

2018

COMMUNITY DEVELOPMENT BLOCK GRANT



Loveland:

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

TABLE OF CONTENTS

2018 CDBG Process	
• 2018 Grant Schedule	2
• How Much? How To?	3
• HUD Income Guidelines	5
CDBG Pre-Application and Proposal Guidance	
• CDBG Pre-Application	6
• Pre-Award Agreement	8
• CDBG Proposal Guide	9
• Required Attachments	13
• Operating Budget Template	14
• Example Organizational Chart	15
• Sample Score Sheet	16
Award Form and Reporting	
• Sample Scope of Services for Contract	18
• Grantee Quarterly Report Form	19
• Grant Recipient History	22
Appeal Information and AHC Information	
• Appeal Process	24
• Affordable Housing Commission Roster	25

Affordable Housing Commission 2018 Schedule				
Date	Day	Time	Activity	Location
1/8	M	3:00-4:30pm	CDBG- Agency Meeting	City Council Chambers
1/11	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
1/25	Th	Midnight	CDBG Pre-Applications Due	online
2/8	Th	5:45pm	AHC Regular Meeting (Discuss Pre-Apps)	City Manager's Conf. Room
3/8	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
3/29	Th	Midnight	CDBG Applications Due	online
4/30	M	6:00-8:30pm*	CDBG Applicant Presentations	City Council Chambers
5/1	T	5:00pm	Commission Scores Due	online
5/2	W	5:45-8:30pm*	CDBG Allocations	City Manager Conference Room
Applicants receive notification of funding recommendations after 5/3/16				
5/10	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
6/5	T	6:00pm	Grant Recommendations to City Council	City Council Chambers
6/14	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
7/12	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
8/9	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
9/13	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
10/11	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
11/8	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room
12/13	Th	5:45pm	AHC Regular Meeting	City Manager's Conf. Room

*Presentations begin at 6:00pm, Commission dinner served from 5-5:45pm



How to Apply for 2018 City of Loveland Grant Funding

How Much is Available?

Community Development Block Grant (CDBG): An estimated **\$390,000** 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 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 25, 2018

Late pre-applications will not be accepted.

Step 4 – Proposal

Go to: www.tinyurl.com/COLGrants to submit the proposal
before midnight, Thursday, March 29, 2018

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

Step 5 – Presentation

Make a 20-minute presentation to the Affordable Housing Commission (see page 2 for dates). 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 26th at 970-962-2517 or 962-2705.

**2017 HUD Income Guidelines
Larimer County
Issued April 2017**

# of Persons in Household	1	2	3	4	5	6	7	8
100%	\$53,800	\$61,500	\$69,200	\$76,800	\$83,000	\$89,100	\$95,300	\$101,400
80%	\$43,040	\$49,200	\$55,360	\$61,440	\$66,400	\$71,280	\$76,240	\$81,120
75%	\$40,350	\$46,125	\$51,900	\$57,600	\$62,250	\$66,825	\$71,475	\$76,050
70%	\$37,660	\$43,050	\$48,440	\$53,760	\$58,100	\$62,370	\$66,710	\$70,980
60%	\$32,280	\$36,900	\$41,520	\$46,080	\$49,800	\$53,460	\$57,180	\$60,840
50%	\$26,900	\$30,750	\$34,600	\$38,400	\$41,500	\$44,550	\$47,650	\$50,700
40%	\$21,520	\$24,600	\$27,680	\$30,720	\$33,200	\$35,640	\$38,120	\$40,560
30%	\$16,150	\$18,450	\$20,750	\$24,600	\$28,780	\$32,960	\$37,140	\$41,320

*2018 HUD Income Guidelines: Expected release March 2018

For updates go to: www.cityofloveland.org

2018
City of Loveland
Community Development Block Grant
PRE-APPLICATION

Go to: www.tinyurl.com/COLGrants before midnight, Thursday, January 25, 2018. 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 or 962-2705.

Applicant Information

Applicant/Agency:

DUNS, FTIN, or EIN:

SAMS Registration Date:

Project Name:

Executive Director:

Contact Person:

Title:

Phone Number:

E-mail:

Amount of 2018 grant funding requested - \$_____

1. Estimated total cost of 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.

2017- \$_____ 2016 - \$_____ 2015 - \$_____

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.

2018 Pre-Award Agreement CDBG Bricks & Mortar Applicants



If the agency is awarded a 2018 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, 2018** and must be expended **AND DRAWN** no later than **July 31, 2019** for Bricks & Mortar projects. Funds not drawn by July 31, 2019 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.
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: _____

2018 City of Loveland Community Development Block Grant Proposal Guide

Submit your proposal before midnight on Thursday March 29, 2018.

Go to: www.tinyurl.com/COLGrants

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?

(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: $(500 \times .95 = 475; 475/1,000 = 47.5\%)$.

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 2014 AMERICAN COMMUNITY SURVEY data to get the most recent 5-year data.

- For AGE, GENDER and SENIOR data, click AGE on the left-hand side.
- 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/leadsafe/keyrequirements/reduction. Contact the Community Partnership Office if there are questions regarding lead hazard reduction requirements.

8. What is the timeline for project activities and completion? Describe expected milestones.
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?
9. What is the financial structure of the project? <i>Skip this question: If the project is for housing.</i>
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. 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.
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>
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? How will the cost of housing (ownership or rental) be affordable for low income households?
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.
Does the project have grant funding and/or other funding sources that will be leveraged with the City's grant?
12. 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.
13. 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?
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>
Where is the project in the process of actual cost and development?
15. 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. You may submit your budget in a different format. Use the form on the next page if you have not already created your budget.

**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
2017 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	% of Total Budget
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	Amount to be paid with City grant \$	% of Total Budget
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

2017 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.		

**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

2018 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
2018-2019 QUARTERLY REPORTING FORM
BRICKS & MORTAR PROJECTS**

DATE Submitted _____

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. 10th***

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

Note that the 3rd and 4th quarter reports are due on the 10th day of the following month.

AGENCY NAME and ADDRESS:

(Please Insert Here)

A. Total Amount of 2018 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, 2017 – 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 (81-100% 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, 2018 - PRESENT)
TOTAL MUST MATCH NUMBER OF HOUSEHOLDS GIVEN IN PREVIOUS TABLE'S BLUE SHADED ROW

	Public Facility SERVICES		Housing: OWNER		Housing: RENTER	
RACE/ETHNICITY CATEGORY	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 they are 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 2014 AMERICAN COMMUNITY SURVEY data to get the most recent 5-year data.

- For AGE, GENDER and SENIOR data, click AGE on the left-hand side.
- 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.

See budget on page 13.

*Note that these categories are examples. Please use categories submitted with your original proposal.

F. Date received by Community Partnership Office



2011-2017 Grant Recipients

2017 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Facility Rehab	\$57,950
Neighbor to Neighbor	Facility 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 Rehabs	\$202,000
Elderhaus	Furnace	\$18,930
Easter Seals WINGS	Facility Rehab	\$10,000
Volunteers of America	Handyman Program	\$28,267
2015 CDBG Recipients		
Agency	Project	Grant
Loveland Housing Authority	The Edge	\$135,000
Volunteers of America	Handyman Program	\$14,607
2014 CDBG Recipients		
Agency	Project	Grant
House of Neighborly Service	Public Facility Rehab	\$74,970
Alternatives to Violence	Safe house 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	Public Facility Rehab	\$155,240
Loveland Housing Authority	Larimer Home Improvement Program	\$10,000
Loveland Housing Authority	Larimer Home Improvement 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 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 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 rehab	\$24,920
Alternatives to Violence	Safe Place Construction	\$5,103
Habitat for Humanity	Land Acquisition	\$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	Window replacements at the Angel House	\$7,070
Neighbor to Neighbor	The Willows rehab	\$69,365
Volunteers of America	Handyman Program	\$16,000



2018 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 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 Suite 210 ☐ Loveland, Colorado 80537

Commissioner	Appointment Date	Term Expires
Diann Rice Chair	8/20/2013	6/30/2019
Will Gresham Vice Chair	8/20/2013	6/30/2019
Ranae Alaniz	10/5/2015	06/30/2020
Marcy Kasner	7/3/2012	6/30/2018
Gil Barela	7/5/2016	6/30/2018
Barbara Irelan	8/20/2013	6/30/2019
Lauren Daley	7/5/2017	6/30/2020
Christopher Thorp	7/5/2017	6/30/2020
Amanda McDonald	7/5/2017	6/30/2018
Jerry Beers	7/5/2016	6/30/2018
Alison Hade Staff Liaison	Leah Johnson Council Liaison	Deb Callies Staff

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