

# 2022

## COMMUNITY DEVELOPMENT BLOCK GRANT



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

# TABLE OF CONTENTS

<b>2022 Community Development Block Grant (CDBG) Information</b>	
• 2022 Grant Schedule	2
• How Much? How To?	3-4
• HUD Income Guidelines	5
<b>CDBG Grant</b>	
• CDBG Pre-Application (LOI)	6-8
• CDBG Application	9-12
• Required Attachments	13
• Operating Budget Template (if requested)	14
• Example Organizational Chart	15
• Sample Score Sheet	16-17
<b>Award Form and Reporting</b>	
• Sample Scope of Services for Contract	18
• Grantee Quarterly Report Form	19-21
• Grant Recipient History	22-23
<b>Appeal Information and AHC Information</b>	
• Appeal Process	24
• Affordable Housing Commission Roster	25

## Affordable Housing Commission 2022 Schedule

Date	Day	Time	Activity	Location
1/13	Th	5:45pm	AHC Regular Meeting	City Council Chambers
2/10	Th	5:45pm	AHC Regular Meeting	City Council Chambers
3/4	F	10:30-12:00pm	CDBG - Agency Meeting	Zoom
3/10	Th	5:45pm	AHC Regular Meeting	City Council Chambers
3/17	Th	Midnight	CDBG Pre-Application (LOI) Deadline	Online
4/14	Th	Midnight	CDBG Application Deadline	Online
5/4	W	6:00-8:30pm	Applicant Presentations	City Council Chambers
5/5	T	6:00-8:30pm	Applicant Presentations (if needed)	City Council Chambers
5/8	Su	5:00pm	Commissioner Grant Scores Due	Online
5/12	Th	6:00-8:30pm	Applicant Allocations	City Council Chambers
Applicants receive notification of funding recommendations on or after 5/13/2022				
6/7	T	6:00pm	Grant Recommendations to City Council	City Council Chambers

## How Much is Available

**Community Development Block Grant (CDBG):** An estimated **\$275,000** will be available for non-services, brick & 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.\*
- New housing and Rehabilitation of Multi-Family Projects: at least 51% of occupants must have low to moderate income as defined by HUD.\*
- New 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 income 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](mailto: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 or new housing opportunities for homeless persons in Loveland with single-family or multi-family housing, including 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-Application**

Go to: [www.tinyurl.com/COLGrants](http://www.tinyurl.com/COLGrants) to complete the pre-application and pre-award agreement before **midnight, Thursday, January 27, 2022**

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

### **Step 4 – Proposal**

Go to: [www.tinyurl.com/COLGrants](http://www.tinyurl.com/COLGrants) to submit the proposal before **midnight, Thursday, March 24, 2022**

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

### **Step 5 – Presentation**

Make a 20-minute presentation to the Affordable Housing Commission on May 4 or May 5, 2022. Only one date will be scheduled depending on the number of applications received.

Applicants will have fifteen minutes to present the grant application, agency and project. Five minutes will be allotted for questions. Applicants may be given specific questions to address during the presentation.

**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 prior to January 27 at 970-962-2517 (Alison Hade) or 970-962-2705 (Brandy Benson).**

2021 HUD Income Limits - Larimer County								
# of Persons in Household	1	2	3	4	5	6	7	8
100%	\$67,200	\$76,800	\$86,400	\$95,900	\$103,600	\$111,300	\$119,000	\$126,600
80%	\$53,700	\$61,400	\$69,050	\$76,700	\$82,850	\$89,000	\$95,150	\$101,250
75%	\$50,400	\$57,600	\$64,800	\$71,925	\$77,700	\$83,475	\$89,250	\$94,950
70%	\$47,040	\$53,760	\$60,480	\$67,130	\$72,520	\$77,910	\$83,300	\$88,620
60%	\$40,320	\$46,080	\$51,840	\$57,540	\$62,160	\$66,780	\$71,400	\$75,960
50%	\$33,600	\$38,400	\$43,200	\$47,950	\$51,800	\$55,650	\$59,500	\$63,300
40%	\$26,880	\$30,720	\$34,560	\$38,360	\$41,440	\$44,520	\$47,600	\$50,640
30%	\$19,800	\$22,600	\$25,450	\$28,250	\$30,680	\$35,160	\$39,640	\$44,120

# 2022 Community Development Block Grant

---

*City of Loveland, Community Partnership*

## *Pre-Application - 2022 Community Development Block Grant*

---

### **\*Required Field**

***Submit pre-application and attachments BEFORE midnight on January 27, 2022 (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://sam.gov/content/home>

*Character Limit: 250*

#### **Project Name\***

Name of specific project for which you are requesting funding.

*Character Limit: 100*

#### **Executive Director\***

*Character Limit: 250*

#### **Contact Person and Title\***

*Character Limit: 250*

#### **Contact Person Phone Number\***

*Character Limit: 250*

#### **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*

## 2022 Grant Funding Pre-Application

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

### 2021\*

*Character Limit: 20*

### 2020\*

*Character Limit: 20*

### 2019\*

*Character Limit: 20*

#### **CDBG Goals:**

- Provide new affordable housing opportunities or new housing opportunities for homeless in Loveland with single-family or multi-family housing, including supportive housing for long-term homeless.
- Create new affordable housing opportunities by rehabilitating existing single-family or multi-family housing.
- Decrease poverty in the community by supporting agencies with facilities where service for low income households occurs.

#### **Q1 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 above. Describe how applicant project will meet one of the goals and identify which goal will be addressed.

*Character Limit: 2000*

#### **Briefly describe the project in order to determine eligibility\***

Describe the specific project for which you are requesting funding and how grant funding will be spent.

*Character Limit: 2500*

#### **Electronic Signature: I understand the following statement-\***

I understand that the information I have included in this document will be used by the City of Loveland Community Partnership Office to determine whether or not my request is approved to move forward to the application stage. By signing below I am acknowledging that I have included all the information I intend to for consideration.

*Character Limit: 250*

## Pre-Award Agreement CDBG Bricks & Mortar Applicants

**If the agency is awarded 2020 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 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 grant 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, 2022** and must be expended **AND DRAWN** no later than **July 31, 2023** for brick/mortar projects. Funds not drawn by July 31, 2023 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 5 years and a maximum of 20 years based on the amount of the investment.

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, lead-based-paint regulations will apply.

7. If grant funds are used for a project that has the potential of displacing occupants, the Uniform Relocation Act will apply.

8. NEW: If grant funds are used for a project that has received \$200,000 or more, Section 3 of the Housing and Development Act of 1968 will apply

9. All files shall be retained by the Subrecipient for a period not less than five years after the completion of the Project.

10. All reports must be submitted by the due date listed at the top of the quarterly report.

11. The Community Partnership Office will monitor the project.

**Please select whether you agree to the above requirements in receiving grant funds.**

**Choices**

Yes

No

**Electronic Signature\***

By typing in your name and title, you agree to the above requirements in receiving grant funds.

Character Limit: 250

# 2022 Community Development Block Grant

---

## *City of Loveland, Community Partnership*

**\* Required**

### **Project Name\***

Name of project or program.

*Character Limit: 100*

### **Briefly describe the project in order to determine eligibility\***

Describe the specific project.

*Character Limit: 2500*

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

*Character Limit: 20*

### **Q1 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 or new housing opportunities for homeless persons in Loveland with single-family or multi-family housing, including 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.

*Character Limit: 2000*

## *Application: Project Information*

---

### **Q2 Describe the need for the project and how the grant will address the need.**

#### **Enter Need Assessment:**

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

**Q3 Describe your 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.

*Character Limit: 2000*

**Q4 How many people or households will benefit from the project?\***

*Character Limit: 100*

**Q5 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).

*Character Limit: 2000*

**Q6 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.)

*Character Limit: 2000*

**Q7 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)

*Contact the Community Partnership Office if there are questions regarding lead hazard reduction requirements.*

*Character Limit: 2000*

**Q8 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?

*Character Limit: 2000*

**Q9 What is the financial structure of the project?\***

***Skip this question: If the project is for single-family rehabilitation.***

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.

*Character Limit: 2000*

**Q10 What is the total cost of the project and how many units will result?\***

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

If the project is for housing, what is the cost to create or rehabilitate 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?

*Character Limit: 2000*

**Q11 List the sources, 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?

*Character Limit: 2000*

**Q12 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.

*Character Limit: 2000*

**Q13 Board member term of office and Conflict of Interest policy information\***

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

*Character Limit: 2000*

**Q14 Project development budget and narrative.\***

***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.***

Provide a narrative addressing the development costs and revenue sources over the next year and long term. Is the project development budget complete? Where is the project in the process of actual cost and development?

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.

*Character Limit: 2000*

**Q15 Project Budget\***

Complete the budget form specifically for the project for which you are requesting funds. You may submit your budget in a different format. If you have not already created your budget download form to complete here.

**Notice:** 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.

*File Size Limit: 3 MB*

**Q16 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?

*Character Limit: 500*

**Q17 Select the best answer.****Choices**

Applicants will accept funding for the full request amount only.

Applicant will accept any amount of funding awarded.

Applicant needs a portion (minimum) of the amount requested to make the project feasible.

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\***

Attach the conflict of interest policy.

*File Size Limit: 2 MB*

**Current Board of Directors roster\***

Attach a current roster. List professional affiliations.

*File Size Limit: 2 MB*

**Current Profit and Loss Statement\***

Attach a profit and loss statement for the organization's last full fiscal year.

*File Size Limit: 4 MB*

**Audit\***

Attach your most recent audit statement.

*File Size Limit: 3 MB*

**Organizational Chart\***

Attach an agency organizational chart. An example can be found [here](#).

*File Size Limit: 3 MB*

**Client Intake Form and Income Verification Form (if separate)**

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

*File Size Limit: 3 MB*

**Supporting Documentation for Grants and Loans**

Supporting documentation for Grants and Loans (example: letters of commitment, promissory note, award letters)

*File Size Limit: 3 MB*

**Additional Supporting Documents**

Additional upload opportunity.

*File Size Limit: 1 MB*

**Additional Supporting Documents**

Additional upload opportunity.

*File Size Limit: 1 MB*

## ***Electronic Signature***

---

**Electronic Signature\***

By typing in your **name and title**, you acknowledge this request for CDBG funds.

*Character Limit: 250*

City of Loveland  
2022 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". 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
Federal Grants		
State Grants		
City of Loveland		
Foundations		
Donations		
Fundraising		
United Way		
Client Fees		
*Other (please name source)		
*Other (please name source)		
<b>Total Agency Revenue:</b>		

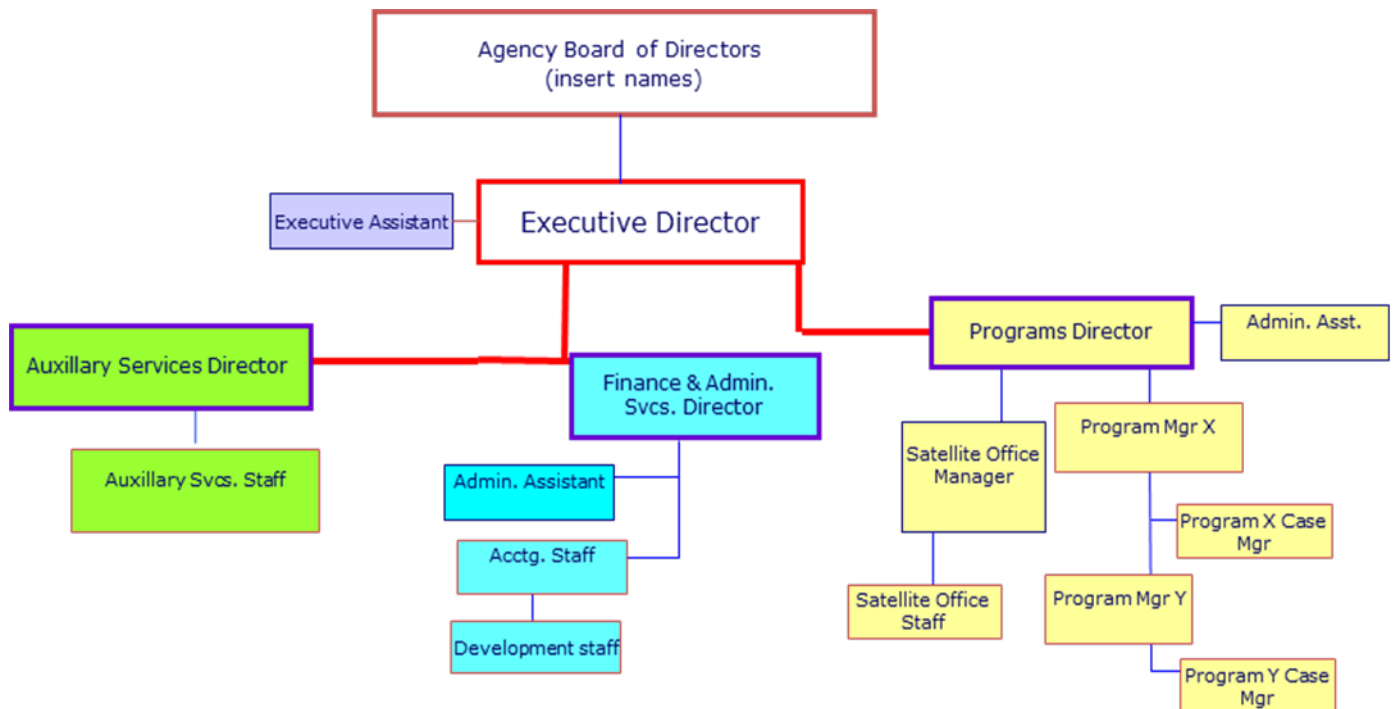
**AGENCY Expenses**

Expense Category	Amount	Budget Explanation
Salaries & Benefits		
Program Supplies		
Rent/mortgage/utilities		
Professional Fees		
Transportation		
Travel		
Training		
Volunteer Recognition		
Fundraising		
Marketing		
*Other (please explain)		
*Other (please explain)		
<b>Total Agency Expense:</b>		

\*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



Agency/Project: \_\_\_\_\_

## 2022 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> Does this project meet the goals of the Consolidated Plan?		3 = New housing project 2 = Housing rehabilitation project 1 = Public facility project
<b><u>2. CDBG goals priority</u></b> 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.		
<b><u>3. Experience</u></b> Does the applicant have experience providing housing or services to persons with low income?		
<b><u>4. Marketing efforts</u></b> Rate the applicant's effort to reach people who are historically the least likely to apply to the program.		
<b><u>5. Experience managing a CDBG project</u></b> Has the applicant received CDBG funding before? What is the applicant's timeliness of past contracts, drawdowns and final reports?		CPO will provide information.
<b><u>6. Capacity to manage and complete project</u></b> Does the applicant have site control? Does the agency have a wide funding base? Are other sources in place?		
<b><u>7. Timeline</u></b> Does the applicant have the ability to begin work on the project immediately? Is the timeline of the project reasonable?		
<b><u>8. Future/Other funding</u></b> Does the applicant have a sound financial structure in place?		
<b><u>9. Overall cost to create housing units</u></b> How many people will benefit and how will it be affordable?		Applies to housing projects.
<b><u>10. Project development and operating costs</u></b> Does the overall budget reflect costs for operations and if applicable, maintenance.		



## SCOPE OF SERVICES

**Organization/Project:**

**CDBG Program Year:**

**Start Date:**

**End Date:**

**Funding Amount:**

**Project Description:**

Performance Measures	
<b>Activity One</b> Number of people served during the grant year.	<b>Units or People Served/Year</b>
<b>Objective Two</b> <i>Complete description of activity to be undertaken including what services or projects are to be performed, where they are to be provided, for whom they are to be provided, how they are to be provided</i>	<b>Units or People Served/Year</b>
<b>Objective Three</b> <i>Same</i>	<b>Units or People Served/Year</b>
<b>Objective Three</b> <i>Same</i>	<b>Units or People Served/Year</b>

[NOTE: Provide definition of Units of Service here. Add other activities as necessary]

Staffing		
Title	Hours	Role

[Provide list of staff and time commitments to be allocated to each activity specified in I.A. above. See Example III. Budget.]

Budget		
Item	Description	CDBG Request
Indirect costs (must be approved by the CPO)		
<b>TOTAL</b>		\$



# COMMUNITY DEVELOPMENT BLOCK GRANTS 2022-2023 QUARTERLY REPORTING FORM BRICKS & MORTAR PROJECTS

**DATE Submitted**\_\_\_\_\_

Please indicate which quarter this report covers.

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

\_\_\_\_\_ January 1– March 31 *due April 15th*

\_\_\_\_\_ April 1 – June 30 *due July 15th*

\_\_\_\_\_ July 1 – September 30 *due October 15th*

**All reports must be submitted on or prior to the due date.**

**AGENCY NAME and ADDRESS:**

*(Please Insert Here)*

**A.** Total Amount of 2022 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, 2022 – 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)					
<b>TOTAL of 0% - 80% AMI Clients</b>				<b>C1</b>	
Non-low/mod income (81% or Higher 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, 2020 - PRESENT)**  
**TOTAL MUST MATCH NUMBER OF HOUSEHOLDS GIVEN IN PREVIOUS TABLE'S BLUE SHADED ROW**

	<b>Public Facility SERVICES</b>		<b>Housing: OWNER</b>		<b>Housing: RENTER</b>	
<b>RACE/ETHNICITY CATEGORY</b>	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 but is categorized with another race, e.g. White Hispanic.

**D. What data do you have to compare your program recipients with the demographics of the City of Loveland? What categories do you measure (i.e., race, ethnicity, others)? How do the demographics of your customers compare? What could you do to ensure that underserved populations are aware of your services?**

**CLIENT INFORMATION – Only include 0-80% AMI Clients**

<b># of Persons with Disabilities</b>	<b># of Homeless</b>	<b># of Seniors</b>	<b># of Veterans</b>

**E. Project Expenditures** (This question MUST be answered with the 4<sup>th</sup> quarter or Final report)  
 Provide an update of project expenses compared to the budget submitted with the grant proposal.  
 Compare to your original budget.

**F. Date received by Community Partnership Office**



## 2011-2021 Grant Recipients

2021 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Fire suppression and mechanical systems	\$38,750
Archdiocesan Housing, Inc.	St. Valentine Apartments - Supportive Housing	\$222,142
2020 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Fire suppression and mechanical systems	\$42,500
Loveland Housing Authority	Brookstone acquisition and renovation	\$211,522
2019 CDBG Recipients		
Agency	Project	Grant
Volunteers of America	Handyman Program	\$22,000
Easter Seals	Automatic door opener installation	\$4,010
Loveland Housing Authority	The Edge - water rights	\$200,000
Loveland Housing Authority	Willows Place -siding replacement	\$35,395
Loveland Housing Authority	Larimer Home Improvement Project	\$40,000
Alternatives to Violence	Safehouse – window Replacement	\$17,600
Neighbor to Neighbor	Exterior rehab and accessibility improvements	\$17,320
2018 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Safehouse - roof	\$20,985
Loveland Housing Authority	Mirasol III - water rights	\$285,884.89
Loveland Housing Authority	Larimer Home Improvement Project	\$70,200
Volunteers of America	Handyman Program	\$28,453
2017 CDBG Recipients		
Agency	Project	Grant
Alternatives to Violence	Safehouse plumbing & secondary egress	\$57,950
Neighbor to Neighbor	Senior housing 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	\$202,000
Elderhaus	Furnace	\$18,930
Easter Seals WINGS	Doorway	\$10,000
Volunteers of America	Handyman Program	\$28,267
2015 CDBG Recipients		
Agency	Project	Grant

Loveland Housing Authority	The Edge/ Loveland Housing Authority - sidewalks	\$135,000
Volunteers of America	Handyman Program	\$14,607
<b>2014 CDBG Recipients</b>		
<b>Agency</b>	<b>Project</b>	<b>Grant</b>
House of Neighborly Service	Community Life Center	\$74,970
Alternatives to Violence	Safehouse 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
<b>2013 CDBG Recipients</b>		
<b>Agency</b>	<b>Project</b>	<b>Grant</b>
House of Neighborly Service	Community Life Center	\$155,240
Loveland Housing Authority	Larimer Home Improvement Program	\$10,000
Loveland Housing Authority	Larimer Home Improvement Project - 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
<b>2012 CDBG Recipients</b>		
<b>Agency</b>	<b>Project</b>	<b>Grant</b>
Habitat for Humanity	Land purchase	\$57,770
Habitat for Humanity	Land purchase	\$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
<b>2011 CDBG Recipients</b>		
<b>Agency</b>	<b>Project</b>	<b>Grant</b>
Alternatives to Violence	Transitional Living Center - facility rehab	\$24,920
Alternatives to Violence	Safehouse construction	\$5,103
Habitat for Humanity	Land purchase	\$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	Angel House - window replacements	\$7,070
Neighbor to Neighbor	Senior housing rehab	\$69,365
Volunteers of America	Handyman Program	\$16,000





## 2022 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 the 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 scores 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.

Suppose an applicant wishes to appeal the funding recommendations of the Affordable Housing Commission. In that case, an appeal may be made by submitting a written letter citing the reason for request 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 before the day funding recommendations are presented to 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
Jennifer Swanty <b>Chair</b>	7/2/2019	6/30/2022
Ashley Kettering <b>Vice Chair</b>	11/30/2020	6/30/2024
Bruce Croissant	7/2/19	6/30/2022
Diann Rice	7/5/2016	6/30/2022
Lauren Daley	7/15/2017	6/30/2023
Tammy Fisher	7/1/2021	6/30/2024
Leah Ludwick	7/8/2021	6/30/2024
Terri Lynn	11/16/2021	6/30/2023
Vince Deely	1/4/2022	6/30/2023
Cassandra Sosa Alternate	1/4/2022	6/30/2024
Steve Olson <b>Council Liaison</b>	Alison Hade <b>Staff</b>	Brandy Benson <b>Staff</b>

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