



# 2015 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](mailto:Alison.Hade@cityofloveland.org)

Staff will forward the appeal to the Affordable Housing Commission and the City Council prior to the day 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.