

Housing Catalyst

Request for Proposal

From

Architect and Engineering Related Services

For

Integrated Design Services

**Remington Parking Lot Redevelopment Project
Fort Collins, CO**

Issued by:

Housing Catalyst

1715 W. Mountain Avenue
Fort Collins, Colorado 80521

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About Housing Catalyst

Housing Catalyst is the largest affordable housing developer and property management company in Fort Collins, Colorado. Founded in 1971 with just one employee, Housing Catalyst now has a staff of more than 100 employees. We are committed to serving very-low-income households in Northern Colorado and is a leader in developing and managing properties that best meet the needs of the community.

Housing Catalyst's affordable housing real estate development experience spans more than 15 years and includes both new construction and rehabilitation. Our development portfolio includes 1,047 affordable units in 11 developments financed with both 4% and 9% federal and state Low Income Housing Tax Credits, private activity bonds, CDBG, HOME, Division of Housing, and other local, state and federal funding sources. Housing Catalyst has also been instrumental in creating an additional 600+ affordable housing units through various partnerships with nonprofit and private developers.

Housing Catalyst owns and operates an extensive portfolio of mixed-income developments, manages federal housing vouchers, and provides resident services. In 2022, we supported 1,794 local families with housing voucher assistance, supported more than 500 residents through our Residents Services programs and our two Permanent Supportive Housing developments, and served 2,179 residents living in Housing Catalyst-managed homes with affordable rents.

Housing Catalyst uses a Triple Bottom Line model to build healthy and sustainable affordable communities. We create vibrant, sustainable communities, incorporating green building design into all our ventures and serving as a model for high standards in asset and property management, as evidenced by numerous awards for project design, innovations, environmental sustainability, accountability, and financial reporting.

Request For Proposal At A Glance

<p>Housing Catalyst Contact</p>	<p>Carly Johansson Director of Real Estate Development cjohansson@housingcatalyst.com</p>
<p>Project</p>	<p>Multifamily building located in Fort Collins’ Downtown Historic Core District. Single building to including common area amenities and parking.</p>
<p>Question and Answer Deadline</p>	<p>February 12, 2024 by 3:00 PM (MST) – Answers by February 16, 2024 <i>Questions must be submitted in writing to cjohansson@housingcatalyst.com</i></p>
<p>Proposal Submission Deadline</p>	<p>March 4, 2024 by 3:00 PM (MST) <i>Proposals must be submitted via email to cjohansson@housingcatalyst.com</i></p>
<p>Evaluation and Interviews</p>	<p>Interviews may be held for the top-ranking teams beginning the week of March 18, 2024</p>
<p>Final Selection</p>	<p>Week of March 25, 2024</p>

Project Background and Site Overview

Housing Catalyst (HC) is requesting proposals from Design Teams for an affordable multifamily development in downtown Fort Collins at the site of the Remington Street Parking Lot. The site is located in a prominent location near the heart of downtown Fort Collins with access to transit, culture, parks, services, and everything Fort Collins is known for. The need for more affordable housing downtown has been demonstrated by the strong response to our Oak 140 development, and ongoing community desire to address our housing needs.

Housing Catalyst has an option on this high-profile property, which is currently owned by the City of Fort Collins and operated as a parking lot. The property is 1.3 acres and the affordable housing project will take up a portion of the total site. It is directly adjacent to Housing Catalyst’s Oak 140 mixed-use infill development that was completed in January 2023. Housing Catalyst is aiming to provide a complement to Oak 140 with this additional multifamily building that will include resident parking and amenities.



Property Zoning Information

Address	215 & 217 Remington St
Owner	City of Fort Collins
Parcel Numbers	9712319905 & 9712319904
Acres	1.3
Subdivision	Fort Collins Town

Existing Zoning	Downtown District (D)
Subdistrict	Historic Core
Overlay	TOD Overlay Zone
Street Front Type	Mixed Use
Height Limits	56 feet, 4 stories
Affordable Housing Bonus	+1 -2 stories, max 4 -12 stories

Preliminary Zoning and Site Analysis

BHA Design has provided preliminary zoning analysis and land planning services. The preliminary land planning scope of services has been completed and two options are being review and considered by Housing Catalyst and the City of Fort Collins. Design teams will be able to select their own land planner for future work.

Development Assumptions

- The development should meet its own parking needs per code.
- Four lots are contemplated for the affordable housing development.
- Federal Low Income Housing Tax Credits (LIHTC) will be utilized.



Concept 1 (North) displaces appx 87 spaces.



Concept 2 (South) displaces appx 69 spaces.

Proposal Overview and Scope of Services



Remington Street View

This RFP is for Design Services for infill new construction of a single building with affordable housing as the primary use and ancillary community space. The potential for mixed-use and commercial space will be contemplated as part of the design and development process. The estimated construction budget for the LIHTC development is approximately \$40 million to \$50 million based on 80 to 100 units and integrated parking. The model assumes an 18-month construction timeline.

The design of the project should focus on the character and culture of Fort Collins. The development should further the architectural vernacular of Old Town. The architecture should reflect the prominent downtown urban context and location, utilizing innovative design with added sensitivity to the historic context. The project should have its own unique character and identity and be reflective of the era in which it is being built, while also promoting health and vibrancy for the residents and the greater community.

The selected Design Team should demonstrate their ability to incorporate Housing Catalyst's triple bottom line into the design process while also embodying the City of Fort Collins specific standards for the Historic Core Subdistrict in the Downtown Zone District and Transit Oriented development (TOD) Overlay Zone. The project team will utilize an integrated design approach with involvement from the Developer, Design Team and General Contractor.

The successful respondent will provide the ideal qualifications, demonstrated experience in Historic Core Downtown Districts, highest level of innovation, and team synergy within a defined price structure. They will demonstrate that they can meet the difficult challenge of designing an infill project that respects the rich history and essence of Downtown Fort Collins, while also reflecting the evolving needs and character of the community.

The Design Team should include:

- Planner
- Architect
- MEP
- Structural
- Civil Engineer
- Sustainability Consultant
- Photovoltaic Array Designer
- Landscape Architect

The Selected Team will be required to implement Enterprise Green Communities standards for the project (as referenced in attachments section) as well as exploration of IDAP, DOE Zero Energy Ready Homes Program to meet Housing Catalyst's energy efficiency goals, while also meeting the budget mandates. Beyond energy efficiency, a strong emphasis on health is desired for the Project and Housing Catalyst plans to explore other health and sustainability programs and incentives.

Housing Catalyst is interested in utilizing an integrated team structure and contracting approach to produce the greatest quality and efficiency in design, preconstruction, and implementation. Integration and alignment of the architect, engineers, and general contractor in the early stages of design will be required. The architect will be required to participate in an interactive interview and selection process for the general contractor (GC). The selected GC will be expected to fully participate in all design and preconstruction efforts.

The project includes development of architectural sketches and concepts required as part of a future non-competitive 4% Low Income Housing Tax Credit application. The project will also include completion of Schematic Design (SD), Design Development (DD), and Construction Documentation (CD), specifications and other rated and required documents for permits and construction, construction management, administration, and observation.

Phase I – Program Development and Charrette

- Coordinate with Housing Catalyst on the facilitation of stakeholder interviews to inform the early design effort.
- Develop architectural programming and space allocation.
- Review the site and the site context, which will include site visits to become familiar with the site and local conditions. The Selected Team will be responsible for addressing all issues requiring compliance with applicable laws, building codes, regulations, and requirements necessitated by the work and Housing Catalyst, which includes compliance with any requirements set forth by Federal funding and Low-Income Housing Tax Credit (LIHTC) program.

- Produce preliminary massing models for discussion purposes with SHPO and stakeholders.
- Work with Housing Catalyst on planning and implementing a design and energy charrette.
- In coordination with selected General Contractor, propose architectural, structural, mechanical, electrical, energy efficiency, and other systems that will help meet Housing Catalysts' goals for both sustainability and constructability. This will include an analysis and cost estimates of green building measures that may help with the overall development budget prior to the completion of the SD package.
- Develop a schedule for the Project that outlines the necessary milestones including, but not limited to the entitlement process with the City of Fort Collins and CHFA application package. The schedule should indicate the time (number of days) for starting and completing the various stages for the work including schematic design, design development, construction documents, and the time necessary for approvals and inspections.

Phase II – Design

Housing Catalyst and the selected Design Team will be responsible for taking the project through the City of Fort Collins entitlement process until permits are issued and a final For Construction Set of Plans are issued. Design teams should be familiar with the specifics of the City of Fort Collins entitlement process. The Land Planner/Landscape Architect will refine the project schedule and checklists for all development review submittals, coordinate submittal packages and manage the entitlement process with the City. The Architect will need to be prepared to contribute to and be available for neighborhood meetings, local jurisdiction meetings, and public hearings as needed.

Schematic Design

The selected Design Team shall assemble and review all applicable laws, regulations, codes and requirements in addition to other related standards as part of the schematic drawings. The selected Design Team will be responsible for the following tasks:

- Examine and analyze available information provided by the Developer, determined in Phase I, and advise the Developer of any additional information necessary to begin specific design work on the Project.
- Analyze the **owner provided** surveys, geotechnical/soil reports, materials testing, and environmental assessments. The owner and selected Design Team will coordinate acoustical consulting services depending on what is determined to be needed.
- Work with Housing Catalyst on an effective and inclusive public input process, by which stakeholders are provided with ongoing opportunities for input.
- Based on the outcomes of the program development, energy analysis, charrette and stakeholder process, the selected Design Team shall prepare a complete

Schematic Design package for approval by the Developer and for the contractor to price.

Schematic Design will not be considered complete until the design is approved by the Developer and the Project meets the budget mandates. If Schematic Design completion aligns with CHFA application submittal, the SD deliverables and Cost Estimate may be used for the application. Otherwise, the Design Team and Contractor will need to provide additional design and cost estimate materials specifically to meet the application deadlines and requirements.

Design Development

Design Development documents prepared by the selected Design Team shall include drawings and a written report of specific changes from the SD set. Specific attention to integrating and coordinating, solar, structural, mechanical, and electrical systems to find any complications with these systems.

The selected GC will provide a DD Cost Estimate based on the drawings and reports, and the DD Phase shall not be considered complete until the project meets the budget mandates.

Construction Documents

When the Construction Documents (CDs) are complete and contain all appropriate information, the Selected Team shall confer with and obtain approval from such regulatory agencies as the City of Fort Collins Building Department, Poudre Fire Authority, and other applicable agencies. The Selected Team will be responsible for all submissions and the corresponding approvals in conjunction with the overall schedule. It is the responsibility of the Selected Team to make any necessary corrections based on the review of these agencies before releasing the drawings.

Upon completion of the CDs by the Selected Team, all necessary Fort Collins Building Department approvals and permits must be secured.

For Construction Plan Set

A final for construction set of plans shall be issued. This will incorporate any comments the City of Fort Collins building department may have had as well as any comments from Poudre Fire Authority. A Guaranteed Maximum Price (GMP) will be based on the final For Construction Plan Set. This final set of plans will be referenced in the GMP contract will serve as the basis for all construction hard costs, general conditions, bonds, permit fees, taxes, allowances, contingencies, overhead, and profit.

Phase III - Construction Services

The Design Team will be required to provide comprehensive construction administration services in the proposed scope and budget. This should include participation in all weekly Owner Architect Contractor (OAC) meetings and a minimum of monthly in-person site

inspections. Monthly written reports and follow-up on any outstanding observations will be required.

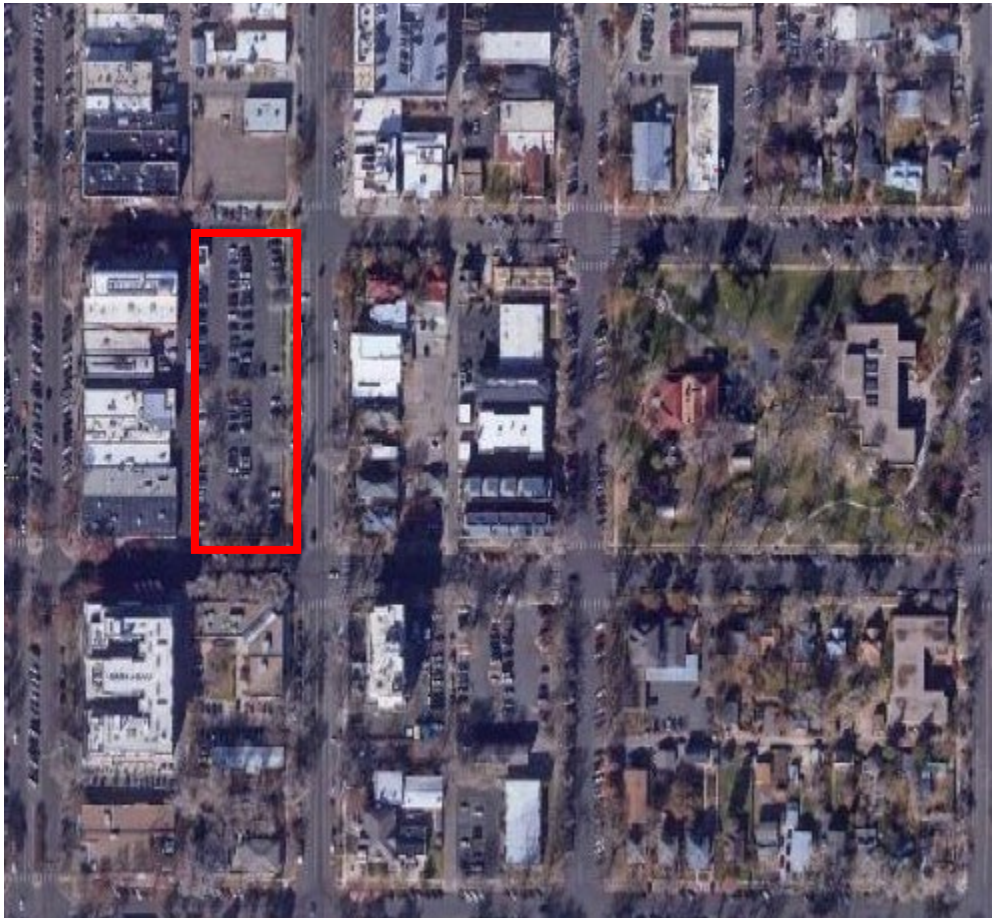
The Design Team is responsible for coordinating inspections by the Structural Engineer, Civil Engineer, Landscape Architect and Sustainability Consultant to stay in compliance with all applicable project requirements.

Project Close out and Completion

Upon substantial completion of the project, the selected Design Team will be required to provide the Housing Catalyst with certain deliverables including, but not limited to, written certifications of:

- Certificate of Substantial Completion.
- Building Code Compliance: The project complies with all applicable federal, state and local codes and ordinances including any waivers granted by the appropriate agency(s) including compliance with Accessibility Standards.
- LIHTC Standards: The project complies with all LIHTC construction standards including, but not limited to, environmental requirements and accessibility.

Project Resources and Compliance



Aerial View

Owner Provided Resources

The selected team will be provided with a site survey, conducted by a licensed, professional surveyor, indicating topography, property boundaries, easements, off-site and on-site utilities, and existing improvements.

Geotechnical Analysis and ground water monitoring reports will be provided. Once a more defined site plan is established, additional soil analysis will be conducted.

Environmental Assessment Reports can be made available if needed.

Financial Resources Anticipated

- Colorado Housing and Finance Authority: 4% Federal LIHTC
- Section 48 Tax Credits
- Section 45L Tax Credits

- City of Fort Collins Grant funds (CDBG, HOME, AHCF)
- Colorado Division of Housing (federal or ono-federal funding)
- Private Activity Bonds (Project debt)
- Project Based Vouchers (Rental Assistance)

Compliance Requirements anticipated

- CHFA 2024 Qualified Allocation Plan
 - Enterprise Green Communities
- City of Fort Collins Office of Social Sustainability Affordable Housing Program Underwriting Guidelines; Revised January 05, 2023
 - Davis Bacon
 - Section 3
 - Buy American, Build American (BABA)
- Colorado Division of Housing Underwriting Guidelines
- City of Fort Collins Zoning Codes and all Building codes
 - Note the more restrictive EV charging regulations
- Poudre Fire Authority Fire Codes

Proposed Project Timeline

RFP Document Release	February 1 2024
Written (clarifications) Questions due	February 12, 2024 by 3:00 PM (MST)
Written Responses by HC Issued	February 16, 2024
Proposal Response Deadline	March 4, 2024 by 3:00 PM (MST)
Short List Announced	March 11, 2024
Interviews and Final Selection	Week of March 18, 2024
Final Selection	Week of March 25, 2024
Outreach and Stakeholder Interviews	Ongoing
Define Architectural Program	April 2024
Produce Massing Study	May 2024
General Contract Selection	June 2024
CHFA Tax Credit Application	October 2024
Construction Begins	Spring 2026

Design Team Qualifications

The Design Team qualifications and expertise Housing Catalyst would expect to see of both the staff and consultants include depth of staff resources to work on this type of project and experience and expertise with:

- Designing and building affordable housing, and/or multi-family residential products similar in size and scope to this project;
- Developing complete architectural drawings and construction documents for similar projects;
- Translating community-wide goals to site level plans and building design that meet the needs of affordable housing;
- Integrating sustainable design features on projects of similar size and scope including the systems required for all electric buildings, solar integration and EV Charging station integration.
- Enterprise Green Communities, and DOE Zero Energy Ready Homes criteria;
- Infill and urban context projects with integrated parking design;
- Mixed-use buildings and historic districts;
- The Fort Collins Downtown District and the City of Fort Collins' entitlement, engineering and building permit review processes.
- Incorporating health and holistic sustainability into a development project;
- Designing and facilitating comprehensive design charrettes;
- Performing a wide variety of community involvement activities, and the ability to develop and utilize tools to effectively engage a variety of different stakeholder groups;
- Completing defined analytical tasks in a timely fashion for public agencies or housing authorities; and
- Projects financed with Low Income Housing Tax Credits and other federal subsidies

The following qualifications are desirable, but not required for a respondent to be evaluated:

- Key staff and consultants located in the northern Colorado area with experience in working with Fort Collins agencies and neighborhoods.
- Experience designing under the possibly amended City of Fort Collins land use code.

Fee Proposal Format and Submittal Requirements

Fee Proposal Format

For purposes of responding to the RFP, the services fees for this proposal must include the following with an itemized breakdown for:

1. Phase I Services
2. Schematic Design
3. Design Development
4. Construction Documents and For Construction Plan Set
5. Construction Administration and Close out

Submittal Requirements

Please submit your Response no later than **March 4, 2024 at 3:00 p.m. MST** as an electronic copy to Carly Johannson, Director of Real Estate Development, Housing Catalyst at cjohansson@housingcatalyst.com.

Responses should, at a minimum, include the following, and in the following order:

- Cover letter and General Project Understanding Statement. Including contact name, address, phone number and email. Include a brief overview of the team's understanding of the Project and explanation of why the team is specifically interested in the project. Demonstrate familiarity with the context for infill and affordable housing in Colorado.
- Description of the firm's Qualifications and Key Personnel assigned to the Project. Provide a description of the team's (or individual's) qualifications for completing the Project, as stipulated in Design Team Qualifications section. Include each individual's role and their biography and capacity to meet project timeline.
- Summary of Relevant Experience. Provide examples of three (3) similar projects undertaken by the team (or by individuals on the team). The summary should include:
 - Project Name, Sponsor, and Location;
 - Date of Project;
 - Detailed description of the project and services provided;
 - Overall energy efficiencies investigated and ultimately utilized with a brief description of why systems were or were not implemented;
 - Summary of how the project was specifically designed to meet the needs of the target population;
 - Work program approach (i.e. methods, and controls used to complete project in an effective, timely, economical manner);
 - Overall budget and construction cost of project (average cost per sq ft);
 - Overall public outreach efforts; and
 - Visual representation of design

- Methodology.
 - Describe the project approach that clearly and concisely identifies how your team will approach this project as a whole;
 - Describe how the team will work to implement Housing Catalyst’s energy efficiency and design goals while meeting budget mandates;
 - Describe how the team will approach the charrette and public outreach process;
 - Describe how the team will emphasize an integrated design process in collaboration with energy consultant, land planner, and general contractor;
- Housing Catalyst encourages outreach and inclusion toward Women Owned Business (WOB), Minority Owned Business (MOB) and Small Business Enterprise (SBE). Identify how your firm will work toward this effort.
- Referrals. Provide names and telephone numbers of people who the agency can call for references regarding the Respondent’s past performance, preferably on similar projects.
- Fee Proposal. Provide a detailed breakdown of each company’s proposed price and fee in dollar amounts by project phase and an aggregate fee per the Fee Proposal Format section above. Include a list of any exclusions.
- Signed/Completed attachments.
 - Representations, Certifications, and Other Statements of Bidders – HUD Form 5369-A
 - Acknowledgement Form

Evaluation Criteria and Selection Process

Responses will be scored based on the following criteria:

1. Experience (0-30 points)
2. Project Approach/Methodology (0-25 points)
3. Capacity (0-10 points)
4. Pricing/Fee (0-25 points)
5. Women Owned Business (WOB), Minority Owned Business (MOB) and Small Business Enterprise (SBE) (0-10 points)

Total = 100 points

Housing Catalyst requires services be performed in accordance with the schedule provided to reach funding application and implementation deadlines. Proposals must factor in the schedule in the Proposed Project Timeline.

The information submitted will provide the basis for selection for interviews. Responses will be reviewed by a committee and respondents rated the highest according to these criteria will be invited to interview. Final selection will be evaluated based on the criteria outlined in this RFP as well as interview evaluations. Housing Catalyst reserves the right to reject any or all Responses, to waive irregularities and technicalities, re-issue the RFP or to proceed to provide services in any other manner deemed to be in the best interest of Housing Catalyst.

Licensing and Insurance Requirements

Type of Insurance	Limits of liability not less than	Additional Policy Requirements
Comprehensive or Commercial General Liability Insurance, including premises ongoing operations, products, and completed operations coverage for losses arising out of Service Provider's acts or omissions on a primary and non-contributory basis	\$1,000,000 for each occurrence and \$2,000,000 Annual Aggregate	Must contain Waiver of Subrogation Clauses to waive all rights against all Indemnified Parties for recovery of damages to the extent that such damages are covered by commercial general liability, commercial umbrella liability, business auto liability, or workers compensation and employer's liability insurance maintained pursuant to these Insurance Requirements
Commercial Automobile Insurance	Combined Single Limit Bodily Injury and Property Damage: \$1,000,000	
Workers Compensation Coverage	Limits as required by Applicable Law	
Umbrella or Excess Coverage	Each Occurrence Limit: \$1,000,000	
Professional Liability	Minimum Per Claim Limit: \$1,000,000 Minimum Aggregate Limit: \$1,000,000	

Housing Catalyst's Reservation of Rights

- Housing Catalyst reserves the right to reject any or all proposals, to waive any formality in the RFQ process, or to terminate the RFP process at any time, if deemed by Housing Catalyst be in its best interests.
- Housing Catalyst reserves the right not to award a contract pursuant to this RFP.
- Housing Catalyst reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful responder(s) as further described in such contract.
- Housing Catalyst reserves the right to determine the days, hours, and locations that the successful responder(s) shall complete the work called for in this RFP.
- Housing Catalyst reserves the right to inspect work at any time during the ongoing work.
- Housing Catalyst reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of Housing Catalyst.
- Housing Catalyst reserves the right to negotiate the fees proposed by the proposed entity.
- Housing Catalyst reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- Housing Catalyst shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- Housing Catalyst shall reserve the right to at any time during the RFP or contract process prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accepting the RFP document and the attachments, each responder is thereby agreeing to abide by all terms and conditions listed within this document, within the attachments and further agrees that they will inform Housing Catalyst in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by Housing Catalyst that they feels needs to be addressed. Failure to abide by this time frame shall relieve Housing Catalyst, but not the prospective responder, of any responsibility pertaining to such issue.

List of Attachments

1. Acknowledgement Form
2. Section 3 Business Concern Minority, Small and Women Owned Business Participation (MWBE)

Attachment 1

Acknowledgement Form

Acknowledgement form that proposer has read and understands the local jurisdiction's rules and regulations pertaining to the work.

Architect and Engineering Related Services
For
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Remington Parking Lot Redevelopment Project
Fort Collins, CO

ACKNOWLEDGEMENT:

By submitting this form, the Offeror certifies that the Offeror has read and understands the local jurisdiction's rules and regulations pertaining to the work and that all work will be permitted with the municipality and completed according to its rules and regulations.

_____, 2024
Date

Signature

Printed Name

Title

Attest

Address

Attachment 2

Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

Business Information

Name of Business _____

Address of Business _____

Name of Business Owner _____

Phone Number of Business Owner _____

Email Address of Business Owner _____

Preferred Contact Information

Same as above

Name of Preferred Contact _____

Phone Number of Preferred Contact _____

Type of Business (select from the following options):

- Corporation Partnership Sole Proprietorship Joint Venture
- MBE (Minority Business Enterprise) WBE (Woman Business Enterprise)
- SBE (Small Business Enterprise)

Select from **ONE** of the following three options below that applies:

At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines on page 4).

At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition on page 4).

Business Concern Affirmation

I affirm that the above statements (on the frontside of this form) are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to Housing Catalyst or any affiliated entities may have their contracts terminated as default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the following information is correct to the best of my knowledge.

Print Name: _____

Signature: _____ Date: _____

*Certification expires within six months of the date of signature

Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?

YES **NO**

EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.



Section 3 Income Limits

Eligibility Guidelines

The worker's income must be at or below the amount provided below for an individual (household of 1) regardless of actual household size.

Individual Income Limits

FY 2023 Income Limit Area	Income Limits Category	FY 2023 Income Limits
	Extremely Low Income Limits (30%)	23,900
City of Fort Collins	Very Low Income Limits (50%)	39,800
	Low Income Limits (80%)	63,600

See <https://www.huduser.gov/portal/datasets/il.html> for most recent income limits.

Section 3 Worker Definition:

- A low or very low-income resident (the worker's income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or
- A YouthBuild participant.

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern or
- Currently meets or when hired met at least one of the following categories as documented within the past five years:
 - A resident of public housing; or
 - A resident of other public housing projects or Section 8-assisted housing; or
 - A YouthBuild participant.