

# Competitive Funding Process:

## Rules of Procedure 2026

### Affordable Housing

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

The Human Services and Housing Funding Board reviews all affordable housing applications, participates in all public engagement opportunities with applicants, convenes to discuss the proposals, and deliberates proposal rankings. HSHFB makes the final recommendations for funding for all CDBG, HOME and Affordable Housing Fund dollars. HOME funds (by federal regulations) and Affordable Housing Fund dollars are restricted to affordable housing projects and programs. 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 the Affordable Housing Board**

The Affordable Housing Board reviews all affordable housing applications, participates in all public engagement opportunities with applicants, convenes to discuss the proposals, and provides a non-binding priority ranking of those proposals to the Human Services and Housing Funding Board. This prioritized ranking is also included in the AIS that Council receives.

#### **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.

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#### **Materials & Engagement with Applicants**

- Full Application Materials - printed and available online for review
- Presentations from Applicants - video recordings
- Q&A Session with Applicants - joint meeting between HSHFB and AHB, and 15-min Q&A with each applicant

#### **Prioritization**

The City's HUD Consolidated Plan goals are equally prioritized within the annual funding process:

- Increase the supply of affordable housing units
- Preserve existing affordable housing
- Provide emergency sheltering and services

#### **Evaluation Criteria & Guiding Factors**

- Alignment with HUD Consolidated Plan Goals
- Market Analysis
- Developer Capacity, Experience & Prior Performance
- Maximizing Funds
- Vulnerable Populations: seniors, disability, unhoused, mobile home parks, etc.
- Alignment with Housing Strategic Plan
- Affordable Housing Underwriting Guidelines
- Leverage Provided from City Funds
- Individual Assessment of Proposal Merits

**Funding 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.

The HSHF Board’s recommendations will follow a prioritized ranking process, which City staff will facilitate.

The HSHF Board members will be instructed to individually complete a worksheet in advance of April 29 that will document their:

- favor/disfavor of funding each individual proposal
- comments and rational for their favor/disfavor of funding each individual proposal
- preferred ranked order of the proposals they have elected to favor/support
- comments and rational for each proposal’s ranked position
- additional comments for their overall rankings

At the April 29 deliberation meeting, the HSHFB members will be required to individually discuss and collectively vote on their favor/disfavor of funding each proposal. A majority vote in favor of funding a proposal will advance that proposal to the ranked order process. Tie votes will not advance. Board members may choose to change their favor/disfavor “worksheet” preference prior to the Board’s final vote and will be asked to provide explanation.

After each proposal has been voted on for favor/disfavor of funding, those proposals that were favorably supported will be placed in a ranked order. This will entail each HSHFB member voicing their individual ranked order of the remaining proposals, as well as explanation and rational for each proposal’s ranked position. Proposals that were not advanced for ranking should not be discussed, and the proposals below them will be ‘pulled up’ to the next position in the ranked order.

Staff will document and display point assignments for each proposal as follows:

Ranked Position: 1	Points Awarded: 1
Ranked Position: 2	Points Awarded: 2
Ranked Position: 3	Points Awarded: 3
Ranked Position: 4	Points Awarded: 4
Ranked Position: 5	Points Awarded: 5
Ranked Position: 6	Points Awarded: 6
Ranked Position: 7	Points Awarded: 7

After each HSHFB member discloses their individual ranked order, the point totals for each proposal will be used to determine the baseline ranked order of the HSHF Board for discussion. The proposal with the lowest score will be placed in the first position of the ranked order; second lowest score will be placed in the second position of the ranked order and so forth. Tie scores will be placed in the same ranked position for discussion purposes.

This baseline ranked order is non-determinative and may be modified. The HSHF Board will be invited to discuss their collective ranked order and share any observations, concerns, suggestions for revision, questions, and other considerations. Explanation must be provided by any Board member suggesting a repositioning of a proposal in the ranked order. Various ‘sandbox’ rankings can be created in real time for the Board to view how various ranking scenarios might be arranged. If funding exclusions within a proposal’s budget are recommended by the Board, those will be documented.

Following thorough dialogue and deliberation, the HSHF Board will be asked to vote on a final ranked order slate. This final ranked order slate will be advanced to City Council for funding consideration.

The Board will consider the full amount of the request for all development/rehabilitation projects. Proposals for ongoing programs/services can proceed with reduced funding if necessary. The Board will recommend a final ranked priority list which will include the maximum funding amount supported. Funds will then be distributed in order based on source and project eligibility. Funds will cascade down to the next available project until no more funds are available to allocate. Once all available funding has been exhausted, projects that ranked too low to receive available funding will have \$0 funding recommendation.

Applicants are welcome to attend the meeting. 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 Board's deliberation session within a week.

### Timeline

Date	Activity / Deliverable	Details
<b>Tuesday, January 6, 2026</b>	Application available online	ZoomGrants online system
<b>Monday, February 2, 2026</b>	Pre-Application due by 11:59 PM MST	Full application is 'unlocked' after the Pre-Application is reviewed and approved.
<b>Friday, February 20, 2026</b>	Application Deadline	Submitted by 11:59 PM MST
<b>Friday, March 6, 2026</b>	Application Materials Released to HSHFB and AHB Members	Printed workbooks & ZoomGrants online access
<b>Friday, March 13, 2026</b>	Presentation video recordings shared with HSHFB & AHB	
<b>Thursday, March 26, 2026</b>	Joint Work Session: HSHFB & AHB members - Application Review + Q&A with Applicants	Applicants meet in-person with Boards for 15-minute Q&A. Open to the public at 5:30pm.
<b>Wednesday, April 8, 2026</b>	HSHF Board Initial Review	No funding recommendations Open to the public at 5:30pm 222 Laporte Avenue
<b>Thursday, April 9, 2026</b>	Affordable Housing Board Ranking Meeting	No funding recommendations Open to the public at 4:00pm
<b>Wednesday, April 22, 2026</b>	Joint Work Session: HSHFB & AHB members – AHB presents and discussed their rankings to HSHFB	No funding recommendations Open to the public at 5:30pm 222 Laporte Avenue
<b>Wednesday, April 29, 2026</b>	HSHF Board Ranking & Funding Deliberations	Funding recommendations Open to the public at 5:30pm 222 Laporte Avenue – Fort Collins
<b>Tuesday, June 16, 2026</b>	City Council Meeting	Consideration of the funding recommendations at 6:00pm at City Hall – Fort Collins