

# 2014

## COMMUNITY DEVELOPMENT BLOCK GRANT



Loveland:

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



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| Community Development Block Grant<br>2014 Schedule                                     |     |              |                                       |   |
|--|-----|--------------|---------------------------------------|---|
| Date   | Day | Time         | Activity                              | Location  |
| 1/14   | T   | 2:00-3:00pm  | CDBG - Agency Meeting                 | City Council Chambers                           |
| 1/30   | Th  | Noon         | CDBG Pre-Applications Due             | Email to:<br>Beverly.Walker@cityofloveland .org |
| 2/27   | Th  | Noon         | CDBG Grant Proposal Deadline          | Beverly.Walker@cityofloveland .org              |
| 3/27   | Th  | 6:00-8:30 pm | CDBG Applicant Presentations          | City Council Chambers                           |
| 4/2  | W   | 6:00-8:30 pm | CDBG Applicant Presentations          | City Council Chambers                           |
| Applicants receive notification of funding recommendations after May 8 <sup>th</sup> . |     |              |                                       |   |
| 6/3  | T   | 6:30pm       | Grant Recommendations to City Council | City Council Chambers                           |





# How to Apply for 2014 City of Loveland Grant Funding

## How Much is Available?

**Community Development Block Grant (CDBG):** An estimated **\$290,000** will be available for non-services, bricks & mortar projects. This amount is an estimate, as 2014 CDBG allocation amounts were not released prior to publishing this guide. Please check our website for updated information: [www.cityofloveland.org/cdbg](http://www.cityofloveland.org/cdbg).

## How To Apply

### Step 1 - Eligibility

Determine whether the persons benefiting from the applying program meet the grant program guidelines.

- Eligible beneficiaries must live within the Loveland city limits.
- Public Facilities: 51% of persons served must have low to moderate income as defined by HUD.\*
- 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 guidelines are included in this guide on page 7.*

### Step 2 – Goals

Determine whether the applying program meets at least one of the following CDBG program goals:

1. Provide new housing opportunities to homeless or near homeless persons in Loveland through shelter, transitional, or permanent housing, with priority for permanent supportive housing projects for long term homeless individuals.
2. Provide new housing opportunities for veterans and persons with special needs.
3. Create new housing opportunities or rehabilitate existing housing for households with low to moderate income, giving funding priority to projects that serve households earning 50% or less of the area median income.
4. Decrease poverty in the community by financially supporting facilities that meet basic needs and provide self-sufficiency opportunities, with priority for low and very low income households, which is households earning 50% or less of the area median income.

### Step 3 – Pre-Apply

Complete the Pre-Application and Pre-Award Agreement available to download at [www.cityofloveland.org/cdbg](http://www.cityofloveland.org/cdbg). Click on the **PRE-APPLICATION** button.

*Pre-applications for CDBG will not be accepted in any other format.*

Submit by email to [beverly.walker@cityofloveland.org](mailto:beverly.walker@cityofloveland.org),  
by **12:00 pm, Thursday, January 30, 2014** (CPO email time stamped).

**Late pre-applications will not be accepted.**

### Step 4 – Proposal

Complete the Grant Proposal available to download at [www.cityofloveland.org/cdbg](http://www.cityofloveland.org/cdbg). Click on the **GRANT PROPOSAL** button. *Proposals for CDBG will not be accepted in any other format.*

Submit by email to [beverly.walker@cityofloveland.org](mailto:beverly.walker@cityofloveland.org),  
by **12:00 pm, Thursday, February 27, 2014** (CPO email time stamped).

**Late proposals or those with missing attachments will not be accepted.**

### Step 5 – Presentation

Make a 20-minute presentation to the Affordable Housing Commission in March or April. Applicants will have fifteen minutes to make a presentation about the grant application, agency, and project. Five minutes will be allotted for questions. The Community Partnership Office will contact applicants in March to schedule presentation times. Applicants may be given specific questions to address during the presentation, if applicable.

**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 (CPO) prior to January 30th at 970-962-2517 or 962-2705.**



## 2014 HUD Income Guidelines

### Loveland - Ft Collins Metropolitan Statistical Area

**Issued December 2013**

| # persons<br>in<br>household  | 1        | 2        | 3        | 4        | 5        | 6        | 7        | 8        |
|-------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| 100% Area<br>Median<br>Income | \$51,500 | \$58,800 | \$66,200 | \$73,500 | \$79,400 | \$85,300 | \$91,200 | \$97,100 |
| 80%                           | \$41,200 | \$47,050 | \$52,950 | \$58,800 | \$63,550 | \$68,250 | \$72,950 | \$77,650 |
| 75%                           | \$38,625 | \$44,100 | \$49,650 | \$55,125 | \$59,550 | \$63,975 | \$68,400 | \$72,825 |
| 70%                           | \$36,050 | \$41,160 | \$46,340 | \$51,450 | \$55,580 | \$59,710 | \$63,840 | \$67,970 |
| 60%                           | \$30,900 | \$35,280 | \$39,720 | \$44,100 | \$47,640 | \$51,180 | \$54,720 | \$58,260 |
| 50%                           | \$25,750 | \$29,400 | \$33,100 | \$36,750 | \$39,700 | \$42,650 | \$45,600 | \$48,550 |
| 40%                           | \$20,600 | \$23,520 | \$26,480 | \$29,400 | \$31,760 | \$34,120 | \$36,480 | \$38,840 |
| 30%                           | \$15,450 | \$17,650 | \$19,850 | \$22,050 | \$23,850 | \$25,600 | \$27,350 | \$29,150 |



# 2014 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 required attachment(s).
- **Grant Proposal** – Applicants receive a thorough, question by question guide to assist in completing proposals. Additionally, City staff is available for technical assistance. Commissioners review the final proposals.
- **Grant Presentation** – Commissioners review proposed projects with the 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.

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](mailto:Alison.Hade@cityofloveland.org)

Staff will forward the appeal to the Affordable Housing Commission and the City Council prior to the day the funding recommendations will be presented to the 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 □ Loveland, Colorado 80537

| <b>Commissioner</b>                   | <b>Appointment Date</b>                 | <b>Term Expires</b>                      |
|---------------------------------------|---|--|
| Chris Jessen<br><b>Chair</b>          | 8/3/2010                                | 6/30/2014                                |
| Angie Shafraneck<br><b>Vice Chair</b> | 11/1/2011                               | 6/30/2014                                |
| Vendia Berg                           | 8/20/2013                               | 6/30/2014                                |
| Marcy Hoerster                        | 7/3/2012                                | 6/30/2015                                |
| Pam McCrory                           | 12/20/2011                              | 6/30/2015                                |
| Ted Schlagenhauf                      | 7/3/2012                                | 6/30/2015                                |
| Will Gresham                          | 8/20/2013                               | 6/30/2016                                |
| Barbara Irelan                        | 8/20/2013                               | 6/30/2016                                |
| Diann Rice                            | 8/20/2013                               | 6/30/2016                                |
| Alison Hade<br><b>Staff Liaison</b>   | Ralph Trenary<br><b>Council Liaison</b> | Beverly Walker<br><b>Staff/Secretary</b> |

Correspondence may be sent to the mailing address listed above or via [Alison.Hade@cityofloveland.org](mailto:Alison.Hade@cityofloveland.org)





# **CDBG Pre-Application & Proposal Guidance**



**2014**  
**City of Loveland**  
**Community Development Block Grant**  
**PRE-APPLICATION**

Pre-applications will be accepted by email to [Beverly.Walker@cityofloveland.org](mailto:Beverly.Walker@cityofloveland.org)  
by 12:00 pm, Thursday JANUARY 30, 2014.

Pre-Application forms are available to download at [www.cityofloveland.org/cdbg](http://www.cityofloveland.org/cdbg).  
Please contact the Community Partnership Office with questions about the proposal at  
970-962-2517 or 962-2705.

**Applicant Information**

**Applicant/Agency:**

**DUNS (Data Universal  
Number System), Federal  
Tax Number, or EIN:**

**Project Name:**

**Executive Director:**

**Board President:**

**Contact Person:**

**Title:**

**Mailing Address:**

**Phone Number:**

**E-mail:**

**Amount of 2014 grant funding requested - \$ \_\_\_\_\_**

**1. Estimated Total Annual Budget for the Project?**

**\$ \_\_\_\_\_**

**2. Indicate the total amount of grant funds (if any) received from the City of Loveland in the past three years for this project.**

**2013 - \$\_\_\_\_\_ 2012 - \$\_\_\_\_\_ 2011 - \$\_\_\_\_\_**

**3. How does the project meet at least one of the CDBG program goals found on page 2 of the Grant Guide?**

**4. Briefly describe the project.**



## 2014 Pre-Award Agreement CDBG Bricks & Mortar Applicants



*This agreement is attached to the Pre-Application, found online at [www.cityofloveland.org/cdbg](http://www.cityofloveland.org/cdbg).*

**If the agency is awarded 2014 Community Development Block Grant funds 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 services to be provided, amount of allocated grant funds, terms of the grant, and other specific details. No grant funds will be issued without a fully executed grant agreement.
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. All CDBG funds will be available no earlier than **October 1, 2014** and expended and drawn no later than **July 31, 2015** for Bricks & Mortar projects.
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.
5. If the approved grant 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 report.
10. A member of the Loveland 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 in your name, you agree to the above requirements in receiving grant funds.***

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_



# 2014 City of Loveland Community Development Block Grant Proposal Guide

Proposals will be accepted by email to [Beverly.Walker@cityofloveland.org](mailto:Beverly.Walker@cityofloveland.org)  
by **12:00pm, Thursday, FEBRUARY 27, 2014.**

Proposal forms are available to download at [www.cityofloveland.org/cdbg](http://www.cityofloveland.org/cdbg).  
Please contact the Community Partnership Office with questions about the proposal at  
970-962-2517 or 962-2705.

## 1. 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. The answer must reflect your description from the Pre-Application.

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

### **CDBG Goals:**

1. Provide new housing opportunities to homeless or near homeless persons in Loveland through shelter, transitional, or permanent housing, with priority for permanent supportive housing projects for long term homeless individuals.
2. Provide new housing opportunities for veterans and persons with special needs.
3. Create new housing opportunities or rehabilitate existing housing for households with low to moderate income, giving funding priority to projects that serve households earning 50% or less of the area median income.
4. Decrease poverty in the community by financially supporting facilities that meet basic needs and provide self-sufficiency opportunities, with priority for low and very low income households, which is households earning 50% or less of the area median income.

## 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 households to secure and maintain housing?

**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 to 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. Describe how and when your agency verifies the income of the client benefitting from the project/program. Is income verification necessary to receive services from your agency? 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?

**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 low and very low income households.

**4. 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? 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).

**5. 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.)

**6. If the project includes property acquisition, and/or new construction or rehabilitation, what is the address and legal description of the property? Is the property owned by the applicant? Does the applicant have site control? Is the property under contract or lease? If not, explain.**

*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.*

List the address and legal description, if available. If the property is not owned by applicant, is the property under contract or option for purchase? If the property is not owned and not under contract, how will the applicant secure site control? When will the property come under ownership?

**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 project is being financed**, attach a pre-approval letter from the financing source.

**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](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.

**7. What are the timelines for project activities and completion? Describe the expected milestones.**

When will project implementation begin? When will project be completed? If dates are unknown, provide a best estimate? Where is the project in the process of acquisition / rehabilitation / construction?

**8. Has the applicant borrowed money for this project in the last 12 months? If yes, what was the purpose for borrowing? Provide terms and conditions for repayment.**

**Is there any financial restructuring anticipated by the organization to address financing shortfalls, debt restricting, working capital, etc. in the next year? If yes, explain.**

**Based on the applicant's 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.**

*Skip this question: If the project is for housing.*

**9. If the project is for housing, what is the cost to create 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?**

*Skip this question: If the project is for a public facility.*

What is the total cost of the project and how many units will result? How will the cost of housing (ownership or rental) be subsidized for low income households so that it is affordable?

**10. List the source(s), type and amount of funding that will be leveraged with CDBG dollars. Explain how the CDBG funds will leverage other funds.**

Does the project have grant funding and/or other funding sources that will be leveraged with the City's grant?

**11. How will the project's plan be affected if the City funds this project and other non-committed sources do not?**

Describe any income commitments that you have.

**12. What is the term of office for board members? Do you have a board member Conflict of Interest policy?**

Are board members allowed to do business with/for the agency? Is self-dealing prohibited or are there exceptions?

**13. Provide a narrative addressing the development costs and revenue sources over the next year and long term. Is the project development budget complete?**

*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.*

Where is the project in the process of actual cost and development?

**14. Project Budget. Include a Budget Narrative explaining each expense line item.**

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.

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.**

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

**14. Project Budget**

| 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:  |           |                        |           |                    |
| *Other:  |           |                        |           |                    |
| <b>Total Revenues:</b>                                     | <b>\$</b> | <b>Total Expenses:</b> | <b>\$</b> | <b>\$</b>          |

\*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) |
|---------|--|
|         |  |
|         |  |
|         |  |
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|         |  |
|         |  |

**Additional Comments:**

## 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. Attachments must be emailed to [Beverly.Walker@cityofloveland.org](mailto:Beverly.Walker@cityofloveland.org).  
The proposal will not be considered without them.

**Current Board of Directors Roster**  
**IRS Form 990**  
**Current Profit and Loss Statement**  
**Organizational Chart**  
**Client Intake Form/Income Verification Form**  
**Supporting Documents**

### Current board of directors roster

Who is on the applicant's board? List professional affiliations.

### Form 990

The main form of the 990 (usually 1-6 pages) no schedules.

### Current Profit and Loss Statement

For the applicant's last full fiscal year.

### Organizational Chart

The Commission would like to see the numbers and type of staff at the organization. An example organizational chart is included in this guide on page 24.

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

Include a blank copy of the form(s) used to track intake data and income verification.

### Supporting documentation for Grants and Loans *(letters of commitment, promissory note, award letter, etc.)*



City of Loveland  
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.

| Program Revenue              |        |                                       | Program Expenses             |        |  |
|------------------------------|--------|---------------------------------------|------------------------------|--------|--|
| Source                       | Amount | P -<br>Pending or<br>C -<br>Confirmed | Expense Category             | Amount | Amount to be<br>paid for with city<br>grant \$ |
| Federal Grants               |        |                                       | Salaries & Benefits          |        |  |
| State Grants                 |        |                                       | Program Supplies             |        |  |
| City of Loveland             |        |                                       | Rent/Mortgage/Utilities      |        |  |
| Foundations                  |        |                                       | Professional Fees            |        |  |
| Donations                    |        |                                       | Transportation               |        |  |
| Fundraising                  |        |                                       | Travel                       |        |  |
| United Way                   |        |                                       | Training                     |        |  |
| Client Fees                  |        |                                       | Volunteer Recognition        |        |  |
| City of Fort Collins         |        |                                       | Fundraising                  |        |  |
| *Other:                      |        |                                       | Marketing                    |        |  |
| *Other:                      |        |                                       | *Other:                      |        |  |
| <b>Total Agency Revenue:</b> | \$     |                                       | <b>Total Agency Expense:</b> | \$     | \$   |

**\*\*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.**

| Expense                   | Details of Expense |
|---------------------------|--------------------|
| Salaries & Benefits       |                    |
| Program Supplies          |                    |
| Rent/ Mortgage/ Utilities |                    |
| Professional Fees         |                    |
| Transportation            |                    |
| Travel                    |                    |
| Training                  |                    |
| Volunteer Rec             |                    |
| Fundraising               |                    |
| Marketing                 |                    |
| *Other:                   |                    |
| *Other:                   |                    |
| *Other:                   |                    |

***Please do not list depreciation as an expense. List only cash expenses.***

# 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

# SAMPLE

## 2014 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  |
|---|--------|---|
| <b><u>1. Conformity to CDBG goals</u></b><br>Does this project meet the goals of the Consolidated Plan?   |        |   |
| <b><u>2. Experience</u></b><br>Does the applicant have experience providing services or housing to persons with low income?   |        |   |
| <b><u>3. Marketing Efforts</u></b><br>Rate the applicant's effort to reach people who are historically the least likely to apply to the program.  |        |   |
| <b><u>4. Experience managing a CDBG project</u></b><br>Has the applicant received CDBG funding before? What is the applicant's timeliness of past contracts, drawdowns and final reports. |        |   |
| <b><u>5. Capacity to manage and complete project</u></b><br>Does the applicant have site control? Does the agency have a wide funding base? Are other sources in place?                   |        | Applies to property acquisition, and/or new construction or rehab |
| <b><u>6. Timeline</u></b><br>Does the applicant have the ability to begin work on the project immediately?<br>Is the timeline of the project reasonable?                                  |        |   |
| <b><u>7. Future/Other funding</u></b><br>Does the applicant have a sound financial structure in place?  |        |   |
| <b><u>8. Overall cost to create housing units</u></b><br>How many people will benefit and how will it be affordable?  |        | Applies to housing projects                                       |
| <b><u>9. Project development and operating costs</u></b><br>Does the overall budget reflect costs for operations and if applicable, maintenance costs.                                    |        |   |





# **Award Form & Reporting**



**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

---

**DETAILED GRANT BUDGET**

| 2014 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.  |                                    |
| <b>TOTAL Grant Amount:</b>  | <b>\$</b>                          |



**COMMUNITY DEVELOPMENT BLOCK GRANTS  
2014-2015 QUARTERLY REPORTING FORM  
BRICKS & MORTAR PROJECTS**

**DATE OF REPORT** \_\_\_\_\_

Please indicate which quarter this report covers.

\_\_\_\_\_ October 1– December 31 *due on Jan. 15th*

\_\_\_\_\_ January 1– March 31 *due on Apr. 15th*

\_\_\_\_\_ April 1 – June 30 *due on Jul. 15th*

\_\_\_\_\_ July 1 – September 30 *due on Oct. 10th*

**AGENCY NAME and ADDRESS:**

*(Please Insert Here)*

**A.** Total Amount of 2014 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, 2014 – 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<br>(30% AMI or less, per HUD income guidelines) |   |  |  |                            |                               |
| Low income<br>(31-50% AMI, per HUD income guidelines)                |   |  |  |                            |                               |
| Moderate income<br>(51-80% AMI, per HUD income guidelines)           |   |  |  |                            |                               |
| <b>TOTAL of 0% - 80% AMI Clients</b>                                 |   |  |  |                            |                               |
| Non-low/mod income<br>(81-100% AMI, per HUD income guidelines)       |   |  |  |                            |                               |

**DO NOT INCLUDE NON-LOW 81-100% AMI CLIENTS IN THIS TABLE**

**RACE/ETHNICITY OF HOUSEHOLDS SERVED WITH CDBG FUNDS (OCT. 1, 2014 - 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  |                              |                            |                              |                            |                              |                            |
| <b>TOTAL</b>  |                              |                            |                              |                            |                              |                            |

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

**CLIENT INFORMATION – Includes ALL Income Levels (All Types of Projects)**

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

**D. Project Revenue** (This question should be answered with the 4<sup>th</sup> quarter or Final report you will submit.)

Provide an update of the Revenue the project received compared to the cost submitted with the grant proposal.

**For example,**

Expected project revenue included:

- CDBG - \$11,500
- Other Federal Funding - \$27,000
- Donations/Other - \$12,800

Actual project revenue included:

- CDBG - \$10,000
- Other Federal Funding - \$27,000
- Donations/Other - \$14,300



## 2006-2013 Grant Recipients

| 2013 CDBG Recipients                |   |                  |
|-------------------------------------|---|------------------|
| Agency                              | Project                                     | Grant            |
| House of Neighborly Service         | Public Facility Rehab                       | \$155,240        |
| Loveland Housing Authority          | Larimer Home Improvement Program            | \$10,000         |
| Loveland Housing Authority          | Larimer Home Improvement<br>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         |
| 2013 CDBG bricks & mortar projects  |   | <b>\$207,540</b> |

| 2012 CDBG Recipients               |   |                  |
|------------------------------------|---|------------------|
| Agency                             | Project                                     | Grant            |
| Habitat for Humanity               | Land Acquisition – Sierra Valley            | \$57,770         |
| Habitat for Humanity               | Land Acquisition – Boise Village            | \$24,977         |
| Loveland Housing Authority         | Larimer Home Improvement Program            | \$35,000         |
| Loveland Housing Authority         | Larimer Home Improvement<br>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         |
| 2012 CDBG bricks & mortar projects |   | <b>\$210,127</b> |

| 2011 CDBG Recipients                    |   |                  |
|---|---|------------------|
| Agency                                  | Project                                     | Grant            |
| Alternatives to Violence                | Transitional Living Center rehab            | \$24,920         |
| Alternatives to Violence                | Safe Place Construction                     | \$5,103          |
| Habitat for Humanity                    | Land Acquisition                            | \$13,023         |
| Housing Authority                       | Larimer Home Improvement Program            | \$25,000         |
| Housing Authority                       | Larimer Home Improvement<br>Emergency Funds | \$15,989         |
| Housing Authority                       | Willows Apartment gutters                   | \$6,500          |
| Loveland Interfaith Hospitality Network | Window replacements at the Angel House      | \$7,070          |
| Neighbor to Neighbor                    | The Willows rehab                           | \$69,365         |
| Volunteers of America                   | Handyman Program                            | \$16,000         |
| 2011 CDBG bricks & mortar projects      |   | <b>\$182,970</b> |

| 2010 CDBG Recipients               |  |                  |
|------------------------------------|--|------------------|
| Agency                             | Project  | Grant            |
| Alternatives to Violence           | Transitional Living Center rehab               | \$16,810         |
| Alternatives to Violence           | Safe Place Construction                        | \$71,393         |
| Habitat for Humanity               | Land purchase                                  | \$29,193         |
| Loveland Housing Authority         | Home Match Program                             | \$25,000         |
| Loveland Housing Authority         | Larimer Home Improvement Program               | \$25,000         |
| Loveland Housing Authority         | Larimer Home Ownership Program                 | \$25,000         |
| Loveland Housing Authority         | Silverleaf Fire Alarm Replacement              | \$17,997         |
| Volunteers of America              | Handyman Program                               | \$18,500         |
| 2010 CDBG bricks & mortar projects |  | <b>\$228,893</b> |
| 2010 EECBG Recipients              |  |                  |
| Agency                             | Project  | Grant            |
| Alternatives to Violence           | Transitional Living Center Electrical Upgrades | \$14,516         |
| Loveland Housing Authority         | Maple Terrace Solar Heating                    | \$53,909         |
| Loveland Housing Authority         | Silverleaf Electric Upgrades                   | \$17,500         |
| Loveland Housing Authority         | Mirasol Geothermal Testing                     | \$22,900         |
| Interfaith Hospitality Network     | Window Replacement                             | \$8,000          |
| Neighbor to Neighbor               | Solar Panel Installation                       | \$38,175         |
| 2010 EECBG projects                |  | <b>\$155,000</b> |
| 2009 CDBG Recipients               |  |                  |
| Agency                             | Project  | Grant            |
| Alternatives to Violence           | TLC plumbing upgrade                           | \$39,637         |
| Habitat for Humanity               | Land purchase                                  | \$42,000         |
| Loveland Housing Authority         | Mirasol Water Rights Purchase                  | \$46,393         |
| Loveland Housing Authority         | Larimer Home Improvement Program               | \$10,000         |
| Loveland Housing Authority         | Meadows Roof Crickets                          | \$26,412         |
| Interfaith Hospitality Network     | Land purchase                                  | \$25,000         |
| Volunteers of America              | Handyman Program                               | \$8,000          |
| 2009 CDBG bricks & mortar projects |  | <b>\$197,442</b> |
| 2009 CDBG-R (ARRA) Recipients      |  |                  |
| Agency                             | Project  | Grant            |
| Alternatives to Violence           | Windows and / or furnace upgrade               | \$20,000         |
| Loveland Housing Authority         | Maple Terrace Furnace replacement              | \$59,876         |
| 2009 CDBG-R Funding                |  | <b>\$79,876</b>  |

| 2008 CDBG Recipients       |                                      |           |
|----------------------------|--------------------------------------|-----------|
| Agency                     | Project                              | Grant     |
| Alternatives to Violence   | Property Acquisition                 | \$42,000  |
| Habitat for Humanity       | Property Acquisition                 | \$80,000  |
| Loveland Housing Authority | Housing Rehabilitation               | \$27,761  |
| Loveland Housing Authority | Property Acquisition                 | \$75,000  |
| Loveland Housing Authority | Down Payment Assistance              | \$10,000  |
| Neighbor to Neighbor       | Housing Rehabilitation               | \$23,488  |
| VOA                        | Housing Rehabilitation/Accessibility | \$7,800   |
| Total Granted:             |                                      | \$266,049 |

| 2007 CDBG Recipients       |                        |           |
|----------------------------|------------------------|-----------|
| Agency                     | Project                | Grant     |
| Alternatives to Violence   | Property purchase      | \$60,000  |
| Habitat for Humanity       | Property purchase      | \$70,000  |
| Loveland Housing Authority | Housing rehabilitation | \$41,459  |
| Loveland Housing Authority | Larimer Home Ownership | \$5,000   |
| Neighbor to Neighbor       | Housing rehabilitation | \$20,000  |
| Total Granted:             |                        | \$196,459 |

| 2006 CDBG Recipients           |                        |           |
|--------------------------------|------------------------|-----------|
| Agency                         | Project                | Grant     |
| Alternatives to Violence       | Property purchase      | \$36,000  |
| Loveland Housing Authority     | Property purchase      | \$100,000 |
| Interfaith Hospitality Network | Property purchase      | \$25,000  |
| Lincoln Hotel Apartments       | Housing rehabilitation | \$24,739  |
| Neighbor to Neighbor           | Housing rehabilitation | \$26,145  |
| Total Granted:                 |                        | \$211,884 |