

# Community Partnership Office Website: 2019 Grant Forms & Information

Google **City of Loveland Community Partnership Office** and click on **Community Partnership Office | City of Loveland:**

Google search results for "city of loveland community partnership office". The top result is "Community Partnership Office | City of Loveland" with a URL: [www.cityofloveland.org/departments/development.../community-pa](http://www.cityofloveland.org/departments/development.../community-pa). A yellow arrow points to this result. Below the main result are several links: "Grant Forms & Information", "Loveland Resources", "Division Contacts", "Community Development ...", "Human Services Grant Program", "Fair Housing and Civil Rights ...", and "Community Resource Connection | City of Loveland". On the right side of the search results, there is a map and a "See outside" button. Below the map, the "Community Partnership Office" is listed with its address: "500 E 3rd St, Loveland, CO 80537" and phone: "(970) 962-2517".

Click on **Grants Forms and Information:**

Screenshot of the City of Loveland website. The header includes the City of Loveland logo and navigation links: "Services", "About", "Departments", "Government", and "I Want To...". A search bar is located on the right. The main content area features a sidebar on the left with a "Community Partnership Office" section. A yellow arrow points to the "Grant Forms & Information" link in this sidebar. The main content area displays the "COMMUNITY PARTNERSHIP OFFICE" page, which includes the title "COMMUNITY PARTNERSHIP OFFICE", the subtitle "Cultivating Opportunity, Proactive Dialogue, and Creative Solutions in our Community.", and the text "The Community Partnership Office is staff support for the Affordable Housing Commission and the Human Services Commission." Below this, the address "500 E 3rd St, Suite 210, Loveland, CO 80537" and phone number "Phone 970-962-2705" are listed. There are links for "Staff Contacts" and "Email Us", and a Facebook icon. On the right side of the page, there is a "NEWS" section with two articles: "New Natural Area Opens at Boise Bend" and "City Fills Chief Building Official position". At the bottom right, there is an "EVENTS" section.

Clicking the **green button** takes you to the grant management system.

The screenshot shows the City of Loveland website. The header includes the City of Loveland logo and navigation links: Services, About, Departments, Government, and I Want To... Below the header is a sidebar with a list of links under the 'Community Partnership Office' section. The main content area is titled 'GRANT FORMS & INFORMATION' and features a green button labeled 'City of Loveland Grant Application System'. A yellow arrow points to this button. Below the button, there is a section titled 'Agency Meetings Save the Date!' and '2019 Human Services Grant Resources:' with a graphic for the 2019 Human Services Grant.

Login or create new account. If you forgot your login, contact Brandy Benson  
970-962-2705 or [brandy.benson@cityofloveland.org](mailto:brandy.benson@cityofloveland.org):



## Logon Page

Email Address\*

Brandy.Benson@cityofloveland.org

Password\*

.....

Log On

Create New Account

Forgot your Password?

The **House icon** next to City of Loveland logo takes you to your dashboard.



## Applicant Dashboard

Public Profile

**Applicant:**  
Brandy Lee Benson  
bensonandghee@gmail.com  
970-962-2705  
500 E. 3rd St Suite 210  
Loveland, CO 80537 United States

**Organization:**  
Brandy's Human Services Test Account for Users  
12-3498765  
970-962-2705  
500 E. 3rd St Suite 210  
Loveland, CO 80537 United States

[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

You have not submitted any applications. Click [Apply](#) to begin the application process.

The **Apply button** next to house icon on top menu takes you to current or upcoming grant applications.

Scroll to select which grant program to apply for.

A **Apply** button will appear to the far right as of 01-07-2019.

**Apply**

**2019 Community Development Block Grant** Accepting Submissions from 01/07/2019 to 01/24/2019

Non-services, bricks & mortar projects. Eligible beneficiaries must live within the 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.

Please contact the Community Partnership Office if you would like to discuss your project prior to applying: [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org) 970-962-2517

**2019 Human Services - Housing First Grant** Accepting Submissions from 01/07/2019 to 01/24/2019

Housing First is a homelessness assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life. Reference the National Alliance to End Homelessness.

Please contact the Community Partnership Office if you would like to discuss your project prior to applying: [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org) 970-962-2517

**2019 Human Services - Model Partnership Grant** Accepting Submissions from 01/07/2019 to 01/24/2019

The Human Services Commission offers a one-time grant amount of up to \$35,000 to non-profit agencies that exemplify ideal partnerships in the Loveland community. The Model Partnership Award was established to encourage and/or reward efforts of collaborations that reduce service duplication, administrative costs or increase efficiency. The commission may make up to \$35,000 available during the 2018 grant process to spotlight programs working together to better serve the community. Funds may or may not be awarded to one lead agency and divided among two or more partnering agencies, depending on the quality of applications and merit of partnerships.





Please contact the Community Partnership Office if you would like to discuss your project prior to applying: [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org) 970-962-2517

**2019 Human Services Grant** Accepting Submissions from 01/07/2019 to 01/24/2019

**Human Service Grant Program Goal:** Financially support services that value diversity, foster self-reliance, treat people with dignity, build self-respect, address issues of safety, and allow people to live free of fear through the provision of food, shelter, physical and mental health care, as well as services that prevent crises and assist in sustaining independent living.

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## Pre-Applications= LOI



LOI

Question List

Apply / 2019 Community Development Block Grant / LOI / Preview

Fields with an asterisk (\*) are required.

Pre-Application - 2019 Community Development Block Grant

Submit pre-application and attachments BEFORE midnight on January 24, 2019 (MT).

DUNS Number\*

TIN\*

SAMS Registration Date\*

SAMS registration MUST be current. Enter date of registration. To register or update registration go to: <https://www.sam.gov/portal/SAM/#1#1>

Project name\*

Name for specific project you are requesting funding for.

Amount of grant funding requested.\*

\$

1. Estimated total cost of the project?\*

Enter dollar amount for total cost of the project.

> 2019 Grant Funding Pre-Application

> Pre-Award Agreement CDBG Bricks & Mortar Applicants





✓ 250 characters left of 250

Save LOI Submit LOI


You must click **submit** prior to the midnight deadline in order to have your program considered. Technical difficulties with the system MAY NOT extend the deadline. We recommend that you submit during business hours.

Once the Pre-Application= LOI is completed and marked complete by the Community Partnership Office the application form (Proposal) will be loaded into your online profile to begin working on it.


To See You Pre-Application (LOI) in PDF format click on **Question List**

  Apply  Organization History  Fax to File

## LOI

 Question List

Apply / 2019 Community Development Block Grant / LOI / Preview

 Fields with an asterisk (\*) are required.

▼ Pre-Application - 2019 Community Development Block Grant

*Submit pre-application and attachments BEFORE midnight on January 24, 2019 (MT).*

**DUNS Number\***

**TIN\***

**SAMS Registration Date\***  
SAMS registration MUST be current. Enter date of registration. To register or update registration go to: <https://www.sam.gov/portal/SAM/#1#1>

**Project name\***  
Name for specific project you are requesting funding for.

**Amount of grant funding requested.\***

\$

**1. Estimated total cost of the project?\***  
Enter dollar amount for total cost of the project.

> 2019 Grant Funding Pre-Application

> Pre-Award Agreement CDBG Bricks & Mortar Applicants

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LOI

City of Loveland, Community Partnership

### 2019 Community Development Block Grant

City of Loveland, Community Partnership

Pre-Application - 2019 Community Development Block Grant

*Submit pre-application and attachments BEFORE midnight on January 24, 2019 (MT).*

**DUNS Number\***  
Character Limit: 250

**TIN\***  
Character Limit: 250

**SAMS Registration Date\***  
SAMS registration MUST be current. Enter date of registration. To register or update registration go to: <https://www.sam.gov/portal/SAM/#1#1>  
Character Limit: 250

**Project name\***  
Name for specific project you are requesting funding for.  
Character Limit: 100

**Amount of grant funding requested.\***  
Character Limit: 20

**1. Estimated total cost of the project?\***  
Enter dollar amount for total cost of the project.  
Character Limit: 250

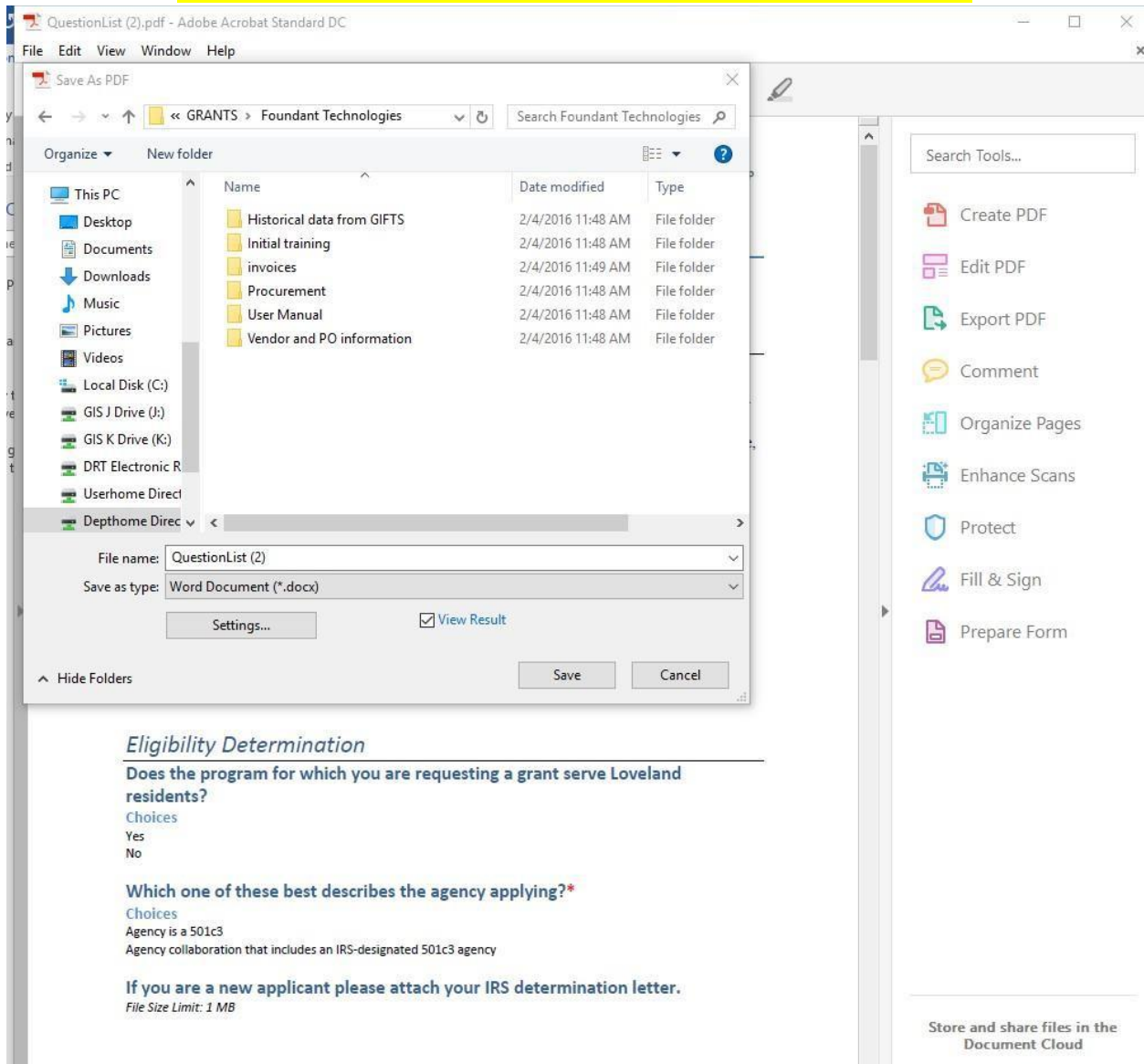
2019 Grant Funding Pre-Application

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

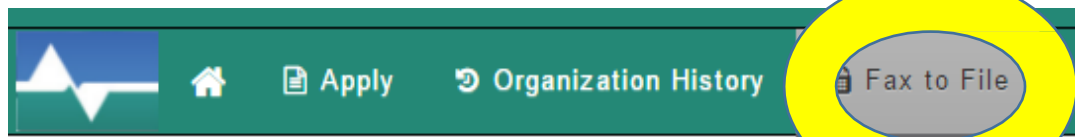
**2018\***  
Character Limit: 20



If you want to turn your document into a **Word document** and you have the right Adobe software you can “save as” and select Word Document (\*.docx) as the type. This will convert the PDF to a Word document.



## Fax to File Instructions:



**i** Welcome to the Fax to File tool.

The purpose of this tool is to help you convert documents from hard copy format to digital format so that they may be uploaded in any of the forms through the application process.

### How To Use The Tool:

1. To start, click the **"Request a Fax #"** button above and you will be presented with a toll-free fax number. Once you have a fax number, you will have 20 minutes to fax needed documents for conversion.
2. Send a separate fax for each document and do not include a cover sheet. All faxed documents will be automatically converted to .pdf format.
3. Click the **"Finished Faxing"** button to see your list of files
4. Converted documents will be available to download to your computer. After downloading to your computer, you will then be able to upload the documents at the appropriate time during the online application process

## Organization Summary:

A screenshot of the 'Organization Summary' page. At the top is a green navigation bar with icons for a mountain, home, 'Apply', 'Organization History', and 'Fax to File'. Below the bar, the page title 'Organization Summary' is displayed in a large font, followed by the subtitle 'Brandy's Human Services Test Account for Users'. A light gray box contains the text 'Brandy's Human Services Test Account for Users'. Below this is a tabbed interface with four tabs: 'Organization Info', 'Request History', 'Contacts', and 'Documents' (which has a '0' badge). The 'Organization Info' tab is active. The main content area shows 'Brandy's Human Services Test Account for Users' on the left and contact information on the right: 'Primary Contact: Brandy Benson', 'Website:', and 'Last Updated: 01/04/2019'.

### **What to expect after LOI (pre-application) submission**

1. Email indicating you have submitted.
2. Email indicating approval or denial of pre-application.
3. If approved the application form (proposal) will be added to your account to begin working on.

### **What to expect after application (proposal) submitted**

1. Email indicating you have submitted.
2. Sign up genius for presentation time(s). See schedule for possible dates. If multiple applications you MUST sign up for a presentation time for each application. It is possible that presentation times/dates change and you will be notified if this does happen.

Reminder- It is YOUR responsibility to keep email addresses and agency contacts updated in our system. We use the system to notify agencies and grant awardees/applicants of changes or opportunities through the Community Partnership Office.

IF AT ANY TIME YOU HAVE PROBLEMS WITH THIS SYSTEM OR HAVE QUESTIONS OR CONCERNED PLEASE DO NOT HESITATE TO CONTACT BRANDY BENSON.

970-962-2705 [brandy.benson@cityofloveland.org](mailto:brandy.benson@cityofloveland.org)





2019 CDBG Applicants

## 2019 CDBG Presentations

Select a presentation time for each application submitted.

Date: 05/06/2019 (Mon.)

Time: 6:00pm - 8:30pm MST

Location: City Council Chambers

Created by: **BB** Brandy Benson ✉

Available Slot	
6:00pm-6:20pm	<a href="#">Sign Up</a> ■
6:20pm-6:40pm	<a href="#">Sign Up</a> ■
6:40pm-7:00pm	<a href="#">Sign Up</a> ■
7:00pm-7:20pm	<a href="#">Sign Up</a> ■
7:35pm-7:55pm	<a href="#">Sign Up</a> ■
7:55pm-8:15pm	<a href="#">Sign Up</a> ■
8:15pm-8:35pm	<a href="#">Sign Up</a> ■

[Submit and Sign Up](#)

You will receive the link for this signup genius the day after the applications (proposal) deadline. Select an open presentation time and select the Submit and Sign Up button. These will be first come first serve and you must select one for each application submitted.