

MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



HUMAN SERVICES AND HOUSING FUNDING BOARD SPECIAL MEETING

[Wednesday, April 29, 2026 – 5:30 PM](#)

In-person at 222 Laporte Avenue – Colorado River Room with an Online Viewing Option

1. CALL TO ORDER: 5:38 PM

2. ROLL CALL

- Board Members Present –
 - Erma Woodfin, Chair
 - Lori Warren, Vice Chair
 - Kimberly Conner
 - Elizabeth Lok
 - Olga Duvall
 - Mike Kulisheck
 - Chris Coy

- Board Members Excused –
 - Christine Koepnick

- Staff Members Present –
 - Adam Molzer, Staff Liaison, Housing & Community Vitality – City of Fort Collins
 - Sue Beck-Ferkiss, Housing & Community Vitality – City of Fort Collins
 - Beth Rosen, Housing & Community Vitality – City of Fort Collins
 - Vanessa Fenley, Housing & Community Vitality – City of Fort Collins
 - Chad Wright, Housing & Community Vitality – City of Fort Collins
 - Marcy Yoder, Housing & Community Vitality – City of Fort Collins

- Guest(s) –
 - Tatiana Zentner
 - Carly Johansson
 - Michele Christensen
 - Annette Zacharias
 - Steve Kuehneman
 - Ashley Calvert
 - Hazel Boeke
 - Kristin Candella

Due to the duration and extent of the funding deliberations, the summary of the meeting reflected in the minutes below may not include all details of the HSHF Board's discussion. For further information, details and insight and video recording, contact the HSHF Board staff liaison.

3. **AGENDA REVIEW** – Adam Molzer reviewed the agenda. The Board accepted the agenda without modification.

4. **APPROVAL OF MINUTES** – April 8, 2026 Regular Meeting & April 22, 2026 Joint Meeting with AHB

Olga Duvall motioned to approve the April 8, 2026 meeting minutes as presented. Lori Warren seconded. Approved 7-0.

Olga Duvall motioned to approve the April 22, 2026 meeting minutes as presented. Elizabeth Lok seconded. Approved 7-0.

5. NEW BUSINESS

- **Deliberations to Formulate Funding Recommendations – CDBG Public Service FY26 Renewal Funding**
- Adam Molzer provided a review of the deliberations protocol and funding available: CDBG Public Service - \$173,956. A total of 3 CDBG renewal proposals were submitted.
- Tamra Leavenworth provided an explanation of the funding renewal process and performance of each applicant and eligible CDBG allocation for FY26. The funding commitment was for the recommended percentage of the total CDBG Public Service funds available, rather than a specific dollar amount. The Consolidated Plan goal targeted for these funds is: Provide emergency sheltering & services.
- Olga Duvall motioned to support funding for CDBG 1-Catholic Charities – Samaritan House Fort Collins Shelter at \$71,322 (equivalent of approx. 41% of available CDBG Public Service funds). Erma Woodfin seconded. Approved 6-0. 1 recusal - Lori Warren.
- Erma Woodfin motioned to support funding for CDBG 2-Crossroads Safehouse – Domestic Violence Emergency Shelter at \$71,322 (equivalent of approx. 41% of available CDBG Public Service funds). Kimberly Conner seconded. Approved 6-0. 1 recusal - Lori Warren.
- Olga Duvall motioned to support funding for CDBG 3-Family Housing Network – Shelter Programs at Family Housing Network at \$31,312 (equivalent of approx. 18% of available CDBG Public Service funds). Chris Coy seconded. Approved 6-0. 1 recusal - Lori Warren.
- **Deliberations to Formulate Project Ranked Order for Funding – Affordable Housing**
- Adam Molzer shared the following process improvements:
 - Learning Series Presentations – Housing Specific (Oct.-Mar.)
 - Longer Application Window
 - Additional Details in Application Guide
 - Clearer Meeting Dates/Times Communicated to Applicants
 - In-Person Q&A with Applicants
 - Additional Joint Meeting for HSHF & AHB (in-person x2)
 - Direct Presentation of AHB Rankings to HSHF + Discussion

- Score-Based Ranking Process to Create Baseline Ranking
 - Requirements for Explaining Favor/Disfavor and Rankings
 - Funding Processes This Year Only for Housing & CDBG-PS
- A total of 7 proposals were submitted, requesting \$6.945 million total for housing projects and programs. Adam Molzer explained that the Board would first vote to support funding for each project, then rank each project in priority order.
 - Beth Rosen provided an overview of the funding considerations and encouraged Board members to consider how each project relates to the Housing Strategic Plan and Consolidated Plan goals when making decisions. Funds will be allocated for the full request, and the funds will cascade down until all funding is expended.
 - The Board then engaged in the ranking process by first being asked whether they support funding each project in ranked order. Each Board member was asked to express favor or disfavor and explain why.
 - HO-1 CARE Communities Greenbriar-Fairbrooke Heights – 7 in favor. HO-1 will advance for ranking.
 - HO-2 Family Housing Network Day/Overnight Shelter – 7 in favor. HO-2 will advance for ranking.
 - HO-3 Habitat for Humanity Bloom Cottages – 5 in favor, 2 in disfavor. HO-3 will advance for ranking.
 - HO-4 Housing Catalyst N Howes – 5 in favor, 2 in disfavor. HO-4 will advance for ranking.
 - HO-5 Housing Catalyst PSH – 7 in favor. HO-5 will advance for ranking.
 - HO-6 Housing Catalyst Villages – 7 in favor. HO-6 will advance for ranking.
 - HO-7 Volunteers of America Handyperson – 6 in favor, 1 in disfavor. HO-7 will advance for ranking.
 - Each Board member then was asked to share their individual ranked order for the 7 proposals and explain why. The point totals for each proposal were then used to determine the baseline ranked order of the HSHF Board for discussion. The proposal with the lowest score was placed in the first position of the ranked order; second lowest score was placed in the second position and so forth. Tie scores were placed in the same ranked position for discussion purposes.

- The baseline ranked order was as follows:

HO-2 Family Housing Network: Shelter	Points Awarded: 18
HO-6 Housing Catalyst: Villages	Points Awarded: 19
HO-5 Housing Catalyst: PSH & HO-1 CARE Communities:	Points Awarded: 26 <i>TIED</i>
HO-3 Habitat for Humanity: Bloom Cottages	Points Awarded: 31
HO-7 Volunteers of America: Handyperson	Points Awarded: 33
HO-4 Housing Catalyst: N.Howes	Points Awarded: 43

- The Board discussed the baseline order and then collaboratively re-positioned a few projects to reflect the group’s final prioritization of proposals and to maximize funding.
- Erma Woodfin motioned to recommend allocating funding to all supported projects in rank order until the funds are exhausted. If a project later withdraws their proposal, funding would be made available to the next eligible prioritized project. Olga Duvall seconded. The final priority ranking list was presented as follows:

Priority #1: HO-2 Family Housing Network – Overnight & Day Shelter

Priority #2: HO-6 Housing Catalyst – Villages Preservation

Priority #3: HO-1 CARE Communities – Greenbriar-Fairbrooke Rehab

Priority #4: HO-7 Volunteers of America – Handyperson Program

Priority #5: HO-5 Housing Catalyst – PSH Debt Relief

Priority #6: HO-3 Fort Collins Habitat for Humanity – Bloom Cottages

Priority #7: HO-4 Housing Catalyst – Downtown North Howes

Erma Woodfin motioned to pass the FY26 Affordable Housing prioritization as presented. Chris Coy seconded. Approved 7-0.

6. BOARD MEMBER REPORTS

- Olga Duvall shared that the Housing Challenges Report launch event is next week on May 5th.
- Elizabeth Lok shared her appreciation for the streamlined funding process, highlighting the two Board collaboration and discussions.

7. STAFF REPORTS

- The next HSHF meeting is May 13th. Councilmember Amy Hoeven will attend for the first 30 minutes.
- Adam Molzer recognized Olga Duvall for her 8 years of service to the Board and presented a recognition certificate on behalf of City Council.

8. ADJOURNMENT

- **Meeting was adjourned at 7:26 pm.**

Minutes approved by the Chair and a vote of the Board on 05/13/2026.