



Invitation to Apply for 2023 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 Friday March 24th, 2023, at 12:00am MST. Completed applications are due no later than 11:59 p.m. on April 14th 2023, 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

The City has set aside \$300,000 in 2023 Public Services funding to assist local emergency shelter providers. For this application period, the City is making \$125,000 of the remaining Public Services funding available on a competitive basis for five (5) catalytic grants of \$25,000 each.

1. The award minimum **and** maximum 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)

The City is making \$100,000 available for rapid rehousing and homelessness prevention projects.

- The award minimum for ESG is \$25,000 and maximum is \$100,000.
- Applicants must be members of the Pikes Peak Continuum of Care.
- 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 2023 program year before the final request for reimbursement is paid.

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, 2023 grant funds will *reimburse* subgrantees for eligible project expenses made from April 1, 2023 through March 31, 2024.
- 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.

- Awards will be announced by May 8, 2023. Contracts may take 6-8 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, 2024.

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, 2023 Annual Action Plan, and HOME-ARP Allocation Plan.

For program year 2023, the Division is dedicating \$300,000 in CDBG Public Services and \$140,000 in ESG to direct awards to support local providers of emergency shelter.

The Division is looking for projects in the middle of the housing continuum that complement the work done by shelter providers and by developers of affordable housing. In this Notice of Funding Availability, the City is soliciting project proposals that address housing stability and improve quality of life for low-income residents of Colorado Springs.

CDBG Public Services

This year, this City will be awarding five (5) \$25,000 CDBG Public Services grants to organizations who are creating or expanding innovative programs. Our goal is to help launch pilot projects or support expansions of proven programs that serve low-moderate income persons in Colorado Springs. Priority will be given to applications that can 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

The City has provided direct awards for Emergency Shelter and Street Outreach, which are subject to program caps. The remainder of the 2023 ESG funds, or \$100,000, shall be designated for the remaining service components:

1. Homelessness Prevention (HP)

Beneficiary audience: Imminent Risk of Homelessness (Category 2)

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.

Eligible costs 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

2. Rapid Re-Housing (RRH)

Beneficiary audience: Literally homelessness or fleeing domestic violence (Categories 1 or 4)

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.

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.

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, etc.).

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 and is rare for public services. Program or services examples: community center services, etc.

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.)

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

Ineligible Activities

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

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 Homeless Prevention. and serve beneficiaries who meet the HUD category of homelessness (see pg. 3).

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

In addition, ESG applicants are responsible for reviewing and understanding the City of [Colorado Springs Written Standards](#). Please send all questions to community.development@coloradosprings.gov.

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: Tuesday April 4th 2023 9am-10am MST.

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 252 222 387 703

Passcode: N9qK9X

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 720-617-3426,894171777#](#) United States, Denver

Phone Conference ID: 894 171 777#

[Find a local number](#) | [Reset PIN](#)

Digital Workshop Session #2: Wednesday April 5th 2023 1pm-2pm MST

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 247 693 296 514

Passcode: RfxrNp

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 720-617-3426,687022625#](#) United States, Denver

Phone Conference ID: 687 022 625#

[Find a local number](#) | [Reset PIN](#)

Digital Workshop Session #3: Friday April 7th 10:30am-11:30am MST Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 254 545 452 409

Passcode: zsTivD

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 720-617-3426,55692973#](#) United States, Denver

Phone Conference ID: 556 929 73#

[Find a local number](#) | [Reset PIN](#)

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. 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.

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

Application window: March 24th, 2023- April 14th, 2023, 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 **April 14th 2023 at 11:59pm MST**.

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED