



Invitation to Apply for 2024 Funding

Community Development Block Grant (CDBG) Public Services and Emergency Solutions Grant (ESG) Funds

Who Can Apply

All eligible organizations are invited to submit applications to the Community Development Division for two different grant programs: the CDBG Public Services and/or Emergency Solutions Grant (ESG) programs.

The application portal will open on Monday April 15th 2024 at 12:00am MST. Completed applications are due no later than 11:59 p.m. on May 3rd 2024, and must be submitted electronically through [Neighborly](#).

Eligible Applicants

- Nonprofit 501(c)(3) organizations
- Faith-based organizations
- Public agencies

All applicants must have a Unique Entity Identifier (UEI) that is in **active** status registered with SAM.GOV.



Funding Sources

As the grantee of funds from the U.S. Department of Housing and Urban Development (HUD), the City of Colorado Springs Community Development Division administers funding to successful local applicants (subgrantees) for one program year. The funds come from two separate federal programs:

- **Community Development Block Grant (CDBG)** funds are provided by HUD in order to improve local communities by providing decent housing, improved infrastructure, public facilities and services, and improved economic opportunities. Federal law requires that these grant funds primarily benefit low- and moderate-income persons ([80% AMI or below](#)).
 - **Public Services** is an activity within the CDBG program. It generally funds projects that provide social services and/or other direct assistance to individuals or households.
- **Emergency Solutions Grant (ESG)** funds are provided by HUD in order to assist extremely low-income persons (30% AMI or below) individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. The beneficiaries of ESG programs must meet one of HUD's categories of homelessness.

Four Categories of Homelessness (HUD)

1. **Literally homeless:** Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - Has a primary nighttime residence that is a public or private place not meant for human habitation; **or**
 - Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); **or**
 - Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
2. **Imminent Risk of Homelessness:** An individual or family who will imminently lose their primary nighttime residence, provided that:
 - Residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; **and**
 - The individual or family lacks the resources or support networks needed to obtain other permanent housing.

Note: Includes individuals and families who are within 14 days of losing their housing, including housing they own, rent, are sharing with others, or are living in without paying rent.

3. **Homeless under other Federal Statutes:** Unaccompanied youth under 25 years of age, or families with Category 3 children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - Are defined as homeless under the other listed federal statutes;
 - Have not had a lease, ownership interest in permanent housing during the 60 days prior to the homeless assistance application;
 - Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; **and**
 - Can be expected to continue in such status for an extended period of time due to special needs or barriers.

4. **Fleeing or Attempting to Flee Domestic Violence:** Any individual or family who:
 - Is fleeing, or is attempting to flee, domestic violence;
 - Has no other residence; **and**
 - Lacks the resources or support networks to obtain other permanent housing“Domestic Violence” includes dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or him or her afraid to return to, their primary nighttime residence (including human trafficking).

Funding Availability and Expectations

CDBG Public Services

For this application period, the City has an estimated \$450,000 of CDBG Public Services funding available on a competitive basis.

1. The award minimum for CDBG Public Services is \$25,000.
2. CDBG Public Services funds are designed to support **new** or **expanded** services in the community. Pilot projects and new approaches to providing critical services for low-income populations are welcomed.

Emergency Solutions Grant (ESG)

For this application period, the City has an estimated \$400,000 of ESG funding available on a competitive basis.

- The award minimum for ESG is \$25,000.
- Applicants must be members of the Pikes Peak Continuum of Care.
- Awards are subject to HUD Program caps per component
- Applicants must use HMIS and participate in Coordinated Entry, except for domestic violence (DV) service providers.
- Projects must adhere to ESG rapid rehousing and homelessness prevention requirements as outlined in the [City's ESG Written Standards](#). HUD also provides helpful guidance [here](#).
- Applicants must be able to provide one-to-one (dollar for dollar) match on proposed projects. Budget items covered by matching funds must meet the same eligibility requirements as expenses paid by ESG funds. Guarantee of match must be provided at the time of application via letter of commitment from donor, organizational budget, or notice of award from another funding source. If awarded, proof of match expenditure must be documented within the 2024 program year before the final request for reimbursement is paid.

All ESG activities performed by an awardee must meet the overall objectives outlined within each ESG eligible component, and with adherence to the Written Standards. As such, all ESG beneficiaries must fall within 4 outlined categories of homelessness (unless restricted per category):

- Category 1: Literally Homeless
- Category 2: Imminent Risk of Homelessness
- Category 3: Homeless under other Federal Statues
- Category 4: Fleeing or attempting to flee domestic violence

All grants

- CDBG and ESG grants are **reimbursement grants**, which means that applicants must have the financial capacity to carry out the proposed project first, then provide documentation for reimbursement. Once awarded and the agreement signed, 2024 grant funds will *reimburse* subgrantees for eligible project expenses made from April 1, 2024 through March 31, 2025.
- Applicants may submit more than one application for either or both programs. Please submit one application per project. Applications selected for funding may receive less than the requested amount, depending on the number of applications received and the available funding.
- Contracts may take 4-6 weeks to be drafted, reviewed, and signed by all parties.
- Subgrantees will be expected to submit monthly or quarterly progress reports and fully expend the grant by March 31, 2025.

Funding Priorities

Homelessness and affordable housing remain top priorities for the Community Development Division. Providing people experiencing homelessness with shelter and access to services is the first critical step in finding permanent housing. This is in line with priorities identified in the Division's 2020-2024 Consolidated Plan, 2024 Annual Action Plan, and HOME-ARP Allocation Plan.

CDBG Public Services

For program year 2024, the Department is making an estimated \$450,000 in CDBG Public Services available for competitive award to support local providers within the community. Each year the Housing and Community Vitality Department must determine how to best administer funding within the City of Colorado Springs to best support the overall goals of the community and purpose for the funding. As such, for 2024 the following focus area(s) for CDBG Public Service funds will be given priority within applications:

- **Housing stability activities:** Eligible programs and/or services that focus on providing stability for individuals or families with transition into or stabilization of secure affordable housing. These types of activities would include but not limited to: Housing navigation services, case management, eviction prevention services, housing navigation services, legal services, and emergency subsistence payments for rent or mortgages.

Priority Populations

All CDBG Public Service activities performed by an awardee must meet the overall objective of benefiting low-to-moderate income persons (LMI). As such, at least 51% of the potential beneficiaries served through the activity/program must be low-to-moderate income persons. For the 2024 application cycle, the City will prioritize applicants who serve:

- Individuals and Families with special needs (seniors, clients with physical or I/D disabilities, and/or people experiencing homelessness)

Be advised, applicants are not limited to only serve the listed populations, however priority will be given to services/programs who serve these clients within the City of Colorado Springs.

Additionally, priority will be given to applications that can also demonstrate the following elements:

- **Responsive:** The applicant must demonstrate a clear understanding and description of the community need the proposed project intends to address. The desired outcomes should be relevant, measurable, feasible, and impactful.
- **Connected to adopted plans:** Successful projects will show how the proposed project will implement the vision captured in adopted or ongoing public plans such as:
 - Applicant organization's current strategic plan;

- Citywide or regional plan (PlanCOS, HomeCOS, Age Friendly Colorado Springs, etc.); or
- Neighborhood plan (Mill Street Neighborhood Plan, Southeast Strong, etc.)
- **Targeted:** Applicants must make clear who their target beneficiaries are and how they publicize their services to clients.
 - Organizations that serve underserved populations should demonstrate their ability to create accessible space and services based on their client demographics.
- **Innovative:** Applicants should be able to clearly show how their program or project stands out from similar programs offered in the area.
- **Adaptable:** If applying for a project that currently exists, applicants must demonstrate how the proposed project is a clear and unique expansion or pivot.
- **Collaborative:** Applicants are encouraged to collaborate with peer agencies.

Emergency Solutions Grant

For program year 2024, the Department is making an estimated \$400,000 in Emergency Solutions Grant funding available for competitive award to support local providers within the community (subject to HUD programmatic caps per component). As such, there are 5 program components that will be available for application:

- **Homelessness Prevention**
- **Rapid Rehousing**
- **Emergency Shelter**
- **HMIS and;**
- **Street outreach**

While all 5 components are available for project requests, please be advised of the following:

Homelessness Prevention (HP)

In the case of Homelessness prevention (HP) applicants, those applications must demonstrate that their primary clients fall within those that are at *Imminent Risk of Homelessness (Category 2) for the ESG Program*. This means that the organizations will provide housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter or place not meant for human habitation. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing.

Rapid Re-Housing (RRH)

In the case of Homelessness prevention (HP) applicants, those applications must demonstrate that their primary clients fall within those that are *Literally homelessness or fleeing domestic violence (Categories 1 or 4)*. This means that the organization will provide housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Note: Beneficiaries who meet the criteria under category 4 of the “homeless” definition (fleeing domestic violence) must reside in an emergency shelter or other place described in HUD’s Category 1 homelessness definition.

For both components eligible activities would include:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair
- Case management staff costs

Both HP and RRH applicants must show how they incorporate duplication of benefits checks into their process to ensure Emergency Rental Assistance Program (ERAP) funds, housing vouchers, or other forms of rental assistance are exhausted first.

Additionally, priority will be given to applications that can also demonstrate the following elements:

- **Responsive:** Applicants who demonstrate a clear understanding and description of the community need and how the proposed project intends to address these needs. The desired outcomes should be relevant, measurable, feasible, and impactful.
- **Connected to adopted plans:** Applicants who demonstrate how the proposed project will implement the vision captured in adopted or ongoing public plans such as:
 - Applicant organization’s current strategic plan;
 - City of Colorado Springs 2019 Homelessness Initiative
- **Targeted:** Applicants who can clearly identify who their target beneficiaries are/will be and how they will or currently are publicizing their services to clients.
 - **NOTE:** Organizations that serve underserved populations should demonstrate their ability to create accessible space(s) and services based on their client demographics.
- **Collaborative:** Applicants must provide a narrative on how they are or plan to coordinate and collaborate with local peer agencies to provide services.

Other Decision Criteria

In addition to basic eligibility, City staff and the external review committee will consider factors such as:

- community need and benefits;
- financial feasibility;
- organizational capacity;
- match commitment;
- previous performance; and
- project readiness.

Depending on the number and nature of applications received, the City may elect to reserve a portion of the funds available and reopen the application process during the year.

Other Eligibility Requirements

CDBG Public Services

All CDBG projects must meet a [National Objective](#) by proving that the proposed program follows one of the following service models:

- **Serves individual clients:** The organization serves individual clients who are predominantly low- to moderate-income (make 80% area median income (AMI) or below). The organization qualifies clients through an income-qualification intake process or the nature of services is such that clients are presumed to be low-income (e.g. food bank, .

OR

- **Serves area or neighborhood:** The organization is based in and serves clients in a predominantly low- to moderate-income (LMI) Census tract. This metric is typically used for capital projects. Program examples: community center services, etc.

Types Eligible Expenses

- Salary and benefits of personnel carrying out proposed work
- Operational costs directly related to service delivery (e.g. materials, technology, software, equipment, etc.)

ESG

All eligible applicants must:

- Be members of the Pikes Peak Continuum of Care.
- Use HMIS and participate in Coordinated Entry, except for domestic violence (DV) service providers.

All projects must fall within either ESG activity Rapid Re-housing or Homelessness Prevention. and serve beneficiaries who meet the HUD category of homelessness (see pg. 3).

Types Eligible Expenses

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

Applications for homeless services otherwise eligible under the ESG program must comply with the City of Colorado Springs ESG Written Standards.

For both programs *Ineligible Activities would include:*

- No direct cash payments to clients
- No government activities
- Funds cannot replace regular operational costs

Technical Assistance

CDD staff and a Neighborly representative will host digital office hours on federal grant basics, program guidelines, technical assistance for the 2023 CDBG Public Services and ESG applications on the following dates.

Digital Workshop Session #1: Monday April 22nd 2024 10am-11am MST

Join on your computer or mobile app: [Join the meeting now](#)

Meeting ID: 228 412 303 662

Passcode: PTNrRy

Dial-in by phone

[+1 720-617-3426,535273268#](tel:+17206173426535273268) United States, Denver

[Find a local number](#)

Phone conference ID: 535 273 268#

Digital Workshop Session #2: Wednesday April 24th 2024 11am-12pm MST

Join on your computer or mobile app: [Join the meeting now](#)

Meeting ID: 225 633 396 46

Passcode: 3QEpnf

Dial-in by phone

[+1 720-617-3426,906342270#](tel:+17206173426906342270) United States, Denver

[Find a local number](#)

Phone conference ID: 906 342 270#

Digital Workshop Session #3: Thursday April 25th 2024 2:30pm- 3:30pm MST

Join on your computer or mobile app: [Join the meeting now](#)

Meeting ID: 230 251 089 039

Passcode: sS4ZDM

Dial-in by phone

[+1 720-617-3426,,28939485#](#) United States, Denver

[Find a local number](#)

Phone conference ID: 289 394 85#

These office hours will cover important information on the types of eligible programs/projects, funding priorities, and application requirements. **Applicant organizations must have at least 1 representative attend one session of the available office hours.** Be advised, it is not necessary to attend more than one session. Attendance by at least one representative from each applicant organization will help project eligibility and ensure critical technical assistance about the [Neighborly application](#) and the CDBG and ESG programs before an agency invests the time and resources necessary to apply.

Application window: April 15th 2024- May 3rd 2024 MST

CDBG Public Services application link:

<https://portal.neighborlysoftware.com/coloradospringsco/Participant>

ESG application link:

<https://portal.neighborlysoftware.com/coloradospringsco/Participant>

Applicants must create a username and password after accessing the **unique link** above. Neighborly automatically saves work and applicants may log off and log in at any time to continue working on their applications. Applicants must click “Submit” **before** the deadline to submit applications for review. Applications will be locked for editing at midnight on **May 3rd 2024 at 11:59pm MST.**

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For any questions about the application, workshops or program eligibility, and/or technical assistance please contact CityHousingandCommunityVitality@coloradosprings.gov .