/competitiveprocess

- ZoomGrants is the online system used to administer the application.
- There are two application types. Select the category that meets your proposal type:
 - Housing
 - Human Service
- 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; 970.221.6757) before applying to determine the appropriateness of submitting two proposals.
- There is currently no maximum award amount that the CDBG Commission may recommend. The minimum allowable grant award recommendation from the CDBG Commission will be \$5,000.

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.

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

Intent to Apply submissions will be reviewed and approved within 72-hours between January 9 and January 24.

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 Friday, February 14, 2020, 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 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.
- If a nonprofit entity, IRS 501(c)(3) Designation (first page).
- If a nonprofit entity, Certification of Good Standing (dated 2019 or 2020).
- Program/Project Operating Budget Worksheet (template on ZoomGrants).
- 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 & 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 for Human Services application review is available on the following dates:

Thursday, January 30, 2020 | 9:30 – 11:00 am

Thursday, February 6, 2020 | 9:30 – 11:00 am

Technical assistance is encouraged, especially for first time applicants. The technical assistance session will be in a group format.

[Click here to RSVP for a technical assistance session](#) as soon as your organization decides to submit an Intent to Apply.

Application Review & Evaluation

Review Meeting & Follow-Up Questions

The CDBG Commission will meet on the evening of Wednesday, April 8 for a general review of the applications.

Funding recommendations will NOT be made at this meeting.

Applicants are welcome to attend the 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 9-10.

Responses are due by Wednesday, April 16 to amolzer@fcgov.com.

Presentations – Human Services

Presentations to the CDBG Commission will not be conducted in 2020 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 CDBG Commission 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 & Consolidated Plan.
- Measurable outcomes and consequential benefits to clients and the community.
- Responsiveness to needs and problems in Fort Collins.
- Extent that the program primarily serves vulnerable and low-income clients.
- 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.
- Direct or indirect aid to economic, environmental, and social equity interests in the community.
- Commission members' internal validation and importance of the funding request.

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, April 29, 2020, beginning at 5:30pm in the Colorado River Room at 222 Laporte Avenue.

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 Commission's deliberation session within a week after final recommendations.

Final Funding Decision

The Fort Collins City Council will hold a public hearing to make final funding allocation decisions for the 2020 Competitive Grant Process on June 2, 2020 at 6:00pm at City Hall (300 Laporte Avenue).

The second reading and final approval of the funding allocation will occur on July 21, 2020 at 6:00pm, also 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 CDBG Commission members or Affordable Housing Board members regarding their proposal, or with any staff member other than those identified on the next page.

Questions?

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

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CDBG Public Service Funds

Dianne Tjalkens 970.221.6734 dtjalkens@fcgov.com

Affordable Housing Funds

Beth Rosen 970.221.6812 brosen@fcgov.com

Affordable Housing Policy

Sue Beck-Ferkiss 970.221.6753 sbeckferkiss@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.