

**2021
HUMAN
SERVICES
GRANT
PROCESS**

AGENDA

- Grant guides and portal access
- Funds available
- 2021 schedule
- Grant guide changes
- Budget
- Model Partnership & Homeless Solutions
- Document submission
- Q&A

GRANT GUIDES

- www.cityofloveland.org/communitypartnership

- COMMUNITY PARTNERSHIP OFFICE

Homeless Strategic Plan Lead Agency
RFI

+ Homeless Strategic Plan

+ Grant Forms & Information

Community Development Block Grant

Fair Housing

+ Affordable Housing

Community Resource Connection

Loveland Resources

Private Activity Bond Program

Division Contacts



GRANT PORTAL

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City of Loveland
Grant Application
System

[2021 Grant Application System Instructions with Screenshots](#)

Questions? Call or email us!

Brandy Benson 970-962-2705 or brandy.benson@cityofloveland.org

FUNDS AVAILABLE FOR SERVICES



- **Total = \$517,000**
- Human Service & Model Partnership - \$460,000
- Homeless Solutions - ~\$57,000

FUNDS AVAILABLE FOR SERVICES

- One proposal - \$35,000
- Two or more proposals - max of \$60,000
- Must be unique programs (p.3)

2020 SCHEDULE

- Pre-applications **due Thursday, January 28th before Midnight**
(confirmation email indicates success)
- Grant proposals **due Thursday, March 4th before Midnight**
(confirmation email)
- NO PRESENTATIONS. Questions sent in April. Three business days to answer.
- Allocation meetings in May
- City Council meeting June 1st
- Grant year begins July 1st with executed contract

CHANGES & NOTICES

- Pre-app. Financial documents must be as requested.
 - **Read instructions. Pre-app can be denied.**
 - Example: Board of Directors professional affiliations
 - Example: Full year financials (ex: Jan-Dec, Jul-Jun) (p.8)
- Must be registered in **SAMS.gov**
- **NO** reminders to draw funds. Can request an extension (p.7).
- **NO** reminder to complete final report. Can't apply next year if you miss the deadline.

CHANGES & NOTICES

- Proposal: **Read the information below the question.**
- Q3: **MANDATORY** OBJECTIVE: SMART to SMARTIE (inclusive, equitable)
- Q3: Objectives must show change
- Q6/7: Individuals OR families, not individuals in families
- Changed/updated questions: 4, 5, 9, 10
- Attach client intake form
- Final Report – Question C5 is new

BUDGET EXAMPLE

PROGRAM BUDGET (p.15-18):

- May use your own budget template (OPTION B) or embedded template (OPTION A).
- $\text{TOTAL COST (A)} = \text{Staff (B), Direct Costs (C) and Indirect Costs (D)}$

To create Loveland Program Budget

AGENCY BUDGET: \$1 million

ASSUMPTIONS:

- Offices in Loveland and Fort Collins
- Serve 1,000 people a year with two programs in each location
- Budget should be \$250,000 and 250 people served

MODEL PARTNERSHIP

- Two or more organizations serving Loveland residents
- Efficiency, efficacy, and gaps in service addressed
- Collaborative projects, increased customer service
- Meet the Human Service Grant program goal
- USE BUDGET TEMPLATE for program not agencies
- Up to \$35,000. Not guaranteed.

HOMELESS SOLUTIONS

- Supportive housing, rapid re-housing or other housing focused programs
- Same schedule
- Approximately \$57,000. Not guaranteed.
- CDBG vs HSG. Start and end dates.
- Use HSG budget
- CDBG Public Service Award - Federal award compliance
- CPO will be more involved in planning.

DOCUMENT SUBMISSION

- Strongly recommend submitting during business hours
DON'T WAIT UNTIL THE LAST MINUTE!
- **No spell check** in system. Use WORD and cut and paste.
- Video and PDF tutorials available on [website](#)
- Reports and draw downs submitted online
- Documents available on the website: PDF of grant guide.

QUESTIONS FOR HUMAN SERVICE COMMISSION