

**2025
HUMAN
SERVICES
GRANT
PROCESS**



AGENDA

- Grant guides and portal access
- Funds available
- 2025 schedule
- Changes, notices, updates
- Budget
- Document submission
- Q&A

GRANT GUIDE

- www.cityofloveland.org/communitypartnership

- COMMUNITY PARTNERSHIP OFFICE

Homeless Strategic Plan Lead Agency
RFI

+ Homeless Strategic Plan

+ Grant Forms & Information

Community Development Block Grant

Fair Housing

+ Affordable Housing

Community Resource Connection

Loveland Resources

Private Activity Bond Program

Division Contacts

2025 CDBG - Public Services Grant



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City of Loveland
Grant Application
System

[2023 Grant Application System Instructions with Screenshots](#)

Questions? Call? or email us !

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Alison Hade 970-962-2517 or alison.hade@cityofloveland.org

2025 Grant Management System Tutorial:

[PDF Tutorial](#)

[2025 Grant Application System Instructions with Screenshots](#)

FUNDS AVAILABLE FOR SERVICES

- Total =
~\$56,500
- Maximum
request of
\$15,000



2025 SCHEDULE

- Pre-application **due Thursday, April 3rd** before **Midnight**
(confirmation email indicates success)
- Grant proposal **due Thursday, May 1st** before **Midnight**
(confirmation email)
- You may receive financial questions from the CPO.
- Allocation meeting May 19th
- City Council meeting June 3rd
- Grant year begins October 1st with executed contract



CHANGES,
NOTICES,
UPDATES

AGENCIES MUST INCOME QUALIFY CUSTOMERS

- Do you require physical proof of income?
- Does that include income from wages, government assistance, child support, other income?

CHANGES, NOTICES, UPDATES

PRESUMED BENEFIT

- Elderly persons
- Severely disabled adults
- Victims of domestic abuse
- Abused children
- Illiterate adults
- People who are homeless
- Migrant farm workers
- Persons living with AIDS

CHANGES, NOTICES, UPDATES

- Grant year begins on October 1st with executed contract.
- Pre-app. **Read instructions. Pre-app can be denied.**
 - Example: Board of Directors professional affiliations
 - Not all prior attachments are due this year UNLESS ...
- CHANGE to Pre-App
 - Intake must be attached.

CHANGES, NOTICES, UPDATES

- Proposal: **Shorter application**
- Q3&4: Count individuals only
- P&L, Balance Sheet attached to application. Must be full fiscal year for P&L or application will be rejected.
- **QUARTERLY** reports due:
 - January 15th
 - April 15th
 - July 15th
 - October 15th

BUDGET EXAMPLE

PROGRAM BUDGET

- Must use required template for PROGRAM BUDGET
- May use your own for AGENCY BUDGET

To create Loveland Program Budget

AGENCY BUDGET: \$1 million

ASSUMPTIONS:

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

DOCUMENT SUBMISSION

- Strongly recommend submitting during business hours
- No spell check in system.
- Video and PDF tutorials available on [website](#)
- Reports and draw downs submitted online
- Documents available on the website: PDF of grant guide.
- ALSO: must be registered in SAM.gov to contract



QUESTIONS?