City of Colorado Springs- 2023 Frequently Asked Questions and Application Document Glossary

Frequently Asked Questions

Are there grant writing resources available?

The Pikes Peak Library District offers training, writing, and funding resources on obtaining grant funding. For more information please visit www.research.ppld.org/grants for more details. Additionally, the Colorado Non-Profit Association offers training, resources, and information on both grant writing and additional resources for organizations assisting in the efforts to address the coronavirus. For more details, please visit **www.coloradononprofits.org.**

We're a new organization and don't have some of the items in the gathering documents section. Can we still apply?

All documents listed as required will be requested and expected in the Neighborly application portal. You can save your progress if you need additional time to gather documentation, however incomplete applications will **not** be accepted and/or reviewed.

One of the application requirements is to provide a copy of our most recent financial audit, however, our organizations did not make more than the $750,000 expense threshold as outlined in 2 CFR 200 Part F the Overview for Federal Grantees. Are we still required to submit documentation for this requirement?

Yes. To be eligible for grant funds all organizations must meet the requirements outlined in 2 CFR 200 Part F. If an applicant does not meet the $750,000 threshold, they are still required to submit the most recent Fiscal review and/or independent accountant's review in lieu of audit documentation.

What is the minimum award for grant funding?

The minimum award amount for the current grant cycle is $25,000.

Whom do we contact for technical support for the Neighborly Software portal?

Please email support@neighborlysoftware.com for technical issues.

Our organization has more than one project we would like to apply for HUD funding, is this possible?

Yes. Each project must be submitted as its own application in the Neighborly software system.

Please be advised that approval of on application does not guarantee approval of another.

When are applications due?

Applications are due April 14th 2023, by 11:59pm MST. Partial applications will not be accepted.

My organization helps families at risk of homelessness, but we don't participate in coordinated entry. Can we still apply for ESG funding?

Yes. However, the Pikes Peak Continuum of Care and City are working on CE standards for homeless prevention activities. Once those are approved and in place, ESG Homelessness Prevention subrecipients will be expected to participate in CE. For more information, please see **HUD's coordinated entry core elements.**

Organizations are required to submit a copy of the Fair Housing and Equal Access Policy. If we are not a housing provider do we still need to submit this documentation?

If you are not a provider of shelter, housing, or do not facilitate housing transactions (e.g., housing counseling, credit repair, housing navigation, or rental assistance), then you do not need a Fair Housing or Equal Access policy. If you provide any of the services above, your organization needs to adopt a Fair Housing and Equal Access policy. Please upload a brief statement explaining why your organization does not meet the standards to submit this policy. This does not absolve organization from completing the City of Colorado Springs Equal Access Certification.

Will partial applications be accepted?

No. Applications must be fully complete and submitted by April 14th, 2023. Applications missing some or a majority of requested information will not be reviewed for consideration.

How soon will I know if my application is approved?

Typically, after the application period has concluded, letters of approval/denial are sent to applicants within 6-8 weeks.

If we are awarded, how soon can we start spending grant funds?

Once given the notice to proceed letter from city staff, organizations can start submitting requests for eligible costs back dated as of April 1st, 2023.

We were awarded grant funds from Community Development last year and still haven't finished spending it. Can we add it to this year's request?

No. Awarded grant funds must be spent during and by the end of the program year as agreed upon. If an organization experienced a significant setback through no fault of their own, those requests for extension will be reviewed on a case-by-case basis.

We need grant funds to hire a new staff member to carry out proposed work. Does the contract clock start when the new staff member is hired?

No. Proposed work must be completed no earlier than April 1st, 2023, through the end of the CDD program year, March 31st, 2024.

Can we use grant funds to pay for indirect costs associated with program operations?

No. At this time the City of Colorado Springs is not accepting indirect cost plans as a part of the grant application process and/or award.

Required Documents Glossary

- ❑ **Financial Policies and Procedures:** Document that outlines the rules that govern the financial activities within an organization and outlines how certain tasks are done and the policies are adhered to. **(REQ*)**

- ❑ **Financial audit, financial review or single audit:** Document/Statement that shows an objective (third party) examination and evaluation of the financial statements or an organization to make sure that the financial records are a fair and accurate representation of the transaction the organization claims to represent. **(REQ*)**

- ❑ **Balance sheet:** A financial statement that reports a company's assets, liabilities, and shareholders' equity at a specific point in time, and provides a basis for computing rates of return and evaluating its capital structure. **(REQ*)**

- ❑ **Client Intake Form:** A sample intake form which will demonstrate exactly what information, questions, and/or certifications an organization gathers from the client at the time of intake. **(REQ*)**

- ❑ **Conflict of Interest Policy:** Document that details the organizations policy when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director, officer, or board members of the organization that might result in a possible excess benefit transaction. **(REQ*)**

- ❑ **Current Budget:** Document that outlines the costs your organization will incur and the revenue you expect to receive over a set period of time. **(REQ*)**

- ❑ **Current Organizational Chart:** Document that details the organizations' internal structure by detailing the roles, responsibilities, and relationships between individuals within your organization. **(REQ*)**

- ❑ **Fair Housing and Equal Access Policies:** On September 21, 2016, HUD published a final rule in the Federal Register entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs." Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). For more information, go to https://www.hudexchange.info/resource/1991/equal-access-tohousing-final-rule/. For shelter providers, the best practice would be to comply with state and federal fair housing laws to mitigate claims of fair housing discrimination. As a general rule, the Fair Housing Act does apply to homeless shelters and transitional housing. **(REQ*)**

- ❑ **Grievance and Termination Policy:** Document that outlines the process by which a client may raise a concern and/or complaint in regards to an organization services and/or programs. This policy must also detail the process in which a client is informed of this policy, and if a service/program is terminated, the process by which the client is notified and given the opportunity to review and/or appeal the decision. **(REQ*)**

- ❑ **List of Board of Directors (REQ*)**

- ❑ **Mission/Vision Statement (REQ*)**

- ❑ **Most recent IRS form 990 (REQ*)**

- ❑ **Non-Discrimination Policy:** Document that outlines the organizations policies/procedures in regards to providing services to clients on a nondiscriminatory basis. **(REQ*)**

- ❑ **Roster of Staff, pay schedules, and job descriptions for staff you are seeking reimbursement (REQ*)**

- ❑ **Most recent 501(c)3 determination letter (if applicable)**

- ❑ **Other award/commitment letters for the proposed project (If applicable)**

- ❑ **Any other policies related to eligibility, prioritization, and service provision (If applicable)**

- ❑ **City of Colorado Springs Equal Access Assessment form (REQ*)**

The Community Development Division greatly appreciates the efforts and impact our community partners have on the citizens of Colorado Springs. Please feel free to reach out to **community.development@coloradosprings.gov** with any grant application inquiries.