

An aerial photograph of Fort Collins, Colorado, showing a mix of urban buildings, green trees, and distant mountains under a sunset sky. The title "Competitive Process Basics" is overlaid in white text.

# Competitive Process Basics

Social Sustainability Department  
[fcgov.com/socialsustainability](http://fcgov.com/socialsustainability)

## Funding At-a-Glance

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

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.

The funding year is October 1, 2019 – September 30, 2020

## About the Funding

The City of Fort Collins distributes funding annually from two federal and two local funding sources.

US Department of Housing & Urban Development (HUD):

- Community Development Block Grant (CDBG) program
- HOME Investment Partnership Program (HOME)

City Fund:

- Affordable Housing Fund (AHF)
- Human Services Program (HSP)
  - General Fund
  - Keep Fort Collins Great

The program year for funding runs from October 1, 2019 to September 30, 2020.

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 for reimbursement.

Funds are delivered via reimbursement of eligible expenses within 30-days of financial invoices 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

Please complete the Eligibility Quiz to determine your organization and project's eligibility.

## Funding Focus & Fit

Affordable Housing proposals will be preliminarily assessed according to alignment with the City's 2015-2019 Consolidated Plan goals (below).

Affordable Housing proposals will then be assessed according to alignment with and ability to advance the goals in the City's Affordable Housing Strategic Plan.

### Consolidated Plan Goals:

1. Increase the supply of affordable rental housing
2. Expand housing opportunities for homeless persons
3. Expand resources for homelessness prevention
4. Preserve existing affordable housing inventory
5. Greater access to supportive services to improve living conditions (non-housing community development)

## Funding Focus & Fit

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. Proposals that are awarded federal funding will also be assessed according to alignment with Consolidated Plan goals (prior slide).

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

Applications for any activity that meets the goals of the City's 2015-2019 Consolidated Plan will be accepted.

# 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 Affordable 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>Public Service</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 residents (usually below 50% AMI).

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 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:

1. Benefit low- and moderate-income persons
2. Aid in the prevention or elimination of slums or blight
3. Meet an urgent community development need

## Human Service Funds

Annually, approximately \$900,000 is available for Human Service activities.

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

These funds are generally not granted for administrative salaries or other operating expenses.

Note: Human Service grant activities that are sourced from CDBG funds (Federal) are also referred to as Public Service projects/funds in some documents.

## 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.

Requests may be considered in the CDBG Public Service category\* and are subject to additional requirements and reporting, including the Uniform Relocation Act.

Public Facility requests may be considered in the Human Services category\*.

\*Emphasis and priority for these funds are for direct service.

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

## Affordable Housing

- 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.

# Grantee Requirements

## Human Service

- Funding is provided as reimbursement for expenditures.
- Quarterly programmatic and expenditure reports, including client income verification, lawful residency 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)

## **Grant Process/Application/Presentations/Decisions**

### **Human Service Funds & Public Facility**

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### **Affordable Housing Funds**

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### **Affordable Housing Policy**

Sue Beck-Ferkiss      970.221.6753      [sbeckferkiss@fcgov.com](mailto:sbeckferkiss@fcgov.com)

### **CDBG Public (Human) 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)