

City of Colorado Springs
Community Development Division
2022 CDBG Public Facilities Grant Application Guide

The Community Development Division manages the City of Colorado Springs Entitlement funds from the U.S. Department of Housing and Urban Development (HUD). Our mission is to create strong, sustainable, inclusive communities and quality affordable homes for all people in Colorado Springs.

There are three programs that the Community Development Division manages with the City's Department of Housing and Urban Development (HUD) funds:

- **HOME**
HOME funds a wide range of activities including building, buying and/or rehabilitating affordable housing for rent or homeownership. Funds can also be used to provide direct rental assistance to low-income residents. HOME is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.
- **CDBG**
Community Development Block Grant (CDBG) funds are used to improve local communities by providing decent housing, improved infrastructure, public facilities and services, and improved economic opportunities for low- and moderate-income residents. These funds may also be used for activities that help prevent or eliminate slums or blight or for projects that meet urgent community needs.
- **ESG**
Emergency Solutions grant funding assists individuals and families quickly regain stability into permanent housing after experiencing a housing crisis or homelessness.

The Community Development Block Grant Program (CDBG) was authorized under Title I of the Housing and Community Development Act of 1974. The program was established to provide annual grants on a formula basis to entitlement communities and cities. The focus of the program is to help develop viable urban communities, provide suitable and decent housing, and expand economic opportunities to principally low- to moderate-income communities. For more information, please visit the [HUD CDBG Public Facilities Information Overview](#). This link will provide comprehensive details about the CDBG Public Facilities program.

Stay Informed

If you would like more information on updates, events, and communication from the Community Development Division please visit the homepage at www.coloradosprings.gov/community-development and click on our sign up for updates newsletter sign up.

How To use This Grant Information Guide

This guide will explain the application process for the City of Colorado Springs' CDBG Public Facilities grant. The information will offer an overview of the grant program, required application documents, compliance components, an application checklist, and FAQ's. This

document will also link potential grantees to additional resources through hyperlinks. When links to additional resources are provided, the link will be noted and include [blue underlined font](#).

Notice of Funding Availability

- The City has approximately \$1,000,000 for eligible public facilities and infrastructure projects within the City limits of Colorado Springs.
- The minimum request amount per application is \$250,000.
- Applications are limited to single projects. Although agencies may submit multiple applications.
- Complete applications will be reviewed by a citizen review committee.
- The project selection criteria will include alignment with the City's priority areas, community benefits, financial feasibility, and project readiness.
- Matching funds are not required, but projects are strongly encouraged to have other sources of funding and leveraging capabilities.

What is Low to Moderate Income? (LMI)

Low- to moderate-income (also referred to as LMI) is a measure of a household's income in comparison to the Area Median Income (AMI). In this case, the annual income is less than 80% of the area median income (AMI) or less, as established by HUD.

- Extremely Low Income is 0-30% AMI, Very Low Income is 30-50% AMI
- Low Income is 50-80% AMI, Moderate income is over 80% AMI = Over Limits
- The FY 2021 Income Limit for Colorado Springs is \$82,400
- Learn more about the area median income [here](#).

Eligibility Basics

1. Project must be located within the city limits of Colorado Springs;
2. Serve low-income communities: the project must be in a majority LMI (51% or over) Census tract and/or serve populations presumed to be low-income; have special needs.

Funding Priorities

- Capital projects that improve quality of life in low- to moderate- income neighborhoods
- Projects that increase access to essential human services
Projects that demonstrate exceptional public-private partnerships with meaningful community engagement
- Projects that leverage additional local and or state resources

Eligibility

Eligible Activities:

- **Acquisition, construction, reconstruction, rehabilitation, or installation** of public facilities
- **Infrastructure improvements** (construction or installation) including, but not limited to streets, curbs, and water and sewer lines, broadband access.
- **Neighborhood facilities** including, but not limited to educational and recreational facilities, parks, playgrounds.
- **Facilities for persons with special needs:** including elderly, frail elderly, severe mental illness, developmentally disabled, physically disabled, persons with alcohol or other drug addictions, persons with HIV/AIDS, people experiencing homelessness, and victims of domestic violence.

Eligible Costs:

- Energy efficiency improvements;
- Handicapped accessibility improvements (including improvements to buildings used for general conduct of government);
- Architectural design features and other treatments aimed at improving aesthetic quality (e.g., sculptures, fountains).

Ineligible Activities:

- The maintenance and repair of public facilities and improvements is generally ineligible
- Operating costs associated with public facilities or improvements are ineligible unless part of a CDBG-assisted public service activity or eligible as an interim assistance activity.
- A public facility for the general use of government. Exceptions are designated portions of government owned facilities for public use. (Example: accessibility improvements at City Hall for public benefit.)

Applying: Things to Consider

The City of Colorado Springs strives to forge new collaborations and expand existing partnerships with organizations that invest in our community. Before moving forward with your application, please evaluate and consider the following from the list below:

- Does this proposed project depend heavily on these funds?
- Does the proposed project meet the CDBG Public Facilities requirements?
- Has our organization applied for CDBG funding in the past? If so, what were some of the challenges and triumphs with the program funds?
- Are we, the organization, prepared internally to handle reporting, audit, fiscal, Section 3 outreach, and monitoring requirements for utilizing federal funds? If we were to lose support staff, do we have a backup plan for staying compliant?

- If awarded funds is our organization ready to carry out the proposed work? Can we hit the ground running?
- Is this project financially feasible? Have we explored all our options for funding outside of HUD grant programs? If we are not approved for grant funding, how will we fill the gap?
- Do we have time to submit all documents required for the application by the deadline?
- Is our board aware of this application? Is the board supportive? How involved will they be with the project?
- Do we have staff capable of uploading required documents in Neighborly Software?
- Does our administrative and/or program staff have grant management experience?
- Will we be able to gather the required documentation to meet the application deadline as well as meet reporting deadlines throughout the grant lifecycle?
- Can we meet the goals for [Section 3](#) requirements?

IMPORTANT: The award of grant funds will be based, in part, upon some of the factors listed here. It is important applicants consider these factors along with eligibility and grant administrative requirements.

Submitting Your Application: Get Prepared

1. Complete Registrations
 - **Neighborly:** All applicants must register through the City’s online grant application platform: Neighborly Software. Please visit the Neighborly portal to register your online profile and the grant application. *IMPORTANT: All grant submissions must be made through Neighborly. No paper applications are accepted.*
<https://portal.neighborlysoftware.com/coloradospringsco/Participant>
 - **SAM.gov Registration:** All applicants must have **Active Status** and be registered in the System for Award Management (SAM) and not be debarred from receiving awards from the federal government. Please visit [SAM.gov](#) to register and/or check your organizations status. *IMPORTANT: If you have not registered with SAM.gov previously it can take up to 4-6 weeks for your entity to be reviewed and approved in SAM.gov (this includes the DUNS number process below). You cannot receive an award without an active SAM.gov registration.*
 - **DUNS#:** An entity must apply and receive a [DUNS](#) number before registering at SAM.gov. See this DUNS link for additional details.
2. Collect Application Documents
 - Articles of incorporation (required if a non-profit)
 - Anti-lobbying Certification
 - Financial Statements
 - Current budget
 - Current organization chart
 - Due diligence documents

- Lead-based paint and/or asbestos testing results (if already completed)
- List of board of directors (if applicable)
- Most recent 501(c)3 determination letter
- Most recent IRS form 990
- Non-collusion affidavit
- Non-discrimination policy
- Pre-application/land development technical committee notes (if applicable)
- Phase 1/Environmental Site Assessment (if done)
- Project manager/Key staff experience statements or resumes
- Project timeline
- Agreement between owner and operator (if applicable)
- Proof of general liability insurance including workers compensation
- Proof of site control (option to purchase or lease, property deed)
- Service area map
- Signed statement of assurances and certifications
- Site plan or drawing (if available)
- Voluntary Sale Letter (Required for projects with acquisition)
- Review additional information on HUD funded grant programs and projects by visiting the [HUD grant information](#) page.
- Review Frequently Asked Questions document
- For training information on HUD funded programs please visit [HUD Exchange Training](#) website.

3. Get Informed

- Attend the virtual meeting on **February 18, 2022**. [Click here for the Microsoft Teams meeting link](#).
- Gather your administrative, programmatic, and/or finance staff and inform them of the application requirements

4. Submit Your Complete Application

[Neighborly portal](#) will open on February **14, 2022, at 12 a.m. MST**. The CDBG application for grant funding must be submitted by March 14, 2022, at 11:59 p.m. MST. **NO EXCEPTIONS.**

Please note: **Before** attending the February 18 meeting, please have the representative from your organization review this information guide and associated materials **before they attend the meeting.** Time is limited and a full review of the guide **will not** be a part of the presentation.

Grant Expectations

Organizations that receive grant funding from the City of Colorado Springs Community Development Division are expected to fulfill and uphold the following if awarded:

- Notify the City of Colorado Springs of significant changes in any of the following: Outcomes, policies/programs delivery structure, facilities, and/or organization program. It is the expectation that any such changed will be discussed with the city of Colorado Springs to resolve problems that may arise.

- Accept and expend the grant funds provided by the City of Colorado Springs for the program year covered in their written agreement.
- Provide monthly/quarterly/yearly reporting as outlined in the written agreement and/or as requested during the compliance monitoring by the City of Colorado Springs.
- Ensure the capacity to meet the Section 3 and Minority and Women Owned Business (M/WBE) outreach requirements.
- Establish and maintain a system for measuring client outcomes which will reflect the program's effectiveness as stated in its objective.
- Achieve compliance and remain prepared for periodic on-site monitoring visits. Any City requests for documentation should be submitted by awarded subrecipients in a complete, accurate, and timely manner.
- Maintain systems of organization and operate according to clear guidelines of responsibility and authority.
- The organization is compliant with all state and federal laws and regulations and upholds 501(c) b tax exempt status (if applicable).
- Keep complete and accurate records in accordance with the Financial Accounting Standards Board (FASB).
- Ensure that services funded by these grant funds are provided to all persons without regard to age, gender, race, religion, national origin, disability, sexual orientation and/or any other barriers to participation.

HUD and Other Federal Compliance Requirements Environmental Review

An environmental review considers the potential impact a proposed project could have on the surrounding area, and the impact the surrounding area could have on a project.

If awarded, subrecipients and their contractors **cannot disturb the project site or existing building(s) whatsoever.** Once the review is complete, the City will provide formal notification that the subrecipient can proceed with development or construction activities.

Lead Based Paint (LBP)

Any time federal funds are used for housing assistance and the living space or unit was built prior to 1978, LBP requirement are triggered. If awarded, shelter providers and/or those providing housing assistance must adhere to the compliance requirement of LBP requirements in [HUD'S guidance on Lead-Based Paint requirements.](#)

HUD Section 3

Section 3 requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community and project. Additional requirements will be provided upon award.

Per this statutory language, **recipients of HUD funds (i.e., grantees and all contractors) ensure that "to the greatest extent feasible," when certain HUD funds are used to assist housing and community development projects,** preference for construction-related training,

jobs, and contracting opportunities go to low- and very-low-income people and to businesses that are owned by low- and very-low-income persons or businesses that hire them.

Section 3 Benchmarks:

- 25% or more of all labor hours must be worked by Section 3 Workers
- 5% or more of all labor hours must be worked by Targeted Section 3 Workers
 - Learn more about Section 3 benchmarks, [click here](#)
 - Read the Section 3 Final Rule updated September 2020, [click here](#)

Minority Business Enterprise and Women's Business Enterprise (M/WBE)

All Contractors, subcontractors and Subrecipients will be required to provide evidence of efforts taken to fulfill the minimum goals for M/WBE. Efforts should include the type of action taken whether outreach, direct solicitation or training, any contact with M/WBE businesses and the outcome for that contracting opportunity. Additional requirements will be provided upon award.

Davis-Bacon Labor Standards

The Davis-Bacon Act requires the payment of prevailing wage rates (which are determined by the U.S. Department of Labor) to all laborers and mechanics on federally funded construction projects in excess of \$2,000. Construction includes alteration and/or repair, including painting and decorating, of public buildings or public works.

- For more information about Davis Bacon wages, [click here](#).

Grant Compliance: Record Keeping

Regardless of the HUD funded program recordkeeping and reporting your funded activities is crucial to the success of an organization's CDBG project.

An inability to adhere to good recordkeeping and reporting standards may lead to findings within a HUD funded program, of which resolving those findings will be difficult. To document activities adequately organizations will need to know:

- What information an organization needs to collect and why.
- When information needs to be collected (and how often)
- How information is reported
- How information is acquired and;
- The required retention period for records.

Record Keeping Requirements

The City of Colorado Springs may ask, at any time, to review all documents related to the administration of the HUD funded grant. The applicants should be aware that the City's expectation records, and maintenance follows:

- Records kept have been reviewed for accuracy
- Records are legible (Ex. Documents are not blurry or hard to decipher visually. Faint photocopies, cell phone pictures, dark scans, etc. would be just a few examples of documents that are illegible).
- Records are complete and;

- Records provide detailed information

When documents are requested, Community Development Division staff should be able to determine, with ease, if requested records and/or backup documentation is eligible, accurate, concise, and complete upon submission. It is important to note that all records must be maintained in its entirety for the duration of the awarded grant plus an additional 6 years.

HUD Requires the City of Colorado Springs keep records on file that are accurate, complete, and orderly. All awarded organizations are responsible for maintaining their records in the same accurate, complete, and orderly fashion. Subrecipients are responsible for maintaining records in at least 3 major categories:

- Financial Records
- Project/Case File Records
- Administrative Records

In addition to program goals and project eligibility, applicants should evaluate with their organization staff some of the following:

- How are records maintained? (Electronic vs. Manual)
- Are our records easily accessible?
- How do we maintain and provide our back up documentation for grant reimbursement?
- How do we keep our records secure?
- Does more than one grant administrative staff member in our office have access to our records?
- Would our records/backup documentation be clear, concise, and easy to decipher for audit purposes?
- Would we be able to provide backup documentation for beneficiary data (depending on the program) to support our requests for grant reimbursement?

For more information related to record keeping:

- [HUD's Playing by The Rules handbook for subrecipients](#)

Grant Compliance:

Overview for Grantees of 2 CFR Part 200

All grant recipients/subrecipients are required to adhere to the code of federal regulations that specifically outline the uniform administrative requirements, cost principles, and audit requirements for receiving a federal award. This regulation is known as Overview for grantees and/or Uniform Guidance [2 CFR part 200](#).

These regulations cover the following areas for federal grant management:

- Internal Controls
- Procurement Standards
- Conflicts of Interest

- Program income
- Direct and Indirect Costs
- Cost Principles
- Standards for Financial Management
- Audit Requirements

Applicants for grant funding will need to ensure they have reviewed these requirements with their grant/programmatic staff for compliance if awarded.

We encourage you to review the following training on CFR 200: [HUD 2 CFR Part 200 Uniform Guidance Webcast Series](#).

Projects that involve acquisition, design (or other professional services), and construction also require careful adherence to federal regulations involving those processes. For more information, please click on the links below:

- [Uniform Relocation Act](#)
- [Environmental Reviews](#)
- [Davis Bacon Labor Standards](#)
- [Section 3 Outreach](#)

Frequently Asked Questions

- **Are there grant writing resources available?**
The Pikes Peak Library District offers training, writing, and funding resources on obtaining grant funding. For more information, please visit www.research.ppld.org/grants. Additionally, the Colorado Non-Profit Association offers training. For more details, please visit www.coloradononprofits.org.
- **We're a new organization and don't have some of the items in the gathering documents section. Can we still apply?**
All documents listed as required are expected to be uploaded with the application in Neighborly. You can save your progress if you need additional time to gather documentation. Incomplete applications will **not** be accepted or reviewed.
- **One of the application requirements is to provide a copy of our most recent financial audit, however, our organizations did not make more than the \$750,000 expense threshold as outlined in 2 CFR 200 Part F the Overview for Federal Grantees. Are we still required to submit documentation for this requirement?**
Yes. To be eligible for grant funds all organizations must meet the requirements outlined in 2 CFR 200 Part F. If an applicant does not meet the \$750,000 threshold, they are still required to submit the most recent Fiscal review and/or independent accountant's review in lieu of audit documentation.
- **What is the minimum award for grant funding?**
The minimum award amount for the current grant cycle is \$250,000.
- **Whom do we contact for technical support for the Neighborly Software portal?**
Please email support@neighborlysoftware.com for technical issues.

- **Our organization has more than one project we would like to apply for HUD funding, is this possible?**
Yes. Each project must be submitted as its own application in the Neighborly software system. Please be advised that approval of one application does not guarantee approval of another.
- **When are applications due?**
- Applications are due **March 14, 2022, by 11:59 p.m. MST**. Partial/incomplete applications will not be accepted.
- **Organizations are required to submit a copy of the Fair Housing and Equal Access Policy. If we are not a housing provider do, we still need to submit this documentation?**
- If you are not a provider of shelter, housing, or do not facilitate housing transactions (e.g., housing counseling, credit repair, housing navigation, or rental assistance), then you do not need a Fair Housing or Equal Access policy. If you provide any of the services listed above, your organization needs to adopt a Fair Housing and Equal Access policy. Please upload a brief statement explaining why your organization does not meet the standards to submit this policy. This does not absolve organization from completing the City of Colorado Springs Equal Access Certification.
- **When will I know if my application is approved?**
Typically, after the application period has concluded, letters of approval/denial are sent to applicants within 4-7 weeks.
- **If we are awarded, how soon can we start spending grant funds?**
- Eligible expenses incurred by the subrecipient in association with the project after completion of the environmental review but prior to the execution of this Agreement can be reimbursed on receipt of satisfactory documentation. Discuss before incurring expenses with the City Project Manager.
- **We were awarded grant funds from Community Development last year and still haven't finished spending it. Can we add it to this year's request?**
- No. Awarded grant funds must be spent during and by the end of the program year as agreed upon. If an organization experienced a significant setback through no fault of their own, those requests for extension will be reviewed on a case-by-case basis.
- **Can we use grant funds to pay for indirect costs associated with program operations?**
No. Currently the City of Colorado Springs is not accepting indirect cost plans as a part of the grant application process and/or award.

Application and Award Timeline

Grant applications are reviewed by a citizen review committee. The grant review committee will review the complete applications through April. This process will last approximately 4-7 weeks. After completion, applicants will be notified of their application selection status.

Questions?

For grant application questions and information please contact Keith Willschau at keith.Willschau@coloradosprings.gov or 719-385-5340. For general information about the Community Development Division and our current activities please visit the [Community Development Division](#) webpage for more details.

Applications selected for funding may receive less than the requested amount. By applying, funding is not a guarantee. The amount awarded is final, and costs that exceed that amount are the responsibility of the awarded agency. CDBG costs may only proceed when an environmental review is complete and a Notice to Proceed is issued by the City of Colorado Springs.

Community Development Division Reference Documents

- PlanCOS ([click here to access](#))
- HomeCOS ([click here to access](#))
- Mill Street Neighborhood Plan ([click here to access](#))
- Age Friendly Colorado Springs ([click here to access](#))
- Academy Boulevard Corridor: Great Streets Plan ([click here to access](#))
- Community Development Division 2022 Action Plan ([click here to access](#))
- Community Development Division Consolidated Plan ([click here to access](#))