



City of Nampa Business Item

TO:	Mayor and Council
FROM:	Matt Jamison
NUMBER:	{{section.number}}-3
DATE:	June 03, 2024
SUBJECT:	Action Item: Allocate the 2024 Community Development Block Grant funding for Administration/Planning, Public Service, and Non-Public Service activities as presented. (Proposed in FY25 Budget)

Background Summary:

The City of Nampa receives an annual allocation of grant funding as part of the Department of Housing and Urban Development's Community Development Block Grant entitlement program. As an entitlement community the City is required to complete an Annual Action Plan to identify how those funds will be spent each year to meet the needs identified in the 2022-2026 5-Year Consolidated Plan. An application round was opened on February 26, 2024 and closed on April 19, 2024 and the city received 6 public service applications and 2 internal applications for funding.

Reason for Project:

City staff have completed a review of the applications received and this memo is the recommended funding allocation for administration and planning, public service, and non-public service activities that will be included in the 2024 Annual Action Plan.

Funding/Project Costs:

Funding Available to Allocate in the 2024 Annual Action Plan

2024 Program Year (PY) / 2025 Fiscal Year (FY) HUD Grant Allocation =
\$678,282.00

Prior Year Grant Funds Available to Commit to the 2024 Annual Action Plan =
\$332,328.36

2024 Program Year - Anticipated Program Income = **\$5,324.58**

Total Funding Available to Commit in 2024 PY / 2025 FY = **\$1,015,934.94**

Funding Structure for CDBG Program

Administration and Planning – **\$135,000.00** (Funded at 20% of Grant Allocation)

Public Service Activities – **\$101,700.00** (Funded at 15% of Grant Allocation)

Non-Public Service Activities – Remaining 65% = **\$779,234.94**

Total Funding to Allocate to the 2024 Annual Action Plan = **\$1,015,934.94**

Staff Recommendation:

Administration and Planning Activities

Recommended at - \$135,000.00

The CDBG Administration and Planning budget is intended to cover the overall program management to include but is not limited to, the following types of activities:

- Planning activities such as Consolidated Plans, Annual Action Plans, and Analysis to Impediments to Fair Housing/Fair Housing Marketing, community outreach, and Consolidated Annual Performance Report.
- Preparing program budgets, schedules, and amendments;
- Ensure compliance with Davis-Bacon, Section 3, BABA Act, and other related acts associated with CDBG grant funding;
- Monitor program activities for progress and compliance with program requirements;
- Preparing reports and other compliance documents related to the program for submission to HUD

Program Administration Activities **cannot** be used for the following:

- Political activities
- The acquisition, construction, or reconstruction of space in a government office building for staff administering the grantee's CDBG, UDAG, Rental Rehabilitation, HoDAG, or HOME programs, since CDBG funds may not be used to assist "buildings for the general conduct of government." See the section on Public Facilities and Improvements for more information on this limitation.
- General Government Expenses
- Maintenance and repair of publicly owned streets, parks, playgrounds, water sewer facilities. Examples of maintenance include, but not limited to; fixing pot holes, repairing cracks in sidewalks, mowing lawns, replacing street lighting.

This year's administration and planning budget will provide funding for the following:

- ❖ Community Development Program Manager - .66 FTE
- ❖ Assistant Community Development Program Manager - .53 FTE

Public Service Activities

Recommended Funding Level - \$101,700.00

Based on our current CDBG Application Guidelines the CDBG staff have recommended funding a maximum of three public service activities during each program year. As part of the most recent call for applications the city received 6 public service applications requesting \$282,000.00 in funding. The following funding recommendation is based on City staff review of the applications, how closely the applications align with our 2022-2026 Five-Year Consolidated Plan, anticipated community need, and prior year(s) performance/funding availability. Additional consideration was given to identify public service activities that currently have and are likely to still have access to CDBG-CV stimulus funding during the 2025 Fiscal Year. Staff determined that CATCH of Canyon County are likely to have CDBG-CV CARES Act funding still available during the 2025 fiscal Year. With this in mind the CDBG staff recommend funding Nampa Family Justice Center, Saint Alphonsus – Meals on Wheels, and Jesse Tree's public service programs as part of the 2024 Program Year Annual Action Plan.

2024 Public Service Applications Received

CATCH of Canyon County – Requested Amount = \$20,000.00 – Staff Time for Program Delivery

Jesse Tree – Requested Amount = \$50,000.00 – Provide Emergency Rental Assistance – Direct rental and utility assistance to low-to moderate income households in Nampa.

Nampa Family Justice Center – Requested Amount = \$30,000.00 – Staff time to provide victims fleeing domestic violence get connected with resources needed to assist them in their time of crisis.

Nampa Narcan – Requested Amount = \$100,000.00 – Provide supportive services that will provide assistance to individuals experiencing opioid addiction. Additionally, the program will distribute Narcan kits to individuals at risk of opioid overdose.

St Alphonsus – Meals on Wheels – Requested Amount = \$42,000.00 – Provide meals to homebound Senior Citizens 5 days a week and weekends as needed. Staff time is for the program manager to coordinate meal delivery on a daily basis, organizes and recruits' volunteers, works closely with nutrition services, and manages MOW program.

The Salvation Army – Nampa Corp. – Requested Amount = \$40,000.00 - CDBG funds will pay for staff time to operate the emergency shelter located in Nampa.

The program houses families with children for up to 90 days and provide case management to help them find long term housing stability.

- ❖ *When possible, City staff encourage public service applicants request reimbursement for staff time and/or a combination of staff time and direct benefit expense items. These expense items tend to be the easiest to provide supporting documentation to demonstrate compliance with the grant.*
- ❖ *City staff will provide technical assistance to any applicants regardless of funding received to help them identify areas in which they could improve their applications and be more likely to receive funding in future application years.*

Public Service Funding Recommendation

CDBG staff have recommended funding public service applicants for a total of \$101,700.00. The proposed funding will keep the City of Nampa compliant with the 15% regulatory cap on public service activities (\$101,742.30) and help meet the budgetary needs of the applicants.

St Alphonsus – Meals on Wheels - \$35,850.00

Provide funding for staff time to allow the Meals on Wheels program to provide meals to home bound seniors.

Jesse Tree – Rent and Utility Assistance - \$35,850.00

Provide Emergency Rental Assistance – Direct rental and utility assistance to low-to moderate income households in Nampa.

Nampa Family Justice Center – Housing Specialist - \$30,000.00

Staff time to provide victims fleeing domestic violence get connected with resources needed to assist them in their time of crisis.

Public Service Activities	Recommended
St Alphonsus - Meals on Wheels	\$35,850.00
Jesse Tree - Rent and Utility Assistance	\$35,850.00
Nampa Family Justice Center	\$30,000.00
Total Public Service	\$101,700.00

Non-Public Service Activities

This year the CDBG program received 2 applications for activities to be carried out during the 2025 Fiscal Year (2024 Program Year). As previously mentioned, we will have \$441,582.00 in 2024 Program Year funding and an additional \$332,328.39 in prior program year grant funds, and \$5,324.58 in anticipated program income. Those funds combined will make a total of \$779,234.94 available to commit to non-public service activities.

Public Works Funding Request

CDBG staff recommend funding [\\$167,328.36](#) in support of ADA and other infrastructure improvements to be carried out by the Public Works staff. CDBG staff will work with Public Works Department to identify activities that can be completed during the 2025 Fiscal Year and will come back to Council with a funding request once the appropriate activity has been identified.

Public Facility Improvements

CDBG staff recommend funding a total of [\\$195,093.21](#) to City of Nampa facility improvements. During the 2023 and 2024 fiscal years City staff surveyed City owned buildings that are in need of ADA improvements. CDBG staff have recommended the allocation in funding to continue to work on the identified buildings and help bring them into compliance with ADA standards.

Parks and Forestry Department Funding Requests

As detailed below the Parks and Forestry Department has submitted 1 request for funding for a total of \$165,000.00.

Creech's Basketball Court Improvements

[Recommended Funding - \\$165,000.00](#)

The City of Nampa, through the Nampa Parks and Forestry Department, is requesting funds to reconstruct the basketball courts at a city owned recreational site known as Creech's Courts, located at 1219 7th Street North, Nampa, Idaho. Prior inspections of the city's basketball court by the City's Engineering team lead them to advise the Parks Department to replace the courts with a more long-term alternative rather than resurfacing the aged asphalt. It was the opinion of the engineers that resurfacing with new asphalt would be a short-term solution and would not provide a long-life span for the courts within city parks. The proposed activity would replace the existing asphalt court with a more durable concrete slab surface.

Community Development Division Staff Run Activity

Community Development Staff continue to see a large need for the home repair loan program and are recommending funding \$251,813.37 to the part of the 2024 program year. If the Home Repair Loan Program is funded as recommended it will result in the partial funding of 2 full-time employees that help administer the activity.

Home Loan Repair Program

[Recommended Funding - \\$251,813.37](#)

Activity Budget

- Direct Benefit – Rehabilitation Expense = \$170,684.80
- Staff Salaries and Benefits = \$81,128.57

Community Development Program Manager

Home Loan Repair Program - .34 FTE

Assistant Community Development Program Manager

Home Loan Repair Program - .47 FTE

The program provides a zero interest 5-Year forgivable loan to low-to moderate income qualifying homeowners to make health and safety repairs to their homes. Improvements can include, but are not limited to, sewer lines, water line, roof repair, furnace, water heaters, and other ADA improvements. Currently the program has a cap of \$20,000.00 per household and anticipate being able to assist between 8 and 12 households annually. This program has been administered by CDBG staff since 2012 and have a portfolio of 38 forgivable loans.

Funding Allocation Detail - 2025 Fiscal Year

2024 Annual Action Plan Funding Allocation			
	<i>2024 Program Year (PY) Funding Allocation</i>	\$	678,282.00
	<i>Anticipated Program Income</i>	\$	5,324.58
Prior Program Years Grant Funding Available to Commit			
<i>2020</i>	<i>Program Year Funding Available to Commit</i>	\$	73,737.77
<i>2021</i>	<i>Program Year Funding Available to Commit</i>	\$	3,424.02
<i>2022</i>	<i>Program Year Funding Available to Commit</i>	\$	255,166.57
<i>2023</i>	<i>Program Year Funding Available to Commit</i>	\$	-
Total Funding Available to Commit to the 2022 Annual Action Plan		\$	1,015,934.94

Administration and Planning	Recommended
Administration & Planning Activities (21A and 20)	\$135,000.00

Public Service Activities	Recommended
St Alphonsus - Meals on Wheels	\$ 33,900.00
Jesse Tree - Rent and Utility Assistance	\$ 33,900.00
Nampa Family Justice Center	\$ 33,900.00
Total Public Service	\$ 101,700.00

Non-Public Service Activities		
Public Facilities and Improvements		
Creech's Court Basketball Court Replacement	\$	165,000.00
ADA and Other Facility Improvements	\$	195,093.21
Public Works ADA and Infrastructure Improvements	\$	167,328.36
Total ADA & Other Infrastructure Improvement	\$	527,421.57
Housing Rehabilitation Programs		
City of Nampa CDBG - Housing Repair Loan Program (14A and 14H)	\$	251,813.37
Total Housing Rehabilitation Programs	\$	251,813.37
Total Non-Public Service Activities	\$	779,234.94

Total Funding Allocated to 2025 Fiscal Year / 2024 Program Year	\$	1,015,934.94
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