

# City of Idaho Falls



## **FY2014 Annual Action Plan Housing and Community Development**

**308 Constitution Way  
Idaho Falls, ID 83405  
(208) 612-8276**



**U.S. Department of Housing and  
Urban Development**  
Region X, Portland Field Office  
Office of Community Planning and Development

1220 SW 3<sup>rd</sup> Avenue, Suite 400  
Portland, OR 97204-1632  
(971) 222-2610  
FAX (971) 222-2670

July 24, 2014

Lisa Farris  
City Annex Bldg., 680 Park Avenue  
Idaho Falls, ID 83402

Dear Ms. Farris:

**SUBJECT: Program Year (PY) 2014 Community Development Block Grant (CDBG) Funding**

I am pleased to inform you that our office has obtained congressional release of Idaho Falls' PY 2014 CDBG grant award. This letter now transmits our agreements based on the PY 2014 Annual Action Plan submitted by the city in the amount of \$342,373.

Please execute all three copies of the grant agreement with original signatures, retain one copy for your records, and return the remaining copies to this office, Attention: Doug Carlson, CPD Director.

The effective date of the grant is April 1, 2014. Grant funds may not be obligated or expended for activities or projects that have not received environmental clearance as required by 24 CFR part 58.

Please also note that HUD's approval of Idaho Falls' Action Plan does not constitute a determination that the activities are eligible and meet the statutory objectives of the authorizing legislation. The city is responsible for ensuring compliance with program requirements.

We look forward to working with the city on the effective implementation of the activities described in your Annual Action Plan. If you have questions, please contact Doug Carlson, CPD Director, at (971) 222-2612 or Scott Rich, CPD Representative, at (971) 222-2617.

Sincerely,

A handwritten signature in blue ink that reads "Nancy G. Donovan".

 Doug Carlson, Director  
Office of Community Planning and Development

Enclosures



U.S. Department of Housing and Urban  
Development  
Region X Portland Field Office  
Community Planning & Development Division

1220 SW 3<sup>rd</sup> Avenue, Suite 400  
Portland, OR 97204-1632  
(971) 222- 2610  
FAX (971) 222-2670

June 30, 2014

Lisa Farris, Grants Administrator  
City Annex Bldg.  
680 Park Avenue  
Idaho Falls, ID 83402

Dear Ms. Farris:

SUBJECT: 2014 Action Plan Review

Thank you for submitting the City of Idaho Falls' 2014 Action Plan on time to this office. We received it on May 19, 2014. We have carefully reviewed it for compliance with the consolidated plan regulations at 24 CFR Part 91. We determined that the Action Plan is substantially complete. All the activities appear to be eligible and address the community's needs.

The review was specifically based on the requirements for action plans at 24 CFR 91.220, certifications at 91.225, monitoring at 91.230 and the guidance for annual action plans found on the web at:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/comm\\_planning/about/conplan](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/about/conplan).

Enclosed is HUD's review of your 2014 Action Plan.

We look forward to working with you and your staff to support your ongoing work to meet the goals of the city's 2012-2016 Consolidated Plan. If you have any questions about the enclosed comments or need technical assistance, please do not hesitate to contact Scott Rich, at (971) 222-2617 or [William.S.Rich@hud.gov](mailto:William.S.Rich@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Carlson", with a long horizontal flourish extending to the right.

Doug Carlson, Director  
Community Planning and Development

Enclosure



# CITY OF IDAHO FALLS

## PLANNING AND BUILDING DIVISION

P.O. BOX 50220  
Idaho Falls, ID 83405-0220  
[www.ci.idaho-falls.id.us](http://www.ci.idaho-falls.id.us)

Planning Department • (208) 612-8276

FAX (208) 612-8520

Building Department • (208) 612-8270

May 20, 2014

Doug Carlson, Director  
U.S Department of Housing & Urban Development  
Region X, Portland Field Office  
1220 SW 3<sup>rd</sup> Avenue, Suite 400  
Portland, OR 97204-2825

Subject: City of Idaho Falls *FY2014 Annual Action Plan*, SF424, and CPMP Non-State Grant Certifications

Dear Mr. Carlson:

Enclosed is the City's *FY2014 Annual Action Plan* for your review. This is the fourth Annual Action Plan applicable to the *2011-2015 CDBG Five Year Consolidated Plan*. The City has submitted the *FY2014 CDBG Annual Action Plan* through the E-Con Plan Submittal Process and has also provided a pdf version to Scott Rich, CPD Representative.

The Plan is based on the FY2014 CDBG allocation of \$342,373. The City held a public hearing on March 27, 2014 and a thirty day comment period until April 28, 2014. Comments were received and included in the Plan. Projects recommended for funding were provided to City Council on May 5, 2014 and a Council Meeting was held on May 8, 2014 to announce a Resolution for Council approved projects and activities.

The City wishes to thank you and your staff for the assistance extended to us in creating and submitting our first Annual Action Plan through the Econ System.

Should you need further information or have specific questions, I may be reached at 208-612-8323.

Sincerely,

Lisa Farris,  
Grants Administrator

Cc: Scott Rich, Brad Cramer

Enclosure: *FY2014 Annual Action Plan* and supporting documentation, SF 424, and Certifications

**City of Idaho Falls**  
**FY2014 CDBG Annual Action Plan**

**SF424 and Certifications**



# SF 424

The SF 424 is part of the CPMP Annual Action Plan. SF 424 form fields are included in this document. Grantee information is linked from the 1CPMP.xls document of the CPMP tool.

## SF 424

Complete the fillable fields (blue cells) in the table below. The other items are pre-filled with values from the Grantee Information Worksheet.

Date Submitted		Applicant Identifier		Type of Submission	
Date Received by state		State Identifier		Application	Pre-application
Date Received by HUD		Federal Identifier		<input type="checkbox"/> Construction	<input type="checkbox"/> Construction
				<input type="checkbox"/> Non Construction	<input type="checkbox"/> Non Construction
<b>Applicant Information</b>					
City of Idaho Falls				UOG Code	
308 Constitution Way				Organizational DUNS 09-202-7010	
Street Address Line 2				Organizational Unit	
Idaho Falls		ID		Department	
83402		Country U.S.A.		Division	
Employer Identification Number (EIN):				County Bonneville	
### ####				Program Year Start Date (04/01/14)	
Applicant Type:				Specify Other Type if necessary:	
City				Specify Other Type	
<b>Program Funding</b>				<b>U.S. Department of Housing and Urban Development</b>	
Catalogue of Federal Domestic Assistance Numbers; Descriptive Title of Applicant Project(s); Areas Affected by Project(s) (cities, Counties, localities etc.); Estimated Funding					
Community Development Block Grant				14.218 Entitlement Grant	
CDBG Project Titles				Description of Areas Affected by CDBG Project(s)	
\$CDBG Grant Amount \$342,373		Additional HUD Grant(s) Leveraged \$0		Describe	
Additional Federal Funds Leveraged \$46,330 BMPO (SR2S) - Fed Map 21/Transportation				Additional State Funds Leveraged \$0	
Locally Leveraged Funds \$				Grantee Funds Leveraged \$59,400 PW \$43,000 PB	
Anticipated Program Income \$0				Other (Describe)	
Total Funds Leveraged for CDBG-based Project(s) \$ 148,730					
<b>Home Investment Partnerships Program</b>				14.239 HOME	
HOME Project Titles				Description of Areas Affected by HOME Project(s)	
\$HOME Grant Amount		\$Additional HUD Grant(s) Leveraged		Describe	
\$Additional Federal Funds Leveraged				\$Additional State Funds Leveraged	

\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOME-based Project(s)			
<b>Housing Opportunities for People with AIDS</b>		14.241 HOPWA	
HOPWA Project Titles		Description of Areas Affected by HOPWA Project(s)	
\$HOPWA Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for HOPWA-based Project(s)			
<b>Emergency Shelter Grants Program</b>		14.231 ESG	
ESG Project Titles		Description of Areas Affected by ESG Project(s)	
\$ESG Grant Amount	\$Additional HUD Grant(s) Leveraged	Describe	
\$Additional Federal Funds Leveraged		\$Additional State Funds Leveraged	
\$Locally Leveraged Funds		\$Grantee Funds Leveraged	
\$Anticipated Program Income		Other (Describe)	
Total Funds Leveraged for ESG-based Project(s)			
Congressional Districts of: <b>ID02</b>		Is application subject to review by state Executive Order 12372 Process?	
Applicant Districts	Project Districts		
Is the applicant delinquent on any federal debt? If "Yes" please include an additional document explaining the situation.		<input type="checkbox"/> Yes	This application was made available to the state EO 12372 process for review on DATE
		<input checked="" type="checkbox"/> No	Program is not covered by EO 12372
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A	Program has not been selected by the state for review

Person to be contacted regarding this application		
Rebecca	L	Noah Casper
Title	Phone	Fax
Mayor	208-612-8235	208-612-8560
email	Grantee Website	Other Contact
rcasper@idahofallsidaho.gov	www.idahofallsidaho.gov	
Signature of Authorized Representative		Date Signed
		5/20/14



# CPMP Non-State Grantee Certifications

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

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

## NON-STATE GOVERNMENT CERTIFICATIONS

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

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

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

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



**Jurisdiction**

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

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

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

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

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



Signature/Authorized Official

05/20/2014

Date

Rebecca L. Noah Casper

Name

Mayor

Title

308 Constitution Way

Address

Idaho Falls, ID 83402

City/State/Zip

208-612-8235

Telephone Number

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

### Specific CDBG Certifications

The Entitlement Community certifies that:

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

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

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

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

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2014, 2015, 2016, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

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

**Jurisdiction**

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

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

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



Signature/Authorized Official

05/20/2014

Date

Rebecca L. Noah Casper

Name

Mayor

Title

308 Constitution Way

Address

Idaho Falls, ID 83402

City/State/Zip

208-612-8235

Telephone Number

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

**OPTIONAL CERTIFICATION  
CDBG**

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

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

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

Date

Name  
  
Title  
  
Address  
  
City/State/Zip  
  
Telephone Number

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

**APPENDIX TO CERTIFICATIONS**

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

**Lobbying Certification**

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

**Drug-Free Workplace Certification**

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

Place Name	Street	City	County	State	Zip
City of Idaho Falls	308 Constitution Way	Idaho Falls	Bonneville	ID	83402

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal

## Jurisdiction

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criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:

- a. All "direct charge" employees;
- b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and
- c. temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

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

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

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

05/20/2014

Date

Rebecca L. Noah Casper

Name

Mayor

Title

308 Constitution Way

Address

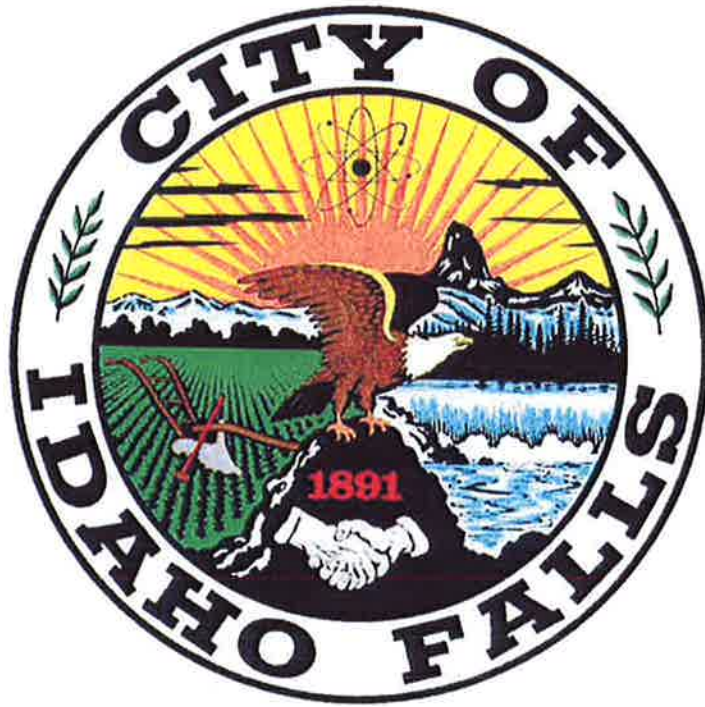
Idaho Falls, ID 83402

City/State/Zip

208-612-8235

Telephone Number

# City of Idaho Falls



## **FY2014 Annual Action Plan Housing and Community Development**

**308 Constitution Way  
Idaho Falls, ID 83405  
(208) 612-8276**

## Executive Summary

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

#### 1. Introduction

In 2004, the City of Idaho Falls became an Entitlement City under the U.S. Department of Housing and Urban Development (HUD). This entitlement provided the City with the opportunity to apply directly to HUD for Community Development Block Grant (CDBG) Program funds. Prior to receiving their entitlement status, the City of Idaho Falls submitted an initial *Five Year Comprehensive Plan* and an implementing *Annual Action Plan* to the U.S. Department of Housing and Urban Development (HUD).

The City of Idaho Falls submitted their second five year plan referred to as the *2011-2015 Five Year Consolidated Plan* in May of 2011. The Plan is a comprehensive planning document that presents a profile of identified needs, goals, strategies, and priorities to addressing Community Development, Housing, Economic Development, and Public Service.

This *FY2014 City of Idaho Falls CDBG Annual Action Plan* represents year four of the current Consolidated Plan and details how the City proposes to spend FY2014 CDBG funds within the program year of April 1, 2014 through March 31, 2015.

#### 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.

#### Summarized Objectives and Outcomes