

2022
HUMAN
SERVICES
GRANT
PROCESS

AGENDA

- Grant guides and portal access
- Funds available
- 2022 schedule
- Changes, notices, updates
- Budget
- 2021 survey comments
- 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

[2022 Grant Management System Video Tutorials:](#)

[Applicant Registration](#)

[Applicant Workflow](#)

[PDF Tutorial](#)

FUNDS AVAILABLE FOR SERVICES



- **Total = \$529,000**
- Human Service & Model Partnership - \$470,000
- Homeless Solutions - ~\$59,000

FUNDS AVAILABLE FOR SERVICES

- One proposal - \$35,000
- Two or more proposals - max of \$60,000
- Must be unique programs (p.4)

2022 SCHEDULE

- Pre-applications **due Thursday, January 27th before Midnight**
(confirmation email indicates success)
- Grant proposals **due Thursday, March 3rd before Midnight**
(confirmation email)
- Questions sent after proposal review in April. Three business days to answer.
- Allocation meetings April 25th & 28th
- City Council meeting June 7th
- Grant year begins July 1st with executed contract

CHANGES, NOTICES, UPDATES

- Pre-app. Financial documents must be as requested. See p.7-8
 - **Read instructions. Pre-app can be denied.**
 - Example: Board of Directors professional affiliations
 - Example: Full year financials (Jan-Dec, Jul-Jun)
 - Example: Audit or 990
 - Not all prior attachments are due this year **UNLESS ...**
- **NO** reminders to draw funds. Request extension by 5/15/23 (p.8).
- **NO** reminder to complete final report due on August 1, 2023.
CAN NOT apply next year if you miss the deadline.

CHANGES, NOTICES, UPDATES

- Proposal: **Read the information below the question**
- Q3: One objective must be INCLUSIVE/EQUITABLE. Objectives must show change to receive full score
- Q6/7: Individuals OR families, not individuals in families
- Read questions. Some have changed.
- Attach client intake form
- Scoring is 1 to 4 now. Was 1 to 5.
- Final Report – Question C5 was new in 2021

BUDGET EXAMPLE

PROGRAM BUDGET (p.14):

- 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

SURVEY COMMENTS

- Q4: Who doesn't use your services changed to underserved or non-served. Look at your intake and demographics to understand who you aren't serving.
- Connect application to City plan – not one for human services. Human Services Commission prioritized for 2020 only.
- City data: [637002556492970000 \(lov.gov.org\)](https://lov.gov.org/637002556492970000)
- Budget was difficult. Call with questions.
- One year to calculate number served: you choose, be consistent.

MODEL PARTNERSHIP

- Two or more organizations serving Loveland residents
- Reduce duplication, increase effectiveness
- Collaborative projects, increased customer service
- Meet the Human Service Grant program goal
- More questions this year
- USE BUDGET TEMPLATE for program not for agencies
- Up to \$35,000. Not guaranteed.

HOMELESS SOLUTIONS

- Supportive housing, rapid re-housing or other housing focused programs
- Same schedule
- Approximately \$59,000. Funding for salaries, rent asst (3 months)
- CDBG vs HSG. Start and end dates.
- Use HSG budget
- CDBG Public Service Award - Federal award compliance
- CPO more involved if agency receives federal funding

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.
- ALSO: must be registered in **SAMS.gov** to contract

QUESTIONS FOR HUMAN SERVICE COMMISSION