

# Annual Action Plan CARES Act 2019-2020



Community Partnership Office

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Amended on May 19, 2020 to add CDBG CARES Act/CV1 funding to the PY2019 Annual Action Plan and May 18, 2021 to add CDBG CARES Act/CV3. Amended on September 21, 2022, to create a substantial amendment to reallocate unused funding for non-congregant shelter, and on July 19, 2023 to add additional unused funding for non-congregant shelter.

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The Annual Action Plan is a one-year plan describing how the City of Loveland intends to spend Community Development Block Grant (CDBG) funds during the grant year starting October 1, 2019 and ending September 30, 2020. The objectives and outcomes identified in the 2019 Annual Action Plan are consistent with the 2015-2019 Consolidated Plan and are expected to produce at least 20% of the expected 5-year goals.

The City of Loveland anticipates receiving \$389,247 in CDBG funding for the 2019-2020 program year. Sixty-five percent (65%) of funding will be allocated to new multi-family housing, rehabilitation of single and multi-family housing, and rehabilitation of public facilities. Fifteen percent (15%) will be allocated to public services and twenty percent (20%) will be used for administration of the program. The City of Loveland will also distribute \$119,020 from returned program income and \$500,000 from the City of Loveland general fund for public service projects.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The objectives of the 2015-2019 Consolidated Plan that are used to inform the annual allocation of funding are:

#### **Provide Decent Affordable Housing:**

- Increase the supply of affordable owner-occupied housing by 75 units.

- Increase the supply of affordable rental units by 300.
- Increase housing for the homeless by 30 units.
- Rehabilitate 600 units of owner-occupied housing.
- Rehabilitate 200 units of rental housing.

**Create a Suitable Living Environment:**

- Provide public service activities for 5,000 low to moderate income persons/households.
- Assist two organizations with public facility needs.

All CDBG funds received during the 2015-2019 program years will be used to address at least one of the priority needs categories listed above.

**3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Having completed the first three grant years and 3/4 of the fourth, the following accomplishments have occurred to date:

- The supply of new affordable owner-occupied housing increased by 88 units, which is 13 more than the 5-year goal of 75. These units were not funded with CDBG and will not be entered into IDIS.
- To date, the supply of new affordable rental units increased by 70, ten of which are dedicated supportive housing for veterans. This allocation will bring an additional 69 units, thereby meeting the goal by 43% for new multi-family housing and 33% of new housing for the homeless. It is possible that some of the new units will be used to house homeless residents as well.
- 554 single-family housing units received rehabilitation funding, which is 92% of the goal of 600 units.
- 61 multi-family units received rehabilitation funding, which is 31% of the goal of 200 units.

**Create a Suitable Living Environment:**

- 8,595 residents received assistance from multiple agencies, exceeding the goal of 5,000 residents.
- Three agencies improved their public facilities by the end of the second year, exceeding the goal of two public facility projects.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Citizen participation occurred between July 15 and August 14, 2019, during which a hard copy of the draft plan was available to the public at the Community Partnership Office. An electronic copy of the plan was emailed to the Affordable Housing and Human Services Commissions and others upon request. The Executive Summary and Goals sections of the plan were translated into Spanish with hard copies available at the Community Partnership Office. The Plan was presented to the Loveland City Council on August 6, 2019. The resolution and advertisement of the public meeting are attached in the Appendix.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Affordable Housing Commissioner question: This is on the first page: Rehabilitate 600 units of owner-occupied housing. Is that just LHIP or are other programs included? If just LHIP, isn't that considerably more than they can accomplish?

Response: This is also Volunteers of America. They generally do about 100-150 homes a year. Thank you for commenting!

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

COVID-19 related Citizen Participation documents can be found in the Attachments. No comments were received for this Substantial Amendment.

## **7. Summary**

During the 3.75 years of the 5-year Consolidated Plan, the City of Loveland accomplished the goal or will accomplish the goal of new single-family housing, rehabilitation of single-family housing, residents served at a public facility and the rehabilitation of public facilities. Other goals of additional new multi-family housing, new housing for homeless residents and housing rehabilitation have increased, although the goals may not be achieved by the completion of the 5-year plan. Under new single-family housing and public services, only CDBG funded activities were tracked in IDIS even though the City of Loveland provided incentives and grants for projects that helped 88 households with new housing and thousands of residents needing services from local non-profit organizations.

## **PR-05 Lead & Responsible Agencies – 91.200(b)**

### **1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
Lead Agency	LOVELAND	
CDBG Administrator	LOVELAND	Executive/Community Partnership Office
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

### **Narrative (optional)**

The City of Loveland Community Partnership Office (CPO) is the lead agency administering the development and implementation of the 2015-2019 Consolidated Plan and subsequent Annual Action Plans. The Loveland Affordable Housing and Human Services Commissions, Loveland Housing Authority, Loveland Habitat for Humanity, local non-profit organizations and faith-based partners are key stakeholders and decision-makers in administering activities described in the plan. Funds are distributed to local non-profits through a competitive application process.

### **Consolidated Plan Public Contact Information**

All inquiries and comments about the Consolidated Plan and Annual Action Plan should be directed to Alison Hade, CPO Administrator at [Alison.Hade@cityofloveland.org](mailto:Alison.Hade@cityofloveland.org) or (970) 962-2517.

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Loveland holds an open annual competitive grant process that results in funding recommendations by the Affordable Housing and Human Services Commissions with final approval from the Loveland City Council. Consolidated Plan priorities were determined through a process of community participation and input from citizens, housing agencies, service agencies and Loveland's Affordable Housing and Human Services Commissions with an overall goal of creating new affordable housing and reducing the number of households and individuals living in poverty.

During the 2019-2020 grant process, the Human Services Commission considered allocating all CDBG public service dollars to one organization to provide Housing First Rapid Re-Housing. After much discussion, this project was funded in part with CDBG public service dollars and part with City of Loveland Human Service Grant dollars.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The Loveland Housing Authority (LHA) is Loveland's Public Housing Agency (PHA) and is the largest provider of affordable housing in the City. The agency currently owns and manages 868 housing units, 696 of which are located in Loveland with the remainder in Weld County and Estes Park in Larimer County. LHA also manages about 550 Housing Choice Vouchers and administers the City's housing rehabilitation loan program, emergency home health and safety repair program, and down payment assistance, all three of which have been funded with City of Loveland CDBG in prior years.

Although established by resolution by the Loveland City Council, and with one council member appointed to the Board of Directors, LHA operates separately from the City. Operation and collaboration decisions of the Housing Authority are made by staff members and the Board of Directors, not the City of Loveland.

The Housing Authority received a low-income housing tax credit allocation in 2019 to complete a 69-unit housing project for residents living between 30% and 60% of the area median income. The organization is also building 60 units of housing for seniors and 30 units of skilled nursing (see <https://mirasolgreenhousehomes.org/>). Community Development Block Grant funding will be used for water rights for the new multi-family housing project.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Northern Colorado Continuum of Care (CoC) is one of 11 local community Continua of Care in Colorado's Balance of State. A staff member from the CPO actively participates in planning efforts and is a member of the local Governing Board. The CoC supports the work of providers serving homeless populations in Larimer and Weld Counties and is comprised of nonprofit agencies, housing providers, citizens, school district personnel and government representatives. CoC members have been working on HEARTH Act implementation, including coordinated entry, HMIS expansion, regional collaboration of the point-in-time count, and local programs specifically for the homeless. Elected officials receive information and updates about activities and goals of the CoC group members during an annual meeting in September.

Northern Colorado has recently taken steps to form a Continuum of Care that is separate from the Balance of State. Our first application will be submitted in 2020.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Balance of State CoC does not distribute Emergency Solutions Grant (ESG) funding. ESG funding is distributed through the Department of Local Affairs/Division of Housing. For ESG funding information, please refer to the Division of Housing Consolidated Plan/Annual Action Plan for the State of Colorado.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Loveland Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Children Services-Elderly Persons Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans 2019 Grant Recipient
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Loveland Housing Authority applied for and will receive funding during the 2019-2020 grant year.
2	<b>Agency/Group/Organization</b>	VOLUNTEERS OF AMERICA
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	2019 Grant Recipient
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Volunteers of America applied for and will receive funding during the 2019-2020 grant year.

4	<b>Agency/Group/Organization</b>	ALTERNATIVES TO VIOLENCE
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services - Victims
	<b>What section of the Plan was addressed by Consultation?</b>	2019 Grant Recipient
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Alternatives to Violence applied for and will receive funding for services and safe house rehabilitation during the 2019-2020 grant year.
5	<b>Agency/Group/Organization</b>	House of Neighborly Service
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	House of Neighborly Service applied for and will receive funding during the 2019-2020 grant year.

6	<b>Agency/Group/Organization</b>	Murphy Center
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Employment
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Murphy Center (Homeward Alliance) applied for and will receive funding during the 2019-2020 grant year.

#### **Identify any Agency Types not consulted and provide rationale for not consulting**

The agencies listed above include only those that applied for funding for the last year of the Consolidated Plan. Please see the 2015-2019 Consolidated Plan for a list of the agencies consulted during the initial year.

#### **Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Northern Colorado Continuum of Care	The goals of the City of Loveland Consolidated Plan align with the goals of the CoC and include new affordable housing, specifically housing for homeless residents.

**Table 3 – Other local / regional / federal planning efforts**

### **Narrative (optional)**

The City of Loveland Affordable Housing and Human Services Commissions participate in the Annual Action Plan by allocating funding to projects and programs that meet the objectives of the 2015-2020 Consolidated Plan. A notice of available funding was sent to 212 agency representatives or community members that have expressed interest in the grant program and 475 agency representatives that participate in or have participated in a City of Loveland monthly meeting called the Community Resource Connection. Posters are placed at the City Clerk's office, Loveland Library and Loveland Utility Department. Information is shared via Facebook and Twitter.

Proposals received by both commissions are available to the general public. Agency presentations are open meetings that are advertised so that citizens can attend.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation**

#### **Summarize citizen participation process and how it impacted goal-setting**

Community Partnership Office staff conducted significant outreach to community stakeholders over a period of ten months during the preparation of the Consolidated Plan, including public meetings, outreach to low income service recipients and surveys requesting citizen input on both the development of the plan, goals and objectives, and the final draft. As required by the City of Loveland Citizen Participation Plan, the CPO held public meetings to discuss community needs with service providers, City of Loveland commissioners, adjacent governments, and community members at the Food Bank for Larimer County, Larimer County Workforce Service Center and Lago Vista Mobile Home Park. Participation was available in both English and Spanish. Finally, electronic surveys were sent to local and statewide agency representatives who were not able to attend any of the public meetings.

Updates to the goals of the Consolidated Plan occur through the Annual Action Plan and show the distribution of past and current grant funds by the Affordable Housing and Human Services Commissions. Public meetings are advertised in English and Spanish. The Annual Action Plan is presented to the Loveland City Council. The Executive Summary and Goals sections of the Consolidated Plan are available in English and Spanish.

A hard copy of the Annual Action Plan was available at the Community Partnership Office from July 15 to August 14, 2019. See Appendix for a copy of the Annual Action Plan advertisement.

Information about Citizen Participation during COVID-19, including an updated Citizen Participation Plan can be found in the Attachments.

## Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community  Agency representatives	See Appendix for a list of attendees at public meetings held January 7 and 11.	No comments received.	No comments not accepted.	
2	Public Meeting	Non-targeted/broad community  Agency presentations	No community members attended agency presentation meetings on the following dates: March 21; April 4, 11, 18, 25; May 6, 9, 2019. Four high school students attended the Human Service Grant allocation meeting on May 2, 2019.	No comments were received.	No comments not accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	General outreach grant notification	Applying agencies	A notice of available funding was sent to 212 agency representatives or community members that have expressed interest in the grant program and 475 agency representatives that participate in or have participated in a City of Loveland monthly meeting called the Community Resource Connection. Posters are placed at the City Clerk's office, Loveland Library and Loveland Utility Department. Information is shared via Facebook and Twitter.			

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City of Loveland anticipates receiving \$389,247 in CDBG funding for the 2019-2020 program year. Sixty-five percent (65%) of funding will be allocated to new multi-family housing, rehabilitation of single and multi-family housing, and rehabilitation of public facilities. Fifteen percent (15%) will be allocated to public services and twenty percent (20%) will be used for administration of the program. The City of Loveland will also distribute \$119,020 from returned program income and \$500,000 from the City of Loveland general fund for public service projects.

The Community Partnership Office (CPO) will work with applicants and prioritize leveraging additional sources of funding to support projects creating affordable housing, rehabilitating single and multi-family housing, and purchasing or rehabilitating public facilities. Potential leveraging sources include Colorado Low Income Housing Tax Credits, Colorado Department of Housing funds, and private and foundation sources.

The City of Loveland will receive funding to prevent, prepare for or respond to the COVID-19 pandemic and allocated funds with assistance from

members of the Human Services and Affordable Housing Commissions.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	389,247	95,216	0	484,463	0	23,803.50 in program income allocated to 2018-2019 administration.
Other	public - federal	Admin and Planning Public Services Other	533,608	0	0	533,608	0	CDBG-CV funds used to prevent, prepare for and respond to COVID-19.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

CDBG funding can be used by a developer to leverage additional resources and has historically been used for small gap funding for large housing projects or land purchase for smaller projects. CDBG does not have a matching requirement.

Program Income was derived from home repair grants and funding returned to the City of Loveland. Home rehabilitation grants that originated with the Loveland Housing Authority will remain with that organization to be used for the same purpose.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

While the City of Loveland owns land that could be used to fulfil a portion of the goals of the Annual Action Plan, it is not currently available for that purpose.

The Loveland City Council has provided fee waivers for developers creating new affordable housing units. Over the past eight years, developers have received \$6.2 million, resulting in 432 new units of housing, 60 rehabbed units and three public facilities. Not all City of Loveland funded projects are included in IDIS.

**Discussion**

Over the last year, the City of Loveland invested more than \$2.4 million in affordable housing and public service projects, including \$369,792 in non-administration CDBG, \$570,000 in public services and close to \$1.5 million in fee waivers for single-family and multi-family homes, and 30 skilled nursing beds. The CPO will apply the outcome of all investments to the priority goals of the 5-year Consolidated Plan, including those not entered into IDIS.

## **Annual Goals and Objectives**

### **AP-20 Annual Goals and Objectives**

## **Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
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1	Create new affordable housing	2015	2019	Affordable Housing Public Housing Homeless		New Affordable Housing	CDBG: \$200,000	Rental units constructed: 69 Household Housing Unit Homeowner Housing Added: 0 Household Housing Unit Homeowner Housing Rehabilitated: 0 Household Housing Unit Direct Financial Assistance to Homebuyers: 0 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted Homeless Person Overnight Shelter: 0 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 0 Beds Homelessness Prevention: 0 Persons Assisted Jobs created/retained: 0 Jobs Businesses assisted: 0 Businesses Assisted Housing for Homeless added: 0 Household Housing Unit Housing for People with HIV/AIDS added: 0 Household Housing Unit HIV/AIDS Housing Operations: 0 Household Housing Unit Buildings Demolished: 0 Buildings Housing Code Enforcement/Foreclosed Property Care: 0 Household Housing
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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
								Unit Other: 0 Other
2	Rehabilitate affordable housing	2015	2019	Affordable Housing Public Housing		Rehabilitate Affordable Housing	CDBG: \$114,715	Homeowner Housing Rehabilitated: 189 Household Housing Unit
3	Public service activities	2015	2019	Homeless Non-Homeless Special Needs		Public Service Activities	CDBG: \$70,290	Public service activities for Low/Moderate Income Housing Benefit: 5612 Households Assisted
4	New or rehabilitated public facilities	2015	2019	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development			CDBG: \$21,610	Public service activities other than Low/Moderate Income Housing Benefit: 183 Persons Assisted

Table 6 – Goals Summary

## Goal Descriptions

1	Goal Name	Create new affordable housing
	Goal Description	Funding will be used by the Loveland Housing Authority to for 69 units of housing for residents living between 30% and 60% of the area median income.

<b>2</b>	<b>Goal Name</b>	Rehabilitate affordable housing
	<b>Goal Description</b>	Funding will be used by Volunteers of America to provide safety and accessibility rehabilitation in 140 homes occupied by seniors or persons with disabilities, Loveland Housing Authority to replace stairs at the Willow Place apartments occupied by 20 single-parents participating in a long-term self-sufficiency program, Loveland Housing Authority/Larimer Home Improvement Program to assist 17 households with emergency home repairs or low interest loans for health and safety rehabilitation, and Neighbor to Neighbor for general housing rehabilitation for 12 units occupied by seniors.
<b>3</b>	<b>Goal Name</b>	Public service activities
	<b>Goal Description</b>	Funding will be used by Alternatives to Violence for housing case management, Homeward Alliance for services with homeless residents at the Murphy Center, House of Neighborly Service for their food program and One Community One Family to house homeless residents.
<b>4</b>	<b>Goal Name</b>	New or rehabilitated public facilities
	<b>Goal Description</b>	Funding will be used by Easter Seals to ensure facility accessibility and Alternatives to Violence for window and door replacement.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City of Loveland Affordable Housing and Human Services Commissions will fund the following projects during the 2019-2020 program year, meeting at least 20% of Consolidated Plan priority goals in the fourth year.

\$150,000 of CDBG-CV1 funding for public services and \$16,870 for program administration was allocated in 2020. The balance of \$346,738 for public services and an additional \$20,000 for program administration was allocated with the 2nd Substantial Amendment.

A substantial amendment was completed in 2022 to reallocate 21,768.36 that was unused by Homeward Alliance and \$2,092.50 that was unused by Easter Seals to Salvation Army to be used for non-congregant shelter for people who are currently homeless and at risk of contracting COVID-19 after having left a care facility and needing further recovery time. Salvation Army will receive \$23,860.86.

This substantial amendment will reallocate \$46,000 of administrative funding that is unlikely to be needed for to administer the program and will allow Salvation Army to provide non-congregant shelter.

#### Projects

#	Project Name
1	Program Administration
2	Public Services 2019
3	New Housing 2019
4	Housing Rehab
5	Public Facilities 2019
6	CV Program Administration
7	CV Public Service

Table 7 - Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The final year allocations match those listed as priorities. The first priority is creating new affordable

housing and the second priority is housing rehabilitation.

## **AP-38 Project Summary**

### **Project Summary Information**

<b>1</b>	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$77,848
	<b>Description</b>	Program administration for 2019-2020 program year.
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	Loveland Colorado
<b>2</b>	<b>Planned Activities</b>	CDBG program administration
	<b>Project Name</b>	Public Services 2019
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public service activities
	<b>Needs Addressed</b>	Public Service Activities
	<b>Funding</b>	CDBG: \$70,290
	<b>Description</b>	Public service activities for 2019-2020
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Homeward Alliance will provide case management for 250 people at the Murphy Center. Alternatives to Violence will provide case management for 640 people at the Loveland safe house. House of Neighborly Service will provide food assistance for 4,700 residents. One Community One Family will assist 22 homeless families access housing.
<b>3</b>	<b>Location Description</b>	Activities will occur in Loveland and in Fort Collins for Loveland residents.
	<b>Planned Activities</b>	Case management and food assistance.
<b>3</b>	<b>Project Name</b>	New Housing 2019
	<b>Target Area</b>	
	<b>Goals Supported</b>	Create new affordable housing
	<b>Needs Addressed</b>	New Affordable Housing

	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	New housing activity for 2019-2020 program year
	<b>Target Date</b>	11/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	69 households living between 30% and 60% of the area median income will benefit from new housing in Loveland.
	<b>Location Description</b>	Loveland Colorado
	<b>Planned Activities</b>	69 units of new housing will be built.
<b>4</b>	<b>Project Name</b>	Housing Rehab
	<b>Target Area</b>	
	<b>Goals Supported</b>	Rehabilitate affordable housing
	<b>Needs Addressed</b>	Rehabilitate Affordable Housing
	<b>Funding</b>	CDBG: \$114,715
	<b>Description</b>	Housing rehabilitation activities for 2019-2020 program year
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Volunteers of America will make safety repairs at the homes of 140 seniors or persons with disabilities. Loveland Housing Authority will replace stairs at 20 units of multi-family housing occupied by low-income single parents. Loveland Housing Authority will make emergency grants or low-income loans to 17 low-income families. Neighbor to Neighbor will complete general rehabilitation projects at a 12 unit multi-family complex occupied by seniors.
	<b>Location Description</b>	Loveland Colorado
	<b>Planned Activities</b>	General rehabilitation in single-family and multi-family homes.
<b>5</b>	<b>Project Name</b>	Public Facilities 2019
	<b>Target Area</b>	
	<b>Goals Supported</b>	New or rehabilitated public facilities
	<b>Needs Addressed</b>	New or Rehabilitated Public Facilities
	<b>Funding</b>	CDBG: \$21,610
	<b>Description</b>	Public facility activities for 2019-2020 program year.
	<b>Target Date</b>	9/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	138 individuals will benefit from increased accessibility at the Easter Seals facility in Loveland. 45 survivors of domestic violence will benefit from improvements to windows and doors at the Alternatives to Violence safe house.
	<b>Location Description</b>	Loveland Colorado
	<b>Planned Activities</b>	General rehabilitation to a public facility and the Loveland safe house.
<b>6</b>	<b>Project Name</b>	CV Program Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG-CV: \$36,870
	<b>Description</b>	Program administration for CDBG-CV grants.
	<b>Target Date</b>	9/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A for program administration
	<b>Location Description</b>	
<b>7</b>	<b>Planned Activities</b>	
	<b>Project Name</b>	CV Public Service
	<b>Target Area</b>	
	<b>Goals Supported</b>	Public service activities
	<b>Needs Addressed</b>	Public Service Activities
	<b>Funding</b>	CDBG-CV: \$496,738
	<b>Description</b>	Public service activities to prevent, prepare for or respond to COVID-19.
	<b>Target Date</b>	9/30/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Number and type of families unknown at this time.
	<b>Location Description</b>	Loveland is City of Loveland residents only.

	<b>Planned Activities</b>	Activities include rent/mortgage assistance, utility assistance, job loss case-management, non-congregant shelter, facility cleaning, child sexual assault counseling, and vaccine clinic assistance for Loveland residents affected by COVID-19.
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## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

In the past, the City of Loveland has not targeted CDBG funding to any specific geographic area of low-income or minority concentration. Instead, CDBG has supported housing and services sought by low and moderate income persons and households living throughout Loveland. The same is true for the 2019-2020 grant year.

### **Geographic Distribution**

Target Area	Percentage of Funds

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City of Loveland does not currently prioritize allocating CDBG geographically.

### **Discussion**

Consideration for allocating CDBG to single family housing rehabilitation using the Habitat for Humanity Neighborhood Revitalization model, or a similar model, has been discussed but is unlikely for at least five years. If this is implemented in the future, work will begin in areas that are low-income and have a minority concentration.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

During the final year of the 2015-2019 Consolidated Plan, 69 families will have access to affordable housing through the Loveland Housing Authority and 140 special needs households will be assisted with rehabilitation by Volunteers of America.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	0
Non-Homeless	118
Special-Needs	140
Total	258

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	0
The Production of New Units	69
Rehab of Existing Units	189
Acquisition of Existing Units	0
Total	258

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

The number of persons served during the final year of the Consolidated Plan is about 20% of the total estimated to be served over five years. The numbers given above are 23% of new multi-family housing

and 23% of rehabilitation for special needs residents.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Loveland works closely with affordable housing developers to provide project assistance as needed and according to the priorities of the Consolidated Plan. In 2018 and 2019, the Loveland Housing Authority received \$285,885 in CDBG funding and \$1.23 million in City fee waivers for 60 units of senior housing and 30 units of skilled nursing. In 2019, they will receive \$200,000 for their next project of 69 units of new housing and will request a waiver of city fees later this year.

### **Actions planned during the next year to address the needs to public housing**

During the first year of the Consolidated Plan, the City of Loveland allocated \$135,000 to the Loveland Housing Authority to assist with the development of 70 units of affordable housing, and about \$1.3 million in the waiver of building and development fees. As stated above, during the fourth year of the Consolidated Plan, the Housing Authority received more than \$1.5 million to assist with two projects and will receive an additional \$200,000 in CDBG this year. The City of Loveland values the partnership of the Loveland Housing Authority and has significantly invested in projects.

The Loveland Housing Authority formed a new non-profit, Aspire 3D, that targets service coordination specifically to residents of LHA owned and/or managed properties. Aspire 3D collaborates with local human service, education and health care providers to bring case management, health and wellness resources, education programs, and basic needs provisions on-site at each LHA property. Aspire 3D achieves this through community-based Navigators who serve as connectors between community resources, residents and the housing authority.

Aspire 3D targets three of the most vulnerable populations living in public housing communities: youth, adults age 55+, and veterans. Youth are served through the Kids Club Literacy Project, which provides an outcomes based education model and wrap around services for youth and their parents with the goal of closing the achievement gap for children living with poverty. Vive brings resources and programs into communities with high concentrations of people age 55 or better with the goal of increasing engagement in activities through the built environment and community based services that promote better health as residents age. VIP provides coordinated services and supports that ensure veterans are able to maintain their housing and achieve their self-sufficiency goals.

Aspire 3D is built on an innovative framework that incorporates place based services into affordable

housing communities. Resources are brought on-site to support individuals as well as improve the quality of life for the community as a whole. Relationships with partner agencies as well as resident leadership opportunities capitalize on the assets that exist in our community to address the unique challenges of each neighborhood.

**Actions to encourage public housing residents to become more involved in management and participate in homeownership**

The Loveland Housing Authority Resident Advisory Board, comprised of residents from each of the housing properties in Loveland, works directly with Housing Authority staff and not the City of Loveland. Therefore, any actions to encourage housing residents to be more involved and to support them in homeownership falls under the leadership of the Loveland Housing Authority.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Loveland Housing Authority is not designated as troubled.

**Discussion**

The City of Loveland will support the Loveland Housing Authority with development costs in the form of CDBG and fee waivers. The Housing Authority, as the primary provider of affordable housing, is successfully housing thousands of Loveland residents and is continually working to assist thousands of people waiting for affordable housing.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City of Loveland invests CDBG and other City funding in local agencies that serve low and moderate income residents. The CPO serves as a community partner to help agency staff gain access to City departments and elected officials, and connects citizens with agencies, resources and other support.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

**Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Homelessness in Loveland is managed through the Northern Colorado Continuum of Care Coordinated Entry system (called Coordinated Access and Housing Placement System: CAHPS). CAHPS started in 2016 with local providers working to end veteran homelessness. In 2017, a new system for non-veteran adults was started. In 2018, a system for families and in 2019, a system for youth were started. As of the end of April, 86% of veterans, 27% of non-veteran adults, 58% of families and 6% of youth have been housed.

Shelter and shelter outreach is managed through two programs of the House of Neighborly Service: 137 Connection serving homeless individuals and the Angel House serving homeless families. Salvation Army, Disabled Resource Services, One Community One Family, Neighbor to Neighbor, Community Kitchen and the Front Porch Café are also working to shelter and house homeless Loveland residents.

The CPO works with many local nonprofits to produce the annual Loveland Connect event modeled after the national Project Homeless Connect that started in San Francisco, California in 2004. In 2019, the event will be held on October 11th. In 2018, the event connected 227 homeless or near homeless with about 50 agencies and benefited from the volunteer service of hundreds of Loveland residents.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

Emergency shelter for homeless adults is managed by House of Neighborly Service's 137 Connection program at rotating churches when the temperature is 20 degrees or below. Loveland does not have

emergency shelter for families but does have a shelter program for families willing to work on the issues that lead to their homelessness. Homeless individuals and families are also able to seek shelter in neighboring communities. Transitional housing is managed by House of Neighborly Service and Alternatives to Violence. Alternatives to Violence re-tooled their transitional housing to rapid re-housing as an applicant of Continuum of Care funding in 2018.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Loveland will continue to support homeless service providers and will seek additional financial and program support for any organization willing to provide supportive housing. Specifically, City of Loveland funding and CDBG funding that will help the homeless or keep individuals or families from becoming homeless include:

- \$70,000 to the House of Neighborly Service 137 Connection and Angel House programs
- \$15,000 to United Way of Weld County to manage the northern Colorado CAHPS program
- \$55,000 to One Community One Family for rapid re-housing
- \$22,017 to Homeward Alliance to provide services to homeless residents at the Murphy Center
- \$19,826 to the Loveland Housing Authority for case management for homeless veterans
- \$38,416 to Alternatives to Violence for victims of domestic violence
- \$16,888 to the Matthews House to support youth aging out of foster care or leaving a correctional facility to assist with housing and employment
- \$22,559 to Neighbor to Neighbor to provide housing counseling and rent assistance
- \$21,869 to Community Kitchen for meals for homeless residents and to start a jobs training program

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities,**

**foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Organizations supported with CDBG or other City funding that assist the homeless, youth and special needs populations are listed above. Unfortunately, Loveland does not have a program specifically for persons discharged from health care or mental health facilities, other than to provide therapy and case management. The State of Colorado provides housing and support for people exiting state-funded institutions to help clients transition to another community.

## **Discussion**

The City of Loveland CPO works with local non-profits as a funding partner and to offer support where it is needed. As a community partner, the CPO conducts the annual Loveland Homeless Connect event and manages the annual point-in-time homeless count. Regionally, the CPO participates in the Continuum of Care to help raise awareness about homelessness.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

City of Loveland building and zoning codes are designed to promote a safe, decent environment and aesthetically pleasing community for local neighborhoods. Unfortunately, development standards and development costs in general may create a barrier to the construction of affordable housing, including the additional cost of Capital Expansion Fees used to fund the capital needs of government departments. Open space and landscaping requirements, and mandatory two parking spots per dwelling, not only reduce the number of income producing housing units, they can also result in additional costs.

The City of Loveland completed an update to the zoning code in 2018, including provisions for smaller homes that will hopefully alleviate housing affordability issues for cost-burdened residents. It also addresses parking requirements and allows fewer required parking spots based on the income of the residents. For example, housing for people exiting homelessness can have a 75% reduction in the number of mandatory parking spaces.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City's strategy to remove barriers and provide incentives to developers and builders of affordable housing include use tax credits and the waiver or reduction of development fees, capital expansion and building permit fees. The City of Loveland adopted an affordable housing code to encourage the building of low-income housing in 1994. In 2018, the Loveland City Council waived almost \$1.5 million dollars in building and development fees to support affordable housing. Over the past ten years, affordable housing policy has resulted in an investment of about \$10 million dollars of City incentives in addition to CDBG funding, and has resulted in more than 700 units of housing.

### **Discussion:**

The CPO will continue to monitor city policies, zoning ordinances and building codes for ways in which

they create barriers to affordable housing and will make suggestions to the Affordable Housing Commission and city management staff with suggestions to reduce costs or other barriers.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

In addition to granting funds to non-profit service providers, the City of Loveland CPO will take the following actions to meeting underserved needs and reducing poverty.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Loveland CPO will continue to produce the Loveland Connect event. Staff will also continue to discuss program accessibility with funded agencies, including the manner in which the working poor access services that are only available during general business hours.

In 2017, the CPO started a monthly meeting called the Community Resource Connection, during which local non-profit agency staff learn about services available to low-income residents, including whether the agency is able to serve residents without proper documentation or any other barriers to access, such as hours of operation or availability of public transportation. The meeting space is at capacity and attendees comment that the information they receive from their partner agencies is valuable to the services they provide.

### **Actions planned to foster and maintain affordable housing**

The City of Loveland will continue to invest financially in projects that maintain affordable housing.

### **Actions planned to reduce lead-based paint hazards**

The CPO will continue to require that all activities funded with CDBG dollars comply with federal regulations concerning lead-based paint and at some point research other funding to pay for additional

lead-based paint removal.

### **Actions planned to reduce the number of poverty-level families**

The City of Loveland will continue providing grant funding of about \$880,000 annually to assist non-profit organizations serving persons who are homeless, low income or living in poverty.

### **Actions planned to develop institutional structure**

The CPO will continue working with the Northern Colorado Continuum of Care on the CAHPS program to match homeless residents with the appropriate type of permanent housing. For all sub-populations combined, the northern Colorado CAHPS program has housed 50% of homeless residents.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The CPO will continue to enhance coordination between public and private housing and social service agencies by maintaining and developing relationships with private developers and social service agencies to support the development of additional affordable housing units and work to house homeless residents. The CPO will also continue to partner with funded non-profits to enhance coordination of services.

As noted above, the purpose of the Community Resource Connection is to enhance coordination between social service agencies.

### **Discussion:**

Removing obstacles to meeting underserved needs, fostering affordable housing, reducing lead hazards,

reducing the number of families in poverty, developing institutional structure, and enhancing public and private housing and social service agencies take a community effort and cannot solely be coordinated or accomplished through one City department. However, the CPO will continue to work to raise awareness of the listed issues with our non-profit partners and other city groups where we are able.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction:

The City of Loveland will use 100% of grant funding received during the 2019-2020 program year to benefit low to moderate income individuals (LMI benefit).

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	119,019
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>119,019</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	1
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

The Annual Action Plan will cover the program year starting October 1, 2019 and ending September 30, 2020. All funding will be used to benefit persons of low and moderate income.

## Attachments

## Citizen Participation Comments

### RESOLUTION #R-81-2023

#### A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT TO THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019-2020 ANNUAL ACTION PLAN TO DISTRIBUTE CARES ACT FUNDING

WHEREAS, the City of Loveland, Colorado ("City") receives federal Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"); and

WHEREAS, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

WHEREAS, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

WHEREAS, the Annual Action Plan includes information regarding the allocation of 2019 – 2020 CDBG funds that were approved by the City Council on June 4, 2019, through the adoption of Resolution #R-54-2019; and

WHEREAS, the City Council approved the Annual Action Plan on August 6, 2019, through adoption of Resolution #R-80-2019; and

WHEREAS, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

WHEREAS, HUD required the City to complete a Substantial Amendment to the 2019-2020 Annual Action Plan ("Amended Annual Action Plan") to receive CDBG-CV funding through the CARES Act.

WHEREAS, the City Council approved the Amended Annual Action Plan on June 16, 2020 through the adoption of Resolution #R-56-2020; and

WHEREAS, HUD required the City to complete a second Substantial Amendment to the 2019-2020 Annual Action Plan ("Second Amended Annual Action Plan") to receive additional CDBG-CV funding through the CARES Act.

WHEREAS, the City Council approved the second Substantial Amendment to the 2019-2020 Annual Action Plan on May 18, 2021, through the adoption of Resolution #R-50-2021; and

WHEREAS, HUD required the City to complete a third Substantial Amendment to the 2019-2020 Annual Action Plan ("Third Amended Annual Action Plan") to distribute the remaining balance of CDBG-CV public service funding through the CARES Act; and

WHEREAS, the City Council approved the third Substantial Amendment to the 2019-2020 Annual Action Plan on September 20, 2022, through the adoption of Resolution #R-70-2022; and

WHEREAS, HUD requires the City to complete a fourth Substantial Amendment to the 2019-2020 Annual Action Plan ("Fourth Amended Annual Action Plan") to distribute the remaining balance of CDBG-CV administration funding through the CARES Act; and

WHEREAS, the City Council desires to substantially amend the Annual Action Plan to provide detailed information regarding the City's plan to spend the balance of CDBG-CV funding.

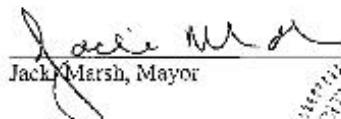
WHEREAS, the City Council desires to approve the Fourth Amended Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Substantial Amendment to the Community Development Block Grant 2019-2020 Annual Action Plan to Distribute CARES Act Funding, a copy of which is on file with the City Clerk, is hereby approved.

**Section 2.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 18<sup>th</sup> day of July, 2023.

  
Jack Marsh, Mayor

ATTEST:

  
Delynn Coldiron, City Clerk



APPROVED AS TO FORM:

  
Assistant City Attorney

Prairie Mountain Media, LLC

**PUBLISHER'S AFFIDAVIT**

County of Larimer  
State of Colorado

The undersigned, Agent, being first duly sworn under oath, states and affirms as follows:

1. **Notice to the legal Advertising Reviewer of Prairie Mountain Media LLC, publisher of the Loveland Reporter Herald.**
2. **The Loveland Reporter Herald is a newspaper of general circulation that has been published continuously and without interruption for a total of fifty-two weeks in Larimer County and meets the legal requirements for a legal newspaper under Colo. Rev. Stat. 24-70-163.**
3. **The notice that is attached hereto is a true copy, published in the Loveland Reporter Herald, in Larimer County on the following date(s):**

May 28, 2023

Melissa Raye  
Signature

Subscribed and sworn to me before me this  
21st day of May 2023

Shayla Najar  
Haway Public

SHAYLA NAJERA  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20174081986  
MY COMMISSION EXPIRES July 31, 2025

Account: 1051252  
Ad Number: 1978922  
Enc: 43-104

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## Community Partnership

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## Annual Action Plan 2019

## Grantee Unique Appendices

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**CITIZEN PARTICIPATION PLAN for the  
CONSOLIDATED PLANNING PROCESS  
AMENDED FOR THE  
2020-2024 CONSOLIDATED PLAN**

## **I. CITIZEN PARTICIPATION – GENERAL INFORMATION**

### **A. INTRODUCTION/ INTRODUCCIÓN**

*La Ciudad de Loveland recibe un derecho anual al Subvención de Bloque de Desarrollo Comunitario (CDBG por sus siglas en inglés) del Departamento de Vivienda y Desarrollo Urbano de EE. UU. (HUD por sus siglas en inglés). El subsidio proporciona fondos para el desarrollo comunitario y actividades de vivienda que deben ayudar principalmente a los residentes de ingresos bajos y moderados. La Ciudad de Loveland también ha recibido CDBG-Disaster Relief (ayuda para catástrofes) y en el futuro puede recibir otros fondos de HUD.*

*El proceso por el cual la Ciudad determina las prioridades, metas y recursos (e informa al HUD sobre el progreso) con respecto a las subvenciones se llama proceso de planificación consolidado. Incluye cinco procesos separados pero entrelazados y los planes o informes resultantes:*

- (1) Plan de Participación Ciudadana*
- (2) Evaluación de Vivienda Justa*
- (3) Plan Consolidado de Cinco Años*
- (4) Planes de Acción Anuales*
- (5) Informe Anual Consolidado de Rendimiento y Evaluación*

*Este documento ha sido desarrollado para cumplir con el requisito que la Ciudad tiene como beneficiaria de las subvenciones de HUD y sigue un Plan de Participación Ciudadana detallado al desarrollar e implementar los pasos del proceso de planificación consolidado. La Ciudad reconoce la importancia de involucrar a los miembros de la comunidad en el proceso de planificación y toma de decisiones y buscará la aportación de los ciudadanos para los cinco procesos mencionados anteriormente.*

*La Oficina de Asociación Comunitaria (CPO por sus siglas en inglés) de la Ciudad de Loveland es responsable de la implementación del Plan de Participación Ciudadana y de el desarrollo de los documentos de proceso del plan consolidado.*

*Este plan está disponible en LETRA GRANDE y las partes se pueden traducir (o interpretar) al español a petición.*

*(Referencia 24 CFR 91.105-Plan de Participación Ciudadana-Gobiernos locales).*

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The City of Loveland receives an annual entitlement of Community Development Block Grant (CDBG) from the U. S. Department of Housing and Urban Development (HUD). The grant provides funding for community development and housing activities that must primarily assist low- and moderate-income residents. The City

of Loveland has also received CDBG-Disaster Relief, will receive CDBG-COVID-19 funding in 2020, and in the future may receive other HUD funds.

The process by which the City determines the priorities, goals, and resources (and reports to HUD on progress) with regard to the grants is called the consolidated planning process. It includes five separate but intertwined processes and resultant plans/reports:

- (1) Citizen Participation Plan
- (2) Assessment of Fair Housing
- (3) Five-Year Consolidated Plan
- (4) Annual Action Plans
- (5) Consolidated Annual Performance and Evaluation Reports

This document has been developed to meet the requirement that the City has as a recipient of the HUD grants to follow a detailed Citizen Participation Plan when developing and implementing the steps of the consolidated planning process. The City recognizes the importance of involving community members in the planning and decision making process and will seek citizen input for the five processes listed above.

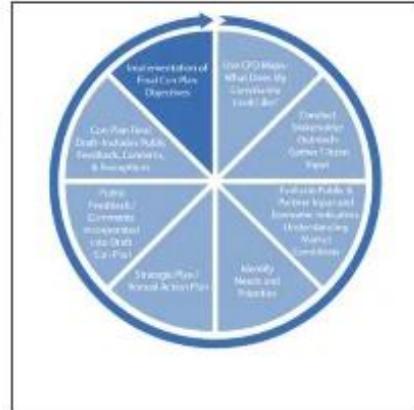
The City of Loveland Community Partnership Office (CPO) is responsible for the implementation of the Citizen Participation Plan and development of the consolidated plan process documents.

This plan is available in LARGE PRINT and parts may be translated (or interpreted) into Spanish upon request.

(Reference 24 CFR 91.105-Citizen Participation Plan-Local Governments.)

**B. ENCOURAGEMENT OF CITIZEN PARTICIPATION/ FOMENTO A LA PARTICIPACIÓN CIUDADANA**

*La ciudad de Loveland pretende que sus programas y políticas cuenten con el apoyo de y beneficiar a, el mayor número posible de personas en la comunidad. Se alentará a los ciudadanos a asistir a reuniones públicas, completar encuestas y ofrecer comentarios sobre formas de aumentar el impacto general de la comunidad para personas de ingresos bajos y moderados. Específicamente, la Ciudad de Loveland buscará la opinión de los miembros de la comunidad que pueden recibir un beneficio directo de los proyectos o programas que resultarán del financiamiento de HUD, con acciones adicionales tomadas para personas dentro de una clase legalmente protegida. Comuníquese con el CPO para obtener más información sobre cómo participar: Alison Hade – [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org), (970) 962-2517*



The City of Loveland intends that its programs and policies have the support of, and benefit to, the largest possible number of people in the community. Citizens will be encouraged to attend public meetings, complete surveys, and offer comments on ways to make the overall community impact greater for low- and moderate-income individuals. Specifically, the City of Loveland will seek the opinion of community members that may receive a direct benefit from the projects or programs that will result from HUD funding, with additional actions taken for persons within a legally protected class.

A substantial change to the Citizen Participation Plan, Five-Year Consolidated Plan or Annual Action Plan requires an amendment and additional citizen participation. Plans or reports associated with the consolidated planning documents are described below, as are situations requiring an amendment.

#### **1. Citizen Participation Plan**

The Citizen Participation Plan sets forth policies and procedures to encourage citizen participation throughout the consolidated planning process. The Plan is in place and amended when needed, generally before the beginning of a new Five-Year Consolidated Plan cycle.

- a. Amendments to the Citizen Participation Plan** - The Citizen Participation Plan will be reviewed the year prior to a new Consolidated Plan's formation, although this plan was created the same year as the Consolidated Plan. The Five-Year Consolidated Plan for which this Citizen Participation Plan pertains is for years 2020-2024. This plan will be reviewed again in 2024.

An amendment will occur if there is direction from HUD that changes or updates the process, such as a change in the length of time allowed for notices or public comment periods, or as noted below, in the case of the COVID-19 pandemic.

#### **2. Assessment of Fair Housing**

HUD requires that the City annually certify that it will affirmatively further fair housing and will conduct an Assessment of Fair Housing every five years. The Assessment of Fair Housing plan describes actions the City will take to overcome the effects of any impediments to fair housing that were identified through the analysis, and maintain records to reflect the analysis and actions. The Plan includes community participation as the City identifies fair housing goals to increase fair housing choice and provide equal access to opportunity to all in the community. Citizen Participation is a necessary part of the plan to understand community issues and the impact on legally protected classes. Citizen participation will occur with the primary Assessment of Fair Housing and any revisions or amendments.

- a. Amendments to the AFH will follow 24 CFR 5.164** - The last Assessment of Fair Housing plan was submitted in 2018. Currently, no amendments are deemed necessary. The Citizen Participation Plan may be updated prior to the next fair housing planning process.

#### **3. Five-Year Consolidated Plan and Annual Action Plans**

The **Five-Year Consolidated Plan** provides a framework through which a community-wide dialogue is initiated to identify housing and community development priorities that align and focus funding from the CDBG entitlement program to intended beneficiaries. The Loveland City Council will be asked to approve the **2020-2024 Five-Year Consolidated Plan** in July 2020 so that it may be submitted to HUD no later than August 14, 2020. The Five-Year Consolidated Plan may be amended, as necessary.

The Five-Year Consolidated Plan is carried out through **Annual Action Plans**. Specific federal and non-federal funding resources are identified that will be used during a specific year to fund the actions and activities to achieve the goals of the Five-Year Consolidated Plan. The City Council approves the **Annual Action Plans** in July each year, which allows the plans to be submitted to HUD no later than August 15<sup>th</sup>. As with the Five-Year Consolidated Plan, Annual Action Plans may be amended, as described.

- a. Amendments** – Federal code at 24 CFR 91.505 sets forth instances requiring an amendment to a Five-Year Consolidated Plan if one of the following decisions are made:

**SUBSTANTIAL AMENDMENT.** A substantial amendment is required if the City adds or changes a priority or reallocates funding from one organization to another even if the change is for the same priority or the same activity. Substantial amendments are subject to the citizen participation process that is outlined in Section IV below.

Changing or adding a priority. Current priorities include: 1) NEW affordable housing, 2) REHABILITATION of affordable housing, 3) NEW or REHABILITATION of public facilities, and 4) PUBLIC SERVICE activities. An example of a new priority might be adding economic development. For the 2020-2024 Consolidated Plan, the Affordable Housing Commission voted to retain priorities 1, 2 and 3.

Reallocating funding from one organization to another. A change in the grant recipient automatically includes a change in the scope, location and beneficiaries, and may change the purpose of an activity described in 24 CFR 91.105. A reallocation from a housing rehabilitation project may or may not change the purpose, but will change the scope, location and beneficiaries.

**MINOR AMENDMENT.** A project that does not change either the priority or the activity will result in a minor amendment if the new project fulfills the same goal.

- b. **Citizen Participation Goals for 2020-2024 Consolidated Plan** – As noted above, the Affordable Housing Commission voted to retain the priorities of the 2015-2019 Consolidated Plan. During the 2020-2024 Consolidated Plan process, the Human Services Commission has a goal of better understanding human service needs in Loveland, and how individual programs improve the lives of beneficiaries. The survey that will be disseminated for citizen feedback will hopefully result in information to help answer that question, which will help the Human Services Commission make funding decisions in the future.

#### **4. Consolidated Annual Performance and Evaluation Report (CAPER)**

Progress made on the goals of the Five-Year Consolidated Plan are reported to HUD through the annual performance report referred to as the CAPER. The CAPER is due to HUD annually by December 30<sup>th</sup>.

#### **C. TARGET POPULATIONS**

The City encourages all citizens to participate in the stages of the consolidated planning process noted above, with special emphasis on encouraging participation from the following populations:

- a. Low- and moderate-income persons, residents residing in low- and moderate-income neighborhoods, and residents of public and assisted housing developments (including resident advisory boards, councils, and management corporations)
- b. Limited or non-English speakers, persons of color and other previously underserved or non-served groups, and persons with disabilities (see additional information below)
- c. Community and City (both public and private) partners interested in the goals of HUD's entitlement programs, such as the Northern Colorado Continuum of Care, faith- and community-based institutions, Loveland Housing Authority, Loveland Habitat for Humanity, nonprofit service organizations, philanthropic organizations, businesses, developers, and city departments.

Note that the City of Loveland does not currently designate neighborhoods as revitalization areas, slum or blight, or designate target areas.

#### **Five-Year Consolidated Plan only (in addition to those named above and starting in 2020)**

- a. Broadband internet service providers and organizations engaged in "narrowing the digital divide"
- b. Agencies whose primary responsibilities included the management of flood prone areas, public land, or water resources
- c. Emergency management agencies

**D. CONTACT INFORMATION FOR CONSOLIDATED PLAN PROCESS COMMENTS**

Citizens are encouraged to review the plans/reports of the consolidated planning process and offer comments at any time, but particularly during the formation of the plans/reports noted in Section I.A. Citizens wishing to comment on plans or reports, or to request copies of documents may call the CPO at **970-962-2517** or submit a written comment or request to:

Community Partnership Office  
500 E. Third Street, Suite 210  
Loveland, CO 80537

**E. PUBLIC MEETINGS and OUTREACH**

There are several public meeting options that will be held during the consolidated planning process, as noted below.

**1. Public Outreach for the Five-Year Consolidated Plan and Assessment of Fair Housing.**

The City will enlist nonprofit and other community organizations, such as faith-based groups, resident advisory groups, Loveland Boards and Commissions, the Northern Colorado Continuum of Care, Loveland Housing Authority staff and customers, Thompson School District, businesses, and philanthropic organizations to assist the CPO in engaging residents in the planning process to gather and incorporate local data and verify priority needs. The CPO will use print and electronic notices to advertise public meetings and in-person meetings, focus groups, remote meetings and surveys to gather information and data. This process will be used primarily to gather information about the needs of project and program beneficiaries to develop five-year goals for the Five-Year Consolidated Plan and the Assessment of Fair Housing Plan.

Citizen surveys will include HUD provided data and information derived from public meetings with organizations that work directly with residents who could benefit from projects and programs paid for with HUD funds. It will also include an estimated amount of grant funds for brick/mortar and public services projects, as well as any available program income. Finally, it will include the types of activities that will likely be undertaken based on goals set by the Affordable Housing and Human Services Commissions.

**2. Public Outreach for Years 2-5 Annual Action Plans or Substantial Amendments to either the Five-Year Consolidated Plan or Annual Action Plans.**

The City invites non-profit organizations wishing to apply for CDBG to a technical assistance and informational meeting in early January each year. The CPO announces that additional technical assistance is available for any agency wishing to gather more information or needing assistance with planning or an application for funding. Any citizen that has expressed interest in CDBG is formally invited to meetings. Meetings are also advertised in print at the Loveland Library and on social media.

Information about the expected amount of grant funding and types of activities that will be funded is made available at the beginning of the process each year.

**3. Neighborhood meetings**

Neighborhood meetings may be held during the formation of the Assessment of Fair Housing to better understand housing choice and to connect with residents of neighborhoods that have seen a substantial increase in a specific protected class. When setting meeting locations and times, consideration will be given to convenience for low- and moderate-income residents and persons with disabilities.

#### **4. Affordable Housing and Human Services Commission Meetings**

Public meetings of the Affordable Housing (AHC) and Human Services Commissions (HSC) will be held at the beginning and middle of the process. The AHC and HSC are essential in determining goals of the Five-Year Consolidated Plan as well as making funding allocation decisions. Funding decisions are made annually based on applications received in the first quarter of the year. Public meetings of the two commissioners are noticed physically and electronically and are always held in an accessible location.

#### **5. City Council Public Hearings**

Federal code requires a minimum of two public hearings held at two different stages of the program year that address needs and development of proposed activities. The CPO will hold one hearing each June for approval of grant funding and another in August for approval of the Five-Year Consolidated Plan or Annual Action Plans. A third public hearing will be held in December to seek public input of annual performance. This third public hearing will not be a formal city council meeting. See Section IV for additional information on public hearings.

### **F. ACCESS TO RECORDS AND CONSOLIDATED PLANNING PROCESS DOCUMENTS**

Citizens can access records and documents associated with the consolidated planning process or the public hearings by contacting the CPO for a copy of any documents. The consolidated planning documents are available on the CPO website: [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership). Requests for documents in a language or means other than written English should be made to CPO staff with a minimum of 48 hours allowed for requests to be processed. The Executive Summary will always be available in Spanish and other parts of the document or interpretation may be as well.

### **G. TECHNICAL ASSISTANCE**

As stated, technical assistance will be provided during the annual CDBG application process with notification of initial meetings provided in the CDBG Notice of Funding Availability that will be distributed to all prior CDBG applicants, via social media and at City of Loveland locations such as the Community Partnership Office and the Loveland Library.

The CPO is available to provide technical assistance in determining eligible projects and understanding Federal regulations. The CPO is also available for technical assistance in commenting on any of the consolidated planning documents or at any time throughout the process.

### **H. ANTI-DISPLACEMENT**

Activities funded and carried out under the federal grant programs will, to the greatest extent feasible, minimize the direct, permanent, and involuntary displacement of households. Projects deemed beneficial and supportive of the City of Loveland's overall goals, but which may cause such displacement, will be undertaken by the noted grant funds only under these conditions:

1. It has been demonstrated that such displacement is necessary and vital to the overall goals of the grant program,
2. efforts were taken to reduce the number of households displaced, and
3. adverse effects on the displaced households are outweighed by the anticipated goals and accomplishments of the proposed project.

City policy is to provide relocation assistance to all households permanently displaced by the acquisition of real property, as required for compliance with HUD regulations under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646) and Section 104(d) of the Housing and Community Development Act of 1974, as amended. The assistance will be provided to mitigate adverse

effects caused for low- and moderate-income household displaced so that an approved project can be carried out. Assistance will include the following:

1. Housing counseling and referrals to comparable housing, as necessary, prior to displacement.
2. Relocation benefits and moving expense payments for each household displaced.

#### **I. COMPLAINT PROCEDURE**

1. Formal complaints with regard to any part of the consolidated planning process should be made to the **Community Partnership Office**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2517. The CPO Administrator will provide a written response to the complaint within 15 days upon receipt of the complaint.
2. If not resolved by the CPO, formal complaints should be sent to: **City Manager**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2306. The City Manager will refer the complaint to the appropriate City staff for a written response within 15 business days upon receipt of the complaint.
3. If the complainant is not satisfied with the City Manager's response, further appeals should be sent to: **Loveland City Council, c/o the Mayor**, 500 E. Third Street, Loveland, CO 80537. The Loveland City Council has 30 days in which to take further action as deemed necessary to address the complainant's concerns.
4. If the complainant has not been satisfied with the response of the City Council, a formal complaint may be sent directly to the regional Department of Housing and Urban Development (HUD) at: **Department of Housing & Urban Development**, 1670 Broadway, Denver, CO 80202-4801.
5. Complaints with regard to physical access should be directed to the ADA Coordinator at [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org), (970) 962-3319 or 500 E. Third Street, Loveland, CO 80537. An ADA Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=49032>.
6. Complaints with regard to language access should be directed to the Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org), (970) 962-2372 or 500 E. Third Street, Loveland, CO 80537. A Title VI Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=26919> in English and <http://www.cityofloveland.org/home/showdocument?id=26924> in Spanish.
7. If the concern is of a discriminatory nature (i.e. discrimination because of physical or mental disability, race, creed, color, sex, marital status, familial status, religion, national origin, and/or ancestry), complainant should contact: **The Colorado Civil Rights Commission/Division**, Phone: (303) 894-2997, Toll Free: (800) CO-CIVIL (282-4845). The Colorado Civil Rights Division website [www.dora.state.co.us/civil-rights](http://www.dora.state.co.us/civil-rights) provides information about the Division, the Civil Rights Commission, and the process for filing a complaint.
8. If the concern is of a fair housing nature (i.e. discrimination and housing related issues), the complainant should contact: **U.S. Department of Housing and Urban Development, Fair Housing Hotline**, Phone: (800) 669-9777

With the exception of City Council, Colorado Civil Rights Commission and the U.S. Department of Housing and Urban Development/Fair Housing response, complaints will receive a response in writing within 15 working days of receipt of the complaint.

## II. CITIZEN PARTICIPATION IN THE CONSOLIDATED PLAN PROCESS

### **A. STATEMENT OF NON-DISCRIMINATION**

The City provides reasonable and timely access to all meetings required in the consolidated planning process and does not discriminate on the basis of race, color, national origin, creed, religion, sex, sexual orientation, disability, or age and without regard to the exercise of rights guaranteed by state or federal law. Policies and procedures are in place to assist persons with limited English proficiency and/or disabilities.

### **B. PROVISION OF REASONABLE AND TIMELY ACCESS; MEETING LOCATIONS; RESPONSE TO COMMENTS**

1. All documents noted in the consolidated planning process will be available for review and comment as follows:
  - a. Posted on [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)
  - b. Via Access to Records procedures above
  - c. Available by request in a format other than written English as described above
2. Notice of availability to review any part of the consolidated planning process will be, at a minimum, by:
  - a. Notice published in the Reporter Herald in English and Spanish
  - b. Email or letter to CDBG partners and citizens that provided prior notification of interest in the federal grant programs
  - c. All notices of a public hearing published a minimum of 7 days prior to the meeting or report/plan availability in English and Spanish
  - d. Advertised for residents with site impairments via Audio Information Network: [www.aincolorado.org](http://www.aincolorado.org)
3. Meeting locations
  - a. City Council – 500 East 3<sup>rd</sup> Street, Loveland Colorado (accessible to persons with disabilities)
  - b. Focus Groups and Standing Committees – meeting locations will be determined as groups and committees are formed and will be held in accessible locations. If an inaccessible location is deemed necessary for a specific meeting, the CPO will hold an additional meeting on the same topic in an accessible location.
  - c. Neighborhood meetings will be held in various locations within Loveland city limits on a to-be-determined basis
  - d. Remote or virtual meetings as needed
4. Comments

The City will consider any comments or views of Loveland residents or other interested parties received in writing or verbally at public hearings (or other public meetings) or at any time throughout the process in preparing the Five-Year Consolidated Plan or Annual Action Plan, Substantial Amendments, Consolidated Annual Performance and Evaluation Report and Assessment of Fair Housing. A summary of comments or views received, and a summary of any comments or views not accepted and the reasons why, will be attached to the final plans prior to requesting approval by City Council. Citizen comments for this plan can be found below in Section V.

The City will also include any concerns or complaints received during any of the five planning processes in the same manner as any other comments.

**C. PUBLIC HEARINGS**

City Council will hold one or two public hearings as described above and in the matrix below for each of the five consolidated planning documents. Another public hearing will be held in December each year to review program performance.

**D. ACCESS TO RECORDS AND MEETINGS FOR NON-ENGLISH SPEAKING RESIDENTS AND PERSONS WITH DISABILITIES**

1. Assessment of language needs: The City of Loveland conducted a Four-Part Language Needs Analysis and determined the only language other than English represented in great enough numbers to warrant translation to be Spanish. Citizen participation notices and other vital documents are translated into Spanish. Language assistance is also available upon request.

The City has a completed Limited English Proficiency (LEP) policy and is working on approval.

2. The City has an updated Americans with Disabilities Act Transition Plan that describes how persons with disabilities can access City records and public meetings.
3. Aids and assistance related to Limited English Proficiency or a disability and needed to effectively review any document of the consolidated planning process are available by contacting the City's ADA Coordinator at [ADACoordinator@cityofloveland](mailto:ADACoordinator@cityofloveland) or (970) 962-3319. Please allow 48 hours for requests to be processed.

**E. DOCUMENT RETENTION**

All plans and reports are considered public documents and are available in paper or electronic copy from the City of Loveland CPO. Documents are retained for a minimum of five years. Requests for documents may take up to 48 hours to process. To ensure confidentiality, the City may redact sensitive information.

### III. CITIZEN PARTICIPATION DURING COVID-19

#### A. STATEMENT OF NON-DISCRIMINATION

The COVID-19 pandemic has reduced the ability to connect with citizens directly, having a great effect on public participation that is necessary to understand how to allocate funding to agencies working to prevent, prepare for and respond to the needs of Loveland's low- and moderate-income residents. The two processes that will be affected by citizen participation and the City of Loveland response to those processes is as follows:

##### CITIZEN PARTICIPATION PLAN

- This updated Citizen Participation Plan will be noticed at least 7 days prior to a Public Hearing. A waiver of the 30-day comment period was requested and accepted. A virtual public hearing will take place in lieu of a physical public hearing.
- In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may also be used.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Plan will be presented to City Council for final approval after the citizen comment period.

##### SUBSTANTIAL AMENDMENT TO THE 2019 ANNUAL ACTION PLAN

- A substantial amendment to the 2019-2020 Annual Action Plan (AAP) will be made to direct funding to organizations working to prevent, prepare for or respond to COVID-19 in Loveland. The process will include the Human Services and Affordable Housing Commissions to determine priorities and make funding decisions. The CPO will ensure that CARES Act funding does not supplant other funding.
- A waiver of the 30-day comment period was requested and accepted.
- A Public Hearing for the AAP will be noticed at least 7 days prior. In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may be used if appropriate.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Loveland Library and non-profits that will receive funding will be asked to put a link on their websites.

Waivers for the 30-day comment period for this Citizen Participation Plan and a Substantial Amendment to the 2019-2020 Annual Action Plan were submitted and granted. These waivers will remain in effect until groups of more than 10 people can safely convene.

No changes are expected to occur during the 2020-2024 Consolidated Plan process. Funding should be granted through the 2019-2020 Annual Action Plan process.

## **IV. PARTICIPATION AND NOTICE TIMES (see matrix below)**

## **V. SUMMARY OF CITIZEN COMMENTS**

One email was received during the 5-day comment period. That comment and reasons accepted or not accepted is included.

- Under Target Population - Instead of "minorities" consider changing to "persons of color and other previously underserved or non-served groups." – this comment was accepted and a change was made above
- If a person needs an interpreter, Alison is listed as the person to call. If Alison is not fully fluent in Spanish, does there need to be another name and/or contact person to call and converse in Spanish? – the City of Loveland has a contract with a company that provides interpretation so all staff have the ability to speak with residents in any language.

#### IV. PARTICIPATION AND NOTICE TIMELINES

Citizen Participation Requirements	Citizen Participation Opportunities & Notices	Publication or Other Viewing	Required Approval	Deadline
Citizen Participation Plan and Amendments	1) 7-day notice of public hearing prior to public comment period 2) Public hearing 3) Notice of 30-day public comment period	<ul style="list-style-type: none"> <li>Announcement of public hearing and public comment period published in Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Notice at Loveland Library, although not for 2020 plan because library is closed.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	City Council approval after public comment period	1) Most current update included prior to Five-Year Consolidated Plan 2) Potential update with next Assessment of Fair Housing Plan 3) Amended as needed
Assessment of Fair Housing	<ul style="list-style-type: none"> <li>Outreach as described above, including surveys, in-person and online meetings</li> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing</li> <li>Notice of 30-day public comment period</li> </ul>	<ul style="list-style-type: none"> <li>Announcement of public meetings through neighborhood groups, non-profits and other opportunities.</li> <li>Announcement of public hearing and public comment period published in the Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Notice at Loveland Library.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	City Council approval after public comment period	Completed prior to developing new Five-Year Consolidated Plan; no HUD-submittal required, but must maintain records and report on annually. Last submitted in 2018.
Five-Year Consolidated Plan and/or Annual Action Plans	BOTH Consolidated Plan and Annual Action Plans	<ul style="list-style-type: none"> <li>Outreach as described above, including surveys, in-person and online meetings</li> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing</li> </ul>	1) Consolidated Plan: City Council approval after public comment period 2) Annual Action Plan: City Council approval of annual grant allocations final plan and after public comment period. This includes the AAP that is part of the Consolidated Plan.	Submit to HUD August 15 via IDIS (45 days prior to start of new Program/Fiscal Year)

	<ul style="list-style-type: none"> <li>Notice of <b>30-day public comment period</b></li> </ul>			
<b>Substantial Amendments</b>	<ul style="list-style-type: none"> <li>Notice of reallocation via Human Service or Affordable Housing Commissions</li> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing.</li> <li>Notice of <b>30-day public comment period</b></li> </ul>	<ul style="list-style-type: none"> <li>Matches process of Annual Action Plan as potential subrecipients follow same process as new annual applicants.</li> <li>Announcement of public hearing and public comment period published in the Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Notice at Loveland Library.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	City Council approval after public comment period	Submit to HUD after City Council approval for both Five-Year Consolidated Plan or Annual Action Plans
<b>Minor Amendment</b>		<ul style="list-style-type: none"> <li>Matches process of Annual Action Plan as potential subrecipients follow same process as new annual applicants.</li> </ul>	N/A	Submitted to HUD
<b>Consolidated Annual Performance and Evaluation Report (CAPER)</b>	<ul style="list-style-type: none"> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing</li> <li>Notice of <b>15-day public comment period</b></li> </ul>	<ul style="list-style-type: none"> <li>Announcement of public hearing and public comment period published in the Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	N/A	Submitted to HUD by December 30 via IDIS



TO ALL LOVELAND CITIZENS AND INTERESTED PARTIES:

NOTICE OF PUBLIC HEARING & PUBLIC COMMENT PERIOD:

Members of the Affordable Housing & Human Services Committee will hold a Public Hearing on May 17, 2020 to discuss Community Development Block Grant (CDBG) funds and the CDBG application process. The public can comment on the Committee's webpage, [www.lovelandgov.net/commdev/cdbg/](http://www.lovelandgov.net/commdev/cdbg/). Funding will be allocated through the process outlined in the CDBG Manual.

The Public Hearing will be followed by a public comment period from May 28, 2020 to June 1, 2020 and will be presented to the Loveland City Council on June 2, 2020 in conjunction with a Supplemental Amendment to the 2019-2020 Annual Action Plan. Comments can be submitted via email to the Community Development Office at [CommunityDevelopment@lovelandgov.net](mailto:CommunityDevelopment@lovelandgov.net) or (970) 665-2517.

The Public Hearing will start at 6:00 PM via Zoom. Zoom instructions are below:

Los interesados en los fondos de Desarrollo Humano y Vivienda Affordable Housing and Audience Pública, el 17 de mayo del 2020 para analizar el funcionamiento de la CDBG (que son fondos asignados a la Comunidad para el desarrollo de vivienda y otros servicios). Los interesados pueden enviar sus comentarios a través de la página web de la Comisión de Desarrollo Humano y Vivienda en [www.lovelandgov.net/commdev/cdbg/](http://www.lovelandgov.net/commdev/cdbg/). Los interesados pueden presentar sus proyectos que se describen en la página web de CDBG.

La audiencia Pública comenzará a las 6:00 P.M. en Zoom. Las instrucciones de Zoom están a continuación:

Join Zoom Meeting: Unmute yourself and join  
Meeting ID: 951 001 0069  
Passcode: 951001  
One tap mobile:  
+13282158721,,9510010069# US (San Jose)  
+13282158721,,9510010069# CA (San Jose)  
Published: Loveland Reporter Herald May 26, 2020 - 10:49PM

Prairie Mountain Media, LLC

PUBLISHER'S AFFIDAVIT

County of Larimer  
State of Colorado

The undersigned, Elizabeth Mass, being first duly sworn under oath, states and affirms as follows:

1. I believe is the legal Advertising Reviewer of Prairie Mountain Media LLC, publisher of the Loveland Reporter Herald.
2. The Loveland Reporter Herald is a newspaper of general circulation that has been published continuously and without interruption for at least fifty-two weeks in Larimer County and meets the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in the Loveland Reporter Herald in Larimer County on the following date(s):

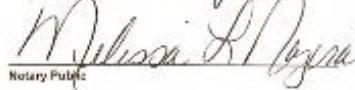
May 21, 2020



Signature

Subscribed and sworn to me before me this

21st day of May 2020



Notary Public  
[Signature]

MELISSA L NAJERA NOTARY PUBLIC STATE OF COLORADO NOTARY ID 20064049295 MY COMMISSION EXPIRES DECEMBER 11, 2023
--

[Signature]

Account: 1061262  
Ad Number: 1706750  
Fee: \$31.04

15



RESOLUTION #R-54-2020

**A RESOLUTION APPROVING THE CITIZEN PARTICIPATION PLAN  
FOR THE U.S. DEPARTMENT OF HOUSING AND URBAN  
DEVELOPMENT CONSOLIDATED PLANNING PROCESS**

**WHEREAS**, the City of Loveland, Colorado receives federal Community Development Block Grant ("CDBG") dollars from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to adopt a Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation when developing and implementing the steps of the CDBG consolidated planning process; and

**WHEREAS**, the City has developed a Citizen Participation Plan for the Consolidated Planning Process Amended for the 2020-2024 Consolidated Plan ("Citizen Participation Plan"), a copy of which is on file with the City Clerk, and is attached hereto as Exhibit A; and

**WHEREAS**, the Community Partnership Office held a public meeting on May 14, 2020 to elicit public comment on a draft Citizen Participation Plan; and

**WHEREAS**, the City Council desires to approve the Citizen Participation Plan.

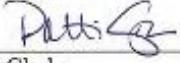
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Citizen Participation Plan, a copy of which is on file with the City Clerk and incorporated by reference, is hereby approved and supersedes and fully replaces any prior citizen participation plan.

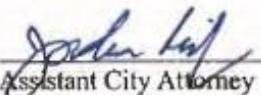
**Section 2.** That this Resolution shall take effect as of the date of its adoption.

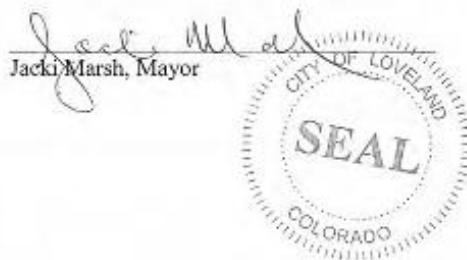
**ADOPTED** this 2<sup>nd</sup> day of June, 2020.

ATTEST:

  
\_\_\_\_\_  
Patti Cz  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John Lij  
Assistant City Attorney



**CITIZEN PARTICIPATION PLAN for the  
CONSOLIDATED PLANNING PROCESS  
AMENDED FOR THE  
2020-2024 CONSOLIDATED PLAN**

## I. CITIZEN PARTICIPATION – GENERAL INFORMATION

### A. INTRODUCTION/ INTRODUCCIÓN

*La Ciudad de Loveland recibe un derecho anual al Subvención de Bloque de Desarrollo Comunitario (CDBG por sus siglas en inglés) del Departamento de Vivienda y Desarrollo Urbano de EE. UU. (HUD por sus siglas en inglés). El subsidio proporciona fondos para el desarrollo comunitario y actividades de vivienda que deben ayudar principalmente a los residentes de ingresos bajos y moderados. La Ciudad de Loveland también ha recibido CDBG-Disaster Relief (ayuda para catástrofes) y en el futuro puede recibir otros fondos de HUD.*

*El proceso por el cual la Ciudad determina las prioridades, metas y recursos (e informa al HUD sobre el progreso) con respecto a las subvenciones se llama proceso de planificación consolidado. Incluye cinco procesos separados pero entrelazados y los planes o informes resultantes:*

- (1) Plan de Participación Ciudadana*
- (2) Evaluación de Vivienda Justa*
- (3) Plan Consolidado de Cinco Años*
- (4) Planes de Acción Anuales*
- (5) Informe Anual Consolidado de Rendimiento y Evaluación*

*Este documento ha sido desarrollado para cumplir con el requisito que la Ciudad tiene como beneficiaria de las subvenciones de HUD y sigue un Plan de Participación Ciudadana detallado al desarrollar e implementar los pasos del proceso de planificación consolidado. La Ciudad reconoce la importancia de involucrar a los miembros de la comunidad en el proceso de planificación y toma de decisiones y buscará la aportación de los ciudadanos para los cinco procesos mencionados anteriormente.*

*La Oficina de Asociación Comunitaria (CPO por sus siglas en inglés) de la Ciudad de Loveland es responsable de la implementación del Plan de Participación Ciudadana y de el desarrollo de los documentos de proceso del plan consolidado.*

*Este plan está disponible en LETRA GRANDE y las partes se pueden traducir (o interpretar) al español a petición.*

*(Referencia 24 CFR 91.105-Plan de Participación Ciudadana-Gobiernos locales).*

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**The City of Loveland receives an annual entitlement of Community Development Block Grant (CDBG) from the U. S. Department of Housing and Urban Development (HUD). The grant provides funding for community development and housing activities that must primarily assist low- and moderate-income residents. The City**

of Loveland has also received CDBG-Disaster Relief, will receive CDBG-COVID-19 funding in 2020, and in the future may receive other HUD funds.

The process by which the City determines the priorities, goals, and resources (and reports to HUD on progress) with regard to the grants is called the consolidated planning process. It includes five separate but intertwined processes and resultant plans/reports:

- (1) Citizen Participation Plan
- (2) Assessment of Fair Housing
- (3) Five-Year Consolidated Plan
- (4) Annual Action Plans
- (5) Consolidated Annual Performance and Evaluation Reports

This document has been developed to meet the requirement that the City has as a recipient of the HUD grants to follow a detailed Citizen Participation Plan when developing and implementing the steps of the consolidated planning process. The City recognizes the importance of involving community members in the planning and decision making process and will seek citizen input for the five processes listed above.

The City of Loveland Community Partnership Office (CPO) is responsible for the implementation of the Citizen Participation Plan and development of the consolidated plan process documents.

This plan is available in LARGE PRINT and parts may be translated (or interpreted) into Spanish upon request.

(Reference 24 CFR 91.105-Citizen Participation Plan-Local Governments.)

**B. ENCOURAGEMENT OF CITIZEN PARTICIPATION/ FOMENTO A LA PARTICIPACIÓN CIUDADANA**

*La ciudad de Loveland pretende que sus programas y políticas cuenten con el apoyo de y beneficiar a, el mayor número posible de personas en la comunidad. Se alentará a los ciudadanos a asistir a reuniones públicas, completar encuestas y ofrecer comentarios sobre formas de aumentar el impacto general de la comunidad para personas de ingresos bajos y moderados. Específicamente, la Ciudad de Loveland buscará la opinión de los miembros de la comunidad que pueden recibir un beneficio directo de los proyectos o programas que resultarán del financiamiento de HUD, con acciones adicionales tomadas para personas dentro de una clase legalmente protegida. Comuníquese con el CPO para obtener más información sobre cómo participar: Alison Hade – [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org), (970) 962-2517*



The City of Loveland intends that its programs and policies have the support of, and benefit to, the largest possible number of people in the community. Citizens will be encouraged to attend public meetings, complete surveys, and offer comments on ways to make the overall community impact greater for low- and moderate-income individuals. Specifically, the City of Loveland will seek the opinion of community members that may receive a direct benefit from the projects or programs that will result from HUD funding, with additional actions taken for persons within a legally protected class.

A substantial change to the Citizen Participation Plan, Five-Year Consolidated Plan or Annual Action Plan requires an amendment and additional citizen participation. Plans or reports associated with the consolidated planning documents are described below, as are situations requiring an amendment.

**1. Citizen Participation Plan**

The Citizen Participation Plan sets forth policies and procedures to encourage citizen participation throughout the consolidated planning process. The Plan is in place and amended when needed, generally before the beginning of a new Five-Year Consolidated Plan cycle.

- a. **Amendments to the Citizen Participation Plan** - The Citizen Participation Plan will be reviewed the year prior to a new Consolidated Plan's formation, although this plan was created the same year as the Consolidated Plan. The Five-Year Consolidated Plan for which this Citizen Participation Plan pertains is for years 2020-2024. This plan will be reviewed again in 2024.

An amendment will occur if there is direction from HUD that changes or updates the process, such as a change in the length of time allowed for notices or public comment periods, or as noted below, in the case of the COVID-19 pandemic.

**2. Assessment of Fair Housing**

HUD requires that the City annually certify that it will affirmatively further fair housing and will conduct an Assessment of Fair Housing every five years. The Assessment of Fair Housing plan describes actions the City will take to overcome the effects of any impediments to fair housing that were identified through the analysis, and maintain records to reflect the analysis and actions. The Plan includes community participation as the City identifies fair housing goals to increase fair housing choice and provide equal access to opportunity to all in the community. Citizen Participation is a necessary part of the plan to understand community issues and the impact on legally protected classes. Citizen participation will occur with the primary Assessment of Fair Housing and any revisions or amendments.

- a. **Amendments to the AFH will follow 24 CFR 5.164** - The last Assessment of Fair Housing plan was submitted in 2018. Currently, no amendments are deemed necessary. The Citizen Participation Plan may be updated prior to the next fair housing planning process.

**3. Five-Year Consolidated Plan and Annual Action Plans**

The Five-Year Consolidated Plan provides a framework through which a community-wide dialogue is initiated to identify housing and community development priorities that align and focus funding from the CDBG entitlement program to intended beneficiaries. The Loveland City Council will be asked to approve the 2020-2024 Five-Year Consolidated Plan in July 2020 so that it may be submitted to HUD no later than August 14, 2020. The Five-Year Consolidated Plan may be amended, as necessary.

The Five-Year Consolidated Plan is carried out through Annual Action Plans. Specific federal and non-federal funding resources are identified that will be used during a specific year to fund the actions and activities to achieve the goals of the Five-Year Consolidated Plan. The City Council approves the Annual Action Plans in July each year, which allows the plans to be submitted to HUD no later than August 15<sup>th</sup>. As with the Five-Year Consolidated Plan, Annual Action Plans may be amended, as described.

- a. **Amendments** – Federal code at 24 CFR 91.505 sets forth instances requiring an amendment to a Five-Year Consolidated Plan if one of the following decisions are made:

**SUBSTANTIAL AMENDMENT**. A substantial amendment is required if the City adds or changes a priority or reallocates funding from one organization to another even if the change is for the same priority or the same activity. Substantial amendments are subject to the citizen participation process that is outlined in Section IV below.

Changing or adding a priority. Current priorities include: 1) NEW affordable housing, 2) REHABILITATION of affordable housing, 3) NEW or REHABILITATION of public facilities, and 4) PUBLIC SERVICE activities. An example of a new priority might be adding economic development. For the 2020-2024 Consolidated Plan, the Affordable Housing Commission voted to retain priorities 1, 2 and 3.

Reallocating funding from one organization to another. A change in the grant recipient automatically includes a change in the scope, location and beneficiaries, and may change the purpose of an activity described in 24 CFR 91.105. A reallocation from a housing rehabilitation project may or may not change the purpose, but will change the scope, location and beneficiaries.

**MINOR AMENDMENT.** A project that does not change either the priority or the activity will result in a minor amendment if the new project fulfills the same goal.

- b. **Citizen Participation Goals for 2020-2024 Consolidated Plan** – As noted above, the Affordable Housing Commission voted to retain the priorities of the 2015-2019 Consolidated Plan. During the 2020-2024 Consolidated Plan process, the Human Services Commission has a goal of better understanding human service needs in Loveland, and how individual programs improve the lives of beneficiaries. The survey that will be disseminated for citizen feedback will hopefully result in information to help answer that question, which will help the Human Services Commission make funding decisions in the future.

#### 4. Consolidated Annual Performance and Evaluation Report (CAPER)

Progress made on the goals of the Five-Year Consolidated Plan are reported to HUD through the annual performance report referred to as the CAPER. The CAPER is due to HUD annually by December 31<sup>st</sup>.

#### C. TARGET POPULATIONS

The City encourages all citizens to participate in the stages of the consolidated planning process noted above, with special emphasis on encouraging participation from the following populations:

- a. Low- and moderate-income persons, residents residing in low- and moderate-income neighborhoods, and residents of public and assisted housing developments (including resident advisory boards, councils, and management corporations)
- b. Limited or non-English speakers, persons of color and other previously underserved or non-served groups, and persons with disabilities (see additional information below)
- c. Community and City (both public and private) partners interested in the goals of HUD's entitlement programs, such as the Northern Colorado Continuum of Care, faith- and community-based institutions, Loveland Housing Authority, Loveland Habitat for Humanity, nonprofit service organizations, philanthropic organizations, businesses, developers, and city departments.

Note that the City of Loveland does not currently designate neighborhoods as revitalization areas, slum or blight, or designate target areas.

Five-Year Consolidated Plan only (in addition to those named above and starting in 2020)

- a. Broadband internet service providers and organizations engaged in "narrowing the digital divide"
- b. Agencies whose primary responsibilities included the management of flood prone areas, public land, or water resources
- c. Emergency management agencies

**D. CONTACT INFORMATION FOR CONSOLIDATED PLAN PROCESS COMMENTS**

Citizens are encouraged to review the plans/reports of the consolidated planning process and offer comments at any time, but particularly during the formation of the plans/reports noted in Section I.A. Citizens wishing to comment on plans or reports, or to request copies of documents may call the CPO at **970-962-2517** or submit a written comment or request to:

Community Partnership Office  
500 E. Third Street, Suite 210  
Loveland, CO 80537

**E. PUBLIC MEETINGS and OUTREACH**

There are several public meeting options that will be held during the consolidated planning process, as noted below.

**1. Public Outreach for the Five-Year Consolidated Plan and Assessment of Fair Housing.**

The City will enlist nonprofit and other community organizations, such as faith-based groups, resident advisory groups, Loveland Boards and Commissions, the Northern Colorado Continuum of Care, Loveland Housing Authority staff and customers, Thompson School District, businesses, and philanthropic organizations to assist the CPO in engaging residents in the planning process to gather and incorporate local data and verify priority needs. The CPO will use print and electronic notices to advertise public meetings and in-person meetings, focus groups, remote meetings and surveys to gather information and data. This process will be used primarily to gather information about the needs of project and program beneficiaries to develop five-year goals for the Five-Year Consolidated Plan and the Assessment of Fair Housing Plan.

Citizen surveys will include HUD provided data and information derived from public meetings with organizations that work directly with residents who could benefit from projects and programs paid for with HUD funds. It will also include an estimated amount of grant funds for brick/mortar and public services projects, as well as any available program income. Finally, it will include the types of activities that will likely be undertaken based on goals set by the Affordable Housing and Human Services Commissions.

**2. Public Outreach for Years 2-5 Annual Action Plans or Substantial Amendments to either the Five-Year Consolidated Plan or Annual Action Plans.**

The City invites non-profit organizations wishing to apply for CDBG to a technical assistance and informational meeting in early January each year. The CPO announces that additional technical assistance is available for any agency wishing to gather more information or needing assistance with planning or an application for funding. Any citizen that has expressed interest in CDBG is formally invited to meetings. Meetings are also advertised in print at the Loveland Library and on social media. Information about the expected amount of grant funding and types of activities that will be funded is made available at the beginning of the process each year.

**3. Neighborhood meetings**

Neighborhood meetings may be held during the formation of the Assessment of Fair Housing to better understand housing choice and to connect with residents of neighborhoods that have seen a substantial increase in a specific protected class. When setting meeting locations and times, consideration will be given to convenience for low- and moderate-income residents and persons with disabilities.

#### **4. Affordable Housing and Human Services Commission Meetings**

Public meetings of the Affordable Housing (AHC) and Human Services Commissions (HSC) will be held at the beginning and middle of the process. The AHC and HSC are essential in determining goals of the Five-Year Consolidated Plan as well as making funding allocation decisions. Funding decisions are made annually based on applications received in the first quarter of the year. Public meetings of the two commissioners are noticed physically and electronically and are always held in an accessible location.

#### **5. City Council Public Hearings**

Federal code requires a minimum of two public hearings held at two different stages of the program year that address needs and development of proposed activities. The CPO will hold one hearing each June for approval of grant funding and another in August for approval of the Five-Year Consolidated Plan or Annual Action Plans. A third public hearing will be held in December to seek public input of annual performance. This third public hearing will not be a formal city council meeting. See Section IV for additional information on public hearings.

#### **F. ACCESS TO RECORDS AND CONSOLIDATED PLANNING PROCESS DOCUMENTS**

Citizens can access records and documents associated with the consolidated planning process or the public hearings by contacting the CPO for a copy of any documents. The consolidated planning documents are available on the CPO website: [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership). Requests for documents in a language or means other than written English should be made to CPO staff with a minimum of 48 hours allowed for requests to be processed. The Executive Summary will always be available in Spanish and other parts of the document or interpretation may be as well.

#### **G. TECHNICAL ASSISTANCE**

As stated, technical assistance will be provided during the annual CDBG application process with notification of initial meetings provided in the CDBG Notice of Funding Availability that will be distributed to all prior CDBG applicants, via social media and at City of Loveland locations such as the Community Partnership Office and the Loveland Library.

The CPO is available to provide technical assistance in determining eligible projects and understanding Federal regulations. The CPO is also available for technical assistance in commenting on any of the consolidated planning documents or at any time throughout the process.

#### **H. ANTI-DISPLACEMENT**

Activities funded and carried out under the federal grant programs will, to the greatest extent feasible, minimize the direct, permanent, and involuntary displacement of households. Projects deemed beneficial and supportive of the City of Loveland's overall goals, but which may cause such displacement, will be undertaken by the noted grant funds only under these conditions:

1. It has been demonstrated that such displacement is necessary and vital to the overall goals of the grant program,
2. efforts were taken to reduce the number of households displaced, and
3. adverse effects on the displaced households are outweighed by the anticipated goals and accomplishments of the proposed project.

City policy is to provide relocation assistance to all households permanently displaced by the acquisition of real property, as required for compliance with HUD regulations under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646) and Section 104(d) of the Housing and Community Development Act of 1974, as amended. The assistance will be provided to mitigate adverse

effects caused for low- and moderate-income household displaced so that an approved project can be carried out. Assistance will include the following:

1. Housing counseling and referrals to comparable housing, as necessary, prior to displacement.
2. Relocation benefits and moving expense payments for each household displaced.

**I. COMPLAINT PROCEDURE**

1. Formal complaints with regard to any part of the consolidated planning process should be made to the **Community Partnership Office**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2517. The CPO Administrator will provide a written response to the complaint within 15 days upon receipt of the complaint.
2. If not resolved by the CPO, formal complaints should be sent to: **City Manager**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2306. The City Manager will refer the complaint to the appropriate City staff for a written response within 15 business days upon receipt of the complaint.
3. If the complainant is not satisfied with the City Manager's response, further appeals should be sent to: **Loveland City Council, c/o the Mayor**, 500 E. Third Street, Loveland, CO 80537. The Loveland City Council has 30 days in which to take further action as deemed necessary to address the complainant's concerns.
4. If the complainant has not been satisfied with the response of the City Council, a formal complaint may be sent directly to the regional Department of Housing and Urban Development (HUD) at: **Department of Housing & Urban Development**, 1670 Broadway, Denver, CO 80202-4801.
5. Complaints with regard to physical access should be directed to the ADA Coordinator at [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org), (970) 962-3319 or 500 E. Third Street, Loveland, CO 80537. An ADA Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=49032>.
6. Complaints with regard to language access should be directed to the Title VI Coordinator at [TitleSix@cityofloveland.org](mailto>TitleSix@cityofloveland.org), (970) 962-2372 or 500 E. Third Street, Loveland, CO 80537. A Title VI Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=26919> in English and <http://www.cityofloveland.org/home/showdocument?id=26924> in Spanish.
7. If the concern is of a discriminatory nature (i.e. discrimination because of physical or mental disability, race, creed, color, sex, marital status, familial status, religion, national origin, and/or ancestry), complainant should contact: **The Colorado Civil Rights Commission/Division**, Phone: (303) 894-2997, Toll Free: (800) CO-CIVIL (282-4845). The Colorado Civil Rights Division website [www.dora.state.co.us/civil-rights](http://www.dora.state.co.us/civil-rights) provides information about the Division, the Civil Rights Commission, and the process for filing a complaint.
8. If the concern is of a fair housing nature (i.e. discrimination and housing related issues), the complainant should contact: **U.S. Department of Housing and Urban Development, Fair Housing Hotline**, Phone: (800) 669-9777

With the exception of City Council, Colorado Civil Rights Commission and the U.S. Department of Housing and Urban Development/Fair Housing response, complaints will receive a response in writing within 15 working days of receipt of the complaint.

## II. CITIZEN PARTICIPATION IN THE CONSOLIDATED PLAN PROCESS

### **A. STATEMENT OF NON-DISCRIMINATION**

The City provides reasonable and timely access to all meetings required in the consolidated planning process and does not discriminate on the basis of race, color, national origin, creed, religion, sex, sexual orientation, disability, or age and without regard to the exercise of rights guaranteed by state or federal law. Policies and procedures are in place to assist persons with limited English proficiency and/or disabilities.

### **B. PROVISION OF REASONABLE AND TIMELY ACCESS; MEETING LOCATIONS; RESPONSE TO COMMENTS**

1. All documents noted in the consolidated planning process will be available for review and comment as follows:
  - a. Posted on [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)
  - b. Via Access to Records procedures above
  - c. Available by request in a format other than written English as described above
2. Notice of availability to review any part of the consolidated planning process will be, at a minimum, by:
  - a. Notice published in the Reporter Herald in English and Spanish
  - b. Email or letter to CDBG partners and citizens that provided prior notification of interest in the federal grant programs
  - c. All notices of a public hearing published a minimum of 7 days prior to the meeting or report/plan availability in English and Spanish
  - d. Advertised for residents with site impairments via Audio Information Network: [www.aincolorado.org](http://www.aincolorado.org)
3. Meeting locations
  - a. City Council – 500 East 3<sup>rd</sup> Street, Loveland Colorado (accessible to persons with disabilities)
  - b. Focus Groups and Standing Committees – meeting locations will be determined as groups and committees are formed and will be held in accessible locations. If an inaccessible location is deemed necessary for a specific meeting, the CPO will hold an additional meeting on the same topic in an accessible location.
  - c. Neighborhood meetings will be held in various locations within Loveland city limits on a to-be-determined basis
  - d. Remote or virtual meetings as needed
4. Comments  
The City will consider any comments or views of Loveland residents or other interested parties received in writing or verbally at public hearings (or other public meetings) or at any time throughout the process in preparing the Five-Year Consolidated Plan or Annual Action Plan, Substantial Amendments, Consolidated Annual Performance and Evaluation Report and Assessment of Fair Housing. A summary of comments or views received, and a summary of any comments or views not accepted and the reasons why, will be attached to the final plans prior to requesting approval by City Council. Citizen comments for this plan can be found below in Section V.

The City will also include any concerns or complaints received during the any of the five planning processes in the same manner as any other comments.

**C. PUBLIC HEARINGS**

City Council will hold one or two public hearings as described above and in the matrix below for each of the five consolidated planning documents. Another public hearing will be held in December each year to review program performance.

**D. ACCESS TO RECORDS AND MEETINGS FOR NON-ENGLISH SPEAKING RESIDENTS AND PERSONS WITH DISABILITIES**

1. Assessment of language needs: The City of Loveland conducted a Four-Part Language Needs Analysis and determined the only language other than English represented in great enough numbers to warrant translation to be Spanish. Citizen participation notices and other vital documents are translated into Spanish. Language assistance is also available upon request.  
The City has a completed Limited English Proficiency (LEP) policy and is working on approval.
2. The City has an updated Americans with Disabilities Act Transition Plan that describes how persons with disabilities can access City records and public meetings.
3. Aids and assistance related to Limited English Proficiency or a disability and needed to effectively review any document of the consolidated planning process are available by contacting the City's ADA Coordinator at [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org) or (970) 962-3319. Please allow 48 hours for requests to be processed.

**E. DOCUMENT RETENTION**

All plans and reports are considered public documents and are available in paper or electronic copy from the City of Loveland CPO. Documents are retained for a minimum of five years. Requests for documents may take up to 48 hours to process. To ensure confidentiality, the City may redact sensitive information.

### III. CITIZEN PARTICIPATION DURING COVID-19

#### A. STATEMENT OF NON-DISCRIMINATION

The COVID-19 pandemic has reduced the ability to connect with citizens directly, having a great effect on public participation that is necessary to understand how to allocate funding to agencies working to prevent, prepare for and respond to the needs of Loveland's low- and moderate-income residents. The two processes that will be affected by citizen participation and the City of Loveland response to those processes is as follows:

##### CITIZEN PARTICIPATION PLAN

- This updated Citizen Participation Plan will be noticed at least 7 days prior to a Public Hearing. A waiver of the 30-day comment period was requested and accepted. A virtual public hearing will take place in lieu of a physical public hearing.
- In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may also be used.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Plan will be presented to City Council for final approval after the citizen comment period.

##### SUBSTANTIAL AMENDMENT TO THE 2019 ANNUAL ACTION PLAN

- A substantial amendment to the 2019-2020 Annual Action Plan (AAP) will be made to direct funding to organizations working to prevent, prepare for or respond to COVID-19 in Loveland. The process will include the Human Services and Affordable Housing Commissions to determine priorities and make funding decisions. The CPO will ensure that CARES Act funding does not supplant other funding.
- A waiver of the 30-day comment period was requested and accepted.
- A Public Hearing for the AAP will be noticed at least 7 days prior. In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may be used if appropriate.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Loveland Library and non-profits that will receive funding will be asked to put a link on their websites.

Waivers for the 30-day comment period for this Citizen Participation Plan and a Substantial Amendment to the 2019-2020 Annual Action Plan were submitted and granted. These waivers will remain in effect until groups of more than 10 people can safely convene.

No changes are expected to occur during the 2020-2024 Consolidated Plan process. Funding should be granted through the 2019-2020 Annual Action Plan process.

## IV. PARTICIPATION AND NOTICE TIMES (see matrix below)

## V. SUMMARY OF CITIZEN COMMENTS

One email was received during the 5-day comment period. That comment and reasons accepted or not accepted is included.

- Under Target Population - Instead of "minorities" consider changing to "persons of color and other previously underserved or non-served groups." – this comment was accepted and a change was made above
- If a person needs an interpreter, Alison is listed as the person to call. If Alison is not fully fluent in Spanish, does there need to be another name and/or contact person to call and converse in Spanish? – the City of Loveland has a contract with a company that provides interpretation so all staff have the ability to speak with residents in any language.

#### IV. PARTICIPATION AND NOTICE TIMELINES

Open Participation Requirements	Written Participation Requirements	Public Hearings and Other Meetings	Required Information
• 7-day notice of public hearing prior to public comment period	• Announcement of public hearing and public comment period published in Reporter Herald, Facebook, Advertised via City website, Twitter and Networks.	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	City Council approved after public comment period
• 7-day notice of 30-day public comment period	• Document emailed to Affordable Housing and Human Services Committees and participants of public process if desired.	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	City Council approved after public comment period
• Outreach as described above, including surveys, in-person and online meet-ups	• Announcement of public hearing through neighborhood groups, non-profits and other opportunities.	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Announcement of public hearing and public comment period published in the Reporter Herald, Link to document on City website, Twitter and Facebook, Advertised via City Information Networks.	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	City Council approved after public comment period
• Public hearing	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	• Document emailed to Affordable Housing and Human Services Committees and participants of public process if desired.	City Council approved after public comment period
• Notice of 30-day public comment period			
• 60TH Consolidated Plan and Annual Action Plans	• Announcement of public hearings through neighborhood groups, non-profits and other opportunities.	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	City Council approved after public comment period
• Outreach as described above, including surveys, in-person and online meet-ups	• Announcement of public hearing and public comment period published in the Reporter Herald, Link to document on City website, Twitter and Facebook, Advertised via City Information Networks.	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	City Council approved after public comment period
• Consolidated Plan and Annual Action Plans	• Notice at Lodiene Library, all-weather lot for 2023 plan because library is closed.	• Document emailed to Affordable Housing and Human Services Committees and participants of public process if desired.	City Council approved after public comment period

<ul style="list-style-type: none"> <li>• Notice of 10-day public comment period</li> </ul>	<ul style="list-style-type: none"> <li>• Matches process of Annual Action Plan as potential stakeholders follow same process as new annual applicants.</li> <li>• Announces any of public notice and public comment period, published in the Reporter/Call for entry notice on City website, Twitter and Facebook. Never Use via Public Information Network.</li> <li>• Notice at Library and Library.</li> <li>• Document emailed to Affordable Housing and Human Services Commissioners and participants of public process if desired.</li> </ul>	<p>City Council approval after Public comment period</p>	<p>Submitted to ILUC after City Council approval for both Five-Year, Consolidated Plan or Annual Action Plans</p>
<ul style="list-style-type: none"> <li>• Notice of 10-day public comment period</li> </ul>	<ul style="list-style-type: none"> <li>• Matches process of Annual Action Plan as potential stakeholders follow same process as new annual applicants.</li> </ul>	<p>N/A</p>	<p>Submitted to HJC</p>

Citizen Participation Plan 2019-2024

**RESOLUTION #R-57-2020**

**A RESOLUTION APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT FUNDING RECOMMENDATIONS OF THE LOVELAND HUMAN SERVICES COMMISSION AND THE LOVELAND AFFORDABLE HOUSING COMMISSION**

**WHEREAS**, the City of Loveland, Colorado ("City") recognizes the valuable services provided by human services agencies in the Loveland community; and

**WHEREAS**, the City Council recognizes the need to provide opportunities for low and moderate income citizens; and

**WHEREAS**, the City receives federal Community Development Block Grant ("CDBG") Program funds through the U.S. Department of Housing and Urban Development ("HUD") to assist in meeting the housing service needs of Loveland citizens with low incomes; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, the City anticipates receiving \$224,955 in CDBG-CV Program funds; and

**WHEREAS**, the City Council has charged the Human Services Commission with the task of reviewing all grant applications made to the City for CDBG Public Service Program funds and making a funding recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the City Council has charged the Affordable Housing Commission with the task of reviewing all "brick and mortar" grant applications made to the City for CDBG Program funds related to housing and public facilities and making a recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the Human Services Commission and the Affordable Housing Commission have reviewed all grant applications made to the City for CDBG CV Program funds, and have made a recommendation to the City Council regarding distribution of said funds; and

**WHEREAS**, the City Council desires to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission; and

**WHEREAS**, the City Council finds it is in the best interests of the City and the community to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission and finds these grant funding recommendations meet the public purpose of promoting the public health, safety and general welfare, providing opportunities for the well-being of low or moderate income citizens, and benefiting the housing needs of Loveland citizens with low incomes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

**Section 1.** That the grant funding recommendation of the Human Services Commission and Affordable Housing Commission regarding the distribution of Community Development Block Grant CARES Act funds are hereby approved in the following amounts to the following agencies, subject to execution of a recipient contract with the City of Loveland:

CDBG-CV Grant Funds	Grant Amount
Neighbor to Neighbor	\$ 100,000.00
House of Neighborly Service	\$ 50,000.00
<b>Total</b>	<b>\$ 150,000.00</b>

**Section 2.** That the 2020 CDBG-CV administration funds are hereby approved, subject to: (a) the approval of HUD and the allocation to and receipt of CDBG funds by the City of Loveland in 2020; (b) City Council budget and appropriation of such allocated federal funding; and (c) execution of a grant recipient contract with HUD:

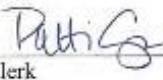
Agency	Grant Amount
Program Administration	\$ 16,870.00

**Section 3.** That the Human Services Commission and the Affordable Housing Commission will make recommendations to the City Council regarding distribution of the remaining \$58,085 of the anticipated total of \$224,955 in CDBG-CV Program funds at a later date.

**Section 4.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 16<sup>th</sup> day of June, 2020.

ATTEST:

  
City Clerk

APPROVED AS TO FORM:

  
Assistant City Attorney



**RESOLUTION #R-56-2020**

**A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT TO  
THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019-2020  
ANNUAL ACTION PLAN TO DISTRIBUTE CARES ACT FUNDING**

**WHEREAS**, the City of Loveland, Colorado ("City") receives federal Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 – 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

**WHEREAS**, the City Council approved the Annual Action Plan on August 6, 2019 through adoption of Resolution #R-80-2019; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, HUD requires the City to complete a Substantial Amendment to the 2019-2020 Annual Action Plan ("Amended Annual Action Plan") to receive CDBG-CV funding through the CARES Act; and

**WHEREAS**, the City Council desires to substantially amend the Annual Action Plan to provide detailed information regarding the City's plan to spend the CDBG-CV funding; and

**WHEREAS**, the City Council desires to approve the Amended Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Substantial Amendment to the Community Development Block Grant 2019-2020 Annual Action Plan to Distribute CARES Act Funding, a copy of which is on file with the City Clerk, is hereby approved.

**Section 2.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 16<sup>th</sup> day of June, 2020

**RESOLUTION #R-46-2021**

**A RESOLUTION APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT FUNDING RECOMMENDATIONS OF THE LOVELAND HUMAN SERVICES COMMISSION AND THE LOVELAND AFFORDABLE HOUSING COMMISSION**

**WHEREAS**, the City of Loveland, Colorado (“City”) recognizes the valuable services provided by human services agencies in the Loveland community; and

**WHEREAS**, the City Council recognizes the need to provide opportunities for low and moderate income citizens; and

**WHEREAS**, the City receives federal Community Development Block Grant (“CDBG”) Program funds through the U.S. Department of Housing and Urban Development (“HUD”) to assist in meeting the housing service needs of Loveland citizens with low incomes; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 (“CDBG-CV”); and

**WHEREAS**, the City anticipates receiving \$308,653 in CDBG-CV Program funds; and

**WHEREAS**, CDBG-CV funds in the amount of \$58,085 remain from the June 16, 2020 CDBG-CV funding recommendations pursuant to Resolution #R-57-2020, attached hereto as Exhibit A; and

**WHEREAS**, the City Council has charged the Human Services Commission with the task of reviewing all grant applications made to the City for CDBG Public Service Program funds and making a funding recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the City Council has charged the Affordable Housing Commission with the task of reviewing all “brick and mortar” grant applications made to the City for CDBG Program funds related to housing and public facilities and making a recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the Human Services Commission and the Affordable Housing Commission have reviewed all grant applications made to the City for CDBG-CV Program funds, and have made a recommendation to the City Council regarding distribution of said funds; and

**WHEREAS**, the City Council desires to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission; and

**WHEREAS**, the City Council finds it is in the best interests of the City and the community to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission and finds these grant funding recommendations meet the public purpose of promoting the public health, safety and general welfare, providing opportunities for the well-being of low or moderate income citizens, and benefiting the housing needs of Loveland citizens with low incomes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

**Section 1.** That the grant funding recommendation of the Human Services Commission and Affordable Housing Commission regarding the distribution of Community Development Block Grant CARES Act funds are hereby approved in the following amounts to the following agencies, subject to execution of a recipient contract with the City of Loveland:

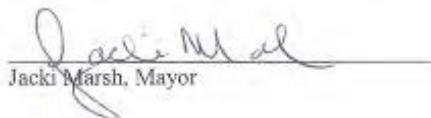
CDBG-CV Grant Funds	Grant Amount
Homeward Alliance	\$ 77,000.00
Salvation Army	\$ 10,000.00
Respite Care	\$ 5,220.00
Kids Pak	\$ 25,000.00
Sunrise Clinic	\$ 150,000.00
Aspire 3D	\$ 50,068.00
Alternatives to Violence	\$ 12,213.00
Easterseals	\$ 16,000.00
ChildSafe	\$ 1,237.00
<b>Total</b>	<b>\$ 346,738.00</b>

**Section 2.** That the 2021 CDBG-CV administration funds are hereby approved, subject to: (a) the approval of HUD and the allocation to and receipt of CDBG funds by the City of Loveland in 2021; (b) City Council budget and appropriation of such allocated federal funding; and (c) execution of a grant recipient contract with HUD:

Agency	Grant Amount
Program Administration	\$ 20,000.00

**Section 3.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 18<sup>th</sup> day of May, 2021.



Jacki Marsh, Mayor

ATTEST:

Hannah Hill  
Hannah Hill, Acting City Clerk



APPROVED AS TO FORM:

Jordan Lef  
Assistant City Attorney

RESOLUTION #R-57-2020

**A RESOLUTION APPROVING COMMUNITY DEVELOPMENT BLOCK  
GRANT – CARES ACT FUNDING RECOMMENDATIONS OF THE  
LOVELAND HUMAN SERVICES COMMISSION AND THE LOVELAND  
AFFORDABLE HOUSING COMMISSION**

**WHEREAS**, the City of Loveland, Colorado (“City”) recognizes the valuable services provided by human service agencies in the Loveland community; and

**WHEREAS**, the City Council recognizes the need to provide opportunities for low and moderate income citizens; and

**WHEREAS**, the City receives federal Community Development Block Grant (“CDBG”) Program funds through the U.S. Department of Housing and Urban Development (“HUD”) to assist in meeting the housing service needs of Loveland citizens with low incomes; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 (“CDBG-CV”); and

**WHEREAS**, the City anticipates receiving \$224,955 in CDBG-CV Program funds; and

**WHEREAS**, the City Council has charged the Human Services Commission with the task of reviewing all grant applications made to the City for CDBG Public Service Program funds and making a funding recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the City Council has charged the Affordable Housing Commission with the task of reviewing all “brick and mortar” grant applications made to the City for CDBG Program funds related to housing and public facilities and making a recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the Human Services Commission and the Affordable Housing Commission have reviewed all grant applications made to the City for CDBG-CV Program funds, and have made a recommendation to the City Council regarding distribution of said funds; and

**WHEREAS**, the City Council desires to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission; and

**WHEREAS**, the City Council finds it is in the best interests of the City and the community to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission and finds these grant funding recommendations meet the public purpose of promoting the public health, safety and general welfare, providing opportunities for the well-being of low or moderate income citizens, and benefiting the housing needs of Loveland citizens with low incomes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:

**Section 1.** that the grant funding recommendation of the Human Services Commission and Affordable Housing Commission regarding the distribution of Community Development Block Grant CARES Act funds are hereby approved in the following amounts to the following agencies, subject to execution of a recipient contract with the City of Loveland:

Agency	Grant Amount
Neighbor to Neighbor	\$ 100,000.00
House of Neighborly Service	\$ 50,000.00
<b>Total</b>	<b>\$ 150,000.00</b>

**Section 2.** That the 2020 CDBG-CV administration funds are hereby approved, subject to: (a) the approval of HHD and the allocation to and receipt of CDBG-CV funds by the City of Loveland in 2020; (b) City Council budget and appropriation of such allocated federal funding; and (c) execution of a grant recipient contract with HHD:

Agency	Grant Amount
Program Administration	\$ 16,670.00

**Section 3.** That the Human Services Commission and the Affordable Housing Commission will make recommendations to the City Council regarding distribution of the remaining \$58,055 of the anticipated total of \$224,955 in CDBG-CV Program funds at a later date.

**Section 4.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 16<sup>th</sup> day of June, 2020.

*Jacki Marsh*  
Jacki Marsh, Mayor

ATTEST:

*Ruth G.*  
Ruth G.  
City Clerk

APPROVED AS TO FORM:

*John Laff*  
John Laff  
Assistant City Attorney

**RESOLUTION #R-50-2021**

**A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT TO  
THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019-2020  
ANNUAL ACTION PLAN TO DISTRIBUTE CARES ACT FUNDING**

**WHEREAS**, the City of Loveland, Colorado ("City") receives federal Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 – 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

**WHEREAS**, the City Council approved the Annual Action Plan on August 6, 2019 through adoption of Resolution #R-50-2019; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, HUD required the City to complete a Substantial Amendment to the 2019-2020 Annual Action Plan ("Amended Annual Action Plan") to receive CDBG-CV funding through the CARES Act; and

**WHEREAS**, the City Council approved the Amended Annual Action Plan on June 16, 2020 through the adoption of Resolution #R-56-2020; and

**WHEREAS**, HUD requires the City to complete a second Substantial Amendment to the 2019-2020 Annual Action Plan ("Second Amended Annual Action Plan") to receive additional CDBG-CV funding through the CARES Act; and

**WHEREAS**, the City Council desires to substantially amend the Annual Action Plan to provide detailed information regarding the City's plan to spend the additional CDBG-CV funding; and

**WHEREAS**, the City Council desires to approve the Second Amended Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

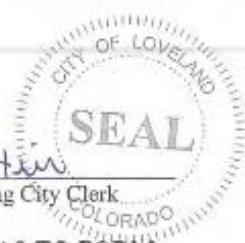
Section 1. That the Substantial Amendment to the Community Development Block Grant 2019-2020 Annual Action Plan to Distribute CARES Act Funding, a copy of which is on file with the City Clerk, is hereby approved.

Section 2. That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 18<sup>th</sup> day of May, 2021.

ATTEST:

Hannah Hill  
Hannah Hill, Acting City Clerk



Jacki Marsh  
Jacki Marsh, Mayor

APPROVED AS TO FORM:

John L. H.  
John L. H.,  
Assistant City Attorney

ATTEST:

Patti G.  
City Clerk

APPROVED AS TO FORM:

Spencer L.  
Assistant City Attorney

Jacki Marsh  
Jacki Marsh, Mayor



**Substantial Amendment to 2019-2020 Annual Action Plan**

**CDBG CARES Act funding (CV1, CV3)**

**Comment Notice on Community Partnership Office website**

**To all Loveland citizens and  
interested parties:**

**Notice of PUBLIC HEARING & PUBLIC  
COMMENT PERIOD**

[\(Document here\)](#)

The Community Partnership Office will hold a Public Hearing on May 12, 2021 to present Community Development Block Grant (CDBG)- CARES Act funding decisions made by members of the Affordable Housing and Human Services Commissions. Selected projects must show that they will prevent, prepare for or respond to COVID-19. The Public Hearing will be followed by a 5-day comment period from May 13 to May 17, 2021.

CDBG CARES Act funding decisions will be presented to City Council on May 18<sup>th</sup>. A Substantial Amendment to the 2019-2020 Annual Action Plan, describing how funding will be spent, will also be presented to City Council on May 18, 2021.

Grant distribution comments should be submitted to the Community Partnership Office at [alicon.hado@cityofloveland.org](mailto:alicon.hado@cityofloveland.org) or (870) 982-2517 by May 17, 2021.

Link to the Public Hearing can be found at [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)

**AVISO DE AUDIENCIA PÚBLICA Y PERÍODO DE COMENTARIOS PÚBLICOS**

La Oficina de Asociación Comunitaria llevará a cabo una Audiencia Pública el 12 de mayo de 2021 para presentar las decisiones de financiamiento de la Subvención en Bloque para el Desarrollo Comunitario (CDBG)- Ley CARES tomadas por miembros de las Comisiones de Servicios Humanos y Vivienda Asequible. Los proyectos seleccionados deben demostrar que preverán, se prepararán o responderán al COVID-19. La audiencia pública será seguida por un período de comentarios de 5 días desde el 13 de mayo hasta el 17 de mayo de 2021.

Las decisiones de financiamiento de la Ley CDBG CARES se presentarán al Consejo de la Ciudad el 18 de mayo. Una Enmienda Sustancial al Plan de Acción Anual 2019-2020, que describe cómo se gastarán los fondos, también se presentará al Consejo de la Ciudad el 18 de mayo de 2021.

Los comentarios sobre la distribución de la subvención deben enviarse a la Oficina de Asociación Comunitaria a [alicon.hado@cityofloveland.org](mailto:alicon.hado@cityofloveland.org) o al (870) 982-2517 antes del 17 de mayo de 2021.

El enlace a la audiencia pública se puede encontrar en [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)

**COVID-19/CV3 Public Hearing**

May 12, 2021 at 5:30 pm

<https://zoom.us/j/9866711109?pwd=ZlNzZ0MG41uuxz02943dC0T09>

Meeting ID: 986 6711 1109

Passcode: 733931

Phone: (669)800-6833



## CDBG-CV

Members of the Human Services and Affordable Housing Commissions met on Wednesday, May 27, 2020 to discuss distribution of Community Development Block Grant – CARES Act funding.

Commissioners agreed to fund rent/mortgage and utility assistance, and porto-lets for people living outside. Public comments on these decisions should be sent to Alison Hade at (970) 962-2517 or [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org) between May 28 and June 1, 2020.

Additional decisions will be made with remaining funding on June 1<sup>st</sup> or June 3<sup>rd</sup>. Contact Alison Hade by phone or email for information about that meeting.

### Annual Action Plan CARES Act – Draft

**Substantial Amendment to 2019-2020 Annual Action Plan**

**CDBG CARES Act funding (CV1, CV3)**

**Citizen Participation Comments**

No comments were received for CV1 or CV3.

HSG Agency Informational Meeting  
January 7, 2019

HSG Agency Informational Meeting  
January 7, 2019

## CDBG Agency Informational Meeting January 11, 2019

HSG Agency Informational Meeting  
January 11, 2019

HSG Agency Informational Meeting  
January 11, 2019

Name	Agency	Email Address
Pat Johnson	KidsPak	jandpjohnson@yahoo.com
Robert Faureck	Voices Carry CAC	robert@voicescarrycac.org
Paul Miller	Kids Pak	pool@kidspak.net
Karen McMahon	Waukon Center	Karen.mcmahon@waukonteacher.com
Andrew Davies	VOA	adavies@voacolorado.org
Hannah Curtis	VOA	hcurtis@voacolorado.org
Elizabeth Lewis	Boys & Girls Clubs LC	elewis@bgclouisville.org
DAVE MORAN	Turning Point	dmoran@turningpoint.org
Chung Wong	House of Neighbors	chung@houseofneighbors.org
Stephanie Stanton	Aspire 3D	sslay@aspire3d.org
Jeff Pennington	MOW-LB	jeffrey@pocatellogreenback.org
Brittany Cole	WorkLife Partnership	bcole@worklifecolorado.org
Katie Dietl	Good Health Will	katie@goodhealthwill.org
Duncan Howard	Large Vista Neighbor	duncan@largevistaneighbors.org
Laney Howard	Large Vista Neighbor	laney.h@largevistaneighbors.org
Mig Sapien	Colorado Youth for a Change	MigS@youthforachange.org
Anaist Rodriguez	the Family Center/Familia	Anaista@thefamilycenterfo.org
Jean Daugaard	American Red Cross	jan.daugaard@redcross.org

TO ALL LOVELAND CITIZENS AND INTERESTED PARTIES:  
NOTICE OF PUBLIC MEETING & AVAILABILITY OF DOCUMENT  
FOR REVIEW

The City of Loveland has completed the 2019 Annual Action Plan for the Federal Community Development Block Grant (CDBG) funds. CDBG funds totaling \$1,197,620.00 in FY2019-2020 funds will be used for capital projects, including \$650,000.00 in capital grants and \$547,620.00 in other year-end grants. The City has committed its remaining funds to assist low and moderate-income individuals and families in the City of Loveland to achieve basic needs, such as food, shelter, and access to basic services and/or basic living and public services. Funds will be used to address goals listed in the 2018-2020 CDBG Strategic Plan.

- Capital grants
- Emergency housing
- Energy assistance
- Homeless
- Low-income housing units of owner-occupied, 125% AMI and 100% FASIS
- Provide public service activities for low-income individuals
- Assist low-income individuals with public utility needs.

The City of Loveland is the joint action agency. Plan will be used in conjunction with the City of Loveland's 2019-2020 CDBG Strategic Plan and the City of Loveland's 2019-2020 CDBG Annual Action Plan. The City of Loveland is committed to providing an annual opportunity for services, programs and activities and does not discriminate on the basis of race, ethnicity, gender, gender identity, sexual orientation, or disability. For more information on non-discrimination or for translation, please contact the City's Title VI Coordinator at (970) 635-2274. The City will make reasonable accommodations for individuals with disabilities under the Americans with Disabilities Act (ADA). For more information on ADA or reasonable accommodations, please contact the City's ADA Coordinator at (970) 635-2274 or via email at [disability@lovelandcolorado.org](mailto:disability@lovelandcolorado.org).

LOVELAND'S 2019 ANNUAL ACTION PLAN IS AVAILABLE TO THE PUBLIC FOR REVIEW DURING MARCH 14, 2020 THROUGH APRIL 14, 2020, AT THE CITY OF LOVELAND, 1000 1ST AVENUE, SUITE 100, LOVELAND, COLORADO 80537 OR [www.lovelandcolorado.org](http://www.lovelandcolorado.org). Interested individuals may comment on the proposed actions by mail or email to the City of Loveland, 1000 1st Avenue, Suite 100, Loveland, CO 80537, or by fax to (970) 635-2274, or by mail to [disability@lovelandcolorado.org](mailto:disability@lovelandcolorado.org).

NOTIFICATION DE AUDIENCIA PÚBLICA & DISPONIBILIDAD DE DOCUMENTOS PARA SER REVISADOS

La Ciudad de Loveland ha completado el Plan de Acción Anual del CDBG para el año fiscal 2019-2020. Disponible en [www.lovelandcolorado.org](http://www.lovelandcolorado.org) o en la oficina de la Ciudad de Loveland.

Se anticipa que la Ciudad de Loveland se a establece acuerdo en febrero 2020 en el año fiscal 2019 de acuerdo con la Ciudad de Loveland (Mesa), por la cual el año fiscal en los meses de febrero, marzo, abril y mayo de 2020, la Ciudad de Loveland ha establecido su compromiso de asistir a los individuos titulares de tales y mediante recursos al utilizar el 20% de los fondos del CDBG para la ejecución de servicios y programas que responden a las necesidades de bajos ingresos, recursos a través de los servicios y de violencia. Los fondos serán usados para encuestas de las necesidades identificadas en el Plan Comunitario 2018-2020.

Se establecerán las estrategias para la ejecución de los servicios y de violencia para las personas sin hogar para mejorar sus condiciones de vida y para las personas que viven en hogares de violencia.

Se establecerá la estrategia para las personas sin hogar para mejorar sus condiciones de vida y para las personas que viven en hogares de violencia.

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Prairie Mountain Media, LLC

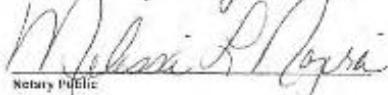
PUBLISHER'S AFFIDAVIT  
County of Larimer  
State of Colorado

The undersigned, JD Gadden, being first duly sworn under oath, states and affirms as follows:

1. Who is the legal Advertising Reviewer of Prairie Mountain Media LLC, publisher of the Loveland Reporter Herald.
2. The Loveland Reporter Herald is a newspaper of general circulation that has been published continuously and without interruption for at least forty-two weeks in Larimer County and meets the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in the Loveland Reporter Herald in Larimer County on the following date(s):

Jul 14, 2019

  
Signature

Subscribed and sworn to me before me this  
15th day of July, 2019  
  
Melissa L. Najera  
Notary Public

MELISSA L NAJERA  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20094C40930  
MY COMMISSION EXPIRES DECEMBER 11, 2022

(5064)

Account: 1057252  
Ac Number: 1818159  
Fee: 500.47

Community Partnership

Annual Action Plan  
2019

103

RESOLUTION #R-80-2019

**A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT  
BLOCK GRANT ANNUAL ACTION PLAN FOR 2019 – 2020**

**WHEREAS**, the City of Loveland, Colorado receives federal Community Development Block Grant ("CDBG") dollars from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 – 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

**WHEREAS**, the City Council desires to approve the Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Community Development Block Grant Annual Action Plan for 2019 – 2020, a copy of which is on file with the City Clerk, is hereby approved.

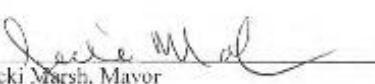
**Section 2.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 6<sup>th</sup> day of August, 2019.

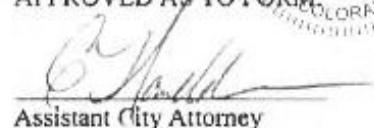
ATTEST:

  
Ruth S.  
City Clerk



  
Jacki Marsh, Mayor

APPROVED AS TO FORM:

  
C. Hall  
Assistant City Attorney

## **2019-2020 Annual Action Plan**

### **Citizen Participation Comments:**

Affordable Housing Commissioner question: This is on the first page: Rehabilitate 600 units of owner-occupied housing. Is that just LHIP or are other programs included? If just LHIP, isn't that considerably more than they can accomplish?

Response: This is also Volunteers of America. They generally do about 100-150 homes a year. Thank you for commenting!

Prairie Mountain Media, LLC

**PUBLISHER'S AFFIDAVIT**

County of Larimer  
State of Colorado

The undersigned, April, being first duly sworn  
upon oath, states and affirms as follows:

1. **Heights is the legal Advertising Reviewer of**  
 **Pacific Mountain Media LLC, publisher of the**  
 **Loveland Reporter Herald.**
2. **The Loveland Reporter Herald is a newspaper**  
 **of general circulation that has been published**  
 **continuously and without interruption for at least**  
 **fifty-two weeks in Larimer County and**  
 **meets the legal requirements for a legal newspaper**  
 **under Colo. Rev. Stat. 24-70-703.**
3. **The notice that is attached hereto is a true copy,**  
 **published in the Loveland Reporter Herald**  
 **in Larimer County on the following date(s):**

Aug. 7, 2022

Melissa Mayrie  
Signature

Subscribed and sworn to me before me this  
8th day of August 2022

Shayla Najar  
Notary Public

SHAYLA NAJERA  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 80174051985  
MY COMMISSION EXPIRES July 31, 2026

Account: 7091252  
Ad Number: 9911217  
Fax: 512 77

## Community Partnerships

**RESOLUTION #R-70-2022**

**A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT TO  
THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019-2020  
ANNUAL ACTION PLAN TO DISTRIBUTE CARES ACT FUNDING**

**WHEREAS**, the City of Loveland, Colorado ("City") receives federal Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 - 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

**WHEREAS**, the City Council approved the Annual Action Plan on August 6, 2019 through adoption of Resolution #R-80-2019; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, HUD required the City to complete a Substantial Amendment to the 2019-2020 Annual Action Plan ("Amended Annual Action Plan") to receive CDBG-CV funding through the CARES Act.

**WHEREAS**, the City Council approved the Amended Annual Action Plan on June 16, 2020 through the adoption of Resolution #R-56-2020; and

**WHEREAS**, HUD requires the City to complete a third Substantial Amendment to the 2019-2020 Annual Action Plan ("Second Amended Annual Action Plan") to distribute the remaining balance of CDBG-CV funding through the CARES Act.

**WHEREAS**, the City Council desires to substantially amend the Annual Action Plan to provide detailed information regarding the City's plan to spend the balance of CDBG-CV funding.

**WHEREAS**, the City Council desires to approve the Third Amended Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Substantial Amendment to the Community Development Block Grant 2019-2020 Annual Action Plan to Distribute CARES Act Funding, a copy of which is on file with the City Clerk, is hereby approved.

**Section 2.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 20<sup>th</sup> day of September, 2022.

ATTEST:

  
Julia Calduon  
City Clerk

APPROVED AS TO FORM:

  
Emilie Fornis  
Assistant City Attorney



## Grantee Unique Appendices

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**CITIZEN PARTICIPATION PLAN for the  
CONSOLIDATED PLANNING PROCESS  
AMENDED FOR THE  
2020-2024 CONSOLIDATED PLAN**

## **I. CITIZEN PARTICIPATION – GENERAL INFORMATION**

### **A. INTRODUCTION/ INTRODUCCIÓN**

*La Ciudad de Loveland recibe un derecho anual al Subvención de Bloque de Desarrollo Comunitario (CDBG por sus siglas en inglés) del Departamento de Vivienda y Desarrollo Urbano de EE. UU. (HUD por sus siglas en inglés). El subsidio proporciona fondos para el desarrollo comunitario y actividades de vivienda que deben ayudar principalmente a los residentes de ingresos bajos y moderados. La Ciudad de Loveland también ha recibido CDBG-Disaster Relief (ayuda para catástrofes) y en el futuro puede recibir otros fondos de HUD.*

*El proceso por el cual la Ciudad determina las prioridades, metas y recursos (e informa al HUD sobre el progreso) con respecto a las subvenciones se llama proceso de planificación consolidado. Incluye cinco procesos separados pero entrelazados y los planes o informes resultantes:*

- (1) Plan de Participación Ciudadana*
- (2) Evaluación de Vivienda Justa*
- (3) Plan Consolidado de Cinco Años*
- (4) Planes de Acción Anuales*
- (5) Informe Anual Consolidado de Rendimiento y Evaluación*

*Este documento ha sido desarrollado para cumplir con el requisito que la Ciudad tiene como beneficiaria de las subvenciones de HUD y sigue un Plan de Participación Ciudadana detallado al desarrollar e implementar los pasos del proceso de planificación consolidado. La Ciudad reconoce la importancia de involucrar a los miembros de la comunidad en el proceso de planificación y toma de decisiones y buscará la aportación de los ciudadanos para los cinco procesos mencionados anteriormente.*

*La Oficina de Asociación Comunitaria (CPO por sus siglas en inglés) de la Ciudad de Loveland es responsable de la implementación del Plan de Participación Ciudadana y de el desarrollo de los documentos de proceso del plan consolidado.*

*Este plan está disponible en LETRA GRANDE y las partes se pueden traducir (o interpretar) al español a petición.*

*(Referencia 24 CFR 91.105-Plan de Participación Ciudadana-Gobiernos locales).*

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The City of Loveland receives an annual entitlement of Community Development Block Grant (CDBG) from the U. S. Department of Housing and Urban Development (HUD). The grant provides funding for community development and housing activities that must primarily assist low- and moderate-income residents. The City

of Loveland has also received CDBG-Disaster Relief, will receive CDBG-COVID-19 funding in 2020, and in the future may receive other HUD funds.

The process by which the City determines the priorities, goals, and resources (and reports to HUD on progress) with regard to the grants is called the consolidated planning process. It includes five separate but intertwined processes and resultant plans/reports:

- (1) Citizen Participation Plan
- (2) Assessment of Fair Housing
- (3) Five-Year Consolidated Plan
- (4) Annual Action Plans
- (5) Consolidated Annual Performance and Evaluation Reports

This document has been developed to meet the requirement that the City has as a recipient of the HUD grants to follow a detailed Citizen Participation Plan when developing and implementing the steps of the consolidated planning process. The City recognizes the importance of involving community members in the planning and decision making process and will seek citizen input for the five processes listed above.

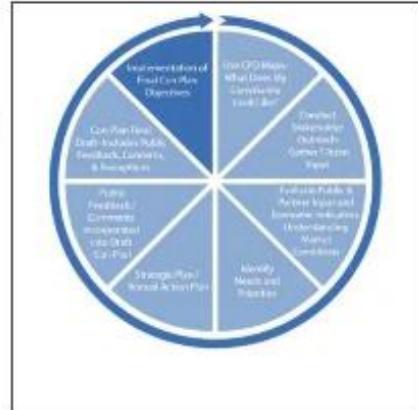
The City of Loveland Community Partnership Office (CPO) is responsible for the implementation of the Citizen Participation Plan and development of the consolidated plan process documents.

This plan is available in LARGE PRINT and parts may be translated (or interpreted) into Spanish upon request.

(Reference 24 CFR 91.105-Citizen Participation Plan-Local Governments.)

**B. ENCOURAGEMENT OF CITIZEN PARTICIPATION/ FOMENTO A LA PARTICIPACIÓN CIUDADANA**

*La ciudad de Loveland pretende que sus programas y políticas cuenten con el apoyo de y beneficiar a, el mayor número posible de personas en la comunidad. Se alentará a los ciudadanos a asistir a reuniones públicas, completar encuestas y ofrecer comentarios sobre formas de aumentar el impacto general de la comunidad para personas de ingresos bajos y moderados. Específicamente, la Ciudad de Loveland buscará la opinión de los miembros de la comunidad que pueden recibir un beneficio directo de los proyectos o programas que resultarán del financiamiento de HUD, con acciones adicionales tomadas para personas dentro de una clase legalmente protegida. Comuníquese con el CPO para obtener más información sobre cómo participar: Alison Hade – [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org), (970) 962-2517*



The City of Loveland intends that its programs and policies have the support of, and benefit to, the largest possible number of people in the community. Citizens will be encouraged to attend public meetings, complete surveys, and offer comments on ways to make the overall community impact greater for low- and moderate-income individuals. Specifically, the City of Loveland will seek the opinion of community members that may receive a direct benefit from the projects or programs that will result from HUD funding, with additional actions taken for persons within a legally protected class.

A substantial change to the Citizen Participation Plan, Five-Year Consolidated Plan or Annual Action Plan requires an amendment and additional citizen participation. Plans or reports associated with the consolidated planning documents are described below, as are situations requiring an amendment.

#### **1. Citizen Participation Plan**

The Citizen Participation Plan sets forth policies and procedures to encourage citizen participation throughout the consolidated planning process. The Plan is in place and amended when needed, generally before the beginning of a new Five-Year Consolidated Plan cycle.

- a. Amendments to the Citizen Participation Plan** - The Citizen Participation Plan will be reviewed the year prior to a new Consolidated Plan's formation, although this plan was created the same year as the Consolidated Plan. The Five-Year Consolidated Plan for which this Citizen Participation Plan pertains is for years 2020-2024. This plan will be reviewed again in 2024.

An amendment will occur if there is direction from HUD that changes or updates the process, such as a change in the length of time allowed for notices or public comment periods, or as noted below, in the case of the COVID-19 pandemic.

#### **2. Assessment of Fair Housing**

HUD requires that the City annually certify that it will affirmatively further fair housing and will conduct an Assessment of Fair Housing every five years. The Assessment of Fair Housing plan describes actions the City will take to overcome the effects of any impediments to fair housing that were identified through the analysis, and maintain records to reflect the analysis and actions. The Plan includes community participation as the City identifies fair housing goals to increase fair housing choice and provide equal access to opportunity to all in the community. Citizen Participation is a necessary part of the plan to understand community issues and the impact on legally protected classes. Citizen participation will occur with the primary Assessment of Fair Housing and any revisions or amendments.

- a. Amendments to the AFH will follow 24 CFR 5.164** - The last Assessment of Fair Housing plan was submitted in 2018. Currently, no amendments are deemed necessary. The Citizen Participation Plan may be updated prior to the next fair housing planning process.

#### **3. Five-Year Consolidated Plan and Annual Action Plans**

The **Five-Year Consolidated Plan** provides a framework through which a community-wide dialogue is initiated to identify housing and community development priorities that align and focus funding from the CDBG entitlement program to intended beneficiaries. The Loveland City Council will be asked to approve the **2020-2024 Five-Year Consolidated Plan** in July 2020 so that it may be submitted to HUD no later than August 14, 2020. The Five-Year Consolidated Plan may be amended, as necessary.

The Five-Year Consolidated Plan is carried out through **Annual Action Plans**. Specific federal and non-federal funding resources are identified that will be used during a specific year to fund the actions and activities to achieve the goals of the Five-Year Consolidated Plan. The City Council approves the **Annual Action Plans** in July each year, which allows the plans to be submitted to HUD no later than August 15<sup>th</sup>. As with the Five-Year Consolidated Plan, Annual Action Plans may be amended, as described.

- a. Amendments** – Federal code at 24 CFR 91.505 sets forth instances requiring an amendment to a Five-Year Consolidated Plan if one of the following decisions are made:

**SUBSTANTIAL AMENDMENT.** A substantial amendment is required if the City adds or changes a priority or reallocates funding from one organization to another even if the change is for the same priority or the same activity. Substantial amendments are subject to the citizen participation process that is outlined in Section IV below.

Changing or adding a priority. Current priorities include: 1) NEW affordable housing, 2) REHABILITATION of affordable housing, 3) NEW or REHABILITATION of public facilities, and 4) PUBLIC SERVICE activities. An example of a new priority might be adding economic development. For the 2020-2024 Consolidated Plan, the Affordable Housing Commission voted to retain priorities 1, 2 and 3.

Reallocating funding from one organization to another. A change in the grant recipient automatically includes a change in the scope, location and beneficiaries, and may change the purpose of an activity described in 24 CFR 91.105. A reallocation from a housing rehabilitation project may or may not change the purpose, but will change the scope, location and beneficiaries.

**MINOR AMENDMENT.** A project that does not change either the priority or the activity will result in a minor amendment if the new project fulfills the same goal.

- b. **Citizen Participation Goals for 2020-2024 Consolidated Plan** – As noted above, the Affordable Housing Commission voted to retain the priorities of the 2015-2019 Consolidated Plan. During the 2020-2024 Consolidated Plan process, the Human Services Commission has a goal of better understanding human service needs in Loveland, and how individual programs improve the lives of beneficiaries. The survey that will be disseminated for citizen feedback will hopefully result in information to help answer that question, which will help the Human Services Commission make funding decisions in the future.

#### **4. Consolidated Annual Performance and Evaluation Report (CAPER)**

Progress made on the goals of the Five-Year Consolidated Plan are reported to HUD through the annual performance report referred to as the CAPER. The CAPER is due to HUD annually by December 30<sup>th</sup>.

#### **C. TARGET POPULATIONS**

The City encourages all citizens to participate in the stages of the consolidated planning process noted above, with special emphasis on encouraging participation from the following populations:

- a. Low- and moderate-income persons, residents residing in low- and moderate-income neighborhoods, and residents of public and assisted housing developments (including resident advisory boards, councils, and management corporations)
- b. Limited or non-English speakers, persons of color and other previously underserved or non-served groups, and persons with disabilities (see additional information below)
- c. Community and City (both public and private) partners interested in the goals of HUD's entitlement programs, such as the Northern Colorado Continuum of Care, faith- and community-based institutions, Loveland Housing Authority, Loveland Habitat for Humanity, nonprofit service organizations, philanthropic organizations, businesses, developers, and city departments.

Note that the City of Loveland does not currently designate neighborhoods as revitalization areas, slum or blight, or designate target areas.

#### **Five-Year Consolidated Plan only (in addition to those named above and starting in 2020)**

- a. Broadband internet service providers and organizations engaged in "narrowing the digital divide"
- b. Agencies whose primary responsibilities included the management of flood prone areas, public land, or water resources
- c. Emergency management agencies

**D. CONTACT INFORMATION FOR CONSOLIDATED PLAN PROCESS COMMENTS**

Citizens are encouraged to review the plans/reports of the consolidated planning process and offer comments at any time, but particularly during the formation of the plans/reports noted in Section I.A. Citizens wishing to comment on plans or reports, or to request copies of documents may call the CPO at **970-962-2517** or submit a written comment or request to:

Community Partnership Office  
500 E. Third Street, Suite 210  
Loveland, CO 80537

**E. PUBLIC MEETINGS and OUTREACH**

There are several public meeting options that will be held during the consolidated planning process, as noted below.

**1. Public Outreach for the Five-Year Consolidated Plan and Assessment of Fair Housing.**

The City will enlist nonprofit and other community organizations, such as faith-based groups, resident advisory groups, Loveland Boards and Commissions, the Northern Colorado Continuum of Care, Loveland Housing Authority staff and customers, Thompson School District, businesses, and philanthropic organizations to assist the CPO in engaging residents in the planning process to gather and incorporate local data and verify priority needs. The CPO will use print and electronic notices to advertise public meetings and in-person meetings, focus groups, remote meetings and surveys to gather information and data. This process will be used primarily to gather information about the needs of project and program beneficiaries to develop five-year goals for the Five-Year Consolidated Plan and the Assessment of Fair Housing Plan.

Citizen surveys will include HUD provided data and information derived from public meetings with organizations that work directly with residents who could benefit from projects and programs paid for with HUD funds. It will also include an estimated amount of grant funds for brick/mortar and public services projects, as well as any available program income. Finally, it will include the types of activities that will likely be undertaken based on goals set by the Affordable Housing and Human Services Commissions.

**2. Public Outreach for Years 2-5 Annual Action Plans or Substantial Amendments to either the Five-Year Consolidated Plan or Annual Action Plans.**

The City invites non-profit organizations wishing to apply for CDBG to a technical assistance and informational meeting in early January each year. The CPO announces that additional technical assistance is available for any agency wishing to gather more information or needing assistance with planning or an application for funding. Any citizen that has expressed interest in CDBG is formally invited to meetings. Meetings are also advertised in print at the Loveland Library and on social media.

Information about the expected amount of grant funding and types of activities that will be funded is made available at the beginning of the process each year.

**3. Neighborhood meetings**

Neighborhood meetings may be held during the formation of the Assessment of Fair Housing to better understand housing choice and to connect with residents of neighborhoods that have seen a substantial increase in a specific protected class. When setting meeting locations and times, consideration will be given to convenience for low- and moderate-income residents and persons with disabilities.

#### **4. Affordable Housing and Human Services Commission Meetings**

Public meetings of the Affordable Housing (AHC) and Human Services Commissions (HSC) will be held at the beginning and middle of the process. The AHC and HSC are essential in determining goals of the Five-Year Consolidated Plan as well as making funding allocation decisions. Funding decisions are made annually based on applications received in the first quarter of the year. Public meetings of the two commissioners are noticed physically and electronically and are always held in an accessible location.

#### **5. City Council Public Hearings**

Federal code requires a minimum of two public hearings held at two different stages of the program year that address needs and development of proposed activities. The CPO will hold one hearing each June for approval of grant funding and another in August for approval of the Five-Year Consolidated Plan or Annual Action Plans. A third public hearing will be held in December to seek public input of annual performance. This third public hearing will not be a formal city council meeting. See Section IV for additional information on public hearings.

### **F. ACCESS TO RECORDS AND CONSOLIDATED PLANNING PROCESS DOCUMENTS**

Citizens can access records and documents associated with the consolidated planning process or the public hearings by contacting the CPO for a copy of any documents. The consolidated planning documents are available on the CPO website: [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership). Requests for documents in a language or means other than written English should be made to CPO staff with a minimum of 48 hours allowed for requests to be processed. The Executive Summary will always be available in Spanish and other parts of the document or interpretation may be as well.

### **G. TECHNICAL ASSISTANCE**

As stated, technical assistance will be provided during the annual CDBG application process with notification of initial meetings provided in the CDBG Notice of Funding Availability that will be distributed to all prior CDBG applicants, via social media and at City of Loveland locations such as the Community Partnership Office and the Loveland Library.

The CPO is available to provide technical assistance in determining eligible projects and understanding Federal regulations. The CPO is also available for technical assistance in commenting on any of the consolidated planning documents or at any time throughout the process.

### **H. ANTI-DISPLACEMENT**

Activities funded and carried out under the federal grant programs will, to the greatest extent feasible, minimize the direct, permanent, and involuntary displacement of households. Projects deemed beneficial and supportive of the City of Loveland's overall goals, but which may cause such displacement, will be undertaken by the noted grant funds only under these conditions:

1. It has been demonstrated that such displacement is necessary and vital to the overall goals of the grant program,
2. efforts were taken to reduce the number of households displaced, and
3. adverse effects on the displaced households are outweighed by the anticipated goals and accomplishments of the proposed project.

City policy is to provide relocation assistance to all households permanently displaced by the acquisition of real property, as required for compliance with HUD regulations under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646) and Section 104(d) of the Housing and Community Development Act of 1974, as amended. The assistance will be provided to mitigate adverse

effects caused for low- and moderate-income household displaced so that an approved project can be carried out. Assistance will include the following:

1. Housing counseling and referrals to comparable housing, as necessary, prior to displacement.
2. Relocation benefits and moving expense payments for each household displaced.

#### **I. COMPLAINT PROCEDURE**

1. Formal complaints with regard to any part of the consolidated planning process should be made to the **Community Partnership Office**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2517. The CPO Administrator will provide a written response to the complaint within 15 days upon receipt of the complaint.
2. If not resolved by the CPO, formal complaints should be sent to: **City Manager**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2306. The City Manager will refer the complaint to the appropriate City staff for a written response within 15 business days upon receipt of the complaint.
3. If the complainant is not satisfied with the City Manager's response, further appeals should be sent to: **Loveland City Council, c/o the Mayor**, 500 E. Third Street, Loveland, CO 80537. The Loveland City Council has 30 days in which to take further action as deemed necessary to address the complainant's concerns.
4. If the complainant has not been satisfied with the response of the City Council, a formal complaint may be sent directly to the regional Department of Housing and Urban Development (HUD) at: **Department of Housing & Urban Development**, 1670 Broadway, Denver, CO 80202-4801.
5. Complaints with regard to physical access should be directed to the ADA Coordinator at [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org), (970) 962-3319 or 500 E. Third Street, Loveland, CO 80537. An ADA Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=49032>.
6. Complaints with regard to language access should be directed to the Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org), (970) 962-2372 or 500 E. Third Street, Loveland, CO 80537. A Title VI Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=26919> in English and <http://www.cityofloveland.org/home/showdocument?id=26924> in Spanish.
7. If the concern is of a discriminatory nature (i.e. discrimination because of physical or mental disability, race, creed, color, sex, marital status, familial status, religion, national origin, and/or ancestry), complainant should contact: **The Colorado Civil Rights Commission/Division**, Phone: (303) 894-2997, Toll Free: (800) CO-CIVIL (282-4845). The Colorado Civil Rights Division website [www.dora.state.co.us/civil-rights](http://www.dora.state.co.us/civil-rights) provides information about the Division, the Civil Rights Commission, and the process for filing a complaint.
8. If the concern is of a fair housing nature (i.e. discrimination and housing related issues), the complainant should contact: **U.S. Department of Housing and Urban Development, Fair Housing Hotline**, Phone: (800) 669-9777

With the exception of City Council, Colorado Civil Rights Commission and the U.S. Department of Housing and Urban Development/Fair Housing response, complaints will receive a response in writing within 15 working days of receipt of the complaint.

## II. CITIZEN PARTICIPATION IN THE CONSOLIDATED PLAN PROCESS

### **A. STATEMENT OF NON-DISCRIMINATION**

The City provides reasonable and timely access to all meetings required in the consolidated planning process and does not discriminate on the basis of race, color, national origin, creed, religion, sex, sexual orientation, disability, or age and without regard to the exercise of rights guaranteed by state or federal law. Policies and procedures are in place to assist persons with limited English proficiency and/or disabilities.

### **B. PROVISION OF REASONABLE AND TIMELY ACCESS; MEETING LOCATIONS; RESPONSE TO COMMENTS**

1. All documents noted in the consolidated planning process will be available for review and comment as follows:
  - a. Posted on [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)
  - b. Via Access to Records procedures above
  - c. Available by request in a format other than written English as described above
2. Notice of availability to review any part of the consolidated planning process will be, at a minimum, by:
  - a. Notice published in the Reporter Herald in English and Spanish
  - b. Email or letter to CDBG partners and citizens that provided prior notification of interest in the federal grant programs
  - c. All notices of a public hearing published a minimum of 7 days prior to the meeting or report/plan availability in English and Spanish
  - d. Advertised for residents with site impairments via Audio Information Network: [www.aincolorado.org](http://www.aincolorado.org)
3. Meeting locations
  - a. City Council – 500 East 3<sup>rd</sup> Street, Loveland Colorado (accessible to persons with disabilities)
  - b. Focus Groups and Standing Committees – meeting locations will be determined as groups and committees are formed and will be held in accessible locations. If an inaccessible location is deemed necessary for a specific meeting, the CPO will hold an additional meeting on the same topic in an accessible location.
  - c. Neighborhood meetings will be held in various locations within Loveland city limits on a to-be-determined basis
  - d. Remote or virtual meetings as needed
4. Comments

The City will consider any comments or views of Loveland residents or other interested parties received in writing or verbally at public hearings (or other public meetings) or at any time throughout the process in preparing the Five-Year Consolidated Plan or Annual Action Plan, Substantial Amendments, Consolidated Annual Performance and Evaluation Report and Assessment of Fair Housing. A summary of comments or views received, and a summary of any comments or views not accepted and the reasons why, will be attached to the final plans prior to requesting approval by City Council. Citizen comments for this plan can be found below in Section V.

The City will also include any concerns or complaints received during any of the five planning processes in the same manner as any other comments.

**C. PUBLIC HEARINGS**

City Council will hold one or two public hearings as described above and in the matrix below for each of the five consolidated planning documents. Another public hearing will be held in December each year to review program performance.

**D. ACCESS TO RECORDS AND MEETINGS FOR NON-ENGLISH SPEAKING RESIDENTS AND PERSONS WITH DISABILITIES**

1. Assessment of language needs: The City of Loveland conducted a Four-Part Language Needs Analysis and determined the only language other than English represented in great enough numbers to warrant translation to be Spanish. Citizen participation notices and other vital documents are translated into Spanish. Language assistance is also available upon request.

The City has a completed Limited English Proficiency (LEP) policy and is working on approval.

2. The City has an updated Americans with Disabilities Act Transition Plan that describes how persons with disabilities can access City records and public meetings.
3. Aids and assistance related to Limited English Proficiency or a disability and needed to effectively review any document of the consolidated planning process are available by contacting the City's ADA Coordinator at [ADACoordinator@cityofloveland](mailto:ADACoordinator@cityofloveland) or (970) 962-3319. Please allow 48 hours for requests to be processed.

**E. DOCUMENT RETENTION**

All plans and reports are considered public documents and are available in paper or electronic copy from the City of Loveland CPO. Documents are retained for a minimum of five years. Requests for documents may take up to 48 hours to process. To ensure confidentiality, the City may redact sensitive information.

### III. CITIZEN PARTICIPATION DURING COVID-19

#### A. STATEMENT OF NON-DISCRIMINATION

The COVID-19 pandemic has reduced the ability to connect with citizens directly, having a great effect on public participation that is necessary to understand how to allocate funding to agencies working to prevent, prepare for and respond to the needs of Loveland's low- and moderate-income residents. The two processes that will be affected by citizen participation and the City of Loveland response to those processes is as follows:

#### CITIZEN PARTICIPATION PLAN

- This updated Citizen Participation Plan will be noticed at least 7 days prior to a Public Hearing. A waiver of the 30-day comment period was requested and accepted. A virtual public hearing will take place in lieu of a physical public hearing.
- In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may also be used.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Plan will be presented to City Council for final approval after the citizen comment period.

#### SUBSTANTIAL AMENDMENT TO THE 2019 ANNUAL ACTION PLAN

- A substantial amendment to the 2019-2020 Annual Action Plan (AAP) will be made to direct funding to organizations working to prevent, prepare for or respond to COVID-19 in Loveland. The process will include the Human Services and Affordable Housing Commissions to determine priorities and make funding decisions. The CPO will ensure that CARES Act funding does not supplant other funding.
- A waiver of the 30-day comment period was requested and accepted.
- A Public Hearing for the AAP will be noticed at least 7 days prior. In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may be used if appropriate.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Loveland Library and non-profits that will receive funding will be asked to put a link on their websites.

Waivers for the 30-day comment period for this Citizen Participation Plan and a Substantial Amendment to the 2019-2020 Annual Action Plan were submitted and granted. These waivers will remain in effect until groups of more than 10 people can safely convene.

No changes are expected to occur during the 2020-2024 Consolidated Plan process. Funding should be granted through the 2019-2020 Annual Action Plan process.

## **IV. PARTICIPATION AND NOTICE TIMES (see matrix below)**

## **V. SUMMARY OF CITIZEN COMMENTS**

One email was received during the 5-day comment period. That comment and reasons accepted or not accepted is included.

- Under Target Population - Instead of "minorities" consider changing to "persons of color and other previously underserved or non-served groups." – this comment was accepted and a change was made above
- If a person needs an interpreter, Alison is listed as the person to call. If Alison is not fully fluent in Spanish, does there need to be another name and/or contact person to call and converse in Spanish? – the City of Loveland has a contract with a company that provides interpretation so all staff have the ability to speak with residents in any language.

#### IV. PARTICIPATION AND NOTICE TIMELINES

Citizen Participation Requirements	Citizen Participation Opportunities & Notices	Publication or Other Viewing	Required Approval	Deadline
Citizen Participation Plan and Amendments	1) 7-day notice of public hearing prior to public comment period 2) Public hearing 3) Notice of 30-day public comment period	<ul style="list-style-type: none"> <li>Announcement of public hearing and public comment period published in Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Notice at Loveland Library, although not for 2020 plan because library is closed.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	City Council approval after public comment period	1) Most current update included prior to Five-Year Consolidated Plan 2) Potential update with next Assessment of Fair Housing Plan 3) Amended as needed
Assessment of Fair Housing	<ul style="list-style-type: none"> <li>Outreach as described above, including surveys, in-person and online meetings</li> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing</li> <li>Notice of 30-day public comment period</li> </ul>	<ul style="list-style-type: none"> <li>Announcement of public meetings through neighborhood groups, non-profits and other opportunities.</li> <li>Announcement of public hearing and public comment period published in the Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Notice at Loveland Library.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	City Council approval after public comment period	Completed prior to developing new Five-Year Consolidated Plan; no HUD-submittal required, but must maintain records and report on annually. Last submitted in 2018.
Five-Year Consolidated Plan and/or Annual Action Plans	BOTH Consolidated Plan and Annual Action Plans <ul style="list-style-type: none"> <li>Outreach as described above, including surveys, in-person and online meetings</li> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing</li> </ul>	<ul style="list-style-type: none"> <li>Announcement of public meetings through neighborhood groups, non-profits and other opportunities.</li> <li>Announcement of public hearing and public comment period published in the Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Notice at Loveland Library.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	1) Consolidated Plan: City Council approval after public comment period 2) Annual Action Plan: City Council approval of annual grant allocations final plan and after public comment period. This includes the AAP that is part of the Consolidated Plan.	Submit to HUD August 15 via IDIS (45 days prior to start of new Program/Fiscal Year)

	<ul style="list-style-type: none"> <li>Notice of <b>30-day public comment period</b></li> </ul>			
<b>Substantial Amendments</b>	<ul style="list-style-type: none"> <li>Notice of reallocation via Human Service or Affordable Housing Commissions</li> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing.</li> <li>Notice of <b>30-day public comment period</b></li> </ul>	<ul style="list-style-type: none"> <li>Matches process of Annual Action Plan as potential subrecipients follow same process as new annual applicants.</li> <li>Announcement of public hearing and public comment period published in the Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Notice at Loveland Library.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	City Council approval after public comment period	Submit to HUD after City Council approval for both Five-Year Consolidated Plan or Annual Action Plans
<b>Minor Amendment</b>		<ul style="list-style-type: none"> <li>Matches process of Annual Action Plan as potential subrecipients follow same process as new annual applicants.</li> </ul>	N/A	Submitted to HUD
<b>Consolidated Annual Performance and Evaluation Report (CAPER)</b>	<ul style="list-style-type: none"> <li>7-day notice of public hearing prior to public comment period</li> <li>Public hearing</li> <li>Notice of <b>15-day public comment period</b></li> </ul>	<ul style="list-style-type: none"> <li>Announcement of public hearing and public comment period published in the Reporter Herald.</li> <li>Link to document on City website, Twitter and Facebook. Advertised via Audio Information Network.</li> <li>Document emailed to Affordable Housing and Human Services Commissions and participants of public process if desired.</li> </ul>	N/A	Submitted to HUD by December 30 via IDIS



TO ALL LOVELAND CITIZENS AND INTERESTED PARTIES:

NOTICE OF PUBLIC HEARING & PUBLIC COMMENT PERIOD:

Members of the Affordable Housing & Human Services Committee will hold a Public Hearing on May 17, 2020 to discuss Community Development Block Grant (CDBG) funds and the CDBG Allocation Criteria. The Committee can be found on the Community Development Office website at [www.ci.loveland.org/communitydevelopment/](http://www.ci.loveland.org/communitydevelopment/). Funding will be allocated through the process outlined in the CDBG Manual.

The Public Hearing will be followed by a 30-day comment period from May 28, 2020 to June 28, 2020 and will be presented to the Loveland City Council on June 2, 2020 in conjunction with a Supplemental Amendment to the 2019-2020 Annual Action Plan. Comments can be submitted via email to the Community Development Office at [CommunityDevelopment@ci.loveland.org](mailto:CommunityDevelopment@ci.loveland.org) or (970) 665-2517.

The Public Hearing will start at 6:00pm via Zoom. Zoom instructions are below:

Los interesados en los fondos de Desarrollo Humano y Vivienda Affordable Housing and Assistance (CDBG) del año fiscal 2020 para apoyar el desarrollo de la ciudad CDBG (que incluye vivienda, empleo y la Comunidad) se reunirán el miércoles 17 de mayo de 2020 a las 6:00 pm en la Oficina de Desarrollo Comunitario en el sitio web [www.ci.loveland.org/communitydevelopment/](http://www.ci.loveland.org/communitydevelopment/) para discutir los proyectos que se proponen financiar en el CDBG 2020.

La audiencia Pública comenzará a las 6:00 p.m. (más tarde) las instrucciones de cómo entrar a la reunión.

Join Zoom Meeting: <https://us02web.zoom.us/j/83010915067?pwd=MzIyMjM4MjZ3NzF7.83E4HJ792>

Meeting ID: 830 1091 5067  
Passcode: 833246  
One tap mobile:  
+13196562121,,83010915067# (US (San Jose))  
+12522158721,,83010915067# (Tucson)

Published: Loveland Reporter Herald May 26, 2020 - 104493

Prairie Mountain Media, LLC

PUBLISHER'S AFFIDAVIT

County of Larimer  
State of Colorado

The undersigned, Elizabeth Mass, being first duly sworn under oath, states and affirms as follows:

1. I believe is the legal Advertising Reviewer of Prairie Mountain Media LLC, publisher of the Loveland Reporter Herald.
2. The Loveland Reporter Herald is a newspaper of general circulation that has been published continuously and without interruption for at least fifty-two weeks in Larimer County and meets the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in the Loveland Reporter Herald in Larimer County on the following date(s):

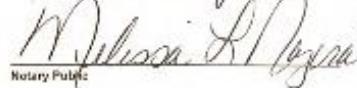
May 21, 2020



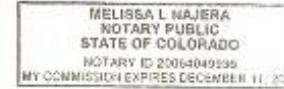
Signature

Subscribed and sworn to me before me this

21st day of May 2020



Notary Public



(284)

Account: 1061262  
Ad Number: 1706750  
Fee: \$31.04

15



RESOLUTION #R-54-2020

**A RESOLUTION APPROVING THE CITIZEN PARTICIPATION PLAN  
FOR THE U.S. DEPARTMENT OF HOUSING AND URBAN  
DEVELOPMENT CONSOLIDATED PLANNING PROCESS**

**WHEREAS**, the City of Loveland, Colorado receives federal Community Development Block Grant ("CDBG") dollars from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to adopt a Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation when developing and implementing the steps of the CDBG consolidated planning process; and

**WHEREAS**, the City has developed a Citizen Participation Plan for the Consolidated Planning Process Amended for the 2020-2024 Consolidated Plan ("Citizen Participation Plan"), a copy of which is on file with the City Clerk, and is attached hereto as Exhibit A; and

**WHEREAS**, the Community Partnership Office held a public meeting on May 14, 2020 to elicit public comment on a draft Citizen Participation Plan; and

**WHEREAS**, the City Council desires to approve the Citizen Participation Plan.

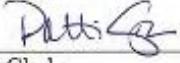
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Citizen Participation Plan, a copy of which is on file with the City Clerk and incorporated by reference, is hereby approved and supersedes and fully replaces any prior citizen participation plan.

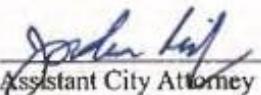
**Section 2.** That this Resolution shall take effect as of the date of its adoption.

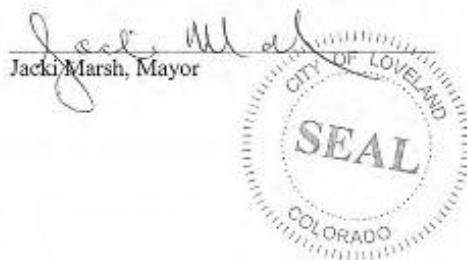
**ADOPTED** this 2<sup>nd</sup> day of June, 2020.

ATTEST:

  
\_\_\_\_\_  
Patti Cz  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
John Lij  
Assistant City Attorney



**CITIZEN PARTICIPATION PLAN for the  
CONSOLIDATED PLANNING PROCESS  
AMENDED FOR THE  
2020-2024 CONSOLIDATED PLAN**

## I. CITIZEN PARTICIPATION – GENERAL INFORMATION

### A. INTRODUCTION/ INTRODUCCIÓN

*La Ciudad de Loveland recibe un derecho anual al Subvención de Bloque de Desarrollo Comunitario (CDBG por sus siglas en inglés) del Departamento de Vivienda y Desarrollo Urbano de EE. UU. (HUD por sus siglas en inglés). El subsidio proporciona fondos para el desarrollo comunitario y actividades de vivienda que deben ayudar principalmente a los residentes de ingresos bajos y moderados. La Ciudad de Loveland también ha recibido CDBG-Disaster Relief (ayuda para catástrofes) y en el futuro puede recibir otros fondos de HUD.*

*El proceso por el cual la Ciudad determina las prioridades, metas y recursos (e informa al HUD sobre el progreso) con respecto a las subvenciones se llama proceso de planificación consolidado. Incluye cinco procesos separados pero entrelazados y los planes o informes resultantes:*

- (1) Plan de Participación Ciudadana*
- (2) Evaluación de Vivienda Justa*
- (3) Plan Consolidado de Cinco Años*
- (4) Planes de Acción Anuales*
- (5) Informe Anual Consolidado de Rendimiento y Evaluación*

*Este documento ha sido desarrollado para cumplir con el requisito que la Ciudad tiene como beneficiaria de las subvenciones de HUD y sigue un Plan de Participación Ciudadana detallado al desarrollar e implementar los pasos del proceso de planificación consolidado. La Ciudad reconoce la importancia de involucrar a los miembros de la comunidad en el proceso de planificación y toma de decisiones y buscará la aportación de los ciudadanos para los cinco procesos mencionados anteriormente.*

*La Oficina de Asociación Comunitaria (CPO por sus siglas en inglés) de la Ciudad de Loveland es responsable de la implementación del Plan de Participación Ciudadana y de el desarrollo de los documentos de proceso del plan consolidado.*

*Este plan está disponible en LETRA GRANDE y las partes se pueden traducir (o interpretar) al español a petición.*

*(Referencia 24 CFR 91.105-Plan de Participación Ciudadana-Gobiernos locales).*

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**The City of Loveland receives an annual entitlement of Community Development Block Grant (CDBG) from the U. S. Department of Housing and Urban Development (HUD). The grant provides funding for community development and housing activities that must primarily assist low- and moderate-income residents. The City**

of Loveland has also received CDBG-Disaster Relief, will receive CDBG-COVID-19 funding in 2020, and in the future may receive other HUD funds.

The process by which the City determines the priorities, goals, and resources (and reports to HUD on progress) with regard to the grants is called the consolidated planning process. It includes five separate but intertwined processes and resultant plans/reports:

- (1) Citizen Participation Plan
- (2) Assessment of Fair Housing
- (3) Five-Year Consolidated Plan
- (4) Annual Action Plans
- (5) Consolidated Annual Performance and Evaluation Reports

This document has been developed to meet the requirement that the City has as a recipient of the HUD grants to follow a detailed Citizen Participation Plan when developing and implementing the steps of the consolidated planning process. The City recognizes the importance of involving community members in the planning and decision making process and will seek citizen input for the five processes listed above.

The City of Loveland Community Partnership Office (CPO) is responsible for the implementation of the Citizen Participation Plan and development of the consolidated plan process documents.

This plan is available in LARGE PRINT and parts may be translated (or interpreted) into Spanish upon request.

(Reference 24 CFR 91.105-Citizen Participation Plan-Local Governments.)

**B. ENCOURAGEMENT OF CITIZEN PARTICIPATION/ FOMENTO A LA PARTICIPACIÓN CIUDADANA**

*La ciudad de Loveland pretende que sus programas y políticas cuenten con el apoyo de y beneficiar a, el mayor número posible de personas en la comunidad. Se alentará a los ciudadanos a asistir a reuniones públicas, completar encuestas y ofrecer comentarios sobre formas de aumentar el impacto general de la comunidad para personas de ingresos bajos y moderados. Específicamente, la Ciudad de Loveland buscará la opinión de los miembros de la comunidad que pueden recibir un beneficio directo de los proyectos o programas que resultarán del financiamiento de HUD, con acciones adicionales tomadas para personas dentro de una clase legalmente protegida. Comuníquese con el CPO para obtener más información sobre cómo participar: Alison Hade – [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org), (970) 962-2517*



The City of Loveland intends that its programs and policies have the support of, and benefit to, the largest possible number of people in the community. Citizens will be encouraged to attend public meetings, complete surveys, and offer comments on ways to make the overall community impact greater for low- and moderate-income individuals. Specifically, the City of Loveland will seek the opinion of community members that may receive a direct benefit from the projects or programs that will result from HUD funding, with additional actions taken for persons within a legally protected class.

A substantial change to the Citizen Participation Plan, Five-Year Consolidated Plan or Annual Action Plan requires an amendment and additional citizen participation. Plans or reports associated with the consolidated planning documents are described below, as are situations requiring an amendment.

**1. Citizen Participation Plan**

The Citizen Participation Plan sets forth policies and procedures to encourage citizen participation throughout the consolidated planning process. The Plan is in place and amended when needed, generally before the beginning of a new Five-Year Consolidated Plan cycle.

- a. **Amendments to the Citizen Participation Plan** - The Citizen Participation Plan will be reviewed the year prior to a new Consolidated Plan's formation, although this plan was created the same year as the Consolidated Plan. The Five-Year Consolidated Plan for which this Citizen Participation Plan pertains is for years 2020-2024. This plan will be reviewed again in 2024.

An amendment will occur if there is direction from HUD that changes or updates the process, such as a change in the length of time allowed for notices or public comment periods, or as noted below, in the case of the COVID-19 pandemic.

**2. Assessment of Fair Housing**

HUD requires that the City annually certify that it will affirmatively further fair housing and will conduct an Assessment of Fair Housing every five years. The Assessment of Fair Housing plan describes actions the City will take to overcome the effects of any impediments to fair housing that were identified through the analysis, and maintain records to reflect the analysis and actions. The Plan includes community participation as the City identifies fair housing goals to increase fair housing choice and provide equal access to opportunity to all in the community. Citizen Participation is a necessary part of the plan to understand community issues and the impact on legally protected classes. Citizen participation will occur with the primary Assessment of Fair Housing and any revisions or amendments.

- a. **Amendments to the AFH will follow 24 CFR 5.164** - The last Assessment of Fair Housing plan was submitted in 2018. Currently, no amendments are deemed necessary. The Citizen Participation Plan may be updated prior to the next fair housing planning process.

**3. Five-Year Consolidated Plan and Annual Action Plans**

The Five-Year Consolidated Plan provides a framework through which a community-wide dialogue is initiated to identify housing and community development priorities that align and focus funding from the CDBG entitlement program to intended beneficiaries. The Loveland City Council will be asked to approve the 2020-2024 Five-Year Consolidated Plan in July 2020 so that it may be submitted to HUD no later than August 14, 2020. The Five-Year Consolidated Plan may be amended, as necessary.

The Five-Year Consolidated Plan is carried out through Annual Action Plans. Specific federal and non-federal funding resources are identified that will be used during a specific year to fund the actions and activities to achieve the goals of the Five-Year Consolidated Plan. The City Council approves the Annual Action Plans in July each year, which allows the plans to be submitted to HUD no later than August 15<sup>th</sup>. As with the Five-Year Consolidated Plan, Annual Action Plans may be amended, as described.

- a. **Amendments** – Federal code at 24 CFR 91.505 sets forth instances requiring an amendment to a Five Year Consolidated Plan if one of the following decisions are made:

**SUBSTANTIAL AMENDMENT**. A substantial amendment is required if the City adds or changes a priority or reallocates funding from one organization to another even if the change is for the same priority or the same activity. Substantial amendments are subject to the citizen participation process that is outlined in Section IV below.

Changing or adding a priority. Current priorities include: 1) NEW affordable housing, 2) REHABILITATION of affordable housing, 3) NEW or REHABILITATION of public facilities, and 4) PUBLIC SERVICE activities. An example of a new priority might be adding economic development. For the 2020-2024 Consolidated Plan, the Affordable Housing Commission voted to retain priorities 1, 2 and 3.

Reallocating funding from one organization to another. A change in the grant recipient automatically includes a change in the scope, location and beneficiaries, and may change the purpose of an activity described in 24 CFR 91.105. A reallocation from a housing rehabilitation project may or may not change the purpose, but will change the scope, location and beneficiaries.

**MINOR AMENDMENT.** A project that does not change either the priority or the activity will result in a minor amendment if the new project fulfills the same goal.

- b. **Citizen Participation Goals for 2020-2024 Consolidated Plan** – As noted above, the Affordable Housing Commission voted to retain the priorities of the 2015-2019 Consolidated Plan. During the 2020-2024 Consolidated Plan process, the Human Services Commission has a goal of better understanding human service needs in Loveland, and how individual programs improve the lives of beneficiaries. The survey that will be disseminated for citizen feedback will hopefully result in information to help answer that question, which will help the Human Services Commission make funding decisions in the future.

#### 4. Consolidated Annual Performance and Evaluation Report (CAPER)

Progress made on the goals of the Five-Year Consolidated Plan are reported to HUD through the annual performance report referred to as the CAPER. The CAPER is due to HUD annually by December 31<sup>st</sup>.

#### C. TARGET POPULATIONS

The City encourages all citizens to participate in the stages of the consolidated planning process noted above, with special emphasis on encouraging participation from the following populations:

- a. Low- and moderate-income persons, residents residing in low- and moderate-income neighborhoods, and residents of public and assisted housing developments (including resident advisory boards, councils, and management corporations)
- b. Limited or non-English speakers, persons of color and other previously underserved or non-served groups, and persons with disabilities (see additional information below)
- c. Community and City (both public and private) partners interested in the goals of HUD's entitlement programs, such as the Northern Colorado Continuum of Care, faith- and community-based institutions, Loveland Housing Authority, Loveland Habitat for Humanity, nonprofit service organizations, philanthropic organizations, businesses, developers, and city departments.

Note that the City of Loveland does not currently designate neighborhoods as revitalization areas, slum or blight, or designate target areas.

Five-Year Consolidated Plan only (in addition to those named above and starting in 2020)

- a. Broadband internet service providers and organizations engaged in "narrowing the digital divide"
- b. Agencies whose primary responsibilities included the management of flood prone areas, public land, or water resources
- c. Emergency management agencies

**D. CONTACT INFORMATION FOR CONSOLIDATED PLAN PROCESS COMMENTS**

Citizens are encouraged to review the plans/reports of the consolidated planning process and offer comments at any time, but particularly during the formation of the plans/reports noted in Section I.A. Citizens wishing to comment on plans or reports, or to request copies of documents may call the CPO at **970-962-2517** or submit a written comment or request to:

Community Partnership Office  
500 E. Third Street, Suite 210  
Loveland, CO 80537

**E. PUBLIC MEETINGS and OUTREACH**

There are several public meeting options that will be held during the consolidated planning process, as noted below.

**1. Public Outreach for the Five-Year Consolidated Plan and Assessment of Fair Housing.**

The City will enlist nonprofit and other community organizations, such as faith-based groups, resident advisory groups, Loveland Boards and Commissions, the Northern Colorado Continuum of Care, Loveland Housing Authority staff and customers, Thompson School District, businesses, and philanthropic organizations to assist the CPO in engaging residents in the planning process to gather and incorporate local data and verify priority needs. The CPO will use print and electronic notices to advertise public meetings and in-person meetings, focus groups, remote meetings and surveys to gather information and data. This process will be used primarily to gather information about the needs of project and program beneficiaries to develop five-year goals for the Five-Year Consolidated Plan and the Assessment of Fair Housing Plan.

Citizen surveys will include HUD provided data and information derived from public meetings with organizations that work directly with residents who could benefit from projects and programs paid for with HUD funds. It will also include an estimated amount of grant funds for brick/mortar and public services projects, as well as any available program income. Finally, it will include the types of activities that will likely be undertaken based on goals set by the Affordable Housing and Human Services Commissions.

**2. Public Outreach for Years 2-5 Annual Action Plans or Substantial Amendments to either the Five-Year Consolidated Plan or Annual Action Plans.**

The City invites non-profit organizations wishing to apply for CDBG to a technical assistance and informational meeting in early January each year. The CPO announces that additional technical assistance is available for any agency wishing to gather more information or needing assistance with planning or an application for funding. Any citizen that has expressed interest in CDBG is formally invited to meetings. Meetings are also advertised in print at the Loveland Library and on social media. Information about the expected amount of grant funding and types of activities that will be funded is made available at the beginning of the process each year.

**3. Neighborhood meetings**

Neighborhood meetings may be held during the formation of the Assessment of Fair Housing to better understand housing choice and to connect with residents of neighborhoods that have seen a substantial increase in a specific protected class. When setting meeting locations and times, consideration will be given to convenience for low- and moderate-income residents and persons with disabilities.

#### **4. Affordable Housing and Human Services Commission Meetings**

Public meetings of the Affordable Housing (AHC) and Human Services Commissions (HSC) will be held at the beginning and middle of the process. The AHC and HSC are essential in determining goals of the Five-Year Consolidated Plan as well as making funding allocation decisions. Funding decisions are made annually based on applications received in the first quarter of the year. Public meetings of the two commissioners are noticed physically and electronically and are always held in an accessible location.

#### **5. City Council Public Hearings**

Federal code requires a minimum of two public hearings held at two different stages of the program year that address needs and development of proposed activities. The CPO will hold one hearing each June for approval of grant funding and another in August for approval of the Five-Year Consolidated Plan or Annual Action Plans. A third public hearing will be held in December to seek public input of annual performance. This third public hearing will not be a formal city council meeting. See Section IV for additional information on public hearings.

#### **F. ACCESS TO RECORDS AND CONSOLIDATED PLANNING PROCESS DOCUMENTS**

Citizens can access records and documents associated with the consolidated planning process or the public hearings by contacting the CPO for a copy of any documents. The consolidated planning documents are available on the CPO website: [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership). Requests for documents in a language or means other than written English should be made to CPO staff with a minimum of 48 hours allowed for requests to be processed. The Executive Summary will always be available in Spanish and other parts of the document or interpretation may be as well.

#### **G. TECHNICAL ASSISTANCE**

As stated, technical assistance will be provided during the annual CDBG application process with notification of initial meetings provided in the CDBG Notice of Funding Availability that will be distributed to all prior CDBG applicants, via social media and at City of Loveland locations such as the Community Partnership Office and the Loveland Library.

The CPO is available to provide technical assistance in determining eligible projects and understanding Federal regulations. The CPO is also available for technical assistance in commenting on any of the consolidated planning documents or at any time throughout the process.

#### **H. ANTI-DISPLACEMENT**

Activities funded and carried out under the federal grant programs will, to the greatest extent feasible, minimize the direct, permanent, and involuntary displacement of households. Projects deemed beneficial and supportive of the City of Loveland's overall goals, but which may cause such displacement, will be undertaken by the noted grant funds only under these conditions:

1. It has been demonstrated that such displacement is necessary and vital to the overall goals of the grant program,
2. efforts were taken to reduce the number of households displaced, and
3. adverse effects on the displaced households are outweighed by the anticipated goals and accomplishments of the proposed project.

City policy is to provide relocation assistance to all households permanently displaced by the acquisition of real property, as required for compliance with HUD regulations under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646) and Section 104(d) of the Housing and Community Development Act of 1974, as amended. The assistance will be provided to mitigate adverse

effects caused for low- and moderate-income household displaced so that an approved project can be carried out. Assistance will include the following:

1. Housing counseling and referrals to comparable housing, as necessary, prior to displacement.
2. Relocation benefits and moving expense payments for each household displaced.

**I. COMPLAINT PROCEDURE**

1. Formal complaints with regard to any part of the consolidated planning process should be made to the **Community Partnership Office**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2517. The CPO Administrator will provide a written response to the complaint within 15 days upon receipt of the complaint.
2. If not resolved by the CPO, formal complaints should be sent to: **City Manager**, 500 E. Third Street, Loveland, CO 80537 or (970) 962-2306. The City Manager will refer the complaint to the appropriate City staff for a written response within 15 business days upon receipt of the complaint.
3. If the complainant is not satisfied with the City Manager's response, further appeals should be sent to: **Loveland City Council, c/o the Mayor**, 500 E. Third Street, Loveland, CO 80537. The Loveland City Council has 30 days in which to take further action as deemed necessary to address the complainant's concerns.
4. If the complainant has not been satisfied with the response of the City Council, a formal complaint may be sent directly to the regional Department of Housing and Urban Development (HUD) at: **Department of Housing & Urban Development**, 1670 Broadway, Denver, CO 80202-4801.
5. Complaints with regard to physical access should be directed to the ADA Coordinator at [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org), (970) 962-3319 or 500 E. Third Street, Loveland, CO 80537. An ADA Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=49032>.
6. Complaints with regard to language access should be directed to the Title VI Coordinator at [TitleSix@cityofloveland.org](mailto>TitleSix@cityofloveland.org), (970) 962-2372 or 500 E. Third Street, Loveland, CO 80537. A Title VI Grievance Form can be found here: <http://www.cityofloveland.org/home/showdocument?id=26919> in English and <http://www.cityofloveland.org/home/showdocument?id=26924> in Spanish.
7. If the concern is of a discriminatory nature (i.e. discrimination because of physical or mental disability, race, creed, color, sex, marital status, familial status, religion, national origin, and/or ancestry), complainant should contact: **The Colorado Civil Rights Commission/Division**, Phone: (303) 894-2997, Toll Free: (800) CO-CIVIL (282-4845). The Colorado Civil Rights Division website [www.dora.state.co.us/civil-rights](http://www.dora.state.co.us/civil-rights) provides information about the Division, the Civil Rights Commission, and the process for filing a complaint.
8. If the concern is of a fair housing nature (i.e. discrimination and housing related issues), the complainant should contact: **U.S. Department of Housing and Urban Development, Fair Housing Hotline**, Phone: (800) 669-9777

With the exception of City Council, Colorado Civil Rights Commission and the U.S. Department of Housing and Urban Development/Fair Housing response, complaints will receive a response in writing within 15 working days of receipt of the complaint.

## II. CITIZEN PARTICIPATION IN THE CONSOLIDATED PLAN PROCESS

### A. STATEMENT OF NON-DISCRIMINATION

The City provides reasonable and timely access to all meetings required in the consolidated planning process and does not discriminate on the basis of race, color, national origin, creed, religion, sex, sexual orientation, disability, or age and without regard to the exercise of rights guaranteed by state or federal law. Policies and procedures are in place to assist persons with limited English proficiency and/or disabilities.

### B. PROVISION OF REASONABLE AND TIMELY ACCESS; MEETING LOCATIONS; RESPONSE TO COMMENTS

1. All documents noted in the consolidated planning process will be available for review and comment as follows:
  - a. Posted on [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)
  - b. Via Access to Records procedures above
  - c. Available by request in a format other than written English as described above
2. Notice of availability to review any part of the consolidated planning process will be, at a minimum, by:
  - a. Notice published in the Reporter Herald in English and Spanish
  - b. Email or letter to CDBG partners and citizens that provided prior notification of interest in the federal grant programs
  - c. All notices of a public hearing published a minimum of 7 days prior to the meeting or report/plan availability in English and Spanish
  - d. Advertised for residents with site impairments via Audio Information Network: [www.aincolorado.org](http://www.aincolorado.org)
3. Meeting locations
  - a. City Council – 500 East 3<sup>rd</sup> Street, Loveland Colorado (accessible to persons with disabilities)
  - b. Focus Groups and Standing Committees – meeting locations will be determined as groups and committees are formed and will be held in accessible locations. If an inaccessible location is deemed necessary for a specific meeting, the CPO will hold an additional meeting on the same topic in an accessible location.
  - c. Neighborhood meetings will be held in various locations within Loveland city limits on a to-be-determined basis
  - d. Remote or virtual meetings as needed
4. Comments  
The City will consider any comments or views of Loveland residents or other interested parties received in writing or verbally at public hearings (or other public meetings) or at any time throughout the process in preparing the Five-Year Consolidated Plan or Annual Action Plan, Substantial Amendments, Consolidated Annual Performance and Evaluation Report and Assessment of Fair Housing. A summary of comments or views received, and a summary of any comments or views not accepted and the reasons why, will be attached to the final plans prior to requesting approval by City Council. Citizen comments for this plan can be found below in Section V.

The City will also include any concerns or complaints received during the any of the five planning processes in the same manner as any other comments.

**C. PUBLIC HEARINGS**

City Council will hold one or two public hearings as described above and in the matrix below for each of the five consolidated planning documents. Another public hearing will be held in December each year to review program performance.

**D. ACCESS TO RECORDS AND MEETINGS FOR NON-ENGLISH SPEAKING RESIDENTS AND PERSONS WITH DISABILITIES**

1. Assessment of language needs: The City of Loveland conducted a Four-Part Language Needs Analysis and determined the only language other than English represented in great enough numbers to warrant translation to be Spanish. Citizen participation notices and other vital documents are translated into Spanish. Language assistance is also available upon request.

The City has a completed Limited English Proficiency (LEP) policy and is working on approval.

2. The City has an updated Americans with Disabilities Act Transition Plan that describes how persons with disabilities can access City records and public meetings.
3. Aids and assistance related to Limited English Proficiency or a disability and needed to effectively review any document of the consolidated planning process are available by contacting the City's ADA Coordinator at [ADACoordinator@cityofloveland.org](mailto:ADACoordinator@cityofloveland.org) or (970) 962-3319. Please allow 48 hours for requests to be processed.

**E. DOCUMENT RETENTION**

All plans and reports are considered public documents and are available in paper or electronic copy from the City of Loveland CPO. Documents are retained for a minimum of five years. Requests for documents may take up to 48 hours to process. To ensure confidentiality, the City may redact sensitive information.

### III. CITIZEN PARTICIPATION DURING COVID-19

#### A. STATEMENT OF NON-DISCRIMINATION

The COVID-19 pandemic has reduced the ability to connect with citizens directly, having a great effect on public participation that is necessary to understand how to allocate funding to agencies working to prevent, prepare for and respond to the needs of Loveland's low- and moderate-income residents. The two processes that will be affected by citizen participation and the City of Loveland response to those processes is as follows:

##### CITIZEN PARTICIPATION PLAN

- This updated Citizen Participation Plan will be noticed at least 7 days prior to a Public Hearing. A waiver of the 30-day comment period was requested and accepted. A virtual public hearing will take place in lieu of a physical public hearing.
- In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may also be used.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Plan will be presented to City Council for final approval after the citizen comment period.

##### SUBSTANTIAL AMENDMENT TO THE 2019 ANNUAL ACTION PLAN

- A substantial amendment to the 2019-2020 Annual Action Plan (AAP) will be made to direct funding to organizations working to prevent, prepare for or respond to COVID-19 in Loveland. The process will include the Human Services and Affordable Housing Commissions to determine priorities and make funding decisions. The CPO will ensure that CARES Act funding does not supplant other funding.
- A waiver of the 30-day comment period was requested and accepted.
- A Public Hearing for the AAP will be noticed at least 7 days prior. In addition to the legal ad, notices will be posted on the City of Loveland website as well as Twitter and Facebook. Other alternative media may be used if appropriate.
- The Plan will be emailed to the Affordable Housing and Human Services Commissions with a request for comment. It will also be emailed to housing and services non-profit agencies serving low- to moderate-income Loveland residents.
- The Loveland Library and non-profits that will receive funding will be asked to put a link on their websites.

Waivers for the 30-day comment period for this Citizen Participation Plan and a Substantial Amendment to the 2019-2020 Annual Action Plan were submitted and granted. These waivers will remain in effect until groups of more than 10 people can safely convene.

No changes are expected to occur during the 2020-2024 Consolidated Plan process. Funding should be granted through the 2019-2020 Annual Action Plan process.

## IV. PARTICIPATION AND NOTICE TIMES (see matrix below)

## V. SUMMARY OF CITIZEN COMMENTS

One email was received during the 5-day comment period. That comment and reasons accepted or not accepted is included.

- Under Target Population - Instead of "minorities" consider changing to "persons of color and other previously underserved or non-served groups." – this comment was accepted and a change was made above
- If a person needs an interpreter, Alison is listed as the person to call. If Alison is not fully fluent in Spanish, does there need to be another name and/or contact person to call and converse in Spanish? – the City of Loveland has a contract with a company that provides interpretation so all staff have the ability to speak with residents in any language.

#### IV. PARTICIPATION AND NOTICE TIMELINES

Open Participation Requirements	Open Participation Requirements	Open Participation Requirements
• Open participation requirements	• Open participation requirements	• Open participation requirements
• 7-day notice of public hearing prior to public comment period	• Announcement of public hearing and public comment period	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Notice at Lodi Public Library, all-usage room for 2023 plan because library is closed.	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Document emailed to Affordable Housing and Human Services Committees and participants of public process if desired.	• City Council approved after public comment period
• Outreach as described above, including surveys, in-person and online meet-ups	• Announcement of public hearing through neighborhood groups, non-profits and other opportunities.	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Announcement of public hearing and public comment period published in the Reporter Herald, Lodi News, Facebook, Advertised via Audio Information Networks, and Human Services Committees and participants of public process if desired.	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Notice at Lodi Public Library.	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Document emailed to Affordable Housing and Human Services Committees and participants of public process if desired.	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Announcement of public hearings through neighborhood groups, non-profits and other opportunities.	• City Council approved after public comment period
• Outreach as described above, including surveys, in-person and online meet-ups	• Announcement of public hearing and public comment period published in the Reporter Herald, Lodi News, Facebook, Advertised via Audio Information Networks, and Human Services Committees and participants of public process if desired.	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Notice at Lodi Public Library.	• City Council approved after public comment period
• 7-day notice of public hearing prior to public comment period	• Document emailed to Affordable Housing and Human Services Committees and participants of public process if desired.	• City Council approved after public comment period

<ul style="list-style-type: none"> <li>• Notice of 10-day public comment period</li> </ul>	<ul style="list-style-type: none"> <li>• Matches process of Annual Action Plan as potential stakeholders follow same process as new annual applicants.</li> <li>• Announces any of public notice and public comment period, published in the Reporter/Call for comments on City website, Twitter and Facebook, Next-Door via Public Information Network.</li> <li>• Notice at Library and Library.</li> <li>• Document emailed to Affordable Housing and Human Services Commissioners and participants of public process if desired.</li> </ul>	<p>City Council approval after Public comment period</p>	<p>Submitted to IJUC after City Council approval for both Five-Year, Consolidated Plan or Annual Action Plans</p>
<ul style="list-style-type: none"> <li>• Notice of 10-day public comment period</li> </ul>	<ul style="list-style-type: none"> <li>• Matches process of Annual Action Plan as potential stakeholders follow same process as new annual applicants.</li> </ul>	<p>N/A</p>	<p>Submitted to HJC</p>

Citizen Participation Plan 2019-2024

**RESOLUTION #R-57-2020**

**A RESOLUTION APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT FUNDING RECOMMENDATIONS OF THE LOVELAND HUMAN SERVICES COMMISSION AND THE LOVELAND AFFORDABLE HOUSING COMMISSION**

**WHEREAS**, the City of Loveland, Colorado ("City") recognizes the valuable services provided by human services agencies in the Loveland community; and

**WHEREAS**, the City Council recognizes the need to provide opportunities for low and moderate income citizens; and

**WHEREAS**, the City receives federal Community Development Block Grant ("CDBG") Program funds through the U.S. Department of Housing and Urban Development ("HUD") to assist in meeting the housing service needs of Loveland citizens with low incomes; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, the City anticipates receiving \$224,955 in CDBG-CV Program funds; and

**WHEREAS**, the City Council has charged the Human Services Commission with the task of reviewing all grant applications made to the City for CDBG Public Service Program funds and making a funding recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the City Council has charged the Affordable Housing Commission with the task of reviewing all "brick and mortar" grant applications made to the City for CDBG Program funds related to housing and public facilities and making a recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the Human Services Commission and the Affordable Housing Commission have reviewed all grant applications made to the City for CDBG CV Program funds, and have made a recommendation to the City Council regarding distribution of said funds; and

**WHEREAS**, the City Council desires to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission; and

**WHEREAS**, the City Council finds it is in the best interests of the City and the community to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission and finds these grant funding recommendations meet the public purpose of promoting the public health, safety and general welfare, providing opportunities for the well-being of low or moderate income citizens, and benefiting the housing needs of Loveland citizens with low incomes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

**Section 1.** That the grant funding recommendation of the Human Services Commission and Affordable Housing Commission regarding the distribution of Community Development Block Grant CARES Act funds are hereby approved in the following amounts to the following agencies, subject to execution of a recipient contract with the City of Loveland:

CDBG-CV Grant Funds	Grant Amount
Neighbor to Neighbor	\$ 100,000.00
House of Neighborly Service	\$ 50,000.00
<b>Total</b>	<b>\$ 150,000.00</b>

**Section 2.** That the 2020 CDBG-CV administration funds are hereby approved, subject to: (a) the approval of HUD and the allocation to and receipt of CDBG funds by the City of Loveland in 2020; (b) City Council budget and appropriation of such allocated federal funding; and (c) execution of a grant recipient contract with HUD:

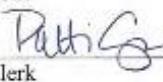
Agency	Grant Amount
Program Administration	\$ 16,870.00

**Section 3.** That the Human Services Commission and the Affordable Housing Commission will make recommendations to the City Council regarding distribution of the remaining \$58,085 of the anticipated total of \$224,955 in CDBG-CV Program funds at a later date.

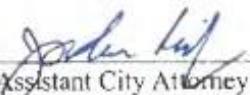
**Section 4.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 16<sup>th</sup> day of June, 2020.

ATTEST:

  
Patti G.  
City Clerk

APPROVED AS TO FORM:

  
Jordan Lef  
Assistant City Attorney



**RESOLUTION #R-56-2020**

**A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT TO  
THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019-2020  
ANNUAL ACTION PLAN TO DISTRIBUTE CARES ACT FUNDING**

**WHEREAS**, the City of Loveland, Colorado ("City") receives federal Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 – 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

**WHEREAS**, the City Council approved the Annual Action Plan on August 6, 2019 through adoption of Resolution #R-80-2019; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, HUD requires the City to complete a Substantial Amendment to the 2019-2020 Annual Action Plan ("Amended Annual Action Plan") to receive CDBG-CV funding through the CARES Act; and

**WHEREAS**, the City Council desires to substantially amend the Annual Action Plan to provide detailed information regarding the City's plan to spend the CDBG-CV funding; and

**WHEREAS**, the City Council desires to approve the Amended Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Substantial Amendment to the Community Development Block Grant 2019-2020 Annual Action Plan to Distribute CARES Act Funding, a copy of which is on file with the City Clerk, is hereby approved.

**Section 2.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 16<sup>th</sup> day of June, 2020

**RESOLUTION #R-46-2021**

**A RESOLUTION APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT FUNDING RECOMMENDATIONS OF THE LOVELAND HUMAN SERVICES COMMISSION AND THE LOVELAND AFFORDABLE HOUSING COMMISSION**

**WHEREAS**, the City of Loveland, Colorado (“City”) recognizes the valuable services provided by human services agencies in the Loveland community; and

**WHEREAS**, the City Council recognizes the need to provide opportunities for low and moderate income citizens; and

**WHEREAS**, the City receives federal Community Development Block Grant (“CDBG”) Program funds through the U.S. Department of Housing and Urban Development (“HUD”) to assist in meeting the housing service needs of Loveland citizens with low incomes; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 (“CDBG-CV”); and

**WHEREAS**, the City anticipates receiving \$308,653 in CDBG-CV Program funds; and

**WHEREAS**, CDBG-CV funds in the amount of \$58,085 remain from the June 16, 2020 CDBG-CV funding recommendations pursuant to Resolution #R-57-2020, attached hereto as Exhibit A; and

**WHEREAS**, the City Council has charged the Human Services Commission with the task of reviewing all grant applications made to the City for CDBG Public Service Program funds and making a funding recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the City Council has charged the Affordable Housing Commission with the task of reviewing all “brick and mortar” grant applications made to the City for CDBG Program funds related to housing and public facilities and making a recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the Human Services Commission and the Affordable Housing Commission have reviewed all grant applications made to the City for CDBG-CV Program funds, and have made a recommendation to the City Council regarding distribution of said funds; and

**WHEREAS**, the City Council desires to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission; and

**WHEREAS**, the City Council finds it is in the best interests of the City and the community to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission and finds these grant funding recommendations meet the public purpose of promoting the public health, safety and general welfare, providing opportunities for the well-being of low or moderate income citizens, and benefiting the housing needs of Loveland citizens with low incomes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

**Section 1.** That the grant funding recommendation of the Human Services Commission and Affordable Housing Commission regarding the distribution of Community Development Block Grant CARES Act funds are hereby approved in the following amounts to the following agencies, subject to execution of a recipient contract with the City of Loveland:

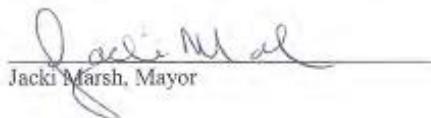
CDBG-CV Grant Funds	Grant Amount
Homeward Alliance	\$ 77,000.00
Salvation Army	\$ 10,000.00
Respite Care	\$ 5,220.00
Kids Pak	\$ 25,000.00
Sunrise Clinic	\$ 150,000.00
Aspire 3D	\$ 50,068.00
Alternatives to Violence	\$ 12,213.00
Easterseals	\$ 16,000.00
ChildSafe	\$ 1,237.00
<b>Total</b>	<b>\$ 346,738.00</b>

**Section 2.** That the 2021 CDBG-CV administration funds are hereby approved, subject to: (a) the approval of HUD and the allocation to and receipt of CDBG funds by the City of Loveland in 2021; (b) City Council budget and appropriation of such allocated federal funding; and (c) execution of a grant recipient contract with HUD:

Agency	Grant Amount
Program Administration	\$ 20,000.00

**Section 3.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 18<sup>th</sup> day of May, 2021.



Jacki Marsh, Mayor

ATTEST:

Hannah Hill  
Hannah Hill, Acting City Clerk



APPROVED AS TO FORM:

Jordan Lef  
Assistant City Attorney

RESOLUTION #R-57-2020

**A RESOLUTION APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT – CARES ACT FUNDING RECOMMENDATIONS OF THE LOVELAND HUMAN SERVICES COMMISSION AND THE LOVELAND AFFORDABLE HOUSING COMMISSION**

**WHEREAS**, the City of Loveland, Colorado (“City”) recognizes the valuable services provided by human service agencies in the Loveland community; and

**WHEREAS**, the City Council recognizes the need to provide opportunities for low and moderate income citizens; and

**WHEREAS**, the City receives federal Community Development Block Grant (“CDBG”) Program funds through the U.S. Department of Housing and Urban Development (“HUD”) to assist in meeting the housing service needs of Loveland citizens with low incomes; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 (“CDBG-CV”); and

**WHEREAS**, the City anticipates receiving \$224,955 in CDBG-CV Program funds; and

**WHEREAS**, the City Council has charged the Human Services Commission with the task of reviewing all grant applications made to the City for CDBG Public Service Program funds and making a funding recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the City Council has charged the Affordable Housing Commission with the task of reviewing all “brick and mortar” grant applications made to the City for CDBG Program funds related to housing and public facilities and making a recommendation to the City Council regarding such grant funds distribution; and

**WHEREAS**, the Human Services Commission and the Affordable Housing Commission have reviewed all grant applications made to the City for CDBG-CV Program funds, and have made a recommendation to the City Council regarding distribution of said funds; and

**WHEREAS**, the City Council desires to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission; and

**WHEREAS**, the City Council finds it is in the best interests of the City and the community to approve the grant funding recommendations of the Human Services Commission and the Affordable Housing Commission and finds these grant funding recommendations meet the public purpose of promoting the public health, safety and general welfare, providing opportunities for the well-being of low or moderate income citizens, and benefiting the housing needs of Loveland citizens with low incomes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:

**Section 1.** that the grant funding recommendation of the Human Services Commission and Affordable Housing Commission regarding the distribution of Community Development Block Grant CARES Act funds are hereby approved in the following amounts to the following agencies, subject to execution of a recipient contract with the City of Loveland:

Agency	Grant Amount
Neighbor to Neighbor	\$ 100,000.00
House of Neighborly Service	\$ 50,000.00
<b>Total</b>	<b>\$ 150,000.00</b>

**Section 2.** That the 2020 CDBG-CV administration funds are hereby approved, subject to: (a) the approval of HUD and the allocation to and receipt of CDBG-CV funds by the City of Loveland in 2020; (b) City Council budget and appropriation of such allocated federal funding; and (c) execution of a grant recipient contract with ITUD:

Agency	Grant Amount
Program Administration	\$ 16,670.00

**Section 3.** That the Human Services Commission and the Affordable Housing Commission will make recommendations to the City Council regarding distribution of the remaining \$58,055 of the anticipated total of \$224,955 in CDBG-CV Program funds at a later date.

**Section 4.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 16<sup>th</sup> day of June, 2020.

*Jacki Marsh*  
Jacki Marsh, Mayor

ATTEST:

*Ruth G.*  
Ruth G.  
City Clerk

APPROVED AS TO FORM:

*John Laff*  
John Laff  
Assistant City Attorney

**RESOLUTION #R-50-2021**

**A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT TO  
THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019-2020  
ANNUAL ACTION PLAN TO DISTRIBUTE CARES ACT FUNDING**

**WHEREAS**, the City of Loveland, Colorado ("City") receives federal Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 – 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

**WHEREAS**, the City Council approved the Annual Action Plan on August 6, 2019 through adoption of Resolution #R-50-2019; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, HUD required the City to complete a Substantial Amendment to the 2019-2020 Annual Action Plan ("Amended Annual Action Plan") to receive CDBG-CV funding through the CARES Act; and

**WHEREAS**, the City Council approved the Amended Annual Action Plan on June 16, 2020 through the adoption of Resolution #R-56-2020; and

**WHEREAS**, HUD requires the City to complete a second Substantial Amendment to the 2019-2020 Annual Action Plan ("Second Amended Annual Action Plan") to receive additional CDBG-CV funding through the CARES Act; and

**WHEREAS**, the City Council desires to substantially amend the Annual Action Plan to provide detailed information regarding the City's plan to spend the additional CDBG-CV funding; and

**WHEREAS**, the City Council desires to approve the Second Amended Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOVELAND, COLORADO:**

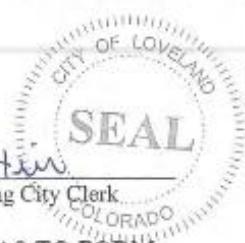
Section 1. That the Substantial Amendment to the Community Development Block Grant 2019-2020 Annual Action Plan to Distribute CARES Act Funding, a copy of which is on file with the City Clerk, is hereby approved.

Section 2. That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 18<sup>th</sup> day of May, 2021.

ATTEST:

Hannah Hill  
Hannah Hill, Acting City Clerk



Jacki Marsh  
Jacki Marsh, Mayor

APPROVED AS TO FORM:

John L. H.  
John L. H.,  
Assistant City Attorney

ATTEST:

Patti G.  
City Clerk

APPROVED AS TO FORM:

Spencer L.  
Assistant City Attorney

Jacki Marsh  
Jacki Marsh, Mayor



**Substantial Amendment to 2019-2020 Annual Action Plan**

**CDBG CARES Act funding (CV1, CV3)**

**Comment Notice on Community Partnership Office website**

**To all Loveland citizens and  
interested parties:**

**Notice of PUBLIC HEARING & PUBLIC  
COMMENT PERIOD**

[\(Document here\)](#)

The Community Partnership Office will hold a Public Hearing on May 12, 2021 to present Community Development Block Grant (CDBG)- CARES Act funding decisions made by members of the Affordable Housing and Human Services Commissions. Selected projects must show that they will prevent, prepare for or respond to COVID-19. The Public Hearing will be followed by a 5-day comment period from May 13 to May 17, 2021.

CDBG CARES Act funding decisions will be presented to City Council on May 18<sup>th</sup>. A Substantial Amendment to the 2019-2020 Annual Action Plan, describing how funding will be spent, will also be presented to City Council on May 18, 2021.

Grant distribution comments should be submitted to the Community Partnership Office at [alicon.hado@cityofloveland.org](mailto:alicon.hado@cityofloveland.org) or (870) 952-2517 by May 17, 2021.

Link to the Public Hearing can be found at [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)

**AVISO DE AUDIENCIA PÚBLICA Y PERÍODO DE COMENTARIOS PÚBLICOS**

La Oficina de Asociación Comunitaria llevará a cabo una Audiencia Pública el 12 de mayo de 2021 para presentar las decisiones de financiamiento de la Subvención en Bloque para el Desarrollo Comunitario (CDBG)- Ley CARES tomadas por miembros de las Comisiones de Servicios Humanos y Vivienda Asequible. Los proyectos seleccionados deben demostrar que preverán, se prepararán o responderán al COVID-19. La audiencia pública será seguida por un período de comentarios de 5 días desde el 13 de mayo hasta el 17 de mayo de 2021.

Las decisiones de financiamiento de la Ley CDBG CARES se presentarán al Consejo de la Ciudad el 18 de mayo. Una Enmienda Sustancial al Plan de Acción Anual 2019-2020, que describe cómo se gastarán los fondos, también se presentará al Consejo de la Ciudad el 18 de mayo de 2021.

Los comentarios sobre la distribución de la subvención deben enviarse a la Oficina de Asociación Comunitaria a [alicon.hado@cityofloveland.org](mailto:alicon.hado@cityofloveland.org) o al (870) 952-2517 antes del 17 de mayo de 2021.

El enlace a la audiencia pública se puede encontrar en [www.cityofloveland.org/communitypartnership](http://www.cityofloveland.org/communitypartnership)

**COVID-19/CV3 Public Hearing**

May 12, 2021 at 5:30 pm

<https://zoom.us/j/9866711109?pwd=ZlNzZ0MG41uuxz023a3dC0T0g>

Meeting ID: 986 6711 1109

Passcode: 733931

Phone: (669)800-6833



## CDBG-CV

Members of the Human Services and Affordable Housing Commissions met on Wednesday, May 27, 2020 to discuss distribution of Community Development Block Grant – CARES Act funding.

Commissioners agreed to fund rent/mortgage and utility assistance, and porto-lets for people living outside. Public comments on these decisions should be sent to Alison Hade at (970) 962-2517 or [alison.hade@cityofloveland.org](mailto:alison.hade@cityofloveland.org) between May 28 and June 1, 2020.

Additional decisions will be made with remaining funding on June 1<sup>st</sup> or June 3<sup>rd</sup>. Contact Alison Hade by phone or email for information about that meeting.

### Annual Action Plan CARES Act – Draft

**Substantial Amendment to 2019-2020 Annual Action Plan**

**CDBG CARES Act funding (CV1, CV3)**

**Citizen Participation Comments**

No comments were received for CV1 or CV3.

HSG Agency Informational Meeting  
January 7, 2019

HSG Agency Informational Meeting  
January 7, 2019

CDBG Agency Informational Meeting  
January 11, 2019

HSG Agency Informational Meeting  
January 11, 2019

HSG Agency Informational Meeting  
January 11, 2019

Name	Agency	Email Address
Pat Johnson	KidsPak	jandpjohnson@yahoo.com
Robert Faureck	Voices Carry CAC	robert@voicescarrycac.org
Paul Miller	Kids Pak	pool@kidspak.net
Karen McMahon	Waukon Center	Karen.mcmahon@waukoncenter.k12.ia.us
Andrew Davies	VOA	adavies@voacharlotte.org
Hannah Curtis	VOA	hcurtis@voacharlotte.org
Elizabeth Lewis	Boys & Girls Clubs LC	elewis@bgclouisiana.org
DAVE MORAN	Turning Point	dmoran@turningpoint.org
Chung Wong	House of Neighbors	chung@houseofneighbors.org
Stephanie Stanton	Aspire 3D	sslay@aspire3d.org
Jeff Pennington	MOW-LB	jeffrey@lakewoodreservoir.org
Brittany Cole	WorkLife Partnership	bcole@worklifecolorado.org
Katie Dietl	Good Health Will	katie@goodhealthwill.org
Duncan Howard	Large Vista Neighbor	duncan@largevistaneighbors.org
Laney Howard	Large Vista Neighbor	laney.h@largevistaneighbors.org
Mig Sapien	Colorado Youth for a Change	MigS@youthforachange.org
Anaist Rodriguez	the Family Center/ Family	Anaista@thefamilycenterfo.org
Jean Daugaard	American Red Cross	jan.daugaard@redcross.org



RESOLUTION #R-80-2019

**A RESOLUTION APPROVING THE COMMUNITY DEVELOPMENT  
BLOCK GRANT ANNUAL ACTION PLAN FOR 2019 – 2020**

**WHEREAS**, the City of Loveland, Colorado receives federal Community Development Block Grant ("CDBG") dollars from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 – 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

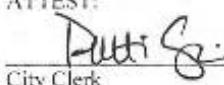
**WHEREAS**, the City Council desires to approve the Annual Action Plan.

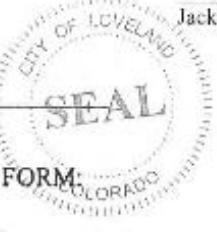
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF LOVELAND, COLORADO:**

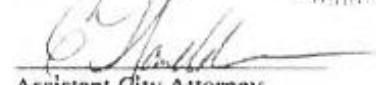
**Section 1.** That the Community Development Block Grant Annual Action Plan for 2019 – 2020, a copy of which is on file with the City Clerk, is hereby approved.

**Section 2.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 6<sup>th</sup> day of August, 2019.

ATTEST:  
  
Ruth S.  
City Clerk

  
SEAL

APPROVED AS TO FORM:  
  
C. Hall  
Assistant City Attorney

### **2019-2020 Annual Action Plan**

Citizen Participation Comments:

Affordable Housing Commissioner question: This is on the first page: Rehabilitate 600 units of owner-occupied housing. Is that just LHIP or are other programs included? If just LHIP, isn't that considerably more than they can accomplish?

Response: This is also Volunteers of America. They generally do about 100-150 homes a year. Thank you for commenting!

Prairie Mountain Media, LLC

PUBLISHER'S AFFIDAVIT

County of Larimer  
State of Colorado

The undersigned, Appar, being first duly sworn  
upon oath, states and affirms as follows:

1. **Heights is the legal Advertising Reviewer of Public Relations, Inc., publisher of the Loveland Reporter Herald.**
2. **The Loveland Reporter Herald is a newspaper of general circulation that has been published continuously and without interruption for at least fifty-two weeks in Larimer County and meets the legal requirements for a legal newspaper under Colo. Rev. Stat. 24-70-103.**
3. **The notice that is attached hereto is a true copy, published in the Loveland Reporter Herald in Larimer County on the following date(s):**

Aug 7 1922

Melissa Rayne  
Signature

Subscribed and sworn to me before me this  
8th day of August 2022

Shayla Najar  
Notary Public

SHAYLA NAJERA  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 20174051965  
MY COMMISSION EXPIRES July 31, 2026

Account: 7091252  
Ad Number: 9911217  
Fax: 512 77

## Community Partnerships

**RESOLUTION #R-70-2022**

**A RESOLUTION APPROVING A SUBSTANTIAL AMENDMENT TO  
THE COMMUNITY DEVELOPMENT BLOCK GRANT 2019-2020  
ANNUAL ACTION PLAN TO DISTRIBUTE CARES ACT FUNDING**

**WHEREAS**, the City of Loveland, Colorado ("City") receives federal Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"); and

**WHEREAS**, HUD requires the City to submit an annual action plan providing detailed information regarding the City's plan to spend the federal funding; and

**WHEREAS**, the City developed a Community Development Block Grant Annual Action Plan for 2019 – 2020 ("Annual Action Plan"), a copy of which is on file with the City Clerk; and

**WHEREAS**, the Annual Action Plan includes information regarding the allocation of 2019 - 2020 CDBG funds that were approved by the City Council on June 4, 2019 through the adoption of Resolution #R-54-2019; and

**WHEREAS**, the City Council approved the Annual Action Plan on August 6, 2019 through adoption of Resolution #R-80-2019; and

**WHEREAS**, in response to the global pandemic known as COVID-19 caused by the SARS-CoV-2 virus, the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") authorized additional CDBG funding to address prevention, preparation, and response to COVID-19 ("CDBG-CV"); and

**WHEREAS**, HUD required the City to complete a Substantial Amendment to the 2019-2020 Annual Action Plan ("Amended Annual Action Plan") to receive CDBG-CV funding through the CARES Act.

**WHEREAS**, the City Council approved the Amended Annual Action Plan on June 16, 2020 through the adoption of Resolution #R-56-2020; and

**WHEREAS**, HUD requires the City to complete a third Substantial Amendment to the 2019-2020 Annual Action Plan ("Second Amended Annual Action Plan") to distribute the remaining balance of CDBG-CV funding through the CARES Act.

**WHEREAS**, the City Council desires to substantially amend the Annual Action Plan to provide detailed information regarding the City's plan to spend the balance of CDBG-CV funding.

**WHEREAS**, the City Council desires to approve the Third Amended Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF LOVELAND, COLORADO:**

**Section 1.** That the Substantial Amendment to the Community Development Block Grant 2019-2020 Annual Action Plan to Distribute CARES Act Funding, a copy of which is on file with the City Clerk, is hereby approved.

**Section 2.** That this Resolution shall take effect as of the date of its adoption.

ADOPTED this 20<sup>th</sup> day of September, 2022.

ATTEST:

  
Julia Calduon  
City Clerk

APPROVED AS TO FORM:

  
Emilie Foomis  
Assistant City Attorney



## Grantee SF-424's and Certification(s)

DWU Number: 4040-0004  
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input checked="" type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* 3. Revision, select appropriate (check): <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Revision _____	
* 3. Date Received: <input type="text" value=""/>	4. Applicant Identifier: <input type="text" value=""/>		
5a. Federal Entity Identifier: <input type="text" value=""/>	5b. Federal Award Identifier: <input type="text" value="B-20-99-00-0012"/>		
State Use Only:			
6. Date Received by State: <input type="text" value=""/>	7. State Application Identifier: <input type="text" value=""/>		
8. APPLICANT INFORMATION:			
* 8a. Legal Name: <input type="text" value="City of Loveland"/>			
* 8b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="8906000609"/>		* 8c. Organizational DUNS: <input type="text" value="0754814076003"/>	
8d. Address:			
* Street: <input type="text" value="500 E. Third Street"/>	Street2: <input type="text" value=""/>		
* City: <input type="text" value="Loveland"/>	County/Parish: <input type="text" value=""/>		
* State: <input type="text" value="CO: Colorado"/>	Province: <input type="text" value=""/>		
* Country: <input type="text" value="USA: UNITED STATES"/>			
* Zip / Postal Code: <input type="text" value="80537-5293"/>			
8e. Organizational Unit:			
Department Name: <input type="text" value="Executive"/>	Division Name: <input type="text" value="Community Partnership Office"/>		
8f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Alison"/>	Middle Name: <input type="text" value=""/>	
* Last Name: <input type="text" value="Lade"/>	Suffix: <input type="text" value=""/>		
Title: <input type="text" value="Administrator"/>			
Organizational Affiliation: <input type="text" value="City of Loveland"/>			
* Telephone Number: <input type="text" value="303-962-2511"/>		Fax Number: <input type="text" value=""/>	
* Email: <input type="text" value="alison.lade@cityofloveland.org"/>			

**Application for Federal Assistance SF-424****\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

D.O.T. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CDA Title

Community Development Block Grant - CARES Act

**\* 12. Funding Opportunity Number:**

CFTA: 14.218

\*Title:

Community Development Block Grant - CARES Act

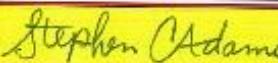
**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):****\* 15. Descriptive Title of Applicant's Project:**

Community Development Block Grant CARES Act funding to prevent, prepare for and respond to COVID-19.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424			
16. Congressional Districts Of:			
* a. Applicant	CD-02		
* b. Program/Project			
Attach an additional list of Program/Project Congressional Districts if needed.			
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachments"/>			
17. Proposed Project:			
* a. Start Date:	<input type="text"/>		
* b. End Date: <input type="text"/>			
18. Estimated Funding (\$):			
* a. Federal	533,435.00		
* b. Applicant	<input type="text"/>		
* c. State	<input type="text"/>		
* d. Local	<input type="text"/>		
* e. Other	<input type="text"/>		
* f. Program Income	<input type="text"/>		
* g. TOTAL	533,435.00		
19. Is Application Subject to Review By State Under Executive Order 12372 Process?			
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>			
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.			
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.			
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If "Yes", provide explanation and attach:			
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>			
21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 21, Section 1001)			
<input checked="" type="checkbox"/> ** I AGREE			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
Authorized Representative:			
Prefix:	Mr.	* First Name:	Stephen
Middle Name:	C.	<input type="text"/>	
* Last Name:	Adams	<input type="text"/>	
Suffix:	<input type="text"/>	<input type="text"/>	
* Title:	City Manager	<input type="text"/>	
* Telephone Number:	(901) 562-2335	Fax Number: <input type="text"/>	
* Email:	steve.adams@cityofloveland.org		
* Signature of Authorized Representative:			
		* Date Signed: 4-1-2021	

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0008  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0346-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

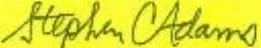
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4768) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1083, and 1085-1086), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-253), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§280 dd-3 and 280 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rents, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1538 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
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18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1998 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procuring a commercial sex act during the period of time that the award is in effect; or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		City Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
City of Loveland		4-1-2021	

SF-124D (Rev. 7-97) Back

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

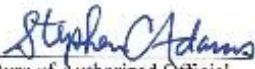
**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

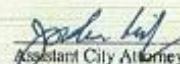
**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature of Authorized Official

4-1-2021  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Assistant City Attorney

### Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) \_\_\_\_\_ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

Stephen Adams  
Signature of Authorized Official

4-1-2021  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM:

Jordan Luf  
Assistant City Attorney

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Stephen Adams  
Signature of Authorized Official

4-1-2021  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM:

Jordan Lef  
Assistant City Attorney

## APPENDIX TO CERTIFICATIONS

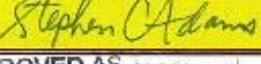
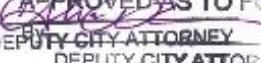
### INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* 3. If Revision, select appropriate letters: <input type="checkbox"/> Other (Specify) _____	
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/> 6-20-MX-CB-0012	
State Use Only:			
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>		
8. APPLICANT INFORMATION:			
* a. Legal Name: <input type="text"/> city of Loveland			
* b. Employee/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 09-6000009		* c. Organizational DUNS: <input type="text"/> 0061811070000	
d. Address:			
* Street1: <input type="text"/> 500 S. Third Street	Street2: <input type="text"/>		
* City: <input type="text"/> Loveland	County/Parish: <input type="text"/>		
* State: <input type="text"/> CO: Colorado	Province: <input type="text"/>		
* County: <input type="text"/> USA: UNITED STATES			
* Zip / Postal Code: <input type="text"/> 80537-5773			
e. Organizational Unit:			
Department Name: <input type="text"/> READING	Division Name: <input type="text"/> Community Partnership Office		
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: <input type="text"/> Ms.	* First Name: <input type="text"/> Alison		
Middle Name: <input type="text"/>			
* Last Name: <input type="text"/> Wade			
Suffix: <input type="text"/>			
Title: <input type="text"/> Adminstrator			
Organizational Affiliation: <input type="text"/> City of Loveland			
* Telephone Number: <input type="text"/> (303) 962-1517	Fax Number: <input type="text"/>		
* Email: <input type="text"/> alison.wade@cityofloveland.org			

Application for Federal Assistance SF-424	
<b>* 9. Type of Applicant 1: Select Applicant Type:</b> <input type="text" value="City or Township Government"/>	
<b>Type of Applicant 2: Select Applicant Type:</b> <input type="text"/>	
<b>Type of Applicant 3: Select Applicant Type:</b> <input type="text"/>	
<b>* Other (specify):</b> <input type="text"/>	
<b>* 10. Name of Federal Agency:</b> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> <input type="text" value="14.218"/> <b>CFDA Title:</b> <input type="text" value="Community Development Block Grant - CARES Act"/>	
<b>* 12. Funding Opportunity Number:</b> <input type="text" value="CFDA: 14.218"/> <b>Title:</b> <input type="text" value="Community Development Block Grant - CARES Act"/>	
<b>13. Competition Identification Number:</b> <input type="text"/> <b>Title:</b> <input type="text"/>	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachments"/>	
<b>* 15. Descriptive Title of Applicant's Project:</b> <input type="text" value="Community Development Block Grant CARES Act funding to prevent, prepare for and respond to COVID-19."/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attached"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text" value="CD-004"/>	* b. Program/Project: <input type="text" value="CD-004"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal: <input type="text" value="224,955.00"/>	
* b. Applicant: <input type="text"/>	
* c. State: <input type="text"/>	
* d. Local: <input type="text"/>	
* e. Other: <input type="text"/>	
* f. Program Income: <input type="text"/>	
* g. TOTAL: <input type="text" value="224,955.00"/>	
19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 210, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input data-bbox="383 1353 595 1383" type="text" value="Mr. "/>	* First Name: <input type="text" value="Stephen"/>
Middle Name: <input data-bbox="383 1389 595 1419" type="text" value="C. "/>	
* Last Name: <input type="text" value="Adams"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="City Manager"/>	
* Telephone Number: <input type="text" value="19701 962-2306"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="steve.adams@cityoflowell.org"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="6-4-2019"/>
APPROVED AS TO SUBSTANCE APPROVED AS TO FORM By  DEPUTY CITY ATTORNEY DEPUTY CITY ATTORNEY	

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4240-0019  
Expiration Date: 02/29/2027

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0340-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without commission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4729-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-648) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7325) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 16 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
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15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11986; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1970, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
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19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		City Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
City of Loveland			

SF-424D (Rev. 7-97; Back)

**APPROVED AS TO FORM**

By   
DEPUTY CITY ATTORNEY

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** – The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** – It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 12 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

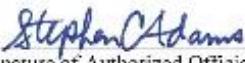
**Anti-Lobbying** – To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** – The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

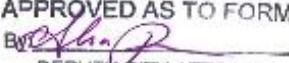
**Consistency with plan** – The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** – It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

  
Signature of Authorized Official

64.2020  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM  
  
DEPUTY CITY ATTORNEY

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) \_\_\_\_\_ [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

Stephen Adams  
Signature of Authorized Official

6-4-2020  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM  
By John R.  
DEPUTY CITY ATTORNEY

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Stephanie Adams  
Signature of Authorized Official

6-4-2020  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM  
By John P. P.  
DEPUTY CITY ATTORNEY

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="checkbox"/> Other (Specify): _____	
* 3. Date Received: [Redacted]	4. Applicant Identifier: B-19-NC-08-0012		
5a. Federal Entity Identifier: B-19-NC-08-0012	5b. Federal Award Identifier: [Redacted]		
State Use Only:			
6. Date Received by State: [Redacted]	7. State Application Identifier: [Redacted]		
8. APPLICANT INFORMATION:			
* a. Legal Name: City of Loveland			
* b. Employer/Taxpayer Identification Number (EIN/TIN) 54-6000609		* c. Organizational DUNS: 0766014079000	
d. Address:			
* Street1: 500 E. Third Street	Street2: [Redacted]		
* City: Loveland	County/Parish: [Redacted]		
* State: Colorado	Province: [Redacted]		
* Country: [Redacted]	CIA: UNITED STATES		
* Zip / Postal Code: 80537-5173			
e. Organizational Unit:			
Department Name: Executive	Division Name: Community Partnership Office		
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix: Ms.	* First Name: Alison		
Middle Name: [Redacted]			
* Last Name: Hade			
Suffix: [Redacted]			
Title: Administrator			
Organizational Affiliation: City of Loveland			
* Telephone Number: (303) 962-2813	Fax Number: [Redacted]		
* Email: alison.hade@cityofloveland.org			

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**  
 City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

**\* Other (specify):**

**\* 10. Name of Federal Agency:**  
 U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**  
 14-218  
**CFDA Title:**  
 Community Development Block Grant

**\* 12. Funding Opportunity Number:**

**\* Title:**  
 Community Development Block Grant

**13. Competition Identification Number:**  
  
 TCR

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**  
 2019 CDBG Annual Action Plan

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424			
16. Congressional Districts On:			
* a. Applicant	00-000		
* b. Program/Project			
Add an additional list of Program/Project Congressional Districts if needed.			
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>			
17. Proposed Project:			
* 8. Start Date:	10/01/2019		
* b. End Date: 09/30/2020			
18. Estimated Funding (\$):			
* 9. Federal	339,247.00		
* 10. Applicant			
* 11. State			
* 12. Local			
* 13. Other			
* 14. Program Income	119,019.51		
* 15. TOTAL	558,266.51		
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?			
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.			
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If "Yes", provide explanation and attach:			
<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>			
21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 21B, Section 1001)			
<input checked="" type="checkbox"/> ** I AGREE			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
Authorized Representative:			
Prefix:	<input type="text" value="Mr."/>	* First Name:	<input type="text" value="Stephen"/>
Middle Name:	<input type="text" value="C."/>		
* Last Name:	<input type="text" value="Adams"/>		
Suffix:	<input type="text"/>		
* Title:	<input type="text" value="City Manager"/>		
* Telephone Number:	<input type="text" value="330-962-2300"/>	Fax Number:	<input type="text"/>
* Email:	<input type="text" value="steve.adams@cityoffloveland.org"/>		
* Signature of Authorized Representative:			
		* Date Signed:	
APPROVED AS TO FORM			
BY:  ASSISTANT CITY ATTORNEY			

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§6725-7703) relating to prescribed standards of merit systems for programs funded under one or the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681, 1683, and 1686-1688), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1972 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Previous Edition Usable

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Standard Form 4240 (Rev. 7-97)

Prescribed by OMB Circular A-112

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1601-1606 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874); and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of
- Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1970, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11993 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 105(g) of the Trafficking Victims Protection Act ("TVA") of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		City Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
City of Loveland		8-8-2019	

SF-424D (Rev. 7-07) Back

APPROVED AS TO FORM

BY:   
ASSISTANT CITY ATTORNEY

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4555) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

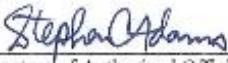
**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-1.LL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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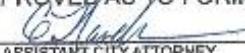
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Signature of Authorized Official

8-8-2019  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM  
BY:   
ASSISTANT CITY ATTORNEY

### Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

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**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2019 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

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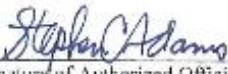
**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

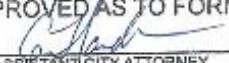
**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature of Authorized Official

9-8-2019  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM  
BY:   
ASSISTANT CITY ATTORNEY

**OPTIONAL Community Development Block Grant Certification**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

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Stephen Adams  
Signature of Authorized Official

8-8-2019  
Date

CITY MANAGER  
Title

APPROVED AS TO FORM  
Mark  
BY: ASSISTANT CITY ATTORNEY

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

#### **Lobbying Certification**

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