



2023

COMMUNITY DEVELOPMENT BLOCK GRANT



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

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Community Development Block Grant

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Affordable Housing Commission

2023 Schedule

| Date | Day | Time | Activity | Location |
|---|-----|---------------|---------------------------------------|--------------------------------|
| 1/6 | F | 10:30-12:00pm | CDBG - Agency Meeting | City Council Chambers & Remote |
| 1/12 | Th | 5:45pm | AHC Regular Meeting | City Council Chambers |
| 1/26 | Th | Midnight | CDBG Pre-Application (LOI) Deadline | Online |
| 2/9 | Th | 5:45pm | AHC Regular Meeting | City Council Chambers |
| 3/9 | Th | 5:45pm | AHC Regular Meeting | City Council Chambers |
| 3/30 | Th | Midnight | CDBG Application Deadline | Online |
| 5/1 | M | 6:00-8:30pm | Applicant Presentations | City Council Chambers |
| 5/4 | Th | 6:00-8:30pm | Applicant Presentations (if needed) | City Council Chambers |
| 5/8 | M | 5:00pm | Commissioner Grant Scores Due | Online |
| 5/11 | Th | 6:00-8:30pm | Applicant Allocations | City Council Chambers |
| Applicants receive notification of funding recommendations on or after 5/12/2022 | | | | |
| 6/6 | T | 6:00pm | Grant Recommendations to City Council | City Council Chambers |

How Much is Available

Community Development Block Grant (CDBG): An estimated **\$330,750** 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 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 services for low-income households occurs.

Step 3 – Pre-Application

Go to: www.tinyurl.com/COLGrants to complete the pre-application and pre-award agreement
before midnight, Thursday, January 26, 2023

Late pre-applications will not be accepted.

Step 4 – Proposal

Go to: www.tinyurl.com/COLGrants to submit the proposal
before midnight, Thursday, March 30, 2023

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 1 or May 4, 2023. 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 26 at 970-962-2517 (Alison Hade) or 970-962-2705 (Krystin Campion).

2022 HUD Income Limits - Larimer County

| # of Persons in Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|--------------------------------------|-----------|-----------|-----------|------------|------------|------------|------------|------------|
| 100% | \$ 75,200 | \$ 85,900 | \$ 96,600 | \$ 107,300 | \$ 115,900 | \$ 124,500 | \$ 133,100 | \$ 141,700 |
| 80% | \$ 60,160 | \$ 68,720 | \$ 77,280 | \$ 85,840 | \$ 92,720 | \$ 99,600 | \$ 106,480 | \$ 113,360 |
| 75% | \$ 56,400 | \$ 64,425 | \$ 72,450 | \$ 80,475 | \$ 86,925 | \$ 93,375 | \$ 99,825 | \$ 106,275 |
| 70% | \$ 52,640 | \$ 60,130 | \$ 67,620 | \$ 75,110 | \$ 81,130 | \$ 87,150 | \$ 93,170 | \$ 99,190 |
| 60% | \$ 45,120 | \$ 51,540 | \$ 57,960 | \$ 64,380 | \$ 69,540 | \$ 74,700 | \$ 79,860 | \$ 85,020 |
| 50% | \$ 37,600 | \$ 42,950 | \$ 48,300 | \$ 53,650 | \$ 57,950 | \$ 62,250 | \$ 66,550 | \$ 70,850 |
| 40% | \$ 30,080 | \$ 34,360 | \$ 38,640 | \$ 42,920 | \$ 46,360 | \$ 49,800 | \$ 53,240 | \$ 56,680 |
| 30% | \$ 22,560 | \$ 25,770 | \$ 28,980 | \$ 32,190 | \$ 34,770 | \$ 37,350 | \$ 39,930 | \$ 42,510 |

2023 CDBG

City of Loveland, Community Partnership

Pre-Application - 2023 Community Development Block Grant

***Required Field**

Submit pre-application and attachments BEFORE midnight on January 26, 2023 (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

2023 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.

2022*

Character Limit: 20

2021*

Character Limit: 20

2020*

Character Limit: 20

CDBG Goals:

- Provide new affordable housing opportunities or new housing opportunities for homeless or near homeless persons 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 to determine eligibility*

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

Character Limit: 2500

Pre-Award Agreement CDBG Bricks & Mortar Agencies

If the agency is awarded 2023 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, 2023** and must be expended **AND DRAWN** no later than **July 31, 2024** for bricks & mortar projects. Funds not drawn by July 31, 2024, 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, all 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 four 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. A member of the Affordable Housing Commission may make a site visit to agencies receiving grant funding from the City of Loveland.
12. 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*

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.

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

Character Limit: 250

2023 CDBG

City of Loveland, Community Partnership

* Required

Project Name*

Name of project or program.

Character Limit: 100

Briefly describe the project 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 the applicant project will meet one of the goals and identify which goal will be addressed.

CDBG Goals:

- 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.
- 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.

Character Limit: 2000

Application: Project Information

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

Enter Need Assessment:

- 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?
- 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 x .95 = 475; 475/1,000 = 47.5%).

Q3 Describe your experience providing services to households with very low & 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 individuals or households will benefit from the project?*

Provide the number of individuals or households. If you cannot provide the number of individuals or households, explain.

Character Limit: 100

Q5 Describe your marketing efforts to reach people who are historically the least likely to apply.*

How do you market your services to historically underserved populations? Give an example.

- Do you market your services differently to populations based on protected class? Include the effort your agency makes in reaching persons of color or with a disability.
- 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: 3000

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? If not, explain. List the address and legal description, if available. If the property is not owned, is the property under contract or an 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? Did the findings change 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 sources to not?*

Describe other non-committed sources that 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 costs 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 for. You may submit your budget in a different format. If you have not already created your budget download the 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 or financial review statement.

File Size Limit: 3 MB

Organizational Chart*

Attach an agency organizational chart. An example can be found in the Grant Guide.

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
2023 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) | | | |
| Total Agency Revenue: | | | |

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) | | |
| 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

Agency/Project: _____

Commissioner Name: _____

2023 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 |
|---|--------|--|
| 1. CDBG goals priority Rate proposal based on priority of providing new housing or rehabilitating existing housing, or public facility project. | | 3 = New housing project 2 = Housing rehabilitation project 1 – Public facility project |
| 2. Experience Does the applicant have experience providing housing or services to persons with low income? | | |
| 3. Marketing efforts Rate the applicant's effort to reach people who are historically the least likely to apply to the program. | | |
| 4. Experience managing a CDBG project Has the applicant received CDBG funding before? What is the applicant's timeliness of past contracts, drawdowns and final reports? | | CPO will provide information. |
| 5. Capacity to manage and complete project Does the applicant have site control? Does the agency have a wide funding base? Are other sources in place? | | |
| 6. Timeline Does the applicant have the ability to begin work on the project immediately? Is the timeline of the project reasonable? | | |
| 7. Future/Other funding Does the applicant have a sound financial structure in place? | | |
| 8. Overall cost to create housing units How many people will benefit and how will it be affordable? | | Applies to housing projects. |
| 9. Project development and operating costs Does the overall budget reflect costs for operations and if applicable, maintenance. | | |
| 10. Application and Presentation Questions answered clearly and completely. All requested information is provided. | | |
| TOTAL SCORE (30 points possible) | | |

THE AFFORDABLE HOUSING COMMISSION CONSIDERS FACTORS IN ADDITION TO SCORE WHEN MAKING FUNDING DECISIONS.

SCOPE OF SERVICES

Organization/Project:

CDBG Program Year:

Start Date:

End Date:

Funding Amount:

Project Description:

| Performance Measures | |
|--|------------------------------------|
| Activity One Number of people served during the grant year. | Units or People Served/Year |
| Objective Two <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> | Units or People Served/Year |
| Objective Three <i>Same</i> | Units or People Served/Year |
| Objective Three <i>Same</i> | Units or People Served/Year |

[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) | | |
| TOTAL | | \$ |



**COMMUNITY DEVELOPMENT BLOCK GRANTS
2023-2024 QUARTERLY REPORTING FORM
BRICKS & MORTAR PROJECTS**

AGENCY NAME and ADDRESS:

(Please Insert Here)

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.

A. Total Amount of 2023 Grant \$ _____

Grant Balance \$ _____

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, 2023 – 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% 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, 2023 - PRESENT)**

TOTAL MUST MATCH NUMBER OF HOUSEHOLDS GIVEN IN PREVIOUS TABLE'S BLUE SHADED ROW

| RACE/ETHNICITY CATEGORY | Public Facility SERVICES | | Housing: OWNER | | Housing: RENTER | |
|---|------------------------------|----------------------------|------------------------------|----------------------------|------------------------------|----------------------------|
| | 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 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

| # of Persons with Disabilities | # of Homeless | # of Seniors | # of Veterans |
|--------------------------------|---------------|--------------|---------------|
| | | | |

E. Program Revenue (This question should be answered in the 4th quarter report.)

Provide an update of the Revenue the program received compared to the amounts submitted with the grant proposal.

For example

| Expected program revenue included: <ul style="list-style-type: none">• CDBG - \$11,500• Other Federal Funding - \$27,000• United Way - \$5,000• Donations/Other - \$12,800 | Actual program revenue included: <ul style="list-style-type: none">• CDBG - \$10,000• Other Federal Funding - \$27,000• United Way - \$3,000• Donations/Other - \$14,300 |
|---|---|
| Expected Revenue (From Grant Proposal Budget) | Actual Revenue |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

F. Date received by Community Partnership Office



2011-2021 Grant Recipients

| 2022 CDBG Recipients | | |
|----------------------------|---|--------------|
| Agency | Project | Grant |
| Alternatives to Violence | Safehouse rehabilitation | \$124,000 |
| Loveland Housing Authority | Orchard Place water heaters | \$74,000 |
| 2021 CDBG Recipients | | |
| Agency | Project | Grant |
| Alternatives to Violence | Fire suppression and mechanical systems | \$38,750 |
| Archdiocesan Housing | Infrastructure, water acquisition | \$222,142 |
| 2020 CDBG Recipients | | |
| Agency | Project | Grant |
| Alternatives to Violence | Fire suppression and mechanical systems | \$42,500 |
| Loveland Housing Authority | Brookstone apartments rehabilitation | \$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 |
| 2014 CDBG Recipients | | |
| Agency | Project | Grant |
| 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 |
| 2013 CDBG Recipients | | |
| Agency | Project | Grant |
| 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 |
| 2012 CDBG Recipients | | |
| Agency | Project | Grant |
| 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 |



2023 HUMAN SERVICES 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 were taken to ensure this includes:

- **Pre-Application** – The Community Partnership Office (CPO) will determine a program's eligibility according to the information given on the pre-application and required attachments.
- **Grant Guide Proposal** – Applicants receive a thorough, question-by-question guide to assist in completing proposals. Additionally, CPO staff are available for technical assistance.
- **Scoring** – The scoring tool is shared with all 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. Funding recommendations are based on the range of scores for all applicants.
- **Transparency** – The CPO is available throughout the process to provide technical assistance and describe the process of applying for a grant. Information received by the CPO is considered public and can be made available upon request.

An applicant wishing to appeal the funding recommendations of the Affordable Housing Commission may submit a letter citing the reason for the request within five business days of receiving the agency's scoring report. Email the request to:

Alison.Hade@cityofloveland.org

Staff will forward the appeal to the Human Services Commission and the Loveland City Council before funding recommendations are presented to City Council.

Any decision regarding the outcome of the appeal rests with the City Council. Applicants will receive notification of the decision directed by City Council.



AFFORDABLE HOUSING COMMISSION

500 East Third Street Suite 210 • Loveland, Colorado 80537

| Commissioner | Appointment Date | Term Expires |
|---------------------------------------|-----------------------------|-------------------------------|
| Jennifer Swanty Chair | 7/2/2019 | 6/30/2022 |
| Ashley Kettering Vice Chair | 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 Council Liaison | Alison Hade Staff | Brandy Benson Staff |

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