

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
**2008 ACTION PLAN**

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# 2008 Program Year Action Plan

## Overview

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### **Purpose of this Document:**

The City of Meridian is designated as an entitlement community by the U.S. Department of Housing and Urban Development (HUD). This designation allows the City to directly receive funds from HUD's Community Development Block Grant (CDBG) Program. The 2008 program year will mark the City's second year as an entitlement community.

Federal regulations (24 CFR § 91.200(a) and 91.220) require the City to submit an action plan annually. The plan describes how the CDBG funds will be invested in the community for that program year. This action plan was developed with a strong emphasis on community input, following the Citizen Participation Plan set forth in Meridian's consolidated plan. Through this planning effort, the City has prepared the following strategy, which will guide eligible activities beginning October 1, 2008 through September 30, 2009.

### **City of Meridian CDBG Program Mission Statement:**

In accordance with the stated overall goal of the CDBG program, as set forth in 24 CFR § 91.1(a)(1), the City's mission is to utilize CDBG funding to develop viable urban communities by providing decent housing, providing a suitable living environment, and expanding economic opportunities principally for low/moderate income (LMI) persons. The City's primary means toward this end shall be to extend and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

### **Consolidated Plan:**

A consolidated plan must be submitted every 3 to 5 years to receive federal funds from the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is designed to be a collaborative process where a community can scrutinize its current situation and establish a unified vision for community development actions. It provides local jurisdictions a venue to shape various housing and community development programs. The City of Meridian's Consolidated Plan spans program years 2007 through 2011 and addresses the community's most critical housing and community development needs.

### **Action Plan:**

For every year identified in the Consolidated Plan, the City of Meridian is required to prepare a one-year Action Plan to notify citizens and HUD officials of the City's intended actions to occur during that specific year. This action plan identifies the goals and objectives the City hopes to achieve from October 1, 2008 through September 30, 2009.

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**CAPER:**

At the end of each program year, the City of Meridian is required to prepare a Consolidated Annual Performance and Evaluation Report (CAPER) to provide information to its constituents and HUD about that year's accomplishments. This information allows HUD, city officials and general public to evaluate the City's performance and determine whether the activities undertaken during the year helped to meet the City's five-year goals and to address priority needs identified in the Consolidated Plan and the Annual Action Plan. This annual performance report, prepared with public review and comment, must be submitted to HUD annually no later than December 31.

**Program Year and Submission to HUD (24 CFR §§91.10; 91.15)**

The City's CDBG program will be administered on a program year running from October 1 to September 30. In compliance with 24 CFR § 91.15(a), and in order to facilitate continuity in its program and provide accountability to citizens, the City shall submit this action plan no later than August 15, 2008. The City shall submit on an annual basis; a summary of its citizen participation and consultation process, its annual action plan, and certifications. At least every five years, the City shall submit a housing and homeless needs assessment, market analysis and strategic plan.

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## **Executive Summary (24 CFR § 91.220(b))**

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As an Entitlement Community, the City of Meridian will receive funds each year from the Community Development Block Grant (CDBG) Program. Program Year 2008 (PY08) funding for the City of Meridian is anticipated to be \$237,789. This funding will be used to fund priorities within the HUD performance measurement system to, respectively: (1) create a suitable living environment for Meridian residents, (2) Provide Decent Housing for Meridian residents and (3) Create Economic Opportunities for Meridian residents. Specifically for PY08 Meridian plans to invest its funds into: completing public facility improvements for the Meridian Senior Center and Boys and Girls Club, purchase a vacant lot for affordable housing, work with other agencies to provide accessibility for affordable housing, improve code enforcement throughout Meridian's LMI (low/moderate income) areas, promote cleanup activities in the identified LMI areas and administer and plan CDBG programs. These activities will focus on improving the lives of LMI individuals and families. Under the exceptional criteria, Meridian has three census blocks eligible to qualify as LMA (low/moderate income areas) which include Census Tract 10322, Block Group 1 (45% LMI), Census Tract 10322, Block Group 2 (72.05% LMI), and Census Tract 10321, Block Group 2 (46.1% LMI). The City will be responsible for implementing the designated programs and completing the eligible activities in cooperation with other entities and organizations in the region.

### **Summary of PY 08 Objectives and Outcomes (24 CFR §91.220(b))**

In Program Year 2008, the City intends to invest its CDBG funds according to the following priorities

- PY08 Priority #1: Providing a Suitable Living Environment (Community Improvement)
- PY08 Priority #2: Affordable Housing (Providing Decent Housing)
- PY08 Priority #3: Economic Development

A summary of the goals and anticipated outcomes that the City will pursue within these priorities is as follows:

<b>PY08 Priority #1: Community Improvement</b>	<b>\$80,000.00</b>
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<b>GOALS:</b>	Support neighborhood revitalization activities in Meridian's LMI Areas that promote public health, safety and welfare
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**ANTICIPATED OUTCOMES:**

1. Two code enforcement cases for Meridian's three LMI Census Block Areas will be opened and resolved
2. One neighborhood clean-up or improvement activity
3. Five residents of Meridian's LMI Areas demonstrate increased awareness of social and human service providers and programs
4. Design gymnasium for Meridian's Boys and Girls Club

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5. Improve Meridian's Senior Center facility (phone upgrades and floor renovations)

**PY08 Priority #2      Affordable Housing      \$ 110,000.00**

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GOALS:

1. *New Affordable housing*: Facilitate the creation of new affordable, single family, multi-family, and special needs housing through partnerships with non-profit organizations and private developers.
2. *Existing affordable housing*: Help preserve existing affordable housing stock and the long-term affordability of single-family and rental units for LMI persons.
3. *Affordable home ownership*: Improve affordable homeownership opportunities for low income families.

ANTICIPATED OUTCOMES:

1. Partner with Boise City/Ada County Housing Authority to implement Section 8 Vouchers to provide affordable housing opportunities (\$50,000)
2. Partner with Meridian School District and Boise City Habitat for Humanity to buy a vacant lot to build at least one affordable housing unit for LMI clientele.
3. One Fair Housing awareness activity
4. 20 persons educated on lead-based paint hazards, precautions, symptoms, and laws
5. Increase awareness of affordable homeownership opportunities and programs.

**PY08 Priority #3      Economic Development      \$0.00**

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GOALS:      Improve economic conditions in the Meridian Urban Renewal Area by addressing slum and blight.

ANTICIPATED OUTCOMES:

1. Partnership with the Meridian Development Corporation to target businesses that will fit well with Meridian's downtown revitalization vision.
2. The City will support the efforts of the Meridian Development Corporation to implement the Urban Renewal Area Plan in revitalizing downtown

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## Evaluation of the City's Past Performance (24 CFR § 91.220(b))

The City has successfully applied for and received the following CDBG grants through the Idaho CDBG Small Cities Program.

<u>Awarded</u>	<u>Amount</u>	<u>Project</u>	<u>Status</u>
1985	\$272,697	Revolving Loan Fund	Closed Out
1985	\$4,388	Renovate Senior Center	Closed Out
1987	\$5,000	Renovate Senior Center	Closed Out
1988	\$400,000	Public Infrastructure	Closed Out
1991	\$400,000	Downtown Revitalization	Closed Out
1995	\$52,000	Renovate Senior Center	Closed Out
2004	\$100,000	Renovate Senior Center	Closed Out
2006	\$52,900	Renovate Senior Center	Closed Out
2006	\$250,000	Job Creation	Closed Out
2007	\$230,544	CDBG	Processing

## Summary of the Citizen Participation Process (24 CFR § 91.220(b))

The City of Meridian has a thorough and extensive community process that is employed for all projects. The City seeks to include the input of Meridian residents in all phases and aspects of its Community Development initiatives, from the initial planning, to project and program implementation to the reporting and assessment of accomplishments. The effectiveness of this process is essential in delivering proper services and programs to City residents, while ensuring that the overall direction of the CDBG program is consistent with residents' expectations and is responsive to neighborhood concerns. A summary of this process is presented below as identified in 24 CFR § 91.220(b). A complete copy of the Citizen Participation Plan can be found in the Appendix submitted with the original Consolidated Plan.

### Participation

The City encourages citizen participation in all stages of the planning process. From the drafting of the Consolidated Plan to the filing of the annual Performance Evaluation Report the City hosts Public Meetings, provides draft copies of the Plan before submission, accepts and incorporates citizen input and feedback, and holds special public hearings whenever any substantial amendments are made.

The City also works in an on-going capacity with key non-profit organizations in encouraging the participation of the citizens they work directly with, including many of the low- and moderate-income residents who are the primary targets of our HUD funded programs. Bi-lingual services are available for those who request them.

### Public Meetings

The core of Meridian's Citizen Participation Plan occurs during public meetings. Meridian CDBG staff hosts three public meeting during each phase of the funding cycle; one in preparation for the Consolidated Plan and its annual update through the One-Year Action Plan, one in conjunction with obtaining approval of the draft plans and the third is held in conjunction



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with the City's approval of the draft Consolidated Annual Performance Evaluation Report. These meetings give the residents an opportunity to comment on all aspects of the CDBG program's administration, as well as all substantial activities undertaken by the City. A public meeting is also held when any substantial amendments are made to the Consolidated or Action Plans.

For all public meetings concerning CDBG, the City runs an advertisement in the local newspaper, the *Valley Times* and the regional paper, the *Idaho Statesman*, two weeks prior to the meeting. The notice includes information about the availability of draft and final plans.

### **Access to Information**

The City has all Consolidated Plan, Annual Action Plan and Consolidated Annual Reports available for viewing. The City makes these plans and reports available on its website convenient for on-line viewing, downloading and printing. The plans can be found at [http://meridiancity.org/planning\\_zoning/community\\_development/index.asp](http://meridiancity.org/planning_zoning/community_development/index.asp) or <http://weblink.meridiancity.org/weblink7/Browse.aspx>.

Draft versions of all plans are available before they are approved and submitted to HUD for citizens, public agencies and other interested parties to view and comment upon. Copies of final and draft reports are available for free at the City's Planning Department. Requests for access to specific information must be made in advance and coordinated with City personnel.

The City staff is also available to persons or interested parties who require technical assistance in understanding the Plan, the preparation of comments and the preparation for requests of funding. This availability and responsiveness is also employed in handling and responding to whatever reasonable complaints are made concerning the Plan and its undertakings.

### **PY08 Process**

Several collaborative meetings were held among City staff to identify potential projects that would meet the goals identified in the City's five year strategic plan. Due to staff transition and plan amendments, official approval from HUD was obtained in January of 2008. The City began its process to develop its PY08 Action Plan in February. On February 28, 2008 City staff had a meeting to discuss the 2007 Action Plan implementation and ideas for PY08.

Notice was published in both the *Idaho Statesman* and local *Valley Times* on April 16, 2008 notifying Meridian residents of the Town Hall Meeting to discuss the development of the 2008 Action Plan. In addition to the public hearing notice, a press release was sent to the *Idaho Statesman*, *Valley Times*, and the Spanish *Tu Mirada* magazine. Flyers were posted at the Meridian Planning Department, Meridian City Hall, Meridian Senior Center and Meridian Public Library. Two people attended the town hall meeting on April 30<sup>th</sup> to express their ideas and obtain a better understanding of the CDBG program. There was interest in economic improvement opportunities for smaller businesses. Those ideas were noted and will be researched for feasibility with CDBG funds.

Staff met with multiple non-profit entities as well as other CDBG entitlement communities to learn about ideas and projects that have worked well in the past. On March 21, 2008 staff met with Boise City's Community Development Program to discuss projects and ideas that would be

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beneficial for the City of Meridian. Boise City suggested a good use of funds would be to ensure handicap accessibility throughout the city.

Jennifer Nye-Yost, Administrator for Nampa’s CDBG program, attended a meeting at the Meridian Planning Department to discuss other options. Jennifer suggested that a meeting with Boise City/Ada County Housing Authority (BCACHA) may provide some ideas on direct homeownership assistance programs. She was also helpful in interpreting HUD guidelines and administrative procedures.

On April 10<sup>th</sup> a meeting was held with the Boise City/Ada County Housing Authority (BCACHA) to discuss programs and other collaborative functions that would benefit both the City and the Authority in creating affordable housing. BCACHA informed City Staff of their role and responsibility in accordance with Idaho Statute and their goals and objectives. There was some discussion on the role BCACHA has taken with regards to other HUD home ownership programs.

April 15, 2008 City Staff had a meeting to discuss potential projects ranging from creating better sewer systems to developing relationships with nonprofit entities to construct affordable housing.

Additionally, the City attended the following meetings to discuss development of the 2008 action plan draft and community needs:

- City Staff February 28, 2008
- City of Boise Community Development March 21, 2008
- Nampa Community Development March 25, 2008
- Boise City/Ada County Housing Authority April 10, 2008
- City Staff, Mayor Representative April 15, 2008
- Town Hall Meeting April 30, 2008
- Meridian Senior Center May 6, 2008
- Meridian Development Corporation May 14, 2008

Following these opportunities for community and citizen participation, the City, in compliance with the Citizen Participation Plan, held a public hearing and provided a 30-day public comment period on the draft Plans. The following timeline describes the chronology of Citizen Participation Plan events prior to the receipt of the Plans by HUD.

- Published notice, *Valley Times*, to announce the development of the draft proposal  
April 30, 2008 April 16, 2008
- Published notice, *Idaho Statesman*, to announce the development of the draft  
proposal April 30, 2008 April 16, 2008
- Town Hall Meeting April 30, 2008
- Published notice, *Valley Times*, to announce the availability of the draft proposal  
June 10, 2008 June 11, 2008
- Published notice, *Idaho Statesman*, to announce the availability of the draft  
proposal for review June 10, 2008 June 11, 2008

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- Draft plans available for review June 10, 2008 – June 24, 2008
  - Public hearing June 24, 2008
  - Public comment period June 24, 2008 – July 25, 2008
  - City Council resolution adopting Plans August 5, 2008
  - HUD received Plans August 15, 2008

**Summary of Efforts Made to Broaden Public Participation (24 CFR §§ 91.200(c) and 91.220(b))**

As set forth above, the City undertook the following efforts to broaden citizen participation:

- Distributed press release to Spanish *Tu Mirada* magazine, *Idaho Statesman* and *The Valley Times*.
- Distributed Town Hall Flyer to Meridian Planning Department, Meridian City Hall, Meridian Senior Center and Meridian Public Library.
- E-mailed and mailed press releases to agencies and organizations representing minorities.
- Published notice in *Idaho Statesman* and the *Valley Times*.

**Summary of Public Comments (24 CFR § 91.200(c))**

Comments were provided for the development of the 2008 action plan in the April 30, 2008 Town Hall meeting. Two individuals showed up to the meeting to participate in the planning process. One member was interested in potential opportunities for economic development for small businesses within the downtown area. While this is definitely something the City will consider as it continues to disburse CDBG funds, the City is concerned about the administrative costs needed to undertake such a project. The City will look into undertaking this activity for Program Year 2009. No other comments or interests were advocated at the public meeting. The City continued to focus on addressing the comments iterated through the development of the Consolidated Plan and achieving those goals and objectives.

On June 24<sup>th</sup>, the City of Meridian held a public hearing to kick off another public comment period for the draft 2008 Action Plan. Plans were available two weeks prior to the meeting at the Meridian Planning Department, Meridian Public Library, the Meridian Senior Center, Meridian City Hall and online on the Planning Department’s Website. No public comments were received during the 31 day hearing period from June 24-July 25.

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## Resources

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### **Federal, State and Local Resources (24 CFR § 91.220(c)(1-2))**

At this time, CDBG and City general funds are available to support program activities. The City does have plans to pool money from Meridian Development Corporation and BCACHA to achieve maximum results for their goals and objectives. The following funding sources have been identified as resources to help address the needs of low/moderate income (LMI) individuals and families. Some of these resources may be directly leveraged to help fund CDBG eligible activities, in which case all HUD regulations and requirements regarding matching will be satisfied, pursuant to 24 CFR § 91.220(c)(2). While other resources may not be able to contribute directly toward a CDBG eligible activity, they may be able to provide assistance and support programs. These leveraged funds will be tracked and documented as part of the monitoring compliance.

#### Federal resources that may be made available (24 CFR § 91.220(c)(1))

- U.S. Department of Housing and Urban Development:
  - Section 8 Housing Choice Voucher Program
  - HOME Investment Partnership Program
  - Emergency Shelter Grant
  - Housing Opportunities for Persons with AIDS
- U.S. Department of Health and Human Services
- U.S. Department of Education
- Federal Housing Administration Homeownership Program
- Fannie Mae
- Federal Emergency Management Administration
- U.S. Veterans Administration

#### State resources that may be made available (24 CFR § 91.220(c)(2))

- Idaho Community Foundation
- Idaho Housing and Finance Association
- Idaho Department of Education
- Idaho Department of Environmental Quality Idaho Association of Mortgage Brokers
- Idaho Department of Agriculture
- State Tax Credits
- Idaho Department of Health and Welfare:
  - Community Services Grant
  - Family and Child Services
  - Public Health Services
  - Domestic Violence Grant
  - Idaho Children's Trust Fund
- Idaho Office on Aging
- Idaho Department of Justice

Local resources that may be made available (24 CFR § 91.220(c)(2))

- Meridian General Funds
- Meridian Development Corporation
- Ada County Association of Realtors
- Boise City/Ada County Housing Authority
- Neighborhood Housing Services
- Boise Valley Habitat for Humanity
- Supportive Housing and Innovative Partnerships
- El-Ada Community Action Partnership
- United Way
- Faith-based Organizations
- Local utility companies
- Individual and Business Donors
- Civic Organization Donations
- Volunteer in-kind services

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## **Objectives, Activities & Measures**

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In PY08, the City of Meridian expects to spend its funds to benefit low- and moderate-income persons or households specifically addressing the LMI National Objective. The City is allocated \$237,789 to spend during PY08. The City plans to spend these funds on the following activities.

### **OBJECTIVES**

#### Suitable Living Environment: \$80,000

##### ACTIVITIES:

- Open and resolve two (2) code enforcement cases for Meridian LMI areas.
- Improve Meridian's Senior Center Facilities.
- Improve Meridian's Boys and Girls Club Facilities.

#### Affordable Housing: \$ 110,000.00

##### ACTIVITIES:

- Work with BCACHA to provide grants to low income families to become homeowners.
- Purchase vacant lot for non-profit to build home for low income families.

#### Economic Opportunities: \$0.00

#### Administration: \$47,557.80

##### ACTIVITIES:

- Oversee and coordinate inter-jurisdictional and inter-agency rules.
- Assist Mayor in the development and implementation of the Affordable Housing Task Force.
- Ensure compliance with the Citizen Participation Plan.
- Prepare program budgets, schedules, and any amendments.
- Monitor, evaluate, and implement audit results regarding the program.
- Prepare reports and documents for submission to HUD.
- Develop agreements to carry out program activities.
- Complete training and other educational programs to enhance the CDBG administration process.
- Assist in regional and community activities that promote awareness of fair housing and other important programs relating to CDBG.

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Total Allocations:

<b>PY 08 Priority</b>	<b>Amount of PY08 CDBG Funds Allocated</b>	<b>Percent of PY08 CDBG Funds Allocated</b>
Affordable Housing	\$110,000.00	46.26 %
Community Improvement/Suitable Living Environment	\$80,000.00	33.64%
Economic Development	\$0.00	0%
Administration	\$47,557.80	20%
<b>TOTAL</b>	<b>\$237,557.80</b>	<b>99.9%</b>

**PY08 CDBG Activities to Benefit LMI persons (24 CFR § 91.220(l)(1)(iv))**

All PY08 activities identified in the PY08 Action Plan totaling \$237,558.00 will be used to benefit LMI persons. The locations of some of the affordable housing activities have yet to be determined due to the nature of the activity. However, all housing activities will benefit LMI clientele.

Facility improvements to the Meridian Senior Center and Boys and Girls Club will benefit low and moderate income clientele. The service centers themselves are located within Meridian's identified LMA. However, due to the nature and openness of their services, they attract clients from all over the city. While this disqualifies the centers as a LMA service area, their clientele is predominately LMI persons.

Code enforcement activities will occur within the designated LMI census tracts: Census Tract 10322, Block Group 1 (45% LMI), Census Tract 10322, Block Group 2 (72.05% LMI) and Census Tract 10321, Block Group 2 (46.1% LMI)

Maps of Meridian's LMI Census Tracts are found in Appendix A.

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## **Program Specific Requirements (24 CFR § 91.220(l)(1)(i))**

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### **PY08 Priority #1: Community Improvement/Suitable Living Environment**

#### Annual community improvement objectives (24 CFR § 91.220(c)(3))

In the forthcoming program year, the City expects to achieve the community improvement objective of supporting activities in Meridian LMI Areas that promote neighborhood revitalization and public health, safety, and welfare. The City will focus its endeavors on improving public facilities that serve predominately LMI clientele as well as code enforcement activities targeted towards Meridian's identified LMA census tracts.

#### Description of community improvement activities (24 CFR § 91.220(d))

During PY08, the City expects to invest CDBG funds for the following projects:

(1) CDBG funds will be used to fund the resolution of two code enforcement issues within Meridian LMI Areas. Due to Meridian's current economic structure it has few areas in which 51% of the residents are low and moderate income. CDBG law authorizes an exception criterion in order for such grantees to undertake area benefit activities. Meridian's exception criterion is 45% which allows the City to focus on three particular census blocks: Census Tract 10322, Block Group 1 (45% LMI), Census Tract 10322, Block Group 2 (72.05% LMI) and Census Tract 10321, Block Group 2 (46.1% LMI). These neighborhoods contain a large proportion of older homes within the community. The City will reduce deterioration of these neighborhood through proactive code enforcement activity, working with residents to enforce property maintenance standards, including those related to overgrown weeds and vegetation; inoperable vehicles; junk, litter, and debris; open or vacant buildings; illegally parked vehicles; and graffiti.

(2) Secondly, in PY08, funded by general administration CDBG funds, the City intends to utilize and create in-kind partnerships to educate and promote available programs that further the health, safety, and welfare of the residents in LMI areas, including programming on fire protection, crime awareness and prevention, lead-based paint hazards, youth development, senior services, substance abuse prevention and treatment, financial counseling, domestic violence, veteran's issues, transportation, education, and/or employment training. The City will assist the Old Town residents to form and support neighborhood clean-up activities, including at least one annual clean-up day, Neighborhood Housing Services sponsored "Paint the Town" or "Rake the Town" events.

(3) CDBG funds will be utilized to help renovate the Meridian Senior Center. The Center has struggled to find funding to address necessary updates to their facilities. During PY08, funding will be provided to the Senior Center to update their phone system and replace the old floors. The current phone system does not have voice mail or other modern capabilities. This hinders their ability to respond to public inquiries and function efficiently and effectively. Updating the phone system with modern features allows individuals better opportunities to access and utilize the Center's facilities.



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(4) In PY08 CDBG funds will be used to design the gymnasium for the local youth center facility. The Boys and Girls Club provides recreational and other services to children in need throughout the City of Meridian. While these services are available to all Meridian residents, the fee structure of the Boys and Girls Club targets the low- and moderate-income children of the City.

Geographic allocation of community improvement investments (24 CFR § 91.220(f))

Code enforcement activities will target the identified LMI census tracts. As stated above, under the exceptional criteria, Meridian has three census blocks available for CDBG funding: Census Tract 10322, Block Group 1 (45% LMI), Census Tract 10322, Block Group 2 (72.05% LMI) and Census Tract 10321, Block Group 2 (46.1% LMI). Clean up activities that occur through non-profit or other city activities will be targeted in these areas as well. There are no areas of minority concentration in Meridian as defined by federal standards. The Meridian Senior Center and Meridian Boys and Girls Club conduct a broad range of activities and services for many Meridian residents. However, the large majority of their consumers are low- and moderate-income persons. Therefore, although individuals who use these services may reside outside the identified census blocks, they qualify under the federal standards of low and moderate income clientele.

Number and type of families that will benefit from community improvement activities (24 CFR § 91.220(d))

A majority of these community improvement activities are designed to address physical conditions and improve general neighborhood liability. Because the conditions themselves are targeted by this activity rather than the persons who will benefit, the specific number and type of families that will benefit from this activity is unknown. Due to the general nature of these objectives, however, one may surmise that these activities will directly or indirectly benefit all, or a large number of, the 2,010 households (5,351 individuals) residing in Census Tract 10322, Block Group 2, Census Tract 10322, Block Group 1 and Census Tract 10322, Block Group 2 (according to Census 2000 data).

The Boys and Girls club estimates that 86% of their users fall within the low- and moderate-income bracket. Around 30% of those are of a minority background.

The Senior Center serves approximately 75 elderly a day.

Specific community improvement objectives and priority needs (24 CFR §§ 91.220(d), 91.215)

The City's greatest community improvement need, and therefore the City's highest community improvement priority in PY08, is neighborhood revitalization activities in the LMI census tracts. In PY08, through partnerships with service providers, this priority need will be addressed through the City's plans to invest CDBG funds into reducing deterioration of this neighborhood through proactive code enforcement activity, addressing overgrown weeds and vegetation; inoperable vehicles; junk, litter, and debris; open or vacant buildings; illegally parked vehicles; and graffiti.

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The City recognizes an unmet need in regards to its senior citizens. CDBG funding will be utilized to replace the deteriorating floors in the building and to update the archaic phone system.

The Boys and Girls Club will also be a recipient of CDBG funds to help in the design of the gymnasium for the new center located in downtown Meridian. While the Boys and Girls Club opens its doors to all children within the area, due to the nature of its services, the predominate users are low and moderate income children. The current facilities can no longer house the influx of interested participants and so the Boys and Girls club must expand to address this pressing need.

Proposed community improvement accomplishments, outcome measures, and target dates (24 CFR §§ 91.220(d), 91.220(e))

The anticipated outcomes and target dates of these activities are as follows:

- Two (2) code enforcement cases for Meridian's LMI areas will be opened and resolved by September 30, 2009.
- One neighborhood clean-up or improvement activity will be accomplished by September 30, 2009.
  - Senior Center will have new flooring by September 30, 2009
  - Boys and Girls Club gymnasium will be designed utilizing CDBG funds by September 30, 2009
  - Senior Center phone system will be updated by September 30, 2009
- Five residents of Census Tract 10322, Block 2 will demonstrate increased awareness of social and human service providers and programs by September 30, 2009.

Reasons for these allocation priorities (24 CFR § 91.220(d))

During the many public meetings conducted during the planning stages, residents expressed the desire for a neighborhood association to encourage cohesion and community spirit, education on neighborhood watch programs and increased public safety to prevent and deal with crime, and City-organized clean-up activities and enforcement activity to address code compliance issues. Increasing access and availability for LMI residents by helping the Senior Center and Boys and Girls Club of Meridian expand will also enhance community cohesion and services.

Comments provided by citizens in the development of the PY07 action plan and during the 30-day public comment period on the PY07 draft action plan demonstrated the community's opinion that there is a need for these community improvement activities in Meridian, particularly in the LMI income areas. Although advertized and published, only two residents participated in the development of the PY08 action plan. The City believes that the needs identified by constituents in the 2007 Consolidated Plan are still of concern and is continuing similar efforts for this year.

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Obstacles to addressing underserved needs (24 CFR §§ 91.220(d), (k))

CDBG investments in community improvement activities will address the following obstacles to meeting underserved needs in Meridian:

- Need for expanded code enforcement activity to educate home occupants regarding, and addressing, noncompliance.
- Need for additional education and training opportunities leading to new employment.
- Lack of a neighborhood association in Census Tract 10322, Block Group 2 and surrounding neighborhoods.
- Lack of information about social services and supportive programs.
- Need for expanded facilities to address Meridian’s growing population and deteriorating infrastructure.

**PY08 Priority #2: Affordable Housing Objectives (24 CFR § 91.220(c)(3))**

The City expects to achieve the following affordable housing objectives during the forthcoming program year:

- Facilitate the creation of new affordable, single-family, multi-family and special needs housing through partnerships with non-profit organizations and private developers.
- Help preserve existing affordable housing stock and the long-term affordability of single-family and rental units for LMI persons.
- Improve affordable homeownership opportunities for low income families.
- Educate the public, businesses, nonprofit entities, etc. on affordable housing issues and opportunities.

Description of affordable housing activities (24 CFR § 91.220(d), (k))

(1) The City expects to facilitate the creation of new affordable, single-family, multi-family, and special needs housing through partnerships with non-profit organizations and private developers by implementing the Affordable Housing Task Force (AHTF). In a direct effort to increase affordable housing stock, the City also intends to provide Boise City Habitat for Humanity approximately \$60,000 to purchase a vacant lot to build affordable housing unit(s).

The AHTF will assist the City in developing a working plan to meet these and other affordable housing needs within the community, identifying new development projects (both owner and rental) and potential sources of funding for such development. These projects will include the investment of CDBG funds for housing activities as well as continue the search for a HUD Dollar Home. Like many cities in the west, Meridian has experienced phenomenal growth. With this growth come many benefits and difficulties. Short supply and rapidly escalating prices and rents have made it extremely difficult for families to find suitable housing within Meridian’s city limits. In the 2008 state of the city address Mayor de Weerd stated “What I imagine for our future is a more prosperous city for all citizens; with better jobs to support our families; affordable housing to shelter us...” In establishing this affordable task force we answer that

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challenge and make Meridian a city that will provide ample housing opportunities for its inhabitants.

The Boise City Habitat for Humanity is a non-profit, ecumenical Christian housing organization, committed to helping local residents earning a low-income to finance and construct their own affordable homes. They work in partnership with families, who invest hundreds of hours of “sweat equity” labor into building their own homes and the homes of others. Utilizing volunteer labor and donated or discounted materials they are able to build safe, simple, decent, affordable housing in Ada County. The homes are then sold to qualifying low-income families. Last year the Meridian school district joined forces to construct the first home in Meridian. We intend to promote this partnership again in the PY08 action plan by providing funding for Boise Habitat to acquire a lot in Meridian.

(2) Second, during the 2008 Program Year, the City expects to foster and maintain affordable housing (through the activities of the AHTF) that preserves existing affordable housing stock. AHTF will continue to assist the City in developing a working plan to address this need within the community.

(3) Third, in the forthcoming program year, the City expects to improve affordable homeownership opportunities for low-income families through inter-jurisdictional fair housing awareness activities. This includes participation in regional affordable housing groups, boards, and committees along with other local governments to promote housing opportunities for individuals and families. The City of Meridian will align with other fair housing organizations to gain information and build partnerships; work in partnership with the cities of Boise and Nampa to conduct, sponsor, or co-sponsor one activity that increases the awareness of fair housing within the community; and provide information and referral to housing counseling services (as provided by IHFA, BCACHA, NHS, SHIP, and El-Ada), first time homebuyers assistance, and accessibility improvement grants.

Boise City/Ada County Housing Authority (BCACHA) was established in 1967 under Idaho statute. It functions as a quasi-governmental entity authorized to perform essential governmental functions. They are authorized to perform a variety of activities some of those include direct homeowner assistance activities for qualifying families. The City intends to provide \$50,000 of CDBG funding for BCACHA to help buy down mortgages, pay closing costs, assist in down payments and other viable homeownership programs allowed by HUD.

Additionally, pursuant to 24 CFR § 91.220(k), the City will continue to inform and educate the general public, non-profit agencies, and the private sector housing industry about the dangers of lead-based paint. The City’s Planning and Building departments will work with homeowners, landlords, developers, contractors, and builders in facilitating building permits. Any work to be proposed on residential dwellings built prior to 1978 will trigger City staff to distribute information on lead-based paint hazards, precautions in dealing with lead-based paints, and symptoms of lead poisoning. Questions and concerns relative to lead-based paint testing and assessments will be referred to the Idaho Department of Health and Welfare’s Indoor Air Quality Program, which is the state agency responsible for dealing with health hazards related to lead-

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based paint. The City will, as necessary, coordinate its efforts with the Indoor Air Quality Program.

Geographic allocation of affordable housing investments (24 CFR § 91.220(f))

Meridian contains the following Census Tracts: 10310, 10313, 10321, 10322, and 10332. According to Census 2000, only Block Group 2 within Census Tract 10322 meets HUD's 51% or more LMI criteria, listing this Block Group at 72.04% LMI. However, Meridian qualifies under the exceptional criteria category, which allows it to add two additional Census Tracts; Census Tract 10322, Block Group 1 (45% LMI) and Census Tract 10321, Block Group 2 (46.1% LMI) A map of these Census Tracts may be found in Appendix A. As set forth above, there are zero areas of minority concentration in Meridian.

While there is no guarantee that families receiving BCACHA assistance will buy within these areas, they will qualify based on income status. Additionally, although Boise Habitat may not be able to purchase a lot in the identified LMI areas, families must income-qualify to be considered as future homeowners. Therefore the plan will meet the needs of LMI clientele.

Number and type of families that will benefit from affordable housing activities (24 CFR § 91.220(d))

The AHTF will, in time, be positioned to target the segments of the Meridian community most in need of affordable housing, however, during the AHTF's inaugural year it will primarily be dedicated to identifying priority needs and strategizing to meet those needs. For this reason, the number and type of families that will benefit from the PY08 activity is currently unknown.

The City intends to help at least five families buy homes through the use of BCACHA as a subrecipient of CDBG funds for direct homeownership assistance. The funds provided to BCACHA will be used for a variety of activities such as buying down the mortgage, down payment assistance, closing costs, etc.

The City will help at least one family afford a home by providing CDBG funds for Boise Habitat for Humanity to acquire one lot.

The inter-jurisdictional fair housing awareness activities are projected to benefit several people. The City's goal is that at least two families will demonstrate an increased awareness of affordable homeownership opportunities and programs through the City's educational efforts. The City of Meridian expects to become an active participant on the fair housing forum which discusses housing issues throughout the state of Idaho.

It is expected that 20 persons will be educated on lead-based paint hazards, precautions, symptoms, and laws through the City's efforts in PY08.

Specific objectives and priority needs (24 CFR §§ 91.220(d), 91.215)

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The City's greatest housing need, and therefore its highest housing priority in PY08, is decent housing for large-family households, both in the identified LMI Census Tracts and citywide. In PY08, through partnerships with affordable housing partnerships, this priority need will be addressed through the City's plans to utilize CDBG funds to purchase an available Dollar Home, help Boise Habitat for Humanity acquire a buildable lot and provide funds for BCACHA to extend their service capabilities to provide direct homeownership assistance to low income families and/or individuals in Meridian. The City will also work, through the AHTF and through inter-jurisdictional fair housing awareness activities, to educate and distribute information about affordable housing programs and opportunities to these types of persons.

Reasons for these allocation priorities (24 CFR § 91.220(d))

According to statistics from the Comprehensive Housing Affordability Strategy (CHAS) data, affordable homes for large-family households (families with five or more persons) to buy or rent is a major problem. One hundred percent of large-family households with income at 0 to 30% of the median income level have unmet housing needs, both as to rental and owner-occupied units. Furthermore, even small families struggle with 75% of small family renters (2 to 4) persons having unmet housing needs and 80% of small-family owners having unmet housing needs. This demonstration of greatest need is the basis of the City's rationale for targeting this category of priority needs persons as the top priority for affordable housing CDBG investments.

While this statistical data has not been recently updated by a local study of comparable detail, it is clear that in Meridian, as in the entire region, housing costs are a significant problem, both for homeowners and for renters. Though the economy has slowed, and housing prices have somewhat declined, "housing prices continue to outpace wages around the state," affecting Idahoans trying to find a place to call home (Idaho Housing and Finance, April 2008). Poverty rates have increased over the last five years and the subprime loans rates with their adjustable-rate mortgages are all factors affecting homeownership in Meridian. These economic conditions are a large reason why CBDG funding is being allocated to address affordable housing.

Consultation with community partners, including Idaho Housing and Finance Association (IHFA), Boise City/Ada County Housing Authority (BCACHA), Neighborhood Housing Services (NHS), Boise Valley Habitat for Humanity (BVHFH), Supportive Housing Innovative Partnerships (SHIP), El-Ada Community Action Partnership, cities of Boise (Housing and Community Development Division), Nampa (Community Development/Grants Department), Eagle, Garden City (Garden City Urban Renewal Agency, and Community Planning Association of Southwest Idaho (COMPASS), confirms that there is a need for affordable housing, both in Meridian generally and within the identified LMI areas, particularly for large, and for both renters and owners.

For these reasons, the City finds that its resources and housing-targeted CDBG funds for PY08 will be most effectively invested in providing, and/or working with community partners to provide, decent housing for Meridian residents.

Proposed affordable housing accomplishments, outcome measures, and target dates (24 CFR §§ 91.220(d), 91.220(e))

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The anticipated outcomes and target dates of these activities are as follows:

- The Affordable Housing Task Force will be implemented by September 30, 2009.
- The City will have conducted/assisted one Fair Housing awareness activity by September 30, 2009.
- Two Meridian families will demonstrate increased awareness of affordable homeownership opportunities and programs by September 30, 2009.
- Twenty persons will be educated on lead-based paint hazards, precautions, symptoms, and laws by September 30, 2009.
- By partnering with BCACHA, five families will be able to obtain access to direct homeownership assistance and purchase a home by September 30, 2009 (funds may be extended into future years if necessary).
- Help Boise Habitat for Humanity acquire one lot to build affordable housing by September 30, 2009.

#### Obstacles to addressing underserved needs (24 CFR §§ 91.220(d), (k))

CDBG-funded activities in the priority goal category of Affordable Housing will work to address the following obstacles:

- Escalating costs for rehabilitation and new construction (e.g. limited availability of building lots, price increases in building materials and shortage of available construction trades).
- Lack of credit-worthiness.
- Lack of information about financial assistance programs.
- High adjustable-rate mortgages
- Slowing economy

The City will undertake the following actions in PY08 to address these identified obstacles:

- The AHTF will discuss construction of subsidized housing units for LMI persons with non-profit housing developers.
- The City will promote awareness of financial assistance programs offered by IHFA, NHS, BVHFH, BCACHA and El-Ada Community Action Partnership.
- The City will provide information regarding local credit counselors and homebuyer education programs through affordable housing activities.
- The City will assist non-profit in locating and obtaining funding to promote their services to LMI Meridian residents.

#### Affordable housing (24 CFR § 91.220(g))

The City's overall goal is to provide housing units that are suitable for any household, whether non-homeless, homeless, or special-needs. In PY08, the City will focus on investing funds to increase opportunities for homeownership by partnering with BCACHA and Habitat for Humanity. The City hopes to help five households afford a home through direct homeowner assistance programs and to help Habitat for Humanity acquire a vacant lot to build affordable

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housing. In PY08 the City does not intend to invest CDBG funds in the provision of rental assistance, production of new units, or rehabilitation of existing units.

Coordination with housing and social service agencies (24 CFR § 91.220(k))

In carrying out its affordable housing plan, the City will work in cooperation with the following private industry entities, non-profit organizations, community and faith-based organizations, and public institutions:

- El-Ada Community Action Partnership
- The Community Action Partnership Association of Idaho (CAPAI)
- Neighborhood Housing Services (NHS)
- Idaho Department of Health and Welfare, Division of Health, Bureau of Community and Environmental Health
- Meridian Senior Center
- Mayor’s Faith Ambassadors Council
- Idaho Housing and Finance Association (IHFA)
- Boise City/Ada County Housing Authority (BCACHA)
- Idaho Commission on Aging
- Idaho Council on Developmental Disabilities
- Boise City/Ada County Continuum of Care
- Boise Valley Habitat for Humanity
- City of Boise, Planning and Development Services Department, Housing and Community Development Division
- City of Nampa, Departments of Community Development and Community Grants
- Community Planning Association of Southwest Idaho (COMPASS)

The City will draw on the strengths of these established entities, including their delivery systems, longevity and experience, the comprehensive nature of coverage they provide, and their willingness to partner with and mentor the City in housing-related CDBG programming.

The City will be aware of, and work to minimize any impact of, potential weaknesses of this delivery system, including a need for ongoing attention to communication, coordination of efforts, and ensuring a consistent stream of funding. The City will work toward overcoming these potential gaps by maintaining ongoing communications, both by remaining visible in the housing service provider community – attending meetings, joining e-mail list-servs, proactively networking – and through the AHTF, which will invite these service providers to work together toward the objective of providing decent and affordable housing in Meridian.

Public housing (24 CFR § 91.220(h))

Boise City/Ada County Housing Authority (BCACHA) serves as the housing authority for the City of Meridian. HUD considers BCACHA to be a “High Performer” under the Public Housing Assessment System (“PHAS”) and because BCACHA has always received a score of 90 or above.



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BCACHA does not own or manage any public housing units in Meridian. Implementing a public housing program is outside the scope of the City's 2008 program. Pursuant to 24 CFR § 91.215(l), however, the City will implement its housing plan in coordination with BCACHA, and will also utilize the Affordable Housing Task Force to provide coordination between BCACHA and other private and governmental health, mental health, and service agencies.

#### Homeless and other special needs activities (24 CFR § 91.220(i))

In PY08, the City's efforts to address emergency shelter and transitional housing needs of homeless individuals and families, to prevent low-income individuals and families with children from becoming homeless, to help homeless persons make the transition to permanent housing and independent living, to address chronic homelessness, and to address the special needs of non-homeless persons will occur within its partnership with the Boise City/Ada County Continuum of Care (CoC) service providers. PY08 CDBG funds will not be invested in activities specifically targeted to these objectives. The City will actively participate in the CoC to identify ways of supporting area housing providers' efforts to increase affordable transitional and permanent housing facilities. As additional information is obtained regarding homelessness within Meridian, the City will determine whether other federal, state or local/private funds can be leveraged with CDBG funding to effectively address these needs within the community in future program years.

*HUD requested additional information discussing how Meridian intends to provide for special need individuals (e.g., frail elderly, victims of domestic violence, persons with disabilities, persons living with HIV/AIDS, etc.). A variety of different programs will be undertaken during the 2008-2009 program year to help special need groups in Meridian. In particular Meridian will focus on assisting the elderly and youth in its boundaries. The City intends to provide funds to renovate the Meridian Senior Center to provide more access to its services by the elderly populations of Meridian. The City will also be investing CDBG funds to design a gymnasium for the Boys and Girls Club. The Boys and Girls Club estimates that 86% of its users fall within the low- and moderate-income bracket with around 30% of those being children of a minority background. The City of Meridian will also collaborate with the Boise City/Ada County Housing Authority, El-Ada Community Action Partnership and the Idaho Department of Health to encourage a continuum of services for mentally ill. The City has no information regarding services provided to persons with HIV/AIDS, however the Ada County Housing Authority provides services for low-income persons with HIV/AIDS and the City will work to maintain partnerships with this organization and address arising needs when more information becomes available. As additional information is obtained regarding special need groups within Meridian, the City will determine whether other federal, state or local/private funds can be leveraged with CDBG funding to effectively address these needs within the community in future program years.*

#### Barriers To Affordable Housing (24 CFR § 91.220(j))

##### *Public Policies Impacting the Cost of Housing*

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The Meridian Comprehensive Plan, March 2008 Update integrates the concerns and expressions of the community into a document that recommends how the City should grow and develop. All legislative requirements, specifically the Idaho Local Land Use Planning Act, are addressed in the plan. The components specified in the Idaho Code include: private property rights; population; economic development; community design; special areas or sites; natural resources; hazardous areas; school facilities recreation; transportation; public services; facilities and utilities; land use; housing; implementation, and any other component, which may be necessary.

Citizens, developers, the Planning and Zoning Commission, as well as the City Council and other groups are all involved in questions of community development and have a primary responsibility to coordinate and direct the overall pattern of development activities within the community. The Planning and Zoning Commission and the City Council make development decisions concerning annexation, rezoning, subdivision, conditional use permits, zoning variances, and planned developments. Due to these responsibilities, it has been necessary for the City to implement technical guidelines and adopt policies which will provide the framework for resolving questions relating to quality of life and physical development on an ongoing basis. The City continues to establish long-range implementation items for coordinated and unified development of public improvement projects.

Throughout this comprehensive planning and updating process, citizens affirmed that the goals, objectives, and action items contained in the plan were based on six key community values:

- Manage growth to achieve high-quality development
- Enhance Meridian's quality of life for all residents
- New growth should finance public service expansion
- Prevent school overcrowding/enhance education services
- Expand commercial and industrial development
- Protect Meridian's self-identity

After thorough evaluation and consideration of the elements of the 2008 Update, no specific barriers to affordable housing, controlled by the City, were identified. These considerations were relative to local tax policies, land use controls, zoning ordinances, building codes, fees and charges, growth limits, and policies that affect the return on residential investment. To preclude the development of potential barriers, the 2008 Update identified Goals, Objectives and Action items focusing on housing that will be undertaken during the next five years.

#### *Identified Barriers*

The primary reason identified for lack of affordable housing in Meridian is the significant growth in population, increasing the demand for housing units. Housing affordability has been restricted by:

- Increased costs of land for new or infill development
- Increased costs of building materials and supplies
- Increased costs of available labor

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- Increased costs of transportation
  - Increased costs of County tax assessments

### *Strategy to Ameliorate Barriers*

Meridian's Planning Department has primary responsibility for developing and implementing plans to guide growth and development, and administering the standards of the Zoning and Subdivision Ordinances. One of the Planning Department's primary responsibilities is to coordinate with and provide the City Council and the Planning and Zoning Commission with information on planning and development issues. In fulfilling its responsibilities, the Department often acts as the coordinator between other service providers within the City, such as the Public Works Department, Parks Department, the Police Department, the Fire Department, Meridian School District, and Sanitary Services Company (solid waste disposal). The Planning Department serves as staff to the Planning Commission, the Historic Preservation Commission, and the Meridian Development Corporation. Through these efforts and coordination of service providers, the City will continue to implement the Comprehensive Plan's Goals, Objectives, and Action items pertaining to affordable housing.

The AHTF will also address the need for more affordable housing units, and Meridian's Planning Department staff will continue to utilize the resources of both the Regulatory Barriers Clearinghouse and HUD User websites to draw on important information pertaining to potential barriers to affordable housing that might effect developments.

Specifically, during PY08 the City will partner with non-profit and quasi-governmental agencies to create additional affordable housing opportunities within the City of Meridian. It will also work to establish good networking opportunities for businesses and residents interested in affordable housing issues.

### **PY08 Priority #3: Economic Development**

#### Annual economic development objective (24 CFR § 91.220(c)(3))

In PY08, the City intends to promote economic development by improving conditions in the Meridian Urban Renewal Area, thereby contributing to community and inter-agency efforts to improve access to services and jobs for LMI persons and to address spot slum and blight. Although no money is directly allocated towards achieving specific economic goals, the City intends to foster partnerships and work with businesses and the Meridian Development Corporation to make the community more attractive to businesses.

#### Description of economic development activities (24 CFR § 91.220(d))

In PY08, the City will not invest CDBG funds directly into economic development activities. However the City does intend to partnership with and support the endeavors of other agencies as they invest funds into the urban renewal district and create job opportunities for LMI residents.

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## **Other Actions**

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### Institutional structure

The institutional structure for the CDBG grant will change slightly for PY08. In PY07 the City Attorney's office was to oversee the implementation and monitoring of the action plan and CAPER. However, due to recent changes, the Meridian Planning Department will be overseeing the administration, monitoring and implementation of CDBG activities. The City Attorney's office will still play an active role in ensuring the City's compliance with federal regulations and the Citizen Participation Plan when appropriate. The Finance Department will complete and certify all IDIS draw downs and reporting. City staff and officials from the Mayor's Office, City Council, the City Clerk's Office, Planning Department, Building Department, Parks and Recreation Department, and the Meridian Police Department will continue to work together to implement the activities set forth herein. During PY08, the City intends to utilize subrecipient expertise to complete some of the projects. The subrecipient monitoring structure is outlined below.

### Enhancement of Coordination

The City will also maximize its CDBG investments in implementing the action plan by enhancing coordination with established public and private housing and social service agencies and programs to maximize the impact of its CDBG investments, including: IHFA's Family Self-Sufficiency program, the United States Department of Health and Human Services' Head Start program, the Boise City/Ada County Continuum of Care, El-Ada Community Action Partnership; the Community Action Partnership Association of Idaho (CAPAI); Idaho Department of Health and Welfare, Division of Welfare and Division of Health, Bureau of Community and Environmental Health; Meridian Senior Center; Boise City/Ada County Housing Authority (BCACHA); Idaho Commission on Aging; and Boise Valley Habitat for Humanity.

Coordination with these agencies will take place as appropriate in implementing the action plan. The agencies will maintain and open conduit of communication by attending both individual and inter-agency meetings of these service providers, and by joining the Continuum of Care, Housing Resource Group, and Treasure Valley Regional Housing Roundtable. Coordination will also occur through the Affordable Housing Task Force, the Mayor's Faith Ambassadors Council, and the Mayor's Youth Advisory Council, which will invite these service providers to work together toward the objective of reducing poverty by providing decent and affordable housing in Meridian.

During PY08, the City is showing its commitment to enhance coordination with different key players by working with BCACHA, Boise Habitat for Humanity, the Senior Center and the Meridian Boys and Girls Club to address a variety of issues affecting the community. These partnerships will allow the City to leverage funds to utilize CDBG funds to their best use possible.

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## **Monitoring (24 CFR § 91.230)**

As specified in 24 CFR § 85.40, the City shall be responsible for managing the day-to-day operations of their CDBG Program and ensuring that funds are used in keeping with program requirements. The three primary goals of monitoring are to: 1) ensure production and accountability; 2) ensure compliance with CDBG and other federal requirements; and 3) evaluate organizational and project performance.

The City will maintain detailed records to enable staff, HUD, auditors and the public to determine the status of each funded activity, as well as overall program progress and status. To ensure compliance with federal regulations, including those regarding the timeliness of expenditures, staff will develop checklists and monthly reports for all programs and activities implemented by the City. Internal quarterly progress reports will also be produced and provided to the Mayor and City Council. On this quarterly basis and then at program year's end, the City will conduct an assessment of accomplishments to date. These assessments will be imperative in completing the Consolidated Annual Performance and Evaluation Report (CAPER). The City will follow the Citizen Participation Plan (*see* Consolidated Plan, Appendix A) in this process.

Information will be entered into the Integrated Disbursement and Information System ("IDIS") database from monthly activity reports and the quarterly progress reports. This vital information is tracked to record and then analyze how projects are conforming to the Plan's priority needs, objectives and performance measurements.

### **Subrecipient Monitoring**

The City of Meridian, as the grantee for CDBG grants, will monitor the subrecipients on a quarterly basis. Staff will maintain a close working relationship with the CDBG subrecipients. One benefit of being a small entitlement community with a limited grant amount is that the City typically provides only one award per program year. This enables the City Staff to closely follow the progress of CDBG projects and maintain open communication with Subrecipients. This year the City intends to partner with four non-profit/quasi-governmental agencies to achieve the goals and objectives set forth in its Consolidated Plan.

The City is committed to ensuring that CDBG funds are used as specified in State and Federal regulations through: public and City Council monitoring through public hearings; staff evaluation; annual evaluation of the priorities set forth in the Consolidated Plan; periodic site visits and program evaluations; financial monitoring, record keeping, and reporting requirements. The City requires recipients of CDBG funds to provide a project timeline with benchmarks for completion which is incorporated into the subrecipient application and agreement for use of CDBG funds. The City remains in regular contact with each subrecipient throughout the projects development to monitor their accomplishments, ensure they are meeting the projected benchmarks, and provide information on CDBG regulations.

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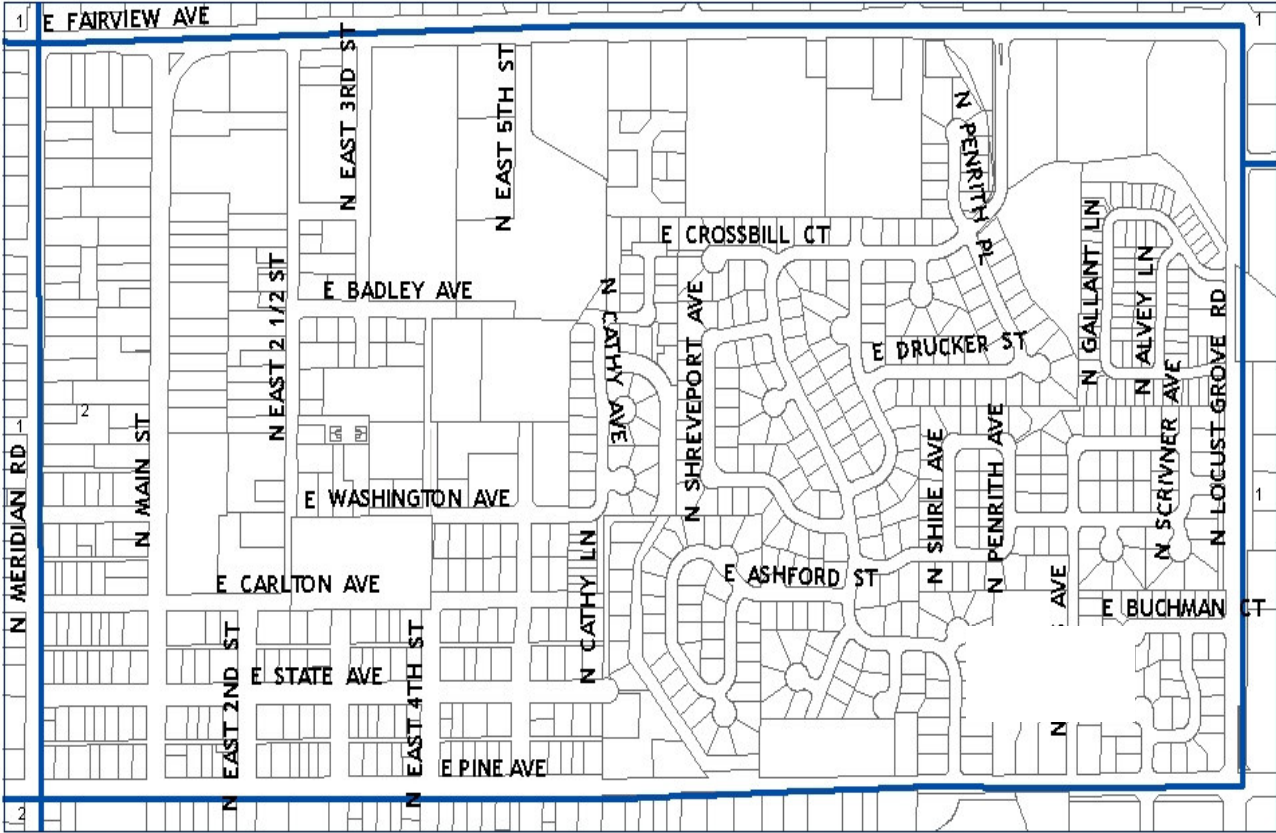
For currently funded projects in development, at a minimum the City CDBG administration staff will meet with each subrecipient's designated representative to review their project's accomplishments and investigate any failures to meet anticipated benchmarks at quarterly intervals. If deemed necessary, the City of Meridian CDBG administrative staff will conduct a formal monitoring visit to evaluate the progress and risk associated with the CDBG funded projects. If at any point the City CDBG administration staff determines a project is failing to move forward the subrecipient funds may be revoked and reallocated towards another project. In 2008 a risk analysis will again be completed and monitoring visits will be scheduled according to the CDBG funding at risk in open projects. Again given the limited number of recipients it is expected the City may be able to monitor all subrecipients with open projects during 2008 and review the financial management, asset maintenance, and overall management of the CDBG funded activities by the subrecipients

**APPENDIX A:  
MAPS**

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# Census Tract 10321, Block Group 2 (46.06% LMI)

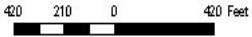


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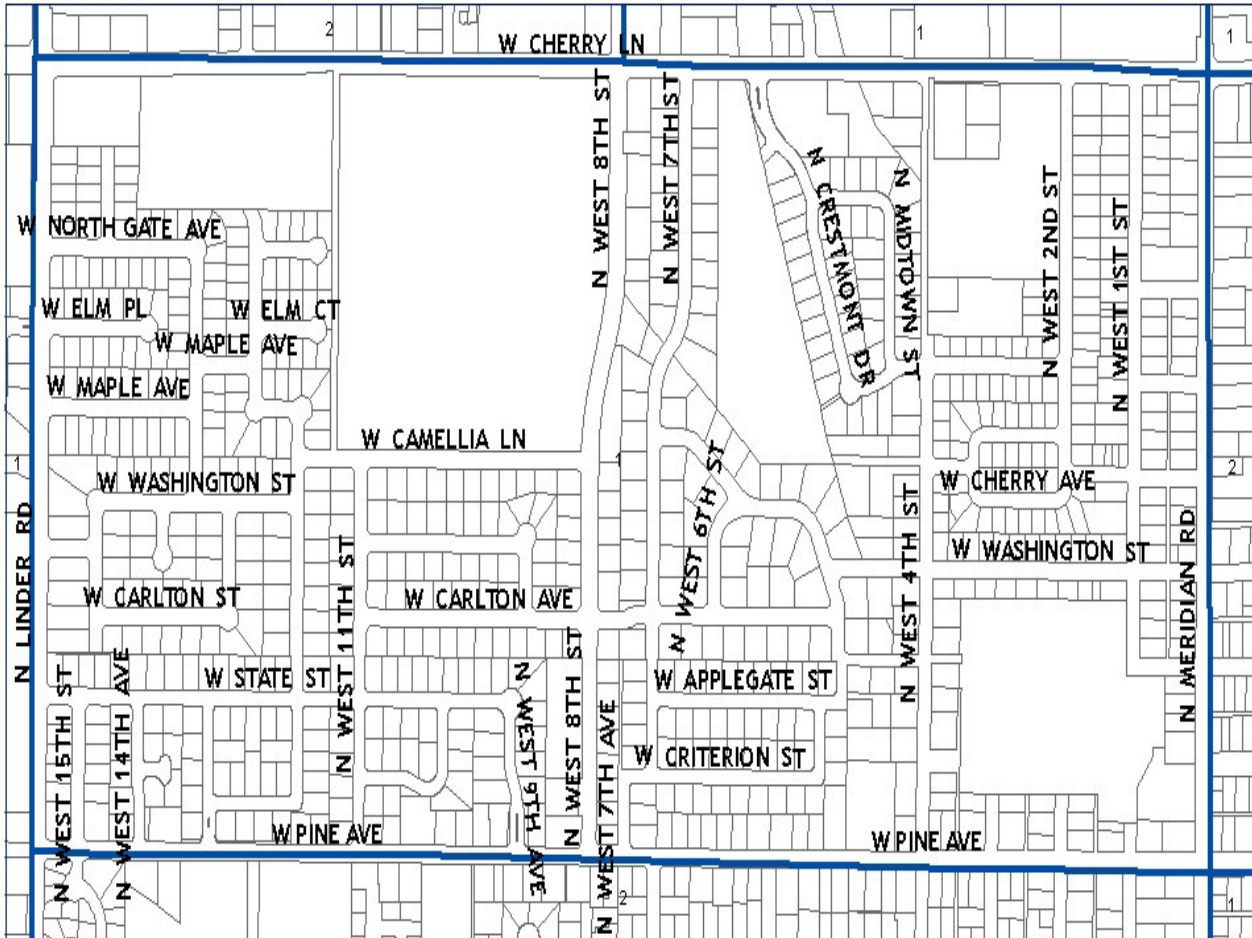
1 inch equals 540.666554 feet



DATE: 4/23/2008



# Census Tract 10322, Block Group 1 (45.01% LMI)



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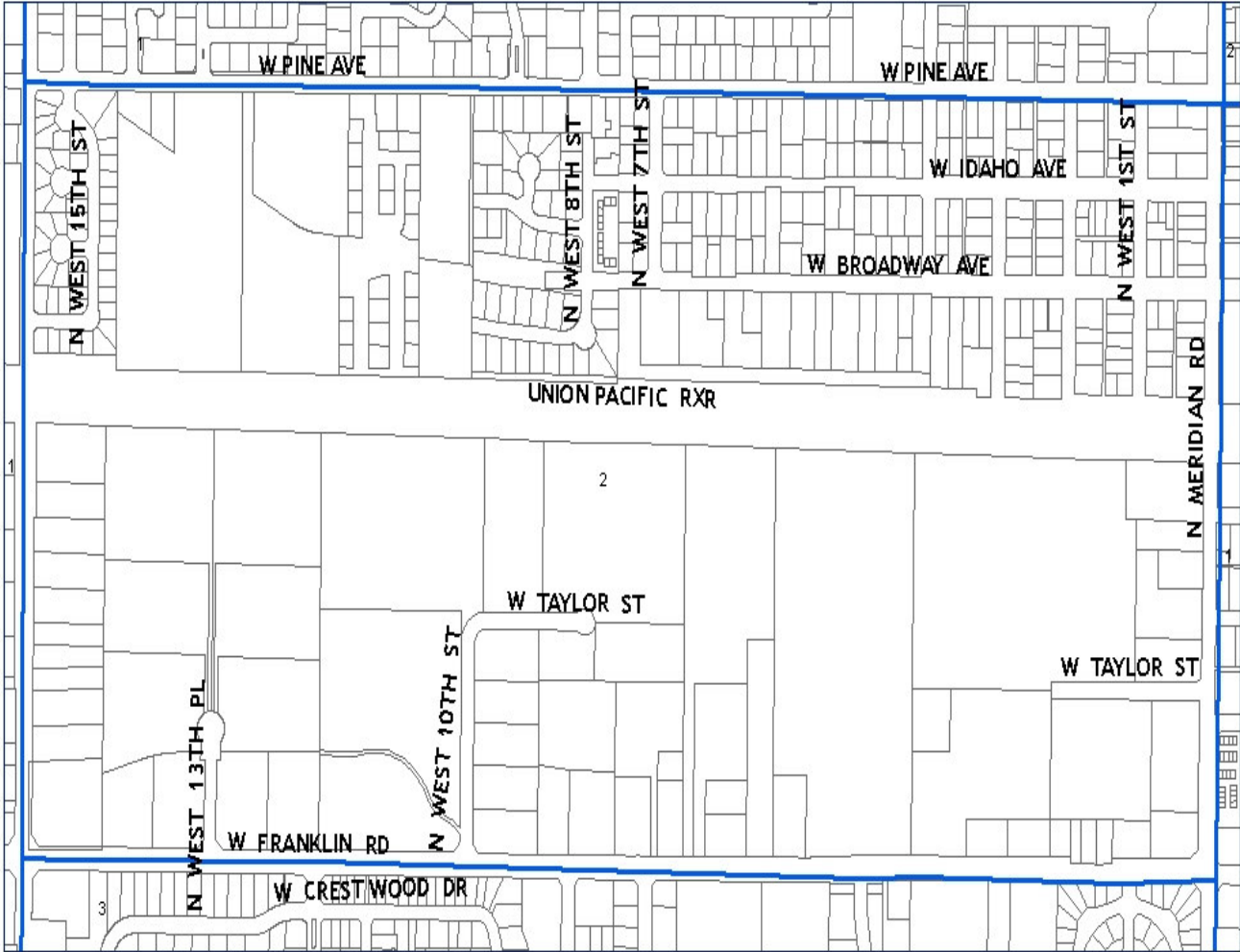


1 inch equals 577.880999 feet



DATE: 4/23/2008

# Census Tract 10322, Block Group 2 (72.04% LMI)



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1 inch equals 554.374186 feet



DATE: 4/23/2008

**APPENDIX B:  
TABLES**

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**Table 3A: Summary of Specific Annual Objectives**

**Grantee Name: CITY OF MERIDIAN**

Availability/Accessibility of Decent Housing (DH-1)							
Specific Annual Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
DH 1.1	Objective 2-6: The City will help non-profit and for-profit developers and builders construct one (1) new housing facility	CDBG/ Other	2007	0	0	0	%
			2008	0	0	0	%
			2009	0	0	0	%
			2010	0	0	0	%
			2011	1 unit/facility	1		%
			<b>MULTI-YEAR GOAL:</b> One (1) new housing or facilities for homeless, special needs, or elderly populations				
DH 1.2	Objective 2-3: As deemed feasible the City will acquire and demolish, clear and/or dispose of property to make way for new affordable housing units	CDBG/ Other	2007	1	0	0	%
			2008	0	1	0	%
			2009	0	0	0	%
			2010	0	0	0	%
			2011	0	0	0	%
			<b>MULTI-YEAR GOAL:</b> One (1) structure or lot acquired, removed, and/or disposed of				
DH 1.3	Objective 2-8: Based upon availability, the City will purchase a Dollar HUD Home and sell as affordable housing	CDBG/ Other	2007	0	0	0	%
			2008	0	0	0	%
			2009	0	0	0	%
			2010	0	0	0	%
			2011	1	1	0	%
			<b>MULTI-YEAR GOAL:</b> One (1) HUD Dollar Home purchased, marketed				
Affordability of Decent Housing (DH-2)							
DH 2.1	Objective 2-1: The City will create an Affordable Housing Task Force to make recommendations to the Mayor and City Council to facilitate the creation of, preservation of, and dissemination of information regarding affordable owner-occupied housing.	CDBG/ Other	2007	1 AHTF Estab.	1	1	100%
			2008	0	0	0	%
			2009	0	0	0	%
			2010	0	0	0	%
			2011	0	0	0	%
			<b>MULTI-YEAR GOAL:</b> AHTF continues to work toward improving affordable housing opportunities in the City				1
DH 2.2	Objective 2-2: The City will invest CDBG funds in funding and filling affordable housing units	CDBG/ Other	2007	0	0		%
			2008	1	5		%
			2009	1	1		%
			2010	1	1		%
			2011	2	2		%
			<b>MULTI-YEAR GOAL:</b> Five (5) affordable housing units available to LMI residents				9

<b>DH 2.3</b>	Objective 2-7: The City will provide information, referral to housing counseling services, first-time homebuyer assistance, and accessibility improvements grants through Community Resource Directory	CDBG/ Other	2007	150	150		%
			2008	0	0		%
			2009	0	0		%
			2010	0	0		%
			2011	0	0		%
<b>MULTI-YEAR GOAL:</b> Distributed to fifty (50) residents of Meridian's LMI Areas and one hundred (100) other residents							
<b>Sustainability of Decent Housing (DH-3)</b>							
<b>DH 3.1</b>	Objective 2-4: The City will participate on boards and committees of local organizations and cooperate with other local governments to promote affordable rental housing opportunities	CDBG/ Other	2007	1 Activity	1	1	100%
			2008	1 Activity	1		
			2009	1 Activity			
			2010	1 Activity			
			2011	1 Activity			
			<b>MULTI-YEAR GOAL:</b> Five (5) fair housing activities		5	1	20%
<b>DH 3.2</b>	Objective 2-5: Planning/Building Department will continue to inform and educate the public, non profit agencies, and the private sector housing industry about the dangers of lead-based paint	CDBG/ Other	2007	20 persons	20		
			2008	20 persons	20		
			2009	20 persons	20		
			2010	20 persons	20		
			2011	20 persons	20		
			<b>MULTI-YEAR GOAL:</b> One hundred (100) persons educated on lead based paint				
<b>DH 3.3</b>	Objective 2-9: The City will support activities that increase the awareness of available affordable homeownership opportunities and programs	CDBG/ Other	2007	2 families	2		%
			2008	2 families	2		%
			2009	2 families	2		%
			2010	2 families	2		%
			2011	2 families	2		%
			<b>MULTI-YEAR GOAL:</b> Ten (10) families with increased awareness		10		%
<b>Availability/Accessibility of Suitable Living Environment (SL-1)</b>							
<b>SL 1.1</b>	N/A		2007				%
			2008				%
			2009				%
			2010				%
			2011				%
			<b>MULTI-YEAR GOAL</b>				%
<b>Affordability of Suitable Living Environment (SL-2)</b>							

SL 2.1	N/A		2007				%
			2008				%
			2009				%
			2010				%
			2011				%
			<b>MULTI-YEAR GOAL</b>				
<b>Sustainability of Suitable Living Environment (SL-3)</b>							
SL 3.1	Objective 3-1: Code Enforcement will help to reduce deterioration of this neighborhood by working with residents to enforce property maintenance codes	CDBG/ Other	2007	2 CE Cases	2		%
			2008	2 CE Cases	2		%
			2009	2 CE Cases	2		%
			2010	2 CE Cases	2		%
			2011	2 CE Cases	2		%
			<b>MULTI-YEAR GOAL: Ten (10) CE Cases opened and resolved in LMI Census Tracts</b>			10	
SL 3.2	Objective 3-2: The City will organize neighborhood clean-up and/or improvement activities	CDBG/ Other	2007	1 Activity	1		%
			2008	1 Activity	1		%
			2009	1 Activity	1		%
			2010	1 Activity	1		%
			2011	1 Activity	1		%
			<b>MULTI-YEAR GOAL: Five (5) clean-up/and or improvement activities</b>			5	
SL 3.3	Objective 3-3: The City will help address key social and human service needs, especially those related to family support, youth development, child care, senior services, substance abuse, homelessness support services, financial counseling, victims of domestic violence, veteran's affairs, transportation, educational, and employment training	CDBG/ Other	2007	5 residents	5		%
			2008	5 residents	5		%
			2009	5 residents	5		%
			2010	5 residents	5		%
			2011	5 residents	5		%
			<b>MULTI-YEAR GOAL: Twenty-five (25) LMI residents will show increased awareness of available social and human services programs</b>			25	

**Table 3A: Summary of Specific Annual Objectives**

**Grantee Name: CITY OF MERIDIAN**

Availability/Accessibility of Economic Opportunity (EO-1)							
Specific Annual Objective		Source of Funds	Year	Performance Indicators	Expected Number	Actual Number	Percent Completed
EO 1.1	N/A		2007				%
			2008				%
			2009				%
			2010				%
			2011				%
			<b>MULTI-YEAR GOAL</b>				
Affordability of Economic Opportunity (EO-2)							
EO 2.1	N/A		2007				%
			2008				%
			2009				%
			2010				%
			2011				%
			<b>MULTI-YEAR GOAL</b>				
Sustainability of Economic Opportunity (EO-3)							
EO 3.1	Objective 1-1: The City will support the efforts of the Meridian Development Corporation to implement the Urban Renewal Area Plan in revitalizing downtown	CDBG/ Other	2007	0	0		%
			2008	0	0		%
			2009	2	2		%
			2010	2	2		%
			2011	2	2		%
			<b>MULTI-YEAR GOAL: Six (6) new LMI jobs</b>				6
EO 3.2	Objective 1-2: The City will improve economic conditions in the Meridian Urban Renewal Area, creating access to services and jobs for LMI persons	CDBG/ Other	2007	0	0		%
			2008	0	0		%
			2009	3	3		%
			2010	3	3		%
			2011	4	4		%
			<b>MULTI-YEAR GOAL: Ten (10) businesses locate in Meridian URA</b>				10
Neighborhood Revitalization (NR-1)							
NR 1.1	N/A		2007				%
			2008				%
			2009				%
			2010				%
			2011				%
			<b>MULTI-YEAR GOAL</b>				
Other (O-1)							

<b>O 1.1</b>	<b>N/A</b>		2007				%
			2008				%
			2009				%
			2010				%
			2011				%
			<b>MULTI-YEAR GOAL</b>				
<b>Other (O-2)</b>							
<b>O 2.1</b>	<b>N/A</b>		2007				%
			2008				%
			2009				%
			2010				%
			2011				%
			<b>MULTI-YEAR GOAL</b>				



**Table 3B  
ANNUAL AFFORDABLE HOUSING COMPLETION GOALS**

<b>Grantee Name: City of Meridian</b>  <b>Program Year: 2008</b>	<b>Expected Annual Number of Units To Be Completed</b>	<b>Actual Annual Number of Units Completed</b>	<b>Resources used during the period</b>			
			<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPW A</b>
<b>BENEFICIARY GOALS (Sec. 215 Only)</b>						
Homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-homeless households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special needs households	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Beneficiaries*</b>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Rental</b>	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOME OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Affordable Owner</b>	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMBINED RENTAL AND OWNER GOALS (Sec. 215 Only)</b>						
Acquisition of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units	0		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance	0		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Homebuyer Assistance	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Combined Total Sec. 215 Goals*</b>	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>OVERALL HOUSING GOALS (Sec. 215 + Other Affordable Housing)</b>						
Annual Rental Housing Goal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Overall Housing Goal</b>	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Meridian, Idaho

**Priority Need:** Program Administration

**Project Title** Program Administration

**Description**

The City's Overall CDBG program management, coordination, monitoring, reporting, and evaluation will include the following types of assistance:

- Coordinating Fair Housing activities with Boise and Nampa
- Ensuring compliance with the Citizen Participation Plan
- Preparing program budgets, schedules and amendments
- Evaluating program results against stated objectives
- Coordinating resolution of audit and monitoring findings
- Developing systems for assuring compliance with program requirements
- Monitoring program activities for progress and compliance
- Preparing reports and other documents for submission to HUD
- Developing agreements to carry out program activities
- Coordinate training activities

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**

Citywide as applicable

<b>Objective Number</b>	<b>Project ID</b>
<b>HUD Matrix Code</b> 21A	<b>CDBG Citation</b> 24 CFR § 570.206
<b>Type of Recipient Entitlement</b>	<b>CDBG National Objective</b> N/A
<b>Start Date</b> 10/01/2008	<b>Completion Date</b> 09/30/2009
<b>Performance Indicator</b> N/A	<b>Annual Units</b> N/A
<b>Local ID</b>	<b>Units Upon Completion</b> N/A

**Funding Sources:**

CDBG	..... \$47,500
ESG	.....
HOME	.....
HOPWA	.....
Total Formula	..... \$47,500
Prior Year Funds	.....
Assisted Housing	.....
PHA	.....
Other Funding	.....
Total	..... \$47,500

The primary purpose of the project is to help:

The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Meridian, Idaho

**Priority Need:** Affordable Housing

**Project Title** Boise City/Ada County Housing Authority Homeownership

**Description**

The City intends to provide funding for the Boise City/Ada County Housing Authority to provide direct homeownership assistance to help LMI individuals purchase homes.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**

Citywide as applicable

<b>Objective Number</b> 2-2	<b>Project ID</b>
<b>HUD Matrix Code</b> 13	<b>CDBG Citation</b> 24 CFR § 570.201(n)
<b>Type of Recipient</b> Subrecipient	<b>CDBG National Objective</b> LMH
<b>Start Date</b> 10/01/2008	<b>Completion Date</b> 09/30/2009
<b>Performance Indicator</b> DH-2	<b>Annual Units</b> 5
<b>Local ID</b>	<b>Units Upon Completion</b>

**Funding Sources:**

CDBG	\$50,000
ESG	
HOME	
HOPWA	
Total Formula	\$50,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$50,000

The primary purpose of the project is to help:

The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Meridian, Idaho

**Priority Need:** Public Facilities

**Project Title** Boys and Girls Club

**Description**

The City intends to provide funding for the Meridian Boys and Girls Club to design part of their facilities for Meridian youth

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**  
Citywide as applicable

<b>Objective Number</b> 3-2: 3-3	<b>Project ID</b>
<b>HUD Matrix Code</b> 03D	<b>CDBG Citation</b> 24 CFR § 570.201(C)
<b>Type of Recipient</b> Entitlement	<b>CDBG National Objective</b> LMC
<b>Start Date</b> 10/01/2008	<b>Completion Date</b> 09/30/2009
<b>Performance Indicator</b> SL-1	<b>Annual Units</b> 1 facility improvement
<b>Local ID</b>	<b>Units Upon Completion</b>

**Funding Sources:**

CDBG	\$40,000
ESG	
HOME	
HOPWA	
Total Formula	\$40,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$40,000

The primary purpose of the project is to help:

The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Meridian, Idaho

**Priority Need:** Community Development

**Project Title** LMI Area Code Enforcement

**Description**

Code Enforcement will help to reduce deterioration of qualifying Meridian LMI neighborhood by working with residents to enforce property maintenance codes, zoning and other ordinances affecting buildings, lot appearance, and health, safety, and welfare. CDBG funds will be utilized to increase the support for these activities.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**

Census Tract 10322, Block Group 1 (45% LMI), Census Tract 10322, Block Group 2 (72.05% LMI), and Census Tract 10321, Block Group 2 (46.1% LMI)

<b>Objective Number</b> 3-1	<b>Project ID</b>
<b>HUD Matrix Code</b> 15	<b>CDBG Citation</b> 24 CFR § 570.202(c)
<b>Type of Recipient</b> Entitlement	<b>CDBG National Objective</b> LMA
<b>Start Date</b> 10/01/2008	<b>Completion Date</b> 09/30/2009
<b>Performance Indicator</b> SL-3	<b>Annual Units</b> 2 CE cases
<b>Local ID</b>	<b>Units Upon Completion</b> 10 CE cases

**Funding Sources:**

CDBG	\$20,000
ESG	
HOME	
HOPWA	
Total Formula	\$20,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$20,000

The primary purpose of the project is to help:

The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Meridian, Idaho

**Priority Need:** Affordable Housing

**Project Title** Boise Habitat for Humanity Housing Project

**Description**

The City intends to provide funding for Boise Habitat for Humanity to acquire a lot to build housing for a qualifying LMI Meridian family.

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**  
Citywide as applicable

<b>Objective Number</b> 2-3	<b>Project ID</b>
<b>HUD Matrix Code</b> 01	<b>CDBG Citation</b> 24 CFR § 570.201(a)
<b>Type of Recipient Entitlement</b>	<b>CDBG National Objective</b> LMH
<b>Start Date</b> 10/01/2008	<b>Completion Date</b> 09/30/2009
<b>Performance Indicator</b> DH-1	<b>Annual Units</b> 1
<b>Local ID</b>	<b>Units Upon Completion</b> 1

**Funding Sources:**

CDBG	\$60,000
ESG	
HOME	
HOPWA	
Total Formula	\$60,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$60,000

The primary purpose of the project is to help:

The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs

**Table 3C  
Consolidated Plan Listing of Projects**

**Jurisdiction's Name:** City of Meridian, Idaho

**Priority Need:** Public Facilities

**Project Title** Senior Center Public Facilities

**Description**

The City intends to provide funding for the Meridian Senior Center to update their facilities and phone system to address a growing need for expanded services and capabilities

**Objective category:**  Suitable Living Environment  Decent Housing  Economic Opportunity  
**Outcome category:**  Availability/Accessibility  Affordability  Sustainability

**Location/Target Area**  
Citywide as applicable

<b>Objective Number</b> 3-2;3-3	<b>Project ID</b>
<b>HUD Matrix Code</b> 03A	<b>CDBG Citation</b> 24 CFR § 570.201(C)
<b>Type of Recipient Entitlement</b>	<b>CDBG National Objective</b> LMC
<b>Start Date</b> 10/01/2008	<b>Completion Date</b> 09/30/2009
<b>Performance Indicator</b> SL-3	<b>Annual Units</b> 1 facility improvement
<b>Local ID</b>	<b>Units Upon Completion</b> 1

**Funding Sources:**

CDBG	\$20,000
ESG	
HOME	
HOPWA	
Total Formula	\$20,000
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$20,000

The primary purpose of the project is to help:

The Homeless  Persons with HIV/AIDS  Persons with Disabilities  Public Housing Needs



# Appendix C: Certifications

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# CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

- This certification does not apply.
- This certification is applicable.

## NON-STATE GOVERNMENT 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, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**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, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

8. 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;

9. 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
10. 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 CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

## Specific CDBG 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 housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that 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 activities which the grantee certifies are designed to meet other community development needs having a 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);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2\_\_\_\_, 2\_\_\_\_, 2\_\_\_\_, (a period specified by the grantee consisting 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;
13. 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.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, 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:

14. 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
15. 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 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

**Compliance with Laws** -- It will comply with applicable laws.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

**OPTIONAL CERTIFICATION  
CDBG**

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 a 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 a 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.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

\_\_\_\_\_  
 Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

### HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number



This certification does not apply.

This certification is applicable.

### ESG Certifications

I, \_\_\_\_\_, Chief Executive Officer of Jurisdiction, certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.
11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be

able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.

- 12. The new requirement of the McKinney-Vento Act (42 USC 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
- 13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

	<div style="border: 1px solid black; width: 100%; height: 20px; margin: 0 auto;"></div>
Signature/Authorized Official	Date
Name	
Title	
33 E. Idaho	
Address	
Meridian, Idaho 83642	
City/State/Zip	
208-888-4433	
Telephone Number	

- This certification does not apply.  
 This certification is applicable.

## APPENDIX TO CERTIFICATIONS

### Instructions Concerning Lobbying and Drug-Free Workplace Requirements

#### 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.

#### Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)  
 Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
Meridian City Hall	33 E. Idaho	Meridian	Ada	ID	83642
Meridian City Hall Annex	703 N. Main St.	Meridian	Ada	ID	83642
Meridian Planning Department	660 E. Watertower	Meridian	Ada	ID	83642
Meridian Senior Center	133 W. Broadway	Meridian	Ada	ID	83642

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:
  - a. All "direct charge" employees;
  - b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
  - c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if

used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

1. Analysis of Impediments to Fair Housing
2. Citizen Participation Plan
3. Anti-displacement and Relocation Plan

<hr/>	<input type="text"/>
Signature/Authorized Official	Date
<input type="text"/>	
Name	
<input type="text"/>	
Title	
<input type="text" value="33 E. Idaho"/>	
Address	
<input type="text" value="Meridian, Idaho 83642"/>	
City/State/Zip	
<input type="text" value="208-888-4433"/>	
Telephone Number	

**Appendix D:**  
**SF 424**

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Title: Assistant City Planner
Organizational Affiliation:
*Telephone Number: 208-884-5533 Fax Number: 208-888-6854
*Email: wheelers@meridiacity.org

OMB Number: 4040-0004  
Expiration Date: 01/31/2009

<b>Application for Federal Assistance SF-424</b>	Version 02
<b>*9. Type of Applicant 1: Select Applicant Type:</b> C. City or Township Government Type of Applicant 2: Select Applicant Type: Type of Applicant 3: Select Applicant Type: *Other (Specify)	
<b>*10 Name of Federal Agency:</b> <b>HUD</b>	
<b>11. Catalog of Federal Domestic Assistance Number:</b> _____ CFDA Title: _____	
<b>*12 Funding Opportunity Number:</b> 14.218 _____ *Title: COMMUNITY DEVELOPMENT BLOCK GRANT/ENTITLEMENT GRANTS _____	
<b>13. Competition Identification Number:</b> _____ Title: _____	

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

CITY OF MERIDIAN, IDAHO

**\*15. Descriptive Title of Applicant's Project:**

Investment of CDBG funds for creating sustainable living environments, increasing housing opportunities and availability, helping code enforcement and general administrative CDBG activities.

OMB Number: 4040-0004  
Expiration Date: 01/31/2009

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\*a. Applicant: 1

\*b. Program/Project: 1

**17. Proposed Project:**

\*a. Start Date: 10/01/2008

\*b. End Date: 09/30/2009

**18. Estimated Funding (\$):**

*a. Federal	_____	237,789
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	_____	
*f. Program Income	_____	
*g. TOTAL	_____	237,789

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

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 218, Section 1001)

\*\* 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: \_\_\_\_\_ \*First Name: Tammy \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
\*Last Name: De Weerd \_\_\_\_\_  
Suffix: \_\_\_\_\_

\*Title: Mayor

\*Telephone Number: 208-888-4433 Fax Number: 208-884-8723

\* Email: deweerdt@meridiancity.org

\*Signature of Authorized Representative: \_\_\_\_\_ \*Date Signed: \_\_\_\_\_

Authorized for Local Reproduction  
Standard Form 424 (Revised 10/2005)

Prescribed by OMB Circular A-102



**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**INSTRUCTIONS FOR THE SF-424**

Public reporting burden for this collection of information is estimated to average 60 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 (0348-0043), 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.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.                A. Increase Award    B. Decrease Award                C. Increase Duration    D. Decrease Duration                E. Other (specify)</li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.		
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
a.	<b>Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.		
b.	<b>Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.		
c.	<b>Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.		
d.	<b>Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).		
e.	<b>Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State																								
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		20. <b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  If yes, include an explanation on the continuation sheet.																								
9.	<b>Type of Applicant: (Required)</b> Select up to three applicant type(s) in accordance with agency instructions.		21. <b>Authorized Representative: (Required)</b> To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)																								
	<table border="0"> <tr> <td>A. State Government</td> <td>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td>B. County Government</td> <td>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td>C. City or Township Government</td> <td>O. Private Institution of Higher Education</td> </tr> <tr> <td>D. Special District Government</td> <td>P. Individual</td> </tr> <tr> <td>E. Regional Organization</td> <td>Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td>F. U.S. Territory or Possession</td> <td>R. Small Business</td> </tr> <tr> <td>G. Independent School District</td> <td>S. Hispanic-serving Institution</td> </tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td> <td>T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td> <td>U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td>V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td> <td>W. Non-domestic (non-US) Entity</td> </tr> <tr> <td>L. Public/Indian Housing Authority</td> <td>X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
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