



EMERGENCY SOLUTIONS GRANT (ESG) APPLICATION GUIDE



Housing &
Community
Vitality



The Community Development Division manages the City of Colorado Springs entitlement funds from the U.S. Department of Housing and Urban Development (HUD). Our mission is to create strong, sustainable, inclusive communities and quality affordable homes for all people in Colorado Springs.

The Community Development Division receives these funds via three core programs:

CDBG

Community Development Block Grant (CDBG) funds are used to improve local communities by providing decent housing, improved infrastructure, public facilities and services, and improved economic opportunities for low-and moderate-income residents. These funds may also be used for activities that help prevent or eliminate slums or blight for projects that meet urgent community needs.

The CDBG Program is not covered in this document. For more information on how the city uses and awards these funds please visit: coloradosprings.gov/cdbg

ESG

Emergency Solutions Grant (ESG) funding assists individuals and families quickly regain stability into permanent housing after experiencing a housing crisis or homelessness.

These guidelines cover all five components of the ESG program.

HOME

The HOME Investment Partnerships (HOME) program funds a wide range of activities including building, buying and/or rehabilitating affordable housing for rent or homeownership. Funds can also be used to provide direct rental

assistance to low-income residents. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

The HOME program is not covered in this document. For more information on how the City uses and awards these funds, visit: coloradosprings.gov/housing-development

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Where there is charity and wisdom, there is neither fear nor ignorance.

- Francis of Assisi

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Eligibility

Charitable organizations or nonprofit organizations affiliated with a religious group and/or inspired by a religious belief are eligible and to apply for HUD funded grant programs.

Does a faith-based organization need to mask its religious identity in order to receive HUD funds?

No. Faith-based organizations that receive federal assistance may keep their religious name; continue to carry out religious activities; keep and display religious signs and symbols inside and outside their facilities; continue to use religion as a basis to select their board members (including members of the clergy); and otherwise govern themselves on a religious basis.

Can we conduct religious activities for our HUD funded recipients?

Organizations that receive direct HUD funds may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing, as a part of the program or services funded by HUD. Inherently religious activities must be offered separately, in time or location, from the programs, activities, or services supported by direct HUD funds.

Most importantly, participation in religious activities must be voluntary for your HUD-funded service beneficiaries. They should have no feeling or sense that their participation in inherently religious activities that are separate in time and/or place from HUD-funded activities, or even participation in something like prayer before a meal, is somehow required for them in order to receive HUD-funded services.

Will our organization receive equal treatment in the application process?

Yes! Your organization will not be discriminated against because it is or is not a faith-based organization.

Your organization will not be favored because it is, or is not, a faith-based organization. Lastly, each nonprofit, regardless of its size, competes on an equal footing with all organizations seeking HUD funding.

For more information please visit HUD's [hud.gov/offices/fbci](https://www.hud.gov/offices/fbci)

Eligibility & Funding

NONPROFITS, PUBLIC AGENCIES & FUNDING



NONPROFITS & PUBLIC AGENCIES

Nonprofits: Organizations that qualify for tax exempt status by the IRS because of its mission and purpose to further a social cause that provides a public benefit, are eligible to apply for HUD funded grant programs.

Public Agencies: Organizations whom are city, special district, or a joint powers authority are eligible to apply for HUD funded grant programs. These organizations are typically divisions of government.



FREQUENTLY ASKED QUESTIONS

How do I prove my nonprofit status?

Applicants will be asked to submit their most recent IRS form 990 to show proof of their tax exempt status. For more information on charities and non profits options through the IRS Please visit the IRS Charities and nonprofits information webpage.

Are nonprofit agencies allowed to apply jointly?

Yes. Organizations who are collaborating on a project/program for which they are requesting HUD grant funding, may indeed jointly apply. In that case, both agencies, regardless of who is the lead agency, would still need to be eligible under HUD grant guidelines, and both agencies would be subject to HUD funded grant requirements.



AVAILABLE FUNDING

Every year around mid-March to early April the Housing & Community Vitality Division makes funding available through our CDBG Public Service and Emergency Solutions Grant funding from HUD. The amount of grant funds available each year and is determined by a number of factors. To Begin, HUD determines the amount of each entitlement grantee's annual funding allocation by a statutory dual formula which uses several objective measures of community needs, including the extent of poverty, population, housing overcrowding, age of housing and population growth lag in relationship to other metropolitan areas. Next, the Housing & Community Vitality Division gathers input from a variety of sources (these include but are not limited to individual community members, non-profit and faith-based organizations, public agencies, city staff and leadership, etc.) in order to make informed decisions about the allocation received each year. This information helps inform how much of the grant funding is make available for competitive award, and which community priorities each year will be targeted through the award of those funds.

For the latest information on upcoming funding opportunities, upcoming events, and community information please navigate to the [Housing and Community Vitality homepage](#). Stay Informed to sign up for the monthly newsletter and review archived news information.



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We make a living
by what we get,
but we make a life
by what we give.

- Winston Churchill

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Emergency Solutions Grant: ELIGIBILITY BASICS

The Emergency Solutions Grant (ESG) program was a result of the revised program from the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009. The ESG interim rule took effect on January 4, 2012 and reflected a change in the programs focus to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The ESG program is broken into five components:

1. Emergency shelter
2. Street outreach
3. Homeless Management Information System (HMIS)
4. Rapid rehousing*
5. Homelessness prevention*

All ESG subrecipients with the Pikes Peak Continuum of Care (PPCoC) service must coordinate and integrate, to the maximum extent practicable, ESG funded activities with other programs targeted to people experiencing homelessness.

If awarded, subrecipients of ESG funds must comply with the following:

- Participation in Coordinated Entry
- Understanding and compliance with the City of Colorado Springs Written Standards
- Compliance with the ESG administrative requirements
- Establishing a staff member as a point of contact for other case managers and members of the PPCoC

For more information about how the Housing & Community Vitality Department addresses homelessness, please visit: coloradosprings.gov/homelessness-prevention-and-response

Emergency Solutions Grant:

ELIGIBILITY BASICS

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 housing after experiencing a housing crisis or homelessness. The beneficiaries of ESG programs must meet one of HUD's categories of homelessness.

HUD'S Four Categories of Homelessness

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
- 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)
- 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
- 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
- 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
- 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).

For more information, please visit HUD'S [Four Categories of the Homeless Definition](#) resource page.



Emergency Solutions Grant: ELIGIBILITY BASICS

Coordinated entry is designed around placing clients who are currently experiencing homelessness into housing. All ESG award applicants will be responsible for demonstrating that they have clear policies and procedures for determining and documenting client eligibility. Service providers must be able to record their outcomes and have clear benchmarks they are working to achieve.

Within two weeks of working with a client, the expectation is that a service provider will close out a client's file by either serving that client, referring them, or notifying the client that they are not eligible for ESG funded assistance. Additionally, it is the expectation of the City that any service provider receiving ESG program funds cannot discriminate against a group of people presenting as a family (e.g., adults and children or just adults), the age of any members family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity.

What else do I need to know about the process of coordinated entry?

All awarded applicants will be expected to adhere to the HUD outlines requirements to administer ESG program funds. In addition the City will expect:

- Awarded applicants to be responsible for determining and clearly documenting client eligibility
- That applicants understand that the City of Colorado Springs will not reimburse an agency for funds expended on clients that are found to be ineligible for ESG
- Awarded applicants will be expected to adhere to the reporting, performance, and outcome evaluations standards as outlined in the City of Colorado Springs Written Standards

For more information please review the coloradosprings.gov/document/esgwrittenstandards2017final.pdf information page.

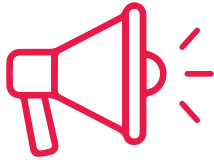
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If you can't
feed a hundred
people, then
just feed one.

- Mother Theresa

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Emergency Solutions Grant: ELIGIBLE COMPONENTS



Street Outreach

Activities that are designed to meet the minimum needs of the unsheltered homeless populations by connecting them with emergency shelter, housing, and/or other critical health services. Eligible activities include: Case management, transportation, emergency health services, services for special populations, and engagement.



Rapid Re-Housing

Housing relocation and stabilization services and/or short and medium terms rental assistance as necessary to help individuals or families living in shelters and/or in places not meant for human habitation move as quickly as possible into permanent housing to help achieve stability in that housing. Eligible activities include: Rental assistance (includes rental arrears), Financial assistance (rental application fees, security and utility deposits, utility payments, last months rent, and moving costs), and finally other general services related to housing stabilization(Housing search and placement, case management, landlord tenant mediation, tenant legal services, and credit repair).



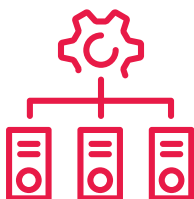
Homelessness Prevention

Housing relocation and stabilization services and short/medium term rental assistance as necessary to prevent an individual or family from moving to an emergency shelter and/or a 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 achieving stability in other permanent housing.



Emergency Shelter

This priority/component funds operations for low barrier emergency shelters facing extra operational costs. Eligible activities include: Essential services (such as patient health services), case management, insurance, food, supplies, maintenance, motel vouchers (ONLY with documentation that shelter system cannot safely accommodate families), renovations(such as rehab or conversion), and operations (utilities/janitorial).



Homeless Management Information System

ESG funding may be used to pay for the cost of contributing data to the HMIS lead designated by the Pikes Peak Continuum of Care. Only the HMIS lead is eligible to apply for this program component.

For more information please visit [HUD's Emergency Solutions Grant program](#) information page.



Emergency Solutions Grant: FUNDING PRIORITIES

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.

All 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 to be awarded.

Emergency Solutions Grant: ADMINISTRATIVE REQUIREMENTS

In addition to basic eligibility requirements, all awarded applicants will be required to adhere to and implement a series of administrative requirements in the management of ESG program funds.

What is Match? Per the City of Colorado Springs written standards awarded subrecipients are required to make a matching contribution in the amount that equals (100%) of the amount of ESG funds allocated by the City. If awarded, subrecipients must establish and maintain sufficient records to enable the City and HUD to determine whether ESG requirements are being met. Documentation must show that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities. In addition, subrecipients must maintain all case file records including records for persons seeking assistance determined to be ineligible.

What can be used as a match source? Matching contributions can be obtained from any source including any federal (non-ESG) source, as well as state, local, and private sources. Possible sources of match include:

- Cash
- The value or fair value of any donated material or building
- The value of any lease on a building
- Any salary paid to staff to carry out the program of the recipient
- The value of the time and services contributed by volunteers

IMPORTANT: Federal sources are not prohibited from being used as an ESG matching contribution so long as that source is not and has not been previously used as a matching fund. It is important that if awarded, subrecipients ensure the laws governing any of those federally funded sources used as a match does not prohibit their use as a matching fund.

Match Requirements A matching funding source:

- Must be a 1 to 1 match
- Must be for the same time period and same project
- Can be made up of a variety of sources and;
- Funds must be used for ESG eligible clients and/or activities

Double Dipping: If ESG funds are used to satisfy requirements of another federal program, funding from that program cannot be used to satisfy the matching requirements of ESG. Contributions that have been or will be counted as satisfying a match requirement of other federally funded programs may not be used as a match for ESG funding.

Habitability standards Per the City of Colorado Springs written standards awarded subrecipients are required to

ensure that shelter facilities meet minimum habitability standards as outlined in 24 CFR part 576.403(b). If awarded, subrecipients must establish that the property of which the shelter is located has been inspected and certified through form J.1. Shelter standards of the City of Colorado Springs written standards. For information on the standard requirements applicants may access the form [here](#).

Lead Based Paint The Consumer Product Safety Commission banned the use of lead in house paint in 1978. Prior to 1978, lead based paint (LBP) was commonly used in homes; the older the home the higher concentration of lead in the paint. Title X, the Residential Lead Based Paint Hazard Reduction Act, was passed in 1992 requiring several federal agencies and the Environmental Protection Agency (EPA) to create regulations designed in part to protect people especially children living in pre-1978 homes where LBP may have been used. Any time federal funds are used for housing assistance and the living space or unit was built prior to 1978 LBP requirement are triggered. If awarded, shelter providers and/or those providing housing assistance must adhere to the compliance requirement of LBP outlines in [HUD'S guidance on Lead-Based Paint requirements](#).

Environmental Review An environmental review considers the potential impact a proposed project could have on the surrounding area, and the impact the surrounding area could have on a project. If awarded, subrecipients and their contractors shall not rehabilitate, convert, or renovate a shelter or prospective shelter until the City has performed an environmental review. Once the review is complete an approval and/or denial will be provided for a subrecipient to continue with activities.

Additional Information All matching funds must be expended by the end of the program year (March 31, 2023). It is important that applicants who intend to apply for ESG funds fully understand the compliance requirement of matching funds for the program. For additional information please visit the [City of Colorado Springs written standards](#) information page. If your organization is looking to perform a construction/renovation project, please contact the Community Development Division before submitting an application. Most facilities and infrastructure projects should fall within the CDBG Public Facilities and Infrastructure funding program.



Grant Compliance: RECORD KEEPING

Recordkeeping and reporting your funded activities are crucial to the success of an organization's HUD-funded projects.

An inability to adhere to good recordkeeping and reporting standards may lead to findings within a HUD-funded program. Resolving those findings is always more difficult than the front-end compliance. Organizations will need to know:

- What information an organization needs to collect and why
- When information needs to be collected (and how often)
- How information is reported
- How information is acquired,
- The required retention period for records

Recordkeeping Requirements

The City of Colorado Springs may ask at any time to review any and all documents related to the administration of the HUD funded grant. As such, applicants should be aware that the City's expectations are as follows in regards to maintaining records:

- Records kept have been reviewed for accuracy
- Records are legible (Ex. Documents are not blurry or hard to decipher visually. Faint photo copies, cell phone pictures, dark scans, etc. would be just a few examples of documents that are illegible)
- Records are complete
- Records provide detailed information

If requested, Housing & Community Vitality Department staff should be able to determine with ease if requested records and/or backup documentation is eligible, accurate, concise, and complete upon submission. It is important to note that all records must be maintained in its entirety for the duration of the awarded grant plus an additional 6 years.

HUD requires that the City of Colorado Springs keep records on file that are accurate, complete, and orderly. Similarly, awarded organizations are responsible for maintaining their records in the same accurate, complete, and orderly fashion. Subrecipients are responsible for maintaining records in at least 3 major categories:

- **Financial Records**
- **Project/Case File Records**
- **Administrative Records**

In addition to program goals and project eligibility, applicants should evaluate with their organization staff some of the following:

- How are records maintained? Electronic vs. Manual?
- Are our records easily accessible?
- How do we maintain and provide our back up documentation for grant reimbursement?
- How do we keep our records secure?
- Does more than one grant administrative staff member in our office have access to our records?
- Would our records/backup documentation be clear, concise, and easy to decipher for audit purposes?
- Would we be able to provide backup documentation for beneficiary data (depending on the program) to support our requests for grant reimbursement?

For more information on record and reporting please see Chapter 5 of HUD's [Playing by the Rules](#) guide.



Grant Compliance: REPORTING

Regardless of the HUD funded program recordkeeping and reporting your funded activities is crucial to the success of an organizations CDBG/ESG projects.

An inability to adhere to good recordkeeping and reporting standards may lead to findings within a HUD funded program. Resolving those findings is always more difficult than doing the front-end compliance. To document activities adequately, organizations will need to know:

- [What information an organization needs to collect and why](#)
- [When information needs to be collected \(and how often\)](#)
- [How information is reported](#)
- [How information is acquired](#)
- [The required retention period for records](#)

Reporting Requirements

In addition to maintaining recordkeeping requirements, subrecipients will be expected to report on programmatic outcomes. These reports can be monthly, quarterly, or upon request by the City. Applicants should consider the following:

Do we have staff with more than 1 year of grant management experience? If not, are we open to providing our grant management staff with the training and skills needed to properly manage a federal award?

How well does our grant management staff communicate with our program staff? Would it be effortless for our program, financial, and grant administrative staff to work together to gather data and meet monthly/quarterly reporting requirements in a timely manner?

Reporting periods

For ESG awarded subrecipients will be required to report on a quarterly/monthly basis with the report being due on the 15th of the next month after the period close.

IMPORTANT: These reporting requirements are fixed requirements.

Reporting Data

Reporting Data for HUD funded grants typically fall within two categories: expense data and beneficiary data. For each, applicants should consider they may need to provide the following in their reporting:

Expense Data

- [Payroll Registers/Paystubs/Timecards/Timesheets](#)
- [Copies of checks](#)
- [Invoice cata](#)
- [Receipts, etc.](#)

Beneficiary Data

- [Case management records](#)
- [Specific data on unduplicated race/ethnicity of served clients](#)
- [Head of household data](#)
- [Information on monthly performance issues and resolutions](#)
- [Information on client income broken down by AMI, etc.](#)

For more information on record and reporting please see [Chapter 5 of HUD's Playing by the Rules](#) guide.



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As we work
to create light
for others, we
naturally light
our own way.

- Mary Anne Radmacher

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Grant Compliance: Overview for grantees 2 CFR Part 200

All grant recipients/subrecipients are required to adhere to the code of federal regulations that specifically outline the uniform administrative requirements, cost principles, and audit requirements for receiving a federal award. This regulation is known as Overview for grantees and/or Uniform Guidance 2 CFR part 200.

These regulations cover the following areas for federal grant management:

- Internal Controls
- Procurement Standards
- Conflicts of Interest
- Program income
- Direct and Indirect Costs
- Cost Principles
- Standards for Financial Management
- Audit Requirements

Applicants for grant funding will need to ensure they have reviewed these requirements with their grant/programmatic staff for compliance if awarded.

For more information please visit [HUD 2 CFR Part 200 Uniform Guidance Webcast Series](#).



Organizations that receive grant funding from the City of Colorado Springs Community Development Division are expected to fulfill and uphold the following if awarded:

Notify the City of Colorado Springs of significant changes in any of the following: Outcomes, policies/programs delivery structure, facilities, and/or organization program. It is the expectation that any such changed will be discussed with the city of Colorado springs to resolve problems that may arise. Accept and expend the grant funds provided by the City of Colorado Springs for the program year covered in their written agreement.

Provide monthly/quarterly/yearly reporting as outlined in the written agreement and/or as requested during the compliance monitoring by the City of Colorado Springs. Establish and maintain a system for measuring client outcomes which will reflect the programs effectiveness as stated in its objective.

Achieve compliance and remain prepared for periodic on-site monitoring visits. Any City requests for documentation should be submitted by awarded subrecipients in a complete, accurate, and timely manner.

Maintain systems of organization and operate according to clear guidelines of responsibility and authority.

The organization is compliant with all state and federal laws and regulations and upholds 501(c) b tax exempt status (if applicable).

Keep complete and accurate records in accordance with the financial accounting standards board (FASB)

Ensure that services funded by these grant funds are provided to all persons without regard to age, gender, race, religion, national origin, disability, sexual orientation and/or any other barriers to participation.

For more information about grants requirements and how to locate and applying for grants please visit the [U.S. Department of Housing and Urban Development Grants information](#) page.



Submitting an application:

THINGS TO CONSIDER

Every year the City of Colorado springs aims to forge new collaborations and deepen existing partnerships with our organizations who are investing in our wonderful community and its citizens. Before moving forward with submitting an application, we ask applicants to evaluate and consider the following:

Organizational Capacity

Managing a federal grant requires a variety of resources, skills, systems, needs evaluation, and coordination. As such, an organization's capacity to manage both the compliance, and programmatic aspects of a grant are very important. Applicants should evaluate and consider the following:

Has our organization applied for funding in the past? If so, and we were not awarded have we evaluated those past applications or gathered feedback for future applications? If we received funding what were some of the challenges and triumphs in the administration of those funds?

If awarded, how prepared is our organization to carry out our proposed work? Can we hit the ground running?
Is our board aware of the potential application for HUD funds? If so are they supportive, and have a basic idea of the additional organizational duties being awarded a HUD grant might entail?

Have we read through the application materials to understand the time commitment to fully complete an application and gather required documents? Please keep in mind many of the required documents require organizations to work with multiple administrative departments within their organization to gather the data needed. As such, is the person writing the grant in connection with programmatic, and administrative staff in order to gather these details?

Staff Capacity

All federal grant programs have a variety of federal compliance requirements, reporting, and qualitative analysis necessary to successfully manage a grant. It is important for applicant to consider what their true staff capacity for managing federal funds are and running their program/services. Applicants should evaluate and consider the following:

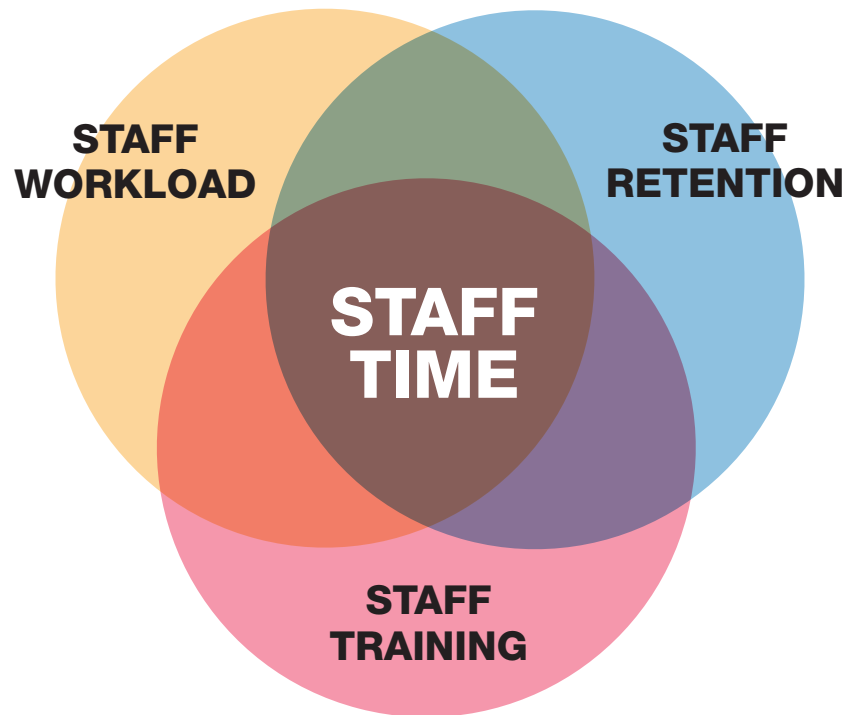
Does your organization have both administrative and programmatic staff with experience in government contract administration?

What kind of HUD training and certifications might your grant administrator have taken or have access to?

Will your staff be provided with the time and resources for continued education and/or to familiarize themselves with the HUD compliance requirements?

How will can/will you organization deal with staff turnover and retention? Will you have enough staff to maintain compliance and serve clients if you lose staff?

Submitting an application: THINGS TO CONSIDER



Do staff members have multiple roles?
(Example programmatic staff are also responsible for administrative functions)

It is critical that applicants discuss with their staff prior to application what additional responsibilities and training may be required in order to administer a grant if awarded. Additionally applicants will want to evaluate how administrative and programmatic staff will collaborate in terms of providing services to clients, and collecting the data and information needed for reporting and draw requests.

Reporting and Budgetary Capabilities

Demonstrating and implementing internal controls is an important part of both the application process and grant administration responsibilities. It is important for applicants to evaluate their capacity to obtain or maintain internal fiscal and reporting systems that will allow them to be successful in administering their grant funded services. Additionally, organizations must have a realistic understanding of their current budgetary constraints. HUD funded grants from the City are reimbursement grants. This means that organizations must provide documentation that the activities for which they were awarded (and request reimbursement for) have been paid for and are eligible. On average, it can take up to 15 business days for grant requests to be reimbursed from approval. As such, applicants should evaluate and consider the following:

Is this financially feasible? Has the organization explored all our options is we do not receive HUD funding? What is the plan to fill the gap if we are not awarded funding?

Are we prepared internally to handle reporting, audit requirements, and monitoring requirements for utilizing a federal grant? Please Note: Even if you organization does not meet the \$750,000 federal threshold for a single audit, applicants will still be required to provide proof that they have had an external fiscal review or audit by a 3rd party. If you organization does not have the means to provide a fiscal review/audit, then are you prepared to meet the internal control compliance components for a federal grant?



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We make a living
by what we get,
but we make a life
by what we give.

- Winston Churchill

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Submitting an application: THINGS TO CONSIDER

Does your organization have automated or manual accounting systems? Do you have the ability to code grants internally for tracking purposes?

What kinds of financial assets or resources are at your disposal? If one of your funders is delayed in making payment, can you organization still meet payroll and other financial responsibilities during that delay?

How do we gather and collect client data for reporting purposes? Does our intake documentation or case management track items such as income, racial/ethnic background, and/or can we gather other data points (Veteran status, English speaking, senior, youth, head of household, etc.)? If not is that something we can easily update to provide data for reporting purposes of the grant?

If we received an audit or fiscal review and had any areas of concerns or findings, have we been able to resolve them and/or do we have a plan?

Would any fiscal delay prevent our organization from providing services to clients?

If there are questions or technical assistance needed are all staff in your organization aware of their roles, and able to communicate effectively and efficiently with the city?

There are numerous considerations around capacity that applicants will want to discuss with their staff, and consider on behalf of the members of the community served by their programs and services. Before submitting an application, please discuss these considerations with your organization and contact the Housing and Community Vitality with any thoughts or inquiries.

Submitting your application: GET PREPARED

1. COMPLETE YOUR REGISTRATION

Neighborly: All applicants must register through the City's online grant application platform Neighborly Software. Please visit the neighborly software portal to register your online profile and the grant application. **IMPORTANT:** All grants submissions must be made through the Neighborly Software platform. No paper applications are accepted.

Sam Registration: All applicants must be registered on the System for Award Management to do business with the U.S. government. Please visit [SAM.gov](https://sam.gov) to register and/or check your organizations status. **IMPORTANT:** If you are applying for federal funds for the first time it can take 6-8 weeks for your entity to be reviewed and approved in [SAM.gov](https://sam.gov). You cannot receive an award without an active SAM.gov registration.

UEI#: All applicants must have a registered and active UEI number to be a grant awardee. Once you have completed and been approved through SAM.gov your organization will be eligible to apply.

HMIS/VSPID: Please contact your HMIS administrator at Community Health Partnership to confirm your HMIS/VSIP # and/or for assistance obtaining one. Will we be able to gather the required documentation to not only meet application deadline, but also meet reporting deadline in the future?

2. REVIEW ADDITIONAL MATERIALS

For ESG applicants, review a copy of the [City of Colorado Springs Written Standards](#)

Review additional information on HUD funded grant programs and projects by visiting the [HUD grant information](#) page. For training information on HUD funded programs please visit the [HUD Exchange Training information](#) page.

3. GET PREPARED

Register for at least one digital workshop session

Gather your administrative, programmatic, and/or finance staff and inform them of the application requirements

Access your required documents checklist [here](#)

4. SUBMIT YOUR APPLICATION

When applications become available the Housing and Community Vitality Department will have digital office hours available for potential applicants to attend. These office hours will provide a general overview of the funding available, and steps towards submitting an application. There are a few things to note:

- Register at least one representative from your organization to attend a digital office hours session.
Please note: It is only necessary to attend one session.
- Before attending the digital office hours please review the application guide and associated materials FIRST. The office hours sessions are limited in time, and a full review of the guide will not be a part of any of the available sessions.

The digital office will provide a forum for applicants to ask general questions about eligibility, the application process, and/or other application related questions. These sessions will not provide information on how to write a grant, and/or grant writing resources. It is important applicants review the application and associated materials, in order to come prepared to ask questions about the grant.



Grant Review and Notification

Grant applications are reviewed by internal city staff and external community volunteer reviewers. This process will last approximately 6-8 weeks. After completion, grant applicants will be notified directly of the approval or denial status of their application.

Questions?

For grant application questions and information please contact: communitydevelopment@coloradosprings.gov.

For general information about the Housing & Community Vitality and our current activities, please visit the [Housing & Community Vitality webpage](#) for more details.

Look for the stay informed link to sign up for our newsletter to receive updates, funding opportunities, upcoming events, and community information.



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