

An aerial photograph of Fort Collins, Colorado, showing a dense urban area with various buildings, streets, and green spaces. In the background, there are rolling hills and mountains under a sky with soft, colorful clouds, suggesting a sunset or sunrise. The image is framed by a dark blue border at the top and bottom.

# Competitive Process Application Guide ~ Human Services ~

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

# Dates and Deadlines

## Human Services

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
January 30, 2019 February 6, 2019	Technical Assistance for Application	Optional, Group Format RSVP Required
Friday February 15, 2019	APPLICATION DEADLINE	Must be submitted by 5:00pm MST
Wednesday April 10, 2019	CDBG Commission Human Services Application Review Round 1	No funding recommendations Open to the public Follow-up questions created

Timeline continued on next page

# Dates and Deadlines

## Human Services

Date	Activity / Deliverable	
Thursday & Friday April 11-12, 2019	Follow-up Questions from the Commission Distributed	Will be sent by email
Wednesday April 17, 2019	Responses to Follow-Up Questions Due	Email to <a href="mailto:amolzer@fcgov.com">amolzer@fcgov.com</a>
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

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.

## Funding Focus & Fit

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
- Early Childhood Education, Childcare & Youth Services
- Physical Health
- Mental & Behavioral Health
- Housing Opportunity & Stability
- Diversity, Inclusion & Access

## Funding Focus & Fit

Human Services grant proposals that are awarded federal CDBG funding will also be assessed according to alignment with the City's 2015-2019 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)

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

## Application Basics

The Competitive Process application will be available at:  
[www.fcgov.com/socialsustainability/competitiveprocess](http://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 & SAM Registration

## **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](http://www.irs.gov/pub/irs-utl/duns_num_guide.pdf)

## **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/](http://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 Human Services applicants will need to attach the following materials to their online application:

- List of Board of Directors
- 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: 1<sup>st</sup> page
- If a nonprofit entity, Certification of Good Standing (dated 2018 or 2019)
- Program/Project Operating Budget Worksheet (template on ZoomGrants)
- Most recent IRS 990 form, Part VIII Statement of Revenue & Part IX Statement of Functional Expenses (if 990-EZ, submit full document)

Optional technical assistance for Human Services application review is available on the following dates:

- January 30
- February 6

Technical assistance is encouraged, especially for first time applicants.

The technical assistance session will be in a group format.

Please visit the following link to RSVP for a technical assistance session as soon as your organization decides to pre-apply: <https://www.surveymonkey.com/r/KCPSP2K>

# Application Review Meeting & Follow-Up Questions

The CDBG Commission will meet on the evening of Wednesday, April 10 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 11-12.

Responses are due by Wednesday, April 17 to [amolzer@fcgov.com](mailto:amolzer@fcgov.com)



# **Presentations Human Services**

Presentations to the CDBG Commission will not be conducted in 2019 for Human Services applicants.

Please use the grant application to adequately communicate the needs, outcomes and effectiveness of the proposed program requesting funding.

Each grant application will be scored by the CDBG Commission based on the proposal's potential attainment of the following criteria:

- Alignment with the Social Sustainability Department's Strategic Plan & Priorities
- Responsiveness to Needs and Problems in Fort Collins
- Collaboration and leverage with other partners
- Organizational health and history of success
- Measurable Outcomes and Consequential Benefits to Clients
- Extent that the program primarily serves low-income clients
- Budget appropriateness, clarity and effectiveness
- Direct or indirect aid to economic, environmental and social equity interests in the community

# Evaluation Method Human Services

The CDBG Commission's cumulative scores for each proposal will be tabulated.

This will create a criteria-based ranking of the eligible applications.

The CDBG Commission will then guide their funding discussion by a rules-based deliberation protocol, resulting in a Human Services Program funding recommendation.

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.

## Final Funding Decision

The Fort Collins City Council will hold a public hearing to make final funding allocation decisions for the 2018 Competitive Process on June 4, 2019 at 6:00pm at City Hall (300 Laporte Avenue).

The second reading and final approval of the funding allocation will occur on June 18, 2019 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.



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](mailto:amolzer@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)