

2020

COMMUNITY DEVELOPMENT BLOCK GRANT



Loveland:
a vibrant community, surrounded by natural beauty,
where you belong.

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Affordable Housing Commission 2020 Schedule

Date	Day	Time	Activity	Location
1/9	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
1/10	F	10:30-12:00pm	CDBG - Agency Meeting	City Council Chambers
1/23	Th	Midnight	CDBG Pre-Application (LOI) Deadline	Online
2/13	Th	5:45pm	AHC Regular Meeting (Discuss Pre-Apps)	City Manager Conference Room
3/12	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
3/26	Th	Midnight	CDBG Application Deadline	Online
5/6	W	6:00-8:30pm	Applicant Presentations	City Council Chambers
5/10	S	5:00pm	Commissioner Grant Scores Due	Online
5/11	M	6:00-8:30pm	Applicant Allocations	City Manager Conference Room
Applicants receive notification of funding recommendations on or after 5/15/19				
6/2	T	6:00pm	Grant Recommendations to City Council	City Council Chambers
6/11	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
7/9	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
8/13	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
9/10	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
10/8	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
11/12	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room
12/10	Th	5:45pm	AHC Regular Meeting	City Manager Conference Room



How to Apply for 2020 City of Loveland Grant Funding

How Much is Available?

Community Development Block Grant (CDBG): An estimated **\$260,000** will be available for non-services, bricks & mortar projects.

How To Apply

Step 1 - Eligibility

Determine whether persons benefiting from your project meet grant program guidelines. Eligible beneficiaries must live within the Loveland city limits.

- Public Facilities: at least 51% of persons served must have low to moderate income as defined by HUD, which is income at or below 80% of the area median income.*
- Housing and Rehabilitation of Multi-Family Projects: at least 51% of occupants must have low to moderate income as defined by HUD.*
- Housing and Rehabilitation of Single-Family Projects: 100% of occupants must have low to moderate income as defined by HUD.*

**The U.S. Department of Housing and Urban Development income guidelines are included in this guide on page 5.*

Please contact the Community Partnership Office if you would like to discuss your project prior to applying: Alison.Hade@cityofloveland.org or 970-962-2517

Step 2 – Goals

Determine whether the applying program meets at least one of the following CDBG program goals listed in order of priority:

1. Provide new affordable housing opportunities for homeless or near homeless persons in Loveland with single-family or multi-family housing, including permanent supportive housing for long-term homeless.
2. Create new affordable housing opportunities by rehabilitating existing single-family or multi-family housing.
3. Decrease poverty in the community by supporting agencies with facilities where service for low income households occurs.

Step 3 – Pre-Apply

Go to: www.tinyurl.com/COLGrants to complete the pre-application and pre-award agreement **before midnight, Thursday, January 23, 2020**
Late pre-applications will not be accepted.

Step 4 – Proposal

Go to: www.tinyurl.com/COLGrants to submit the proposal **before midnight, Thursday, March 26, 2020**
Late proposals or those with missing attachments will not be accepted.

Step 5 – Presentation

Make a 20-minute presentation to the Affordable Housing Commission on May 6, 2020. Applicants will have fifteen minutes to present the grant application, agency and project. Five minutes will be allotted for questions. Applicants may be given specific questions to address during the presentation.

If you have questions, about whether a project is eligible or you are unable to submit your pre-application and proposal electronically, please call the Community Partnership Office prior to January 23 at 970-962-2517 (Alison Hade) or 970-962-2705 (Brandy Benson).

**2019 HUD Income Guidelines
Larimer County
Issued May 2019**

# of Persons in Household	1	2	3	4	5	6	7	8
100%	\$61,100	\$69,800	\$78,500	\$87,200	\$94,200	\$101,200	\$108,200	\$115,200
80%	\$48,850	\$55,800	\$62,800	\$69,750	\$75,350	\$80,950	\$86,500	\$92,100
75%	\$45,825	\$52,350	\$58,875	\$65,400	\$70,650	\$75,900	\$81,150	\$86,400
70%	\$42,770	\$48,860	\$54,950	\$61,040	\$65,940	\$70,840	\$75,740	\$80,640
60%	\$36,660	\$41,880	\$47,100	\$52,320	\$56,520	\$60,720	\$64,920	\$69,120
50%	\$30,550	\$34,900	\$39,250	\$43,600	\$47,100	\$50,600	\$54,100	\$57,600
40%	\$24,440	\$27,920	\$31,400	\$34,880	\$37,680	\$40,480	\$43,280	\$46,080
30%	\$18,350	\$20,950	\$23,550	\$26,150	\$30,170	\$34,590	\$39,010	\$43,430

*2020 HUD Income Guidelines: Expected release March 2020

For updates go to: www.cityofloveland.org

2020
City of Loveland
Community Development Block Grant
PRE-APPLICATION

Go to: www.tinyurl.com/COLGrants before midnight, Thursday, January 23, 2020. Pre-Application forms are available to download at www.cityofloveland.org/cdbg. Please contact the Community Partnership Office with questions about the proposal at 970-962-2517 (Alison Hade) or 970-962-2705 (Brandy Benson).

Applicant Information

Applicant/Agency:	
DUNS:	
TIN:	
SAMS Registration Date:	
Project Name:	
Executive Director:	
Contact Person & Title:	
Phone Number:	
E-mail:	

Amount of 2020 grant funding requested - \$ _____

1. Estimated total cost of the project.

\$ _____

2. Indicate the total amount of CDBG funds (if any) received from the City of Loveland in the past three years for this project or any other projects.

2019- \$ _____ 2018 - \$ _____ 2017 - \$ _____

3. How does the project meet at least one of the CDBG program goals

All activities funded with City of Loveland grant dollars must meet at least one of the goals listed below. *Describe how applicant project will meet one of the goals and identify which goal will be addressed.*

CDBG Goals:

1. Provide new affordable housing opportunities for homeless or near homeless persons in Loveland with single-family or multi-family housing, including permanent supportive housing for long-term homeless.
2. Create new affordable housing opportunities by rehabilitating existing single-family or multi-family housing.
3. Decrease poverty in the community by supporting agencies with facilities where service for low income households occurs.

4. Briefly describe the project in order to determine eligibility.

2020 Pre-Award Agreement CDBG Bricks & Mortar Applicants



If the agency is awarded a 2020 Community Development Block Grant by the City of Loveland, I understand that the following will be required as a condition of receiving grant funds:

1. All entities receiving grant funds from the City must enter into a legal agreement defining the project, amount of allocated grant funds, terms of the grant and other specific details. **No grant funds will be issued without a fully executed contract or for activities occurring prior to the fully executed contract date.**
2. All grant funds are issued on a reimbursement basis. Documentation of authorized expenses must be submitted and approved by the City before any funding will be disbursed to grant recipients. Authorized expenses must be dated on or after the executed contract date.
3. CDBG funds will be available no earlier than **October 1, 2020** and must be expended **AND DRAWN** no later than **July 31, 2021** for Bricks & Mortar projects. Funds not drawn by July 31, 2021 may be reallocated to another project.
4. When CDBG funds are used to purchase or rehabilitate property, a deed of trust may be executed to ensure affordability for a minimum of 20 years for a single family project, 25 years for a public facility project, or 50 years for a multi-family project, unless the grant is \$20,000 or less.
5. If the approved grant is \$2,000 or more, affects a property with eight or more residential units, or is a public facility, Davis-Bacon regulations must be adhered to for the entire project.
6. If grant funds are used to purchase or rehabilitate a residential unit built prior to 1978, all lead-based paint regulations must be adhered to.
7. If grant funds are used for a project that has the potential of displacing occupants, the Uniform Relocation Act must be adhered to.
8. All files shall be retained by the Subrecipient for a period not less than five years after the completion of the project.
9. All reports must be submitted by the due date listed at the top of the quarterly report.
10. A member of the Affordable Housing Commission may make a site visit to agencies receiving grant funding from the City of Loveland.
11. The Community Partnership Office will monitor the project.

By typing your name, you agree to the above requirements in receiving grant funds.

Name: _____

Title: _____

2020
City of Loveland
Community Development Block Grant
Proposal Guide

Submit your proposal before midnight on Thursday, March 26, 2020.

Go to: www.tinyurl.com/COLGrants

Please contact the Community Partnership Office with questions about the proposal at
970-962-2517 (Alison Hade) or 970-962-2705 (Brandy Benson).

1. How does the project meet at least one of the CDBG program goals?

(This answer will automatically be copied from the pre-application.)

All activities funded with City of Loveland grant dollars must meet at least one of the goals listed below.

Describe how applicant project will meet one of the goals and identify which goal will be addressed.

CDBG Goals:

1. Provide new affordable housing opportunities for homeless or near homeless persons in Loveland with single-family or multi-family housing, including permanent supportive housing for long-term homeless.
2. Create new affordable housing opportunities by rehabilitating existing single-family or multi-family housing.
3. Decrease poverty in the community by supporting agencies with facilities where service for low income households occurs.

2. Need Assessment: Describe the need for the project and how the grant will address this need.

A. If housing: How many units will be purchased, constructed or rehabilitated for each income level? Will the housing be for home ownership or rental? What services will be provided to assist individuals and help them remain in their house?

B. If a public facility: Will property be purchased, constructed, rehabilitated or rented? What services will be provided to help individuals and households increase their income and move toward self-reliance and independence?

Include the population expected to benefit from the project. Why does this person or group need this project? Do you have data to support the need? How will a grant from the City provide a solution to the problem? Tie this information to the CDBG goal that will be met.

- A. If the project is housing related,** enter a number for each income level of housing unit purchased, constructed or rehabilitated. How will it be affordable long term for the targeted population?
- B. If the project is for a public facility,** discuss the income level of the population that will be served at this location. What are the major functions of the facility? Indicate the number of persons who will benefit from your proposed project according to income categories. Is income verification necessary to receive services from your agency? Describe how and when your agency verifies the income of the client benefitting from the project. Can you show that at least 51% of your clients fall at or below 80% of the area median income, including counting clients who do not provide financial information?
Example: You serve 1,000 clients a year at your agency. If 500 provide income information and 95% of those are at or below 80% of the area median income, you are only able to show that 47.5% of your total clients are at or below 80% of the AMI: (500 x .95 = 475; 475/1,000 = 47.5%).

3. Describe your agency's experience providing services to households with very low and low to moderate income.

Give a brief narrative of your agency's experience serving very low to moderate income households.

4. How many people or families will benefit from the project?

5. Describe your marketing efforts to reach people who are historically the least likely to apply to your program.

How do you market your services to historically underserved populations? Give an example. Do you market your services differently to minority populations? Include the effort your agency makes in reaching minorities and people with disabilities. Compare the demographic make-up of the population your agency serves with the demographic make-up of Larimer County (or northern Colorado).

To find current demographic information for the City of Loveland, type American Fact Finder into your browser. Type Loveland Colorado in the box under Community Facts. Use 2016 AMERICAN COMMUNITY SURVEY data to get the most recent 5-year data.

- For LANGUAGE SPOKEN AT HOME and DISABILITY data, click ORIGINS and LANGUAGE.
- For RACE and ETHNICITY, click RACE AND HISPANIC ORIGIN.
- For VETERAN data, click VETERANS.

6. Describe your agency's capacity and experience managing a CDBG or other Federal contract.

Give a brief narrative of your agency's experience and capacity managing a CDBG contract. Has your agency ever received CDBG funding? Do you have a staff member who understands the reporting requirements? Have previously funded projects been completed and spent in full and on time? Have you submitted paperwork timely in the past, including drawdowns and final reports? (Please note that technical assistance is available if your agency does not have adequate experience.)

7. What is the address and legal description of the property?

Skip this question: If project is for single-family dwellings to be rehabilitated with or without a loan program or for housing down payment assistance.

Does your organization own the property or have site control? Is the property under contract or lease? If not, explain.

List the address and legal description, if available. If the property is not owned, is the property under contract or option for purchase? If the property is not owned and not under contract, how will your organization secure site control? When will the property come under ownership? When would you expect to break ground or start rehabilitation?

If the project is the purchase of a public facility, will another location be sold to help pay for the new location? Has any CDBG funding been used for the location that will be sold?

If the property is being rehabilitated, be aware of **LEAD HAZARD REDUCTION REQUIREMENTS**. Construction before 1978 requires Lead Hazard Remediation Actions:

- Lead Safe Work Practices (24 CFR 35.930(b)) (Hard costs <= \$5,000)
- Interim Controls or Standard Practices (24 CFR 35.930(c)) (Hard costs \$5,000 - \$25,000)
- Abatement (24 CFR 35.930(d)) (Hard costs > \$25,000)

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/lead-safe/keyrequirements/reduction. Contact the Community Partnership Office if there are questions regarding lead hazard reduction requirements.

<p>8. What is the timeline for project activities and completion? Describe expected milestones.</p> <p>When will project implementation begin? When will the project be completed? If dates are unknown, provide a best estimate? Where is the project in the process of acquisition / rehabilitation / construction?</p>
<p>9. What is the financial structure of the project? <i>Skip this question: If the project is for single-family rehabilitation.</i></p> <p>Is there any financial restructuring anticipated by your organization to address financing shortfalls, debt restricting or working capital in the next year? If yes, explain.</p> <p>Based on your most recent audit, were there any outcomes or findings that changed the way business is conducted? If yes, explain. Cite any examples from the audit that helped improve the organization's performance.</p>
<p>10. What is the total cost of the project and how many units will result? <i>Skip this question: If the project is for a public facility.</i></p> <p>If the project is for housing, what is the cost to create or rehabilitate one unit of housing? What is the size of the unit(s) and how many people will be housed? If the cost varies, what is the average cost per unit? How will the cost of housing (ownership or rental) be affordable for low income households?</p>
<p>11. List the source(s), type and amount of funding that will be leveraged with CDBG dollars. Explain how CDBG funds will leverage other funds.</p> <p>Does the project have grant funding and/or other funding sources that will be leveraged with the City's grant?</p>
<p>12. How will the project's plan be affected if the City funds this project and other non-committed sources do not?</p> <p>Describe any income commitments that you have.</p>
<p>13. What is the term of office for board members? Do you have a board member Conflict of Interest policy?</p> <p>Are board members allowed to do business with/for the agency? Is self-dealing prohibited or are there exceptions?</p>
<p>14. Provide a narrative addressing the development costs and revenue sources over the next year and long term. Is the project development budget complete? <i>Skip this question: If project is for single-family dwellings to be rehabilitated with or without a loan program or for housing down payment assistance.</i></p> <p>Where is the project in the process of actual cost and development?</p>
<p>15. Project Budget. Include a Budget Narrative explaining each expense line item.</p> <p>The Budget Narrative ideally expands on line items, explaining how dollar amounts were calculated and giving enough detail to tie the costs to the project's activities described above. When costs seem unusually high or low, the budget narrative can provide the needed explanation. As with the entire proposal, budget narratives should be clear and forthright.</p> <p>You may submit your budget in a different format. Use the form on the next page if you have not already created your budget.</p>

**City of Loveland
Community Development Block Grant
Project Budget**

Project Budget: List each expense for the program and provide a brief explanation of the expense. **If this is a multi-year budget, explain in the budget narrative.**

Revenue: List all actual and projected revenue for project	Expenses		\$ from city grant
Federal Grants			
State Grants			
City of Loveland			
City of Fort Collins			
Foundations			
Donations			
Loans			
Client Fees			
*Other:			
*Other:			
Total Revenues:	\$	Total Expenses:	\$

*If the budget includes revenue sources or expense line items not listed in the columns above, use the "other" lines to include those amounts and include the source or item.

Budget Narrative

Expense	Details of Expense (must be completed)

Additional Comments:

16. What is the minimum you need to have the project be viable? Explain.

What is the impact to the project if CDBG funds are not awarded?

17. Select the best answer.

- Applicant will accept funding for the full request amount only.
- Applicant will accept any amount of funding awarded.
- Applicant needs a minimum of \$ _____ to make project feasible

ATTACHMENTS

The attachments are necessary to provide the Commission with thorough information and will be part of the rating for clarity of the grant proposal. The proposal will not be considered without them.

Conflict of Interest Policy

Current Board of Directors Roster

Current Profit and Loss Statement

Organizational Chart

Client Intake Form/Income Verification Form

Supporting Documents

Conflict of Interest Policy

Attach the conflict of interest policy.

Current board of directors roster

Attach a current roster. List professional affiliations.

Current Profit and Loss Statement

Attach a profit and loss statement for the organization's last full fiscal year.

Organizational Chart

Attach an agency organizational chart. An example can be found on the CPO website.

Client intake form and income verification form (*if separate*)

Attach a blank copy of both forms.

Supporting documentation for Grants and Loans (*ex: letters of commitment, promissory note, award letter*)

City of Loveland
2020 CDBG Proposal
OPERATING Budget

Depending on the project, the CPO may ask for an Operating Budget. Staff will send you this form to fill out and return prior to your presentation.

Under Revenue, enter the dollar amount that has been confirmed under "Confirmed Amount". Under Expenses, enter the line item that will be paid using City grant funds if a grant is awarded. Show the % of the total budget for both revenue and expenses.
DO NOT list depreciation as an expense. Only list in-kind donations if agency would have to pay for the item if it weren't donated.

AGENCY Revenue

Source	Amount	Confirmed Amount
Federal Grants		
State Grants		
City of Loveland		
Foundations		
Donations		
Fundraising		
United Way		
Client Fees		
*Other (please name source)		
*Other (please name source)		
Total Agency Revenue:		

AGENCY Expenses

Expense Category	Amount	Budget Explanation
Salaries & Benefits		
Program Supplies		
Rent/mortgage/utilities		
Professional Fees		
Transportation		
Travel		
Training		
Volunteer Recognition		
Fundraising		
Marketing		
*Other (please explain)		
*Other (please explain)		
Total Agency Expense:		

*If the agency budget includes expense line items or revenue sources not listed on the application, use the "other" lines to include those amounts. Change "other" to the correct term or name.

Agency X Example Organizational Chart

Note: If your agency does not have a branch that may be present on this chart, that is fine, simply illustrate all of the programs and staff that your agency employs



Key:

- Services/Programs that are an arm of the agency, but not the primary function of the agency, housing for example
- Finance/Acctg/Fundraising staff
- Programs and the staff that provide the services of each program

Agency/Project: _____

**2020 COMMUNITY DEVELOPMENT BLOCK GRANT
PROJECT SELECTION CRITERIA**

Rate the proposal on the following scale of 1-3:

1= Does not meet criteria

2= Meets criteria

3=Exceeds criteria

Criteria	Rating	Comments
<u>1. Conformity to CDBG goals</u> Does this project meet the goals of the Consolidated Plan?		
<u>2. CDBG goals priority</u> Rate proposal based on priority of providing new housing or rehabilitating existing housing with priority for low and very low income households, which is households earning 50% or less of the area median income.		
<u>3. Experience</u> Does the applicant have experience providing housing or services to persons with low income?		
<u>4. Marketing efforts</u> Rate the applicant's effort to reach people who are historically the least likely to apply to the program.		
<u>5. Experience managing a CDBG project</u> Has the applicant received CDBG funding before? What is the applicant's timeliness of past contracts, drawdowns and final reports?		CPO will provide information.
<u>6. Capacity to manage and complete project</u> Does the applicant have site control? Does the agency have a wide funding base? Are other sources in place?		Applies to property acquisition, new construction or rehab.
<u>7. Timeline</u> Does the applicant have the ability to begin work on the project immediately? Is the timeline of the project reasonable?		
<u>8. Future/Other funding</u> Does the applicant have a sound financial structure in place?		
<u>9. Overall cost to create housing units</u> How many people will benefit and how will it be affordable?		Applies to housing projects.
<u>10. Project development and operating costs</u> Does the overall budget reflect costs for operations and if applicable, maintenance.		

11. Application and Presentation Questions answered clearly and completely. All requested information is provided.		
TOTAL SCORE (33 points possible)		
ADDITIONAL COMMENTS:		

THE AFFORDABLE HOUSING COMMISSION CONSIDERS OTHER FACTORS IN ADDITION TO SCORE WHEN MAKING FUNDING DECISIONS.

**EXHIBIT A
SCOPE OF SERVICES**

(this form will become part of the grant contract if funds are awarded)

DESCRIPTION OF PROJECT (Specifically describe how grant funds will be used)

SAMPLE

SPECIAL CONDITIONS (completed by the Community Partnership Office)

DETAILED GRANT BUDGET

2020 Grant Expense Budget	\$
Line Item Description: (Use one line per item. Add additional lines if needed.)	\$ amount allocated for each item:
1.	
2.	
3.	
4.	
TOTAL Grant Amount:	\$



**COMMUNITY DEVELOPMENT BLOCK GRANTS
2020-2021 QUARTERLY REPORTING FORM
BRICKS & MORTAR PROJECTS**

DATE Submitted _____

Please indicate which quarter this report covers.

_____ October 1– December 31 *due Jan 15th* _____ January 1– March 31 *due April 15th*
 _____ April 1 – June 30 *due July 15th* _____ July 1 – September 30 *due October 15th*

All reports must be submitted on or prior to the due date.

AGENCY NAME and ADDRESS:
(Please Insert Here)

A. Total Amount of 2020 Grant \$ _____
 Grant Balance \$ _____

B. Description of Work Accomplished

1. Describe the work that has been accomplished during this reporting period. If no work has taken place, please indicate a target starting date. Describe any challenges prohibiting the start of the project.

2. How many housing units have been **constructed or rehabilitated** for each income level during this reporting period? *Skip if report is for a Public Facility*

Income Level	# Units	Income Level	# Units		
0% - 30% AMI		51% - 80% AMI			
31% - 50% AMI		Market Rate		TOTAL # constructed or rehabilitated	

If the housing project included rehabilitation and the total project cost was \$5,000 or more (all funding, not just CDBG), please complete the table below. If the total cost of the project was \$5,000 or less, just complete the address column. *Skip if report is for a Public Facility or Land Acquisition*

Address of rehabilitated property	Year Built	Ages of Occupants Head of Household only (Seniors and persons with disabilities excluded)	Total cost of rehab project (not just CDBG \$)

C. Recipient Documentation

Provide the following data about clients served with CDBG funds using current HUD income guidelines. Please provide this information cumulatively beginning October 1, 2020 – present.

RECIPIENT INCOME DOCUMENTATION BY HEAD OF HOUSEHOLD

INCOME LEVEL	Housing: # of Individuals in Owned Unit	Housing: # of Individuals in Rental Unit	Public Facility: # of Individuals Served	TOTAL by Head of Household	# of female-headed households
Extremely low income (30% AMI or less, per HUD income guidelines)					
Low income (31-50% AMI, per HUD income guidelines)					
Moderate income (51-80% AMI, per HUD income guidelines)					
TOTAL of 0% - 80% AMI Clients				C1	
Non-low/mod income (81% or Higher AMI, per HUD income guidelines)					

Did any clients decline to provide income information? YES NO If so, how many? _____

DO NOT INCLUDE NON-LOW 81-100% AMI CLIENTS IN THIS TABLE. TOTAL MUST EQUAL BOX C1 ABOVE
RACE/ETHNICITY OF HOUSEHOLDS SERVED WITH CDBG FUNDS (OCT. 1, 2019 - PRESENT)
TOTAL MUST MATCH NUMBER OF HOUSEHOLDS GIVEN IN PREVIOUS TABLE'S BLUE SHADED ROW

RACE/ETHNICITY CATEGORY	Public Facility SERVICES		Housing: OWNER		Housing: RENTER	
	Total # by Head of Household	*Of this total, # Hispanic	Total # by Head of Household	*Of this total, # Hispanic	Total # by Head of Household	*Of this total, # Hispanic
White						
Black/African American						
Asian						
American Indian / Native Alaskan						
Native Hawaiian / Other Pacific Islander						
American Indian / Native Alaskan & White						
Asian & White						
Black/African American & White						
American Indian / Native Alaskan & Black/African American						
Other Multi-Racial						
TOTAL						

*According to HUD, Hispanic is not a separate race but is categorized with another race, e.g. White Hispanic.

D. How do race/ethnicity, age, gender, language status and number of veterans of Loveland compare with your clientele? Please compare all of these categories. What could you do to ensure that underserved populations are aware of your services?

To find current demographic information for the City of Loveland, type American Fact Finder into your browser. Type Loveland Colorado in the box under Community Facts. Use 2016 AMERICAN COMMUNITY SURVEY data to get the most recent 5-year data.

- For LANGUAGE SPOKEN AT HOME and DISABILITY data, click ORIGINS and LANGUAGE.
- For RACE and ETHNICITY, click RACE and HISPANIC ORIGIN.
- For VETERAN data, click VETERANS.

CLIENT INFORMATION – Only include 0-80% AMI Clients

# of Persons with Disabilities	# of Homeless	# of Seniors	# of Veterans

E. Project Expenditures (This question should be answered with the 4th quarter or Final report you will submit.)
 Provide an update of project expenses compared to the budget submitted with the grant proposal. Compare to your original budget.

F. Date received by Community Partnership Office



2011-2019 Grant Recipients

2019 CDBG Recipients		
Agency	Project	Grant
Volunteers of America	Handyman Program	\$22,000.00
Easter Seals	Automatic door opener installation	\$4,010.00
Loveland Housing Authority	The Edge - water rights	\$200,000.00
Loveland Housing Authority	Willows Place -siding replacement	\$35,395.00
Loveland Housing Authority	Larimer Home Improvement Project	\$40,000.00
Alternatives to Violence	Safehouse – window Replacement	\$17,600.00
Neighbor to Neighbor	Exterior rehab and accessibility improvements	\$17,320.00
2018 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Safehouse - roof	\$20,985
Loveland Housing Authority	Mirasol III - water rights	\$285,884.89
Loveland Housing Authority	Larimer Home Improvement Project	\$70,200
Volunteers of America	Handyman Program	\$28,453
2017 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Safehouse plumbing & secondary egress	\$57,950
Neighbor to Neighbor	Senior housing rehab	\$33,250
Respite Care	Facility rehab (re-allocated 2016)	\$15,000
Volunteers of America	Handyman Program	\$25,000
2016 CDBG Recipients		
Agency	Project	Grant
Loveland Housing Authority	Larimer Home Improvement Program	\$68,000
Loveland Housing Authority	Sprinkler system	\$202,000
Elderhaus	Furnace	\$18,930
Easter Seals WINGS	Doorway	\$10,000
Volunteers of America	Handyman Program	\$28,267
2015 CDBG Recipients		
Agency	Project	Grant
Loveland Housing Authority	The Edge/ Loveland Housing Authority - sidewalks	\$135,000
Volunteers of America	Handyman Program	\$14,607
2014 CDBG Recipients		
Agency	Project	Grant
House of Neighborly Service	Community Life Center	\$74,970
Alternatives to Violence	Safehouse purchase	\$100,000

Loveland Housing Authority	Larimer Home Improvement - emergency funds	\$16,342
Habitat for Humanity	Land purchase	\$70,000
Volunteers of America	Handyman Program	\$5,000
2013 CDBG Recipients		
Agency	Project	Grant
House of Neighborly Service	Community Life Center	\$155,240
Loveland Housing Authority	Larimer Home Improvement Program	\$10,000
Loveland Housing Authority	Larimer Home Improvement Project - emergency funds	\$10,000
Loveland Housing Authority	Larimer Home Ownership Program	\$5,000
Sexual Assault Victim Advocate Ctr.	Public facility rehab	\$10,000
Volunteers of America	Handyman Program	\$17,300
2012 CDBG Recipients		
Agency	Project	Grant
Habitat for Humanity	Land purchase	\$57,770
Habitat for Humanity	Land purchase	\$24,977
Loveland Housing Authority	Larimer Home Improvement Program	\$35,000
Loveland Housing Authority	Larimer Home Improvement - emergency funds	\$20,000
Loveland Housing Authority	Larimer Home Ownership Program	\$30,000
Loveland Housing Authority	Cornerstone - sidewalks	\$25,580
Volunteers of America	Handyman Program	\$16,800
2011 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Transitional Living Center - facility rehab	\$24,920
Alternatives to Violence	Safehouse construction	\$5,103
Habitat for Humanity	Land purchase	\$13,023
Loveland Housing Authority	Larimer Home Improvement Program	\$25,000
Loveland Housing Authority	Larimer Home Improvement - emergency funds	\$15,989
Loveland Housing Authority	Willows Apartment - gutters	\$6,500
Loveland Interfaith Hospitality Network	Angel House - window replacements	\$7,070
Neighbor to Neighbor	Senior housing rehab	\$69,365
Volunteers of America	Handyman Program	\$16,000



2020 COMMUNITY DEVELOPMENT BLOCK GRANT APPEAL PROCESS

The City's Community Partnership Office and the Affordable Housing Commission strive to hold a fair and balanced process for all grant applicants. Steps taken to ensure this include:

- **Pre-Application** – The Community Partnership Office (CPO) will determine eligibility of a project according to the information given on the pre-application and will ask for clarification if necessary.
- **Grant Proposal Guide** – Applicants receive a thorough, question by question guide to assist in completing proposals. Additionally, CPO staff are available for technical assistance.
- **Grant Presentation** – Commissioners review proposed projects with applicants and ask questions to gather more information as needed.
- **Scoring** – The scoring tool is shared with applicants at the beginning of the process. Commissioners score each applicant individually and staff compiles Commissioner's scores into one composite score for each applicant. The Affordable Housing Commission considers factors other than score when making funding decisions.
- **Scoring reports** – Each applicant receives a scoring report after the process that shows the applicant's total score, the high and low score, and an applicant-specific scoring tool with Commissioner averaged totals for each category.

If an applicant wishes to appeal the funding recommendations of the Affordable Housing Commission, an appeal may be made by submitting a written letter citing reason for appeal within five business days of receiving the applicant's scoring report and emailed to:

Alison.Hade@cityofloveland.org

Staff will forward the appeal to the Affordable Housing Commission and the City Council prior to the day funding recommendations are presented to City Council.

Any decision regarding the outcome of the appeal rests with the City Council. Applicants will be notified regarding the decision as directed by City Council.



AFFORDABLE HOUSING COMMISSION

500 East Third Street Suite 210 ☐ Loveland, Colorado 80537

Commissioner	Appointment Date	Term Expires
Jerry Beers Chair	7/3/2018	6/30/2021
Gil Barela Vice Chair	7/3/2018	6/30/2021
Bruce Croissant	7/2/19	6/30/2022
Jennifer Swanty	7/2/19	6/30/2022
Lauren Daley	7/5/2017	6/30/2020
Christopher Thorp	7/5/2017	6/30/2020
Diann Rice	7/5/2016	6/30/2019
Steve Olson Council Liaison	Alison Hade Staff	Brandy Benson Staff

Correspondence may be sent to the mailing address listed above or via Alison.Hade@cityofloveland.org