



# CDBG

## PUBLIC SERVICES

### GRANT 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.

There are many activities under the CDBG umbrella; these guidelines cover the Public Services activity.

**ESG**

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

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

[coloradosprings.gov/esg](http://coloradosprings.gov/esg)

**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](http://coloradosprings.gov/housing-development)



“

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 [Center for Faith-Based Partnerships](#).

# 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.

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### FREQUENTLY ASKED QUESTIONS

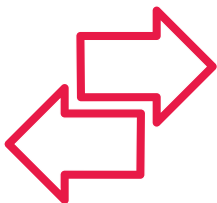
#### How do I prove my nonprofit status?

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.

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### 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.

# CDBG Public Services

## FUNDING PRIORITIES

First and foremost, CDBG Public service funds must primarily benefit low-and moderate-income persons (80% AMI or below). This means that at least 51% of clients served by the grant project/ program must be verified as low-to-moderate income persons. Additionally, the primary aim for CDBG Public service funds is to help launch pilot programs and/or to support the expansion of proven programs that serve low-to-moderate income persons in Colorado Springs. In addition to these elements, priority will be given to applications that can demonstrate the following quality aspects of their project/program:

### **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.)
- 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. How and whom might the organization collaborate with for the proposed project?

**It is important that applicants provide elaborative, clear, concise, and informative answers to how their proposed project meet the City's outlined priorities.**

# CDBG Public Services: ELIGIBILITY BASICS

The Housing & Community Vitality Block Grant Program (CDBG) was authorized under Title I of the Housing and Community Development Act of 1974. The program was established to provide annual grants on a formula basis to entitlement communities and cities and was designed to help develop viable urban communities, provide suitable and decent housing, and expand economic opportunities to principally low-and moderate-income communities.

By law, CDBG Public Services activities are capped at 15% of a jurisdiction's total CDBG budget.

## Basic Requirements for Subrecipients

Public Services funds generally support the service delivery costs for organizations serving low-and moderate-income populations. Here are a few eligibility basics that applicants will want to consider if applying for funding:

- CDBG is a reimbursement grant program, which means that organizations must be able to properly document that all the services and reimbursements associated expenses have been completed PRIOR to receiving payment.
- CDBG Public Service grants must be used to expand existing services or create new services to serve low-and moderate-income populations.
- In general, organizations that provide social services and/or other types of direct assistance to individuals and/or households are eligible to apply for funds.
- Services must be based in Colorado Springs and serve Colorado Springs residents.

**Eligible activities for CDBG Public Service funds can be broken into two categories:**

## Service Delivery Costs

General service Delivery costs can include items such as:

- Salary and benefits
- Supplies
- Transportation/Mileage
- Overhead (maintenance, utilities, etc.)

## Eligible Program Types

General program types may include, but are not limited to:

- Housing navigation
- Family services
- Child services
- Health and education
- Senior services

What is **NOT ELIGIBLE** under the CDBG Public Services Grant Program?

- [Political or religious activities](#)
- [General government activities](#)
- [Direct income payments \(e.g., direct cash payments to clients\)](#)
- [New housing construction](#)
- [General maintenance or operational costs not related to the proposed project](#)

For more information, please visit the [HUD CDBG Public Services basic information overview](#).





# CDBG Public Services:

## DOCUMENTING ELIGIBLE ACTIVITIES

Providing detailed accurate documentation to support any request for an CDBG eligible activity is critical. Every activity must be tied to eligible beneficiaries. In other words, how does this work directly enable your organization to serve its clients? Let's look at a few examples.



### EXAMPLE 1: ABC Housing Unlimited

Application Request:

**Salary and benefits for their newly hired employee Luza**

Potential documentation that could be requested and submitted for reimbursement:

- Timesheets
- Payroll Journal
- Mileage reimbursement documentation
- Benefits statement
- Job description
- Eligible beneficiaries served with demographic breakdown, both unduplicated and cumulative (year to date)
- Client intake forms

**What questions should ABC Housing Unlimited consider before submitting and application for CDBG Public Service Funds?**

1. How accurate and detailed is our record keeping in relation to Luza's documentable time?
2. Can we track beneficiaries and capture income and/or demographic information?
3. Do we have templates and/or software in place to be able to keep track of Luza's time accurately and in a timely manner?

NOTE: This example would be classified as an eligible service delivery cost.

### EXAMPLE 2: Family Home Services

Application Request:

**Rental Assistance**

Potential documentation that could be requested and submitted for reimbursement:

- Copy of payments to property owner
- Client intake forms with income verification
- Copy of lease and past payment history, etc.

**What questions should Family Home Services consider before submitting and application for CDBG Public Service Funds?**

1. Do we have a case management model that can gather all of the required documents and manage correspondence with the property owners?
2. How detailed are our client intake forms? Do they self certify their income or do we have a system in place to verify their income status?
3. How do we document that a case activity is specifically related to CDBG? How do we differentiate and document CDBG related case management from non-CDBG case management?

NOTE: This example would be classified as an eligible program type.



# CDBG Public Services: CHOOSING A NATIONAL OBJECTIVE

The CDBG Programs entire mission is to serve low-to-moderate-income communities. As such, all CDBG Public Services funding requests received by the City must met the overall objective of benefitting low to moderate income persons (LMI). There are different standards by which jurisdictions and their subrecipients can meet this, depending on the program and activity types.

**Which national objective standard does your project meet?**

## **Low-to-moderate-income clientele benefit (LMC)**

This can be defined as activities that benefit a specific group of LMI residents regardless of their address. At least 51% of the beneficiaries of the activity and/or program must be low to moderate income persons.

Examples of low-to-moderate-income clientele (LMC) benefit activities/programs can include:

- Food pantries
- Domestic violence shelters and services
- Rental assistance
- Most public services for vulnerable populations

## **How would my organization document this objective?**

- Client intake forms that capture total income and household size
- Documentation that shows the organizations serves a population presumed to be LMI (Victims of domestic violence, homeless, developmentally disabled adults, elderly, migrant farm workers, etc.)

## **Low-to-moderate-income area benefit (LMA)**

This can be defined as activities or programs that benefit all residents in a defined geographic area (within city limits) that has a majority of low-to-moderate-income residents. Low-to-moderate-income activities/programs serve whole areas that are a majority (51% or more) low-to-moderate-income.

Examples of low-to-moderate-income area benefit activities/programs include:

- Community centers
- Park accessibility
- Neighborhood based transit service improvements

## **How would my organization document this objective?**

- Surveys conducted within the designated service area
- Providing the address of service with current census tract income data.

## **IMPORTANT:**

Most CDBG Public Services programs/projects fall under the LMC national objective. It is extremely rare for a CDBG Public Services programs/projects to fall under the LMA national objective. Applicants who will be selecting this objective need to contact the Housing & Community Vitality Department, before they submit their fully completed application.





# 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?

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

## Reporting periods

For CDBG awarded subrecipients will be required to report on a monthly basis. The close of the reporting period is the end of each month with the report being due the 15th of the following 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.](#)



“

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

- Mary Anne Radmacher

”

## 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 Housing and Community Vitality 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 changes will be discussed with the City of Colorado Springs to resolve problems that 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?**

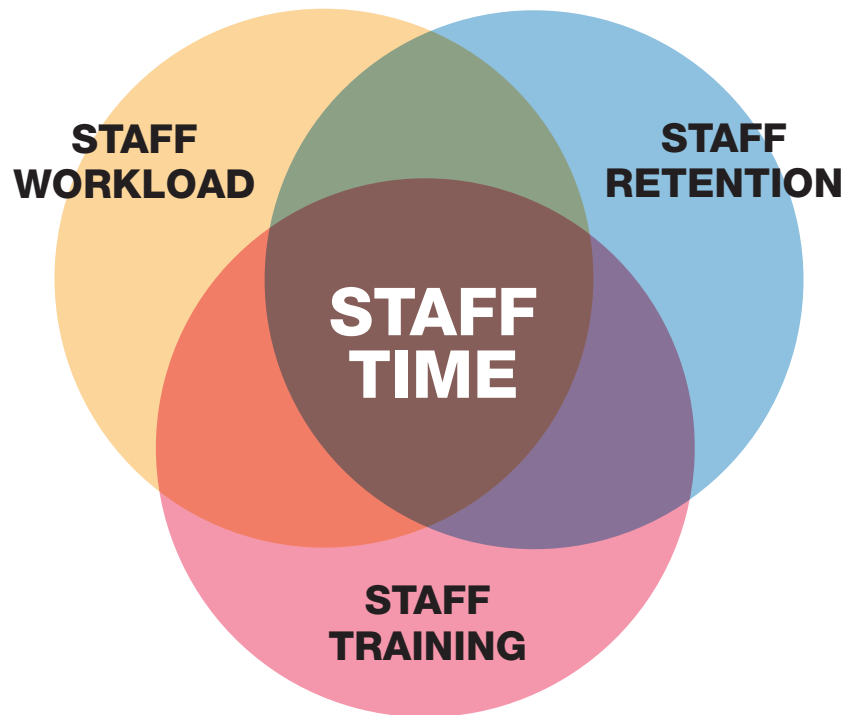
**What kind of HUD training and certifications might your grant administrator have taken or have access to?**

**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 your 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](mailto: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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