

Competitive Funding Process:

Rules of Procedure 2026

CDBG Public Service

Role of the Human Services & Housing Funding Board (HSHFB)

The Human Services and Housing Funding Board reviews all CDBG Public Service renewal applications, convenes to discuss the proposals, and deliberates the recommendation or potential revisions to the funding awards. HSHFB makes the final recommendations for funding for all CDBG dollars. The majority (65%) of CDBG funds are earmarked to support affordable housing but also offer wider potential usages including: public facilities, infrastructure, and economic development, depending on the priorities set forth in the current Consolidated Plan. Up to 15% of CDBG can be allocated to public service projects and programs.

Role of City Council

City Council will receive the recommendations for the Competitive Process as a Resolution for consideration. This will include a listing of the projects, recommended funding amounts, and composition of funding sources. Council maintains authority to approve, modify or disapprove of the funding recommendations.

Materials & Engagement

- Original Application Materials from FY2025
- Renewal Application Request FY2026
- Funding Recommendation Staff Summary
- Presentation from City staff

Evaluation Criteria & Guiding Factors

The City of Fort Collins awarded funding to CDBG Public Service programs in spring 2025 from its federal HUD allocation dedicated towards activities that advance CDBG goals and priorities.

Eligible proposals were evaluated by the City's HSHFB in April 2025 using a criteria-based scorecard and ranking process.

For all CDBG Public Service applications, clear alignment is required with the City of Fort Collins' 2025-2029 Consolidated Plan goal of providing emergency sheltering and services.

Funding Amounts

When applying in 2025, organizations chose from four funding amounts that were predetermined by City staff.

\$ 25,000		\$ 40,000		\$ 55,000		\$ 70,000	
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These funding amounts were later converted by City staff into a percentage of available HUD/CDBG dollars. The HSHF Board's recommendation for each program will again be for a percentage of the entire available HUD/CDBG funding (unless true budget amounts are known at the time of deliberations in late April). Since the HUD/CDBG funding award the City receives each year is variable, the annual amount each program receives will also have some variability, but the percentage will be consistent year-to-year.

Approximately \$165,000 - \$180,000 is anticipated to be awarded each year.

Annual award amounts may also be reduced or eliminated due to non-performance.

Funding Commitment

Organizations that were awarded CDBG funding in 2025 will not compete for funding in FY26, FY27, FY28 or FY29. Instead, these grants will be awarded as a percentage of the available CDBG Public Service funds and that allocation ratio will remain consistent each fiscal year. Grants will be awarded on a multi-year basis covering the following fiscal years:

- FY25 October 1, 2025 – September 30, 2026
- FY26 October 1, 2026 – September 30, 2027
- FY27 October 1, 2027 – September 30, 2028
- FY28 October 1, 2028 – September 30, 2029
- FY29 October 1, 2029 – September 30, 2030

To receive funding, an organization needed to apply in 2025 and be selected as a CDBG-eligible subrecipient to carry out eligible Public Service activities on behalf of the City of Fort Collins.

As each sequential fiscal year approaches, the City develops a renewal application and agreement with updated terms, work scope and finalized dollar amounts for the coming funding term.

In spring 2030, a new application process will be opened to commit funding aligned to the next HUD Consolidated Plan for FY30-FY34 and all grantees will reapply for competitive funding then.

Funding Renewal Deliberations

The HSHF Board is responsible for making funding recommendations to City Council for their approval.

The HSHF Board will formulate their final funding recommendations on the evening of Wednesday, April 29, 2026 beginning at 5:30pm in the Colorado River Room at 222 Laporte Avenue in Fort Collins.

During years when renewal applications for the CDBG Public Services funds are submitted by eligible programs, staff will provide the Board with a summary of program profiles, funding amounts and grant performance assessments to-date. The Board may vote to adopt the recommended funding formula or, alternatively, may elect to change the funding distribution for any of the following circumstances:

- 1) CDBG subrecipient does not fully expend their grant funds; or
- 2) does not comply with terms of their agreement (ex: significant reduction in clients served); or
- 3) is unable to comply with federal requirements.

At the April 29 deliberation meeting, the HSHFB members will be required to discuss and collectively vote on their favor/disfavor of renewing each proposal's funding.

Applicants are welcome to attend the meeting. Final recommendations are not confirmed until the end of the meeting. Applicants will be notified of the outcome of the Board's deliberation session within a week.

Timeline

Date	Activity / Deliverable	Details
Tuesday, February 24, 2026	Application available online	ZoomGrants online system
Friday, March 27, 2026	Application Deadline	Submitted by 11:59 PM MST
Wednesday, April 8, 2026	Application Materials Released to HSHFB	Printed materials & digital copies
Wednesday, April 29, 2026	HSHF Board Funding Deliberations with Staff Presentation	Funding recommendations Open to the public at 5:30pm 222 Laporte Avenue – Fort Collins
Tuesday, June 16, 2026	City Council Meeting	Consideration of the funding recommendations at 6:00pm at City Hall – Fort Collins

Approved by a vote of the HSHF-Board on 04/08/2026