

An aerial photograph of Fort Collins, Colorado, showing a mix of urban buildings, green trees, and mountains in the distance under a sunset sky. The image is framed by a white curved border at the top and bottom.

Competitive Process Application Guide ~ Affordable Housing ~

Social Sustainability Department

fcgov.com/socialsustainability

Dates and Deadlines Affordable Housing

Date	Activity / Deliverable	Details
Thursday January 10, 2019	Application available on the Social Sustainability website	Online system used is ZoomGrants
Friday January 25, 2019	Pre-Application is due by 5:00pm MST	Full application will be 'unlocked' after the pre-app is reviewed and approved
Late January & Early February	Technical Assistance for Application	Individually scheduled with Beth Rosen
Friday February 15, 2019	APPLICATION DEADLINE	Must be submitted by 5:00pm MST
Wednesday March 27, 2019	CDBG Commission & Affordable Housing Board Application Review & Housing Presentations	No funding recommendations Open to the public Housing applications only

Timeline continued on next page

Dates and Deadlines Affordable Housing

Date	Activity / Deliverable	
Thursday April 4, 2019	Affordable Housing Board Ranking Meeting	Housing applications only Open to the public 222 Laporte Avenue
Wednesday April 10, 2019	CDBG Commission Receives AHB Rankings	No funding recommendations Open to the public Follow-up questions created
Wednesday April 24, 2019	CDBG Commission Deliberations	Funding recommendations Open to the public
Tuesday June 4, 2019	City Council Meeting	First Reading of the funding recommendation
Tuesday June 18, 2019	City Council Meeting	Second Reading of the funding recommendation

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)

Application Basics

The Competitive 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: Housing and Human Service

Select the category that meets your proposal type.

Public Facility applicants will apply in the Human Service category.

DUNS Number

All applicants must have a Data Universal Number System (DUNS) to apply. To obtain a DUNS number, call 1-866-705-5711 or visit www.irs.gov/pub/irs-utl/duns_num_guide.pdf

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/.

Pre-Application

The Pre-Application is the required first step for having a funding request considered in the Competitive Process.

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

Pre-Applications will be reviewed and approved within 72-hours between January 10 and January 25.

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.

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.

APPLICATION DEADLINE - FRIDAY, FEBRUARY 15, 2019
5:00pm MST

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
- If a nonprofit entity, IRS 501(c)(3) Designation: 1st page
- If a nonprofit entity, Certification of Good Standing (dated 2018 or 2019)
- 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

Additional Materials continued on next page

Additional Materials

All Affordable Housing applicants proposing rehab projects and purchases with existing tenants are required to attach the following Uniform Relocation Act compliance materials to their online application:

- Capital Needs Assessment
- General Information Notice (GIN) & Proof of Delivery
- Census of Current Occupants

Optional technical assistance is encouraged for all Affordable Housing 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 the HUD Grants Compliance & Policy Manager, Beth Rosen.

Technical Assistance sessions will be schedule for late January and early February.

Application Review Meeting & Presentations

The CDBG Commission will meet on the evening of Wednesday, March 27 at 5:15pm for a general review of the applications. The Affordable Housing Board will also be represented at this meeting.

Funding recommendations will NOT be made at this meeting.

Applicants are welcome to attend the review portion of the evening, but may not speak during the meeting in order to maintain fairness to the process.

Immediately following the review portion, presentations will begin from each Affordable Housing applicant.

Presentations Affordable Housing

All Affordable Housing applicants will make a presentation to the CDBG Commission and Affordable Housing Board. These will occur at 222 Laporte Avenue in the Colorado River Room (1st Floor).

Presentations are scheduled for March 27, in the evening. Applicants will be assigned a presentation time and will be notified in late February. Presentation format and process details will also be shared at that time.

All members of your team will need to arrive at least 15-minutes before your scheduled time.

Housing Presentations:

- 7-minute presentation; 15-minute Q&A
- Panel will consist of CDBG Commission and Affordable Housing Board members
- Presenters may be staff and/or board members of the applying organization
- Mixed media presentations will be allowed to afford the review panel adequate insight into the scope and impact of the affordable housing project
- Applicants may bring informational handouts (20 copies)

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 24, 2019, beginning at 5:15pm 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.

Evaluation Criteria

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

- Alignment with the Affordable Housing Strategic Plan
- Market Analysis
- Affordable Housing Underwriting Guidelines
- Developer Capacity, Experience and Prior Performance

Final Funding Decision

The Fort Collins City Council will hold a public hearing to make final funding allocation decisions for the 2019 Competitive Process on June 4, 2019 at 6:00pm at City Hall (300 Laporte Avenue).

Following City Council's second reading and approval of funding (June 18), staff will work with applicants that were awarded funds on additional due diligence items and contract execution.

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 may NOT speak with CDBG Commission members or Affordable Housing Board members regarding their proposal (ex parte communication), or with any staff member other than those identified on the next page.

Grant Process/Application/Presentations/Decisions

Human Service Funds & Public Facility

Adam Molzer 970.221.6757 amolzer@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