



CDBG-CV CARES I – Public Facilities Application City of Boise Application



Prepared AUGUST 2022

CITY OF BOISE 150 N Capitol Blvd, Boise, ID 83702

September 18, 2022

Director Tom Kealey
Idaho Department of Commerce
P.O. Box 83720
Boise, ID 83720-0093

Dear Director Kealey:

The City of Boise respectfully submits this application for an Idaho Community Development Block Grant-CV CARES I. The City of Boise is seeking funding, as the lead agency for Our Path Home (OPH) which provides services to all people experiencing homelessness in Ada County, to acquire property that will expand the partnership's capacity to provide essential daytime homelessness services as part of an effective COVID-19 response.

Idaho residents experiencing homelessness are at a higher risk of exposure to and contracting COVID-19, therefore additional safety protocols have been developed to protect this population and the staff delivering essential services. At different times during the pandemic, homelessness services facilities were forced to close and/or reduce their service capacity to adhere to health guidance provided by the Center for Disease Control (CDC), Central District Health (CDH), and our local hospital and clinical partners. This uniquely impacted our daytime services, resulting in a significant gap in our partners' ability to serve people experiencing homelessness and the costly implementation of temporary facilities to expand homelessness services.

Recently, OPH has leased 511 S Americana Blvd within the existing homelessness services corridor to meet these types of seasonal space needs for daytime services.

- This past winter, Interfaith Sanctuary and Corpus Christi leased and operated the building as a temporary winter warm-up day shelter that was accessed by more than 400 unique individuals.
- Currently OPH (through CATCH) is leasing the same building to operate the CONNECT and OUTREACH programs, where they operate the Housing Crisis Hotline (2 staff), perform all housing assessments for people experiencing homelessness, manage the OUTREACH program (5 staff), set up regular cooling spaces during the week, and host pop-up service connection days with partners – altogether serving up to more than 100 unique individuals daily.

The City of Boise has executed a Purchase and Sales Agreement to purchase 511 S Americana Blvd for \$1.55M. This property offers a 2911 square foot building on .18 acres and is zoned C-3. Housing & Community Development (HCD) intends to purchase the property, ideally located within the existing homelessness services corridor, with the expressed purpose of leasing the building to an Our Path Home (OPH) partner to expand daytime homelessness services.

This application for \$1,300,000 in CARES I funding will help to mitigate these COVID-19 related problems by helping us to ensure we have the necessary space to provide needed resources for individuals experiencing homelessness.

We appreciate your concern and attention to our CDBG-CV CARES I request.

Sincerely,

Casey Mattoon
Our Path Home Manager, City of Boise

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1. CARES I Application Information Form

Applicant (City/County): **City of Boise** Chief Elected Official: **Mayor Lauren McLean**
 Address: **150 N Capitol Blvd, Boise, ID 83702** Phone: **(208) 972-8520**
 Email Address: **mbrewer@cityofboise.org**
 DUNS #: **070017017** CAGE Code: **1TSV5** SAM: **HHBYKBT1RJQ5**

Sub recipient (if applicable): _____ Chief Elected Official: _____
 Address: _____ Phone: _____

Application Prepared by: Casey Mattoon, Our Path Home Manager Phone: (208) 570-6839
 Address: 150 N Capitol Blvd, Boise, ID 83702

NATIONAL OBJECTIVE (Mark One)

LMI Area LMI Clientele

PROJECT TYPE (Mark One)

Public Facility

POPULATION TO BENEFIT (PERSONS): (Census/Survey)

TOTAL # TO BENEFIT: up to 1,377

TOTAL # LMI TO BENEFIT: up to 1,377

This estimated total population to benefit number represents the known number of persons currently experiencing homelessness in Ada County, based on Our Path Home’s Coordinated Entry Monthly Snapshot for July 2022. The data is pulled directly from Our Path Home’s Homelessness Management Information System (HMIS), accounting for all clients that are currently active with a housing assessment on file as performed by Coordinated Entry staff. All clients, based on their active experience of homelessness within Ada County, would be able to access all the daytime services provided for at the facility.

SERVICE (PROJECT) DESCRIPTION:

The City of Boise will purchase 511 S American Blvd (Zoned C-3, this property offers a 2,911 square foot building on .18 acres), which is ideally located within the existing homelessness services corridor, with the expressed purpose of managing the asset and leasing the building to an Our Path Home (OPH) partner to substantially expand daytime public facility for homelessness services for people experiencing homelessness in Ada County. The purchase price is \$1.55M and the cost of acquisition will be primarily covered by a successful CDBG-CARES grant (\$1.3M) from the Idaho Department of Commerce. The balance (~\$350k once closing costs are factored in) will be paid with City of Boise general fund dollars from the Continuum of Care capacity budget.

This additional daytime services facility will ensure that the homeless response system can better prevent, prepare for, and respond to COVID-19 and other public health crisis that arise. The facility will provide added physical capacity to those services being provided people experiencing homelessness are not interrupted during the ongoing or future public health crisis. This is both because service providers, to respond to COVID-19 and other health crisis, are required to implement a variety of changing recommended health partner guidance across our facilities. To do that without comprising current service levels, providers need additional spaces to spread out existing clientele. In addition to not interrupting regular services, the facility will enhance our ability to serve people during a public health crisis by establishing a permanent access point for partners to collaborate on delivery of responsive health services.

The partner operator would be selected, collaboratively by the Our Path Home Executive Committee and Housing and Community Development staff, to develop robust, permanent daytimes space and programming. This facility and operator selection process will allow the partnership to prioritize the daytime services most needed within the homelessness system response in a flexible manner that allows Our Path Home to meet needs over time.

The daytime services that can be provided include, but are not limited, to daytime shelter space, housing assessments through OPH CONNECT, space for OPH OUTREACH program operations, partner space for connecting clients with mainstream resources. The facility operator will be required to provide, at minimum, a daytime shelter space during inclement weather seasons (winter/summer) and serve as a permanent access point for responding to public health crisis, including COVID-19. That includes the space for and collaboration with partners to provide personal protective equipment (PPE), vaccines & boosters, mobile healthcare resources, case work, and other resources focusing on connecting guests to resources focused on health and housing.

Source	Amount	Funds Committed Date	Documentation in Appendix *
CDBG CARES I	\$1,300,000		
Local Cash	\$350,000		Purchase and Sales Agreement
Local In-Kind			
Federal Funds			
State Funds			
Foundation Grant			
Private Investment			
Other (identify)			
TOTAL PROJECT FUNDING	\$1,650,000		

*Documentation should be a letter from the appropriate source.

Threshold Factors

A. **Eligible Applicant:**

The applicant is a city The applicant is a county

If the applicant is sponsoring a sub-recipient or this is a joint application, describe the relationship and attach a draft agreement between the parties.

B. **Eligible Activities:** Explain the facility and what do you expect CARES I to pay for (construction, labor, supplies, materials, and/or other)

The money will be used to purchase a building to create a new public facility that will expand the daytime homelessness services to better prevent, prepare for, and respond to COVID-19 and other public health crisis that arise. The facility is located at 511 S Americana Blvd, Boise, ID 83702. Funding from this grant will be used, in conjunction with City of Boise general funds, to cover the costs to acquire this property. The City of Boise will purchase the assess with general funds before seeking reimbursement form CDBG-CARES; where the \$1,300,000 being applied for will go directly towards purchasing the building. No construction, labor, supplies, materials, etc. will be covered by CDBG-CARES I. Through due diligence processes, including an Environmental Review, appraisal of the building, and building inspection, the City of Boise will determine if the current state of the building is adequate for Our Path Home’s needs, including the proposed use for daytime services that meaningful enhance our ability to serve people experiencing homelessness throughout a public health crisis. If future building maintained and construction is required, costs will be paid for by the City of Boise, as the lead agency for Our Path Home and owner of the asset.

C. **Duplication of Benefits:** Provide 1/3 page narrative and complete the DOB worksheet, attachment “A”

The City of Boise has received several funding resources to respond to the ongoing COVID-19 pandemic, all of which have been fully expended on COVID-19 response strategies or are earmarked in the budget to be allocated towards numerous eligible projects, including a significant amount of funding for the development of deeply affordable housing, including permanent supportive housing to permanently rehouse the population experiencing homelessness. The additional costs to purchase this property for the facility acquisition project are coming exclusively from City of Boise general fund dollars – there will not be any dollars received for disaster or emergency assistance by the City of Boise that will be utilized for this public facility acquisition project. Therefore, no duplication of benefits will occur for the project.

D. **National Objective:** Select one of the two National Objectives that will be met and provide justification how the objective will be met.

D.1. Low- and Moderate-Income Area Benefit:

Total number of households* in project benefit area ____.

LMI Percentage ____ How was this determined – census or survey or both?

D.2. Low- and Moderate-Income Limited Clientele

This public facility will exclusively serve low-income clientele by providing daytime services and resources for individuals experiencing homelessness, making 100% of the benefiting population LMI clientele. That includes a population of at minimum 1,377 individuals/914 households based on Our Path Home’s Coordinated Entry Monthly Snapshot for July 2022. The operator of the building will be required to report on the total number of individuals accessing the services for ongoing documentation of the public facility impact, in addition to

tracking Our Path Home's Coordinated Entry Monthly Snapshots for understanding the total potential population that will benefit from the public facility.

E. Citizen Participation: *(respond to questions and provide documentation in Appendix)*

ICDBG Citizen Participation Plan adopted? X Yes No

The City of Boise adopted participation plan that meets the requirements.

Did you hold a public hearing prior to application? **Yes**

Date of Notice **08/18/2022** Date of Hearing **09/01/2022**

F. Administrative Capacity: *(1/2 page narrative with attachments)*

The facility will be managed by the City of Boise, through a cross departmental team including Department of Finance and Administration and the Department of Planning and Development Services Department (specifically by the Housing and Community Development Division). The City of Boise, through Housing and Community Development has extensive experience managing CDBG funds for more than 30 years, including extensive experience in leasing out of CDBG managed assets to non-profits for public facilities that provide community benefit. Current CDBG managed and lease assets include properties at 1121 W. Miller Street (current lessee is Jesse Tree) and 1191 W. Grand Avenue (current lessee is Giraffe Laugh). While this asset will be with be booked with and managed by a collaborative City of Boise Team, they will work closely with Our Path Home on the leasing strategy to a partner operator based on the highest levels of service need for daytime homelessness services.

- a. Most recent audited financial statements and if there were any material weakness/deficiencies, or findings.

The most recent audited financial statements for the City of Boise for fiscal year 2021 (Annual Comprehensive Financial Report) are posted on the city's website at <https://www.cityofboise.org/departments/finance-and-administration/budget-and-financial-management/annual-comprehensive-financial-report-library/>.

Pages eight and nine of the report contain sections on the city's internal controls and the annual independent audit by Eide Bailly, LLP. The independent audit of the financial statements also included a broader, federally mandated audit over expenditures of federal awards, designed to meet the special needs of federal grantor agencies. The federal program requirements require the independent auditor to report on the city's internal controls and compliance with legal requirements pertaining to the administration of federal awards. The auditor opinions on page 18 are favorable and do not note any material weaknesses, deficiencies, or findings. Also, for the 26th consecutive year, the City of Boise was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) for the year ending September 30, 2020.

- b. The most recent ICDBG or federal funds the applicant managed.

The City of Boise, as an entitlement community, receives annual block grant allocations from the Community Development Block Grant and HOME Investment Partnerships programs. Additionally, the city received two funding allocations through the CARES Act (CDBG-CV1 and CV3) and the HOME-ARP program. These funds are all managed by the Housing and Community Development Division staff.

In 2021, the City received \$1,454,620 in CDBG funds and \$809,108 in HOME funds. The total amount of funding allocated through the CDBG_CV (CARES Act) was \$1,792,983.

City staff administering federal funds are accustomed to managing sub-recipients of funds as well as directly implementing programs and projects funded through CDBG, CDBG-CV, and HOME.

- c. Identify if a grant administrator has been hired or in process of being hired to help the Grantee navigate and implement CARES I.

The City of Boise's Housing and Community Development division manages the federal funds granted by the U.S. Department of Housing and Urban Development. The city's HUD Program Manager, Compliance Manager, Grants Accountant and HCD Operations Manager are responsible for administering and managing these funds. Staff are familiar with federal procurement and financial management, as well as the reporting and compliance monitoring requirements for federal funds.

G. Fair Housing:

The City of Boise is committed to affirmatively furthering fair housing, as evidenced through the Analysis of Impediments to Fair Housing (completed in 2021), (<https://www.cityofboise.org/departments/planning-and-development-services/housing-and-community-development/documents/?category=analysisofimpediments>) the Mayor's yearly proclamation regarding Fair Housing Month, and staff's ongoing leadership in the Fair Housing Forum and collaboration on fair housing across the Treasure Valley.

- H. **Certification Pages:** The applicant executes the Certifications Page.

V. **Program Income:** (if applicable, 1/3 page narrative and documentation in appendix)

Historically, the City of Boise has leased a portion of our diverse real estate portfolio to not-for-profit organizations to maximize the delivery of services to the broadest number of residents. In line with that policy the City of Boise plans to lease the property to a not-for-profit organization, where the lease amount will be set by our Non-Profit Lease Regulation. As stated in the regulation, the rental rate will be set as followed – *“Unless otherwise directed by the City, non-profit organizations shall pay 25% of the Fair Market Rental Value or \$2,000 a month, whichever is lower, when leasing City facilities. Additionally, commencing on each anniversary date of the Lease, Lessee's monthly Rental Rate amount shall be increased by no less than three percent (3%) of the monthly rent paid in the preceding lease year.”* program will not generate income. We expect, based on our experience in managing and leasing other properties to nonprofits, that this rental income will be income neutral as the collected rent will be used for ongoing asset management needs (maintenance and operations), therefore we do not expect program income. If program income is incurred, the City of Boise will use any program income at the end of a fiscal year for this asset to supplement the Homeless Services Grant, an annual grant process that distributes general fund dollars to homelessness service providers.

- VI. **Project Description:** The proposed project must have an ability to prevent, prepare for and/or respond to COVID-19, in order to be eligible for CARES I funding.

A. CDBG CARES Statistics (20 pts)

1. Current unemployment rate of Boise as of February 2022: 3.0
(https://www.bls.gov/eag/eag.id_boisecity_msa.htm)
2. Percentage increase in unemployment from March 6, 2020 to date of application: .2% increase - 2.8 in 3/20 to 3.0 in 2/22
(https://data.bls.gov/timeseries/LAUMT161426000000003?amp%253bdata_tool=XGtable&output_view=data&include_graphs=true)
3. Current Weekly Incidence Rate for county where service will be provided: While Idaho Department of Health and Welfare no longer tracks this data publicly, Center for Disease

Control currently has Ada County listed as medium risk in their COVID-19 Community Level tool (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>)

B. Need and Impact (30 pts)

1. What is the public facility that is being constructed or improved?

The City of Boise will purchase 511 S American Blvd (Zoned C-3, this property offers a 2,911 square foot building on .18 acres), which is ideally located within the existing homelessness services corridor, with the expressed purpose of managing the asset and leasing the building to an Our Path Home (OPH) partner to substantially expand daytime public facility for homelessness services for people experiencing homelessness in Ada County. This additional daytime services facility will ensure that the homeless response system can better prevent, prepare for, and respond to COVID-19 and other public health crisis that arise. The partner operator would be selected, collaboratively by the Our Path Home Executive Committee and Housing and Community Development staff, to develop robust, permanent daytimes space and programming. This facility and operator selection process will allow the partnership to prioritize the daytime services most needed within the homelessness system response in a flexible manner that allows Our Path Home to meet needs over time. The daytime services that can be provided include, but are not limited, to daytime shelter space, housing assessments through OPH CONNECT, space for OPH OUTREACH program operations, partner space for connecting clients with mainstream resources. The facility operator will be required to provide, at minimum, a daytime shelter space during inclement weather seasons (winter/summer) and serve as a permanent access point for responding to public health crisis, including COVID-19. That includes the space for and collaboration with partners to provide personal protective equipment (PPE), vaccines & boosters, mobile healthcare resources, case work, and other resources focusing on connecting guests to resources focused on health and housing.

2. Describe the quantifiable increase for the proposed facility due to COVID-19 above the level of an existing service that is expected to be provided.

At different times during the pandemic, homelessness services facilities were forced to close and/or reduce their service capacity to adhere to health guidance provided by the Center for Disease Control (CDC), Central District Health (CDH), and our local hospital and clinical partners. This uniquely impacted our daytime services, resulting in a significant gap in our partners' ability to serve people experiencing homelessness and the costly implementation of temporary facilities to expand homelessness services.

The facility will more than double Our Path Home's current daytime capacity in terms of additive square footage. The additional space will provide added physical capacity to those services being provided people experiencing homelessness are not interrupted during the ongoing or future public health crisis. This is because service providers, to respond to COVID-19 and other health crisis, are required to implement a variety of changing recommended health partner guidance across our facilities. To do that without comprising current service levels, providers need additional spaces to spread out existing clientele.

In addition to not interrupting regular services, the facility will enhance our ability to serve people during a public health crisis by establishing a permanent access point for partners to collaborate on delivery of responsive health services.

Exemplifying the need for this space is Our Path Home recent experience in this exact facility to expand services. Our Path Home has leased 511 S Americana Blvd within the existing homelessness services corridor to meet these space needs for daytime services as their regular facilities continue to adhere to COVID-19 guidance and face an increased population seeking to access their resources.

- This past winter 21/22, Interfaith Sanctuary and Corpus Christi leased and operated the building as a temporary winter warm-up day shelter that was accessed by more than 400 unique individuals.
- Currently Our Path Home (through CATCH) is leasing the same building to operate the CONNECT and OUTREACH programs, where they operate the Housing Crisis Hotline (2 staff), perform all housing assessments for people experiencing homelessness, manage the OUTREACH program (5 staff), set up regular cooling spaces during the week, and host pop-up service connection days with partners – altogether serving up to more than 100 unique individuals daily.

3. How will the CARES I funding for the facility address the need and/or gap? What costs of the service is CARES I expected to cover (construction, labor, supplies, equipment, other)?

CDBG-CARES I funding will be used to purchase the building, helping to fill a gap in funding that the City of Boise does not currently have allocated or available for shelter. No construction, labor, supplies, materials, etc. will be covered by CARES I. The current state of the building is adequate for Our Path Home’s needs to expand daytime service space capacity to adhere to COVID-19 social distancing and other health guideline standards that allow us to not interrupt ongoing services and enhance public health response.

4. Why can’t other or existing funds cover the costs?

COVID-19 exacerbated the need for homeless resources as well as the need for a physical space to access resources, and the funding available to purchase a building is limited. Because of the specific population that would be served, people experiencing homelessness, CDBG funding such as CARES I is the most appropriate. Additionally, the City of Boise has fully expended the supermajority of the allocated COVID-19 response resources, and the remaining dollars are being leveraged alongside City of Boise general dollars that are dedicated to developing deeply affordable housing, including permanent supportive housing, to move folks from unsheltered and sheltered homelessness into housing. While City of Boise is able to commit some general funds from the Our Path Home budget to support this by allocated unspent dollars from FY22, FY23 is fully accounted for on other housing and homelessness solutions, capacity development and activities.

5. Proposed benefits CARES I funding?

CARES I funding would benefit all people experiencing homelessness in Ada County by providing a much needed expansion of daytime services that, among other things, allows Our Path Home to better prevent, prepare for, and respond to COVID-19 and other public health crisis that arise. This population would be able to access resources from a central location rather than being required to move from area to area. The estimated total population to benefit 1,377 individuals, based on Our Path Home’s Coordinated Entry Monthly Snapshot for July 2022. The data is pulled directly from Our Path Home’s Homelessness Management Information System (HMIS), accounting for all clients that are currently active with a housing assessment on file as performed by Coordinated Entry staff. All clients, based on their active experience of homelessness within Ada County, would be able to access all the daytime services provided for at the facility.

C. Planned and Feasible (20 pts)

Identify the established procedures and guidelines of the facility. Describe how:

1. The services the facility implements or delivers?

The daytime services that can be provided include, but are not limited, to daytime shelter space, housing assessments through OPH CONNECT, space for OPH OUTREACH program

operations, partner space for connecting clients with mainstream resources. The facility operator will be required to provide, at minimum, a daytime shelter space during inclement weather seasons (winter/summer) and serve as a permanent access point for responding to public health crisis, including COVID-19. That includes the space for and collaboration with partners to provide personal protective equipment (PPE), vaccines & boosters, mobile healthcare resources, case work, and other resources focusing on connecting guests to resources focused on health and housing.

2. The population the facility serves?

The population served by the facility would be people experiencing homelessness, as described and documented above, that represent some of the most vulnerable individuals from every part of Ada County. The protection of the population experiencing homelessness during the COVID-19 outbreak is of high priority as the level of risk for exposure and death rises for this group of community members due to environment and conditions.

3. What are the oversights and monitoring to ensure recipients are eligible?

The daytime services facility will be providing resources for individuals experiencing homelessness which is a presumed benefit population. All Our Path Home service providers has agency specific mechanisms to monitor and document the individuals that encounter their programs. As services beyond daytime space are provided, those services come with their own documentation requires to confirm eligibility.

D. Grantee or sub-recipient ability and experience to deliver the service. (20 pts)

1. Explain the experience of the individuals who will manage and provide oversight of the facility (years of experience & professional credentials). Who will provide the day-to-day management?

Oversite for the asset with be managed by a cross departmental team at the City of Boise that has extensive experience in real property and asset management.

Oversite for day to day operations will be performed by Our Path Home staff, on behalf of the City of Boise and the Our Path Home partnership. Our Path Home is the Continuum of Care for Ada County, charged with overseeing the planning, implementation, funding, and monitoring of a collaborative homelessness response system that covers all of Ada Count. The City of Boise, serving as the lead agency for the partnership, has two full time staff that manage and oversee the partnership with the support of a senior manager. Maureen Brewer is the Housing and Community Development Senior Manager, serving as a member of the Our Path Home Executive Committee and supervising the Our Path Home staff. Maureen previously led the Our Path Home partnership for several years before taking on the Senior Manager role for the division for the last two years. Casey Mattoon, Our Path Home Manager, has worked for the City of Boise just over one year. They have worked in human-centered community development and nonprofit capacity building for over ten years. Eli Griffin, MAHR, Our Path Home Coordinator will provide oversight of the facility as well as day-to-day management. Eli has worked for the City of Boise for 2.5 years and 6 months as Our Path Home Coordinator. They have worked in the nonprofit sector for 6 years, including 2 years of managing a facility.

2. Scoring will also be based on the information and documentation provided in the “Agency Profile” section of the application.

E. Readiness to Proceed (10 pts)

1. Does the entity delivering services in the facility have the ability to administer it, considering it too, has to implement social and physical distancing protocols?

The City of Boise, as the lead agency for Our Path Home, can administer as well as implement social and physical distancing protocols in light of any guidelines that are issued for public health reasons. For public health safety, the facility will follow Our Path Home safety measures and policies, which uses CDC guidelines and follows the advice of a Public Health Workgroup that advises the providers on public health response for different public health crisis, including the ongoing COVID-19 pandemic. The group is made up of staff including representatives from hospital partners (St Luke's, St Als), homeless health care providers (Full Circle Health, Terry Reilly Health Services), Central District Health, City of Boise's Emergency Management Team, Our Path Home OUTREACH workers, shelter providers, and Housing and Community Development staff. This workgroup will continue to monitor the COVID-19 health crisis, in addition to the emerging monkeypox spread and other public health issues, and consult with state and local health officials to quickly change or modify health orders as needed.

2. Are there adequate safety measures in-place for the staff in the facility?

There are adequate general safety measures in place in the facility. The building has been successfully used by both our shelter providers to stand up a daytime warming shelter in the winter of 2021/2022 and the Street OUTREACH/Our Path Home CONNECT team to provide access to daytime services safely over the summer of 2022. As an additional precaution and safety planning protocol, the City of Boise will ask that any future develop general safety procedures and guidelines for staff and guests.

3. How will the facility improvements be procured (competitive RFP or bidding, non-competitive negotiation, emergency, other)?

The facility currently does not need improvements at the time as the current state of the building is adequate for Our Path Home's needs and for COVID-19 social distancing standards. If these become a need in the future, they will be procured and paid for by the City of Boise is the lead agency and depending on the need will use a competitive RFP or bidding process or non-competitive negotiation as per City policy.

4. How are the costs determined?

The City of Boise proposed, and seller accepted, an offer of \$1,550,000.00 (one million five hundred fifty thousand dollars and zero cents) for the purchase of the property. As outlined in the Voluntary Acquisition Offer letter given to the seller, this amount represents the current market value of the property, as supported by the income approach. Market Rent is estimated to be approximately \$6,500 per month and at a capitalized rate of 5% would equate to a market value of \$1,560,000. The additional project costs include the estimated costs for closing, which will be paid for using City of Boise general fund dollars.

5. Complete Schedule - below

Project Activity	Date to be Completed
Environmental Release	Upon confirmation of CDBG-CARES I funding
Fair Housing Resolution Adopted	Adopted July 20,2021
Start of Activity	October 2022 with property closing
Second Public Hearing	By September 2023

Activity Complete	Purchase complete October 2022, ongoing public facility leasing and asset management indefinite
Closeout	NA

VII. **Budget Narrative:** Describe the source and status of all funding for the project according to the instructions. Provide support documentation in the appendix. *(1/3 page narrative)*

The other funding for this project to acquire a building to stand up a new public facility for daytime services to people experiencing homelessness will be provided for by the City of Boise using general fund dollars. This funding strategy was outlined in a Memo sent to City Council ahead of their vote to approve and execute the Purchase and Sales Agreement (PSA) for the property that gives authorize city staff to do all things necessary to conduct due diligence and closer on the property. Together this vote to execute the PSA and accompany memo provide commitment from the City of Boise to supply the rest of the acquisition project funding.

DRAFT

VIII. Budget Form

Applicant or Grantee:

Project Name:

LINE ITEMS	CDBG CARES	Local	Local In-Kind	State	Federal	Private Cash	Private In-Kind	Total
Administration*	(1)							
Construction								
Design Professional								
Equipment								
Acquisition	\$1,300,000	\$350,000						\$1,650,000
Soft Costs								
Other								
TOTAL COSTS	(2)							

*ICDBG funding for " Administration (1)" cannot exceed 10% of the ICDBG " Total Costs (2)"

IX. Agency Profiles

Documents requested below do not need to be submitted with the hard copy and can be submitted electronically. Electronic submission of the documents below can be with the electronic version of the application or separate.

Applicant (City or County)

- Attach most current audited financials

If a Sub-Recipient, identify or provide the following: _____

- ~~Type of organization (non-profit, community action agency, economic development district, etc.)~~
- ~~Identify the governing structure~~
- ~~Provide list of board members~~
- ~~Attach the agency by-laws~~
- ~~Explain the status of the sub-recipient agreement.~~
- ~~Attach current activity or services guidelines and purpose~~
- ~~Attach annual action plan or report~~
- ~~Attach most current audited financials~~

APPENDICES

- Attachment "A" – Duplication of Benefits (DOB) Worksheet
- National Objective Documentation – (census data, income survey, etc.)
- Citizen Participation – (the plan, copy of public notice, affidavit of publication, meeting minutes or comments)
- Fair Housing – Resolution
- Funding Commitments (loan or grant agreements, commitment letters, etc.)

DRAFT

Part C:

Forms requiring a signature and publications where applicable

DRAFT

X. CERTIFICATIONS

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of the City of Boise and we will comply with the following laws and regulations if this application is approved and selected for funding.

Duplication of Benefits:

It has disclosed to the Idaho Department of Commerce in the application process all other funds available from, received by, or to be received from other governmental or non-profit agencies as compensation for damages or additional costs resulting from the COVID-19 pandemic for which assistance may be provided by Commerce.

It will disclose to Commerce all other funds received from and or available from governmental or non-profit agencies as compensation for damages resulting from the COVID-19 pandemic for which assistance has been provided.

Acknowledges that it may be prosecuted by Federal, State, or local authorities and/or that repayment of CDBG-CV CARES I funds may be required in the event that it makes or files false, misleading, or incomplete statements or documents.

Specific CDBG Provisions:

Section 110 of the Housing and Community Development Act of 1974, as amended, by the Housing and Urban-Rural Recovery Act of 1983 and the Housing and Community Development Act of 1987, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards.

It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws;

Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;

Provide opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a) of the Act, as amended);

Not use assessments or fees to recover the capital costs of CDBG funded public improvements from low and moderate income owner occupants;

Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce's anti-displacement and relocation assistance plan and the Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24);

Policy on the Prohibition of the Use of Excessive Force:

It hereby prohibits any law enforcement agency operating within its jurisdiction from using excessive force against any individuals engaged in nonviolent civil rights demonstrations. In addition, it hereby agrees to enforce any applicable state or local laws against physically barring entrances or exits from a facility or location that is the subject of a non-violent protest demonstration.

It further pledges enforcement of this policy within its jurisdiction and encourages any individual or group who feels that it has not complied with this policy to file a complaint.

Civil Rights and Equal Opportunity Provisions:

Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

The Fair Housing Act (previously known as Title VIII of the Civil Rights Act of 1968) (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;

Section 109 of Title I of the Housing and Community Development Act of 1987, as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program activity;

Executive Order 11063, as amended by Executive Order 12259 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with Federal assistance, and requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;

Executive Order 11246 as amended by Executive Order 11375 and 12086, and the regulations issued pursuant hereto (24 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontracts on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship;

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing within the unit of local government;

Environmental Standards and Provisions:

Its chief executive official:

- 1) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. S 4321 et seq.) and other provisions of Federal law, as specified at 24 CFR 58.1 (a) (3) and (a) (4), which further the purposes of NEPA insofar as the provisions of such Federal law apply to the Idaho Community Development Block Grant Program; and
- 2) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.

Anti-Lobbying Certification:

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 any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment 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 federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The applicant shall require that the language of this 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. 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, US 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.

Administrative and Financial Provisions:

2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Miscellaneous:

It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties;

It will comply with the provisions of the Hatch Act, which limits the political activity of employees;

It will give State, HUD and the Comptroller General through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant; and

The local government hereby certifies that it will comply with the above stated assurances.

Signed by Chief Elected Official

Date

Printed Name

XI. Idaho Community Development Block Grant
(CDBG) Citizen Participation Plan

City of Boise

Pursuant to citizen participation requirements for Idaho Community Block Grant participants, the City of Boise hereby certifies the following activities will be completed:

Provide for and encourage citizen participation, particularly for low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used. Provide technical assistance to group's representative of low and moderate income persons that request assistance in developing proposals in accordance with procedures developed by the department. Such assistance need not include providing funds to such groups.

Hold a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views. The first public hearing shall include a description of the proposed project, scope of work, budget, schedule, location, and beneficiaries. Any earned program income must also be noted. The application, related documents, and the Application Handbook shall be available for citizens to review.

The second public hearing on the status of funded activities and accomplishments to date; a general description of remaining work and a general description of changes made to the CDBG project scope of work, budget, schedule, location or beneficiaries.

A public hearing shall also be held in the event CDBG project activities are added, deleted or substantially changed from the application. Substantially changed means changes made in terms or purpose, scope, location or beneficiaries as defined by the CDBG program.

Provide reasonable and timely access to local meetings, information and records pertaining to the local government's proposed and actual use of CDBG funds. Public hearings shall be conducted at times and locations convenient to local citizens.

Public hearings shall be advertised in a local newspaper no less than seven (7) twenty-four (24) hour days prior to the hearing date. If there is no local newspaper, public notification will occur through some other method where there is wide distribution to citizens within the project area. The Community Development staff must approve this method.

A copy of the publication and/or affidavit of publication shall be submitted to the department. The notice should identify all of the topics to be addressed in the public hearing including the assurances that hearings shall be held in facilities that are accessible to persons with disabilities and that alternative formats shall be available to persons with disabilities where practicable, and with advance notice to the unit of local government.

Citizens shall also be notified they will be given the opportunity to comment orally or in writing at a minimum of _____ (*timeframe*) prior to and at the hearing. Special accommodations shall be available for persons with disabilities who may wish to comment within this period.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.

Local citizen participation records which shall be made available to the state and local citizens shall include: A copy of the public notice and/or affidavit of publication which describes proposed or actual project activities, scope of work, location, budget, schedule, objectives, and beneficiaries. Notices shall also contain the accessibility clause for persons with disabilities.

Grantees must provide the address, telephone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances within fifteen (15) working days where practicable.

Local staff shall be familiar with citizen's complaint procedures. These procedures shall provide local citizens with the opportunity to protest project activities or related issues. A written complaint or grievance is formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. To file a complaint, citizens must provide enough information to allow an investigation. The complaint should be clear and concise and include the following information:

- A. Identification of the project, project location, and program activities.
- B. Reason for the complaint (hearsay and innuendo will not be considered valid).
- C. Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included.
- D. If desired, citizens may propose a solution to the problem.

If the complaint is concerning local activities or project implementation, complaints and grievances shall first be filed with the appropriate elected official. If this is the case, grantees shall be required to notify the department of the complaint. A copy of the response shall also be submitted to the department. Every attempt must be made to respond to citizens within fifteen (15) days where practicable.

If a citizen feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to the department for resolution. The department at that time may request additional information. Every effort will be made by the department to provide a full response within thirty (30) days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved.

If the complaint is more appropriately directed toward the CDBG program activities, the same procedure will be followed except all communications are between the state and the complainant.

This plan shall become effective _____.
(Date)

Chief Elected Official

XI. B. Notice of Public Hearing on Proposed Grant Activities

The City of Boise is submitting a proposal to the Idaho Department of Commerce for an Idaho Community Development Block Grant (CDBG) CARES in the amount of \$1,300,00 The proposed project is to (brief description)

_____. The hearing will include a discussion of the need of the project; the application process; and the project's scope of work, location, funding/budget, schedule, and expected benefits. The application, related documents will be available for review.

The hearing has been scheduled for _____ (month, day, year, time location). Verbal and written comments will be accepted prior to and at the hearing.

The hearing will be held in a facility that is accessible to persons with disabilities. Special accommodations will be available, upon request, five (5) days prior to the hearing in a format that is usable to persons with disabilities. For more information, contact _____ at _____.

Name and Title of Chief Elected Official

Street Address/Post Office Box

City/State/Zip

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

Al ser solicitada, ésta notificación puede ser proveída en un formato fácil de usar para personas con discapacidad y/o personas con conocimientos limitados del Inglés.

**This is a sample public hearing notice. Please include a copy of your published public hearing notice along with a copy of the meeting minutes and a list of attendees. If there were any comments, complaints or grievances, please include how the community addressed them and if, as a result, the application was modified before submittal.