

**DATE:** July 16, 2013  
**STAFF:** Sharon Thomas  
Heidi Phelps

**AGENDA ITEM SUMMARY**  
FORT COLLINS CITY COUNCIL

**14**

**SUBJECT**

Items Relating to the Completion of the 2013 Spring Cycle of the Competitive Process for Allocating City Financial Resources to Affordable Housing and Community Development Activities Utilizing Funds from the Federal Community Development Block Grant (CDBG) Program, and the City's Human Services Program (HSP).

- A. Public Hearing and Resolution 2013-062 Approving the Programs and Projects That Will Receive Funds from the Federal Community Development Block Grant Program, and the City's Human Services Program.
- B. Hearing and First Reading of Ordinance No. 099, 2013, Appropriating Unanticipated Revenue and Authorizing the Transfer of Appropriations Between Projects in the Community Development Block Grant Program.
- C. Public Hearing and Resolution 2013-063 Approving the Fiscal Year 2013 Administration and Project Budgets for the Home Investment Partnership Program.
- D. Hearing and First Reading of Ordinance No. 100, 2013, Appropriating Unanticipated Revenue and Authorizing the Transfer of Appropriations Between Projects in the Home Investment Partnership Program.

**EXECUTIVE SUMMARY**

Resolution 2013-062 will complete the 2013 spring cycle of the Competitive Process for allocating \$1,685,496 in City financial resources to affordable housing projects, public facility activities, public service programs and administration of the program that will receive funding beginning October 1, 2013. Ordinance No. 099, 2013 appropriates the City's FY 2013 CDBG Entitlement Grant from the Department of Housing and Urban Development (HUD).

Resolution 2013-063 establishes the major funding categories within the HOME Program for the FY 2013 program year, which also starts on October 1, 2013. Specific projects for the use of HOME funds will be determined in November as a result of the 2013 fall cycle of the Competitive Process. Ordinance No. 100, 2013 appropriates the City's FY 2013 HOME Participating Jurisdiction Grant from HUD.

**BACKGROUND / DISCUSSION**

Resolution 2013-062 establishes which programs and projects will receive funding with CDBG funds for the FY 2013 program year (including the Entitlement Grant and Program Income), which starts October 1, 2013; and which programs will receive funding from the City's 2013 Human Services Program (HSP), including an allocation of Keep Fort Collins Great (KFCG) funds.

The FY 2013 CDBG Entitlement Grant and FY 2013 CDBG Program Income (through March 31, 2013) totals \$1,145,162. HUD regulations allow a maximum of 20% of these funds, or \$229,031 for planning and program administrative purposes. Program Income includes repayments from rehabilitation loans, homebuyer assistance loans, acquisition loans and development loans.

HUD regulations limit a maximum of 15% of the CDBG funds and Program Income for use in the Public (Human) Services category, which is \$171,773. The City's 2013 HSP adds \$389,601 and HSP KFCG funds add an additional \$250,733, for use in the category, for a total of \$812,107 of available funding in the Public (Human) Services category.

Considering the set-asides for Planning and Administration and Public (Human) Services discussed above, the balance of the FY 2013 CDBG Entitlement Grant (\$647,173) and FY 2013 CDBG Program Income (\$97,185) amounts, or \$744,358 is available for allocation to the Economic Development, Housing and Public Facility category.

The following table summarizes the total amount and sources of all available CDBG and City funds for distribution during the 2013 spring cycle of the Competitive Process and how the funding is distributed among the three categories:

<b>Funding Amount</b>	<b>Funding Source</b>	<b>Administration (Maximum of 20% of CDBG Entitlement)</b>	<b>Public Service (Maximum of 15% of CDBG Entitlement)</b>	<b>Economic Development, Housing &amp; Public Facility</b>
\$995,649	FY 2013 CDBG Entitlement Grant	\$199,129	\$149,347	\$647,173
\$149,513	FY 2013 CDBG Program Income	\$29,902	\$22,426	\$97,185
\$389,601	FY 2013 HSP	\$0	\$389,601	\$0
\$250,733	FY 2013 HSP KFCG	\$0	\$250,733	\$0
<b>\$1,785,496</b>	<b>Total Funding Available</b>	<b>\$229,031</b>	<b>\$812,107</b>	<b>\$744,358</b>

The City received 45 applications for funding (not including one public service proposal which was subsequently withdrawn by the applicant) and a staff administration request as part of the 2013 spring cycle of the Competitive Process requesting a total of \$3,840,816. The total amount of funds available from all sources is \$1,785,496. The total of application requests is \$2,055,320 more than the amount of available funding. HUD regulation limitations within the Public Service category results in a total of \$452,753 more in requests than the available funds for the category. Unfortunately, funds in the Planning and Administration category and Economic Development, Housing and Public Facility category cannot be used to fund any Public Service applications. The following summarizes the amount of funding requests compared to the amount of funding available for each of the major funding categories:

<b>Category</b>	<b>Number of Applications</b>	<b>Available Funding</b>	<b>Requested Funding</b>	<b>Available - Request Difference</b>
Administration	*	\$229,031	\$229,031	\$0
Public Services	35	\$812,107	1,264,860	-\$452,753
Economic Development, Affordable Housing & Public Facilities	10	\$744,358	\$2,346,925	-\$1,602,567
<b>Totals</b>	<b>45</b>	<b>\$1,785,496</b>	<b>\$3,840,816</b>	<b>-\$2,055,320</b>

## **FINANCIAL / ECONOMIC IMPACTS**

The Community Development Block Grant (CDBG) Program, and the Home Investment Partnership (HOME) Program (allocated in the fall) provide federal funds from the Department of Housing and Urban Development (HUD) to the City of Fort Collins which can be allocated to housing and community development related programs and projects, thereby reducing the demand on the City's General Fund Budget to address such needs. The total amount of CDBG funds available for allocation during FY 2013 is \$1,145,162. The City's General Fund contributes \$389,601 in the Human Services Program (HSP) and \$250,733 in HSP KFCG funds for allocation during the spring cycle of the Competitive Process and \$325,047 in Affordable Housing Fund (AHF) dollars in the fall.

Through the provision of affordable housing, more of Fort Collins' work force can reside within the community. This means there is an available labor pool within the city, which is a positive benefit to economic sustainability.

Public/human services programs contribute to economic sustainability by providing such programs as job training and child care, so workers can maintain their employment and housing situations. By providing funding to these programs for needed upgrades to their facilities or for partial purchase of service locations, the agencies are better able to utilize funds to serve their clients.

## **ENVIRONMENTAL IMPACTS**

Affordable housing programs help provide for a healthy environment. By offering affordable housing options for lower income people, more of Fort Collins' work force can live in the community instead of being forced to live outside the community and commute into the city for work. This helps reduce traffic congestion and, thus, improves air quality.

Affordable housing developers, including for-profit and non-profit agencies, are utilizing green building practices in both new construction and major rehabilitation of existing housing unit projects. These practices include geo-thermal applications and other energy saving techniques.

All affordable housing projects utilizing CDBG and HOME funds are required to pass a HUD Environmental Review which covers such items as noise impacts, floodplains, hazardous materials, etc.

## STAFF RECOMMENDATION

Staff recommends adoption of the Resolutions and the Ordinances on First Reading.

## BOARD / COMMISSION RECOMMENDATION

### Community Development Block Grant (CDBG) Commission Recommendations

The CDBG Commission presents recommendations as to which programs and projects should receive funding from the available funding sources presented above, including CDBG and HSP funds. The federal sequestration delayed notification of the City's entitlement grant amounts, and therefore the deliberations meeting, by about two months. The following tables present the allocations recommended by the Commission to the City Council within each major category:

#### Planning and Administration Category

Applicant Project/Program	Funding Request	Commission's Recommended Funding	Unfunded Balance	Percent of Request Funded
City of Fort Collins: CDBG Administration	\$229,031	\$229,031	\$0	100%

#### Economic Development, Affordable Housing & Public Facility Category

Applicant Project/Program	Funding Request	Commission's Recommended Funding	Unfunded Balance	Percent of Request Funded
ED-1 City of Fort Collins: FoCo Café	\$80,000	\$0	\$80,000	0%
HO-1 Asbury House: Housing Purchase	\$375,000	\$0	\$375,000	0%
HO-2 CARE Housing: Provincetowne II	\$250,000	\$250,000	\$0	100%
HO-3 Habitat for Humanity: Cottages at Avondale	\$45,000	\$45,000	\$0	100%
HO-4 Housing Catalyst (FCHA): Cunningham Corner Rehab	\$500,000	\$49,358	\$450,642	10%
*HO-5 JAG: Property Purchase	\$100,000	\$0	\$100,000	0%
HO-6 Neighbor to Neighbor: Energy Efficiency Projects	\$221,925	\$0	\$221,925	0%
PF-1 Asbury House: Facility Purchase	\$375,000	\$0	\$375,000	0%
PF-2 Elderhaus: Property Purchase	\$300,000	\$300,000	\$0	100%
PF-3 SAVA Center: Capital Campaign	\$100,000	\$0	\$100,000	0%
<b>Economic Development, Housing &amp; Public Facility Total</b>	<b>\$2,346,925</b>	<b>\$744,358</b>	<b>\$1,602,567</b>	

\*JAG Properties received a unanimous vote from the CDBG Commission to fully fund this project. On July 11, 2013 staff was notified by HUD that this applicant, a for-profit company, was not eligible to receive CDBG dollars. The CDBG Commission, at its regular meeting held July 11, 2013, voted unanimously to withdraw the funding recommendation based on the HUD information. The Commission stated they encourage JAG Properties to submit a funding proposal during the 2013 Fall Competitive Process where HOME and Affordable Housing Funds are available. JAG will be eligible to receive both sources of funds.

**Public Service Category**

<b>Applicant Project/Program</b>	<b>Funding Request</b>	<b>Commission's Recommended Funding</b>	<b>Unfunded Balance</b>	<b>Percent of Request Funded</b>
Alliance for Suicide Prevention: Education & Awareness Programs	\$4,200	\$4,200	\$0	100%
B.A.S.E. Camp: Childcare Scholarships	\$60,000	\$55,000	\$5,000	92%
Boys & Girls Club: After-School & School-Break Childcare/Youth Prog.	\$24,907	\$24,907	\$0	100%
CASA Program: Court Appointed Special Advocate	\$26,250	\$0	\$26,250	0%
CASA Program: Harmony House Supervised Visit Center	\$24,500	\$8,950	\$15,550	37%
Catholic Charities: Senior Services	\$15,000	\$15,000	0%	100%
Catholic Charities: Shelter & Rapid Rehousing	\$60,000	\$40,000	\$20,000	67%
Center for Family Outreach: Assessments Low-Income Youth	\$8,000	\$8,000	\$0	100%
ChildSafe Colorado: Child Sexual Abuse Treatment Program	\$23,000	\$23,000	\$0	100%
Colo. Health Network (NCAP): Client Services & Homelessness Prev	\$28,480	\$14,240	\$14,240	50%
Crossroads Safehouse: Advocacy Program	\$98,623	\$31,885	\$66,738	32%
Disabled Resource Services: Access to Independence (ATI)	\$30,193	\$26,186	\$4,007	87%
Education & Life Training Center: JobReady & Circles Employment	\$59,125	\$29,310	\$29,815	50%
Elderhaus: Mindset Therapy Center Program	\$34,925	\$20,000	\$14,925	57%
Family Center: Childcare Scholarships	\$45,000	\$40,000	\$5,000	89%
Food Bank for Larimer County: Kids Café	\$27,000	\$27,000	\$0	100%
Front Range Exceptional Equestrians: F.R.E.E.	\$10,200	\$0	\$10,200	0%
GLBT Community Center: SAGE of the Rockies Elder Services	\$7,500	\$0	\$7,500	0%
Health District of Larimer County: Dental Connections	\$58,250	\$18,170	\$40,080	31%
Homelessness Prevention Initiative: Emergency Rental Assistance	\$60,000	\$45,000	\$15,000	75%
Laramie River Valley Rendezvous: At-Risk Youth Camp	\$10,600	\$0	\$10,600	0%
Larimer County Child Advocate Center: Victim Services	\$35,000	\$24,472	\$10,528	70%
The Lift of Northern Colorado: Senior & Disabled Transportation	\$18,500	\$0	\$18,500	0%
The Matthews House: Empowering Youth Program	\$33,500	\$32,229	\$1,271	96%
Neighbor to Neighbor: Housing Counseling	\$60,188	\$33,174	\$27,014	55%
Neighbor to Neighbor: Rent Assistance	\$30,000	\$30,000	\$0	100%
Project Self-Sufficiency: Services for Single Parent Families	\$33,000	\$33,000	\$0	100%
Rehab. & Visiting Nurse Association: Home Health Care Scholarships	\$40,000	\$35,000	\$5,000	88%

Applicant Project/Program	Funding Request	Commission's Recommended Funding	Unfunded Balance	Percent of Request Funded
Respite Care: Childcare Scholarships	\$35,000	\$35,000	\$0	100%
SAVA Center: Sexual Assault Victim Services	\$41,338	\$18,273	\$23,065	44%
Touchstone Health Partners: CDDT Program	\$57,847	\$29,011	\$28,836	50%
Touchstone Health Partners: Mental Health Services – Murphy Center	\$22,500	\$22,500	\$0	100%
Turning Point: Crisis Intervention Program	Applicant Withdrew			
Teaching Tree Early Childhood Learning Center: Childcare Scholarships	\$60,000	\$55,000	\$5,000	92%
Volunteers of America: Home Delivered Meals Program	\$33,600	\$33,600	\$0	100%
Women's Resource Center: Neighborhood Promotora Project	\$48,634	\$0	\$48,634	0%
<b>Public Service Total</b>	<b>\$1,264,860</b>	<b>\$812,107</b>	<b>\$452,753</b>	

A summary of the Commission's funding recommendations by category is presented in the following table:

#### Funding Recommendations by Category

Category	Recommended Funding	% of Total
CDBG Administration	\$229,031	13.6%
Public Service	\$812,107	48.2%
Economic Development, Housing & Public Facility	\$644,358	38.2%
<b>Total</b>	<b>\$1,685,496</b>	<b>100.0%</b>

The CDBG Commission has recommended \$1,685,496 (94.4%) of the available funding amount of \$1,785,496 be allocated. The Commission has recommended that 11 of the 35 Public Service proposals receive full funding; 18 proposals receive partial funding (ranging from 31% to 96%); and 6 proposals receive no funding. In the Economic Development, Housing and Public Facility category, the recommendation is for full funding for 32 housing proposals, partial funding for one housing proposal, full funding for one public facility proposal and no funding for the remaining 6 proposals. The justifications for the CDBG Commission's recommendations can be found in **Attachment 5**, Minutes of the June 13, 2013, meeting. **Minutes from the July 11, 2013 meeting which changed the recommendation for JAG Properties are not available at this time.**

#### PUBLIC OUTREACH

HUD regulations require a 30-day public comment period on the proposed allocation of CDBG funds as recommended by the CDBG Commission. Staff placed an ad in the *Coloradoan* newspaper, presenting the list of recommended funding for programs/projects and indicated the public comment period would start on June 17, 2013, and end on July 16, 2013. To date, no public comments have been received.

#### HOME Program

Resolution 2013-063 establishes the major funding categories within the Home Investment Partnership (HOME) Program for the FY 2013 Program year, which starts October 1, 2013. Specific projects for the use of HOME funds will be determined in November as a result of the 2013 fall funding cycle of the Competitive Process for the allocation of the City's financial resources to affordable housing programs/projects and community development activities. The FY 2013 HOME grant is \$521,147 and HOME Program Income for 2013 (through March 31, 2013) is \$244,834, for a total of \$765,981. The following table summarizes the sources of HOME funding for FY 2013.

<b>Funding Source</b>	<b>Amount</b>
FY 2013 HOME Participating Jurisdictions Grant	\$521,147
FY 2013 Program Income	\$244,834
<b>Total</b>	<b>\$765,981</b>

HUD regulations allow a maximum of 10% of the HOME grant, or \$54,250, and \$12,748 of eligible Program Income, for a total of \$64,862, for program administrative purposes. HUD regulations also require a 15% set-aside of the HOME grant, or \$78,172, for Community Housing Development Organizations (CHDOs). CHDOs in Fort Collins include CARE Housing, Neighbor to Neighbor, and The Villages (formerly the Fort Collins Housing Corporation). The following table summarizes the distribution of HOME funding:

In addition to the HOME funds above, \$313,047 from the City's Affordable Housing Fund will be available for allocation to affordable housing projects in the 2013 fall cycle of the Competitive Process.

## **ATTACHMENTS**

1. Background and Summary of the CDBG Commission's Recommendations for Funding (revised 7/15/13)
2. Background Information on the Competitive Process
3. Affordable Housing Board's Housing Priority Recommendations, March 27, 2013
4. Background Information on the CDBG and HOME Federal Programs
5. CDBG Commission's Funding Recommendations, June 13, 2013
6. Letter from applicant, CASA
7. Focus Questions
8. Deliberations Information Sheet

**BACKGROUND AND SUMMARY OF CDBG COMMISSION'S  
RECOMMENDATIONS FOR FUNDING**

At the July 16, 2013, regular City Council Meeting, the Council will be conducting a public hearing and considering the adoption of a Resolution establishing which programs and projects will receive funding with Community Development Block Grant (CDBG) and City Human Services Program (HSP) funds for the FY 2013 Program year, which starts on October 1, 2013.

The Resolution establishing which programs and projects will receive funds represents the culmination of the spring cycle of the Competitive Process approved in January 2000 by the Council for the allocation of the City's financial resources to affordable housing programs/projects and community development activities. Additional background material about the Competitive Process is included in **Attachment 2**.

Since early January of this year, the CDBG Commission and members of the City Affordable Housing and Human Services Program team have conducted public hearings to assess community development and housing needs in Fort Collins, conducted technical assistance training workshops for applicants, and solicited applications for funding. The City's Affordable Housing Board reviewed the written applications for affordable housing projects and forwarded comments on the proposals to the CDBG Commission. See **Attachment 3** for a copy of Board's priority rankings from their March 27, 2013 special meeting. The CDBG Commission, in addition to reviewing the written applications, personally interviewed each applicant, analyzed the applications, and formulated a list of recommendations to the City Council as to which programs and projects should receive funding.

The Commission also considered the funding guidelines contained in the *Affordable Housing Strategic Plan 2010-2014* report adopted by the Council in July 2010. These guidelines include:

CDBG funds should generally be allocated as follows: 65% for Housing programs and projects. HUD CDBG Program regulations also permit up to a maximum of 15% for Public Services, and up to a maximum of 20% for Planning and Program Administration.

The CDBG Program is an ongoing grant administration program funded by the Department of Housing and Urban Development (HUD). The City of Fort Collins has received CDBG Program funds since 1975. The City is an Entitlement recipient of CDBG funds, meaning the City is guaranteed a certain level of funding each year. The level of funding is dependent upon the total amount of funds allocated to the program by Congress and on a formula developed by HUD comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

Additional background information on the City's CDBG and HOME Investment Partnership Programs (HOME) is presented in **Attachment 4**.

The Human Services Program (HSP) was formerly the Community Partnership Program, a joint human services funding venture between the City of Fort Collins and Larimer County. Historically administered by the County, the City's funding portion of the program switched to internal administration as a result of the 2006 Budgeting for Outcomes (BFO) process. In a focus towards streamlining government processes, improving customer service, and fine tuning desired results, HSP has been folded into the spring cycle of the City's semi-annual Competitive Process, which manages a variety of funding streams. Funding awarded to programs targets households in Fort Collins whose incomes are at or below 80% of Area Median Income (AMI). Those monies help fill other funding gaps, and lower the cost of housing and other basic services for Fort Collins citizens who are most vulnerable and in need. By empowering and stabilizing families, these funds strengthen and improve the fundamental building blocks of Fort Collins - its neighborhoods.

**AVAILABLE FUNDS**

The following table summarizes the amount and sources of all available CDBG and City funds for distribution during the 2013 spring cycle of the Competitive Process:

<b>Available Funding</b>	
<b>Funding Amount</b>	<b>Funding Source</b>
\$995,649	FY 2013 CDBG Entitlement Grant
\$149,513	FY 2013 CDBG Program Income
\$389,601	FY 2013 HSP
\$250,733	FY 2013 HSP Keep Fort Collins Great (KFCG)
<b>\$1,785,496</b>	<b>Total Funding Available</b>

Program Income includes repayments from rehabilitation loans and home buyer assistance loans, along with repayments from development and acquisition loans.

**SELECTION PROCESS**

The selection process for the City's FY 2013 Spring Competitive Process began on January 10, 2013, when the CDBG Commission held a public hearing to obtain citizen input on community development and affordable housing needs. The Social Sustainability Department placed legal advertisements in local newspapers in January to solicit requests for housing and community development projects for FY 2013. Notices were sent via email to potential applicants in late December 2012. The Competitive Process utilizes a web-based application through ZoomGrants. Pre-applications were due Tuesday, January 22, 2013 and applications were due Thursday, February 21, 2013. At the close of the deadline the City had received 46 applications and a staff program administration proposal requesting over \$3.6 million in funding. On March 7, 2013, all



applications were made available to the CDBG Commission and the housing proposals were made available to the Affordable Housing Board for review.

On Tuesday March 19, Thursday, March 21, Wednesday, March 27, and Thursday, March 28, the Commission met to hear presentations and ask clarification questions from each applicant. A subcommittee of the Affordable Housing Board, at a special meeting on Wednesday, March 27, 2013, voted to recommend to the CDBG Commission a priority ranking of the six affordable housing proposals (see **Attachment 3**). The priority ranking was presented to the CDBG Commission on Thursday, March 28.

The Commission then met on Thursday, June 13 for the purpose of preparing a recommendation to the City Council as to which programs and projects should be funded for the FY 2013 program year. This meeting was postponed by two months because of the federal sequestration which delayed funding allocations for CDBG and HOME funds. At this meeting the Commission reviewed the written applications, the applicant's verbal presentations, the information provided during the question and answer session, and reviewed the performance of agencies who received funding in previous years. The Commission then worked on the formulation of its list of recommendations.

**CDBG COMMISSION'S LIST OF RECOMMENDATIONS**

In addition to HUD funding limitations (20% for Planning and Administration and 15% for Public Services), the Commission had to decide which applicants presented programs and projects which best fit the City's needs and follow the funding priorities contained in the *Affordable Housing Strategic Plan 2010-2014*. Listed below is a summary of each applicant's initial request for funding and the Commission's list of recommendations.

**PLANNING AND ADMINISTRATION**

**AD-1 City of Fort Collins CDBG Administration**

<b>Request:</b> \$229,031	<b>Recommendation:</b> \$229,031	<b>Percentage:</b> 100%
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The CDBG Program Administration budget covers partial salary and benefits for three program administrators (total of 1.6 FTEs), an administrative support (.3 FTE) and the Social Sustainability Department director (.05 FTE), and operating expenses for the program.

**ECONOMIC DEVELOPMENT, HOUSING and PUBLIC FACILITY APPLICATIONS**

**ED-1 City of Fort Collins: FoCo Café**

<b>Request:</b> \$80,000	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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Feeding Our Community Ourselves or FoCo Café is a new non-profit agency that seeks to build community by providing nutritious meals to people in Fort Collins, in a café setting, regardless of their ability to pay. This request is to provide partial funding for the

construction phase to build the café in a City owned building.

**HO-1 Asbury House: Housing Purchase**

<b>Request:</b> \$375,000	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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Asbury House is a new non-profit agency in Fort Collins that seeks to provide affordable, voluntary residential substance use disorder, co-occurring mental health disorder and trauma treatment for women. The goal of Asbury House is to provide extended care residential treatment for women, including women veterans in our community who suffer from substance dependence and the co-occurring mental health disorders and unaddressed trauma that often accompany the illness of addiction. Asbury House is requesting funding to purchase an existing multipurpose facility at 706 E. Stuart St. This request is for funds to pay for the four transitional housing apartments located on the property.

**HO-2 CARE Housing: Provincetowne II**

<b>Request:</b> \$250,000	<b>Recommendation:</b> \$250,000	<b>Percentage:</b> 100%
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CARE Housing, established in 1992, develops and manages affordable housing rental communities that provide supportive services to strengthen and empower families, and to build community. They currently have six affordable housing communities in Fort Collins. This request addresses one of the four goals of the City's *Affordable Housing Strategic Plan*, to increase the inventory of affordable rental housing. CARE is seeking funding for pre-development costs for phase II of the Provincetowne development. They expect to provide 66 townhouse rental units, 54 2-bedroom and 12 3-bedroom units. These units will be available to those with incomes of 30% to 60% of Area Median Income (AMI).

**HO-3 Habitat for Humanity: Cottages at Avondale**

<b>Request:</b> \$45,000	<b>Recommendation:</b> \$45,000	<b>Percentage:</b> 100%
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Habitat for Humanity works in partnership with the community and partner families to build affordable owner-occupied home units. Fort Collins Habitat for Humanity received a donation of an in-fill parcel of land (1.51 acres) at the southeast corner of West Trilby Road and Avondale Road in 2004. This request is to provide soft costs related to the development of this property to build a minimum of 10 single-family housing units. Soft costs include such things as mechanical fees, architectural fees, engineering fees, soils testing, etc.

**HO-4 Housing Catalyst (FCHA): Villages at Cunningham Corner – Housing Rehabilitation**

<b>Request:</b> \$500,000	<b>Recommendation:</b> \$49,358	<b>Percentage:</b> 10%
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Housing Catalyst is a wholly owned entity of the Fort Collins Housing Authority. It was established to create the appropriate legal structure most conducive to utilization of the Low Income Housing Tax Credit (LIHTC) program. In December 2012, Housing

Catalyst was given the opportunity to purchase 284 rental units, known as Cunningham Corner, to prevent them from going to market rate rentals. This purchase preserved the units for affordable rental housing. Housing Catalyst purchased the units with the intent of substantially rehabilitating the properties, thereby providing long-term preservation of a significant portion of the community’s affordable housing stock. Total renovations are expected to cost more than \$8.5 million dollars. This request is “first-in” money to help acquire additional funding for this project. Housing Catalyst anticipates making a funding request in the 2013 fall cycle of the Competitive Process as well.

**HO-5 J.A.G. Properties: Acquisition of a Fourplex for Re-Entry Affordable Housing**

<b>Request:</b> \$100,000	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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Just Another Guy Properties, or JAG, provides temporary housing for low-income individuals and families with a family member who has recently been released from community corrections with a felony conviction. Their clients are non-violent and are not sex offenders. They combine housing and supportive services to help make a successful transition to permanent housing and create a path to reestablishing individuals as productive members of the community. This service provides a unique service in Fort Collins. JAG is requesting funding for the down payment of an existing fourplex at 721 Remington St. in Fort Collins.

JAG received a unanimous vote from the CDBG Commission on June 13 for full funding. On July 11, City staff was notified by HUD that according to CDBG regulations JAG is not eligible to receive CDBG funds as a private for-profit company. On July 11, 2013 at the CDBG Commission’s regular meeting they voted to recommend \$0 funding for JAG but encouraged them to submit a proposal in the fall cycle of the Competitive Process where HOME and Affordable Housing Funds will be available. They are eligible to receive those funds. JAG has been notified by staff and understands the situation and is cooperating.

**HO-6 Neighbor to Neighbor: Energy Efficiency Upgrades**

<b>Request:</b> \$221,925	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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The mission of Neighbor to Neighbor (N2N) is to open doors and advance lives by providing housing counseling, supportive services and multi-family affordable housing. Three of the communities owned by N2N; Coachlight Plaza, Clearview and Ponderosa, are showing signs of aging. Coachlight Plaza has 68 units and was built in 1982. Clearview is an eightplex built in 1968 and Ponderosa, also an eightplex, was built in 1967. N2N is asking for funding to install energy efficient windows and patio doors, and boilers/hot water heaters. These upgrades will provide savings on utilities for the residents living at these properties, all of whom are at or below 50% of the Area Median Income (AMI).

**PF-1 Asbury House: Facility Purchase**

<b>Request:</b> \$375,000	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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This proposal requests funding to purchase and provide furnishings for the facility portion of the property located at 706 E. Stuart Ave. in Fort Collins. The facility will provide the supportive services needed by the residents. For more information about Asbury House please read the narrative provided above for the housing application submitted by Asbury House (HO-1).

**PF-2 Elderhaus Adult Day Program: Purchase Property**

<b>Request:</b> \$300,000	<b>Recommendation:</b> \$300,000	<b>Percentage:</b> 100%
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Established over 30 years ago as Colorado’s first non-profit adult day program, Elderhaus provides services to adults with special needs, offering direct care, social and recreational programs, and mobile health services. They help keep families together by providing family caregivers with trained resources for adult day services, enabling them to pursue jobs and other needs essential to supporting their families. Elderhaus serves a wide-range of clientele, including elderly, developmentally disabled, veterans, and individuals with early-stage Alzheimer’s. Elderhaus was presented with an opportunity to purchase the properties they currently reside in from American Baptist Church at 605 S. Shields St. and 1105 Myrtle St. Elderhaus is requesting funding to purchase these adjoining properties. Owning the properties will provide stability for the agency and an opportunity to leverage funds in the future for expansion as our population ages.

**PF-3 Sexual Assault Victim Advocate (SAVA) Center: Capital Campaign**

<b>Request:</b> \$100,000	<b>Recommendation:</b> \$100,000	<b>Percentage:</b> 0%
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SAVA provides crisis intervention, advocacy, and counseling to those affected by sexual violence and provides prevention programs through community outreach and education. In October 2012, the landlord of the office space SAVA was renting decided to demolish the building, so SAVA was required to relocate. SAVA moved to 4812 S. College Ave. to a building they would like to purchase. SAVA received partial funding for the building from the City through the 2012 Fall Competitive Process of \$175,222. This request would provide the remaining funds they need to complete the purchase.

**PUBLIC SERVICE APPLICATIONS**

**PS-1 Alliance for Suicide Prevention of Larimer County: Education, Awareness & Support Programs**

<b>Request:</b> \$4,200	<b>Recommendation:</b> \$4,200	<b>Percentage:</b> 100%
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The Alliance’s R.A.P.P. (Raising Awareness of Personal Power) and Hope for Today programs provide education and awareness for middle and high school populations to recognize mental health disorders and suicidal behavior and provides the tools to seek help for those in need. The request would pay for printing costs for the materials and resources needed for the programs.

**PS-2 B.A.S.E. Camp: Childcare Scholarships**

<b>Request:</b> \$60,000	<b>Recommendation:</b> \$55,000	<b>Percentage:</b> 92%
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B.A.S.E. Camp is a before- and after-school childcare service, and also provides full-day care for “school-out” days and the 11-week summer break. This application requests funding to cover the gaps created when serving low-income families with reduced fees.

**PS-3 Boys & Girls Club: After-School & School-Break Child Care & Youth Development**

<b>Request:</b> \$24,907	<b>Recommendation:</b> \$24,907	<b>Percentage:</b> 100%
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The Boys and Girls Club has requested assistance for its long-standing after-school and summer care program. The Club charges an annual fee of only \$5 and provides activities for a wide age-range of kids. This application requests \$4,907 to supplement the salaries of 20% of 4 full time Program Directors who work directly with kids.

**PS-4 CASA Program: Court Appointed Special Advocate**

<b>Request:</b> \$26,250	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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CASA provides trained community advocates for children who have been abused and/or neglected by their parents. CASA is requesting assistance with partial salary and benefits for two CASA case supervisors, who provide training and supervision to the children’s advocates, and one volunteer coordinator.

**PS-5 CASA Program: Harmony House Supervised Visitation Center**

<b>Request:</b> \$24,500	<b>Recommendation:</b> \$8,950	<b>Percentage:</b> 37%
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Harmony House provides families who are in contentious divorces a place for supervised visitations and exchanges for conflict-free interactions. The services keep the children in a safe, neutral location to maintain relationships with parents. This request by CASA is for partial salaries for two case managers and staff training.

**PS-6 Catholic Charities: Senior Services**

<b>Request:</b> \$15,000	<b>Recommendation:</b> \$15,000	<b>Percentage:</b> 100%
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Senior Outreach Services provides assistance to at-risk elderly with the goal of enabling them to maintain greater health, safety, and independence. Funding would cover approximately 31% of the salary and benefits of the Senior Case Manager.

**PS-7 Catholic Charities: Shelter Services and Rapid Rehousing**

<b>Request:</b> \$60,000	<b>Recommendation:</b> \$40,000	<b>Percentage:</b> 67%
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Catholic Charities’ Shelter (The Mission) provides shelter, food, case management, resource referrals, and benefits application assistance in support of the homeless and near homeless. This application requests \$40,000 of City funds to partially pay for shelter

staff salaries and \$20,000 for Rapid Rehousing, \$5,000 for case management and \$15,000 for financial assistance for households moving into stable housing.

**PS-8 Center for Family Outreach: Mental/Drug/Alcohol Assessments for Low Income Youth**

<b>Request:</b> \$8,000	<b>Recommendation:</b> \$8,000	<b>Percentage:</b> 100%
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The Center for Family Outreach provides early intervention for youth ages 10 to 18 (and their parents) who are experiencing high-risk behaviors, such as alcohol and drug use. Funding requested would partially pay for modest program fees and substance testing for low-income participants.

**PS-9 ChildSafe: Child Sexual Abuse Treatment Program**

<b>Request:</b> \$23,000	<b>Recommendation:</b> \$23,000	<b>Percentage:</b> 100%
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ChildSafe provides treatment to children from low-income families, who have been sexually abused. Funding requested would assist with salaries of therapists assisting children whose families cannot pay.

**PS-10 Colorado Health Network, dba Northern Colorado AIDS Project (NCAP): Client Services and Homelessness Prevention Program**

<b>Request:</b> \$28,480	<b>Recommendation:</b> \$14,240	<b>Percentage:</b> 50%
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The Case Management and Homelessness Prevention Programs help families and individuals coping with HIV/AIDS retain their household stability and health as their ability to be financially independent diminishes. NCAP’s request will supplement the salaries of direct service providers. The remainder will provide medical, emergency and basic needs to clients of NCAP.

**PS-11 Crossroads Safehouse: Advocacy Program**

<b>Request:</b> \$98,623	<b>Recommendation:</b> \$31,885	<b>Percentage:</b> 32%
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Crossroads provides emergency shelter, services and outreach to abused adults at a full-service facility. This application requests City funds of \$98,623 to fund 38% of salaries of direct service staff.

**PS-12 Disabled Resource Services (DRS): Access to Independence**

<b>Request:</b> \$30,193	<b>Recommendation:</b> \$26,186	<b>Percentage:</b> 87%
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Access to Independence provides supportive case management and community assistance to increase the independence of severely disabled adults. This application requests funds to pay for 29% of five case managers’ salaries for Fort Collins clients.

**PS-13 Education and Life Training Center (ELTC): JobReady & Circles Employment Skills Training**

<b>Request:</b> \$59,125	<b>Recommendation:</b> \$29,310	<b>Percentage:</b> 50%
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The JobReady program is ELTC’s educational program for its Circle Leaders. The Circles initiative helps people achieve self-sufficiency. The JobReady coursework is designed to provide integrated, customized, fast-track training in the areas of computer skills and job readiness, in order to prepare Circle Leaders to attain and retain gainful employment. This application is requesting funding to partially cover the salaries of part-time instructors, GED testing fees and equipment.

**PS-14 Elderhaus Adult Day Program: Mindset Therapy Center Program**

<b>Request:</b> \$34,925	<b>Recommendation:</b> \$20,000	<b>Percentage:</b> 57%
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Mindset provides at-risk elderly and/or disabled adults with activities which enhance their ability to function independently. It also provides a respite for caregivers. This application seeks City funding of \$34,925 to supplement the salaries of four program directors, a dietary manager and transportation costs.

**PS-15 Family Center/La Familia: Childcare Scholarships**

<b>Request:</b> \$45,000	<b>Recommendation:</b> \$40,000	<b>Percentage:</b> 89%
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The Family Center provides affordable child care for infants, toddlers and preschool-aged children. This application requests \$45,000 to provide scholarships for low- income households.

**PS-16 Food Bank for Larimer County: Kids Café**

<b>Request:</b> \$27,000	<b>Recommendation:</b> \$27,000	<b>Percentage:</b> 100%
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Kids Café provides meals for children ages 3 to 18 who are at risk of hunger. Meals are provided without regard to the income of the child’s family, but the sites where the meals are provided are in or near schools with the highest eligibility rates for free or reduced priced lunches. This application requests \$27,000 to partially cover the salaries of the Kids Café Manager (\$16,000) and Kids Café Coordinator (\$11,000).

**PS-17 Front Range Exceptional Equestrians: F.R.E.E.**

<b>Request:</b> \$10,200	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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Front Range Exceptional Equestrians provides therapeutic horseback riding classes to children and adults with a range of special circumstances, such as traumatic brain injuries, cerebral palsy, stroke, multiple sclerosis, etc. This request is to provide scholarships to 56 low- income Fort Collins residents who can benefit from this type of therapy.

**PS-18 Gay, Lesbian, Bisexual, and Transgender (LGBT) Community Center (The Center): SAGE of the Rockies Elder Services**

<b>Request:</b> \$7,500	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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SAGE of the Rockies is a community engagement and support program for LGBT seniors in Fort Collins. Through SAGE, seniors can participate in activities that reduce isolation and connect them to vital resources in the community. LGBT elders are five times less likely than heterosexual elders to access senior services and twice as likely to live alone. The Center is requesting \$7,500 to provide salary support for a part-time coordinator for the SAGE program and for program supplies.

**PS-19 Health District of Northern Larimer County: Dental Connections**

<b>Request:</b> \$58,250	<b>Recommendation:</b> \$18,170	<b>Percentage:</b> 31%
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The Health District has recently taken the lead role for Dental Connections which is a collaborative effort with local dentists. Dental Connections provides oral health care to low income and disabled adults which is priced on a sliding scale. This request is to fund a portion of salaries and benefits to four employees working with Dental Connections.

**PS-20 Homelessness Prevention Initiative (HPI): Emergency Rental Assistance**

<b>Request:</b> \$60,000	<b>Recommendation:</b> \$45,000	<b>Percentage:</b> 75%
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Emergency Rent Assistance provides temporary funding to cover the cost of rent for families facing eviction. This application requests \$60,000 to cover one-time assistance towards rent for 600 individuals (or approximately 200 households).

**PS-21 Laramie River Valley Rendezvous (LRVR): At-Risk Youth Wilderness Adventure Camp**

<b>Request:</b> \$10,600	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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LRVR is a wilderness camping trip for at-risk youth ages 13 to 16 for Larimer County. The goals are to increase the self-esteem and confidence of these youth and decrease their likelihood of becoming involved in alcohol or drug use. Funding to cover program costs associated with the week-long camp is being requested.

**PS-22 Larimer County Child Advocacy (CAC): Victim Services**

<b>Request:</b> \$35,000	<b>Recommendation:</b> \$24,472	<b>Percentage:</b> 70%
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The CAC seeks to reduce trauma to victimized children and their families as they move throughout the legal system. Working closely with local law enforcement and the courts child victims are interviewed on camera by a CAC Forensic interviewer, in a child-friendly environment rather than a police station or interrogation room. The CAC is seeking funding for a Bilingual Victim Advocate and Program Director/Forensic Interviewer.

**PS-23 Lift of Northern Colorado (The Lift): Senior and Disabled Transportation**

<b>Request:</b> \$18,500	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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Providing medical transportation needs for seniors and anyone disabled, temporarily or permanently, is the goal of The Lift. This \$18,500 request is to help with the costs of



running The Lift: gas, insurance and salary of one driver. Larimer County donated the vehicle that is used to transport clients.

**PS-24 Matthews House: Empowering Youth Program**

<b>Request:</b> \$33,500	<b>Recommendation:</b> \$32,229	<b>Percentage:</b> 96%
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The Matthews House works intensively with at-risk, homeless, and abused youth, ages 16 to 21, transitioning them to become contributing adult community members. Case management, independent living skills, and aftercare are offered towards achieving self-sufficiency. This request is for 50% of two full time case manager salaries. City funds would be used for case management of youth who do not come to the program through any contract basis (e.g. homeless youth).

**PS-25 Neighbor to Neighbor: Housing Counseling**

<b>Request:</b> \$60,188	<b>Recommendation:</b> \$33,174	<b>Percentage:</b> 55%
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Housing Counseling consists of the following services: Emergency Rent Assistance Counseling, Pre-rental Counseling, Landlord/Tenant Counseling, Pre-purchase Counseling/Homebuyer Classes and Training, Mortgage Default Counseling and Reverse Mortgage Counseling. Neighbor to Neighbor has requested \$60,188 in funding to fully fund two full-time Housing Counselors.

**PS-26 Neighbor to Neighbor: Rent Assistance**

<b>Request:</b> \$30,000	<b>Recommendation:</b> \$30,000	<b>Percentage:</b> 100%
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Neighbor to Neighbor’s Emergency Rent Assistance Program provides rent assistance and first month’s rent for residents who need financial assistance to maintain housing. N2N has requested \$30,000 in funding to subsidize 220 persons (85 households). Clients are assisted with a one-time \$300 payment for rent assistance, or \$450 towards a first month’s rent payment.

**PS-27 Project Self-Sufficiency (PS-S): Services for Single Parent Families**

<b>Request:</b> \$33,000	<b>Recommendation:</b> \$33,000	<b>Percentage:</b> 100%
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The mission of Project Self-Sufficiency is to assist low-income single parents in their efforts to build and maintain strong, healthy families, achieve economic independence, and become free from community and government assistance. They have requested \$33,000 to pay 20% of the salaries and benefits for three PS-S Advisors who work with program participants living in Fort Collins.

**PS-28 Rehabilitation and Visiting Nurse Association: Home Health Care Scholarships**

<b>Request:</b> \$40,000	<b>Recommendation:</b> \$35,000	<b>Percentage:</b> 88%
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RVNA provides home care services, skilled and unskilled, as well as acute and long-term care in the clients’ homes. Services include nursing, physical therapy, occupational

therapy, speech therapy, medical social services, certified nurse aide service, personal care service and homemaking services. RVNA has requested \$40,000 of City funds to pay for both skilled and unskilled service for 57 low-income clients.

**PS-29 Respite Care: Childcare Scholarships**

<b>Request:</b> \$35,000	<b>Recommendation:</b> \$35,000	<b>Percentage:</b> 100%
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Respite Care offers day and overnight care as a service for families who have children (up to age 21) with developmental disabilities. Funding of \$35,000 is being requested to help with 37 childcare assistance scholarships for low-income families.

**PS-30 Sexual Assault Victim Advocate (SAVA) Center: Sexual Assault Victim Services**

<b>Request:</b> \$41,338	<b>Recommendation:</b> \$18,273	<b>Percentage:</b> 44%
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SAVA provides crisis intervention, advocacy, and counseling for all those affected by sexual violence and provides prevention through community outreach and education. SAVA requests funding to support a portion of six staff members, who provide direct services to victims of sexual assault.

**PS-31 Touchstone Health Partners: Community Dual Disorders Treatment (CDDT) Program**

<b>Request:</b> \$57,847	<b>Recommendation:</b> \$29,011	<b>Percentage:</b> 50%
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The CDDT is a collaboration of Touchstone Health Partners, the Health District of Northern Larimer County and the Fort Collins Housing Authority which combines intensive case management and therapeutic services with housing assistance for persons with severe mental illness and severe substance abuse disorders. The request would cover partial salaries for four key positions within the CDDT team.

**PS-32 Touchstone Health Partners: Essential Mental Health Services at Murphy Center**

<b>Request:</b> \$22,500	<b>Recommendation:</b> \$22,500	<b>Percentage:</b> 100%
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The Connections Mental Health specialist at the Murphy Center is a Touchstone employee who provides intervention services for clients needing and seeking mental health and/or substance abuse treatment. The request would cover .41 FTE (without benefits) for this position.

**PS-33 Turning Point Center for Youth and Family Development: Crisis Intervention Program**

<b>Request:</b> \$25,000	Withdrawn by Applicant	
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Turning Point offers both residential and outpatient treatment programs designed to address the individual needs of children and families experiencing mental health and substance abuse disorders. The Crisis Intervention Program provides no cost treatment services to low income populations ages 4 to 23 who are in crisis due to untreated mental

health and substance abuse issues.

**PS-34 Teaching Tree Early Childhood Learning Center: Childcare Scholarships**

<b>Request:</b> \$60,000	<b>Recommendation:</b> \$55,000	<b>Percentage:</b> 92%
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Teaching Tree provides full-day early child care and education programs for children from 6 weeks to 8 years old. \$60,000 is being requested to subsidize the difference between the sliding scale parent fee and the actual cost of care for 55 children in low-income families.

**PS-35 Volunteers of America (VOA): Home Delivered Meal Service**

<b>Request:</b> \$33,600	<b>Recommendation:</b> \$33,600	<b>Percentage:</b> 100%
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VOA, through its Home Delivered Meals service, offers home delivered frozen meals, nutrition education, nutrition assessment and counseling to low income seniors who are frail, homebound and struggling to meet their nutritional needs. The requested funds would leverage the federal grant and help cover the costs of providing 11,390 home delivered meals to about 102 seniors at \$2.95 per meal. The service operates on a donation basis.

**PS-36 Women’s Resource Services (WRC): Neighborhood Promotora Project**

<b>Request:</b> \$48,634	<b>Recommendation:</b> \$0	<b>Percentage:</b> 0%
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WRC is a bridge between clients facing barriers to health care and partners in the healthcare system. The Neighborhood Promotora Project is a new endeavor in Fort Collins that employs nine, part-time Promotoras (community health workers) in eight of the most disadvantaged areas of Fort Collins. The Promotoras primary roles are to promote healthy living, recruit clients for wellness workshops and medical screening, problem solve for unmet needs and recruit residents for neighborhood leadership roles. WRC requests funding for salaries of staff that train and supervise Promotoras.

**Summary**

A summary of the Commission's funding recommendations by category is presented in the following table:

**Funding Recommendations by Category**

<b>Category</b>	<b>Recommended Funding</b>	<b>% of Total</b>
CDBG Administration	\$229,031	13.6%
Public Service	\$812,107	48.2%
Economic Development, Housing & Public Facility	\$644,358	38.2%
<b>Total</b>	<b>\$1,685,496</b>	<b>100.0%</b>

The CDBG Commission has recommended 1,685,496 (94.4%) of the available funding amount of \$1,785,496 be allocated. This year the City received a total of 46 proposals. Of those, 36 were in the Public Service category. This is an increase of eight proposals

over last year and a dollar request increase of \$260,652. The Commission has recommended that 11 of the 35 Public Service proposals (one applicant withdrew from the process) receive full funding; 18 proposals receive partial funding (ranging from 31% to 96%); and 6 proposals receive no funding. In the Economic Development, Housing and Public Facility category the recommendation is for full funding for 2 housing proposals, partial funding for 1 housing proposal, full funding for one public facility proposal and no funding for the remaining 6 proposals. During the June 13 meeting the Commission voted unanimously to fully fund JAG Properties at \$100,000. On July 11 staff was notified by HUD that as a private for-profit company JAG is not eligible to receive CDBG funds. At the Commission's regular meeting held on July 11, 2013 the Commission voted to not fund JAG. Those CDBG funds will be put into the 2013 fall cycle of the Competitive Process. JAG is eligible to receive HOME and Affordable Housing Funds and have been encouraged to submit a fall proposal. The justifications for the CDBG Commission's recommendations can be found in **Attachment 5, Minutes** of the June 13, 2013, meeting. The minutes from the July 11, 2013 meeting are not available at this time.

**Attachment 6** contains a letter from one applicant, CASA, which was received during the Public Comment period, and sent to City Council and/or the CDBG Commission.

**Attachment 7** contains Focus Questions used by the Commission to review the applications.

**Attachment 8** contains information provided to general citizen attendees on Commission's deliberations session and how it formulates its funding recommendations.

### **BACKGROUND INFORMATION ON THE COMPETITIVE PROCESS**

In February of 1999, the City Council approved the *Priority Affordable Housing Needs and Strategies* report, which contained the following strategy:

Change from an administrative funding mechanism...to a competitive application process for the Affordable Housing Fund.

Between September and November of 1999, a subcommittee consisting of members from the Affordable Housing Board (AHB) and the Community Development Block Grant (CDBG) Commission met with staff to review issues and develop options for establishment of a competitive process. In addition, the staff solicited ideas from existing affordable housing providers. The subcommittee established the following Mission Statement for their work:

Develop a competitive application process and establish a set of shared criteria for the allocation of the City's financial assistance resources to affordable housing projects/programs that address the City's priority affordable housing needs.

#### **Competitive Process**

Five options for a competitive process were reviewed and discussed by the subcommittee. The subcommittee reached a general consensus to support a competitive process that involved both the AHB and the CDBG Commission. The option selected would have the AHB providing recommendations to the City Council in regards to affordable housing policy. In addition, the option would have the AHB reviewing all affordable housing applications for CDBG, Home Investment Partnership (HOME) and Affordable Housing funds. The Board would then provide a priority listing of proposals to the CDBG Commission. The CDBG Commission would then make the final recommendations to the City Council for funding.

#### **Funding Cycles**

The subcommittee also agreed that there should be two funding cycles per year, one in the spring and the other in the fall. CDBG Program funds would be allocated in the spring to affordable housing programs/projects and other community development activities (public services, public facilities, etc.). HOME funds and Affordable Housing Funds (AHF) would be allocated in the fall primarily to affordable housing programs/projects.

The staff and subcommittee agreed that overlaying the new process and cycles would necessitate an increase in staff technical assistance to applicants. Both the subcommittee and staff recognize that a bi-annual process will require additional meetings by both the CDBG Commission and AHB, and will require more time from City staff, and increase the City Council's involvement.

#### **Schedule**

The subcommittee also discussed two alternative schedules for the funding cycles. The option selected incorporates a spring cycle that starts in January and ends in May, and a fall cycle that starts in July and ends in November.

### **Review Criteria**

The subcommittee also discussed and agreed to a new set of review criteria to be used to rank proposals. The criteria are divided into the following five major categories:

1. Impact/Benefit
2. Need/Priority
3. Feasibility
4. Leveraging Resources
5. Capacity and History

The Impact/Benefit criteria provide greater rewards to proposals that target lower income groups and provide longer benefits. The Need/Priority criteria help to assure the proposal meets adopted City goals and priorities. The Feasibility criteria reward projects for timeliness and documented additional funding. The Leveraging Resources criteria reward proposals which will return funds to the City (loans) and for their ability to leverage other resources. And, the Capacity and History criteria help gauge an applicant's ability to do the project and reward applicants that have completed successful projects in the past (have good track records).

### **Application Forms**

Two new application forms have also been developed for a new on-line application process using a web-based platform through a product called ZoomGrants. One form is used for Housing proposals, while the other form is used for Non-Housing Proposals (Public Services, Public Facilities, etc.).

### **City Council Adoption**

On January 18, 2000, the City Council approved Resolution 2000-13, formally adopting the Competitive Process for the allocation of City financial resources to affordable housing programs/projects and community development activities and the component parts discussed above.

### **Human Services Program**

The Human Services Program (HSP) was formerly the Community Partnership Program, a joint human services funding venture between the City of Fort Collins and Larimer County. Historically administered by the County, the City's funding portion of the program switched to internal administration as a result of the 2006 Budgeting for Outcomes (BFO) process. This funding source has been folded into the spring cycle of the Competitive Process where funding is targeted to programs that serve Fort Collins households and individuals whose incomes are at or below 80% of the Area Median Income (AMI).

## Guidance Charts for CDBG, HSP, HOME and AHF

There are two different “ranking sheets” which are used as guidelines for the Competitive Process. Primarily, the components listed serve to ensure that federal regulations and local policies and preferences are being addressed. These guidance charts are one set of many tools to assist the CDBG Commission and the AHB in Competitive Process decision making. The ranking sheets are completed by staff, based on information provided in proposal applications.

### **Public (Human) Service Category Guidance Chart**

For Public (Human) Service applications, the ranking criteria are divided into five major categories. Each category is given a total number of points that has been weighed according to their importance with respect to local and federal priorities.

#### **PS-# [ ] Agency Name: Program Name**

The ranking criteria are divided into five major categories. Each category is given a total number of points that has been weighed according to its importance with respect to local and federal priorities.

#### **A. Impact/Benefit (maximum 30 points)**

1. Primarily targets low income persons? (0-10) \_\_\_\_\_  
(all persons 0-30% of AMI and presumed benefit = 10 pts; at least half of the persons at or below 30% of AMI and the remaining persons at 31-50% of AMI = 8 pts; at least half of the persons at 31-50% of AMI (or below) and at least half of the persons at 51-80% of AMI = 6 pts; all persons between 51-80% of AMI = 4 pts)
2. Project produces adequate community benefit related to cost? (0-5) \_\_\_\_\_
3. Does the project provide assistance for persons to gain self-sufficiency or maintain independence, or serve a special population? (0-5) \_\_\_\_\_
4. Does the project provide long-term benefit or affordability? (0-10) \_\_\_\_\_  
(1-10 yrs = 3 pts, 11-19 yrs = 6 pts, 20 - 30 yrs = 8 pts, permanent = 10 pts)

*Sub-total* \_\_\_\_\_

#### **B. Need/Priority (maximum 15 points)**

1. Meets a Consolidated Plan priority? (0-10) \_\_\_\_\_
2. Has the applicant documented a need for this project? (0-5) \_\_\_\_\_

*Sub-total* \_\_\_\_\_

#### **C. Feasibility (maximum 15 points)**

1. The project will be completed within the required time period? (0-3) \_\_\_\_\_

- |   |       |       |
|---|-------|-------|
| 2. Project budget is justified? (Costs are documented and reasonable.)    | (0-4) | _____ |
| The level of public subsidy is needed? (Private funds are not available.) | (0-4) | _____ |
| 3. Has the applicant documented efforts to secure other funding?          | (0-4) | _____ |

**Sub-total** \_\_\_\_\_

**D. Leveraging Resources (maximum 20 points)**

- |  |        |          |
|--|--------|----------|
| 1. Does the project allow the reuse of our funding?        | (0-10) | _____    |
| A. Principal and interest (30 - year amortization or less) |        | 10       |
| Principal and no interest or principal and balloon payment |        | points   |
| B. (repayment)   |        | 6 points |
| C. Due-on-sale loan  |        | 4 points |
| D. Grant (no repayment)                                    |        | 2 points |
| 2. Project leverages other financial resources?            | (0-10) | _____    |
| A. Less than 1:1   |        | 0 points |
| B. 1:1 to 1:3  |        | 4 points |
| C. 1:3.01 to 1:6   |        | 7 points |
| D. More than 1:6   |        | 10       |
|  |        | points   |

**Sub-total** \_\_\_\_\_

**E. Capacity and History (maximum 20 points)**

- |   |        |       |
|---|--------|-------|
| 1. Applicant has the capacity to undertake the proposed project?  | (0-10) | _____ |
| 2. If previously funded, has the applicant completed prior projects and maintained regulatory compliance? | (0-10) | _____ |
| 3. If new, applicant has capacity to maintain regulatory compliance?                                      | (0-20) | _____ |

**Sub-total** \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

**Housing Category Guidance Chart**

**COMPETITIVE PROCESS SELECTION CRITERIA GUIDANCE CHART**



Project ID:	HO-1	HO-2
Primary Applicant:	Name	Name
Secondary Applicant:		
Program/Project:	Program or Project Name	Program or Project Name
Funding Request:	\$--,---	\$--,---

**Spring 2013**

<b>POLICIES AND STRATEGIES ALIGNMENT</b>	<b>Name</b>	<b>Name</b>
<b>Affordable Housing Srtrategic/Consolidated Plan Priority</b> Yes #? or No:	<b>Y - #1 &amp; #3</b>	<b>Y - #2</b>
<b>Targets Low Income Persons</b>		
Number of units serving households: 30% of AMI or lower:	<b>27</b>	<b>1</b>
31-50% of AMI:	<b>6</b>	<b>3</b>
51-60% of AMI:	<b>6</b>	<b>3</b>
61-80% of AMI:	<b>1</b>	<b>1</b>
81% of AMI or higher:	<b>0</b>	<b>0</b>
Total Units:	<b>40</b>	<b>8</b>
Percentage of units serving 50% of AMI or lower:	<b>83%</b>	<b>50%</b>
<b>Long Term/Benefit/Affordability</b> Number of years of affordability:	<b>40</b>	<b>N / A</b>
<b>Serves Special Population</b> Yes ( ? ) or No:	<b>Y (Homeless)</b>	<b>N</b>
<b>PLANNING FRAMEWORK ALIGNMENT</b>	<b>Name</b>	<b>Name</b>
<b>Location According to City Plan</b>		<b>Scattered sites.</b>
<u>located within...</u> ... 1/4 mile of a transit line (Yes or No):	<b>Y</b>	<b>Unknown</b>
1/4 mile of an employment district (Yes or No):	<b>Y</b>	<b>Unknown</b>
1/4 mile of a community commercial district (Yes or No):	<b>Y</b>	<b>Unknown</b>
<u>located in...</u> ...the downtown (Yes or No):	<b>N</b>	<b>Unknown</b>
...a targeted redevelopment area (Yes or No):	<b>Y</b>	<b>Unknown</b>
<b>Distribution Policies of City Plan</b>		
distance to nearest AH project:	<b>.25 miles</b>	<b>Unknown</b>
nearest Affordable Housing project name:	<b>???</b> <b>Hotel</b>	<b>Unknown</b>
<b>FINANCIAL HEALTH ALIGNMENT</b>	<b>Name</b>	<b>Name</b>
<b>Justified Budget</b>		
all cost documented:		<b>X</b>
more then 1/2 costs documented:	<b>X</b>	
less than 1/2 costs documented:		
no costs documented:		

<b>Attempt to Secure Other Funding</b>		
Yes or No:	<b>Y</b>	<b>Y</b>
<b>Returns Funds to City</b>		
principle and interest:		
principle, no interest, balloon:		
due-on-sale:	<b>X</b>	
grant:		<b>X</b>
unknown:		
<b>Leverage other Financial Resources</b>		
Leveraging ratio (City funds .vs. other funds) 1 / ?:	<b>1 / 11.89</b>	<b>1 / 1.54</b>
<b>PROJECT DEVELOPMENT ALIGNMENT</b>		
	<b>Name</b>	<b>Name</b>
<b>"Ready to Go" Status</b>		
"final" gap financing:		
some funding, but not all:	<b>X</b>	<b>X</b>
"conceptual" project:		
<b>Capacity to Undertake the Project</b>		
Proven track record:	<b>X</b>	<b>X</b>
some concerns with the capabilities:		
serious concerns with the capabilities:		
<b>Previously Funded, Regulatory Compliance</b>		
successfully administered previous funding:	<b>X</b>	<b>X</b>
some administrative issues:		
serious administrative issues:		
<b>New Applicant, Demonstrated Capacity</b>		
proven administrative track record, no concerns:	<b>N/A</b>	<b>N/A</b>
some administrative concerns:	<b>N/A</b>	<b>N/A</b>
serious administrative concerns:	<b>N/A</b>	<b>N/A</b>

## **Attachment 3**

### **2013 SPRING COMPETITIVE PROCESS** **PRIORITY RANKING AND COMMENTS FROM** **THE AFFORDABLE HOUSING BOARD**

The following pages contain the priority rankings and comments of the affordable housing proposals from the Affordable Housing Board (AHB) to the CDBG Commission for the 2013 Spring Competitive Process. The AHB held a special meeting on March 27, 2013 to discuss the housing applications and offer their rankings.

Affordable Housing Board

Rankings and Comments related to the Spring Competitive Process 2013

The Affordable Housing Board's rankings of the affordable housing proposals from the 2013 Spring Competitive Process are as follows:

1.	HO-2	Care Housing Provincetown II	\$250,000
2.	HO-3	Fort Collins Habitat for Humanity Cottages at Avondale	\$45,000
3.	HO-5	JAG Properties purchase of 4-plex	\$100,000
4.	HO-4	Housing Catalyst (FCHA) Cunningham Corner Rehab	\$500,000
5.	HO-1	Asbury House – Housing purchase	\$375,000
6.	HO-6	Neighbor to Neighbor Energy Efficiency Projects	\$221,925

I will also attach a separate grid showing how the individual members of the Affordable Housing Board (AHB) ranked each proposal, and thus how we came to the consensus findings shown above. The grid will show in some detail which proposals the entire group ranked high, which proposals the entire group ranked low, and also which proposals has a wide variance in rankings.

The individual rankings of the proposals by members of the AHB is obviously a subjective process since different members may feel more strongly than others about the specific proposals. We did however, attempt to rank the proposals based upon the primary needs that were outlined in the City's Affordable Housing Strategic Plan 2010-2014. That report indicated the City's Affordable Housing Needs, in order, were as follows:

1. Increase the inventory of rental housing units
2. Preserve existing affordable housing units
3. Increase housing and facilities for people with special needs
4. Provide financial assistance for first-time homebuyers

The AHB also heavily favored those proposals that showed an effective 'leverage' of public funds. Thus, those proposals that relied upon public funds as a relative small portion of their total financing requirement were more favored than those proposals that relied more heavily on public funds.

Other findings from the AHB's review of the proposals:

1. This was a very difficult round of proposals to rank since it included many diverse requests. Many members of the AHB had strong feelings about specific requests and the causes they represented.
2. Care Housing (HO-2) and Habitat for Humanity (HO-3) were clearly the top 2 ranked proposals, as evidenced in the attached grid. Both proposals provided new units to the community, were effectively leveraged, and had past success with similar projects. The AHB felt that the new 'ownership' units provided by Habitat were a critical need and ultimately work in tandem with rental units in a continuum of housing for those in need.
3. Asbury House (HO-1) and Neighbor to Neighbor (HO-6) were clearly the bottom 2 ranked proposals. Both proposals relied entirely on public funds for their financial requirements. The AHB also had concerns whether Asbury House was a viable project at this time due to lack of reserves and reliance on rents from tenants. The AHB did not consider the energy efficiency upgrades on the Neighbor to Neighbor request as critical a need as providing new units to the community.
4. JAG (HO-5) rated higher than Housing Catalyst (HO-4) due to the fact again that the AHB considered new units in the community as a more critical need than rehab of existing units. The board liked the fact that JAG has had success in other communities with this type of facility and viewed housing for ex-felons as a critical need.
5. The AHB had wide and varied views on the Housing Catalyst (HO-4) proposal. The proposal would provide funds to preserve a large affordable housing project in the community and had good leverage through the use of tax credits. The AHB also understands that up-front commitments from the City may be beneficial or even required for both of the proposals (HO-4 and HO-2) that included tax credits as a portion of their financing. Ultimately, the AHB ranked this proposal lower than some others due to the fact that other proposals provided new units to the community, and the fact that we felt this funding request may be early for this project since the budget for rehab had not been finalized and the applicant would be relying on a formal third party capital needs assessment to be completed.

### Spring Cycle of the 2013 Competitive Process

ID	APPLICANT PROJECT	AMOUNT REQUESTED	1 6 Pts	2 5 Pts	3 4 Pts	4 3 Pts	5 2 Pts	6 1Pt	TOTAL POINTS	RANK
HO-1	Asbury House Housing Purchase	\$375,000			1	1	1	1	10	5
HO-2	CARE Housing Provincetowne II	\$250,000	1/1/1			1			21	1
HO-3	FC Habitat for Humanity Cottages at Avondale	\$45,000	1	1/1	1				20	2
HO-4	Housing Catalyst (FCHA) Cunningham Corner Rehab	\$500,000		1	1		1	1	12	4
HO-5	JAG Properties Property Purchase	\$100,000		1	1	1/1			15	3
HO-6	Neighbor to Neighbor Energy Efficiency Projects	\$221,925					1/1	1/1	6	6

The Affordable Housing Board needs to determine a priority ranking of the affordable housing proposals according to the Goals of the City's Affordable Housing Strategic Plan 2010-2014, which are:

1. Increase the inventory of rental housing units.
2. Preserve existing affordable housing units.
3. Increase housing and facilities for people with special needs.
4. Provide financial assistance for first-time homebuyers.

The Board does not need to make any dollar amount recommendation in their priority ranking.

**BACKGROUND INFORMATION ON THE  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) and HOME  
INVESTMENT PARTNERSHIP (HOME) PROGRAMS**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

**CDBG Program National Objectives**

The primary objective of the CDBG Program is the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. Programs and projects funded with CDBG funds must address at least one of the following three broad National Objectives:

- (1) provide a benefit to low or moderate income households or persons,
- (2) eliminate or prevent slum and blight conditions, or
- (3) meet urgent community development needs which pose an immediate and serious threat to the health and welfare of the community.

Presented below is a comparison of City CDBG expenditures for programs and projects categorized according to the National Objectives. HUD regulations require at least 70% of CDBG funds be used for activities that primarily benefit low and moderate-income persons.

**National Objectives**

	<b>Low/Moderate Income Benefit</b>	<b>Slum/Blight Elimination</b>	<b>Urgent Need</b>
National Average	90%	10%	0%
City Expenditures for:			
2012	100%	0%	0%
2011	100%	0%	0%
2010	100%	0%	0%
2009	100%	0%	0%
2008	100%	0%	0%
2007	100%	0%	0%
2006	100%	0%	0%
2005	100%	0%	0%
2004	100%	0%	0%
2003	100%	0%	0%
2002	100%	0%	0%

## **CDBG Program Eligible Activities**

CDBG funds can be used on a wide range of activities including:

- (1) acquiring deteriorated and/or inappropriately developed real property (including property for the purpose of building new housing);
- (2) acquiring, constructing, rehabilitating or installing publicly owned facilities and improvements;
- (3) restoration of historic sites;
- (4) beautification of urban land;
- (5) conservation of open spaces and preservation of natural resources and scenic areas;
- (6) housing rehabilitation can be funded if it benefits low and moderate income people; and
- (7) economic development activities are eligible expenditures if they stimulate private investment of community revitalization and expand economic opportunities for low and moderate income people and the handicapped.

Certain activities are ineligible, under most circumstances, for CDBG funds including:

- (1) purchase of equipment,
- (2) operating and maintenance expenses including repair expenses and salaries,
- (3) general government expenses,
- (4) political and religious activities, and
- (5) new housing construction.

## **HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM**

### **Program Guidelines**

(Adopted by the Fort Collins City Council, July 18, 1995)

#### **Purpose:**

The purpose of the Home Investment Partnership (HOME) Program is to increase the supply of decent, safe, and affordable housing in the City of Fort Collins for an extended period of time. All of the HOME funds must benefit low and very low income households which are defined by the Department of Housing and Urban Development as having a total household income not exceeding 80% of the median household income for the Fort Collins area.

**Eligible Projects:** HOME funds must be used in the following ways:

1. **DIRECT HOUSING ASSISTANCE:** Down payment assistance: To help low-income individuals to purchase housing for their principal residence. Applicants must meet income guidelines of no more than 80% of the current median



household income for the Fort Collins area and will be required to attend a homebuyer workshop. Assistance is in the form of zero percent deferred loan up to a maximum of \$10,000 to help cover downpayment and closing cost expenses. The funding is repaid with a 5% simple interest charge when the property is sold or transferred out of the buyer's name. Restrictions will apply which will assure the property remains affordable. This is accomplished by the "recapturing" of the HOME investment.

Tenant based rental assistance: To help low-income households avoid eviction and homelessness, TBRA provides up to two years of housing subsidy and case management services to stabilize households and put them on the road to self-sufficiency.

2. NEW CONSTRUCTION of units for homeownership as well as rental occupancy targeted for low-income individuals and families which are developed, sponsored, or owned by community housing development organizations (CHDOs), non-profit agencies, and for-profit developers.
3. ACQUISITION of undeveloped, or developed, land resulting in the development or purchase of units for homeownership as well as rental occupancy. All regulations regarding income guidelines, purchase price limitations, resale limitations, rental rates, etc., will apply to acquisition projects.

### **Eligible Property Types:**

Eligible property types for purchase include both existing property and newly constructed homes. Eligible property includes a single-family property, a condominium unit, a manufactured home (including mobile homes on a permanent foundation), or a cooperative unit. For purposes of the HOME program, homeownership means:

- (1) ownership in fee simple title, or
- (2) a 99 year leasehold interest, or
- (3) ownership or membership in a cooperative, or
- (4) an equivalent form of ownership which has been approved by the Department of Housing and Urban Development.

The value and purchase price of the HOME assisted property to be acquired must not exceed 95% of the area median purchase price for that type of housing as established by HUD. RECAPTURE RESTRICTIONS WILL APPLY. (The value must be verified by a qualified appraiser or current tax assessment.) Initial purchase price limit established by HUD is currently \$212,015.

### **HOME Program Priorities**

The *2010-2014 Consolidated Plan*, a planning document required for HUD by entities receiving federal monies for housing and community development activities, identifies the following priorities for housing related needs:

1. Stimulate housing production for very low, low and moderate income households.
2. Increase home ownership opportunities for very low, low and moderate income households.
3. Increase the supply of public housing for families and those with special needs.

Implementation and funding of activities to address these priorities will come, in part, from the City of Fort Collins HOME Investment Partnership Program.

**Attachment 5**

**MINUTES FROM THE COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG) JUNE 13, 2013 DELIBERATIONS MEETING  
TO MAKE FUNDING RECOMMENDATIONS  
FOR THE 2013 SPRING COMPETITIVE PROCESS**

The following pages contain the meeting minutes of the CDBG Commission's deliberations meeting where funding recommendations to City Council were formulated. The meeting took place Thursday, June 13, 2013. These minutes have not been approved by the CDBG Commission at this time. Approval will take place at the upcoming July 11, 2013 meeting.

**COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION  
FUNDING DELIBERATIONS**

**215 N. MASON ST., FORT COLLINS  
JUNE 13, 2013, 5:30 P.M.**

**COMMISSION MEMBERS PRESENT:**

Kay Rios, Chair	Catherine Costlow
Anita Basham	Jamaal Curry
Robert Browning	Margaret Long
Gordon Coombes	Kristin Stephens

**COMMISSION MEMBERS ABSENT:** None

**STAFF PRESENT:** Heidi Phelps; Sharon Thomas; Beth Rosen; Sue Beck-Ferkiss; Kellen Wittkop

**OTHERS PRESENT:** A dozen citizens; Kate Jeracki, Note Taker

The meeting was called to order by Chair Kay Rios at 6 p.m.

The purpose of the meeting was to allocate funds requested during the 2013 Spring Cycle of the Competitive Process. The Commission deliberated one Economic Development request; six Housing requests; three Public Facility requests and 35 Public Service requests.

The Commission received requests for \$2,346,925 for ED/Housing/Public Facility funding; \$744,358 was available to allocate. Public Service requests totaled \$1,264,860, while \$812,107 was available.

Sharon Thomas opened the meeting with thanks to the Commission for its efforts during the unusually long process in this funding cycle. She asked any citizens with questions or concerns about the process or the decisions reached tonight to contact her before the Commission's recommendations go before City Council on July 16.

Chair Kay Rios recapped the process for deliberations and reminded the public that the Commission would not take comments tonight.

**ED-1 CoFC: FOCO Cafe -- \$80,000 requested**

Kristin Stephens moved zero funding for ED-1. Gordon Coombes seconded. Stephens said while a pay-what-you-wish café is a nice, novel idea, it doesn't support housing opportunities. She hopes the Commission can look at it again in the future.

Motion passed unanimously.

**No funding approved.**

**HO-1 Asbury House: Housing Purchase -- \$375,000 requested**

Anita Basham moved zero funding for HO-1. Kay Rios seconded. Basham said it was too early in the process to fund this program, since the applicant is not ready to purchase the property. Rios agreed.

Motion passed unanimously.

**No funding approved.**

**HO-2 CARE Housing: Provincetowne II -- \$250,000 requested**

Bob Browning moved to fully fund HO-2; Gordon Coombes seconded. Browning said that this was longest ongoing project before the Commission and it was time to get it off the table. Coombes agreed.

Motion passed unanimously.

**Full funding approved.**

**HO-3 Habitat for Humanity: Cottages at Avondale -- \$45,000 requested**

Anita Basham moved to fully fund HO-3. Gordon Coombes seconded. Basham said that this project offers nice units that meet the goals of the No. 2 priority of the city's strategic plan. Coombes added that Habitat is a proven a successful program.

Motion passed unanimously.

**Full funding approved.**

**HO-4 Housing Catalyst (FCHA): Cunningham Corner Rehab -- \$500,000 requested**

Kay Rios moved zero funding for HO-4. Margaret Long seconded. Rios pointed out that this project can come back for funding in the fall cycle, while some others before the Commission tonight cannot. Long agreed.

Kristin Stephens said the project is necessary and worth doing because the many units need to be fixed up so people can live there. Jamaal Curry suggested that at least partial funding would show a commitment to the project which could help with the project's application for tax credits. Bob Browning said he could not support zero funding. Rios asked staff if zero funding would affect tax credit applications. Beth Rosen said that while she hasn't asked about the specifics, this project has received \$1 million over the last three funding cycles, and the cumulative impact is what is important.

Motion failed on a 4-4 tie, with Gordon Coombes, Jamaal Curry, Margaret Long and Kay Rios in favor. Anita Basham, Bob Browning, Catherine Costlow, and Kristin Stephens were opposed.

Bob Browning moved to partially fund HO-4 at \$349,350. Kristin Stephens seconded. Browning said the large number of housing units that would be improved makes this a higher priority than some other projects, and the Commission has to fund housing first. Stephens agreed.

Motion failed on a 3-5 vote, with Browning, Stephens and Gordon Coombes in favor. Anita Basham, Catherine Costlow, Jamaal Curry, Margaret Long and Kay Rios were opposed.

Catherine Costlow moved to partially fund HO-4 at \$49,358. Kay Rios seconded. Costlow said it was important to show some kind of commitment to this project. Bob Browning said he was not comfortable with the lower amount. Jamaal Curry said the Commission has already invested in the project in the past and this shows continued commitment.

Motion passed 6-2, with Bob Browning and Kristen Stephens opposed.

**Partial funding of \$49,358 approved.**

**HO-5 JAG Properties: Property Purchase -- \$100,000 requested**

Bob Browning moved to fully fund HO-5. Margaret Long seconded. Browning said the project was ready to go, and people need this sort of facility, which also provides skills training. Long agreed.

Motion passed unanimously.

**Full funding approved.**

**HO-6 Neighbor to Neighbor: Energy Efficiency Projects -- \$221,925 requested**

Anita Basham moved zero funding for HO-6. Bob Browning seconded. Basham said while Neighbor to Neighbor is really focused on housing, this money is for energy upgrades, and the Affordable Housing Board placed it at the bottom of its list of priorities. Browning agreed, pointing out that the payback on the investment would not happen for about 10 years and the Commission has higher priorities to fund.

Motion passed unanimously.

**No funding approved.**

**PF-1 Asbury House: Facility Purchase -- \$375,000 requested**

Kay Rios moved zero funding for PF-1. Gordon Coombes seconded. Rios said this is not a statement about the program, but that the project is still in the conceptual stage with a long way to go. With limited money, she would not want to fund such a new program at the expense of other programs. Coombes and Anita Basham both agreed.

Motion passed unanimously.

**No funding approved.**

**PF-2 Elderhaus: Property Purchase -- \$300,000 requested**

Margaret Long moved to fully fund PF-2. Kay Rios seconded. Long said this project addresses the needs of a demographic at risk, seniors facing cognitive difficulties. Such facilities are hard to find a site for, but can help maintain seniors in their homes by assisting families with care. Rios agreed.

Bob Browning said the property will not be used for housing, so he cannot support the request. He would prefer to use the money to support HO-4.

Motion passed 4-3, with Jamaal Curry abstaining and Anita Basham, Catherine Costlow, Margaret Long and Kay Rios in favor. Bob Browning, Gordon Coombs and Kristin Stephens were opposed.

**Full funding approved.**

**PF-3 SAVA Capital Campaign -- \$100,000 requested**

Bob Browning moved zero funding for PF-3. Kay Rios seconded. Browning said this was not a housing project, and he does not want to take funding away from housing for it. He noted that SAVA received \$175,000 in the last funding cycle. Rios agreed.

Motion passed 4-3, with Jamaal Curry abstaining, Browning, Rios, Anita Basham and Gordon Coombes in support, Catherine Costlow, Margaret Long and Kristin Stephens opposed

**No funding approved.**

Staff updated the draft Funding Matrix to reflect the CDBG Commission's decisions.

Jamaal Curry moved that the Commission approve the final Funding Matrix for Economic Development, Housing and Public Facility funds as presented. Anita Basham seconded.

Motion passed 6-2, with Bob Browning and Kristin Stephens opposed.

Commission took a 10-minute break at 7 p.m., then continued consideration of requests for Public Service Program funding. After the first round of deliberations, the Commission needed to cut an additional \$32,441 from its preliminary allocations.

**PS-1 Alliance for Suicide Prevention: Education and Awareness Program -- \$4,200 requested**

Bob Browning moved to fully fund PS-1. Jamaal Curry seconded. Browning said this program has a lot of reach for a small amount of money, and addresses a growing problem. Curry agreed.

Motion passed unanimously.

**Full funding approved.**

**PS-2 B.A.S.E. Camp: Childcare Scholarships -- \$60,000 requested**

Jamaal Curry moved to fully fund PS-2. Kay Rios seconded. Curry said this is a long-term program with a successful track record that provides year-round child care that helps sustain families when the kids are not in school and the parents have to work. Rios agreed.

Motion passed unanimously.

On the second round of deliberations, Gordon Coombes moved to reduce funding to PS-2 to \$55,000. Kay Rios seconded.

Motion passed unanimously.

**Partial funding of \$55,000 approved.**



**PS-3 Boys & Girls Club: After-School-Break Child Care/Youth Program -- \$24,907 requested**

Jamaal Curry moved to fully fund PS-3. Anita Basham seconded. Curry said this is a program that serves families who need to work, providing quality child care for just \$5 per year, while providing benefits to the kids. He shared that it is not just babysitting—the program helps kids learn so much and develop positive skills. Basham agreed. Kristin Stephens added that B&G Clubs serve an age group not eligible for traditional daycare.

Motion passed 7-1, with Bob Browning opposed.

**Full funding approved.**

**PS-4 CASA Program: Court Appointed Special Advocate -- \$26,250 requested**

Gordon Coombes moved zero funding for PS-4. Anita Basham seconded. Coombes said these are services that other entities within the system can provide. Basham agreed. Bob Browning said he could not support zero funding, because this is a good program, although he can't justify full funding because there is some duplication of services. He suggested funding at \$15,309, enough to cover the applicant's first priority of a case administrator, but did not offer a friendly amendment.

Motion failed 4-3, with Browning, Catherine Costlow, Kristen Stephens and Kay Rios opposed and Jamaal Curry abstaining.

On the second round of deliberation, Bob Browning moved to increase funding to PS-4 to \$15,309. Catherine Costlow seconded. Browning said he was not comfortable with zero funding, and this amount would fund the applicant's first priority.

Motion failed 4-3, with Browning, Costlow and Kay Rios in favor and Jamaal Curry abstaining.

**No funding approved.**

**PS-5 CASA Program: Harmony House Supervised Visit Center -- \$24,500 requested**

Gordon Coombes moved zero funding for PS-5. Kay Rios seconded. Coombes said there are other ways of providing this service, some of which are privately funded. Rios agreed. Bob Browning said he couldn't support zero funding, because the alternative is supervision by the police department.

Bob Browning offered a friendly amendment to partially fund PS-5 in the amount of \$8,950, which would cover the applicant's first priority. Coombes and Rios accepted the amendment.

Amended motion passed unanimously.

**Partial funding of \$8,950 approved.**

**PS-6 Catholic Charities: Senior Services -- \$15,000 requested**

Margaret Long moved to fully fund PS-6. Kay Rios seconded. Long said this is a program that addresses the needs of the senior demographic at no cost to them, helping to keep them in their homes. Rios agreed, adding that despite the name, this is not a religiously-based program.

Motion passed 7-1, with Bob Browning opposed.

**Full funding approved.**

**PS-7 Catholic Charities: Shelter and Rapid Rehousing -- \$60,000 requested**

Bob Browning moved to partially fund PS-7 in the amount of \$40,000. Jamaal Curry seconded. Browning pointed out that this amount would fund the applicant's first priority--shelter staff. Curry agreed.

Motion passed unanimously.

**Partial funding of \$40,000 approved.**

**PS-8 Center for Family Outreach: Assessments Low-Income Youth -- \$8,000 requested**

Bob Browning moved to fully fund PS-8. Gordon Coombes seconded. Browning said this program provides important early help for kids. Coombes agreed.

Motion passed unanimously.

**Full funding approved.**

**PS-9 ChildSafe Colorado: Child Sexual Abuse Treatment Program -- \$23,000 requested**

Gordon Coombes moved to fully fund PS-9. Bob Browning seconded. Coombes pointed out that without treatment children experience far-reaching effects of sexual abuse, and getting them help early can help reduce other problems later in life. Browning agreed.

Motion passed unanimously.

**Full funding approved.**

**PS-10 Colorado Health Network – NCAP: Client Services/Homelessness Prevention -- \$28,480 requested**

Kay Rios moved to fully fund PS-10. Kristin Stephens seconded. Rios pointed out that clients can't get services elsewhere. Stephens agreed. Anita Basham offered a friendly amendment to partially fund PS-10 in the amount of \$14,240, which would fund the applicant's first priority. Rios and Stephens accepted the amendment.

Amended motion passed unanimously.

**Partial funding of \$14,240 approved.**

**PS-11 Crossroads Safehouse: Advocacy Program -- \$98,623 requested**

Kay Rios moved to partially fund PS-11 in the amount of \$43,515. Gordon Coombes seconded. Rios said that the application priority list breaks out several different salaries, and since the Commission can't fund them all, she would like to provide an amount that would fund the directors and managers who are key to keeping the facility open. Coombes said Crossroads is a good program, but given this year's budget, the full request is a lot of money. Bob Browning said he would rather not change the applicant's priorities, which listed the administrators as second to the youth advocates.

Bob Browning offered a friendly amendment to fund PS-11 in the amount of \$31,885 to partially fund youth director and 1.5 youth advocates. Both Kay Rios and Gordon Coombes accepted the amendment.

Amended motion passed unanimously.

On the second round of deliberation, Bob Browning moved to reduce funding to PS-11 to \$14,711. The motion received no second.

**Partial funding of \$31,885 approved.**

**PS-12 Disabled Resource Services: Access to Independence (ATI) -- \$30,193 requested**

Anita Basham moved to fully fund PS-12. Kay Rios seconded. Basham said that now that DRS has moved into its new facility, it needs funds for case managers to handle the increased load. Bob Browning said he was more in favor of funding the applicant's first priority than in full funding.

Bob Browning offered a friendly amendment to partially fund PS-12 in the amount of \$26,186. The amendment was accepted by Basham and Rios.

Amended motion passed unanimously.

**Partial funding of \$26,186 approved.**

**PS-13 Education and Life Training Center (ELTC): JobReady and Circles Employment -- \$59,125 requested**

Kay Rios moved to partially fund PS-13 in the amount of \$29,310. Bob Browning seconded. Rios said this level of funding provides for 50 percent of the JobReady staff. Circles is a new program, with not enough support for how successful it is. Browning agreed, saying this amount will fund the applicant's first priority.

Motion passed unanimously.

**Partial funding of 29,310 approved.**

**PS-14 Elderhaus: Mindset Therapy Center Program -- \$34,925 requested**

Bob Browning moved to partially fund PS-14 in the amount of \$20,000. Jamaal Curry seconded. Browning said this is a good program that should be funded. Curry agreed, and asked for a clarification from staff that this amount would fund the applicant's first priority.

Motion passed unanimously.

**Partial funding of \$20,000 approved.**

**PS-15 Family Center: Childcare Scholarships -- \$45,000 requested**

Kristin Stephens moved to fully fund PS-15. Kay Rios seconded. Stephens pointed out that there are not a lot of options for child care for lower income parents. Rios agreed.

Motion passed unanimously.

On the second round of deliberations, Catherine Costlow moved to reduce funding to PS-15 to \$40,000. Bob Browning seconded.

Motion passed unanimously.

**Partial funding of \$40,000 approved.**

**PS-16 Food Bank for Larimer County: Kids Café Program -- \$27,000 requested**

Kristin Stephens moved to fully fund PS-16. Jamaal Curry seconded. Stephens said feeding kids in the summer should be a priority, and this is a program with low expenses. Curry agreed, saying that the important part for him is that it operates in the summer when school is not in session, and this might be their only meal of the day.

Motion passed 7-1, with Bob Browning opposed.

On the second round of deliberations, Bob Browning moved to reduce funding to PS-16 to \$16,000. The motion received no second.

**Full funding approved.**

**PS-17 Front Range Exceptional Equestrians: F.R.E.E. -- \$10,200 requested**

Anita Basham moved zero funding for PS-17. Gordon Coombes seconded. Basham said this is the first time this program has come to the Commission and it is too new to judge results. Coombes agreed, adding that the Commission has other funding commitments. Bob Browning agreed with zero funding until the program has a proven track record. Kay Rios said the Commission should support what works, and if funds are limited, should go with tested programs.

Motion passed unanimously.

**No funding approved.**

**PS-18 GLBT Community Center: SAGE of the Rockies Elder Services -- \$7,500 requested**

Bob Browning moved zero funding for PS-18. Kay Rios seconded. Browning said that while this population is underserved, this application duplicated other services. Rios agreed.

Motion passed 7-1, with Margaret Long opposed.

**No funding approved.**

**PS-19 Health District of Larimer County: Dental Connections -- \$58,250 requested**

Margaret Long moved to fully fund PS-19. Kristin Stephens seconded. Long said this program makes use of pro bono work by local dentists to meet the dental needs of low-income adults, and adults who have healthy teeth are healthier overall.

Stephens agreed, adding that physical health and appearance are vital for getting a job.

Motion failed on a 4-4 tie, with Jamaal Curry, Catherine Costlow, Bob Browning and Gordon Coombes opposed.

Catherine Costlow moved to partially fund PS-19 in the amount of \$30,000. Kristin Stephens seconded. Costlow said this amount would fund the applicant's top two priorities. Kay Rios offered a friendly amendment to make the amount \$29,340 the exact amount of the top two priorities. Both Costlow and Stephens accepted the amendment.

Amended motion passed unanimously.

On the second round of deliberations, Bob Browning moved to reduce funding of PS-19 to \$18,170. Kay Rios seconded. Browning said this would fund the applicant's first priority.

Motion passed 7-1, with Margaret Long opposed.

**Partial funding of \$18,170 approved.**

**PS-20 Homelessness Prevention Initiative: Emergency Rental Assistance -- \$60,000 requested**

Kay Rios moved to fully fund PS-20. No second was received.

Jamaal Curry moved to partially fund PS-20 at \$45,000. Gordon Coombes seconded. Curry said this is the amount the program received last year, and although the Commission can't fund it fully, ending homelessness is a priority for the city. Coombes agreed, saying it was a good program but full funding just isn't feasible.

Motion passed unanimously.

**Partial funding of \$45,000 approved.**

**PS-21 Laramie River Valley Rendezvous: At-Risk Youth Camp -- \$10,600 requested**

Gordon Coombes moved zero funding for PS-21. Bob Browning seconded. Coombes said this is a successful program that has used other sources of funding in the past, and suggested it return to those sources first. Browning agreed.

Motion passed 7-1, with Anita Basham opposed.

**No funding approved.**

**PS-22 Larimer County Child Advocate Center: Victim Services -- \$35,000 requested**

Gordon Coombes moved to partially fund PS-22 in the amount of \$24,472. Bob Browning seconded. Coombes said this program has a long history of successful outreach, and although it has gone through rough times recently, it will need resources after this storm. Browning agreed, saying this amount will fund the applicant's first priority.

Motion passed unanimously.

**Partial funding of \$24,472 approved.**

**PS-23 The Lift of Northern Colorado: Senior and Disabled Transport -- \$18,500 requested**

Margaret Long moved to partially fund PS-23 at \$15,000. The motion received no second.

Bob Browning moved zero funding for PS-23. Gordon Coombes seconded. Browning said he felt these services were duplicative, with the applicant being the third or fourth party into the market. Margaret Long disagreed, said these are services not offered by any other providers in areas no longer served by Dial-a-Ride or SAINT. Anita Basham agreed, pointing out that Dial-a-Ride has a limited area, and this application would serve the "donut hole" of transportation for the disabled and the elderly.

Motion passed 5-3, with Margaret Long, Anita Basham and Kay Rios opposed.

**No funding approved.**

**PS-24 Matthews House: Empowering Youth Program -- \$33,500 requested**

Gordon Coombes moved to fully fund PS-24. Anita Basham seconded. Coombes said this is a good program that serves "gap" children who are aging out of foster care to help them adjust to adulthood and be successful. Basham added that it serves young adults up to age 21.

Motion passed 6-2, with Catherine Costlow and Bob Browning opposed.

**Partial funding of \$32,229 approved.**

**PS-25 Neighbor to Neighbor: Housing Counseling -- \$60,188 requested**

Kay Rios moved to partially fund PS-25 in the amount of \$33,174. Jamaal Curry seconded. Rios said it was important to help people understand the responsibilities of homeownership, and this amount would fund one full-time counselor. Curry agreed.

Motion passed unanimously.

**Partial funding of \$33,174 approved.**

**PS-26 Neighbor to Neighbor: Rent Assistance -- \$30,000 requested**

Gordon Coombes moved to fully fund PS-26. Kay Rios seconded. Coombes said this is a good program that the Commission has supported in the past and it gets more people into homes. Rios agreed, adding that it keeps people in their homes, too.

Motion passed unanimously.

**Full funding approved.**

**PS-27 Project Self-Sufficiency: Service Single Parent Families -- \$33,000 requested**

Kay Rios moved to fully fund PS-27. Gordon Coombes seconded. Rios said this program has been successful while operating at little cost with good turnout. Coombes agreed.

Motion passed 7-1, with Catherine Costlow opposed.

**Full funding approved.**

**PS-28 Rehabilitation and Visiting Nurse Association: Home Health Care Scholarships -- \$40,000 requested**

Anita Basham moved full funding for PS-28. Gordon Coombes seconded. Basham said this is the only place where both young and old can get the care they need to keep them in their homes, on a sliding fee scale. Coombes agreed. Kay Rios added that home health care also prolongs the life of the people being served.

Motion passed unanimously.

On the second round of deliberation, Catherine Costlow moved to reduce funding to PS-28 to \$35,000. Kristin Stephens seconded.

Motion passed unanimously.

**Partial funding of \$35,000 approved.**



**PS-29 Respite Care: Childcare Scholarships -- \$35,000 requested**

Kristin Stephens moved to fully fund PS-29. Gordon Coombes seconded. Stephens said this is the only group providing care for special needs children so their parents can keep a job and keep the family healthy. Coombes added that it helps keep people in a challenging situation employed.

Motion passed unanimously.

**Full funding approved.**

**PS-30 SAVA Center: Sexual Assault Victim Services -- \$41,338 requested**

Bob Browning moved to partially fund PS-30 in the amount of \$18,273. Gordon Coombes seconded. Browning said this amount would fund the applicant's first two priorities.

Motion passed unanimously.

**Partial funding of \$18,273 granted.**

**PS-31 Touchstone Health Partners: CDDT Program -- \$57,847 requested**

Bob Browning moved to partially fund PS-31 in the amount of \$29,011. Kristin Stephens seconded. Browning said this would fund the first priority of this high priority program. Stephens agreed, saying clients would otherwise be homeless.

Motion passed unanimously.

**Partial funding \$29,011 granted.**

**PS-32 Touchstone Health Partners: Mental Health – Murphy Center -- \$22,500 requested**

Kristin Stephens moved to fully fund PS-32. Jamaal Curry seconded. Stephens said that last year this program served 278 people making 0-30 percent of AMI, and it provides a big bang for the buck and there have been cuts to mental health services by other funders this year. Curry agreed, saying there is a growing need for these services. Stephens said in 2011, the program served 120 people/day; in 2012 it was 137/day and already this year it has served 157/day, and these are services not duplicated elsewhere. Bob Browning asked if there was any city funding for this program, but Sharon Thomas said the city funding goes to the United Way, not directly to the Murphy Center.

Motion passed 6-2, with Bob Browning and Catherine Costlow opposed.

**Full funding approved.**

**PS-33 Turning Point: Crisis Intervention Program -- WITHDRAWN**

**PS-34 (UDCC) Teaching Tree: Childcare Scholarships -- \$60,000 requested**

Kristin Stephens moved to fully fund PS-34. Bob Browning seconded. Stephens said infant care is hard to find, and this program provides it for those making 0-30 percent of AMI, who could not afford care without these scholarships and could not work. Browning agreed, saying it keeps people working while doing the right thing for their kids.

Motion passed unanimously.

On the second round of deliberations, Bob Browning moved to reduce funding for PS-34 to \$55,000. Kay Rios seconded.

Motion passed unanimously.

**Partial funding of \$55,000 approved.**

**PS-35 Volunteers of America: Home Delivered Meals Program -- \$33,600 requested**

Kay Rios moved to fully fund PS-35. Jamaal Curry seconded. Rios said this is a program that helps people stay in their homes and enjoy a higher quality of life. Curry agreed.

Motion passed unanimously.

**Full funding approved.**

**PS-36 Women's Resource Center: Neighborhood Promotora Project -- \$48,634 requested**

Kay Rios moved zero funding for PS-36. Bob Browning seconded. Rios said she felt the applicant had not adequately answered questions about the impact of the program, and with 44 objectives, the impact is hard to measure. Browning agreed, saying it is a new program and its track record is unclear. Rios added that the applicant can come back to the Commission in the future.

Motion passed unanimously.

**No funding approved.**

## **Wrap-Up Motions**

Staff updated the funding matrix to reflect Commission decisions. Bob Browning moved to accept the final funding matrix for the Public Service category as presented. Anita Basham seconded. The motion passed unanimously.

Bob Browning moved that the Commission approve HOME funds in the amount of \$765,981 for administration of the HOME program (\$64,862) and specific project allocation (\$701,119) in the Fall 2013 Competitive Process funding cycle. Kay Rios seconded. The motion passed unanimously.

Jamaal Curry moved to accept the entire funding matrix, encompassing the Economic Development/Housing/Public Facility and Public Service categories, as presented. Bob Browning seconded. The motion passed unanimously.

The funding recommendations will go before City Council for final approval on July 16 at 6 p.m.

The next regular meeting of the Community Development Block Grant Commission is set for July 11, 6:30 p.m., 215 N. Mason St., Fort Collins.

Meeting adjourned at 8:03 p.m.

## **Attachment 6**

### **LETTER FROM COURT APPOINTED SPECIAL ADVOCATE (CASA)**

The following pages contain two letters from CASA, an applicant in the 2013 Spring Competitive Process. The first letter addresses the two proposals submitted during the public comment period by this applicant during the 2013 spring cycle of the Competitive Process. One proposal is being recommended for \$0 funding and the other for partial funding of \$8,950, or 37%. The other letter was a letter submitted during the public comment period of the 2012 Spring Competitive Process where CASA was an applicant with one proposal. That proposal received \$0 funding.



Fort Collins City Council  
City Hall West  
300 LaPorte Ave.  
Fort Collins, CO 80521

Court Appointed Special Advocates  
Larimer County • Colorado

June 21, 2013

Dear City Council Members,

As the Executive Director of CASA of Larimer County, I am writing on behalf of the organization and its Board of Directors. As you may recall, we submitted a letter last year regarding the funding decision made by the Grants Commission regarding the lack of funding for CASA of Larimer County. I have enclosed a copy of that letter with this correspondence as well.

CASA, which stands for Court Appointed Special Advocate, has served the abused and neglected children of Larimer County since 1984 and expanded its services to include the Harmony House Supervised Visitation Center in 1990. The services and advocacy we provide through these programs have an important and lasting effect on our most vulnerable citizens. Both programs operate under national best practices and are accredited by both the National CASA Association and the Supervised Visitation Network. The value comes in large part from the independent role they bring to the proceedings and their autonomy from “the system”.

During the 2012 funding cycle CASA of Larimer County applied for grant funds for the CASA program. The requested funding was specifically for support of our advocacy program for the abused and neglected children of our community who are involved in Dependency and Neglect cases. We were notified that our application was denied. When I asked for clarification it became apparent that CASA was the only agency of the 28 applicants which received no funding. Additionally, it was explained to the City Council during deliberations that there simply wasn't enough money to fund everything although there was at least one agency that received more funding than was requested.

During this most recent cycle, we applied for funding, this time for both CASA and the Harmony House Supervised Visitation Program. We were recently informed that funding for CASA was denied but funding for the Harmony House was recommended at 37% of the request, or \$8,950. While we have a very comprehensive understanding of the grant process, fund limitations and the number of agencies vying for funds, it seems apparent that there is an explicit bias involved in the decisions regarding CASA and the Harmony House.

**Larimer County  
Justice Center**  
201 LaPorte Avenue  
Suite 100  
Fort Collins, CO  
80521-2761

Executive Director  
970-498-6180  
Case Coordinator  
970-498-6181/6182  
Volunteer Coordinator  
970-498-6183

**Harmony House  
Fort Collins**  
3105 E. Harmony Rd.  
Fort Collins, CO  
80528  
970-223-5966

**Harmony House  
Loveland**  
1006 N. Lincoln Ave.  
Loveland, CO  
80537  
970-461-8855





Court Appointed Special Advocates  
Larimer County • Colorado

CASA and the Harmony House had a history of being funded by the City of Fort Collins. That changed several years ago when, during a grant presentation a member of the commission made negative remarks about the Harmony House and asked the question of me, the presenter, if not in these exact words, very close to: “why should we fund those deadbeat parents?” I was taken ~~back~~ but did explain that the work was being done to ensure that *the children* could go on to have a healthy and productive life and be contributing members of our community. We were not funded that year and our funding has been, at best, spotty and inconsistent ever since. While we have not been able to access the minutes of the most recent commission deliberations, it is concerning that there seems to be some misconception or a personal agenda regarding CASA and its Harmony House program by some commission members.

We have continued to try to educate the commission on the value of CASA advocacy, the purpose and value of neutral supervised visitation and the impact these services have on at risk children. They are vital components in strengthening our community’s future. If we don’t support these children now, the odds are great that we will be supporting them as adults in some way. Statistics show that outcomes for foster children without intervention are dismal with more than 20% becoming homeless within the first year, only 54% achieving a high school diploma or GED (compared to 87% of non-foster youth), less than 3% earning a college degree (compared to 28% of the general population) and 51% struggling with unemployment. In short, they are less likely to earn a living wage, more likely to have economic hardships, more likely to have had a child outside of wedlock and more likely to have had a brush with the law.

Again, we are asking for the City Council to help us understand why the CASA organization, which is a strong agency with equally strong programs, and is an example of the type of program that should be funded, seems to continue to be negatively impacted by the Grants Commission decisions.

With regards,

Lynn Oesterle-Zollner  
Executive Director

**I am for the child™**

Cc: Grants Commission

Joe Frank, Social Sustainability Director  
Sharon Thomas, Grant Program Administrator ✓  
Heidi Phelps, Grant Program Administrator

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City of Fort Collins: Spring Competitive Process Cycle  
Public (Human) Service Category  
(rev: 2/12)

**Focus Questions for CDBG Commission Decision Making: “The Big Framework”**

- One of the three main national objectives for CDBG funds is “benefit to low and moderate income persons or households.”
- Historically, the City’s Human Service Program funds have been used for various services benefiting primarily low and moderate income persons in Fort Collins.

*Questions:*

- 1) Is it serving the lower end income levels?
- 2) How many is it serving?
- 3) Is there a majority of Fort Collins area residents being served?
- 4) Is it a good cost/unit (understanding that the cost of case management is more than the cost of a hot meal)?
- 5) Who else needs to be stepping up to the plate in terms of funding or service (volunteers)?
- 6) Maslow’s Hierarchy: Is it critical in terms of:
  - a) Food, shelter or other basic needs
  - b) Health and safety issues
  - c) Serving a special population, **or**
  - d) Self-sufficiency or major empowerment (teaching to fish vs. giving a fish)?
- 7) Is there anyone else in the community who can or is serving this need (i.e., trying to avoid duplication of service)?
- 8) Is City money being used as “gap financing”, match money, or seed money?
- 9) Is this a program/project where City \$ is really making a difference for, i.e., -- it’s nobody else’s “baby”, not “sexy”, or there’s been a critical cut in funding?
- 10) Has project/program been aggressively seeking other funding sources?
- 11) If the agency requesting funding has a statewide or national base, is the umbrella organization providing adequate proportionate funding and resources? (Is the local operation a priority for them?)
- 12) How does this application address and provide solutions for social sustainability issues in our community?

**Formulation of Funding Recommendations Session: Information Sheet  
City of Fort Collins CDBG Commission**

The Community Development Block Grant (CDBG) Commission has prepared this hand-out to help you understand how the Commission formulates funding recommendations for City Council. It is the Commission's wish that our methodology during this meeting be understandable to even the most casual observers. As you might imagine, the entire process is complex and time-consuming, especially given that requests usually greatly exceed the amount of available funding.

City staff has prepared an electronic matrix in advance which shows each application, the funding requested, and the total funds available. The Commission discusses the pros and cons of every application within each major funding category (Housing, Public Service, etc.). The order in which applications are discussed has no bearing on the final outcome, and there is no danger of 'running out' of funds before all applications are fully discussed. There will be preliminary funding motions made, seconded, and approved throughout the deliberation process. These recommendations will be incorporated into the matrix. It must be emphasized that the matrix is a working document. Any figures used, whether they be for full, partial, or zero funding, are tentative until a final vote is taken for each category. It is also possible that the total funds listed on the matrix might exceed the total of funds available at any point in the process.

After all applications within a major funding category have been discussed, the Commission starts to finalize its funding recommendations to City Council. The matrix gets adjusted accordingly. Funding amounts shown on the matrix may change drastically -- either positively or negatively -- during this part of the process. As a final action, the Commission agrees on the matrix as shown (reflecting the funding recommendations) by: a motion to accept it, a second to the motion, and a positive majority vote. The recommendation is then forwarded to Council.

While the Commission's main purpose is to provide Council with the best funding allocation alternative, the Commission is also sensitive that the funds being recommended for expenditure are taxpayer-provided. For this reason, it is entirely possible that not all available funds may be recommended for expenditure. Some applications may be recommended for zero or reduced funding, even if there is still money available.

Finally, while this meeting is open to the public, in fairness to applicants who are not present, no public comments will be taken.

**REVISED 7/15/13**

RESOLUTION 2013-062  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROVING THE PROGRAMS AND PROJECTS THAT WILL RECEIVE  
FUNDS FROM THE FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM AND THE CITY'S HUMAN SERVICES PROGRAM

WHEREAS, the Community Development Block Grant (CDBG) Program is an ongoing grant administration program funded by the Department of Housing and Urban Development (HUD); and

WHEREAS, the City has received CDBG Program funds since 1975; and

WHEREAS, the City Council has budgeted General Fund dollars in the Human Services Program for use in assisting community development activities; and

WHEREAS, on January 18, 2000, the City Council approved Resolution 2000-013, formally adopting a competitive process for the allocation of City financial resources to affordable housing programs and projects, and community development activities; and

WHEREAS, since January 2013, the CDBG Commission has held a public hearing to obtain citizen input on community development and affordable housing needs, and has heard presentations and asked clarifying questions of each applicant that submitted a proposal to the City requesting funding; and

WHEREAS, on June 13, 2013, the CDBG Commission met in a special meeting for the purpose of preparing a recommendation to the City Council as to which programs and projects should be funded with the FY 2013 CDBG Entitlement Grant, FY 2013 CDBG Program Income, and funds from the City's 2013 Human Services Program, including Keep Fort Collins Great funds; and

WHEREAS, as required by HUD regulations, a 30-day public comment period began on June 17, 2013, and ended on July 16, 2013, and to date no comments have been received; and

WHEREAS, on July 11, 2013, the CDBG Commission met and adopted a revised recommendation to redistribute funds made available by the elimination of an ineligible grant to other community development projects, which adjusted funding recommendations are reflected in this Resolution; and

WHEREAS, the City Council has considered the recommendations of the CDBG Commission and has determined that the City's 2013 allocation should be made as set out in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that City staff is hereby authorized to submit an application to HUD as follows:

Section 1.

**PLANNING and ADMINISTRATION**

City of Fort Collins: CDBG Administration	\$229,031
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Section 2.

**ECONOMIC DEVELOPMENT, AFFORDABLE HOUSING and PUBLIC FACILITIES**

<b>Applicant Project/Program</b>	<b>Commission's Recommended Funding</b>
HO-2 CARE Housing: Provincetowne II	\$250,000
HO-3 Habitat for Humanity: Cottages at Avondale	\$45,000
HO-4 Housing Catalyst (FCHA): Cunningham Corner Rehab	\$49,358
HO-5 JAG: Property Purchase	\$100,000
PF-2 Elderhaus: Property Purchase	\$300,000
<b>Economic Development, Housing &amp; Public Facility Total</b>	<b>\$7644,358</b>

Section 3.

**PUBLIC SERVICES**

<b>Applicant Project/Program</b>	<b>Commission's Recommended Funding</b>
Alliance for Suicide Prevention: Education & Awareness Programs	\$4,200
B.A.S.E. Camp: Childcare Scholarships	\$55,000
Boys & Girls Club: After-School & School-Break Childcare/Youth Prog.	\$24,907
CASA Program: Harmony House Supervised Visit Center	\$8,950
Catholic Charities: Senior Services	\$15,000
Catholic Charities: Shelter & Rapid Rehousing	\$40,000
Center for Family Outreach: Assessments Low-Income Youth	\$8,000
ChildSafe Colorado: Child Sexual Abuse Treatment Program	\$23,000
Colo. Health Network (NCAP): Client Services & Homelessness Prev	\$14,240
Crossroads Safehouse: Advocacy Program	\$31,885
Disabled Resource Services: Access to Independence (ATI)	\$26,186

Education & Life Training Center: JobReady & Circles Employment	\$29,310
Elderhaus: Mindset Therapy Center Program	\$20,000
Family Center: Childcare Scholarships	\$40,000
Food Bank for Larimer County: Kids Café	\$27,000
Health District of Larimer County: Dental Connections	\$18,170
Homelessness Prevention Initiative: Emergency Rental Assistance	\$45,000
Larimer County Child Advocate Center: Victim Services	\$24,472
The Matthews House: Empowering Youth Program	\$32,229
Neighbor to Neighbor: Housing Counseling	\$33,174
Neighbor to Neighbor: Rent Assistance	\$30,000
Project Self-Sufficiency: Services for Single Parent Families	\$33,000
Rehab. & Visiting Nurse Association: Home Health Care Scholarships	\$35,000
Respite Care: Childcare Scholarships	\$35,000
SAVA Center: Sexual Assault Victim Services	\$18,273
Touchstone Health Partners: CDDT Program	\$29,011
Touchstone Health Partners: Mental Health Services – Murphy Center	\$22,500
Turning Point: Crisis Intervention Program	
Teaching Tree Early Childhood Learning Center: Childcare Scholarships	\$55,000
Volunteers of America: Home Delivered Meals Program	\$33,600
<b>Public Service Total</b>	<b>\$812,107</b>

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 16th day of July A.D. 2013.

---

Mayor

ATTEST:

---

City Clerk

ORDINANCE NO. 099, 2013  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROPRIATING UNANTICIPATED REVENUE IN THE  
COMMUNITY DEVELOPMENT BLOCK GRANT FUND

WHEREAS, the City will receive in federal fiscal year 2013-2014 unanticipated revenue in the form of federal Community Development Block Grant (“CDBG”) funds totaling \$995,649; and

WHEREAS, the City also received unanticipated CDBG Program income in the 2012-2013 federal fiscal year in the amount of \$149,513; and

WHEREAS, by adoption of Resolution 2013-062 the City Council approved the 2013 Community Development Block Grant Program; and

WHEREAS, by adoption of Resolution 2013-062 the City Council authorized the City Manager to transmit for approval the 2013 Fort Collins Consolidated Annual Action Plan to HUD as required to receive the grant funds; and

WHEREAS, Article V, Section 9, of the City Charter permits City Council to make supplemental appropriations by ordinance at any time during the fiscal year, provided that the total amount of such supplemental appropriations, in combination with all previous appropriations for that fiscal year, does not exceed the current estimate of actual and anticipated revenues to be received during the fiscal year; and

WHEREAS, Article V, Section 11, of the City Charter provides that federal grant appropriations shall not lapse if unexpended at the end of the budget year until the expiration of the federal grant; and

WHEREAS, City staff has determined that the appropriation of all unanticipated CDBG grant and program revenue as described herein will not result in total appropriations in excess of the current estimate of actual and anticipated revenues for fiscal year 2013.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That there is hereby appropriated for expenditure from unanticipated revenue in the federal fiscal year 2013-2014 into the Community Development Block Grant Fund, the sum of NINE HUNDRED NINETY-FIVE THOUSAND SIX HUNDRED FORTY-NINE DOLLARS (\$995,649), upon receipt thereof for federal fiscal year 2013-2014 Community Development Block Grant Funds.

Section 2. That there is hereby appropriated for expenditure from unanticipated program income revenue, upon receipt thereof into the Community Development Block Grant Fund, the sum of ONE HUNDRED FORTY-NINE THOUSAND FIVE HUNDRED THIRTEEN DOLLARS (\$149,513), for approved Community Development Block Grant projects.

Introduced, considered favorably on first reading, and ordered published this 16th day of July, A.D. 2013, and to be presented for final passage on the 20th day of August, A.D. 2013.

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Mayor

ATTEST:

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City Clerk

Passed and adopted on final reading on the 20th day of August, A.D. 2013.

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Mayor

ATTEST:

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City Clerk

RESOLUTION 2013-063  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROVING THE FISCAL YEAR 2013 ADMINISTRATION AND  
PROJECT BUDGETS FOR THE HOME INVESTMENT PARTNERSHIP PROGRAM

WHEREAS, the purpose of the Home Investment Partnership (HOME) Program is to increase the supply of decent, safe, and affordable housing in the City of Fort Collins for an extended period of time; and

WHEREAS, the City's Consolidated Plan identifies the following priorities for housing related needs: (1) stimulate housing production for very low, low and moderate income households, (2) increase home ownership opportunities for very low, low and moderate income households, and (3) increase the supply of public housing for families and those with special needs; and

WHEREAS, specific projects for the use of federal HOME funds will be determined in November as a result of the fall funding cycle of the competitive process for the allocation of the City's financial resources to affordable housing programs and projects, and community development activities.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that City staff is hereby authorized to submit the FY 2013 Home Investment Partnership Program application as follows:

<b>Funding Source</b>	<b>Amount</b>
FY 2013 HOME Participating Jurisdictions Grant	\$521,147
FY 2013 Program Income	\$244,834
<b>Total</b>	<b>\$765,981</b>

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 16th day of July A.D. 2013.

\_\_\_\_\_  
Mayor

ATTEST:

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City Clerk



ORDINANCE NO. 100, 2013  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
APPROPRIATING UNANTICIPATED REVENUE IN THE HOME  
INVESTMENT PARTNERSHIPS FUND

WHEREAS, the Home Investment Partnership Program (the “HOME Program”) was authorized by the National Affordable Housing Act of 1990 to provide funds in the form of Participating Jurisdiction Grants for a variety of housing-related activities which would increase the supply of decent, safe, and affordable housing; and

WHEREAS, on March 1, 1994, the City Council adopted Resolution 1994-092 authorizing the Mayor to submit to the Department of Housing and Urban Development (“HUD”) a notification of intent to participate in the HOME Program; and

WHEREAS, on May 26, 1994, HUD designated the City as a Participating Jurisdiction in the HOME Program, allowing the City to receive an allocation of HOME Program funds as long as Congress re-authorizes and continues to fund the program; and

WHEREAS, the City has been notified by HUD that the City’s HOME Participating Jurisdiction Grant for the federal fiscal year 2013-2014 is \$521,147; and

WHEREAS, the City also received unanticipated HOME Program income in the 2012-2013 federal fiscal year in the amount of \$244,834; and

WHEREAS, Article V, Section 9, of the City Charter permits the City Council to make supplemental appropriations by ordinance at any time during the fiscal year, provided that the total amount of such supplemental appropriations, in combination with all previous appropriations for that fiscal year, do not exceed the then current estimate of actual and anticipated revenues to be received during the fiscal year; and

WHEREAS, City staff has determined that the appropriation of the HOME Program funds as described herein will not cause the total amount appropriated in the HOME Program Fund to exceed the current estimate of actual and anticipated revenues to be received in that fund during the 2013 fiscal year; and

WHEREAS, Article V, Section 11, of the City Charter provides that federal grant appropriations shall not lapse if unexpended at the end of the fiscal year until the expiration of the federal grant.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That there is hereby appropriated for expenditure from unanticipated revenue in the federal fiscal year 2013-2014 in the HOME Program Fund the sum of FIVE HUNDRED

TWENTY-ONE THOUSAND ONE HUNDRED FORTY-SEVEN DOLLARS (\$521,147), upon receipt from federal fiscal year 2013-2014 HOME Participating Jurisdiction Grant Funds.

Section 2. That there is hereby appropriated for expenditure from unanticipated program income revenue, upon receipt thereof, in the HOME Program Fund the sum of TWO HUNDRED FORTY-FOUR THOUSAND EIGHT HUNDRED THIRTY-FOUR DOLLARS (\$244,834), for approved HOME Program projects.

Introduced, considered favorably on first reading, and ordered published this 16th day of July, A.D. 2013, and to be presented for final passage on the 20th day of August, A.D. 2013.

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Mayor

ATTEST:

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City Clerk

Passed and adopted on final reading on the 20th day of August, A.D. 2013.

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Mayor

ATTEST:

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City Clerk