



ANNUAL ACTION PLAN *Program Year 2025*

CITY OF

POCATELLO

PLANNING & DEVELOPMENT



ANNUAL ACTION PLAN *Program Year 2025*

CITY OF

POCATELLO

PLANNING & DEVELOPMENT

Executive Summary

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

1. Introduction

Pocatello, Idaho receives an annual entitlement allocation from the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. The Consolidated Plan provides direction on the investment of CDBG dollars over five years, from Program Years 2022 through 2026. Additionally, each year, the City produces an Annual Action Plan that details how it will carry out the goals and objectives identified in the Consolidated Plan.

The Annual Action Plan (AAP) describes funding and projects in Program Year 2025 (PY25) and provides a more specific look into how the program will operate. Consistent with HUD's mission, the City works to increase homeownership, support community development, and increase access to affordable housing free from discrimination. The City will embrace a high standard of ethics, management, and accountability in undertaking this work. The City will continue to form new partnerships that leverage resources and improve HUD's effectiveness at the community level.

The PY25 AAP serves as year four of the 2022-2026 Consolidated Plan. The PY25 AAP includes projects that will address the priority needs identified in the Consolidated Plan which include:

- Provide decent housing
- Create a suitable living environment
- Expand opportunities for Low-and moderate-income (LMI) persons

To address these priority needs, the PY25 AAP includes the goals of: housing, public facilities, public infrastructure, public services, and planning and administration. The City used the Consolidated Plan as well as public feedback and comments received through the Citizen Participation process to determine funding allocations toward these goals and subsequent projects.

2. Summarize the objectives and outcomes identified in the Plan

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

As further articulated in section AP-20, the objectives and outcomes are identified in the Plan (see attached table) and include the following:

- Public facilities
- Public infrastructure

- Public services
- Housing
- Planning and administration

During the 2022-2026 Consolidated Plan period, the City of Pocatello selected projects to support affordable housing for low- to moderate-income residents. This includes the City's Lead Safe and Healthy Homes (LSHH) program and the RENEWAL property rehabilitation grant and loan program. In PY25 those activities will assist an estimated 29 low- and moderate-income residents as follows:

- Homeowner housing rehabilitated through LSHH and RENEWAL - 25
- Rental units rehabilitated through LSHH - 4

Other programs will help support low- and moderate-income residents to remain housed or transition into affordable housing:

- Homeless overnight shelter - 15 persons assisted
- Public facilities and infrastructure projects - 1,500 persons assisted
- Public services - 1,129 persons assisted

3. Evaluation of past performance

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

Each year, Pocatello reports its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is submitted to HUD within 90 days after the start of each new program year. In addition, the City reviews the past performance of Subrecipients/partnering agencies to determine if the proposed projects will help meet the goals of the Con Plan. This information is used to inform the recommendation for funding that is presented to City Council for approval.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation includes actively encouraging citizens, particularly the low and moderate-income population, to participate in the planning process for the five-year Consolidated Plan, the Annual Action Plan, the submission of Substantial Amendments, and the development of the Consolidated Annual Performance Evaluation Report (CAPER).

The City encouraged and sought broad participation but especially encouraged participation from low- and moderate-income persons, residents of predominantly low- and moderate-income neighborhoods, minorities, non-English speaking persons, persons with disabilities, public housing residents, local and

regional institutions, businesses, developers, and nonprofit organizations.

All public meetings were held in a location convenient to residents, particularly those that are potential or actual beneficiaries, and were in an accessible location. Meetings were held at times to provide maximum flexibility for an array of citizen schedules. Attention is given to ensure meeting times increase the probability of maximum citizen participation. In addition to making staff available to field all input received via email, phone, or in-person communication, the City held a public technical assistance meeting in September, an advertised Needs Hearing in October, four CDBG Advisory Committee meetings which are open to the public, and a Public Hearing in February. All public hearings were preceded by a posted and advertised written comment period in accordance with the Citizen Participation Plan. Notice of meetings is posted in accessible locations and notice of public hearings are posted in agency partner locations to seek target population input. The draft plan and information about the process are posted on the City's website as well.

5. Summary of public comments

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

A public written public comment period was held from December 13, 2024 and concluded January 16, 2025. No written comments were received. An oral comment opportunity was held via a Public Hearing at the January 16, 2025 Pocatello City Council meeting. One comment was received in opposition to the item. The Pocatello resident, spoke in opposition to the proposal, expressing constitutional concerns about government involvement in helping private organizations.

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

The City accepts all comments or views.

7. Summary

Pocatello has an adopted Citizen Participation Plan (CPP) implemented in conjunction with the Annual Action Plan. The CPP provides the framework for public input into the allotment of CDBG funds granted to the City. Pocatello's CPP is used to guide how it gives notice and provides outreach to residents for public hearings regarding all aspects of the CDBG process.

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	POCATELLO	
CDBG Administrator	POCATELLO	Neighborhood & Community Services
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The City of Pocatello is the entity responsible for preparing the Consolidated Plan and for the administration of each grant program and funding source. The City effectively administers the grant programs by using dedicated staff within its Neighborhood and Community Services (NCS) Division, a division within the City's Planning and Development Services Department. NCS Division staff include: Grants Manager who serves as the Division Manager and is responsible for the administration and oversight of all entitlement funded programs, including Subrecipients; CDBG Grants Administrator/Compliance Analyst who is responsible for the implementation of programs and also conducts subrecipient monitoring, is the Labor Standards Officer, and is the Loan Officer; CDBG Property Rehabilitation Specialist who administers the RENEWAL rehab grant and loan program as well as oversees lead hazard control projects, public facility projects, public infrastructure projects, and completes environmental reviews; Lead Program Administrator who is a certified Lead Inspector/ Risk Assessor who ensures compliance with the lead safe housing rule for rehabilitation projects; and an Public Outreach & Grant Coordinator who assists with administration of programs and ensures eligibility of applicants in addition to conducting community outreach.

The City's PY2022-2026 Consolidated Plan was completed and adopted by HUD in 2022. This subsequent PY25 Annual Action Plan reflects the Consolidated Plan and the staff described herein are responsible for proper administration in accordance with the Consolidated Plan.

Consolidated Plan Public Contact Information

The City of Pocatello's PY2022-2026 Consolidated Plan, which includes an Analysis of Impediments and Fair Housing Plan and the Citizen Participation Plan, is available at Pocatello City Hall, 911 North 7th, during usual business hours, as are the current year's Annual Action Plan and most recent Consolidated Annual Performance and Evaluation Report. These same documents are also available on the City's website at www.pocatello.gov. The City's Neighborhood & Community Services Division staff is available to provide information and technical assistance to agency representatives and the general public, during usual business hours or via email at: ncs@pocatello.gov or phone at 208-234-6186.

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

1. Introduction

In conformance with its Citizen Participation Plan, a variety of agencies were included in the consultation phase of the Annual Action Plan (AAP) development. In particular, the City works to engage and involve those agencies working with, providing services to, and representing low- and moderate income persons. Specifically, the City holds an annual Technical Assistance meeting to begin the Annual Action Plan planning process. This meeting invites all local stakeholders, totaling nearly 75 agencies, to attend the meeting to learn about CDBG, identify eligible projects, outline Consolidated Plan goals, and seek feedback regarding community needs for the target population. After the Technical Assistance meeting, the City conducts a Public Needs Hearing at a City Council meeting. This needs hearing is advertised in a local paper of general circulation, posted on the City website and social media channels, posted on the City Council agenda, and posted throughout the City at locations targeting low- and moderate-income residents. The City gathers feedback from residents and agency representatives at the hearing. Finally, as part of the AAP development process, local agencies may submit letters of interest, draft applications, and final applications for CDBG funding requests. These applications are reviewed by staff for eligibility and submitted to the CDBG Advisory Committee who meets several times throughout November and December to review the applications and score them based on a rubric designed to align with the Consolidated Plan goals. These are publicly advertised meetings, open to the members of the public. Agencies are asked to present their applications to the Advisory Committee and community needs are discussed. The CDBG Advisory Committee is a seven-member board appointed by the Pocatello City Council that provides input on community needs, evaluates proposals for CDBG funding, and reviews progress made toward meeting community goals. Membership of the committee includes community, business, and civic leaders, a majority of whom must be residents of the City's neighborhood associations which represent the majority low- and moderate-income resident census tracts.

In addition to these formal methods, CDBG staff meets on a frequent, informal basis with staff members of these local agencies to ensure that programs are addressing the most pressing needs. Outreach is conducted frequently throughout the entire program year through attendance at events, meetings, commission meetings, and community board meetings. The City's Public Outreach and Grant Coordinator attends several community meetings and events to solicit feedback and promote CDBG programs. Needs and gaps are often identified by agencies at these group meetings and used to inform the CDBG AAP.

Finally, the Pocatello City Council holds a public hearing on the draft AAP to allow oral comment, after which the plan and amendments may be approved for submission to HUD. This public hearing is preceded by a written comment period in accordance with the City's Citizen Participation Plan. The Consolidated Plan provides the groundwork for development of each year's AAP. While consultation and outreach are not as broad annually as for the development of the Consolidated Plan, many of the

same agencies are consulted and invited to not only comment on potential activities, but also to be applicants themselves. The City takes proactive steps to ensure needs are addressed and the projects align with the broader Consolidated Plan goals.

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

The City has established a close relationship with local public and assisted housing providers as well as those local agencies providing services to low- and moderate-income residents including mental health and service agencies. The City of Pocatello is a member organization of the Homeless and Housing Coalition of Southeast Idaho. This group originally was created to coordinate and collaborate on housing, homeless, and special needs population issues. Coalition members include representatives of 20 different public agencies and nonprofit organizations, including those working on homelessness issues, public and affordable housing providers, mental health service providers, and social service providers. The Coalition serves as the Region V organization under the Idaho Balance of State Continuum of Care (CoC), working under a Collaborative Agreement with the Idaho Homelessness Coordinating Committee (IHCC) and Idaho Housing and Finance Association (IHFA). Coalition members participate as representatives to the IHCC and its committees, including: Governance; Strategic Planning; Data Collection, Reporting, and Evaluation; Continuum of Care Planning; and Point-in-Time Count. In addition, the City works closely with the Pocatello Housing Alliance and Community Partnership (HACP), the City's housing authority. The City will continue to coordinate activities with the HACP to leverage resources to address public housing as applicable. Similarly, the City is working directly with local agencies to provide housing, health, mental health, and other services to low- and moderate-income residents. This includes partnership and Subrecipient funding for housing, public service, and public facility projects with: Aid for Friends, Boys & Girls Club, Bannock Youth Foundation New Day Products, Pocatello Free Clinic, and Saint Vincent de Paul. These agencies all provide services to address the needs of the target population and provide for coordination of activities to improve outcomes.

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

The City of Pocatello does not receive ESG or HOPWA funding. The City works to reduce homelessness through homelessness prevention and rapid rehousing programs as part of the City's CDBG allocation. As part of the Homeless and Housing Coalition of Southeast Idaho's "Balance of State" Continuum of Care, the designated regional entity directly receiving the funds. As active members of the Homeless and Housing Coalition of Southeast Idaho, the City of Pocatello regularly coordinates with agencies to foster communication of affordable housing and projects for special needs/homeless populations. Coalition members include representatives of 20 different public agencies and nonprofit organizations, including: those working on homelessness issues; public and affordable housing providers; and mental

health and social services providers. The Coalition began functioning as the Region V organization under the Idaho Balance of State Continuum of Care (CoC), working under a Collaborative Agreement with the Idaho Homelessness Coordinating Committee (IHCC) and Idaho Housing and Finance Association (IHFA). Coalition members participate as representatives to the IHCC and its committees, including Governance, Strategic Planning, Data Collection, Reporting, Evaluation, Continuum of Care Planning, and Point-in-Time homeless counts. On a less formal level, staff members of the involved agencies maintain a close working relationship and assist one another whenever possible. This communication and inter-agency work is facilitated by the City Staff availability, at the bi-monthly Homeless and Housing Coalition meetings, and often at CDBG Advisory Committee meetings. This collaboration also includes the organizations that receive other HUD funding, such as Southeast Idaho Community Action Agency (SEICAA), Bannock Youth Foundation (BYF), Family Services Alliance (FSA), and Aid for Friends (AFF).

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

Idaho Housing and Finance Association (IHFA) is a uniquely created and organized financial institution and administrator of affordable housing resources. In its simplest form, IHFA's mission is to provide funding for affordable housing opportunities in Idaho communities where they are most needed and when it is economically feasible.

IHFA is a self-supporting corporation that must generate all revenue necessary to cover the cost of its operations. It does this by earning fees for work performed and does not use any state-appropriated funds for its operations. It functions as an agent for the US Department of Housing and Urban Development and performs various tasks associated with financing, developing, or managing affordable housing. Idaho Housing and Finance Association provides services through the HUD's HOPWA, ESG, and CoC programs.

Idaho Housing and Finance Association is designated by the Idaho Homelessness Coordinating Committee (IHCC) to serve as the Collaborative Applicant for the CoC. The Collaborative Applicant is responsible for coordination, communication, record-keeping of meeting agendas and minutes, annual reporting, completion, and submittal of the annual CoC program application, general program administration and oversight, monitoring, and other duties as assigned. IHFA is also the Homeless Management Information System (HMIS) Lead for all of Idaho. Idaho Housing and Finance Association currently contracts with HOPWA service providers throughout the State of Idaho that specialize in HIV/AIDS-related services and/or low-income rental assistance programs.

As active members of the Homeless and Housing Coalition of Southeast Idaho, the City participates in the Idaho Balance of State Continuum of Care. Within this organization, issues surrounding Emergency Solutions Grant funds are reviewed, including allocation, performance standards, and how--or whether--

the projects and activities funded by ESG have furthered the goals of the continuum of care. Additionally, as part of the Balance of State Continuum of Care, the Homeless and Housing Coalition participates in the Data Collection, Reporting, and Evaluation Committee, which oversees the operation and administration of HMIS. City of Pocatello CDBG staff members respond to IHFA surveys and attend meetings as planned. The City often refers clients to IHFA programs and has worked with the agency in a variety of ways such as through the partial acquisition of the Aid for Friends homeless shelter and fair housing training.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	AID FOR FRIENDS
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Aid for Friends is a multifaceted resource center providing services and opportunities to overcome or prevent homelessness in Southeast Idaho. In addition to the Emergency Shelter, they also provide their clients with case management services to support self-sufficiency, a transitional housing program, and a host of other community services. Aid for Friends is also the local designated Access Point for the region. Aid for Friends attended the City's Technical Assistance meeting and provided feedback on the needs for PY25. In addition, the agency presented two applications for CDBG funding for public services: PRT tickets for transportation and Case Management services for clients. Finally, the City will continue funding for the partial acquisition of the shelter. The City will partner with Aid for Friends as a subrecipient to achieve the goals outlined in the Consolidated Plan as articulated in this AAP.
2	Agency/Group/Organization	Boys & Girls Club
	Agency/Group/Organization Type	Services-Children

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Boys & Girls Club provides services for low and moderate-income families through a children's after school and summer program. The Boys & Girls Club attended the City's Technical Assistance meeting as well as submitted an application for funding for public services. The demand for programming for this target group is high in Pocatello. Through the TA meeting and application process, the City was able to receive feedback on these needs and incorporate it into the Public Services project for PY25
3	Agency/Group/Organization	New Day Products and Resources
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Employment
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	New Day Products offers a community therapy program giving jobs and resources to disabled persons all across Southeast Idaho. In particular, New Day Products provides training and workforce development for disabled persons in the target area. New Day Products attended the City's Technical Assistance meeting and submitted an application for public service funding for PY24. The City will partner with New Day Products to provide public services to their clientele through a case management program in PY24 as well as continue to collaborate as a partner for resource referral, outreach, communication, and any other relevant areas.
4	Agency/Group/Organization	Pocatello Neighborhood Housing Services dba NeighborWorks Pocatello
	Agency/Group/Organization Type	Housing Services - Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	NeighborWorks Pocatello is a chartered member of the NeighborWorks America network of trained and certified community development organizations at work in more than 2,000 communities across the United States. NeighborWorks Pocatello was created by the community in 1993 to revitalize the central neighborhoods of Pocatello. NeighborWorks Pocatello works towards this goal in several ways including housing development projects, beautification programs, local neighborhood investment, and housing-related education and training opportunities for the City's target populations. The City often consults and works with NeighborWorks on a number of programs to determine the City's needs for housing. NeighborWorks attended the City's Technical Assistance meeting in PY25. While they did not submit an application for funding, NeighborWorks and the City will continue a strong partnership through referrals to mobile home loan and repair programs offered.
5	Agency/Group/Organization	Pocatello Free Clinic
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Pocatello Free Clinic provides quality health care to the medically underserved of Southeast Idaho and to promote the health and well-being of the community through disease prevention, continuity of care, and education. As one of the oldest free clinics in the United States, the Pocatello Free Clinic provides free medical and dental care, including labs and prescriptions, to those who are uninsured and below 300% of the Federal Poverty Level. The clinic is managed by an Executive Director under the supervision of a volunteer Board of Directors. The clinic is staffed by an MD and an assistant, clinic coordinator, certified nursing assistant, and registered nurse. The Free Clinic attended the City's Technical Assistance meeting and submitted an application for dental services, indicating the public service need in the community.
6	Agency/Group/Organization	Senior Activity Center
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Senior Activity Center (SAC) strives to provide daily nutritional meals that support nutritional, physical, cognitive and socialization activities that serve the City's senior population. This enriches the daily lives of seniors by providing a creative environment that stimulates them nutritionally, physically, mentally and socially. The Senior Activity Center works to provide a daily well-balanced lunch to seniors over the age of 60 who financially or physically may not be able to provide for themselves. In PY25, CDBG will continue to partner with the SAC through referrals and other support but will not provide direct CDBG grant funding for the nutrition program.

7	Agency/Group/Organization	Saint Vincent De Paul Society Holy Spirit Conference
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	St. Vincent de Paul is one of the oldest social service agencies in Pocatello, offering a public food bank, social service program for short-term assistance, and providing discounted goods and amenities through their thrift store. The thrift store also operates as a means to employ low- and moderate-income residents. The City will partner with St. Vincent de Paul to provide public services to their clientele in PY25 as well as continue to collaborate as a partner for resource referral, outreach, communication, and any other related projects.
8	Agency/Group/Organization	BANNOCK YOUTH FOUNDATION
	Agency/Group/Organization Type	Services-Children Services-homeless Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Bannock Youth Foundation provides services to homeless youth in the community. The BYF offers emergency housing for homeless youth as well as other supportive services including social work, case management, and mental health services. The City will partner with BYF in PY25.

9	Agency/Group/Organization	City of Pocatello
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Consultation Local Government
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City consulted with City Staff whose primary responsibilities include the management of flood prone areas, public land or water resources, and emergency management agencies. This included: Science & Environment Division Manager; Pocatello Fire Chief; and Pocatello Police Chief. The PY25 AAP proposed projects and Plan were sent to staff for review and comment in the event there were concerns regarding these projects and the impact on flood prone areas, public land, water resources or emergency management agencies. Where the PY25 AAP conducts rehabilitation projects of existing units and complies with all Environmental Review Requirements this is not an impact on environmental resources. Further, other activities such as housing, public service, public infrastructure, and public facility projects will improve environmental hazards (such as lead based paint abatement) as well as improve safety and health hazards (such as through installation of smoke/CO detectors). Further, these activities will not impact emergency management services.

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

Regarding consultation with Public and private organizations, including broadband internet service providers and organizations engaged in narrowing the digital divide, the City did not directly consult with these organizations. The City of Pocatello did not seek specific consultation for broadband access based on existing adequate coverage and access. The FCC National Broadband map indicates that 100% of units are covered for download/upload speeds of 100/20 and 99.68% have speeds of 250/25. For mobile broadband, 100% of the are is covered by 4G and 99.12% is covered by 5G-NR at 35/3 Mbps.

Further, Pocatello has numerous fiber providers and in 2024 became the first city in Idaho to offer google fiber. Broadband internet is widely available throughout the City and residents have various choices for residential broadband service. Further, the City will continue to ensure compliance with the final rule and narrowing the digital divide by requiring installing broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing funded or supported by HUD. The City does not have any of these types of project planned for PY25 but will ensure compliance if applicable.

The City continues to consult with all required organizations in helping to formulate a strategy for the efficient use of HUD Community Development Block Grant (CDBG) funds.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Idaho Housing and Finance Association	Idaho Housing and Finance Association (IHFA) and the City of Pocatello are both committed to ensuring greater access to fair and affordable housing, the reduction/prevention of homelessness, and access to credit for homeownership. The City participates in many joint efforts and organizations with IHFA to help support increasing housing options for residents.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen participation includes actively encouraging citizens, particularly the low- and moderate-income population, to participate in the planning process for the five-year Consolidated Plan, the Annual Action Plan, the submission of Substantial Amendments, and the development of the Consolidated Annual Performance Evaluation Report (CAPER). All notices of public meetings relating to this process are published in the local newspaper prior to the public meeting as well as advertised at target locations and on the City's website via the City Council Agenda that is published in accordance with open meeting law requirements. The City Council Agenda includes information about the public hearing as well as a link to the documents available for review (see web link: https://pocatello.gov/AgendaCenter/ViewFile/Agenda/_01162025-1713?html=true). Public comment periods also offer a written comment opportunity ahead of the oral comment public hearing.

Adhering to HUD guidelines, the Annual Action Plan draft was posted on the City's website, made known to grant subrecipients, and noticed in the local newspaper. In addition, the draft plan notice is published in locations across Pocatello to reach the target population. The City encouraged and sought broad participation but especially encouraged participation from low- and moderate-income persons, residents of slum and blighted areas, residents of predominantly low- and moderate-income neighborhoods, minorities, non-English speaking persons, persons with disabilities, public housing residents, local and regional institutions, businesses, developers, nonprofit organizations, philanthropic organizations, and community or faith-based organizations. This outreach consisted of several public meetings, attendance at local community events and community meetings to solicit feedback, the conducting of a public needs hearing with a written comment period, a technical assistance meeting, and one-on-one technical assistance and engagement with agencies providing services to the target populations.

All public meetings are held in a location convenient to residents, particularly those who are potential or actual beneficiaries. Meetings are held at times to provide maximum flexibility for an array of citizen schedules. Attention is given to ensure meeting times increase the probability of full citizen participation. The City offers accessibility and language accommodations and publishes the information on the City's website which includes PageAssist technology for accessibility needs. All Public Hearings and Comment Periods are advertised in the local newspaper of general circulation. Meetings are recorded and broadcast live as well as made available for re-broadcast. Staff are available to field inquiries and all documents can be made available in Spanish upon request.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
------------	------------------	--------------------	--------------------------------	------------------------------	--	---------------------

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community Community Stakeholders	The City held an annual Technical Assistance meeting which was broadly advertised to local Community Stakeholders primarily consisting of local service agencies. Attendees were provided a presentation on the City's CDBG program including a summary of the PY2022-PY2026 Consolidated Plan goals, CDBG eligible projects and activities, and projected available funding. Attendees provided comments or asked questions related to the available funding in PY25 as well as eligibility of projects. Staff responded to questions at the meeting and were made available to provide technical assistance.	The meeting included a discussion of service areas that are lacking funding, community needs, programs/services provided by the attendees, and questions regarding CDBG-eligible activities. All comments and recommendations were integrated into the decision making process for the Annual Action Plan.	All comments were accepted and noted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Non-targeted/broad community	The City advertised a Needs Hearing to be conducted at a November City Council meeting as a public hearing. Included in this advertisement was the opportunity to submit written comments to be included in the correspondence recorded with the Public Hearing as well as any oral comments received at the hearing. This was advertised in a local newspaper of general circulation on October 16, 2024.	No written comments were received.	All comments are accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	The City held a public hearing at the November 7, 2024 City Council meeting. This meeting was advertised in the Idaho State Journal as well as posted with the City Council agenda on the City's website, at City Hall, and in other locations. The Needs Hearing was held in an accessible location, live streamed, and recorded for rebroadcast.	One oral comment was received at the Needs Hearing indicating that the individual does not support the City accepting federal funding and that the funding should be returned to the taxpayers.	All comments were accepted and noted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			Pocatello has an active and engaged CDBG Advisory Committee that meets regularly and provides programmatic oversight. The CDBG Advisory Committee (Committee) met frequently throughout the Annual Action Planprocess: October 15, 2024 - The Advisory Committee met and staff provided an update on the Technical Assistance meeting, the upcoming Needs Hearing, and the Program year 2025 planning process. This included a summary of the feedback received at the technical assistance meeting, review of any letters of interest received from local service			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	The City held a public hearing at the January 16, 2025 City Council meeting. This meeting was advertised in the Idaho State Journal as well as posted with the City Council agenda on the City's website, at City Hall, and in other locations. The Needs Hearing was held in an accessible location, live streamed, and recorded for rebroadcast.	One oral comment was received at the Hearing indicating and the individual spoke in opposition to the proposal, expressing constitutional concerns about government involvement in helping private organizations.	All comments were accepted and noted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Written Comment Opportunity	Non-targeted/broad community	The City held a written comment opportunity for the draft Plan from December 13, 2024 through January 16, 2025. This was advertised in the Idaho State Journal and on the City website as well as other locations in the community. This provided an opportunity for submission of written comments on the draft PY25 AAP.	None received.	N/A No comments were received.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City anticipates using its annual entitlement allocation to fulfill the goals established in the PY2022-PY2026 Consolidated Plan and those goals articulated in this PY2025 Annual Action Plan. The City also anticipates it will receive \$25,000 in program income to be used for eligible CDBG project expenses. Prior year resources will be allocated toward established projects, most of which were approved in the PY24 Action Plan but have not yet been spent in PY24. This includes the Federal Transit Authority funding which the Pocatello Regional Transit has partnered with the City to complete public infrastructure projects. The City will continue to encourage local agency partners to allocate portions of their funding toward public service activities to ensure programs can extend beyond the CDBG-funded portion. Finally, the CDBG program will continue to match the Lead Safe and Healthy Homes program, and leverage those resources to complete lead-based paint remediation in units as well as address healthy homes hazards and concerns.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	380,283.00	25,000.00	0.00	405,283.00	375,000.00	The City's annual entitlement is \$380,283. In addition, it is expected that Program Income will be about \$25,000 as a result of income received from rehabilitation project loan repayments. All previous program year resources are allocated or accounted for, therefore no prior year resources will be used for PY25 activities.

Table 5 - Expected Resources – Priority Table

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

In PY25, the CDBG program is not explicitly leveraging federal funds or other outside resources. In PY24 the City partnered with Pocatello Regional Transit to leverage Federal Transit Administration (FTA) funding for the repair or replacement of sidewalks located in low-to-moderate income areas that lead to or improve accessibility and mobility to transit stops. These projects may be completed in PY25. For private, state, and local fund leverage, the City identifies opportunities to layer CDBG-funding with allowable and allocable projects as they arise. The City also relies on in-kind services of City Staff, such as building inspectors or engineers, to complete housing or public infrastructure activities. These resources are not explicitly quantified but are leveraged to conduct the CDBG program.

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

Publicly owned land or property within the jurisdiction will be used to achieve public infrastructure needs. Specifically, the City owns the public right of way for streets, sidewalks, and parks. The City will utilize CDBG funding to remove architectural barriers and create ADA-accessible facilities particularly for sidewalks in the community. In addition, the City leases a public facility to the Bannock Youth Foundation, which serves as the nonprofit entity to administer programs for youth in the City. The BYF will continue to operate their homeless shelter for youth which is operated in the public facility. Finally, the Boys & Girls Club operates its programs out of the School District #25 Pocatello elementary schools, which are public buildings.

Discussion

The City expects partners to leverage CDBG funding to the fullest extent possible to implement robust programs that will help further the needs of area residents.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Facilities and Improvements	2022	2026	Homeless Non-Homeless Special Needs Non-Housing Community Development	Pocatello Citywide	Create a Suitable Living Environment	CDBG: \$22,105.00	Homelessness Prevention: 15 Persons Assisted
2	Public Infrastructure	2022	2026	Non-Housing Community Development	Pocatello Citywide	Create a Suitable Living Environment	CDBG: \$86,750.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1500 Persons Assisted
3	Program Administration	2022	2026	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Pocatello Citywide	Provide Decent Housing Create a Suitable Living Environment Expand Opportunities for LMI Persons	CDBG: \$75,000.00	Other: 1 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Public Services	2022	2026	Non-Homeless Special Needs Non-Housing Community Development	Pocatello Citywide	Create a Suitable Living Environment	CDBG: \$55,292.00	Public service activities other than Low/Moderate Income Housing Benefit: 577 Persons Assisted Homelessness Prevention: 552 Persons Assisted
5	Housing	2022	2026	Affordable Housing	Pocatello Citywide	Provide Decent Housing	CDBG: \$166,136.00	Rental units rehabilitated: 4 Household Housing Unit Homeowner Housing Rehabilitated: 25 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Facilities and Improvements
	Goal Description	The City will fund repairs at the Bannock Youth Foundation emergency shelter that provides services to homeless youth ages 18-24.
2	Goal Name	Public Infrastructure
	Goal Description	
3	Goal Name	Program Administration
	Goal Description	

4	Goal Name	Public Services
	Goal Description	The City will fund the following public service activities at the following projected amounts: • Aid for Friends Case Management - \$15,422 to serve 360 clients • Aid for Friends Pocatello Regional Transit Tickets - \$ 1,350 for 192 clients • Boys & Girls Club After School Program - \$8,025 for 60 clients • New Day Products Case Management Services - \$5,350 for 87 clients • Pocatello Free Clinic Dental Services - \$14,445 for 180 clients • St. Vincent de Paul Social Services - \$10,700 for 250 clients This is a total of 1,129 projected beneficiaries. The beneficiaries will provide the following goal outcome indicators: • Public service activities other than Low/Moderate Income Housing Benefit (Boys & Girls Club, New Day Products, Pocatello Free Clinic, SVDP) - 577 • Homelessness Prevention (AFF programs) - 552
5	Goal Name	Housing
	Goal Description	Housing projects include the City's RENEWAL program as well as the Lead Safe and Healthy Homes (LSHH) program. RENEWAL is funded at \$101,136 and LSHH at \$65,000. An estimated 14 grants are to be funded through the RENEWAL program and 15 units (11 single family homes and 4 rental units) through the LSHH program throughout the PY25.

Projects

AP-35 Projects – 91.220(d)

Introduction

Annually the City undergoes a technical assistance and program year planning process to identify project needs in conjunction with the goals and objectives outlined in the five-year Consolidated Plan. The City works closely with the CDBG Advisory Committee as well as various public service agencies, organizations, coalitions, and the community to determine needs. In PY2025, funding will continue to be allocated toward the ever-increasing demand for housing rehabilitation grants and loans, particularly for homes with long-overdue rehab needs.

The City's RENEWAL program leverages small grants for minor repairs for those income-qualifying residents and couples this with interest-free, fully or partially deferred loans for larger projects. The City provides RENEWAL program grants and loans to single family homes as well as mobile homes. Often these rehab grants and loans improve public health and safety concerns as well as emergency repairs for items such as sewer lines, furnaces, roof, or hot water heaters. The City coordinates with its Lead Hazard control grant to not only resolve potential lead-based paint hazards but also to provide comprehensive assistance to those most in need. By coupling the CDBG and Lead Hazard Control and Healthy Homes funding, the federal funds can be leveraged to have greater impact and better preserve the City's affordable housing stock and the homes of the low- and moderate-income residents.

In addition to housing needs, the City will continue to address public infrastructure demands through the sidewalk repair and replacement program which seeks to improve accessibility and develop ADA-compliant paths, sidewalks, walkways, and access points. The City will leverage federal funding through the Federal Transit Authority in a partnership with our local transit authority to create cost efficiencies and expand the reach of infrastructure projects.

The City will address individual needs of the low- and moderate-income population, particularly youth homeless needs, through public facility repairs at the Bannock Youth Foundation emergency shelter. In addition, service funding will go toward transportation and case management services provided to homeless individuals by Aid for Friends. Other service needs affecting health, environment, living conditions, and economic opportunities will be addressed through various public service projects provided by partners including: Aid for Friends, Boys & Girls Club, New Day Products, Pocatello Free Clinic, and St. Vincent de Paul.

Finally, the City's administrative services will account for planning and administration of the entitlement funding as well as technical assistance, regulatory compliance, fair housing activities, and more.

Projects

#	Project Name
1	PY2025 Public Facilities and Improvements
2	PY2025 Public Infrastructure
3	PY2025 Public Services
4	PY2025 Housing
5	PY2025 Program Administration

Table 7 - Project Information

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

These allocation priorities reflect the goals identified in the consolidated plan as well as the prioritized needs identified during the public outreach process for AAP development. Primary obstacles to addressing underserved needs stem from a lack of available funding compared to the demand. In the AAP development process, 12 local agencies attended the City's technical assistance meeting and 6 agencies submitted applications for funding. An additional 3 agencies submitted draft applications and ultimately did not seek funding through a final application. Further, the City was only able to award about 53% of the funding requests for public services and 36% of facility requests. Agencies expressed the need for continued funding to meet the demand for services. In addition to funding, expenses continue to rise as the country faces inflation, contractor demand, labor shortages, cost of materials increases, and rising health care and benefit costs. It is more challenging than ever to recruit and retain service providers at local agencies in the nonprofit sector, and the construction industry is facing similar issues with labor shortages. The demand for contractors locally well exceeds the available supply. This results in increasing costs and an inability to efficiently help the underserved populations.

AP-38 Project Summary
Project Summary Information

1	Project Name	PY2025 Public Facilities and Improvements
	Target Area	Pocatello Citywide
	Goals Supported	Public Facilities and Improvements
	Needs Addressed	Create a Suitable Living Environment
	Funding	CDBG: \$22,105.00
	Description	Public facility improvements include repairs at the Bannock Youth Foundation homeless shelter.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 15 clients will use the shelter in the PY
	Location Description	The activities will take place at 735 N. Main Street, Pocatello, ID 83201
	Planned Activities	Activities include necessary repairs to the shelter facility that will allow it to be inhabitable and serve as an emergency shelter for homeless youth. This primarily includes water damage repair and mitigation.
2	Project Name	PY2025 Public Infrastructure
	Target Area	Pocatello Citywide
	Goals Supported	Public Infrastructure
	Needs Addressed	Create a Suitable Living Environment
	Funding	CDBG: \$86,750.00
	Description	CDBG funds will be used to repair, replace, and install sidewalks in qualifying low- and moderate-income areas (LMA) as well as for qualifying low- and moderate-income clients (LMC). The program removes architectural barriers to mobility as well as ensures ADA-compliance. This year's funding will focus in the Old Town Neighborhood area.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	The project anticipates assisting low- and moderate-income clients as well as low- and moderate-income areas located in qualifying census tract areas. It is anticipated 1,500 persons will benefit.

	Location Description	The project activities will take place citywide in qualifying low- and moderate-income areas as well as at individually qualifying LMC locations in the City of Pocatello.
	Planned Activities	CDBG funds will be used to repair, replace, and install sidewalks in qualifying low- and moderate-income areas (LMA) as well as for qualifying low- and moderate-income clients (LMC). The program removes architectural barriers to mobility as well as ensures ADA-compliance.
3	Project Name	PY2025 Public Services
	Target Area	Pocatello Citywide
	Goals Supported	Public Services
	Needs Addressed	Create a Suitable Living Environment
	Funding	CDBG: \$55,292.00
	Description	The City will partner with local non-profit service providers to address homeless and non-homeless special needs as well as non-housing community development. Activities that will be funded include: Aid for Friends Case management services; Aid for Friends PRT tickets; Boys & Girls Club after school program; New Day Products case management services; Pocatello Free Clinic dental services; and St. Vincent de Paul social services program.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 1129 low- and moderate-income families will benefit from the proposed activities.
	Location Description	The service activities will take place at various locations that serve qualifying clientele through eligible activities in the City of Pocatello.
4	Planned Activities	The City will partner with local non-profit service providers to address homeless and non-homeless special needs as well as non-housing community development. Activities that will be funded include: Aid for Friends Case management services; Aid for Friends PRT tickets; Boys & Girls Club after school program; New Day Products case management services; Pocatello Free Clinic dental services; and St. Vincent de Paul social services program.
	Project Name	PY2025 Housing
	Target Area	Pocatello Citywide

	Goals Supported	Housing
	Needs Addressed	Provide Decent Housing Create a Suitable Living Environment
	Funding	CDBG: \$166,136.00
	Description	Housing projects for PY25 include: RENEWAL property rehabilitation grants and loans; and the Lead Safe and Healthy Homes program for lead-based paint remediation.
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 29 families that are low- and moderate-income will benefit from the proposed activities.
	Location Description	The projects will take place at qualifying units located in the City of Pocatello.
	Planned Activities	Housing projects for PY25 include: RENEWAL property rehabilitation grants and loans for approximately 14 units; and the Lead Safe and Healthy Homes program for lead-based paint remediation for approximately 4 rental units and 11 single family residences.
5	Project Name	PY2025 Program Administration
	Target Area	Pocatello Citywide
	Goals Supported	Program Administration
	Needs Addressed	Provide Decent Housing Create a Suitable Living Environment Expand Opportunities for LMI Persons
	Funding	CDBG: \$75,000.00
	Description	Program Administration
	Target Date	3/31/2026
	Estimate the number and type of families that will benefit from the proposed activities	N/A - planning and administration funds do not require specified beneficiaries.
	Location Description	The program will be administered by City of Pocatello staff, located at City Hall: 911 N. 7th Avenue, Pocatello, ID 83201.

	Planned Activities	Program administration encompasses the administration of the CDBG program including all planning, administration, and fair housing activities conducted by program staff.
--	---------------------------	---

AP-50 Geographic Distribution – 91.220(f)

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

The projects in PY24 do not emphasize any one geographic area of Pocatello. Funds are generally dispersed out geographically to have the most significant impact. The City does not have a singular concentration of low- to moderate-income residents. For those projects that are conducted on an area basis, such as the public infrastructure improvements, those funds will be directed to qualifying census tracts per HUD guidelines for the low- to moderate-income area (LMA) National Objective. While some projects focus on an LMA, they are not part of a greater neighborhood reinvestment or a designated Neighborhood Revitalization Strategy Area (NRSA).

Geographic Distribution

Target Area	Percentage of Funds
Pocatello Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The majority of CDBG funded projects will be based on individual qualification as a low- and moderate-income household. Because LMI persons are not restricted to a specific geographic location, a Citywide distribution of resources allows for the program to address needs of all of the City's LMI persons. Similarly, the census tracts qualifying as LMA are distributed throughout the City. Therefore, allowing for a citywide distribution of funds ensures that all qualifying census tracts will be eligible for CDBG funding.

Discussion

All projects supported with CDBG funds are within the Pocatello city limits. The projects listed in the 2025 Action Plan will benefit low- and moderate-income residents throughout the City of Pocatello

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City's housing programs are intended to prevent or end homelessness for individuals. The City accomplishes this through the effective administration and distribution of its limited CDBG resources. While public facility, infrastructure, and service programs provide necessary supplemental supports to ensure housing remains affordable for the program's target populations, it is the City's RENEWAL housing rehabilitation grant and loan program that allows the City to achieve this CDBG objective. The City internally operates its RENEWAL program to provide qualifying applicants with grants up to \$5,000 or loans for projects in excess of that amount for necessary repairs on their homes. Grants are administered to owner-occupied residences and mobile homes. Loans are administered to owner-occupied homeowners. Loans are offered at 0% interest and can be partially or fully deferred depending on the loan qualifying criteria of the applicant.

Similarly, the City received a HUD Office of Lead Hazard Control and Healthy Homes (OLHCHH) Lead Hazard Control and Healthy Homes Supplemental funding grant. CDBG funds will be used as the match for this program. Through the City's Lead Safe and Healthy Homes (LSHH) program, homes of qualifying LMI homeowners or rentals with four or fewer units will receive a lead inspection/risk assessment and any lead-based paint hazards will be remediated through the LSHH program. In addition, LSHH can identify any Healthy Homes issues and allocate funding toward those repairs. This program preserves the City's affordable housing stock while also resolving dangerous lead hazards from homes.

Overall, the City's top priority identified in the Consolidated Plan was affordable housing. As such, the City has dedicated the majority of its CDBG entitlement to these programs. The property rehabilitation programs ensure homeowners can remain housed and preserves the City's affordable housing stock and property tax value from those homes.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	29
Special-Needs	0
Total	29

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	29

Annual Action Plan
2025

One Year Goals for the Number of Households Supported Through	
Acquisition of Existing Units	0
Total	29

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

Discussion

As noted, the majority of the programs address rehab of existing units for those households facing major repairs, hazardous living conditions, and on the brink of homelessness. Therefore, the City anticipates the rehabilitation of about 29 units.

AP-60 Public Housing – 91.220(h)

Introduction

The Housing Alliance and Community Partnerships (HACP) is the City of Pocatello's housing authority that participates in the Section 8 Housing Choice Voucher (HCV), Public Housing, and Move to Work programs.

Housing Choice Vouchers

HACP administers the Housing Choice Voucher Program under contract with the U.S. Department of Housing and Urban Development (HUD). This program enables very low-income families to obtain decent, safe, and affordable housing on the private market. To be eligible for assistance, applicants must qualify under HUD-established income limits and other eligibility criteria established by HACP. Program participants contribute between 30% to 40% of their monthly adjusted gross income towards rent and utilities, while HACP pays the difference in the contract rent directly to the landlord.

The Emergency Housing Voucher (EHV) program is available through the American Rescue Plan Act (ARPA). Through EHV, HUD is providing HACP with 15 EHV choice vouchers to assist individuals and families who are:

- Homeless
- At risk of becoming homeless
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Were recently homeless or have high risk of housing instability

Christensen Courts - The Housing Alliance and Community Partnerships manages Christensen Courts with federal aid from the United States Department of Housing and Urban Development (HUD) under the Public Housing Program. Christensen Courts is a 72-unit apartment complex for elderly or disabled residents. Program participants contribute 30% of their monthly adjusted income towards rent.

Portneuf Towers - HACP manages Portneuf Towers, a 72-unit high-rise complex for elderly or disabled individuals and couples, under the Section 8 New Construction Program.

Reflections 5 - HACP also manages five other Section 8 New Construction properties called Reflections 5, consisting of El Rancho Heights, Franklin Heights, Hawthorne Terrace, Stockman Terrace, and Swisher Terrace. These are multi-family properties and have 2, 3, and 4-bedroom units. These properties do not require age or disability as a qualifier.

Maple West and McKinley Manor - Unsubsidized Affordable Rentals

HACP manages two Multi-Family Section 236 apartment complexes: 56 units at McKinley Manor and 44

units at Maple West Apartments. Although there is no subsidy tied to these properties, Housing Alliance and Community Partnerships is bound by a contract with HUD to ensure that the rents at these properties remain affordable. Depending on a family's income, they may be given a basic rent rate or the market rent rate (as set by HUD). Utilities are included in these rent rates.

Open Market Rentals

Housing Alliance and Community Partnerships owns and manages apartment complexes (Pinewood, Kats Court, Railyard, Jefferson, 6th Ave, and 10th Ave.) that are open market rentals. This means no subsidy or HUD contract is tied to these properties. However, in keeping with the HACP mission to provide affordable housing, the rents at these complexes are still kept at a reasonably low level. The goal of Pinewood and Kats is to bridge the gap between families who are over income for other programs yet still struggle with high rents.

The Elms - Student Housing

The Elms is located at 2125 S 4th Ave and offers student housing for Idaho State University. Each apartment is four bedrooms & two bathrooms. Students can rent by the room, and HCAP can assign rooms or accommodate roommate requests.

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

City staff coordinates with HACP regularly. Both agencies are participants in Idaho's Region V Idaho Homelessness Coordinating Committee (IHCC). The City's projects do not specifically aim to address the needs of public housing residents. The City's projects aim to focus on efficiently and effectively providing services and support to low- to moderate-income residents. These initiatives also help assist public housing residents and residents who receive a HUD housing voucher. The City does coordinate with HACP to provide Fair Housing resources and other applicable training and education opportunities through its Planning & Administration funds.

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

The City of Pocatello's Housing Authority, Housing Alliance and Community Partnership (HACP), is a designated a Move to Work PHA. As such, HACP is able to expand its role with public housing residents to provide employment training, opportunities, and resources. In PY22 the City partnered with HACP to support eligible programming costs for the Move to Work public service. The program will provide a multi-year benefit to public housing residents to assist them in securing adequate employment which will eventually lead to homeownership. Similarly, HACP continues to offer resources to their clients to ensure residents understand Fair Housing Act requirements, have stable and secure rental housing, and gain financial literacy through various training and programs. HACP has a resident advisory

board and has clients of its services on its operating board.

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

The PHA is not designated as troubled.

Discussion

The City does not own or manage any public housing and relies of HACP to provide those services to the community. The City works with HACP on various initiatives to coordinate and promote services and resources to the community.

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

Introduction

Idaho Housing and Finance Association (IHFA) is the agency designated by the State to administer these funds to communities in Idaho not eligible to receive direct funding. The Continuum of Care plan funds are distributed through IHFA with input from regional coalitions. The City is not eligible as a recipient of other HUD funds, including HOME, ESG, or HOPWA. IHFA administers the HUD Emergency Shelter and Supporting Housing Grant funds that benefit area homeless individuals and providers.

The City of Pocatello participates in the Southeast Idaho Homeless and Housing Coalition, a part of the Idaho Balance of State Continuum of Care under a Collaborative Agreement. As part of this collaboration, the South-Eastern Idaho Community Action Agency (SEICAA), Bannock Youth Foundation (BYF), Family Services Alliance (FSA), and Aid For Friends (AFF) continue to submit their applications for these other federal funds to the City's CDBG Advisory Committee for consistency review and comment, when required by the funders.

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

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

The City does not currently receive other HUD funds, including HOME, ESG, or HOPWA. The City will continue to work with the local Continuum of Care (IHFA) and local partners to reach the local homeless population and assess their needs.

CDBG staff have consistently assisted with the Homeless Stand Down and the Point-in-Time Count. Each year, community partners host the Homeless Stand Down, which is for homeless and low-income residents in the community. This service provides one-stop assistance for needs ranging from flu shots to haircuts to foot treatment, plus a meal, winter coats, sleeping bags, boots, and other winter gear. Stand Down is an opportunity for attendees to make contact with those who can help and provides participating agencies with the information needed to ensure efforts are being directed to the most pressing needs.

The City has also worked with agencies doing the annual Point-in-Time Count, which helps determine the number of people experiencing homelessness on a given day. This information allows the City to understand the level of homelessness in Pocatello and develop a program that better serves those in need. The City will continue to assist with this process in the upcoming program year.

Finally, through partnership with Aid for Friends, the City will provide funding for critical outreach activities including the PRT ticket program to address transportation needs for those homeless persons

and Case Management services for homeless persons. The City will continue to use its partners to identify, understand, and support those experiencing homelessness (especially persons experiencing unsheltered homelessness) or at risk of homelessness with special needs in Pocatello.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Pocatello has funded Aid for Friends for partial acquisition of a new public facility over five program years. Aid For Friends serves approximately 400 people annually (9,000-10,000 bed nights). The shelter operated in an 80-year-old structure. Because Aid For Friend's grant money from IHFA generally is used for client services, operational support of the shelter, and housing programs, using CDBG funding to assist with facility acquisition and services allows the use of AFF's other funding directly for those costs. In PY2019, CDBG funds were used to assist with architectural and engineering expenses for the new shelter, and in PY2024, funding will be allocated toward partial acquisition of the shelter site. This is year 5 of a five-year commitment between the City and Aid for Friends, for a total investment of \$250,000 in CDBG funds that annually results in acquisition in part of the shelter for AFF.

To address transitional needs, the City provides CDBG funding to Aid for Friends for services including transportation services via Pocatello Regional Transit (PRT) Tickets and individualized case management services. These are the only direct expenditures of CDBG funds for homeless persons; indirectly, the City's housing programs contribute to the prevention of homelessness by offering options for more affordable housing.

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

The City's efforts to support the transition of persons experiencing homelessness will be broad and flexible so that service providers can adapt to clients' needs as economic and housing conditions change.

This support in PY2024 will include funding:

- Creation of affordable ownership housing
- Emergency repairs and rehabilitation to preserve existing affordable housing and improve the housing conditions of existing low-income residents, and
- Supportive services are provided by nonprofit organizations that help stabilize residents at risk

of and experiencing homelessness. These include but are not limited to emergency assistance, access to health services, access to food, and transportation assistance.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Pocatello does not directly participate in the discharge planning or protocols for persons leaving publicly funded institutions or healthcare systems or receiving assistance from public and private agencies (health care facilities, foster care or other youth facilities, or correction programs and institutions).

All of the local agencies serving the homeless population work together to ensure that people receive the appropriate services. The agencies serving the homeless population maintain ties with institutions that release people from their care or custody, whether publicly or privately funded. For instance, the local hospital, Portneuf Medical Center, contacts Aid For Friends when releasing a patient that does not have housing. In 2018, Aid For Friends became the designated organization to be the community's single access point. This has helped individuals and families more efficiently gain access to needed services.

Discussion

One of the most remarkable aspects of homeless services in Pocatello is the ability for the services providers to work together to help support their clients through an exceptionally challenging point of time in their lives. The community has increased the availability of rapid rehousing services, emergency housing vouchers, foster youth initiatives, affordable student housing, public housing market-rate rentals, and behavioral health resources for children. Family Services Alliance, Aid for Friends, Bannock Youth Foundation, and Housing Alliance and Community Partnerships (HACP) collaborate to bring needed resources and funding to Region 5.

The City does not specifically target persons with disabilities or other special needs for receiving services related to homelessness. The City will work with partners to better understand the scope of homelessness in Pocatello and what actions might be most beneficial for helping people transition into permanent housing. The Point-In-Time Count conducted by IHFA counts homelessness by Region 5 and does not provide specific data on the City of Pocatello. There is a general understanding that Pocatello may have a large percentage of homeless children, teenagers, and young adults.

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

Introduction:

Cost of construction and availability of contractors continues to be an issue for addressing the high demand for affordable housing. Although federal policies play an important role in influencing the availability of affordable housing, the supply of affordable housing depends less on federal policies than on local planning practices, policies, and community engagement. The City has worked diligently to address affordable housing at the local level through the mechanisms available to local governments; however, private market conditions have largely dictated and driven the lack of affordable housing and the continued high demand.

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

Annually, the City's governing bodies, namely the City Council, make a concerted effort to review many public policies, structures, fees, regulations, codes, and other provisions that may serve as barriers to affordable housing. The Council reviews the fee structure to ensure current rates do not inhibit development each fiscal year. Similarly, as projects move through the review process to Council approval, unintended barriers or potential issues that arise are reviewed by the Council and often included in the discussion for future review. The City's Planning and Development Services Department completed a new Comprehensive Plan which will serve as a long-term plan with actionable deliverables to address the City's future growth and development, including affordable housing needs. The City Council is committed to keeping the property tax level as low as possible. CDBG program customers are encouraged to take advantage of the Homeowner's Exemption and the Circuit Breaker Exemption to reduce the tax burden on low- and moderate-income households.

Comprehensive Plan 2040

The City of Pocatello recently adopted its new Comprehensive Plan: Our Valley | Our Vision. Comprehensive Plan 2040 is a 20-year plan that seeks to implement a vision for Pocatello and its people. It reflects the voice of residents and is the guiding document for shaping Pocatello's future. The vision, composed of seven vision elements, is the backbone of this plan. It knits together a set of long-term, integrated, and implementable goals and strategies. Through these vision elements and their associated goals and strategies, the Plan can be utilized as a citywide playbook that determines the City's priorities. The Plan provides a common language to connect the plans, policies, and programs of multiple City departments with the community's identified values. While several of the vision elements address the negative effects of public policies, the Authentic & Affordable Neighborhoods vision element contains several goals to address barriers to affordable housing. The Vision Element primarily aims to achieve the following: In 2040, Pocatello neighborhoods are affordable, complete, unique, and reflective of our

city's history.

Goals of the vision element include:

1. Create Complete Neighborhoods by implementing development criteria informed by unique neighborhood plans.
2. Conduct intentional, equitable, and measurable neighborhood planning.
3. Create a Housing Plan that will provide guidance on housing needs for each neighborhood.
4. Assist those who are unhoused or otherwise in need to help prevent their involuntary displacement.
5. Develop form-based code standards to guide new development within each neighborhood.
6. Preserve the authenticity of Pocatello's neighborhoods and celebrate our history, architecture, and culture.

In addition to the Comprehensive Plan, the City is also planning to complete a housing study in FY25 and FY26. This will help provide strategic goals for implementation and a future Zoning Code re-write. The City has applied for numerous HUD grants, including the PRICE grant and PRO Housing grant, to address barriers to affordable housing and work to construct more affordable housing. In FY24 and continuing through FY25 City Staff have also helped local neighborhood associations begin Neighborhood Plans to achieve vision element one.

Overall, the Comprehensive Plan, along with other programs and policies, aims to eliminate barriers to affordable housing and improve land use controls, tax policies, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

Discussion:

Affordable housing impacts all levels of income and housing in Pocatello. As housing costs rise, it places additional financial stresses upon residents. In addition, market instability with increasing rental costs inhibits stable, secure, and affordable housing particularly for the most vulnerable populations. The City is working to improve on its processes and policies to address these barriers and issues.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Pocatello continues to remain involved in several efforts to address the needs of the underserved and promote efforts to coordinate the many components related to housing, suitable living environments, and promoting safer living environments.

Actions planned to address obstacles to meeting underserved needs

Primary obstacles to meeting PY24 goals included: delays caused by labor and supply shortages; lack of available contractors; high cost of projects; lack of qualifying applicants; limited availability of resources; and delays in expending funds due to regulations or federal requirements. The City was able to accomplish several goals identified in PY24 but encountered issues plaguing many grantees. The property rehab programs experience delays due to lack of contractors because of a highly competitive construction market and lack of laborers. This results in delayed start for projects. In addition, historically high inflation led to project cost increases which delayed some projects and depleted funds more quickly, resulting in fewer completed projects. Similarly, historically high rents resulted in fewer beneficiaries assisted by service programs. A reduction in the CDBG entitlement also meant less funding available for public service providers. Lastly, the federal regulatory requirements of the programs chilled participation in the CDBG programs and delayed the release of funds to Subrecipients. In particular, environmental regulations resulted in delays with home repair grant programs. Several applicants also did not meet the income criteria or were just above 80% AMI, thereby excluding them from the program. The documentation required resulted in fewer program participants due to the burdensome nature of program requirements. The City's entitlement was not announced until May 2024, a month after the start of the program year and 3 months after the normally anticipated funding announcement. The City's subsequent CAPER and PY24 AAP were not approved and the funding agreement not completed until July, shortening the timeframe during which Subrecipients could complete PY24 projects. The City prepares subrecipient agreements and the required reports so that it can quickly issue the funding once HUD releases the grant agreement, however, this still creates delays. To address obstacles, the City is working with its CPD rep to ensure plans are completed in a timely manner and ready to be administered as soon as funding is available. The City continues to work with contractors to establish relationships so they are willing to work on CDBG-funded projects. This includes packaging projects to make jobs more attractive as well as expediting payment and streamlining contract processes. In addition, the City is encouraging Subrecipients to leverage other funding sources to assist more beneficiaries and offers assistance in finding funding sources, such as through technical assistance. Consistent with previous years, strong local partnerships have been paramount to addressing obstacles to meeting underserved needs. The City has numerous local partners and continues to grow this cadre of organizations. Staff present on programs at meetings and meet one on one with potential service provider Subrecipients. In addition, CDBG staff attend local events regularly and present on the available programs offered by the City. Staff also serve as members of multiple community-based organizations and groups, providing information sharing and gathering.

Finally, the CDBG Advisory Committee holds monthly meetings to improve strategies for addressing obstacles. The CDBG Program's Policies and Procedures guide the program's work to address obstacles to underserved needs. The Language Assistance Plan was adopted to improve program accessibility for LEP individuals. In addition, the City ensures compliance with Section 3 when expending CDBG funds, adhering to the adopted policy. The program also references the Citizen Participation Plan to ensure depth of outreach. The City's broad base of partner agencies results in a robust referral system for those seeking assistance for whom CDBG funding is not an option.

Actions planned to foster and maintain affordable housing

The City will partner with local agencies to create more housing units for residents at 80% or less area median income (AMI). Specifically, the City will partner with local agencies to maintain its affordable housing stock through the rehabilitation programs. Further, the City's Lead Safe and Healthy Housing program will ensure current affordable housing is safe and livable, particularly for those families with children under 6 years of age. City staff will continue to assess the effect of city policies on affordable housing. Additionally, the City will work with other local agencies and non-profits to inform residents of their rights to access fair and affordable housing.

Actions planned to reduce lead-based paint hazards

The City will reduce lead-based paint hazards directly through property rehabilitation work. In PY25 the City has dedicated CDBG funding to support the City's Lead safe and Healthy Homes (LSHH) program. The City was awarded a grant for lead-hazard reduction through HUD's Office of Lead Hazard Control and Healthy Homes (OLHCHH) in 2021. As part of this grant, CDBG funds will match the OLHCHH award, leveraging the grant funds to remediate hazards in homes built before 1978 with children under the age of 6. In addition to those funds allocated as a match to the LSHH program, the City will continue to conduct its RENEWAL property rehab program which requires compliance with the Lead Safe Housing Rule. The City continues to offer educational materials on lead-based paint as well as provide outreach to several community groups.

Actions planned to reduce the number of poverty-level families

Housing - The City will help to ensure that low- to moderate-income residents will have safe and livable housing. Housing rehabilitation projects and emergency home repair ensure that residents most at risk of having deferred home maintenance and unsafe living environments can remain in their homes. The City will fund its internal RENEWAL home rehab grant and loan program. The City will continue to help ensure that low- and moderate-income residents have the opportunity to have housing that is free of lead-based paint. This will be accomplished primarily through the LSHH program match but also be incorporated into the RENEWAL home repair program. Improvement and preservation of the existing house stock is key to increasing the number of affordable housing units in Pocatello. Affordable and safe housing helps to provide financial stability, reduces the chances of a person becoming homeless, and

promotes housing sustainability.

Public Services - Projects will help low- to moderate-income residents with the impacts of domestic violence, homelessness, and other key community services. Specifically, in PY25, the City will support many types of services including: homelessness case management services, transportation for homeless persons, case management for persons with disabilities, youth development programs, dental services for uninsured and underinsured persons, and subsistence payments for qualifying applicants. The focus will remain on ensuring that low- and moderate-income residents have the support they need to ensure their safety, access to affordable housing, and increased access to economic improvements, all to reduce the number of poverty-level families.

Public Infrastructure - Public Infrastructure Improvements will focus on safe and accessible infrastructure essential to the quality of life and building communities that support community diversity and stability. In general, public infrastructure improvements will include acquisition, construction, reconstruction, and installation of sidewalks particularly those leading to public transit stops and in LMA neighborhoods.

Public Facilities - Public Facilities and Improvements are publicly-owned facilities and infrastructure such as streets, playgrounds, underground utilities, and buildings owned by non-profits open to the general public. Safe and accessible infrastructure is essential to the quality of life and building communities that support community diversity and stability. The City will be supporting public facility repairs for the Bannock Youth Foundation's youth homeless shelter which provides a safe, secure temporary location for those facing homelessness ages 18-24. This shelter will be a means to assist the target population and provide opportunities to move out of poverty.

Actions planned to develop institutional structure

The City bases its community delivery system on CDBG federal regulation, guidance, and the City's adopted CDBG Program Policies and Procedures. In its over 25-year history as an entitlement community, the City has developed many institutional structures inherent in the delivery system through internal operational procedures which ensure compliance. As Subrecipients administer programs, these requirements are reviewed by staff, contained in contract terms and conditions, and staff is made available to provide technical assistance to ensure compliance.

The City's Neighborhood and Community Services Division employs staff to implement the program who are required to complete training on CDBG programs and requirements to ensure compliance with federal regulations. In addition, the Neighborhood and Community Services Division is housed in the Planning and Development Services Department and works with the City's Finance Department to ensure continuity of the internal structure and cross-department checks and balances on program activities. The City's program is subject to City Council approval, with the CDBG Advisory Committee serving as the appointed body to make recommendations to the Council. A City Council member serves

as a liaison to the CDBG Advisory Committee to foster communication on issues and keep the Council apprised of ongoing activity. Finally, the long-established relationships with community partners allow for frequent communication of issues, areas of success, and potential changes in institutional structure or service delivery.

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

The City provides technical assistance to service agencies interested in utilizing CDBG funding through the technical assistance meeting or individualized technical assistance offered on a case-by-case basis via in-person meetings, email, or phone communication. The City participates in the Housing and Homeless Coalition to stay apprised of public housing and service agency housing activity. Regarding private housing, the CDBG program is housed within the Planning and Development Services Department, so there is frequent communication about ongoing or planned developments. This is enhanced with monthly department meetings. The CDBG program goals and objectives are included in the City's Comprehensive Plan. The PDS Department is redoing the Comprehensive Plan and will be including actionable deliverables of which CDBG program goals and objectives will be reviewed and incorporated as applicable. Staff maintains open lines of communication so that partners can share project updates, and CDBG priorities can be shared externally. Overall, the City will continue its participation in various coalitions and work to address housing needs by leveraging opportunities for coordination amongst the various public and private entities.

Discussion:

The City will continue to engage with local stakeholders to ensure CDBG funds are utilized for the most significant community benefit. This strategy allows the City to assess the most pressing community needs and program successes continually.

Program Specific Requirements

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

Introduction:

The City plans to address priority needs through a variety of activities that meet the established project goals for public facilities, public infrastructure, public services, housing, and administration. The City will rely primarily on CDBG entitlement funding and anticipates program income of about \$25,000 to assist with completion of these activities. The City expends program income on eligible CDBG activities as soon as it is receipted into the City, so it does not anticipate a large carry-forward from the previous PY24. The City does not have any section 108 loan guarantees, surplus funds from urban renewal settlements, returned funds, or income from float-funded activities. Overall, all activities will meet the Low/Moderate Income National Objective, as the City will not conduct any activities under Slum/Blight or Urgent Need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Annual Action Plan
2025

58

Attachments

Citizen Participation Comments

PY25 Citizen Participation Documents

Attachment A: Technical Assistance Meeting

Attachment B: PY25 Needs Hearing

Attachment C: Public Hearing for PY25 Annual Action Plan

Attachment A: Technical Assistance Meeting



Planning & Development Services

PLANNING SERVICES

NEIGHBORHOOD & COMMUNITY SERVICES

911 NORTH 7th AVENUE | PO BOX 4169 | POCATELLO, IDAHO 83202-4169 | 208.234.6184 |

<https://www.pocatello.gov>

TO: City of Pocatello Partners

FROM: Christine Howe, Grants Manager

DATE: August 22, 2024

RE: CDBG Funding Availability and Application Cycle

Annually, the City of Pocatello receives federal grant funding through the **Community Development Block Grant (CDBG) program**. This funding appropriation is intended to serve the City's low- and moderate-income residents through projects related to housing, public infrastructure, public facilities, and public services. The City receives approximately \$350,000 in entitlement funding which can be used toward these program goals throughout the Program Year (PY). The CDBG PY2025 will extend from April 1, 2025 to March 31, 2026.

As an agency providing public services to our target population, and in accordance with the City's Citizen Participation Plan, we invite you to attend the Technical Assistance Workshop for the Program Year 2025 CDBG program.

The Technical Assistance Workshop will be held on **Wednesday, September 11th at 2:00 p.m.** in **City Council Chambers**, at Pocatello City Hall, 911 N. 7th Avenue, Pocatello, ID 83201.

The Technical Assistance Meeting **is mandatory** for any agency looking to apply for CDBG PY25 funds.

At the meeting, Community Development Block Grant staff will:

- Provide a primer on CDBG, what the program is, and who it is intended to serve;
- Provide an overview of the CDBG Program goals and types of projects that would be eligible activities for funding;
- Outline the approximate amount of funding available for each project type (category);
- Discuss the process for submitting Statements of Intent to Apply for CDBG funds;
- Outline the application process, including required forms and documentation; and
- Provide a timeline with important dates for the application cycle.

Program Year 2025 is year four of the five-year Consolidated Plan. CDBG funding is guided by its HUD-approved Consolidated Plan which outlines how Pocatello will allocate CDBG funding over the next five years. As part of the implementation of the Consolidated Plan, the City will also adopt its 2025 Annual Action Plan which serves as the strategic plan for achieving Consolidated Plan goals.

Based on the 2022-2026 Consolidated Plan goals and funding availability, applicants with projects addressing **affordable housing** and **public services** are encouraged to apply.

All applicants planning to apply for CDBG funding must attend the Technical Assistance Workshop and submit a Statement of Intent to Apply prior to submitting application. Statements of Intent to Apply for Program Year 2025 CDBG Funding must be received by Friday, October 6th. Following the Technical Assistance Workshop and submission of Statements of Intent to Apply, a public Needs Hearing will take place. The Needs Hearing informs the proposed funding plan for the program year.

The CDBG Advisory Committee will review the applications and make recommendations for approval in early December and the proposed funding plan will be sent to City Council for review in January.

Below is a timeline of important dates which will be reviewed in more detail at the TA Meeting:

- September 11th - Mandatory Technical Assistance Workshop for interested applicants
- October 4th - Statement of Intent to Apply due to CDBG Staff
- October 17th - Public Needs Hearing
- October 18th - Draft PY2025 Applications Due to CDBG Staff
- November 13th - Final PY25 Applications Due
- November 19th & December 3rd - Applicants present to CDBG Advisory Committee
- December 3rd & December 10th - CDBG Advisory Committee Finalizes Application Review & Makes Recommendations for Funding
- January 16th - Public Hearing for Council adoption of Annual Action Plan (includes PY25 recommendations for funding)
- February 15th - Final Plans submitted to HUD

Any questions regarding this funding opportunity may be directed to me at 208-234-6186 or Lisa Devlin at 208-234-6188. Thank you for your interest and service to the community, and we look forward to seeing you on September 11th.

City of Pocatello

Community Development Block Grant Program Year 25

**Technical Assistance Meeting
September 11, 2024**



PY25 Action Plan Timeline

CDBG PROGRAM YEAR 2025 APPLICATION CYCLE

Funding for all other project types must be applied for through the PY2025 application cycle

Wednesday 9/11	2:00 p.m.	Technical Assistance Meeting for Applicants (mandatory)
9/11 to 9/30		Technical assistance available by appointment for agencies drafting applications. Research eligibility of new concepts and proposals.
Friday, 10/4	5:00 pm	Deadline for submission of Statement of Intent to Apply for PY2025 and threshold exception requests to the Planning and Development Services Department.
Thursday, 10/17	6:00 p.m.	City Council Needs Hearing regarding the need(s) any agency/person wishes to address or identify. Council considers threshold exceptions regarding unspent PY2024 awards, if any.
Friday, 10/18	5:00 p.m.	Draft applications due to PDS. If complete, these may suffice as final applications.
Monday, 10/28	5:00 p.m.	Deadline for invitations to finalize applications and notification to applicants who do not meet threshold requirements.
Wednesday, 11/13	5:00 p.m.	Final applications due in Planning and Development Services. CDBG staff reviews applications and begins scoring process.
Tuesday, 11/19	11:00 a.m.	Applicant presentations to the CDBG Advisory Committee. Advisory Committee recommendation meeting.
Tuesday, 12/3 and 12/10		Applicant presentations to the CDBG Advisory Committee. Advisory Committee recommendation meeting.
12/13 to 1/16/25		Written comments on the proposed PY2025 Action Plan may be submitted to PDS.
Thursday, 1/16/25		Public hearing on PY2025 Action Plan. City Council acknowledges receipt of comments received during written comment period, approves the final allocations/amendments, and authorizes submittal to HUD.
By 2/15/24		Final Plan submitted to HUD. Contracts for successful agencies are ready for program year start date of 4/1/25.

Statement of Intent to Apply

Due: October 4, 2024

**STATEMENT OF INTENT TO APPLY
CDBG Program Year 2025**

Interested applicants must complete this CDBG Program Year 2025 Statement of Intent to Apply by Friday, October 4th, 2024. Applicants must complete a statement for each activity for which they are seeking funding. Do not combine multiple activities on one statement.

Completed Statements can be submitted to Christine Howe, Grants Manager, via email at chowc@pocatello.gov or via hard copy to City Hall, Attn: Neighborhood and Community Services, 911 N. 7th Ave., Pocatello, ID 83201. Applicants may direct questions to Christine Howe at chowc@pocatello.gov or 208-234-6186.

I. Organization Information

1. Name of Organization: _____
2. Contact Person: _____
3. Phone Number: _____
4. Email Address: _____
5. Mailing Address: _____
6. Type of Organization:
 - ☐ Non-Profit Organization
 - ☐ Government Entity
 - ☐ Community Based Development Organization
 - ☐ Small Business Investment Company (Licensed under Section 301 (d))
 - ☐ Private, For-Profit Organization

(CONTINUE on Page 2)

DUE: October 4, 2024

II. Program/Project Information

1. Program/Project Name: _____

2. Estimated Project Costs:

 CDBG Funding Request: \$ _____

 Match/Other Funding: \$ _____

 TOTAL Project Cost: \$ _____

3. Type of Project:

☐ Housing

☐ Public Service

☐ Public Facility Improvement

4. Program/Project Description:

5. Will the proposed project be concluded before March 31, 2026?

☐ Yes

☐ No. Anticipated completion date: _____

III. CDBG: National Objective and Beneficiaries

1. The project must benefit primarily low and moderate income residents of Pocatello. LMI is defined as those making 80% or less than area median income or those in a presumed benefit designation. Identify the category that will be documented to meet the LMI National Objective. Please select ONE.

- ☐ **Area Benefit Activities** - An area benefit activity is one that benefits all residents in a particular area, where at least 51 percent of the residents are LMI persons. The service area of the activity must be primarily residential and the activity must meet the identified needs of LMI persons. Examples include: acquisition of land to be used as a neighborhood park, installation of sidewalks, development of a community center.
- ☐ **Limited Clientele** - Under this category, 51 percent of the beneficiaries of an activity have to be LMI persons. In contrast to the area benefit category, it is not the LMI concentration of the service area of the activity that determines whether the activity will qualify or not, but rather the actual number of LMI persons that benefit from the activity.

With respect to determining the beneficiaries of activities as LMI and qualifying under the limited clientele category, activities must meet one of the following tests:

- o Benefit a clientele that is generally presumed to be principally LMI
 - o Require documentation on family size and income in order to show that at least 51 percent of the clientele are LMI
 - o Have income eligibility requirements limiting the activity to LMI persons only
 - o Be of such a nature and in such a location that it can be concluded that clients are primarily LMI
- ☐ **Housing Activities** - The housing category of LMI benefit national objective qualifies activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI households. Examples include:
 - o Acquisition of an apartment house to provide dwelling units to LMI households
 - o Housing rehabilitation for single family units
 - o Site improvements on publicly-owned land to serve a new apartment structure to be rented to LMI households
- ☐ **Job creation or retention activities** - The job creation and retention LMI benefit national objective addresses activities designed to create or retain permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons. Examples include:
 - o Rehabilitation activity that will correct code violations and enable a business to survive and retain jobs
 - o Financial assistance to a manufacturer for the expansion of its facilities that is expected to create permanent jobs
 - o Clearance activities on a site slated for a new business

If grantees fund activities that create jobs, there must be documentation indicating that at least 51 percent of the jobs will be held by, or made available to, LMI persons. For funded activities that retain jobs, there must be sufficient information documenting that the jobs would have been lost without the CDBG assistance and that one or both of the following applies to at least 51 percent of the jobs: the job is held by an LMI person or the job will turnover in the following two years and be filled by an LMI person.

DUE: October 4, 2024

IV. Other

1. Does your proposed project involve any of the following?

- ☐ Purchase of equipment, furnishings, motor vehicles, or other personal property which is not an "integral structural fixture"
- ☐ Indirect Costs such as operating and maintenance expenses, rent, or utility costs
- ☐ Personnel Expenses (salaries, benefits, fringe)
- ☐ New housing construction
- ☐ Temporary or Permanent relocation of residential or business tenants

2. Indicate which of the following your agency completes:

- ☐ Annual Audit:
 - ☐ Single Audit
 - ☐ Financial Statement (Audit, Review, or Compilation)
 - ☐ Desk Review
 - ☐ Other
- ☐ Form 990-N Tax Return or "e-Postcard" (non-profits with annual gross receipts < \$50,000)
- ☐ Form 990 or 990-EZ Tax Return (annual gross receipts between \$50,000-\$200,000 and total assets <\$500,000)
- ☐ Form 990 Tax Return (gross receipts >\$200,000 or Total Assets >\$500,000)

3. Has your agency received CDBG funding in the past?

- ☐ Yes, Project Funded: _____
- ☐ No

Legal Notice - PY25 Needs Hearing

**NOTICE OF PUBLIC HEARING
CITY OF POCATELLO CDBG PROGRAM YEAR 2025 NEEDS ASSESSMENT**

In accordance with its Citizen Participation Plan and in anticipation of receiving approximately \$350,000 from the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) program, the City of Pocatello announces an opportunity for organizations and citizens to comment and provide input on any housing and/or community development needs to further the goals of providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons. Organizations may also present how their applications and funding proposals might meet those needs. The City's Consolidated Plan outlines the City's goals and objectives as they relate to housing and community development needs.

The City's Consolidated Plan enables officials and citizens to collectively solve neighborhood and community problems. This hearing is being conducted in advance of the City's formation of its Program Year 2025 Action Plan for the program year that will begin April 1, 2025. Any and all citizens are encouraged to participate by expressing their views to the Pocatello City Council at the following hearing:

Thursday, October 17, 2024
6:00 p.m.

Pocatello City Hall
Council Chambers
911 North 7th Avenue
Pocatello, ID 83201

Other questions concerning the hearing or funding opportunities may be directed to Christine Howe at 208-234-6186. Written comments may also be submitted on or before 5:00PM MT on Thursday, October 17, 2024 to the City's Planning and Development Services Department at 911 N. 7th Avenue, Pocatello, ID 83201 or to chowc@pocatello.gov.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with two (2) days' advance notice by contacting Sky or Beebe at shockbc@pocatello.gov; 208-234-6248 or 5815 South 5th Avenue, Pocatello, ID 83204.

CLBG PY25 Application

CITY OF POCAHELLO
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR FUNDING
PROGRAM YEAR 2025: APRIL 1, 2025 – MARCH 31, 2026

I. Applicant Information

1. Agency Name: _____
2. Agency Address: _____
3. Name of Applicant: _____
4. Applicant Phone: _____
5. Applicant Email: _____
6. Type of Agency (ex: governmental agency; private non-profit, CDBG): _____

7. Agencies shall submit the following attachments with their applications. Applications will not be considered complete if the attachments are not included with the application.

- a. Proof of agency status (i.e. – organization bylaws, articles of incorporation, enacting legislation, tax determination letter etc.)
- b. Current agency audit, financial review, compilation, or other equivalent document from independent auditor.
NOTE: If your agency does not have a current audit, please contact CDBG Staff
- c. List of governing board members
- d. Governing board approval of project (i.e. – copy of meeting minutes or letter certifying approval)

PY25 CDBG Application (continued)

II. Program Information

1. Program Name: _____

2. Activity Proposed: _____

3. Activity Address: _____

4. Type of Activity (select one):

- ☐ Housing
☐ Public Facility
☐ Public Service

5. Description of Activity

Provide a description of the activity you wish to conduct using the CDBG finding. Include the estimated time for project completion (including start and completion date), information on the type of activity, the location of the activity, and who the project will serve. Applicants may attach additional pages as needed.

[illegible]

PY25 CDBG Application (continued)

6. Project Budget

Complete the project budget table below, listing all sources of funding, and provide a brief explanation of how project costs were calculated, funding sources, and any anticipated changes in the budget.

- If proposing a public facilities project, applicants must attach a qualified estimate (quote) of itemized project costs.
- If proposing a public services or housing project, applicants must attach sufficient documentation to support project cost estimates such as payroll/wage rates or estimates for goods and services.
- Please see below for expense categories:

Personnel

*Use this cost category **ONLY** for employees of the applicant organization. If the organization does not have employees and uses independent contractors or volunteers, those expenses belong under the Contractual and Other categories respectively. Refer to the IRS website for definitions of "employee" versus "contractor."*

Personnel expenses and match require specific record keeping for all employee activities, not just those charged to the grant. Refer to the requirements in OMB's Uniform Guidance (2 CFR 200) for more information.

Fringe Benefits

Enter the fringe benefits associated with each employee's allocated costs listed in the Personnel category. If the applicant organization does not track benefits separately from salaries/wages, these costs may be included in the cost under Personnel (i.e., salary/wage + benefits). Benefits are listed for employees of the organization, not contractors.

Travel N/A

Equipment

Tangible, non-expendable personal property that has a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more.

Supplies

Supplies are defined as tangible property items that have per-unit acquisition costs of less than \$5,000. Enter supplies and materials needed to complete the project (e.g., project computer, scanner, project software, paper, toner, educational materials, signs, brochures, etc.). Provide a breakdown of the unit costs and quantities to be purchased.

Contractual

Use the Contractual category for any services from companies, professionals, or individuals that are hired as independent contractors for the project (e.g., consultants, project specialists, CPA (Certified Public Accountant), etc.). Be sure to follow organizational procurement policies and adhere to OMB's Uniform Guidance (2 CFR 200) when hiring contractors. See "Important Definitions" below for additional information on contractor vs subrecipient designations.

Other

Enter costs that do not fall within the scope of the above categories. Any costs associated with second tier Subrecipients/Subaward Agreements should also be included here. See "Important Definitions" below for

PY25 CDBG Application (continued)

additional information on contractor vs subrecipient designations

Indirect

Indirect costs may be recovered in accordance with your organization's Negotiated Indirect Cost Rate Agreement (NICRA) or approved Cost Allocation Plan approved by your cognizant federal agency. In the absence of a current NICRA, the applicant organization may elect to charge the 15% de minimis rate based on modified total direct costs (MTDC) as defined in OMB's Uniform Guidance (2 CFR 200) OR request to negotiate a NICRA with the City of Princeton. If your organization chooses not to recover indirect costs associated with this project, your administrative expenses must be allocated as direct costs throughout your budget and this budget line item can be left blank.

Budget Category/ Line Item	Description	Hours/ Unit	Hourly Rate/ Per Unit Cost	Total
Ex: Personnel/ Program Manager	Ex: Responsible for overseeing project activities, including marketing, implementation, performance monitoring, etc. (Hrs/month x 12 months)	Ex: 96	Ex: \$25/hour	Ex: \$2,400
Ex: Program Supplies and Materials	Ex: Postage for direct mailing to clients with program information	Ex: 500	Ex: \$1 each	Ex: \$500

PY25 CDBG Application (continued)

Match Contributions

Complete the following table outlining this project's match contributions.

Name of Match Contributor (Entity or Individual)	Source of Match	Type of Match (Cash or In-Kind)	Description	Total Amount
Ex. Springfield Free Clinic	Private Grant	Cash	SFC received a private grant to contribute to the physician's services program. The grant has no funding restrictions and will cover 50% of total program costs.	\$50,000
EX. Everett Teen Center	Teen Center General Fund	In-Kind	Teen Center will cover program delivery costs for personnel with general funds. This accounts for 2 FTEs needed to run the program.	\$100,000

PY25 CDBG Application (continued)

NOTE: If additional lines are needed, please attach a separate sheet to the application

If the budget estimates or costs require additional information or exceptions, please provide an explanation of cost calculations here:

7. If utilizing another funding source for the activity, indicate how CDBG-funded expenses will be tracked separately from other state or federal grant funded expenses:

8. If program income (revenue) will result from the project, detail the anticipated amount of income and how it will be tracked and remitted to the City:

PY25 CDBG Application (continued)

III. Proposed Project Meets National Objectives and Consolidate Plan Goals

1. Identify which HUD National Objective will be satisfied by the activity:

Benefit to Low-Moderate Income (LMI) Persons (those earning 80% or less of Area Median Income):

- ☐ **Area Benefit**—the activity is available to benefit all residents of an area which is primarily residential and 51% are LMI

Ex: Neighborhood facilities; water or sewer lines; sidewalk

- ☐ **Benefit to Limited Clientele**—Select the Subcategory that applies:

- ☐ Beneficiaries are LMI and meet HUD Income Criteria
- ☐ Presumed LMI (ex: homeless persons, disabled persons, elderly persons)
- ☐ Nature & Location serves primarily LMI persons (ex: day care center within public housing complex)
- ☐ Removal of Architectural Barriers or Mobility of elderly or disabled persons (ex: installation of accessible ramp at public facility)

- ☐ **LMI Housing**

- ☐ Acquisition of property to be used for permanent housing
- ☐ Rehabilitation of permanent housing
- ☐ Homeownership assistance

2. Explain how the National Objective was identified.

3. CDBG FY2022-PY2026 Consolidated Plan Objectives

Activities available for funding must meet CDBG Consolidated Plan Objectives. Please select the following goal(s) that will be met through the funded activity:

- ☐ **1.1** Provide decent housing (ex: Rehabilitation, acquisition, homeownership assistance)
- ☐ **1.2** Create a suitable living environment (ex: ADA improvements, neighborhood facilities, employment services, substance use services)
- ☐ **1.3** Expand opportunities for LMI persons (ex: education programs, fair housing counseling, down payment assistance)

PY25 CDBG Application (continued)

4. Explain how the activity will address the Consolidated Plan Objective(s) identified in question 3:

IV. Serving Priority Population and Needs

1. What percent of program beneficiaries will be the priority population (LMI residents in Pocatello City Limits): _____ %

2. How will the agency target the priority populations? Describe client outreach, engagement, and recruiting efforts.

3. Indicate which of the following needs the activity will address (select all that apply):

- ☐ Housing needs
- ☐ Homeless needs
- ☐ Non-homeless special needs
- ☐ Non-housing community development

4. How many unduplicated Pocatello LMI residents will benefit from this activity: _____
Explain how the total beneficiaries was calculated:

PY25 CDBG Application (continued)

5. Explain the methodology for measuring the activity's impact. Describe what outcomes will be measured and how they will be reported.

6. For public service and housing activities, describe if the service is a previously funded service, a new service, or an expansion of existing service. CDBG funds may not be used to supplant an existing service, therefore, the applicant must indicate the current service level offered and how CDBG funds will be used to increase or expand that service area.

PY25 CDBG Application (continued)

V. Activity Management and Implementation

1. Explain the agency's previous experience with activities of the type proposed and successes achieved or any challenges faced:

2. If your agency has received CDBG funding in the past, please complete the multi-program year analysis of CDBG-assisted performance below for the most recent 5 years. Add additional notes as needed. If your agency has not received CDBG funds, skip to question 3.

CDBG Program Year	Funding Award	Match/Leveraged Funds	Number of Beneficiaries	Additional Notes
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		
	\$	\$		

3. Describe the agency's experience managing federal or state grants. Indicate the number of years' experience managing grant awards:

- ☐ 10+ years' experience
☐ 5-9 years
☐ 2-5 years
☐ 0-1 years

PY25 CDBG Application (continued)

4. If your agency has received CDBG funding or other state/federal in the past, describe how you were able to use those funds in a timely manner. Detail how the agency met proposed goals (or not). Describe how the agency maintained compliance with all local, state, and federal regulations and requirements:

5. Is your agency partnering or working with other local agencies? If so, detail how the agencies will collaborate to complete the activity:

6. Does the agency have the appropriate staff to implement the activity? If no, detail the anticipated or current hiring process to account for the additional personnel needed:

PY25 CDBG Application (continued)

VI. Readiness to Proceed

1. Indicate all of the following:

- ☐ Client/beneficiary data tracking is in place
- ☐ Agency has a quarterly reporting template or process in place
- ☐ Agency is providing a 10% match (or greater)
- ☐ Agency has an invoicing or reimbursement process in place

Attach a template and/or sample for those items you indicated yes:

- ☐ Beneficiary Tracking Form/Template
- ☐ Quarterly Reporting Template
- ☐ Sample invoice or reimbursement request

2. Provide a detailed project timeline:

PY25 CDBG Application (continued)

VIII. Subrecipient Agreement Verification

1. IN THE EVENT WE RECEIVE A CDBG GRANT, WE CERTIFY THAT WE COMPLY WITH THE REQUIREMENTS OF THE SUBRECIPIENT CONTRACT WHICH WE HAVE BEEN GIVEN THE OPPORTUNITY TO REVIEW. WE HAVE ALSO ATTACHED SIGNED CERTIFICATIONS ACKNOWLEDGING THAT, IF AWARDED GRANT FUNDS, WE WILL COMPLY WITH APPLICABLE STATUTES AND REGULATIONS GOVERNING THE CONSOLIDATED PLAN.

AGENCY

SIGNATURE/TITLE

DATE

Agency Certifications

AGENCY CERTIFICATIONS

In accordance with applicable statutes and regulations governing the City of Pocatello's Consolidated Plan, the undersigned Agency makes the following certifications:

Affirmatively further fair housing. Where applicable, the Agency will affirmatively further fair housing by abiding by the City of Pocatello's analysis that identifies impediments to fair housing choice within our jurisdiction; taking appropriate actions to overcome the effects of any impediments identified through that analysis; and maintaining records reflecting the actions in this regard.

Anti-displacement and Relocation Plan. Where applicable, the Agency certifies that it will put into effect and will follow a residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the CDBG program.

Drug-free workplace. The Agency certifies that 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 Agency's workplace and specifying the actions that will be taken against employees of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace;
 - The Agency's policy of maintaining a drug-free workplace;
 - Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 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 above.
4. Notifying the employee in the statement required by paragraph 1 above that, as a condition of employment under the grant, the employee will:
 - A. Abide by the terms of the statement; and
 - B. Notify the Agency 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 Neighborhood & Community Services (NCS) in writing, within ten (10) calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. The Agency, in the event that it is the employer of convicted employees, will provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless NCS has designated a central point for the receipt of such notices.
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 convicted:
 - 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
 - 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 through 6.

Anti-Lobbying. The Agency certifies to the best of its knowledge and belief that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer 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.
- 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, the Agency shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The Agency shall require that the language of this certification be included in the award documents for all sub-awards 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 Agency acknowledges that the City of Pocatello's Consolidated Plan is authorized under State and local law (as applicable), and that it 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 Agency certifies that the housing activities to be undertaken with CDBG funds are consistent with the Consolidated Plan.

Acquisition and relocation. The Agency certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24.

Section 3. The Agency certifies that it will comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

Use of funds. The Agency certifies that it complies with the following criteria:

- **Maximum feasible priority.** With respect to activities expected to be assisted with CDBG funds, the Agency certifies that it has given maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention of slums or blight.
- **Overall benefit.** The use of CDBG funds shall benefit persons of low and moderate income.

Compliance with Anti-discrimination Laws. The grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

Compliance with Lead-Based Paint Procedures. The Agency certifies its notification, inspection, testing, and abatement of lead based paint.

Compliance with Laws. The Agency certifies that it will comply with applicable laws.

Signature of Authorized Official: _____
Name & Title

Date: _____

FY2025 AGENCY CERTIFICATION
PURCHASE

Code of Conduct



Planning & Development Services

• ECONOMIC DEVELOPMENT
• PLANNING & ZONING

• NEIGHBORHOOD & COMMUNITY SERVICES
• POCATELLO REGIONAL AIRPORT

911 NORTH 7TH AVENUE | P.O. BOX 4169

POCATELLO, IDAHO 83205-4169

WEB: WWW.POCATELLOID.COM/ENR/HIM

Code of Conduct

Conflict of Interest Requirements and Certification

HUD-Assisted Programs

Responsible Official:

Mayor Brian Blad
911 North 7th Ave
P.O. Box 4169
Pocatello, ID 83205-4169

To ensure compliance with U.S. Department of Housing and Urban Development (HUD) requirements and provide a fair and open environment for access to opportunities that arise from HUD-assisted programs, the City of Pocatello and collaborating organizations shall adhere to these Conflict of Interest Procedures.

General Prohibitions

No employees, agents, consultants, elected officials, or appointed officials of an organization shall participate in the selection, award or administration of a contract supported by funding from the U.S. Department of Housing and Urban Development (HUD) if a conflict of interest, real or apparent, exists.

Officers, employees, and agents of the organization shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, subcontractors, or parties to agreements. This prohibition remains in effect during employment or tenure of the parties mentioned herein, and for one year thereafter.

Who is Covered

Any person who is an employee, agent, consultant, elected official, or appointed official of an organization participating in a HUD-assisted project with the City of Pocatello is covered by the Conflict of Interest provisions if they currently or in the past 12 months:

- Exercise any functions, duties, or responsibilities with respect to projects supported by funding from HUD; or
- Are in a position to participate in a decision-making process, or gain inside information with regard to these activities; or
- Has a financial interest in any contract, subcontract, or agreement with respect to a HUD-assisted project or the proceeds of the contract, subcontract, or agreement, either for themselves or for those with whom they have immediate family or business ties.

Economic Development

Phone: 208-234-6184
Fax: 208-234-6586

Neighborhood & Community Services

Phone: 208-234-6186
Fax: 208-234-6586

Planning & Zoning

Phone: 208-234-6186
Fax: 208-234-6586

Pocatello Regional Airport

Phone: 208-234-6134
Fax: 208-234-6418
<http://www.pocatello.com/>

AN EQUAL OPPORTUNITY EMPLOYER | VETERAN'S PREFERENCE

Provisions for Owner, Developers, or Sponsors

Any individual whose general capacity within the organization meets any of the above criteria must abstain from any activity within their organization that would create a conflict of interest, either real or apparent. In addition, all owners, developers, or sponsors of a HUD-assisted project (or officer, employee, agent or consultant of the owner, developer, or sponsor) whether private, for profit, or non-profit must abstain from receiving any of the following benefits:

- Occupancy of a rental housing unit in an assisted rental project;
- Receipt of tenant-based rental assistance;
- Purchase or occupancy of a homebuyer unit in an assisted project;
- Receipt of homebuyer acquisition assistance; or
- Receipt of owner-occupied rehabilitation assistance.

No official or employee of the City of Porterville shall be permitted to receive or share any financial or housing benefits arising from a project or program receiving financial assistance from HUD.

General Procedures for Contracts and Agreements

As part of the application and pre-agreement certification process with the City, the designated signatory of the partnering organization shall sign the certification at the end of this document, acknowledging these guidelines are understood and will be enforced by his or her organization. The signed document is submitted to the City.

Partnering organizations are also required to have an internal Conflict of Interest policy, which complies with all applicable HUD regulations. This policy is to be made available for review upon request from the City.

Each partnering organization is responsible for enforcing these provisions in its own operations and bidding procedures, and is subject to periodic City review and monitoring. All documentation used to determine compliance with conflict of interest requirements must be retained by the organization for at least four (4) years and be made available for monitoring purposes and upon request by the City.

Penalties for Violations Include Repayment and/or Ineligibility

The penalty for violation of any of these provisions may include repayment of funding assistance provided through HUD, and/or ineligibility from future participation in HUD-assisted projects. The penalty, sanction, or other disciplinary action is determined by the City on a case-by-case basis. The City may consult HUD for direction on this matter.

Exceptions and Requests for Exceptions

Upon written request to the City, employees of an organization receiving HUD funds, their agents, consultants, elected officers, or appointed officials and their immediate families may be considered for an exception to these provisions on a case-by-case basis. The designated signatory of the organization must submit the request for exception in writing to the CDBG Program Manager.

In determining whether to grant the requested exception, the City shall conclude that such an exception will serve to further the purposes of the HUD program and the effective and efficient administration of the organization's program or project, taking into account the cumulative effect of the following factors as applicable. All factors shall be addressed in a request for exception.

1. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
2. Whether an opportunity was provided for open competitive bidding or negotiation;
3. Whether the person is a member of a group or class of low and moderate income persons intended to be the beneficiaries of the HUD-assisted activity, and the exception would permit the person to receive generally the same interests or benefits being made available or provided to the group or class;
4. Whether the affected person has withdrawn from his or her functions or responsibilities or the decision making process with respect to the specific assisted activity in question;
5. Whether the interest or benefit was present before the affected person was in their position as an employee, agent, consultant, officer, or elected official or appointed official of the organization;
6. Whether undue hardship would result either to the City or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
7. Any other relevant considerations.

In addition to the factors listed above, a request for an exception must contain the name, title, and classification of the person for which the exception is requested, and a brief description of the person's position as it relates to the HUD-assisted project or contract award.

Review by the City Planning & Development Services Department (PDS)

1. Planning and Development Services (PDS) staff will review the request for exception based on the above factors and any other applicable information.
2. If the request is deemed appropriate, City staff will seek a legal opinion from the City Attorney's Office stating whether there would be a violation of local, state, or federal law if the exception were granted.
3. If a legal opinion is obtained from the City Attorney's Office favorable to the request, the nature of the Conflict of Interest will be publicly disclosed via presentation to the City Council.
4. City staff will then send a recommendation, along with the original request, seeking HUD's determination.

At any point, the City reserves the right to refuse a request for exception. If this occurs, a written response will be provided.

Certification and Acknowledgement of Provisions

Name of Organization: _____

- 1) Does your organization have an internal Conflict of Interest Policy governing daily operations and activities?

2) Yes ☐ No ☐

If you answered No, please explain _____

- 3) Are you aware of any potential conflicts of interest, either real or perceived, currently existing within your organization's board members or staff?

Yes ☐ No ☐

If you answered Yes, please explain. You may be required to submit additional documentation to determine the significance of the conflict and actions necessary to achieve compliance.

As a duly authorized representative of the above named organization, I agree to adhere to the above provisions for all projects receiving assistance from the U.S. Department of Housing and Urban Development. All board and staff members have disclosed any potential conflicts of interest that could violate HUD assisted Program regulations at this time or at a later date. I certify I am an authorized official permitted to submit contractual documents.

Authorized Representative: _____

Typed Name: _____

Title: _____

Signature: _____ Date: _____

Printers for Successful Applications

POINTERS FOR SUCCESSFUL APPLICATIONS

Use the application form provided. Please print on white paper only.

Number or label attachments in the upper right-hand corner.

Clamp or paperclip your application. Please do not bind and do not use tabs. Provide an electronic copy of your application for ease of review and copying.

REMEMBER — Applications are scored using a scoring rubric directly based on the application. The following are helpful tips for applicants:

1. Projects must be consistent with the City-adopted Consolidated Plan and Proposed Budget. Point out specific goals/strategies that the project addresses and how the project meets the goals in the Plans. The Consolidated Plan is available here: <https://pocatello.gov/339/Community-Development-Block-Grant>
2. Clearly explain how the project or program meets the CDBG eligibility requirements.
3. Demonstrate your organization's capacity to succeed. Be specific, particularly if you are a newcomer to the grants arena.
4. Convince the CDBG Advisory Committee, via your application material and your presentation, of your project's need and value to the community. Discuss the number of beneficiaries compared to the cost to show the impact of the program. If your impact is not quantifiable (ie – the number of beneficiaries is smaller compared to project costs and does not properly demonstrate impact) include a qualitative analysis showing the impact the program will have on the community you will serve.
5. Relate your success on previous CDBG-funded projects. If this is your first time applying for CDBG, let the Committee know how you have been successful on other grant-funded projects.
6. Detail the impact grant funding will have. Explain how CDBG funds will expand an existing program or enable a new program to begin. Projects that enable people/agencies to become independent of government programs are encouraged.
7. The more matching funds, the better. Matching funds should be specifically identified and documented. What funding might a CDBG award leverage from other sources?
8. Complementary, multiple-benefit projects are encouraged. Duplication of programs between agencies is discouraged. If another agency provides similar services/programs, their written support for your application is helpful.

9. Submit an accurate and complete cost estimate. The estimate should come from a professional and qualified firm. Convince the CDBG Advisory Committee the project can be completed within the proposed budget.
10. Provide all required supporting documentation. Applicants should include their proof of nonprofit status, most recent audit, and board minutes/approval. Incomplete and unclear applications may be rejected.
11. Ask questions! If you are unsure of a requirement, contact CDBG Staff.

For more information on what is expected of CDBG subrecipients, the HUD guidebook, *Playing by the Rules A Handbook for CDBG Subrecipients on Administrative Systems*, can provide what you need (http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_17104.pdf). Or, please call Christine at 208-234-6185 or Lisa at 208-234-6188.

Projects and Acronyms

City of Pocatello
PY2025 CDBG Application Process

ELIGIBLE HOUSING ACTIVITIES				
Acquisition	Housing Rehabilitation: single-unit residential	Demolition of Dilapidated Structures (Commercial or Residential)	Down Payment Assistance	
Housing counseling	Housing Rehabilitation: multi-unit residential		Lead based paint testing/remediation	
ELIGIBLE PUBLIC FACILITY ACTIVITIES				
Youth center	Senior Center	Community Center	Sidewalk repair/replacement	LMI Area Park Improvements
ELIGIBLE PUBLIC SERVICES ACTIVITIES				
Senior Services	Youth Services	Emergency Subsistence Payments	Child Care	Homeless Services
Health Care	Education Programs	Fair Housing Activities	Food Banks	Substance Use Counseling
Please note: This is not a complete list and though a project may be eligible under HUD regulations, it must still meet the goals/objectives of Pocahontas's Consolidated Plan.				

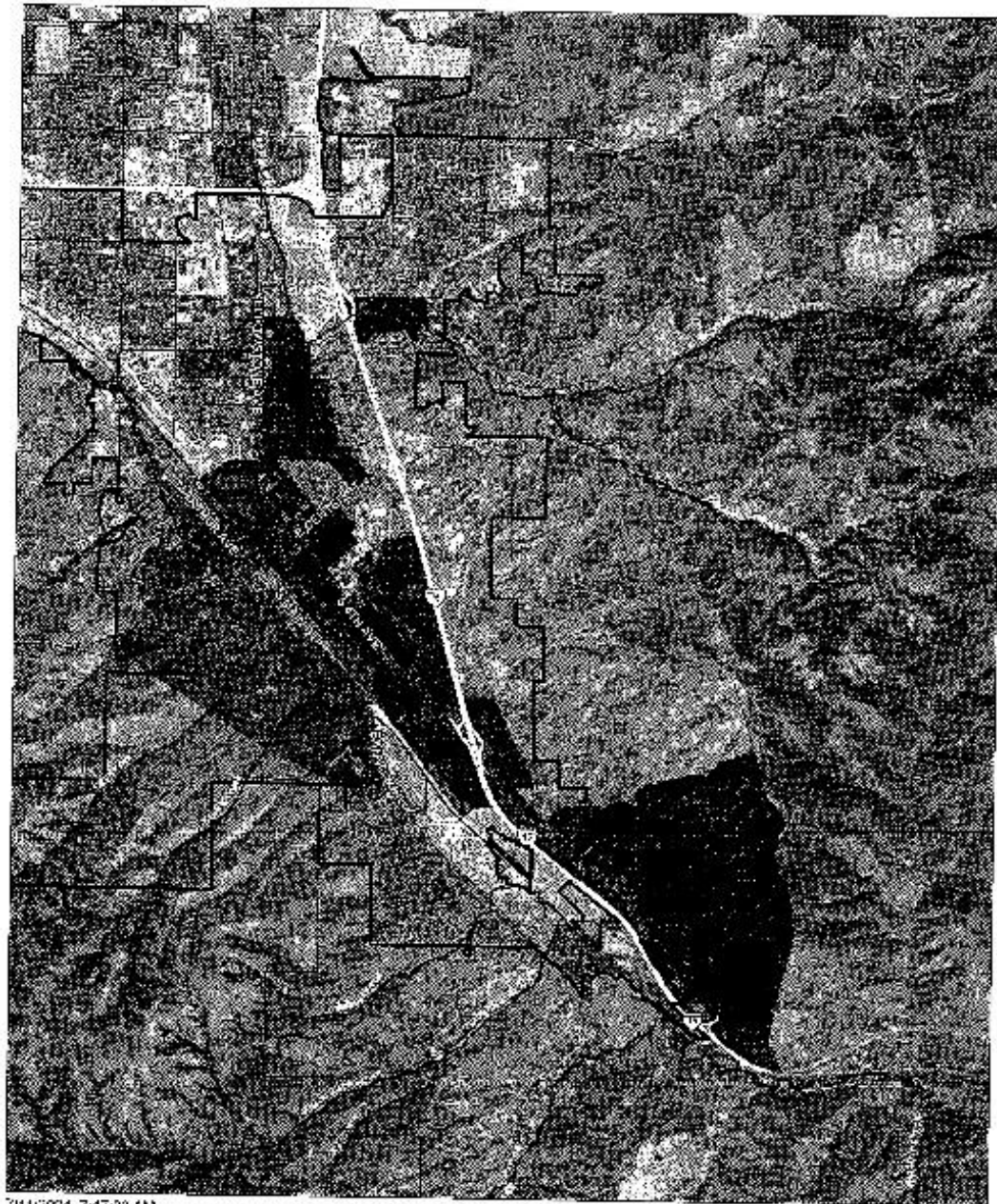
Please note: This is not a complete list and though a project may be eligible under HUD regulations, it must still meet the goals/objectives of Pocatello's Consolidated Plan.

ACRONYM LIST

ACRONYM	MEANING	ACRONYM	MEANING
ADA	Americans with Disabilities Act	HUD	Housing and Urban Development
CAPER	Consolidated Annual Performance & Evaluation Report	LBP	Lead Based Paint
CDBG	Community Development Block Grant	LMA	Low- and Moderate-Income Area
CHDO	Certified Housing Development Organization	LMI	Low- and Moderate-Income
ED	Economic Development	NCS	Neighborhood and Community Services Division
HOME	HUD Program (Similar to CDBG)	PDS	Planning and Development Services Department
HQS	Housing Quality Standards	PI	Program Income

Low-Moderate Income Areas as of August 1, 2021

CDBG Map



7/11/2024, 7:47:32 AM

IMISD2023_ExportFeatures

0.000000 - 50.000000
 50.000001 - 51.000000
 51.000001 - 60.000000
 60.000001 - 70.000000
 70.000001 - 76.000000

172,224
 0 0.5 1 2
 0 1 2 4 km
 Esri/ArcGIS/ArcMap

City of Portland
 6/1/2024 10:00 AM

Client Tracking Spreadsheet

Clients who directly benefit from an activity may also be required to provide detailed eligibility documentation.

Race: White, Black/African American, Asian, American Indian/Alaskan Native, Native Hawaiian/Other Pacific Islander, Other multi-racial

	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
30% of Median	\$17,850	\$20,400	\$22,950	\$25,450	\$27,500	\$29,550	\$31,600	\$33,600
50% of Median	\$29,750	\$33,950	\$38,200	\$42,450	\$45,850	\$49,250	\$52,650	\$56,050
80% of Median	\$47,550	\$54,300	\$61,150	\$67,900	\$73,350	\$78,800	\$84,200	\$89,650

Sample PY25 Subrecipient Agreement

CONTRACT
Between the City of Pocatello
and
[SUBRECIPIENT]
for

Community Development Block Grant Project 2025-XXX-1 (CFDA 14.218)

THIS AGREEMENT, entered this day of , 20 , by and between the City of Pocatello, herein called the "Grantee," and [SUBRECIPIENT] (LEI) herein called the "Subrecipient."

WHEREAS, the Grantee is the recipient of Community Development Block Grant (CDBG) funding through the U.S. Department of Housing and Urban Development, identified in the Catalog of Federal Domestic Assistance (CFDA) as program 14.218, from the United States Government under Title I of the Housing and Community Development Act of 1974; Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing funds from its Program Year 2025 (FAIN B-25-MC-16-003) award of April 1, 2025;

NOW, THEREFORE, it is agreed between the parties hereto that:

I. SCOPE OF SERVICE

A. **Activities/Levels of Accomplishment:** The Subrecipient will be responsible for administering a CDBG Program described below in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. The Subrecipient is responsible for administrative services needed to carry out the funded program(s) described below. Such program(s) will include the following activities and levels of program services eligible under the Community Development Block Grant Program:

ACTIVITY	BUDGET AMOUNT	LEVEL OF ACCOMPLISHMENT	TOTAL UNITS/YEAR
1. EX: Public Facility 24 CFR 570.201 (c)	XXX,XXX	Description of Activity	# unduplicated clients to be served from 4/1/24 to 3/31/25

CONFIDENTIALITY: The information contained herein is confidential and shall not be disclosed to the public without the prior written consent of the City of Pocatello.

B. **National Objectives:** The subrecipient hereby acknowledges that all activities funded with CDBG funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208.

The Subrecipient shall provide written certification within the year-end report to Grantee that the activity(ies) carried out under this Agreement met at least one of the CDBG program's national objectives and how this was accomplished. **Target completion date for all projects shall be March 31, 2026.**

C. **Staffing:** The following staff members shall be responsible for compliance with this

Page 1 of 16

Contract Between City of Pocatello and [RECIPIENT]
2025-XXX-1

contract. Any changes in key personnel assigned or their general responsibilities shall be subject to the prior approval of the Grantee.

INDIVIDUAL/TITLE	COMPLIANCE AREA	WORK WEEK & HOURS
Name Position	National objectives; contract oversight	Monday – Thursday 9:00 am to 4:00 pm
Name Position	Contract/project oversight	Monday – Friday 9:00 am to 4:00 pm

D. **Performance Monitoring:** The Grantee will monitor the performance of the Subrecipient against goals and performance standards required herein. Substandard performance as determined by the Grantee will constitute noncompliance with the agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time (as dictated in Section II of this contract) after being notified by the Grantee, contract suspension or termination procedures will be initiated or future threshold exceptions will not be allowed.

II. TIME PERFORMANCE

Services of the Subrecipient shall start on the 1st day of April 2025, and end on the 31st day of March 2026, except as specified in Section I.B. above. The term of this agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other assets including program income. A written request must be submitted to the City stating the reason for the extension, and is subject to the amendment process outlined in VI.G below.

III. PAYMENT

It is expressly agreed and understood that the anticipated direct capital match in the amount of \$XXX,000 will be submitted by the Subrecipient to the Grantee for payment of eligible expenses prior to drawdown of contract funding for the [description] project. In the event actual project cost exceeds the estimated project cost of XXX,XXX, payment of the difference or amendment of the scope of work shall be negotiated between the Grantee and the Subrecipient.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 2 CFR 200.

IV. NOTICES

Notices required by this Agreement shall be in writing and delivered via postal mail (postage prepaid), commercial courier, personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Page 2 of 16

Contract Between City of Pocatello and [RECIPIENT]
2025-XXXX-1

Communication and details concerning this contract shall be directed to the following contract representatives:

GRANTEE	SUBRECIPIENT
Christine Howe, Grants Manager Neighborhood & Community Services City of Pocatello 911 North 7th Avenue P O Box 4169 Pocatello, ID 83205-4169 208-234-6186	Contact Agency Address Line 1 Pocatello, ID 83205-4333 Phone Email

V. SPECIAL CONDITIONS

The Subrecipient agrees to comply with the requirements of Title 24 Code of Federal Regulations, Part 570 of the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG) and all federal regulations and policies issued pursuant to these regulations.

VI. GENERAL CONDITIONS

A. **General Compliance:** The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including Subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable federal, state and local laws, regulations and policies governing the funds provided under this Agreement. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. **Independent Contractor:** Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an independent contractor with respect to the services to be performed under this agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent Subrecipient.

B. **Hold Harmless:** The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this agreement.

D. **Workers' Compensation:** The Subrecipient shall provide Workers' Compensation Insurance coverage for all employees involved in the performance of this Agreement.

E. **Insurance & Bonding:** The Subrecipient shall carry sufficient insurance coverage to

Page 3 of 16

Contract Between City of Pocatello and [RECIPIENT]
2025-XXXX-1

protect contract assets from loss due to theft, fraud and/or undue physical damage, and at a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR 200.

F. Grantee/Grantor Recognition: The Subrecipient shall insure recognition of the role of the Grantee and the Grantor agency in providing services through this Agreement. All activities, facilities and items utilized pursuant to this contract shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments: Amendments to the Annual Action Plan must be in accordance with the Citizen Participation Plan. Grantee or Subrecipient may amend this Agreement at any time to conform with Annual Action Plan amendments provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release Grantee or Subrecipient from its obligations under this Agreement.

Grantee may, in its discretion amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, or referenced in Section I, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

H. Suspension or Termination: In accordance with 2 CFR 200 the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time.
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement.
3. Ineffective or improper use of funds provided under this Agreement.

4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 2 C.F.R. 200 this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

VII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. *Accounting Standards:* The Subrecipient agrees to comply with 2 C.F.R. 200, Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards, and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
2. *Cost Principles:* The Subrecipient shall administer its program in conformance with the requirements of the OMB "Super Circular," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record-Keeping

1. *Records to be Maintained:* The Subrecipient shall maintain all records required by the federal regulations specified in 24 C.F.R. Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:
 - a. Records providing a full description of each activity undertaken.
 - b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program.
 - c. Records required to determine the eligibility of activities.
 - d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance.
 - e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program.
 - f. Financial records as required by 24 C.F.R. Part 570.502, and 2 C.F.R. 200.
 - g. Other records necessary to document compliance with Subpart K of 24 C.F.R. 570.
2. *Retention:* The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of five (5) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the fiscal year. Notwithstanding the

Contract Between City of Pocatello and [RECIPIENT]
2025-XXXX-J

Page 5 of 16

above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

3. *Client Data:* The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided and ethnicity in compliance with the Office of Management and Budget's (OMB) revised categories. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. *Disclosure:* The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by the Idaho Public Records Law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. *Property Records:* The Subrecipient shall maintain real property inventory records, which clearly identify properties purchased, improved or sold. Properties retained shall continue to meet eligibility criteria and shall conform with the "changes in use" restrictions specified in 24 CFR Parts 570.503(b)(8).

6. *National Objectives:* The Subrecipient agrees to maintain documentation that demonstrates that the activities carried out with funds provided under this contract meet one or more of the CDBG program's national objectives - 1) benefit low- and moderate-income persons, 2) aid in the prevention or elimination of slums or blight, 3) meet community development needs having a particular urgency - as defined in 24 CFR Part 570.208.

7. *Close-Out:* Subrecipient obligations to the Grantee shall not end until all closeout requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and receivable accounts to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.

8. *Use and Reversion of Assets:* The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 2 CFR Part 200 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

- a. The Subrecipient shall transfer to the Grantee and CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.

Page 6 of 16

Contract Between City of Pocatello and [RECIPIENT]
2025-XXX-1

h. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 C.F.R. 570.208 until five (5) years after expiration of this Agreement (or longer period of time as the Grantee deems appropriate). If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period (or such longer period of time as the Grantee deems appropriate).

i. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to which funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee (an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment).

9. *Audit & Inspections:* All Subrecipient records with respect to any matters covered by this agreement shall be made available to the Grantee, grantor agency, their designees or the federal government, at any time during normal business hours, as often as the Grantee or grantor agency deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data in order to fulfill monitoring requirements. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt of written notice by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit including review of any letters to management conducted in accordance with current City policy concerning Subrecipient audits and 2 CFR 200.

C. Reporting and Payment Procedures:

1. *Federal Funding Accountability and Transparency Act:* Grantee is required under the Federal Funding Accountability and Transparency Act (FFATA) to report information on first-tier sub-awards, including making the executive compensation of awardees publicly available. In conformance with the requirements of the FFATA, the Grantee must report the names and total compensation of the five most highly compensated officers of the entity if: 1) the entity in the preceding fiscal year received 1) 80 percent or more of its annual gross revenues in federal awards; and ii) \$25,000,000 or more in annual gross revenues from federal awards; and 2) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under the applicable sections of the Securities Exchange Act of 1934 or the Internal Revenue Code of 1986.

2. *Budgets:* The Subrecipient will submit a detailed contract budget in a form and content prescribed by the City for approval by the Grantee. The Grantee and the Subrecipient may agree to revise the budget from time to time in accordance with existing City policies.

3. *Program Income:* The Subrecipient shall report monthly with Progress Reports all program income as defined at 24 CFR 570.500(a) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504 for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balance on hand. Subrecipient agrees that all program income funds earned but not used in each monthly draw period shall be remitted to the Grantee, upon Grantee's verification of the draw request. Any interest earned on cash advances from the U.S. Treasury is not program income and shall be remitted promptly to the Grantee.

4. *Indirect Costs:* If indirect costs are charged, the rate shall be negotiated as outlined in the provisions of 2 CFR 200.

5. *Payment Procedures:* The Grantee will pay to the Subrecipient funds available under this contract based upon information submitted by the Subrecipient and consistent with any approved budget and City policy concerning payments. Payments will be made for eligible expenses actually incurred by the Subrecipient, not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with program income balances available in Subrecipient accounts. In addition, the Grantee reserves the right to utilize funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

6. *Progress Reports:* The Subrecipient shall submit regular Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee. The parties agree Progress Reports shall be submitted to the Grantee monthly with each draw until closeout requirements are met.

D. Procurement

1. *Compliance:* The Subrecipient shall comply with current City policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

2. *CDBG Standards:* The Subrecipient shall procure materials, property, or services in accordance with the procurement requirements of 2 CFR 200.

2. *Travel:* The Subrecipient shall obtain written approval from the Grantee for any travel expenses outside the metropolitan area with funds provided under this contract.

E. Build America, Buy America Act (BABA Act) Requirements

1. *Compliance:* The Subrecipient shall comply with the Build America, Buy America Act enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, which established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States, unless adopted waivers apply, to the total Federal Funding Appropriation.

VIII. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT

The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570-606(c) governing and Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies (the Grantee may preempt the optional policies). The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570-606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their residences.

IX. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. *Compliance:* The Subrecipient agrees to comply with any City of Pocatello and State of Idaho civil rights ordinances, and laws, and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age

Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375, 11478, 12086 and 12107.

2. *Nondiscrimination:* The Subrecipient agrees to comply with the nondiscrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable nondiscrimination provisions in Section 109 of the HCTA are still applicable.

The Subrecipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, or status with regard to public assistance. The Subrecipient will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include, but are not limited to, the following: hiring/upgrading, demotion, transfer, recruitment or recruitment advertising, layoff,

termination rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

3. *Land Covenants:* This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination, as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. *Section 504:* The Subrecipient agrees to comply with all federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 706), which prohibits discrimination against the handicapped in any federally assisted program. The Grantee shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. *Approved Plan:* The Subrecipient agrees that it shall be committed to carry out an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. *Women and Minority Owned Business Enterprise (WOMBEL):* The Subrecipient will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this Agreement. As used in this Agreement, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. *Access to Records:* The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized federal officials for purposes of investigation to ascertain

Page 10 of 16

Contract Between City of Pomtello and [RECIPIENT]
2025-XXX-1

compliance with the rules, regulations and provisions stated herein.

4. *EEEO/AA Statement:* The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

5. *Subcontract Provisions:* The Subrecipient will include the provisions of Paragraphs IX A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipient or subcontractors.

C. **Employment Restrictions**

1. *Prohibited Activity:* The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. *OSHA:* Where employees are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participants' health or safety.

3. *Right to Know:* Participants employed or trained for inherently dangerous occupations, e.g., fire or police jobs shall be assigned to work in accordance with reasonable safety practices. The Subrecipient will comply with the Idaho Public Records Law.

4. *Labor Standards:* The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours, the Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kickback Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property designed for residential use for less than eight (8) households, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair of any building or work financed in whole or in part with assistance provided under this contract, shall comply with federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 3, 1, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided, that if wage rates higher than those required under the regulations are imposed by state or local law; nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be

Page 11 of 16

Contract Between City of Pocatello and [RECIPIENT]
2023-XXXX

inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

5. Section 3

a. **Compliance:** Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 75, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the federal financial assistance provided under this contract and binding upon the Grantee, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Grantee, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient further agrees to comply with these Section 3 requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project-assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

"The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs."

"The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements."

Page 12 of 16

Contract Between City of Pasatiello and [RECIPIENT]
2025-XXXX-1

b. Notifications: The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

c. Subcontracts: The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Grantor Agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 75 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

D. Conduct

1. Assignability: The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Hatch Act: The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

3. Conflict of Interest: The Subrecipient agrees to abide by the provisions of 2 CFR 200 and 570.611, which include (but are not limited to) the following:

a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by federal funds.

b. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.

c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any

Page 13 of 16

Contract Between City of Pezarislo and [RECIPIENT]
2025-XXX-1

person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

4. Lobbying: The Subrecipient hereby certifies that:

a. 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;

b. 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 at submit Standard Form-J.L.L. "Disclosure Form to Report Lobbying," in accordance with its instructions; and

c. It will require that the language of paragraph (d) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

d. The Certification Regarding Lobbying 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.C. 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.

5. Subcontracts

a. Approvals: The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of the Grantee prior to the execution of such agreement.

b. Monitoring: The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content: The Subrecipient shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

d. Selection Process: The Subrecipient shall undertake to insure that all

Page 14 of 16

Contract Between City of Peaslee and [REDACTED]
2025 XXX-1

subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accord with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

6. *Copyright.* If this contract results in any copyrightable material, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for governmental purposes.

7. *Religious Activities:* The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities, prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

X. ENVIRONMENTAL CONDITIONS

A. **Air and Water:** The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C., 7401, *et seq.*
- Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.
- Environmental Protection Agency (EPA) regulations pursuant to 40 C.F.R., Part 50, as amended.

B. **Flood Disaster Protection:** In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C., 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. **Lead-Based Paint:** The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of federal funds applied to a property, paint testing, risk assessment, treatment, and/or abatement may be conducted.

D. **Historic Preservation:** The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR, Part 800, Advisory Council on Historic

Page 15 of 16

Contract Between City of Pocatello and [RECIPIENT]
2025-XXX-1

Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this Agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are 50 years old or older or that are included on a federal, state, or local historic property list.

XI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

XII. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XIII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XIV. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior contemporaneous communications and proposals, whether electronic, oral or written between the Grantee and the Subrecipient with respect to this Agreement.

CITY OF POCAHELLO:

SUBRECIPIENT

By: _____
Brian C. Blad, Mayor

By: _____
Name, Position

Attest: _____
Konn: Kendell, City Clerk

Date: _____

Date: _____

Page 16 of 16

Contract Between City of Pocatello and [RECIPIENT]
2025-XXX-1

CDBG Technical Assistance Meeting - FY2025
 Wednesday, September 11, 2024

ATTENDANCE SIGN-IN SHEET

NAME	AGENCY/BUSINESS	ADDRESS Street/City/Zip	PHONE	EMAIL
Jessie DeBenedictis	Family Services Alliance	5555 Anthony Ave Brockton, MA 01904	708-232-2942	Sarah.D@family.org
Carrie McEachern	Family Services Alliance	5555 Anthony Ave Brockton, MA 01904	(508) 232-2942	carrie@family.org
Jeff Brown	Neighborhoods People	206 N Arthur	208-232-9068	j.brown@nphd.org
Ken Landon	Senior Activity Center	407 N 1st Ave.	208-231-3300	klandon1455@gmail.com
Debra Weidobold	NA	NA	302-462-7110	debra_serv@cityofboston.gov
Shawn Armstrong	New Day Productions	1709 N. Main St.	208-232-7807	shawn@newdayprod.com
Sean Hume Key	ISG C S I E	5504 Riverside Brockton, MA	404-607-2146	sean@humekey.com
Leslie Scher	ACA	530 E Center Brockton, MA	208-232-2372	leslie.scher@usaid.gov
Joel Mungin	HACP	701 N 1st	801-7409-7444	joel@hacp.org
Harriet Laguarda	The Salvation Army	701 N 1st	208-342-2374	harriet.laguarda@salvationarmy.org
Linora Mungin	701 N 1st			linora@hacp.org

ATTENDANCE SIGN-IN SHEET

NAME	AGENCY/UNIT/STSS	ADDRESS Street/City/Zip	PHONE	E-MAIL
Gunny Acevedo	Beaumont Youth	463 N. 14th St. HOBBS NM 88240	208.234.1122	gunny.acevedo@beaumontnm.org
Sharon F.	N.A.P.	266 N. 4th St.	208-232-0800	sharon.f@beaumontnm.org
Sharon F.		1001 N. 4th St., 88201		
Sharon F.	Beaumont Youth	PO Box 4573, Beaumont, NM 88205	208.419.2244	sharon.f@beaumontnm.org
Kellie Anderson	The Salvation Army	4100 N. 4th Ave.	708.847.508	kellie.anderson@sa-usa.org

ATTENDANCE SIGN-IN SHEET

US for	Banner Health	PO Box 2048 Pocatello, ID 83201	208-234-1123	ref: to (1) 208-234-1123
Birth Information	St Vincent Medical	855 S 2nd Ave Pocatello, ID 83201	208-234-1123	ref: to (1) 208-234-1123
Primary Address	Pocatello Free Clinic	100 N. 7th Ave. Pocatello, ID 83201	208-233-6275	ref: to (1) 208-233-6275
Mailing Address	United Way	101 N. Main Pocatello, ID 83201	208-233-1369	ref: to (1) 208-233-1369

Attachment B: PY25 Needs Hearing



PROFORMA INVOICE

APG West Payment
Processing
PO Box 1870
Pocatello, ID 83204
Ph. (208) 238-5163

BILLING DATE:	ACCOUNT NO:
09/27/24	106

JANAE MITCHELL
CITY OF POCATELLO, CDBG PROGRAM
911 N 7th Ave
POCATELLO, ID 83205

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
584541	NOTICE OF PUBLIC HEA	10/01/24	10/01/24	2	\$91.64

Payments:

Line	Method	Card type	Last 4 Digits	Gross Amount
------	--------	-----------	---------------	--------------

Discount: \$0.00
Surcharge: \$0.00
Credits: \$0.00

Gross \$91.64
Paid Amount: \$0.00

Amount Due: \$91.64

We Appreciate Your Business!

26-541

**NOTICE OF PUBLIC HEARING
CITY OF POCATELLO CDBG PROGRAM YEAR 2025
NEEDS ASSESSMENT**

In accordance with its Citizen Participation Plan (CPP) and in anticipation of receiving approximately \$550,000 from the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) program, the City of Pocatello announces an opportunity for organizations and citizens to comment and provide input on any housing and/or community development needs to further the goals of providing decent housing, creating a secure living environment, and expanding opportunities for low- and moderate-income persons. The City's Consolidated Plan outlines the City's goals and objectives as they relate to housing and community development needs. According to the CPP, this public hearing may address housing and community development needs, proposed activities, proposed use of funds, and review of program performance.

The City's Consolidated Plan enables officials and citizens to collectively solve neighborhood and community problems. This hearing is being conducted in advance of the City's formation of the Program Year 2025 Action Plan for the program year II as will begin April 1, 2025. Any and all citizens are encouraged to participate by expressing their views to the Pocatello City Council at the following meeting:

Thursday, October 17, 2024
8:00 p.m.

Pocatello City Hall
Council Chambers
311 North 7th Avenue
Pocatello, ID 83201

Other questions concerning the hearing or funding opportunities may be directed to Christine Howe at 208-234-6108. Written comments may also be submitted on or before 5PM on Thursday, October 17, 2024 to the City's Planning and Development Services Department at 311 N. 7th Avenue, Pocatello, ID 83201 or to chowe@pocatello.gov.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with two (2) days advance notice by contacting Bayan Bente at bente@pocatello.gov; 208-234-6216 or 5815 South Hill Avenue, Pocatello, ID.

This Notice can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

Al ser solicitado, esta notificación puede ser provista en un formato fácil de usar para personas con discapacidades y/o personas con conocimientos limitados del inglés.
Published: October 1st, 2024 (ISJ109-564541)



PROFORMA INVOICE

APG West Payment
Processing
PO Box 1670
Pocatello, ID 83204
Ph: (208) 235-5163

BILLING DATE:	ACCOUNT NO:
10/14/24	109

JANAE MITCHELL
CITY OF POCATELLO, CDBG PROGRAM
511 N 7th Ave
POCATELLO, ID 83205

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
589905	NOTICE OF RESCHEDULE	10/16/24	10/16/24	2	\$97.72

Payments:

Date	Method	Cash Type	Last 4 Digits	Check	Amount
------	--------	-----------	---------------	-------	--------

Discount: \$0.00
Surcharge: \$0.00
Credits: \$0.00

Gross: \$97.72
Paid Amount: \$0.00

Amount Due: \$97.72

We Appreciate Your Business!

369509

**NOTICE OF RESCHEDULED PUBLIC HEARING
CITY OF POCATELLO CDBG PROGRAM YEAR 2025
NEEDS ASSESSMENT**

Due to the cancellation of the October 17, 2024 City Council meeting, the Public Hearing for the City of Pocatello CDBG Program Year 2025 Needs Assessment has been rescheduled to Thursday, November 7, 2024 at 6:00PM.

In accordance with its Citizen Participation Plan (CPP) and in anticipation of receiving approximately \$350,000 from the U.S. Department of Housing and Urban Development for the Community Development Block Grant (CDBG) program, the City of Pocatello announces an opportunity for organizations and citizens to comment and provide input on any housing and/or community development needs to further the goals of providing decent housing, creating a suitable living environment, and expanding opportunities for low- and moderate-income persons. The City's Consolidated Plan outlines the City's goals and objectives as they relate to housing and community development needs. According to the CPP, the public hearing may address housing and community development needs; proposed activities; proposed uses of funds; and review of program performance.

The City's Consolidated Plan enables officials and citizens to collectively solve neighborhood and community problems. This hearing is being conducted in advance of the City's initiation of its Program Year 2025 Action Plan for the program year that will begin April 1, 2025. Any and all citizens are encouraged to participate by expressing their views to the Pocatello City Council at the following meeting:

Thursday, November 7, 2024
6:00 p.m.
Pocatello City Hall
Council Chambers
311 North 7th Avenue
Pocatello, ID 83201

Other questions concerning the hearing or funding opportunities may be directed to Christine Huys at 208-254-6185. Written comments may also be submitted on or before 5PM on Thursday, November 7, 2024 to the City's Planning and Development Services Department at 311 N. 7th Avenue, Pocatello, ID 83201 or to chhuys@pocatello.gov.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with two (2) days advance notice by contacting Skyler Beeth at sbeeth@pocatello.gov, 208-254-6216 or 5815 South 5th Avenue, Pocatello, ID.

This Notice can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

Al ser solicitado, esta notificación puede ser provista en un formato fácil de usar para personas con discapacidad y/o personas con conocimientos en idiomas del inglés.

Published: October 16th, 2024 (ISJ105-569909)

CITY OF POCAHELLO, IDAHO
CITY COUNCIL
REGULAR CITY COUNCIL MEETING
NOVEMBER 7, 2024

AGENDA ITEM NO. 1: ROLL CALL AND PLEDGE OF ALLEGIANCE	1:	The Regular City Council meeting was called to order at 6:00 p.m. by Mayor Brian Blad. Council members present were Rick Cheatum, Linda Leewright, Josh Mansfield, Corey Mangum, and Hayden Paulsen. Council member Brent Nichols was excused.
Mayor Blad led the audience in the pledge of allegiance.		
AGENDA ITEM NO. 2: INVOCATION	2:	The invocation was offered by Pastor Daniel Norris, representing Gateway Apostolic Tabernacle.
AGENDA ITEM NO. 3: CONSENT AGENDA	3:	Council was asked to consider the following business items:
-MINUTES	(a)	Waive the oral reading of the minutes and approve the minutes from the following meetings: Special Clarification and Special City Council meetings of July 11, 2024; Clarification and Regular City Council meetings of July 18, August 1, and August 15, 2024; Special City Council Town Hall meeting of July 23, 2024; and Work Session meeting of August 8, 2024.
-MATERIAL CLAIMS	(b)	Ratify approval of the Material Claims for the period of October 3 - 15, 2024 and approve the Material Claims for the period of October 16 - 31, 2024 in the amount of \$2,139,553.78.
-TREASURER'S REPORT	(c)	Approve the Treasurer's Report for September 2024 showing cash and investments as of September 30, 2024, in the amount of \$104,408,452.
-COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY COMMITTEE APPOINTMENT	(d)	Confirm the Mayor's appointment of Emma Iannaccone to serve as a member of the CDBG Advisory Committee, representing the Alameda Neighborhood. Emma's term will begin November 8, 2024 and expire January 1, 2028.
-HOUSING ALLIANCE AND COMMUNITY PARTNERSHIPS BOARD APPOINTMENT	(e)	Confirm the Mayor's appointment of Rains Patterson to serve as a member of the HACP Board of Directors, replacing Lori Craney who resigned. Rains's term will begin November 8, 2024 and expire April 23, 2025.
-PLANNING AND ZONING COMMISSION REAPPOINTMENT	(f)	Confirm the Mayor's reappointment of Richard Phillips to continue serving as a member of the Planning and Zoning Commission. Richard's term will begin November 6, 2024 and expire November 6, 2028.

REGULAR CITY COUNCIL MEETING
NOVEMBER 7, 2024

2

- | | | |
|--|-----|--|
| -POCAHELLO ARTS COUNCIL APPOINTMENT | (g) | Confirm the Mayor's appointment of Megan J. Sully to serve as a member of the Pocatello Arts Council replacing Stacy Barker who resigned. Megan Sully's term will begin November 8, 2024 and expire May 7, 2027. |
| -POCAHELLO REGIONAL AIRPORT COMMISSION REAPPOINTMENT | (h) | Confirm the Mayor's reappointment of Ali Khao to continue serving as a member of the Pocatello Regional Airport Commission. Ali's term will begin November 13, 2024 and expire November 18, 2026. |
| -REMOVAL OF APPOINTMENT -AFRICANS WITH DISABILITIES ACT GRIEVANCE COMMITTEE -TAYLOR | (i) | Consider the removal of Ricky Taylor as a member of the ADA Grievance Committee in accordance with Idaho Code 50-210. Effective date will be November 7, 2024. |
| -2024 EDWARD BYRNE JUSTICE ASSISTANCE GRANT APPLICATION RATIFICATION - POLICE DEPARTMENT | (j) | Approve a request to verify the 2024 Byrne Memorial Justice Assistance Grant application in the amount of \$19,515.00. This is an annual allocation administered by Bennecko County and there are no matching funds. If awarded, Police Department staff will use grant funds toward the purchase of a digital evidence locker and two (2) Point Blank Level 3 shields. Total purchase cost will be \$23,617.56. The Police Department has been allocated \$19,515.00, and the remaining balance is available in the Pocatello Police Department budget. |

In response to questions from Council, Roger Schei, Chief of Police, explained the purpose of a digital evidence locker is to keep electronic devices secure while in evidence.

A motion was made by Ms. Leenwrik, seconded by Mr. Cincatum, to approve items on the Consent Agenda. Upon roll call, those voting in favor were Leenwrik, Cincatum, Mangano, Mansfield, and Paulsen.

- | | | |
|------------------------------------|----|--|
| AGENDA ITEM NO. 4: PROCLAMATIONS | 4: | Mayor Blad announced there were no proclamations. |
| AGENDA ITEM NO. 5: CALENDAR REVIEW | 5: | Mayor Blad reminded the Council members of the following meetings: November 14 th City Council Work Session at 9:00 a.m., November 19 th Special City Council Town Hall meeting at 6:00 p.m.; November 21 st Clarification meeting at 5:30 p.m. and Regular City Council meeting at 6:00 p.m. |

November 9th at 11:00 a.m. would be the Veterans Day Parade in Historic Downtown Pocatello; City offices would be closed on November 11th to observe Veterans Day; Sanitation Department collection trucks would remain on their regular schedule on that day; and the Sanitation Department annual leaf collection would continue through November 30. Leaves must be placed in large, paper compostable bags, not boxes or plastic bags. Leaf bags will be picked up on the regular collection date to be taken to the Bennecko County Landfill compost site; November 11th at 11 a.m. would be the Ribbon Cutting for completion of Brady Chapel Restoration Phase 2 and open house from 11 a.m. to 4 p.m.; City

Creek Recreation area gates will be closed November 15th to motorized access until approximately May 15, 2025; November 21-23 will be the Festival of Trees at Stephens Performing Arts Center and "Food for Fines" at Marshall Public Library runs through December 14. For every non-perishable food item donated, patrons can have their fines forgiven by \$1. Please contact the Library for more information.

AGENDA ITEM NO. 6: This time was set aside for the Council to hear comments from the public regarding a request by R4U, LLC, represented by Sunrise Engineering (mailing address: 600 East Oak Street, Pocatello, ID 83201) and BSG Gate City Properties, LLC, represented by Gregory S. Calder, to vacate the public's interest in a 30-foot-wide access and utility easement located across a portion of Lots 2 and 5, Block 2 of the Crossings Division 1 Amended Plat. Staff recommended approval of the application with conditions.

Mayor Blad opened the public hearing.

Council members announced there had been no ex parte communication.

Rob Heuserfeldt, representing Sunrise Engineering, gave an overview of the request.

Matthew Lewis, Senior Planner, presented information regarding the request to vacate a 30-foot-wide access and utility easement across portions of Lots 2 and 5, Block 2, The Crossings Division 1 Amended Plat. He explained that staff recommends approval of the vacation request, with the exception of retaining a triangular area of approximately 722 square feet to ensure access to existing utilities and sewer. He added that all public notice requirements were met. He stated no written comments had been received.

Mayor Blad announced that no written correspondence had been received.

There being no public comments, Mayor Blad closed the public hearing.

A motion was made by Mr. Mangum, seconded by Ms. Leeuwik, to approve a request by R4U, LLC, represented by Sunrise Engineering and BSG Gate City Properties, LLC, represented by Gregory S. Calder, to vacate the public's interest in a 30 foot wide access and utility easement located across a portion of Lots 2 and 5, Block 2 of the Crossings Division 1 Amended Plat with the following conditions: 1) A 722 square foot easement on the northerly triangle shall be retained by the City of Pocatello to allow access to existing utilities and sewer line; 2) Any other requirements not herein noted but applicable as part of an approved easement vacation shall strictly be adhered to and that the decision be set out in appropriate Council decision format. Upon roll call, those voting in favor were Mangum, Leeuwik, Cheatum, Mansfield, and Paulsen.

AGENDA ITEM NO. 7: In accordance with the City's Citizen Participation Plan, this time was set aside for the Council to hear comments from citizens and organizations on any housing and community development needs they have identified to achieve the goals of the Community Development Block Grant (CDBG) Program related to providing decent housing, a suitable living environment and access to economic opportunities that should be prioritized and included in the CDBG Program Year 2025 Annual Action Plan.

REGULAR CITY COUNCIL MEETING
NOVEMBER 7, 2024

Mayor Blad opened the public hearing.

Christine Howe, Grants Manager, explained that the purpose of the hearing is to gather input on housing, public services, public infrastructure, and public facility needs to inform the Program Year 2025 (April 1, 2025 – March 31, 2026) CDBG Annual Action Plan. This plan is part of the City's 5-Year Consolidated Plan (2022–2026), required by HUD, to provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income residents. She explained the City held a technical assistance meeting in September, attended by 12 agency representatives, and received eight applications for funding. Preliminary funding requests total \$488,000, while the City anticipates an entitlement of \$350,000 for FY 2025. Ms. Howe stated specific programs under consideration include the Neighborhood Sidewalk Program, Housing Rehab Grant and Loan Program, and Lead Safe and Healthy Homes Program match. She expressed that public input from the hearing will help prioritize funding allocations, and the CDBG Advisory Committee will review final applications in November, with recommendations presented to City Council in January.

Mayor Blad announced that no written correspondence had been received.

Nikki Taysom, Pocatello resident, spoke in opposition to the proposal. She feels money should be allocated elsewhere to more directly help Pocatello citizens.

There being no further public comments, Mayor Blad closed the public hearing and announced that final approval would be considered by Council at a future Regular City Council Meeting.

AGENDA ITEM NO. 5: Council was asked to approve submission of the U.S. Environmental Protection Agency's community grant for phase one of the Johnny Creek Sewering Project grant in the amount of \$1,750,000 and, if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. There is no required match.

A motion was made by Ms. Leeuwrik, seconded by Mr. Paulsen, to approve submission of the U.S. Environmental Protection Agency's community grant for phase one of the Johnny Creek Sewering Project grant in the amount of \$1,750,000 and, if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Leeuwrik, Paulsen, Chestum, Mangum, and Mansfield.

AGENDA ITEM NO. 9: Council was asked to approve submission of a grant application to the U.S. Department of Housing and Urban Development for the FY24 Older Adult Home Modification Program. The grant would provide necessary funding to make home modifications for eligible low-income seniors to allow aging in place. The total request for funds is \$1,089,553.22 and does not require a match. Council was asked to approve the grant application submission, and, if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents subject to Legal Department review.

A motion was made by Mr. Mansfield, seconded by Mr. Paulsen, to approve submission of a grant application to the U.S. Department of Housing and Urban Development for the FY24 Older Adult Home Modification Program in the amount of \$1,089,553.22 and, if awarded, authorize acceptance

REGULAR CITY COUNCIL MEETING
NOVEMBER 7, 2024

3

of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mansfield, Paulsen, Cheatum, Leeuwrik, and Mangum.

- AGENDA ITEM NO. 10: Council was asked to approve a Memorandum of Understanding between the City and Bicycles for Recovery, Inc. authorizing the Pocatello Police Department to donate bicycles that have been retained for the required period of time and that have been declared surplus by the Pocatello City Council to Bicycles for Recovery, Inc. Bicycles for Recovery, Inc. is a registered 501(c)(3) that donates bikes to individuals in the community who are in need of transportation for employment-related activities.
- BICYCLES FOR RECOVERY
MEMORANDUM OF UNDERSTANDING (MOL)

A motion was made by Mr. Mangum, seconded by Mr. Mansfield, to approve a Memorandum of Understanding between the City and Bicycles for Recovery, Inc. authorizing the Pocatello Police Department to donate bicycles that have been retained for the required period of time and that have been declared surplus by the Pocatello City Council to Bicycles for Recovery, Inc. Upon roll call, those voting in favor were Mangum, Mansfield, Cheatum, Leeuwrik, and Paulsen.

- AGENDA ITEM NO. 11: Council was asked to approve a contract addendum with Keller Associates, Inc. and authorize the Mayor's signature on all pertinent documents regarding a professional services agreement for the Hilina Road Widening Project. Funds are available in Fund 70.
- HILINA ROAD WIDENING
PROJECT CONTRACT
ADDENDUM

A motion was made by Mr. Mangum, seconded by Mr. Mansfield, to approve a contract addendum with Keller Associates, Inc. and authorize the Mayor's signature on all pertinent documents regarding a professional services agreement for the Hilina Road Widening Project, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Mansfield, Cheatum, Leeuwrik, and Paulsen.

- AGENDA ITEM NO. 12: Council was asked to approve a Local Professional Services Agreement for the North Portneuf Crossing Base Phase between the City of Pocatello and Harper-Leavitt Engineering, Inc. (HLE) for the completion of the National Environmental Protection Act (NEPA) permitting and design-build bid package as funded through the City's RAISE Grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.
- LOCAL PROFESSIONAL SERVICES
AGREEMENT
- NORTH PORTNEUF CROSSING BASE PHASE
- HARPER-LEAVITT ENGINEERING, INC.

A motion was made by Mr. Mansfield, seconded by Mr. Mangum, to approve a Local Professional Services Agreement for the North Portneuf Crossing Base Phase between the City of Pocatello and Harper-Leavitt Engineering, Inc. (HLE) for the completion of the National Environmental Protection Act (NEPA) permitting and design-build bid package as funded through the City's RAISE Grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mansfield, Mangum, Cheatum, Leeuwrik, and Paulsen.

REGULAR CITY COUNCIL MEETING
NOVEMBER 7, 2024

6

AGENDA ITEM NO. 13: Council was asked to accept the recommendations of staff and
BID award the bid for the 1st Avenue Storm Sewer project to RS
AWARD/CONTRACT Jobber, Inc., in the amount of \$859,111.50 and authorize the
- 1ST AVENUE Mayor's signature on all applicable documents, including change
STORM SEWER orders up to 5% of the project total, subject to Legal Department
PROJECT review.
- RS JOBBER

A motion was made by Mr. Cheatum, seconded by Ms. Leeuwrik, to accept the recommendations of staff and award the bid for the 1st Avenue Storm Sewer project to RS Jobber, Inc., in the amount of \$859,111.50 and authorize the Mayor's signature on all applicable documents, including change orders up to 5% of the project total, subject to Legal Department review. Upon roll call, those voting in favor were Cheatum, Leeuwrik, Mangum, Mansfield, and Paulsen.

AGENDA ITEM NO. 14: Council was asked to accept the recommendations of staff and
BID award the bid for fencing installation at the Water Pollution
AWARD/CONTRACT Control (WPC) facility to Mountain States Fence in the amount of
- WPC FENCING \$100,895.00 and authorize the Mayor's signature on all pertinent
PROJECT documents, subject to Legal Department review. Funding for the
- MOUNTAIN STATES project is available in the WPC Department FY2025 budget.
FENCE

A motion was made by Ms. Leeuwrik, seconded by Mr. Mangum, to accept the recommendations of staff and award the bid for fencing installation at the Water Pollution Control (WPC) facility to Mountain States Fence in the amount of \$100,895.00 and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Leeuwrik, Mangum, Cheatum, Mansfield, and Paulsen.

AGENDA ITEM NO. 15: Council was asked to accept the following piggyback bids for the
PIGGYBACK BID Water Department and, if approved, authorize the Mayor's
ACCEPTANCES signature on all documents pertaining to the purchases, subject to
- WATER Legal Department review.
DEPARTMENT

- | | | |
|---------------------------------|----|--|
| 2025 CHEVROLET
DUMP TRUCK | a) | City of Boise's Co-Op contract via Mountain Home Auto Ranch for the procurement of one (1) 2025 Chevrolet Silverado 3500 Dump Truck in the amount of \$61,329.13; |
| 2025 CHEVROLET
FLATBED TRUCK | b) | City of Boise's Co-Op contract via Mountain Home Auto Ranch for the procurement of one (1) 2025 Chevrolet Silverado 3500 Flatbed Truck in the amount of \$52,537.32; and |
| 2025 CHEVROLET
WORK TRUCKS | c) | City of Boise's Co-Op contract via Mountain Home Auto Ranch for the procurement of two (2) 2025 Chevrolet Silverado 1500 Work Trucks in the total amount of \$81,045.30. |

Funding for all items is available in the Water Department FY2025 budget.

REGULAR CITY COUNCIL MEETING
NOVEMBER 3, 2024

7

A motion was made by Mr. Mansfield, seconded by Mr. Mangum, to approve the piggyback bids for the Water Department as outlined in Agenda Item No. 15(a) through 15(c) and authorize the Mayor's signature on all documents pertaining to the purchases, subject to Legal Department review. Upon roll call, those voting in favor were Mansfield, Mangum, Cheatum, Leeuwik, and Paulsen.

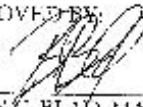
AGENDA ITEM NO. 16: Council was asked to accept the recommendations of staff and approve the purchase of a Mueller Valve Insertion Machine in the amount of \$59,172.95 and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Funding for the purchase is available in the Water Department FY2025 budget.
MUELLER VALVE
INSERTION MACHINE
PROCUREMENT
REQUEST
- WATER
DEPARTMENT

A motion was made by Ms. Leeuwik, seconded by Mr. Mansfield, to approve the purchase of a Mueller Valve Insertion Machine in the amount of \$59,172.95 and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Leeuwik, Mansfield, Cheatum, Mangum, and Paulsen.

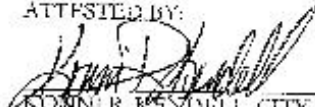
AGENDA ITEM NO. 17: There were no individuals signed up to speak at this time.
ITEMS FROM THE
AUDIENCE

AGENDA ITEM NO. 18: There being no further business, Mayor Blad adjourned the meeting at 6:34 p.m.
ADJOURN

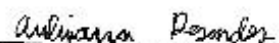
APPROVED BY:


BRIAN C. BLAD, MAYOR

ATTESTED BY:


KONI R. MENDELL, CITY CLERK

PREPARED BY:


AUBRIANA T. RESENDES, DEPUTY CITY CLERK

Attachment C: Public Hearing for FY25 Annual Action Plan



PROFORMA INVOICE

APG West Payment
Processing
PO Box 1570
Pocatello, ID 83204
Ph: (208) 236-3153

BILLING DATE:	ACCOUNT NO.
12/11/24	108

JANAE MITCHELL
CITY OF POCATELLO, CDBG PROGRAM
911 N 7th Ave
POCATELLO, ID 83204

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
589708	NOTICE OF AVAILABI	12/13/24	12/13/24	2	\$96.20

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
------	--------	-----------	---------------	-------	--------

Discount:	\$0.00	Gross:	\$96.20
Surcharge:	\$0.00	Paid Amount:	\$0.00
Credits:	\$0.00		
		Amount Due:	\$96.20

We Appreciate Your Business!

589708

NOTICE OF AVAILABILITY FOR PUBLIC REVIEW AND COMMENT RELATING TO THE CITY OF POCAHELLO'S COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

SPECIFICALLY: The proposed Program Year 2025 Annual Action Plan

ORAL COMMENT OPPORTUNITY: Thursday, January 11, 2025 at 6:00PM

PLACE: Pocatello City Hall, Council Chambers, 911 North 7th, Pocatello Idaho 83201

ORGANIZATION HEARING COMMENT: Pocatello City Council

In accordance with 24 CFR Subtitle A and the City of Pocatello's Citizen Participation Plan, Friday, December 13, 2024 at 12:00PM signals the opening of a public comment period for the City's Program Year 2025 Community Development Block Grant (CDBG) Annual Action Plan (AAP). Oral and written comments may be offered at the above-stated time and place. Other written comments must be received on or before 12:00PM, Thursday, January 10, 2025 at City of Pocatello A/T/N: Christine Howe, 911 North 7th, Pocatello, ID 83201 or via email at: chowe@pocatello.gov

Responses to any written comments that are not accepted into the AAP under consideration must be provided within 15 working days by the Planning and Development Services (PDS) Department. If the written response from PDS staff is unsatisfactory and depending upon the nature of the comment, the concern may be addressed to the Mayor or the City Council. The Pocatello City Council will take action on the proposed 2025 AAP at their January 13, 2025 meeting. A summary of public input and all staff responses to unaccepted or unincorporated comments will become attachments to the final documents submitted to the US Department of Housing and Urban Development.

Beginning Friday, December 13, 2024, at 12:00PM, citizens will be able to access the documents at the Marshall Public Library (115 South Garfield), Pocatello City Hall (911 North 7th), L.I.F.E., Inc. (643 Pershing Avenue, NeighborWorks Pocatello (208 North Archer), the Housing Alliance and Community Partnerships (711 North 6th), and on the City of Pocatello's website at: <https://pocatello.gov/336/Community-Development-Block-Grant>

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with two (2) days' advance notice by contacting Skyler Desbe at skyleer@pocatello.gov, 208-234-6748 or 5415 South 5th Avenue, Pocatello, ID. También ayuda para personas limitadas en inglés. Contáctese con el Plan y Servicios de Desarrollo Comunitario al 208-234-6748 para la ayuda. Other questions concerning the subject matter of the public hearing may be directed to Christine Howe at 208-234-6748 or Lisa Smith at 208-234-6788.

Citizens are encouraged to participate in these comment opportunities.

Published: December 13th, 2024 (ISJ109-589708)

AGENDA ITEM NO. 1: ROLL CALL AND PLEDGE OF ALLEGIANCE

The Regular City Council meeting was called to order at 6:00 p.m. by Mayor Brian Blad. Council members present were Rick Cheatum via GoTo meeting, an online platform, Linda Leeuwrik, Josh Mansfield, Corey Mangum, Brent Nichols, and Hayden Paulsen.

Mayor Blad led the audience in the pledge of allegiance.

AGENDA ITEM NO. 2: INVOCATION

The invocation was offered by Pastor Jennifer Green representing Rocky Mountain Ministries.

AGENDA ITEM NO. 3: CONSENT AGENDA

Council was asked to consider the following business items:

- (a) **MATERIAL CLAIMS**
Approve the Material Claims for the period of January 1-15, 2025 in the amount of \$1,624,480.17.
- (b) **HUMAN RELATIONS ADVISORY COMMITTEE REAPPOINTMENT**
Confirm the Mayor's reappointment of James Wardell to continue serving as a member of the Human Relations Advisory Committee. James' term will begin January 8, 2025 and expire January 8, 2029.
- (c) **PARKS AND RECREATION ADVISORY BOARD REAPPOINTMENT**
Confirm the Mayor's reappointment of Darin Black to continue serving as a member of the Parks and Recreation Advisory Board. Darin's term will begin January 20, 2025 and expire January 20, 2027.
- (d) **COUNCIL DECISION - REZONE OF 155 WILLARD**
Adopt the Council's decision approving the request from Brandon Desfosses to amend the zoning designation of 155 Willard Avenue from Commercial General (CG) to Residential Medium Density Single-Family (RMS).

A motion was made by Ms. Leeuwrik, seconded by Mr. Paulsen, to approve the items on the Consent Agenda. Upon roll call, those voting in favor were Leeuwrik, Paulsen, Cheatum, Mangum, Mansfield, and Nichols.

AGENDA ITEM NO. 4: PROCLAMATIONS

Mayor Blad announced that there were no proclamations.

AGENDA ITEM NO. 5: CALENDAR REVIEW

Mayor Blad reminded Council members of the following meetings: February 6th Clarification meeting at 5:30 p.m. and Regular City Council meeting at 6:00 p.m.; February 13th City Council Work Session at 9:00 a.m.

Mayor Blad announced "Ski for Free" day at the Mink Creek Nordic Center January 18, sponsored by ICCU. Parking, trail passes, rentals, and mini-lessons will be free from 9 a.m. to 5 p.m. Rentals will be offered on a first-come, first-served basis and will be available in two-hour time slots; City offices would be closed January 20th to observe Martin Luther King Jr. Day; Garbage and recycling pickups will be on schedule; Open House for public input regarding proposed skate park designs and features on January 23rd at 5:30 p.m. in the City Council Chambers; applications for the 2025 Pocatello's Promise of Tomorrow Mayoral Scholarship for Students Program would be accepted through February 28th.

Mayor Blad reminded citizens to keep sidewalks clear of snow and ice. When clearing sidewalks and driveways of snow, please do not place snow in the street. It becomes a driving hazard.

AGENDA ITEM NO. 6: TAXICAB LICENSE DENIAL APPEAL - SNEED

Terry Sneed was present to appeal the denial of his taxicab license, which was denied by the Pocatello Police Department.

Terry Sneed, Pocatello citizen, appealed the denial of his taxi cab license, which was denied due to a felony conviction for financial exploitation and a misdemeanor for abuse and neglect of a vulnerable adult. Mr. Sneed stated the felony involved mistakenly using one vulnerable adult's debit card for personal purchases in the amount of approximately \$1,568, which he said he repaid in cash without receipts. He pleaded guilty to charges due to insufficient evidence in his favor. He served probation, and repaid restitution. Mr. Sneed also admitted to driving without a valid taxi license for 18 months, while employed by his current employer.

Mallarie Bascom, Licensing Officer, shared that Mr. Sneed's license was denied due to a felony conviction and crimes involving moral turpitude. She noted Mr. Sneed misused two residents' debit cards while supervising a care facility, with charges exceeding \$4,000. Ms. Bascom also emphasized Mr. Sneed's falsification of his taxi license status to his current employer.

In response to questions from the Council, Mr. Sneed explained the discrepancies in the number of victims and financial amounts involved, his decision to plead guilty, and his employment history.

Council voiced concerns about Mr. Sneed's lack of transparency, his exploitation of vulnerable adults, and his driving as a taxi driver without a taxi license. Council highlighted the severity of driving without a taxi license and its implications for public safety and community trust.



A motion was made by Mr. Mansfield, seconded by Mr. Mangum, to uphold the decision of the Police Department and deny the taxicab license for Terry Sneed. Upon roll call, those voting in favor were Mansfield, Mangum, Cheatum, Leeuwrik, Nichols, and Paulsen.

**AGENDA ITEM NO. 7: PUBLIC HEARING - COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROGRAM YEAR 2025
ANNUAL ACTION PLAN PUBLIC HEARING AND
APPROVAL**

This time was set aside for the Council to receive public comment on the proposed CDBG Program Year 2025 Annual Action Plan. Per the CDBG Citizen Participation Plan, a written public comment period began on December 13, 2024 and concluded January 16, 2025. This public hearing provides an oral comment opportunity for the plan. All feedback will be incorporated into the Annual Action Plan. Following the public hearing, Council was asked to adopt the plan, including any comments received, and authorize submission to the US Department of Housing and Urban Development and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.

Mayor Blad opened the public hearing.

Christine Howe, CDBG Program Manager, gave an overview of the proposed Community Development Block Grant (CDBG) Program Year 2025 Annual Action Plan. She stated that all CDBG entitlement communities are required to submit an Annual Action Plan at least 45 days before the start of the program year. Ms. Howe explained that the Action Plan serves as the strategic plan for achieving the goals outlined in the City's 5-year CDBG Consolidated Plan that was adopted by City Council. She added that this Action Plan is year four of the 2022-2026 Consolidated Plan. Ms. Howe noted the Annual Action Plan projects reflect the priorities established by the Consolidated Plan, including: Housing, Public Services, Public Infrastructure, Public Facilities, and Planning and Administration. She announced the City has estimated the program year funding to be approximately \$355,000 with an anticipated \$25,000 in additional program income. Ms. Howe explained that in order to identify specific activities which meet the Consolidated Plan goals for 2025, the City's CDBG Advisory Committee conducted an application process beginning in September 2024. This included attendance at a technical assistance meeting for interested applicants, submission of Statements of Interest, and final application materials, and presentations to the Advisory Committee. She added the Advisory Committee voted on recommendations for funding and included the following requests: lead hazard control grant match, the City's RENEWAL program, PRT tickets for homeless persons, case management services for homeless persons, after school programming, case management services for persons with disabilities, dental services for uninsured or underinsured persons, emergency social service assistance, and nutrition programs for seniors. Funding is also appropriated for sidewalks and ADA ramps, public facility work at a youth homeless shelter, fair housing activities, and grant administration. Ms. Howe noted that all public notice requirements were met and that no comments were received. In response to questions from Council, Ms. Howe explained the process of CDBG funding allocations. She clarified that a \$42 reduction in the RENEWAL program request ensured the budget matched the \$375,000 cap. Many nonprofits may receive partial funding, allowing continued operations but limiting expansion. She explained agencies often seek supplemental funding. Ms. Howe gave an example of the Bannock



Youth Foundation prioritizing shelter repairs through use of partial funding. If projects can't be completed, funds are returned and reallocated to other priorities.

The Council members emphasized all funding supports meaningful progress.

Mayor Blad announced no written comments had been received.

Nikki Taysom, Pacatello resident, spoke in opposition to the proposal, expressing constitutional concerns about government involvement in helping private organizations.

In response to questions from Council, Ms. Howe confirmed that the CDBG program does not violate the Constitution. She reminded the Council that the City has been a CDBG entitlement community since 1997, with the plan complying with HUD guidelines. The program supports low-income populations, particularly those in need, using federal funds.

There being no further public comments, Mayor Blad closed the public hearing.

A motion was made by Ms. Leeuwrik, seconded by Mr. Paulsen, to adopt the plan, including all comments received, and authorize submission of the CDBG Program Year 2025 annual action plan to the US Department of Housing and Urban Development and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Leeuwrik, Paulsen, Cheatum, Mangum, Mansfield, and Nichols.

Mayor Blad announced that Agenda Item No. 12 would be considered at this time.

AGENDA ITEM NO. 12: RESOLUTION CHANGING THE NAME OF BONNEVILLE COMMUNITY PARK TO PURCE PARK

Council was asked to adopt a Resolution granting a request by the Bonneville Neighborhood Association to change the name of Bonneville Community Park to "Purce Park", effective immediately.

A motion was made by Mr. Mangum, seconded by Ms. Leeuwrik, to adopt a Resolution (2025-01) granting a request by the Bonneville Neighborhood Association to change the name of Bonneville Community Park to "Purce Park", effective immediately.

Kim Purce, son of John and Idaho Purce, expressed his support for the park's name change. He shared gratitude for Council and the park, highlighting his family's long-standing commitment to community, inclusion, and service. He shared memories of his parents' involvement in local organizations and his grandmother's role as the first custodian at City Hall.

Council expressed thanks to the Purce family for their significant contributions to the community.

Mr. Mangum's motion was voted on at this time. Upon roll call, those voting in favor were Mangum, Leeuwrik, Cheatum, Mansfield, Nichols, and Paulsen.



AGENDA ITEM NO. 8: GRANT APPLICATION - IDAHO STATE HISTORIC PRESERVATION OFFICE CERTIFIED LOCAL GOVERNMENT GRANT

Council was asked to approve submission of the FY 2025 Certified Local Government Grant application to the Idaho State Historic Preservation Office in the amount of \$13,000 with an in-kind match of \$13,000 in Administration/General Support. The proposed project for this year includes updating the National Registry for the Eastside Downtown Historic District and relist the district on the National Register of Historic Places and if awarded, authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.

A motion was made by Mr. Mangum, seconded by Mr. Mansfield, to approve submission of the FY 2025 Certified Local Government Grant application to the Idaho State Historic Preservation Office in the amount of \$13,000 with an in-kind match of \$13,000 in Administration/General Support and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Mansfield, Cheatum, Leeuwrik, Nichols, and Paulsen.

AGENDA ITEM NO. 9: GRANT APPLICATION - IDAHO DEPARTMENT OF PARKS AND RECREATION GRANT - SIMPLOT RIVER ACCESS

Council was asked to approve submission of a grant application for the Idaho Department of Parks and Recreation for the Simplot River Access Trailhead in the amount of \$35,000.00 with a required 20% match of \$7,000 and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Funding for the required match is available in the Science and Environment budget.

A motion was made by Mr. Mangum, seconded by Mr. Mansfield, to approve submission of a grant application for the Idaho Department of Parks and Recreation for the Simplot River Access Trailhead in the amount of \$35,000.00 with a required 20% match of \$7,000 and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Mansfield, Cheatum, Leeuwrik, Nichols, and Paulsen.

AGENDA ITEM NO. 10: GRANT APPLICATION - IDAHO PARKS AND RECREATION (IDPR) 2026 RECREATIONAL TRAIL PROGRAM (RTP) GRANT APPLICATION - UPPER CITY CREEK TRAILHEAD IMPROVEMENTS

Council was asked to authorize submission of a grant application for the IDPR 2026 Recreational Trail Program for Upper City Creek Trailhead improvements in the amount of \$68,000.00 with a required 20% match in the amount of \$17,000 and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. The total proposed project cost is \$85,000.00 and funding for the match amount would be funded through the City General Fund.



Christine Howe, Grants Manager, clarified that a donation was received to contribute toward the required match and requested that the motion specify that the match funding would come from the general fund and additional donations.

A motion was made by Mr. Mangum, seconded by Ms. Leeuwrik, to authorize submission of a grant application for the IDPR 2026 Recreational Trail Program for Upper City Creek Trailhead improvements in the amount of \$68,000.00 with a required 20% match in the amount of \$17,000 that will be funded through the general fund and additional match donations and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Leeuwrik, Cheatum, Mansfield, Nichols, and Paulsen.

**AGENDA ITEM NO. 11: GRANT APPLICATION - LOCAL HIGHWAY
TECHNICAL ASSISTANCE COUNCIL 2025 LHSIP
GRANT APPLICATION**

Council was asked to authorize submission of a grant application for the Local Highway Technical Assistance Council - 2025 LHSIP Grant Application for the Hilina/Flandro Signalization project in the amount of \$1,666,000.00 and, if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. The total project cost is \$1,798,000.00 and requires a 7.34% local match in the amount of \$132,000.00 which will be funded through Fund 70.

A motion was made by Mr. Mangum, seconded by Mr. Paulsen, to authorize submission of a grant application for the Local Highway Technical Assistance Council - 2025 LHSIP Grant Application for the Hilina/Flandro Signalization project in the amount of \$1,666,000.00 and, if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Paulsen, Cheatum, Leeuwrik, Mansfield, and Nichols.

Mayor Blad announced that Agenda Item No. 12 had been discussed earlier in the meeting.

**AGENDA ITEM NO. 13: ENGINEERING SERVICES AGREEMENT AMENDMENTS
FOR WPC PHASE 1 IMPROVEMENTS**

Council was asked to accept the recommendations of staff and approve Amendments #6 and #7 to the Owner-Engineer Agreement for WPC Phase 1 Improvements increasing the total amount under the agreement with Keller Associates, Inc. by \$87,315.00 for additional management and design services to include a Maintenance Building Electrical Upgrade and an Arc Flash Study at the Water Pollution Control Facility, and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.

A motion was made by Mr. Mangum, seconded by Mr. Mansfield, to accept the recommendations of staff and approve Amendments #6 and #7 to the Owner-Engineer Agreement for WPC Phase 1 Improvements increasing the total amount under the agreement with Keller Associates, Inc. by \$87,315.00 for additional management and



design services to include a Maintenance Building Electrical Upgrade and an Arc Flash Study at the Water Pollution Control Facility, and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Mansfield, Cheatum, Leeuwrik, Nichols, and Paulsen.

AGENDA ITEM NO. 14: PIGGYBACK BID ACCEPTANCE AND WILDLAND ENGINE PURCHASE AGREEMENT

Council was asked to approve the following pertaining to the purchase of a wildland engine and if approved, authorize the Mayor's signature on all pertinent documents, subject to Legal Department review:

- (a) **MOUNTAIN HOME AUTO RANCH PIGGYBACK BID**
Approve a piggyback bid of the City of Boise's Co-op contract via Mountain Home Auto Ranch and purchase one (1) 2025 Ford F550 Cab and Chassis in the amount of \$72,046.00; and
- (b) **SOURCEWELL AND SEAWESTERN EMERGENCY AGREEMENT**
Approve a purchase agreement of Sourcewell contract #020124-\$EW for a custom-built wildland engine with SeaWestern Emergency Vehicles in the amount of \$185,909.07, including change orders up to 10%.

Funding for the purchases has been reserved in Fund 078.

A motion was made by Mr. Nichols, seconded by Ms. Leeuwrik, to approve Agenda Item No. 14(a) and 14(b) as outlined pertaining to the purchase of a wildland engine and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Nichols, Leeuwrik, Cheatum, Mangum, Mansfield, and Paulsen.

Mr. Cheatum left the meeting at 7:00 p.m.

AGENDA ITEM NO. 15: ON-CALL SERVICES AGREEMENT FOR TASK ORDER #4 - SEWER FLOW MONITORING

Council was asked to approve Task Order #4 to the collection system on-call services agreement with Consor for the completion of Sewer Flow Monitoring in support of the Collection System Master Plan preparation for a total contract price of \$101,090.00 and authorize the Mayor's signature on all pertinent documents, including Change Orders up to 5% of the task total, subject to Legal Department review.

A motion was made by Mr. Mangum, seconded by Ms. Leeuwrik, to approve Task Order #4 to the collection system on-call services agreement with Consor for the completion of Sewer Flow Monitoring in support of the Collection System Master Plan preparation for a total contract price of \$101,090.00 and authorize the Mayor's signature on all pertinent documents, including Change Orders up to 5% of the task total, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Leeuwrik, Mansfield, Nichols, and Paulsen.



AGENDA ITEM NO. 16: PROFESSIONAL SERVICES AGREEMENT WORK ORDER - AIRPORT

Council was asked to authorize execution of a Professional Services Agreement Work Order with Ardurra, in an amount not to exceed \$288,461.65 and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Services provided under the work order will be design, bidding and construction administration of pavement maintenance on Runway 17/35 and Taxiway A. Work will be funded with Federal Airport Improvement Program (AIP) and state grant funds and budgeted Airport Passenger Facility Charge (PFC) funds, and is contingent upon grant award.

A motion was made by Mr. Mangum, seconded by Mr. Paulsen, to authorize execution of a Professional Services Agreement Work Order with Ardurra, in an amount not to exceed \$288,461.65 and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Paulsen, Leeuwrik, Mansfield, and Nichols.

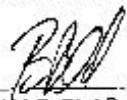
AGENDA ITEM NO. 17: ITEMS FROM THE AUDIENCE

There were no individuals signed up to speak at this time.

AGENDA ITEM NO. 18: ADJOURN

There being no further business, Mayor Blad adjourned the meeting at 7:02 p.m.

APPROVED BY:



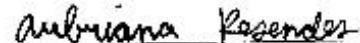
BRIAN C. BLAD, MAYOR

ATTESTED BY:



KONNI R. KENDELL, CITY CLERK

PREPARED BY:



AUBRIANA T. RESENDES, DEPUTY CITY CLERK



Grantee SF-424's and Certification(s)

OMB Number: 4803-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424			
* 1. Type of Submission: ☐ Free Application ☒ Application ☐ Changed/Corrected Application		* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision * If Revision, select appropriate label(s): ☐ Other (Specify): _____	
* 3. Date Received: 06/26/2025		4. Applicant Identifier: _____	
5a. Federal Entity Identifier: _____		5b. Federal Award Identifier: _____	
State Use Only:			
6. Date Received by State: _____		7. State Application Identifier: _____	
8. APPLICANT INFORMATION:			
* a. Legal Name: City of Rockville			
* b. Employer/Taxpayer Identification Number (EIN/TIN): 43-06244		* c. UCI: C18K2C00018	
d. Address:			
* Street1:	610 W. 7th Avenue		
* Street2:	PO BOX 1168		
* City:	Rockville		
* County/Parish:	_____		
* State:	MD; Idaho		
* Province:	_____		
* Country:	USA; UNITED STATES		
* Zip / Postal Code:	20850-4155		
e. Organizational Unit:			
Department Name: Planning & Development Services		Division Name: _____	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	_____	* First Name:	Charlotte
Middle Name:	_____		
* Last Name:	Harris		
Suffix:	_____		
Title:	Program Manager		
Organizational Affiliation: _____			
* Telephone Number:	202 934 8185	Fax Number:	_____
* Email:	charlotte.harris@idghm.com		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: City or Township Government	
Type of Applicant 2: Select Applicant Type: 	
Type of Applicant 3: Select Applicant Type: 	
* Other (specify): 	
* 10. Name of Federal Agency: US Department of Housing and Urban Development	
11. Catalog of Federal Domestic Assistance Number: 	
CFDA Id: 	
* 12. Funding Opportunity Number: 25-MC-1A-0015	
Title: Community Development Block Grant	
13. Competition Identification Number: 	
Title: 	
14. Areas Affected by Project (Cities, Counties, States, etc.): Add Attachment Delete Attachment View Attachment	
* 15. Descriptive Title of Applicant's Project: Community Development Block Grant Program Year 2025	
Attach supporting documents as specified in agency instructions. Add Attachments Delete Attachments View Attachments	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant 02	* b. Program/Project 03
Attach an additional list of Program/Project Congressional Districts if needed. Add Attachment Delete Attachment View Attachment	
17. Proposed Project:	
* a. Start Date 01/01/2020	* b. End Date 03/31/2020
18. Estimated Funding (\$):	
* a. Federal	250,283.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	00,000.00
* g. TOTAL	250,283.00
* 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 in attachment.) ☐ Yes ☒ No If "Yes", provide explanation and attach Add Attachment Delete Attachment View Attachment	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001) ☒ ** I AGREE ** The list of certifications and assurances, on an Internet site where you may obtain this list, is contained in the announcement of Agency specific instructions.	
Authorized Representative:	
Prefix	* First Name John
Middle Name C.	* Last Name Blod
Suffix	* Title Mayor
* Telephone Number 204-254-6163	Fax Number
* Email john.blod@state110.gov	
* Signature of Authorized Representative: 	* Date Signed 6-10-2025

ADMINISTRATIVE APPROVAL

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this 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 (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4726-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1685), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-256), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§522 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 250 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424B (Rev. 7-97)
Prescribed by OMB Circular A-102

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276e-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11980; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 108 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4501 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 105(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from: (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Portland	10/11/2025

Standard Form 424B (Rev. 7-97) Back

**Applicant and Recipient
Assurances and Certifications**

U.S. Department of Housing
and Urban Development

OMB Number: 2501-0044
Expiration Date: 2/28/2027

Instructions for the HUD 424-B Assurances and Certifications

As part of your application for HUD funding, you, as the official authorized to sign on behalf of your organization or as an individual, must provide the following assurances and certifications. The Responsible Civil Rights Official has specified this form for use for purposes of general compliance with 24 CFR §§ 1.5, 3.115, 8.50, and 146.25, as applicable. The Responsible Civil Rights Official may require specific civil rights assurances to be furnished consistent with those authorities and will specify the form on which such assurances must be made. A failure to furnish or comply with the civil rights assurances contained in this form may result in the procedures to effect compliance at 24 CFR §§ 1.8, 3.115, 8.57, or 148.39.

By submitting this form, you are stating that all assertions made in this form are true, accurate, and correct.

As the duly representative of the applicant, I certify that the applicant: [Insert below the Name and Title of the Authorized Representative, name of Organization and the date of signature]:

*Authorized Representative Name:

Eden C. Gird

*Title:

*Applicant/Recipient Organization:

City of Fresno

1. Has the legal authority to apply for Federal assistance, has the institutional, managerial and financial capability (including funds to pay the non-Federal share of program costs) to plan, manage and complete the program as described in the application and the governing body has duly authorized the submission of the application, including these assurances and certifications, and authorized me as the official representative of the application to act in connection with the application and to provide any additional information as may be required.

2. Will administer the grant in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000c(d)) and implementing regulations (24 CFR part 1), which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity that receives Federal financial assistance OR if the applicant is a Federally recognized Indian tribe or its tribally designated housing entity, is subject to the Indian Civil Rights Act (25 U.S.C. 1301-1309).

3. Will administer the grant in compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 784), as amended, and implementing regulations at 24 CFR part 8, the American Disabilities Act (42 U.S.C. §§ 12101 et seq.), and implementing regulations at 28 CFR part 35 or 36, as applicable, and the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) as amended, and implementing regulations at 24 CFR part 146 which together provide that no person in the United States shall, on the grounds of disability or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance; except if the grant program authorizes or limits participation to designated populations, then the applicant will comply with the nondiscrimination requirements within the designated population.

4. Will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and the implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status, or national origin and will affirmatively further fair housing; except an applicant which is an Indian tribe or its instrumentality which is excluded by statute from coverage does not make this certification; and further except if the grant program authorizes or limits participation to designated populations, then the applicant

will comply with the nondiscrimination requirements within the designated population.

5. Will comply with all applicable Federal nondiscrimination requirements, including those listed at 24 CFR §§ 5.125(a) and 5.108 as applicable.

6. Will not use Federal funding to promote diversity, equity, and inclusion (DEI) mandates, policies, programs, or activities that violate any applicable Federal anti-discrimination laws.

7. Will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601) and implementing regulations at 49 CFR part 24 and, as applicable, Section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)) and implementing regulations at 24 CFR part 42, subpart A.

8. Will comply with the environmental requirements of the National Environmental Policy Act (42 U.S.C. 4321 et seq.) and related Federal authorities prior to the commitment or expenditure of funds for property.

9. That no Federal appropriated funds have been paid, or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal grant or its extension, renewal, amendment or modification. If funds other than Federal appropriated funds have or will be paid for influencing or attempting to influence the persons listed above, I shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying. I certify that I shall require all subawards at all tiers (including sub-grants and contracts) to similarly certify and disclose accordingly. Federally recognized Indian Tribes and tribally designated housing entities (TDHEs) established by Federally-recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage by the Byrd Amendment, but State-recognized Indian tribes and TDHEs established under State law are not excluded from the statute's coverage.

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, accurate, and correct. **WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802; 24 CFR §26.10(b)(1)(iii)).

* Signature:

* Date: (mm/dd/yyyy):

07-18-2025

Form HUD 424-B (1/27/2023)
ADMINISTRATIVE APPROVAL

Public Reporting Burden Statement: The public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 4175, Washington, DC 20410-5000. **Do not send completed HUD 424-B forms to this address.** This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. The Department of Housing and Urban Development is authorized to collect this information under the authority cited in the Notice of Funding Opportunity for this grant program. The information collected provides assurances and certifications for legal requirements related to the administration of this grant program. HUD will use this information to ensure compliance of its grantees. This information is required to obtain the benefit sought in the grant program. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552).

Form HUD 424-B (1/27/2023)

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-T.T.I., "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.


Signature of Authorized Official

6-10-2025
Date

Mayor Brian C. Blad
Title

ADMINISTRATIVE APPROVAL

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

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

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2025 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

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



Signature of Authorized Official

6-10-2025

Date

Mayer Brian C. Blad

Title

ADMINISTRATIVE APPROVAL

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.



Signature of Authorized Official



Date

Mayor Brian C. Blac

Title

Discharge Policy – The recipient will establish 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, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Signature of Authorized Official



Date

Mayor Brian C. Blad

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.