

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Plan Year 2016 began focused on four activities: The City of Coeur d'Alene funded one Community Opportunity Grant project for St. Vincent de Paul to use CDBG funds to purchase the H.E.L.P. Center which is currently being leased. St. Vincent de Paul's H.E.L.P. Center provides office space and basic operation functions in a one-stop-shop so the LMI persons can make inquiries and receive services from employment searches to housing assistance to basic health care. St. Vincent de Paul was awarded the Community Opportunity Grant funds to completed this process. The City was approached by St. Vincent de Paul of North Idaho with a request to receive funds that would allow them purchase the H.E.L.P. Center, which they are currently leasing. By substantial amendment, completed in February 2016, the City approved the change of funding recipient from The Shepard's Table to St. Vincent de Paul. The substantial amendment also included a increase to the COG allocation. The increase from \$119,330 to \$162,840 included the funds originally allocated for sidewalk repair and replacement in the amount of \$43,510; Improvement to the City's sidewalks; and the Emergency Minor Repair and Accessibility Program (EMRAP). This extremely popular program is designed to help low-to-moderate income homeowners correct building conditions that threaten the health and safety of the owner/occupants, the soundness of their home or makes improvements to correct accessibility issues. Thirteen projects have been completed and closed in Plan Year 2016, However an additional eight projects were completed and paid using PY 2016 funds after April 1, 2017 and an additional 3 projects will be completed by the middle of August using the remaining PY 2016 funds. The City also began an annual allocation to the Lake City Center to help with the Meals on Wheels program. The allocation will be between \$3,000 and \$5,000 each year. PY 2016 allocated \$3,000.

The City's CDBG allocation of \$310,681 for PY 2016 is not large enough to fund substantial housing projects or rehabilitation on a neighborhood size scale. The City focuses on partnerships and collaborations where their modest funding, may tip the balance toward a successful project. The City of Coeur d'Alene remains committed to supporting and promoting activities and programs that benefit LMI residents, as well as all our citizens. The City advocates education and outreach to create a strong, involved, and aware populous who want to participate in community improvement. The City hopes for continued growth of the Entitlement Program with widespread benefits through increased participation from stakeholders, innovative proposals, and public enthusiasm.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
1-Increase For Sale Affordable Housing	Affordable Housing	CDBG: \$0	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	2	2	100.00%			
2-Increase Affordable Rental Housing	Affordable Housing Homeless Non-Homeless Special Needs	CDBG: \$0	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	20	12	60.00%			
3-Sidewalk Accessibility	Non-Housing Community Development	CDBG: \$14600	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	600	60.00%	200	0	0.00%

4- Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$237160	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		500	776	155.20%
4- Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$237160	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		500	569	113.80%
4- Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$237160	Homeowner Housing Rehabilitated	Household Housing Unit	30	64	213.33%	8	13	162.50%
5-Economic Development	Non-Homeless Special Needs	CDBG: \$0	Businesses assisted	Businesses Assisted	1	0	0.00%			
6-Public Service	Non-Homeless Special Needs	CDBG: \$3000	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0		30	0	0.00%
6-Public Service	Non-Homeless Special Needs	CDBG: \$3000	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	25	34	136.00%			

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

There are currently three EMRAP projects using PY 2016 funds scheduled to be completed in the next 2 months, along with eight projects that were completed after the program year ended, which brings the total served to 19. These projects were put on hold due to weather and/or the contractor's schedule. Due to the substantial amendment completed in February 2016, the funds for the PY 2015 Community Opportunity Grant recipient were not expended until PY 2016 at which time the St. Vincent de Paul project was closed out. Another portion of the substantial amendment completed in February included an increase to the PY 2014 Community Opportunity Grant Program in the amount \$37,000, this increase was awarded to the Boys and Girls Club for architect and engineering cost associated with the new facility located in Coeur d'Alene. The funds were reallocated using the PY 2014 sidewalk funds and a portion of the general administrative funds. All PY 2014 and PY 2015 funds will be expended during PY 2016. Sidewalk projects are scheduled and assumed to be two yearlong projects using city staff. However, City Council has requested staff concentrate on bringing the downtown sidewalks into ADA compliance. Therefore, staff is unavailable for a couple of years, so funds were reallocated for timely expenditure of CDBG funds.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	<b>CDBG</b>
White	11
Black or African American	0
Asian	0
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	1
<b>Total</b>	<b>13</b>
Hispanic	1
Not Hispanic	0

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

According to the most current ACS Demographic Data, Coeur d'Alene has a minority population of 6.2%. The City has an open door policy that does not allow for discrimination of any kind based on race or ethnic background. Any and all documents, including applications for Community Opportunity Grants and the Emergency Minor Repair and Accessibility Program can be translated into any language upon request.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	606,974	523,848
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

### Narrative

The City has had additional funds drawn down for PY 2016 activities in the amount of \$25,988.58 not accounted for in the Actual Amount Expended Program Year 2016 due to those request being completed after 3/31/2017. The City Street Department is currently working on their schedule so that a portion of the City's sidewalks can be upgraded as soon as possible. The City of Coeur d'Alene receives no federal funding in addition to CDBG for housing and non-housing community development and there are no matching requirements for the City's CDBG program.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The City's program planning is focused toward the number of persons that can be helped, and identifying projects that will produce the best benefit for the investment, rather than being geographically focused.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City of Coeur d'Alene does not require match for projects under the Community Grant Opportunity Program, or for those projects initiated through the City's open door policy. Only projects that demonstrate a complete and reasonable budget are considered for funding. Right now there are no projects currently identified that would require the use of public lands, the City is always open to potential projects and partnerships they may use public lands for the benefit of their LMI citizens.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	500	776
Number of Non-Homeless households to be provided affordable housing units	500	569
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>1,000</b>	<b>1,345</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	8	13
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>8</b>	<b>13</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The homeless and non-homeless goal was exceeded by St. Vincent de Paul of North Idaho, these goals were met after the purchase of the H.E.L.P. Center. The Rehab of Existing homes goal has been exceeded every year since the City began the Emergency Minor Repair and Accessibility Program.



**Discuss how these outcomes will impact future annual action plans.**

The City has currently surpassed most of their target goals and are currently on target to achieve our goals for PY 2016 funding and will continue to focus on our long term goals as set in our 2013-2017 Consolidated Plan and our PY 2017 Annual Action Plan.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	3	0
Low-income	6	0
Moderate-income	4	0
<b>Total</b>	<b>13</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

Due to the City's relatively limited CDBG funding allocation, the main focus for use of these funds is our City's LMI population. All work completed using CDBG funds are for the benefit of LMI residents with the exception of our administrative cost. The city's average over the last eight years is 82% of all CDBG funding received is used to benefit our LMI.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

The City works closely with local organizations such as St. Vincent de Paul, North Idaho Housing Coalition, IHFA, the Region 1 Homeless Coalition (Continuum of Care), Safe Passage, Trinity Group Homes and other government and non-profit organizations to identify areas of need in the community. The City keeps close contact with all of the area housing and homeless agencies and stakeholders on all facets of the City's Entitlement Program including public hearings/forums, Community Opportunity Grants and Fair Housing Training.

The City's CDBG Administrator attends the Region 1 Homeless Coalition Meeting as well as the quarterly IHFA Housing Roundtable meetings. The City's CDBG Administrator is currently the Chair of the Balance of State CoC Strategic Planning Committee and is heavily involved with this program.

All area agencies are invited to apply for CDBG Community Opportunity Grants when available.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City receives no funding beyond their CDBG Entitlement for homelessness activities. St. Vincent de Paul North Idaho distributes McKinney-Vento funding through the Supportive Housing Program (SHP), Shelter Plus Care Program (S+C) and Emergency Solutions Grant Program (ESG). Additionally, St. Vincent de Paul operates a project called Angel Arms that provides funding for 10 single unit apartments for chronically homeless individuals. The program also provides intensive weekly case management, which begins with a self-sufficiency plan that includes job training services, substance abuse counseling, Life Skills classes, parenting classes, financial literacy classes, etc. Other available emergency shelters include the Children's Village, St. Vincent de Paul Woman's Shelter, St. Vincent de Paul Men's Shelter, St. Pius Church, Safe Passage and the OASIS Post Falls Police Department, a county wide emergency shelter located outside of Coeur d'Alene. Together these shelters provide beds to people in need of housing. Realistically, homelessness is a chronic problem and will never be totally eliminated. Some barriers to ending homelessness such as poor and non-existent housing stock and lack of jobs can be addressed by local governments, though correcting those problems are not quick or easy fixes.

In 2016 HUD awarded \$3,776,606 to support 45 homeless housing and service projects across Idaho. This award included funding to St. Vincent de Paul and Family Promise for their permanent and transitional housing projects located in Coeur d'Alene.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely**

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

The obstacles to meeting underserved needs are as varied as the individuals who seek assistance. As organizations and agencies record program activities including successes and failures, adjustments are made to the process, to incorporate the most effective methodologies and modify or eliminate those that are not working. The process is on-going and as flexible (within the confines of established regulations) as possible to address the conditions and circumstances adherent to Coeur d'Alene.

The H.E.L.P. Center, run by St. Vincent de Paul North Idaho, is an excellent start for transitioning people from homelessness to independence. This innovative partnership provides office space and basic operating functions in a "one stop shop" so that LMI persons can make inquiries and receive services from employment searches to housing assistance to basic health care with various organizations represented on site. The Ten Year Plan to End Homelessness describes the following approaches to combat homelessness in the Coeur d'Alene area: 1. Develop better data collection and coordination of agency efforts. 2. Identify and increase the inventory of available affordable housing stock. 3. Improve economic development opportunities and coordinate the response among local governments. 4. Deploy the Housing First model for Permanent Supportive Housing. 5. Create a One-Stop-Shop to end the practice of having individuals who are struggling and have no transportation, from being moved from one agency (and location) to the next when seeking services. 6. Increase community awareness to draw new and concerned voices to the table to help win the battle against homelessness.

St. Vincent de Paul along with other area homeless and domestic violence agencies, including the City's CDBG administrator are extremely involved with the Region 1 Homeless Coalition and the Balance of State CoC Program. Currently the Balance of State CoC is undergoing a complete update to their HMIS reporting system requirements in order to meet HUD's seven System Performance Measures.

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

Barriers created or exacerbated by the homeless individuals are varied, as are the methods to mitigate those barriers. Lack of education, job training, and financial management skills can be provided through government-funded programs; the success of those efforts is unpredictable and not always permanent, and depends on a certain level of commitment by the homeless individual. Barriers involving health and

mental health issues require different, and often more expensive resources, and a greater commitment to change by the homeless person. With more resources being cut from the state budget, it is harder for local service organizations to continue to serve this population. Plans and programs can provide resources, encouragement, even a system of rewards or punishments, but no one solution will work for everyone. The City and other partners in the Ten Year Plan to End Homelessness will concentrate their efforts on helping as many persons as possible, using all resources at their disposal. The City does not currently have a discharge policy or have direct responsibility for discharge planning and protocols for persons leaving publicly funded institutions or health care systems. These responsibilities are handled at the State level directly through the Department of Corrections and Health and Welfare for persons still enrolled in their systems as they are required to find suitable housing before discharge.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

Idaho Housing and Finance Association (IHFA) serves the housing needs of the Idaho Panhandle, including the City of Coeur d'Alene. IHFA has an established system for providing service, which is well received within the region. IHFA administers the Section 8 program in the City of Coeur d'Alene. During 2015 IHFA the Section 8 Housing Choice Voucher program provided approximately \$2,006,000 in vouchers to 444 families in the City of Coeur d'Alene and \$4,245,000 into Region One. Under the HUD Direct Program IHFA spent approximately \$1,421,000 in Coeur d'Alene as well as an additional \$270,000 under the Project Based Section 8 Program. According to IHFA this funding seems to remain fairly steady and dollar figure changes are minimal from "year to year".

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

The City agreed to have the North Idaho Housing Coalition (NIHC) administer the Neighborhood Stabilization (NSP) funds. NIHC works with families and individuals throughout North Idaho. Of the approximately 109 families assisted in Kootenai County between 2009 and 2016, 26 have been residents of Coeur d'Alene. The City strongly supports the NIHC goals to help provide affordable and workforce housing. NIHC works with families that are LMI; approximately 30% of the total families assisted are at 50% of the median and below and 80% of the total families assisted are at 120% of the median and below. NIHC has received \$22 million in NSP and HOME funding to date. NIHC has started a new program to help qualifying individuals with rental assistance. Though this program is relatively new they have already helped 11 individuals and families with rental assistance in north Idaho, of which 3 were located in Coeur d'Alene.

Through the use of the NSP funding, NIHC works to acquire foreclosed homes and rehabilitates them as needed. The homes are then marketed to potential buyers that meet the NSP qualifications. NIHC assists qualified buyers with closing costs and mortgage reductions, based on need. Buyers obtain a mortgage loan through the lender of their choice and sale proceeds are returned to the NSP program managed by IHFA. NIHC requires participants to contribute a minimum of \$500 toward the housing purchase and to participate in credit counseling if needed. Participants also contribute to the community by donations of time through the Deeds of Distinction program. Several local non-profits have benefitted from hours of community service, such as the Food Bank, St. Vincent de Paul, Family Promise, United Way, Special Olympics and numerous churches and schools. NIHC uses HOME funds to assist families with incomes at or below 80% of the area median income in purchasing a home. This program is similar to the NSP program (purchase, rehabilitation, and reselling) but is not limited to foreclosed properties. The City fully supports NIHC and will continue to concentrate on identifying new avenues for partnerships to expand on NIHC accomplishments. The City continues to consider all partnership opportunities that may arise with local and statewide agencies for affordable housing projects within the city limits of Coeur d'Alene for LMI resident.

### **Actions taken to provide assistance to troubled PHAs**

The PHA has not been designated as troubled, and the City feels it would be redundant, expensive, and inefficient for the City to attempt to create a jurisdictional service separate from the current program. The likelihood of failure is unforeseeable; however, if the system were to fail, the City would work with the State and local service organizations to determine the best method of forming a new system.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The City has an even disbursement of residential, commercial, and industrial zoning with many areas of mixed use facilitating affordable housing near areas that offer jobs for the residents. Minimum lot sizes are among the lowest in the state, pocket residential has no lot size or setback minimums, and accessory dwelling units are allowed in all zoning districts with no special permits required; these are all identified as favorable conditions compared to industry accepted barriers.

Investigation into tax policies, growth limitations, and policies affecting the return on investment also reveal no significant barriers. In fact, the City has an incentive program called the Density Bonus Incentive which allows downtown projects to use a larger footprint of the parcel than current code generally allows as long as new workforce housing is built as part of the project. The workforce housing can be located on the same site or somewhere within the downtown core and its immediate surrounding district.

The City approved the update to the Analysis of Impediments to Fair Housing Choices (AI) along with the Housing Needs Assessment. The 2015 Analysis of Impediments to Fair Housing Choices (AI) included discussions on land use controls, zoning ordinances, building codes, and fees. While this report is focused on fair housing it also provides valuable insight into affordable housing and the general housing climate in the City of Coeur d'Alene. The flexibility in the laws and awareness of housing issues by the leadership positions of the City assists in making the City both a desirable place to have and build affordable housing. The 2015 AI identifies no barriers in the community due to the above listed issues. However, the review does suggest room for improvement specifically in regard to explicit acknowledgement of the Fair Housing Act and related design and construction requirements.

## **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The City continues to work with local organizations such as St. Vincent de Paul, North Idaho Housing Coalition, IHFA, the Region I Homeless Coalition (aka Continuum of Care), and other government and non-profit organizations to identify areas of need and appropriate activities to mitigate the problems as resources allow. The H.E.L.P. (Helping Empower Local People) Center is an excellent partner in this process. An innovative partnership led by St. Vincent de Paul provides office space and basic operating functions in a one stop shop so that LMI persons can make inquiries and receive services ranging from employment searches to housing assistance to basic health care. The obstacles to meeting underserved needs are as varied as the individuals who seek assistance. As organizations and agencies record program activities including successes and failures, adjustments are made to the process to incorporate the most effective methodologies and modify or eliminate those that are not working. The process is on-

going and as flexible as possible (within the confines of established regulations) to address the conditions and circumstances relevant to Coeur d'Alene. Additionally, the City will continue to support warming shelters and the annual Project Homeless Connect events.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

All EMRAP applications that are mailed or handed to potential clients includes a “Protect Your Family From Lead in Your Home” pamphlet. The CDBG administrator also has a list of EPA approved and certified lead abatement contractor’s that can be used if needed as well as lead testing facilities to complete lead clearance exams if required.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The City promotes workforce development and has been a strong supporter of the education corridor, which provides access for local residents to four institutions of higher learning (University of Idaho, North Idaho College, Lewis-Clark State College, Idaho State University). Additionally the Workforce Development Center and K-Tech offer job training and adult education opportunities beyond standardized secondary education. Providing services to at-risk-youth is another priority for the City. Coeur d'Alene is diligent in seeking the best childcare regulations and encouraging growth of the industry so that working families can find affordable childcare. The City supports the local Head Start agency and agrees that education is an important step in eliminating the cycle of poverty. Because transportation costs can be a large portion of the personal budget, the City is a partner with the Coeur d'Alene Tribe and other local jurisdictions in a regional bus system, CityLink, which provides public transportation. The City contributes approximately \$43,990 annually to the program plus they pay annual dues of \$9,955 to CityLink. Mid-size buses, approximately 32 passengers, run established routes from Plummer on US Highway 95 to Coeur d'Alene, Hayden, Post Falls and Rathdrum. Three routes have been established, two in the urban areas, and a third (the rural route) which connects the populations centers with the regions to the south. CityLink buses are accessible by ramp for persons who are physically unable to enter by the stairs and equipped with bicycle racks for those who are combining modes of transportation. Unfortunately, CityLink has experienced some budget cuts which has necessitated the reduction of some stops; however, the City has relayed the importance to the community of a stop close to the H.E.L.P. Center.

The City has committed to a number of strategies to help reduce poverty including partnerships with organizations such as Jobs Plus for job creation and Ignite CDA for economic development to provide better opportunities within the community. Also, there have been improvements to infrastructure including sidewalk repair/replacement in LMI neighborhoods to revitalize them which assists in alleviating burdens allowing people to focus their efforts elsewhere.

The City's anti-poverty strategy recognizes that individuals and their situations differ; there are those individuals who are capable of being gainfully employed and those who are not. Another major setback is the lack housing stock available in an affordable price range. Persons with debilitating diseases,



persons with disabilities, and frail elderly are often limited in their ability to generate household income through employment. On the other hand, full-time employment does not always provide sufficient income to lift a household out of poverty, and income assistance can become a disincentive to work.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The City's belief is that agencies such as IHFA, who have been acting as the regions public housing authority for many years, have a well-established, successful, and time-tested process in place to deliver needed services to the area. It is the City's position that programs which are meeting the requirements of the residents should be encouraged to request assistance when needed, and that the City's nominal resources can be best used to support the network of organizations and programs already in place.

The City of Coeur d'Alene is the lead agency for the CDBG funding. The City has established goals under their Consolidated Plan, and will work to integrate City planning, and projects with the related activities of other agencies in the area. Many of the activities to assist low/moderate income persons, special needs individuals, the homeless, and other disadvantaged groups in Coeur d'Alene and Kootenai County area are delivered through well-established programs under the direction of established organizations and agencies such as Idaho Housing and Finance Association (IHFA) and the Disability Action Center. Other programs such as the H.E.L.P. Center, Supportive Housing Program (SHP), Shelter Plus Care Program and Emergency Solutions Grant Program (ESG) are overseen by St. Vincent de Paul North Idaho, or other local not for profit organizations.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The City of Coeur d'Alene along with their administrator attend meetings on a regular basis to foster a communication network with these agencies and to remain informed regarding local and regional programs; these meetings include the Region 1 Homeless Coalition monthly meetings and the IHFA Quarterly Housing Roundtable meetings. The City provides support as appropriate and practical, including web postings, information on the City's CDATV local broadcast station, distribution of printed materials, consultations and other aid as requested.

The City's CDBG administrator is currently the Chair of the Strategic Planning Committee for the Balance of State CoC. This committee is set with the task to create policies and procedures for data collection, reporting, evaluation, and system changes to be used by the Balance of State CoC once HUD's seven System Performance Measures are adopted.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The City will continue to write letters of support for projects seeking LMI tax credits that fit the goals of the Consolidated Plan. The City continues to seek additional methods of encouraging developers to

construct LMI housing. With the help of the new Housing Needs Assessment, the City hopes to be able to start new partnerships for LMI housing opportunities.

As with most communities, the major barrier facing households and individuals trying to obtain homeownership are the limitations regarding home loans for low/moderate income persons. The City has an excellent record of working with local organizations such as Jobs Plus to promote the City as an optimal place to establish a business. The local community college (North Idaho College) and Workforce Development Center provide opportunities for individuals to upgrade and improve employment skills. The City is working with the University of Idaho, Lewis-Clark State College, and Idaho State University to finalize an education corridor and provide better opportunities for residents to reach a level of education or expertise that will assist them in achieving living wage employment while creating additional jobs at the colleges.

The City continues to co-sponsor Fair Housing training and education. The City, along with Spokane County, the City of Spokane, the State of Washington, the Northwest Fair Housing Alliance, the Spokane Low Income Housing Consortium and HUD sponsor a large fair housing conference held in Spokane, WA annually during Fair Housing Month. This event is well established with an average attendance of 350 people over its first four years. While Spokane is in another state, it is a short 30 minute commute and is a regional hub that shares many of the same population and service providers as Coeur d'Alene.

The City is currently working on creating their new Affirmatively Furthering Fair Housing Plan. They have created a "working group" to help determine the City's greatest Fair Housing issues that currently exist. Future plans include a group of public forums held throughout the city to obtain input from the citizens of Coeur d'Alene.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Monitoring can vary by project and activity. The City communicates with Panhandle Area Council (PAC) on an almost weekly basis, either by phone or email, regarding program activities, compliance issues, and outreach actions. The City uses the appropriate monitoring checklists for the individual projects to ensure that pertinent questions and concerns are addressed and documented. The City will continue to refine this process to be in line with HUD's expectations.

The City and PAC meet on the 4th Thursday of each month to discuss overall program issues and to plan for future activities and requirements. Records maintained at PAC are open to the City and funding agencies. The City and PAC maintain records of meetings with grantees and sub-recipients, photographic records of projects as they are implemented, and meets with project participants during the planning, implementation, and closeout phases, as well as, on request should partners have questions, concerns or suggestions. The City feels monitoring is essential and can be used as a tool for outreach and public education. Communication (with documentation) is a key element of all projects undertaken through the City's Entitlement program. Questions and concerns are addressed as they arise, and when a programmatic issue is identified, actions to correct the item are incorporated into the overall communications and monitoring plan. Determining realistic schedules has been the most common issue to be addressed.

Panhandle Area Council is always available to answer questions for grant recipients and assist to ensure timelines are realistic in nature, while meeting the City's expectations for timeliness. The City of Coeur d'Alene has instituted a comprehensive monitoring and technical assistance program designed to promote communication and accountability. The monitoring process consists of four components: 1) Pre-Assessment, 2) Desk Monitoring, 3) On-Site Monitoring, and 4) Ongoing Technical Assistance. Panhandle Area Council, as Administrators under the City of Coeur d'Alene's CDBG Entitlement Program, has added to their sub-recipient review process the HUD Exhibit Checklist K, OMB Circular A-133 Audits of States, Local, Governments, and Non-Profit Organizations. The Federal Audit Clearinghouse will be used to obtain audit and reporting information.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The City strictly follows its Citizen Participation Plan. Public hearings are held during regularly-scheduled City Council Meetings and are conducted as needed or required. The City held multiple public

hearings and forums for PY 2016 including; forums/hearings for the Annual Action Plan, the PY 2015 CAPER. The City encourages its citizens to attend these hearings and to log on to the City's website to view any current and past plans available. All City Council meetings and public hearings are televised on CDA TV, channel 19 or they can view the archived recordings found on the City's website. The public comment period for the PY 2016 CAPER began July 17, 2017, with a legal advertisement in the Coeur d'Alene Press, and was open until the public hearing on August 1, 2017. The public was encouraged to attend the hearing and give comments regarding the CDBG program as a whole and the CAPER for PY 2016. All proposed actions under the Entitlement Program are reviewed for compliance under HUD regulations, specifically that they meet a national objective, constitute an eligible activity, and address one of the goals established by the City within its Consolidated Plan.

All documents related to the City's CDBG program can be found at: <http://www.cdavid.org> then by clicking on the "Residents" tab then CDBG.

The public comment period for the PY 2017 Annual Action Plan began July 17, 2017 and was open until the public hearing held August 1, 2017 during the City Council meeting. A public forum for the Annual Action Plan was held on July 24, 2017. The public was encouraged to attend the forum to help us gather public input on these critical issues.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Coeur d'Alene has not changed its goals and/or its objectives and have had no significant negative experiences effecting its CDBG program to date.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Coeur d'Alene has not changed its goals and/or its objectives and have had no significant negative experiences effecting its CDBG program to date.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

# **Attachment**

## **PR26 SF424 and Certifications**



**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	306,895.73
02 ENTITLEMENT GRANT	310,681.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	617,576.73

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	477,169.19
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	477,169.19
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	46,679.17
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	523,848.36
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	93,728.37

**PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	477,169.19
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	477,169.19
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2014 PY: 2015 PY: 2016
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	758,853.37
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	758,853.37
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 + LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	310,681.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	310,681.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	46,679.17
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	20,862.17
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	11,437.88
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 + LINE 39 + LINE 40)	56,103.46
42 ENTITLEMENT GRANT	310,681.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	310,681.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	18.06%



**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Report returned no data.

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	5	168	5967012	St. Vincent de Paul HELP Center	01	LMA	\$162,840.00
2016	6	169	5967013	St. Vincent de Paul HELP Center	01	LMA	\$187,460.00
					<b>01</b>	<b>Matrix Code</b>	<b>\$350,300.00</b>
2014	4	163	5934407	Boys and Girls Club	03D	LMC	\$37,000.00
					<b>03D</b>	<b>Matrix Code</b>	<b>\$37,000.00</b>
2014	4	147	5904686	THE CHILDREN'S VILLAGE	03Q	LMC	\$10,602.69
2014	4	147	5924963	THE CHILDREN'S VILLAGE	03Q	LMC	\$36,154.09
2014	4	147	5981569	THE CHILDREN'S VILLAGE	03Q	LMC	\$5,584.19
					<b>03Q</b>	<b>Matrix Code</b>	<b>\$52,340.97</b>
2014	2	162	5924963	1784 Dartmouth Circle	14A	LMH	\$674.69
2014	2	162	5924965	1784 Dartmouth Circle	14A	LMH	\$625.31
2014	2	162	5934485	1784 Dartmouth Circle	14A	LMH	\$60.00
2014	2	162	5944283	1784 Dartmouth Circle	14A	LMH	\$60.00
2015	3	161	5934485	2010 W Westminster Avenue	14A	LMH	\$4,485.00
2015	3	167	5958810	2091 W. Westminster Avenue	14A	LMH	\$5,000.00
2015	3	170	5972504	1703 W Windsor Avenue	14A	LMH	\$3,600.00
2015	3	171	5972504	3575 N Gunnar Court	14A	LMH	\$2,950.00
2015	3	175	5991723	1750 W Marlborough Avenue	14A	LMH	\$1,835.00
2016	2	172	5981625	1801 E. Lakeside Avenue	14A	LMH	\$1,100.00
2016	2	173	5985656	3529 N. 21st Place	14A	LMH	\$4,597.60
2016	2	174	5987136	1784 W. Dartmouth Circle	14A	LMH	\$150.00
2016	2	175	5987136	821 E. Lakeside Avenue	14A	LMH	\$5,000.00
2016	2	177	5999855	2301 N 9th Street	14A	LMH	\$5,000.00
2016	2	178	5999855	3575 N. Gunnar Ct.	14A	LMH	\$1,975.00
2016	2	179	5999855	2626 N. 12th Street	14A	LMH	\$169.00
2016	2	179	6013141	2626 N. 12th Street	14A	LMH	\$246.62
					<b>14A</b>	<b>Matrix Code</b>	<b>\$37,528.22</b>
<b>Total</b>							<b>\$477,169.19</b>

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Report returned no data.

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	5	129	5924963	General Admin	21A		\$559.94
2014	5	129	5934407	General Admin	21A		\$674.00
2014	5	129	5980323	General Admin	21A		\$1,510.60
2014	5	129	5981569	General Admin	21A		\$1,699.46
2014	5	129	5985683	General Admin	21A		\$133.86
2015	1	152	5924965	Panhandle Area Council Administrative	21A		\$3,750.00
2015	2	153	5960284	General Admin	21A		\$824.86
2015	2	153	5985684	General Admin	21A		\$26.43
2016	4	166	5958688	PAC Administration	21A		\$15,000.00
2016	4	166	5967013	PAC Administration	21A		\$3,750.00





Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	4	166	5972510	PAC Administration	21A		\$3,750.00
2016	4	166	5981625	PAC Administration	21A		\$3,750.00
2016	4	166	5991724	PAC Administration	21A		\$3,750.00
2016	4	166	5999855	PAC Administration	21A		\$3,750.00
2016	4	166	6013141	PAC Administration	21A		\$3,750.00
<b>Total</b>					<b>21A</b>	<b>Matrix Code</b>	<b>\$46,679.17</b>

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/> B-17-MC-16-0007	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text"/> City of Coeur d'Alene		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/> 82-6000176	* c. Organizational DUNS: <input type="text"/> 0639054180000	
<b>d. Address:</b>		
* Street1: <input type="text"/> 710 E. Mullian Avenue	Street2: <input type="text"/>	
* City: <input type="text"/> Coeur d'Alene	County/Parish: <input type="text"/>	
* State: <input type="text"/> ID: Idaho	Province: <input type="text"/>	
* Country: <input type="text"/> USA: UNITED STATES	* Zip / Postal Code: <input type="text"/> 83814-3958	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text"/> Administration	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text"/> Ms.	* First Name: <input type="text"/> Renata	
Middle Name: <input type="text"/>	* Last Name: <input type="text"/> McLeda	
Suffix: <input type="text"/>	Title: <input type="text"/> Director of Municipal Services/City Clerk	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text"/> 208-769-2231	Fax Number: <input type="text"/> 208-769-2284	
* Email: <input type="text"/> renata@cdaid.org		

Application for Federal Assistance SF-424	
<p><b>* 9. Type of Applicant 1: Select Applicant Type:</b></p> <input type="text" value="C: City or Township Government"/> <p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/> <p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/> <p>* Other (specify):</p> <input type="text"/>	
<p><b>* 10. Name of Federal Agency:</b></p> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<p><b>11. Catalog of Federal Domestic Assistance Number:</b></p> <input type="text" value="14.218"/> <p>CFDA Title:</p> <input type="text" value="Entitlement Grant"/>	
<p><b>* 12. Funding Opportunity Number:</b></p> <input type="text" value=""/> <p>* Title:</p> <input type="text" value=""/>	
<p><b>13. Competition Identification Number:</b></p> <input type="text"/> <p>Title:</p> <input type="text"/>	
<p><b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b></p> <input type="text"/> <p style="text-align: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </p>	
<p><b>* 15. Descriptive Title of Applicant's Project:</b></p> <input type="text" value="2015 CDA CDBG Entitlement"/>	
<p>Attach supporting documents as specified in agency instructions.</p> <p style="text-align: center;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </p>	

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**  
 \* a. Applicant  \* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**  
 \* a. Start Date:  \* b. End Date:

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

* a. Federal	<input type="text" value="301,850.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="301,850.00"/>


**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**  
 a. This application was made available to the State under the Executive Order 12372 Process for review on   
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**  
 Yes  No  
 If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:

\* Title:   
 \* Telephone Number:  Fax Number:   
 \* Email:   
 \* Signature of Authorized Representative:  \* Date Signed:



## 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.

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

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

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

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

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

  
Signature/Authorized Official

Date

### 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:

1. 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);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) \_\_\_\_\_, \_\_\_\_\_ (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;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

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:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

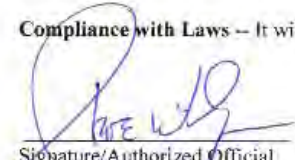
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 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 24 CFR Part 35, subparts A, B, J, K and R;

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

  
Signature/Authorized Official

  
Date

  
Title

**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

\_\_\_\_\_  
Title



**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

### ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

### HOPWA Certifications

The HOPWA grantee certifies that:

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING:**

**A. 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.

# Citizen Participation Attachment

## CITIZEN COMMENTS AND PARTICIPATION

As required by the City's Citizen Participation Plan a 15-day public comment period was held from July 17, 2017 to August 1, 2017. This notice was advertised in the local newspaper on July 17<sup>th</sup> and 24<sup>th</sup>. The City's stakeholders were notified via email or hand delivery. No public comments were made during the comment period or during the regular City Council meeting.

The City Council approved the CAPER report after the public hearing was closed.

**AFFIDAVIT OF PUBLICATION**

STATE OF IDAHO,  
County of Kootenai.

} ss.

*Geri Hagler*

..... being first duly sworn  
upon oath deposes and says:

1. I am now and at all times hereinafter mentioned was a citizen of the United States, resident of the State of Idaho, over the age of twenty-one years and not a party of the above entitled action.

2. I am now and at all times hereinafter mentioned was the printer (principal clerk) of the "Coeur d'Alene Press," a newspaper printed and published daily except Sunday in Coeur d'Alene, Kootenai County, Idaho, and having a general circulation in said county.

3. The Legal notice

of which the annexed is a printed copy, was published in the regular Monday issue of said newspaper for 2 consecutive weeks commencing on the 17 day of July, 2017, and ending on the 24 day of July, 2017, and such publication was made as often during said period as said daily newspaper was regularly issued.

4. That said newspaper has been continuously and uninteruptedly published in said Kootenai County, during a period of more than seventy-eight consecutive weeks immediately prior to the first publication of said notice Geri Hagler. On this 24 day of July in the year of 2017, before me, a Notary Public, personally appeared Geri Hagler, known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.

*Katrina George*

Notary Public for the State of Idaho,  
residing at Coeur d'Alene, Idaho.



MY COMMISSION EXPIRES 8/29/17





# Fair Housing Outreach and Training

## CITY OF COEUR D'ALENE AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN WORKING GROUP

The City of Coeur d'Alene has assembled a working group to discuss and formulate the plan for public outreach regarding the newly required Affirmatively Furthering Fair Housing Plan.

The group represents different cross-sections of our citizens and includes at least one representative of the following groups:

- Homeless or Precariously Housed
- Faith Based Organizations
- Real Estate
- Low-Income Housing (North Idaho Housing Coalition)
- Disabled Individuals
- Coeur d'Alene School District (Homeless or Precariously housed children)
- Economic Development/Workforce Housing/Training

The group is meeting on a regular basis and is currently working on the plan for large scale public outreach which will include survey's and public meetings in every region of the city.

**Sherri Wastweet**

---

**From:** Inland Northwest Fair Housing Conference Planning Committee  
<noreply@eventbrite.com>  
**Sent:** Wednesday, April 13, 2016 2:33 PM  
**To:** Sherri Wastweet  
**Subject:** Message to attendees of 2016 Inland Northwest Fair Housing Conference

Eventbrite

A Message from Inland Northwest Fair Housing Conference  
Planning Committee:

Reminder - Materials for some of the breakout sessions are now on  
the City of Spokane website for download:

<https://my.spokanecity.org/news/stories/2016/04/01/register-for-the-2016-inland-northwest-fair-housing-conference/>

See you soon!

## 2016 Inland Northwest Fair Housing Conference

Thursday, April 14, 2016  
from 8:00 AM to 4:15 PM  
(PDT)  
Spokane Convention Center  
334 West Spokane Falls  
Boulevard  
Spokane, WA 99201



Organized by



Mobile Tickets

Contact the Organizer

[ABOUT](#) [HELP](#) [MY ACCOUNT](#) [CONTACT US](#) [PRIVACY](#) [TERMS](#) [BLOG](#)

This email was sent to swastweet@pacn.org  
To stop receiving emails from this organizer, you can unsubscribe  
Eventbrite | 155 5th St | San Francisco, CA 94103  
Copyright © 2016 Eventbrite. All rights reserved.

## **April 21, 2016, Fair Housing Month Training Agenda**

Location: Coeur d'Alene Public Library Community Room, 702 E. Front Ave

Registration	9:00 a.m. to 9:30 a.m.
Fair Housing Compliance: A Housing Provider Attorney Perspective	Mr. Eric Steven, Attorney 9:30 a.m. to 11:00 a.m.
Break	11:00 a.m. to 11:10 a.m.
Fair Housing Hot Topics	Ms. Zoe Ann Olson, Executive Director, Intermountain Fair Housing Council, Inc. Mr. Ken Nagy, Attorney Mr. Eric Steven, Attorney Mr. Gary Hanes, Gary E. Hanes & Associates, LLC 11:10 a.m. to 12:15 p.m.
Lunch (On Your Own)	12:15 p.m. to 1:15 p.m.
Language Access	Mr. Gary Hanes, Gary E. Hanes & Associates, LLC Ms. Zoe Ann Olson, Intermountain Fair Housing Council, Inc. Executive Director 1:15 p.m. to 2:15 p.m.
Break	2:15 p.m. to 2:30 p.m.
Reasonable Accommodations, Modifications, & Service Animals	Ms. Zoe Ann Olson, Executive Director, Intermountain Fair Housing Council, Inc. Mr. Ken Nagy, Attorney 2:30 p.m. to 4:30 p.m.

# HUD Training on Affirmatively Furthering Fair Housing

## Creating Opportunity in Every Community: A Practical Guide to Affirmatively Furthering Fair Housing

HUD is excited to bring hands-on practical AFFH training to the regions! This robust training curriculum will provide program participants with a deep dive review of the AFFH Rule, the nuts and bolts of putting together an Assessment of Fair Housing, strategies to develop Community Participation Plans and how to expand efforts in regional collaborations and developing priorities and goals that lead to meaningful actions that affirmatively further fair housing. HUD has taken measures to recruit a diverse group of practitioners and fair housing and community development leaders to guide you through practical discussions and small group exercises.

The goal of the training is to increase knowledge and awareness of the duty to AFFH and to foster change in the way recipients of federal funds take meaningful actions to plan and implement change in communities across the country.

- ◆ Each program participant office should send 1-2 practitioners; OR person(s) responsible for drafting and/or coordinating the effort to complete an Assessment of Fair Housing. Please be advised consultants and/or contractors should not be sent to this training in lieu of the entity that receives federal funds.
- ◆ Registration is limited to one to two key staff members per jurisdiction.

### Where:

Seattle HUD Office

909 1st Avenue, Room 135C

Seattle, WA 98104

### When:

October 25-27, 2016

October 25 | 9:00 am to 5:00 pm

October 26 | 8:30 am to 5:00 pm

October 27 | 9:00 am to 3:00 pm

**TO REGISTER FOR THIS EVENT,**

**CLICK HERE.**

To learn more about Affirmatively Furthering Fair Housing, visit

<https://www.hudexchange.info/programs/affh>.

Please register by October 19, 2016 | 3:00 PM EST



Idaho Fair Housing Forum and the  
U.S. Department of  
Housing and Urban Development

Present A

# FREE Fair Housing Accessibility FIRST Design & Construction Training



**When:**

March 14<sup>th</sup>, 2017  
7:15am – 3:30pm

**Where:**

Boise City Hall  
Council Chambers  
150 N. Capitol Blvd  
1-208-334-1990  
(HUD Idaho field office)

**Registration:**

Boise, ID Training

**Event Information**

Please direct requests for reasonable accommodation and questions to:  
[KSalmon@fcmarchitects.com](mailto:KSalmon@fcmarchitects.com)  
1-312-913-1717 x 248

**CEU Credits:**

*\*This program is registered with the American Institute of Architects. Architects will receive up to 6 continuing education HSW credits.*

**AGENDA—March 14th**

- 7:15–7:45 Registration
- 7:45–8:00 Welcome & Opening Remarks
- 8:00–9:30 Design & Construction Requirements of the Fair Housing Act Technical Overview—Module 10—Part I
- 9:30–9:45 Break
- 9:45–11:15 Design & Construction Requirements of the Fair Housing Act Technical Overview—Module 10—Part II
- 11:15–12:15 Lunch (not provided, plan accordingly)
- 12:15–1:30 Strategies for Compliant Bathrooms—Module 6
- 1:30–1:45 Break
- 1:45–3:00 Common Design & Construction Violations & Solutions—Module 9

**Fair Housing Accessibility**

**FIRST—our mission:**

To promote compliance with the Fair Housing Act design & construction requirements. We offer comprehensive detailed instruction & online web resources at: [www.fairhousingfirst.org](http://www.fairhousingfirst.org).

**Technical Guidance:**

HUD supports a dedicated call center, the FIRST Design and Construction Resource Center – (DCRC).

**Call 1-888-341-7781:**

Our toll-free information line for technical guidance

**Partners:**

Supported by more than 20 member organizations of the Idaho Fair Housing Forum.

Learn more at:

[www.fairhousingforum.org](http://www.fairhousingforum.org)



**COEUR d'ALENE FAIR HOUSING A to Z WORKSHOP (MARCH 17, 2017)**

HERE	FYIdaho	Name (Last)	Name (First)	Email	Phone
		Armon	Jan		
		Baldwin	Mike		
		Bell	David		
		Blessing	Erica		
		Bly	Michelle		
		Brundage	Donna		
		Caviezel	Deanna		
		Cheyne	Valerie		
		Daugherty	Bob		
		Day	Tabitha		
		Dearth	Kim		
		Eddy	Heather		
		Emst	John		
		Hammond	Brenda		
		Harrington	Shae		
		Hill	Tami		
		Inman	Liann		
		Kelly	Christy		
		King	John		
		Kope	Shelby		
		KOVACS	BARBARA		
		Krahenbahl	Patrick		
		Krueger	Karen		
		Kunas	Steve		
		Lagos	Jose		
		Lassiter	Jonathan		
		Leach	Tarin		
		LeCroy	Molly		
		Lunceford	Kelli		
		Maas	Kendra		

**COEUR d'ALENE FAIR HOUSING A to Z WORKSHOP (MARCH 17, 2017)**

HERE	FYidaho	Name (Last)	Name (First)
		Mansfield	Karen
		Matthews	Harold
		McCahon	Sharon
		Menegas	Sandra
		Montgomery	Lori
		Nelson	Bryan
		Nichols	Kim
		Nielsen	Kimberly
		O'Dell	Laurinda
		Olson	Zoe Ann
		Owen	Valerie
		Parker	Scott
		Pellens	Natali
		Pharr	Mathew
		Phillips	Tracy
		Poirier	Beth
		Richardson	Keelee
		Richman	Clark
		Rincon	John
		Robinson	Matthew
		Rook	Paul
		Runyon	Sue
		Schaner	Bob
		SMITHSON	TINA
		Sorber	Nolan
		Sosa-Cooper	G. Maria
		Stinson	Rebecca
		Stone	Susan
		Turner	James
		Vanzani	Keri





# Fair Housing Accessibility/Design Training

Date: Wednesday, March 29, 2017

Time: 9:00 a.m. – 12:30 p.m.

Cost: **FREE**

Location: Mirabeau Park Hotel & Convention Center  
1100 N. Sullivan Rd. – Diamond/Spirit Room  
Spokane Valley, WA 99037

Presenter: William E. Endelman, Principal (Endelman & Associates, PLLC, Seattle, WA)

Mr. Endelman is an Architect and Principal of E&A, an 9 person consulting firm specializing in accessibility consulting including the ADA, Fair Housing Act (FHA), and Building Code accessibility compliance. E&A has been providing consulting services nationally for over 20 years, including plan reviews, ADA-FHA-Code surveys and litigation consulting, and is a recognized expert. His firm has served over 800 clients, working in 26 states last year, including national residential developers, architects, attorneys, institutional clients, school districts, and public sector entities. He has been a litigation consultant to Owners and to USDOJ.

Objectives:

- Define Accessibility Standards and their application including FHA, ADA, UFAS, 2012 & 2015 Building Code (with WA and ID amendments).
- Provide knowledge of key issues of the requirements of the Fair Housing Act as Amended 1988, and technical standards per the FHA Design Manual safe harbor with referenced ANSI A117.1
- Provide knowledge new 2010 ADA Standards as compared to the original 1991 Standards (with 1994 ADA Accessibility Guidelines) as applicable to multiunit housing.
- Identify and detail the dozen most common mistakes in design and construction regarding FHA/ADA/Accessibility Code compliance. Answer questions.

Register & Get Info:

Andrew Hahn: [andrew.hanan@rudeendev.com](mailto:andrew.hanan@rudeendev.com) or (509) 892-5114

Gwenn Swoboda: [rudeenmgt@gmail.com](mailto:rudeenmgt@gmail.com) or (509) 869-3900

***Sponsored by Rudeen Development, LLC***



**Part II: Contracts Awarded**

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$	
B. Total dollar amount of contracts awarded to Section 3 businesses	\$	
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0	%
D. Total number of Section 3 businesses receiving contracts		

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$	
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$	
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	0	%
D. Total number of Section 3 businesses receiving non-construction contracts		

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Form HUD-60002, Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

- HUD Field Office: Enter the Field Office name.
1. Recipient: Enter the name and address of the recipient submitting this report.
  2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
  3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
  - 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
  6. Reporting Period: Indicate the time period (months and year) this report covers.
  7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B: (Mandatory Field)** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

Part II: Contract Opportunities

**Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts – Self-explanatory**

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.





Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
Program Year 2016  
COEUR D'ALENE , ID

DATE: 08-03-17  
TIME: 14:36  
PAGE: 1

**PART I: SUMMARY OF CDBG RESOURCES**

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	306,895.73
02 ENTITLEMENT GRANT	310,681.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	617,576.73

**PART II: SUMMARY OF CDBG EXPENDITURES**

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	477,169.19
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	477,169.19
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	46,679.17
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	523,848.36
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	93,728.37

**PART III: LOWMOD BENEFIT THIS REPORTING PERIOD**

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	477,169.19
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	477,169.19
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

**LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS**

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2014 PY: 2015 PY: 2016
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	758,853.37
25 CUMULATIVE EXPENDITURES BENEFITTING LOW/MOD PERSONS	758,853.37
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

**PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS**

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	0.00
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	0.00
32 ENTITLEMENT GRANT	310,681.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	310,681.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	0.00%

**PART V: PLANNING AND ADMINISTRATION (PA) CAP**

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	46,679.17
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	20,862.17
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	11,437.88
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	56,103.46
42 ENTITLEMENT GRANT	310,681.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	310,681.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	18.06%





Office of Community Planning and Development  
 U.S. Department of Housing and Urban Development  
 Integrated Disbursement and Information System  
 PR26 - CDBG Financial Summary Report  
 Program Year 2016  
 COEUR D'ALENE , ID

DATE: 08-03-17  
 TIME: 14:36  
 PAGE: 2

**LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17**

Report returned no data.

**LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18**

Report returned no data.

**LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2015	5	168	5967012	St. Vincent de Paul HELP Center	01	LMA	\$162,840.00
2016	6	169	5967013	St. Vincent de Paul HELP Center	01	LMA	\$187,460.00
					<b>01</b>	<b>Matrix Code</b>	<b>\$350,300.00</b>
2014	4	163	5934407	Boys and Girls Club	03D	LMC	\$37,000.00
					<b>03D</b>	<b>Matrix Code</b>	<b>\$37,000.00</b>
2014	4	147	5904686	THE CHILDREN'S VILLAGE	03Q	LMC	\$10,602.69
2014	4	147	5924963	THE CHILDREN'S VILLAGE	03Q	LMC	\$36,154.09
2014	4	147	5981569	THE CHILDREN'S VILLAGE	03Q	LMC	\$5,584.19
					<b>03Q</b>	<b>Matrix Code</b>	<b>\$52,340.97</b>
2014	2	162	5924963	1784 Dartmouth Circle	14A	LMH	\$674.69
2014	2	162	5924965	1784 Dartmouth Circle	14A	LMH	\$625.31
2014	2	162	5934485	1784 Dartmouth Circle	14A	LMH	\$60.00
2014	2	162	5944283	1784 Dartmouth Circle	14A	LMH	\$60.00
2015	3	164	5934485	2010 W Westminster Avenue	14A	LMH	\$4,485.00
2015	3	167	5958810	2091 W. Westminster Avenue	14A	LMH	\$5,000.00
2015	3	170	5972504	1703 W Windsor Avenue	14A	LMH	\$3,600.00
2015	3	171	5972504	3575 N Gunnar Court	14A	LMH	\$2,950.00
2015	3	176	5991723	1750 W Marlborough Avenue	14A	LMH	\$1,835.00
2016	2	172	5981625	1801 E. Lakeside Avenue	14A	LMH	\$1,100.00
2016	2	173	5985656	3529 N. 21st Place	14A	LMH	\$4,597.60
2016	2	174	5987136	1784 W. Dartmouth Circle	14A	LMH	\$150.00
2016	2	175	5987136	821 E. Lakeside Avenue	14A	LMH	\$5,000.00
2016	2	177	5999855	2301 N 9th Street	14A	LMH	\$5,000.00
2016	2	178	5999855	3575 N. Gunnar Ct.	14A	LMH	\$1,975.00
2016	2	179	5999855	2626 N. 12th Street	14A	LMH	\$169.00
2016	2	179	6013141	2626 N. 12th Street	14A	LMH	\$246.62
					<b>14A</b>	<b>Matrix Code</b>	<b>\$37,528.22</b>
<b>Total</b>							<b>\$477,169.19</b>

**LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27**

Report returned no data.

**LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37**

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2014	5	129	5924963	General Admin	21A		\$559.94
2014	5	129	5934407	General Admin	21A		\$674.00
2014	5	129	5980323	General Admin	21A		\$1,510.60
2014	5	129	5981569	General Admin	21A		\$1,699.46
2014	5	129	5985683	General Admin	21A		\$133.88
2015	1	152	5924965	Panhandle Area Council Administrative	21A		\$3,750.00
2015	2	153	5960284	General Admin	21A		\$824.86
2015	2	153	5985684	General Admin	21A		\$26.43
2016	4	166	5958688	PAC Administration	21A		\$15,000.00
2016	4	166	5967013	PAC Administration	21A		\$3,750.00





Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System  
PR26 - CDBG Financial Summary Report  
Program Year 2016  
COEUR D'ALENE , ID

DATE: 08-03-17  
TIME: 14:36  
PAGE: 3

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2016	4	166	5972510	PAC Administration	21A		\$3,750.00
2016	4	166	5981625	PAC Administration	21A		\$3,750.00
2016	4	166	5991724	PAC Administration	21A		\$3,750.00
2016	4	166	5999855	PAC Administration	21A		\$3,750.00
2016	4	166	6013141	PAC Administration	21A		\$3,750.00
					<b>21A</b>	<b>Matrix Code</b>	<b>\$46,679.17</b>
<b>Total</b>							<b>\$46,679.17</b>

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text" value="B-17-MC-16-0007"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="City of Coeur d'Alene"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="82-6000176"/>	* c. Organizational DUNS: <input type="text" value="0639054180000"/>	
<b>d. Address:</b>		
* Street1: <input type="text" value="710 E. Mullan Avenue"/>	Street2: <input type="text"/>	
* City: <input type="text" value="Coeur d'Alene"/>	County/Parish: <input type="text"/>	
* State: <input type="text" value="ID: Idaho"/>	Province: <input type="text"/>	
* Country: <input type="text" value="USA: UNITED STATES"/>	* Zip / Postal Code: <input type="text" value="83814-3958"/>	
<b>e. Organizational Unit:</b>		
Department Name: <input type="text" value="Administration"/>	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Renata"/>	
Middle Name: <input type="text"/>	* Last Name: <input type="text" value="McLeod"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="Director of Municipal Services/City Clerk"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="208-769-2231"/>	Fax Number: <input type="text" value="208-769-2284"/>	
* Email: <input type="text" value="renata@cdaid.org"/>		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Entitlement Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

Add Attachment

Delete Attachment

View Attachment

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

2015 CDA CDBG Entitlement

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="301,850.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="301,850.00"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## 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.

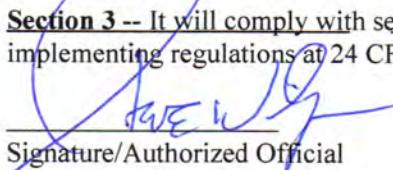
**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

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

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

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

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

  
Signature/Authorized Official

Date



## 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:

1. 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);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) \_\_\_\_\_, \_\_\_\_\_ (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;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

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

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:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

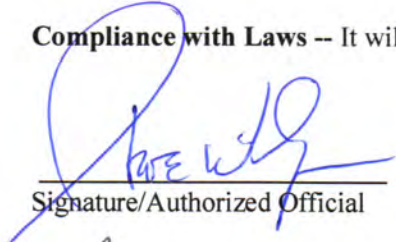
jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

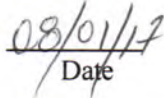
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

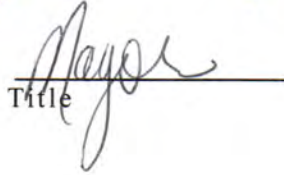
**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

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

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

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

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Title

**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

\_\_\_\_\_  
Title



## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services ( including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## HOPWA Certifications

The HOPWA grantee certifies that:

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## **APPENDIX TO CERTIFICATIONS**

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. 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.

CITY OF COEUR D'ALENE AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN  
WORKING GROUP

The City of Coeur d'Alene has assembled a working group to discuss and formulate the plan for public outreach regarding the newly required Affirmatively Furthering Fair Housing Plan.

The group represents difference cross-sections of our citizens and includes at least one representative of the following groups:

- Homeless or Precariously Housed
- Faith Based Organizations
- Real Estate
- Low-Income Housing (North Idaho Housing Coalition)
- Disabled Individuals
- Coeur d'Alene School District (Homeless or Precariously housed children)
- Economic Development/Workforce Housing/Training

The group is meeting on a regular basis and is currently working on the plan for large scale public outreach which will include survey's and public meetings in every region of the city.

## Sherri Wastweet

---

**From:** Inland Northwest Fair Housing Conference Planning Committee  
<noreply@eventbrite.com>  
**Sent:** Wednesday, April 13, 2016 2:33 PM  
**To:** Sherri Wastweet  
**Subject:** Message to attendees of 2016 Inland Northwest Fair Housing Conference

Eventbrite

A Message from Inland Northwest Fair Housing Conference  
Planning Committee:

Reminder - Materials for some of the breakout sessions are now on  
the City of Spokane website for download:

<https://my.spokanecity.org/news/stories/2016/04/01/register-for-the-2016-inland-northwest-fair-housing-conference/>

See you soon!

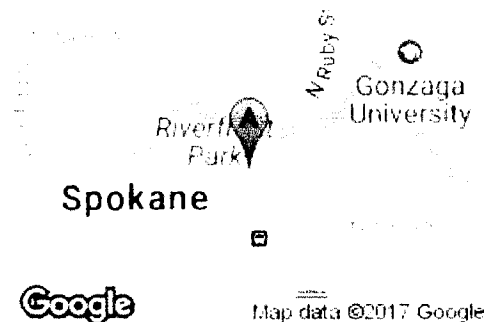
## 2016 Inland Northwest Fair Housing Conference

Thursday, April 14, 2016  
from 8:00 AM to 4:15 PM  
(PDT)  
Spokane Convention Center  
334 West Spokane Falls  
Boulevard  
Spokane, WA 99201

Organized by [Inland Northwest Fair Housing Conference](#)  
[Inland Northwest Fair Housing Conference](#)  
[Inland Northwest Fair Housing Conference](#)  
[Inland Northwest Fair Housing Conference](#)

[Download Tickets](#)

Mobile Tickets



## Contact the Organizer

[ABOUT](#)

[HELP](#)

[MY ACCOUNT](#)

[CONTACT US](#)

[PRIVACY](#)

[TERMS](#)

[BLOG](#)



This email was sent to [swastweet@pacni.org](mailto:swastweet@pacni.org)  
To stop receiving emails from this organizer, you can [unsubscribe](#)  
Eventbrite | 155 5th St | San Francisco, CA 94103  
Copyright © 2016 Eventbrite. All rights reserved.



# **April 21, 2016, Fair Housing Month Training Agenda**

Location: Coeur d'Alene Public Library Community Room, 702 E. Front Ave

<b>Registration</b>	<b>9:00 a.m. to 9:30 a.m.</b>
<b>Fair Housing Compliance: A Housing Provider Attorney Perspective</b>	<b>Mr. Eric Steven, Attorney 9:30 a.m. to 11:00 a.m.</b>
<b>Break</b>	<b>11:00 a.m. to 11:10 a.m.</b>
<b>Fair Housing Hot Topics</b>	<b>Ms. Zoe Ann Olson, Executive Director, Intermountain Fair Housing Council, Inc. Mr. Ken Nagy, Attorney Mr. Eric Steven, Attorney Mr. Gary Hanes, Gary E. Hanes &amp; Associates, LLC 11:10 a.m. to 12:15 p.m.</b>
<b>Lunch (On Your Own)</b>	<b>12:15 p.m. to 1:15 p.m.</b>
<b>Language Access</b>	<b>Mr. Gary Hanes, Gary E. Hanes &amp; Associates, LLC Ms. Zoe Ann Olson, Intermountain Fair Housing Council, Inc. Executive Director 1:15 p.m. to 2:15 p.m.</b>
<b>Break</b>	<b>2:15 p.m. to 2:30 p.m.</b>
<b>Reasonable Accommodations, Modifications, &amp; Service Animals</b>	<b>Ms. Zoe Ann Olson, Executive Director, Intermountain Fair Housing Council, Inc. Mr. Ken Nagy, Attorney 2:30 p.m. to 4:30 p.m.</b>

# **HUD Training on Affirmatively Furthering Fair Housing**

## **Creating Opportunity in Every Community: A Practical Guide to**

### **Affirmatively Furthering Fair Housing**

HUD is excited to bring hands-on practical AFFH training to the regions! This robust training curriculum will provide program participants with a deep dive review of the AFFH Rule, the nuts and bolts of putting together an Assessment of Fair Housing, strategies to develop Community Participation Plans and how to expand efforts in regional collaborations and developing priorities and goals that lead to meaningful actions that affirmatively further fair housing. HUD has taken measures to recruit a diverse group of practitioners and fair housing and community development leaders to guide you through practical discussions and small group exercises.

The goal of the training is to increase knowledge and awareness of the duty to AFFH and to foster change in the way recipients of federal funds take meaningful actions to plan and implement change in communities across the country.

- ◆ Each program participant office should send 1-2 practitioners; OR person(s) responsible for drafting and/or coordinating the effort to complete an Assessment of Fair Housing. Please be advised consultants and/or contractors should not be sent to this training in lieu of the entity that receives federal funds.
- ◆ Registration is limited to one to two key staff members per jurisdiction.

#### **Where:**

**Seattle HUD Office**

**909 1st Avenue, Room 135C**

**Seattle, WA 98104**

#### **When:**

**October 25-27, 2016**

**October 25 | 9:00 am to 5:00 pm**

**October 26 | 8:30 am to 5:00 pm**

**October 27 | 9:00 am to 3:00 pm**

**TO REGISTER FOR THIS EVENT,**

**[CLICK HERE.](#)**

To learn more about Affirmatively Furthering Fair Housing, visit

**<https://www.hudexchange.info/programs/affh>**

**Please register by October 19, 2016 | 3:00 PM EST**



Idaho Fair Housing Forum and the  
U.S. Department of  
Housing and Urban Development

Present A

**FREE!**

# Fair Housing Accessibility FIRST Design & Construction Training



## When:

March 14<sup>th</sup>, 2017  
7:15am – 3:30pm

## Where:

Boise City Hall  
Council Chambers  
150 N. Capitol Blvd  
1-208-334-1990  
(HUD Idaho field office)

**Registration:**  
Boise, ID Training

## Event Information

Please direct requests for reasonable accommodation and questions to:  
[KSalmon@lcmarchitects.com](mailto:KSalmon@lcmarchitects.com)  
1-312-913-1717 x 248

## CEU Credits:

*\*This program is registered with the American Institute of Architects. Architects will receive up to 6 continuing education HSW credits.*

## AGENDA—March 14th

- 7:15–7:45** Registration
- 7:45–8:00** Welcome & Opening Remarks
- 8:00–9:30** Design & Construction Requirements of the Fair Housing Act Technical Overview— Module 10—Part I
- 9:30– 9:45** Break
- 9:45–11:15** Design & Construction Requirements of the Fair Housing Act Technical Overview— Module 10—Part II
- 11:15–12:15** Lunch (not provided, plan accordingly)
- 12:15–1:30** Strategies for Compliant Bathrooms—Module 6
- 1:30–1:45** Break
- 1:45– 3:00** Common Design & Construction Violations & Solutions—Module 9

## Fair Housing Accessibility

### FIRST—our mission:

To promote compliance with the Fair Housing Act design & construction requirements. We offer comprehensive detailed instruction & online web resources at: [www.fairhousingfirst.org](http://www.fairhousingfirst.org).

### Technical Guidance:

HUD supports a dedicated call center, the FIRST Design and Construction Resource Center – (DCRC).

### Call 1-888-341-7781:

Our toll-free information line for technical guidance

### Partners:

Supported by more than 20 member organizations of the Idaho Fair Housing Forum.

Learn more at:  
[www.fairhousingforum.org](http://www.fairhousingforum.org)



**COEUR d'ALENE FAIR HOUSING A to Z WORKSHOP (MARCH 17, 2017)**

HERE	FYIdaho	Name (Last)	Name (First)	Email	Phone
		Armon	Jan		
		Baldwin	Mike		
		Bell	David		
		Blessing	Erica		
		Bly	Michelle		
		Brundage	Donna		
		Caviezel	Deanna		
		Cheyne	Valerie		
		Daugherty	Bob		
		Day	Tabitha		
		Dearth	Kim		
		Eddy	Heather		
		Ernst	John		
		Hammond	Brenda		
		Harrington	Shae		
		Hill	Tami		
		Inman	Liann		
		Kelly	Christy		
		King	John		
		Kope	Shelby		
		KOVACS	BARBARA		
		Krahenbahl	Patrick		
		Krueger	Karen		
		Kunas	Steve		
		Lagos	Jose		
		Lassiter	Jonathan		
		Leach	Tarin		
		LeCroy	Molly		
		Lunceford	Kelli		
		Maas	Kendra		

**COEUR d'ALENE FAIR HOUSING A to Z WORKSHOP (MARCH 17, 2017)**

HERE	FYIdaho	Name (Last)	Name (First)	Email	Phone
		Mansfield	Karen		
		Matthews	Harold		
		McCahon	Sharon		
		Menegas	Sandra		
		Montgomery	Lori		
		Nelson	Bryan		
		Nichols	Kim		
		Nielsen	Kimberly		
		O'Dell	Laurinda		
		Olson	Zoe Ann		
		Owen	Valerie		
		Parker	Scott		
		Pellens	Natali		
		Pharr	Matthew		
		Phillips	Tracy		
		Poirier	Beth		
		Richardson	Keelee		
		Richman	Clark		
		Rincon	John		
		Robinson	Matthew		
		Rook	Paul		
		Runyon	Sue		
		Schaner	Bob		
		SMITHSON	TINA		
		Sorber	Nolan		
		Sosa-Cooper	G. Maria		
		Stinson	Rebecca		
		Stone	Susan		
		Turner	James		
		Vanzant	Keni		



# **Fair Housing Accessibility/Design Training**

Date: Wednesday, March 29, 2017

Time: 9:00 a.m. – 12:30 p.m.

Cost: **FREE**

Location: Mirabeau Park Hotel & Convention Center  
1100 N. Sullivan Rd. – Diamond/Spirit Room  
Spokane Valley, WA 99037

Presenter: William E. Endelman, Principal (Endelman & Associates, PLLC, Seattle, WA)

Mr. Endelman is an Architect and Principal of E&A, an 9 person consulting firm specializing in accessibility consulting including the ADA, Fair Housing Act (FHA), and Building Code accessibility compliance. E&A has been providing consulting services nationally for over 20 years, including plan reviews, ADA-FHA-Code surveys and litigation consulting, and is a recognized expert. His firm has served over 800 clients, working in 26 states last year, including national residential developers, architects, attorneys, institutional clients, school districts, and public sector entities. He has been a litigation consultant to Owners and to USDOJ.

Objectives:

- Define Accessibility Standards and their application including FHA, ADA, UFAS, 2012 & 2015 Building Code (with WA and ID amendments).
- Provide knowledge of key issues of the requirements of the Fair Housing Act as Amended 1988, and technical standards per the FHA Design Manual safe harbor with referenced ANSI A117.1
- Provide knowledge new 2010 ADA Standards as compared to the original 1991 Standards (with 1994 ADA Accessibility Guidelines) as applicable to multiunit housing.
- Identify and detail the dozen most common mistakes in design and construction regarding FHA/ADA/Accessibility Code compliance. Answer questions.

Register & Get Info:

Andrew Hahn: [andrew.hanan@rudeendev.com](mailto:andrew.hanan@rudeendev.com) or (509) 892-5114

Gwenn Swoboda: [rudeenmgt@gmail.com](mailto:rudeenmgt@gmail.com) or (509) 869-3900

***Sponsored by Rudeen Development, LLC***

## CITIZEN COMMENTS AND PARTICIPATION

As required by the City's Citizen Participation Plan a 15-day public comment period was held from July 17, 2017 to August 1, 2017. This notice was advertised in the local newspaper on July 17<sup>th</sup> and 24<sup>th</sup>. The City's stakeholders were notified via email or hand delivery. No public comments were made during the comment period or during the regular City Council meeting.

The City Council approved the CAPER report after the public hearing was closed.



# AFFIDAVIT OF PUBLICATION

STATE OF IDAHO,  
County of Kootenai, } ss.

Geri Hagler

being first duly sworn

upon oath deposes and says:

1. I am now and at all times hereinafter mentioned was a citizen of the United States, resident of the State of Idaho, over the age of twenty-one years and not a party of the above entitled action.

2. I am now and at all times hereinafter mentioned was the printer (principal clerk) of the "Coeur d'Alene Press," a newspaper printed and published daily except Sunday in Coeur d'Alene, Kootenai County, Idaho, and having a general circulation in said county.

3. The

Legal notice

of which the annexed is a printed copy, was published in the regular Monday issue of said newspaper for 2 consecutive weeks commencing on the 17 day of July, 2017, and ending on the 24 day of July, 2017, and such publication was made as often during said period as said daily newspaper was regularly issued.

4. That said newspaper has been continuously and uninterruptedly published in said Kootenai County, during a period of more than seventy-eight consecutive weeks immediately prior to the first publication of said notice Geri Hagler

On this 24 day of July in the year of 2017, before me,

a Notary Public, personally appeared Geri Hagler,

known or identified to me to be the person whose name subscribed to the within instrument, and being by me first duly sworn, declared that the statements therein are true, and acknowledged to me that he executed the same.

Katrina George

Notary Public for the State of Idaho,  
residing at Coeur d'Alene, Idaho.



MY COMMISSION EXPIRES 8/29/17





This report is to be completed by grantees, developers, sponsors, builders, agencies, and/or project owners for reporting contract and subcontract activities of \$10,000 or more under the following programs: Community Development Block Grants (entitlement and small cities); Urban Development Action Grants; Housing Development Grants; Multifamily Insured and Noninsured; Public and Indian Housing Authorities; and contracts entered into by recipients of CDBG rehabilitation assistance.

Contracts/subcontracts of less than \$10,000 need be reported only if such contracts represent a significant portion of your total contracting activity. Include only contracts executed during this reporting period.

This form has been modified to capture Section 3 contract data in columns 7g and 7i. Section 3 requires that the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. Recipients using this form to report Section 3 contract data must also use Part I of form HUD-60002 to report employment and training opportunities data. Form HUD-2516 is to be

### Community Development Programs

**1. Grantee:** Enter the name of the unit of government submitting this report.

**3. Contact Person:** Enter name and phone of person responsible for maintaining and submitting contract/subcontract data.

**7a. Grant Number:** Enter the HUD Community Development Block Grant Identification Number (with dashes). For example: B-32-MC-25-0034. For Entitlement Programs and Small City multi-year comprehensive programs, enter the latest approved grant number.

**7b. Amount of Contract/Subcontract:** Enter the dollar amount rounded to the nearest dollar. If subcontractor ID number is provided in 7f, the dollar figure would be for the subcontract only and not for the prime contract.

**7c. Type of Trade:** Enter the numeric codes which best indicates the contractor's/subcontractor's service. If subcontractor ID number is provided in 7f., the type of trade code would be for the subcontractor only and not for the prime contractor.

The "other" category includes supply, professional services and all other activities except construction and education/training activities.

**7d. Business Racial/Ethnic/Gender Code:** Enter the numeric code which indicates the racial/ethnic/gender character of the owner(s) and controller(s) of 51% of the business.

When 51% or more is not owned and controlled by any single racial/ethnic/gender category, enter the code which seems most appropriate. If the subcontractor ID number is provided, the code would apply to the subcontractor and not to the prime contractor.

**7e. Woman Owned Business:** Enter Yes or No.

**7f. Contractor Identification (ID) Number:** Enter the Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HUD funds. Note that the Employer (IRS) Number must be provided for each contract/subcontract awarded.

**7g. Section 3 Contractor:** Enter Yes or No.

**7h. Subcontractor Identification (ID) Number:** Enter the Employer (IRS) Number of the subcontractor as the unique identifier for each subcontract awarded from HUD funds. When the subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.

**7i. Section 3 Contractor:** Enter Yes or No.

**7j. Contractor/Subcontractor Name and Address:** Enter this information for each firm receiving contract/subcontract activity only one time on each report for each firm.

completed for public and Indian housing and most community development programs. Form HUD-60002 is to be completed by all other HUD programs including State administered community development programs covered under Section 3. A Section 3 Contractor/subcontractor is a business concern that provides economic opportunities to low and very Low-income residents of the metropolitan area (or nonmetropolitan county), including a business concern that is 51 person or more owned by low-income residents;

or provides subcontracting or business development opportunities to businesses owned by low or low-income residents. Low and very low-income residents; include participants in Youthbuild programs established under Subtitle D of Title IV of the Cranston-Gonzalez National Affordable Housing Act.

The terms "low-income persons" and "very low-income persons" have the same meanings given the terms in section 3(b)(2) of the United States Housing Act of 1937. Low-income persons mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction

### Multifamily Housing Programs

**1. Grantee/Project Owner:** Enter the name of the unit of government, agency or mortgagor entity submitting this report.

**3. Contact Person:** Same as item 3 under CPD Programs.

**4. Reporting Period:** Check only one period.

**5. Program Code:** Enter the appropriate program code.

**7a. Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.

**7b. Amount of Contract/Subcontract:** Same as item 7b. under CPD Programs.

**7c. Type of Trade:** Same as item 7c. under CPD Programs.

**7d. Business Racial/Ethnic/Gender Code:** Same as item 7d. under CPD Programs.

**7e. Woman Owned Business:** Enter Yes or No.

**7f. Contractor Identification (ID) Number:** Same as item 7f. under CPD Programs.

**7g. Section 3 Contractor:** Enter Yes or No.

**7h. Subcontractor Identification (ID) Number:** Same as item 7h. under CPD Programs.

**7i. Section 3 Contractor:** Enter Yes or No.

**7j. Contractor/Subcontractor Name and Address:** Same as item 7j. under CPD Programs.

costs or unusually high or low-income families. Very low-income families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

Submit two (2) copies of this report to your local HUD Office within ten (10) days after the end of the reporting period you checked in item 4 on the front. Complete item 7h. Only once for each contractor/subcontractor on each semi-annual report.

Enter the prime contractor's ID in item 7f. for all contracts and subcontracts. Include only contracts expected during this reporting period. PHAs/IHAs are to report all contracts/subcontracts.

### Public Housing and Indian Housing Programs

PHAs/IHAs are to report all contracts/subcontracts. Include only contracts executed during this reporting period.

**1. Project Owner:** Enter the name of the unit of government, agency or mortgagor entity submitting this report. Check box as appropriate.

**3. Contact Person:** Same as item 3 under CPD Programs.

**4. Reporting Period:** Check only one period.

**5. Program Code:** Enter the appropriate program code.

**7a. Grant/Project Number:** Enter the HUD Project Number or Housing Development Grant or number assigned.

**7b. Amount of Contract/Subcontract:** Same as item 7b. under CPD Programs.

**7c. Type of Trade:** Same as item 7c. under CPD Programs.

**7d. Business Racial/Ethnic/Gender Code:** Same as item 7d. under CPD Programs.

**7e. Woman Owned Business:** Enter Yes or No.

**7f. Contractor Identification (ID) Number:** Same as item 7f. under CPD Programs.

**7g. Section 3 Contractor:** Enter Yes or No.

**7h. Subcontractor Identification (ID) Number:** Same as item 7h. under CPD Programs.

**7i. Section 3 Contractor:** Enter Yes or No.

**7j. Contractor/Subcontractor Name and Address:** Same as item 7j. under CPD Programs.



**Part II: Contracts Awarded**

1. Construction Contracts:

A. Total dollar amount of all contracts awarded on the project	\$
B. Total dollar amount of contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving contracts	

2. Non-Construction Contracts:

A. Total dollar amount all non-construction contracts awarded on the project/activity	\$
B. Total dollar amount of non-construction contracts awarded to Section 3 businesses	\$
C. Percentage of the total dollar amount that was awarded to Section 3 businesses	%
D. Total number of Section 3 businesses receiving non-construction contracts	

**Part III: Summary**

Indicate the efforts made to direct the employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low- and very low-income persons, particularly those who are recipients of government assistance for housing. (Check all that apply.)

- Attempted to recruit low-income residents through: local advertising media, signs prominently displayed at the project site, contracts with the community organizations and public or private agencies operating within the metropolitan area (or nonmetropolitan county) in which the Section 3 covered program or project is located, or similar methods.
- Participated in a HUD program or other program which promotes the training or employment of Section 3 residents.
- Participated in a HUD program or other program which promotes the award of contracts to business concerns which meet the definition of Section 3 business concerns.
- Coordinated with Youthbuild Programs administered in the metropolitan area in which the Section 3 covered project is located.
- Other; describe below.

Public reporting for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB number.

Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients' compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as self-monitoring tool. The data is entered into a database and will be analyzed and distributed. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

---

Form HUD-60002, **Section 3 Summary Report, Economic Opportunities for Low- and Very Low-Income Persons.**

**Instructions:** This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. The Section 3 regulations apply to any **public and Indian housing programs** that receive: (1) development assistance pursuant to Section 5 of the U.S. Housing Act of 1937; (2) operating assistance pursuant to Section 9 of the U.S. Housing Act of 1937; or (3) modernization grants pursuant to Section 14 of the U.S. Housing Act of 1937 and to **recipients of housing and community development assistance in excess of \$200,000** expended for: (1) housing rehabilitation (including reduction and abatement of lead-based paint hazards); (2) housing construction; or (3) other public construction projects; and to **contracts and subcontracts in excess of \$100,000** awarded in connection with the Section-3-covered activity.

Form HUD-60002 has three parts, which are to be completed for all programs covered by Section 3. Part I relates to **employment and training**. The recipient has the option to determine numerical employment/training goals either on the basis of the number of hours worked by new hires (columns B, D, E and F). Part II of the form relates to **contracting**, and Part III summarizes recipients' **efforts** to comply with Section 3.

Recipients or contractors subject to Section 3 requirements must maintain appropriate documentation to establish that HUD financial assistance for housing and community development programs were directed toward low- and very low-income persons.\* A recipient of Section 3 covered assistance shall submit one copy of this report to HUD Headquarters, Office of Fair Housing and Equal Opportunity. Where the program providing assistance requires an annual performance report, this Section 3 report is to be submitted at the same time the program performance report is submitted. Where an annual performance report is not required, this Section 3 report is to be submitted by January 10 and, if the project ends before December 31, within 10 days of project completion. **Only Prime Recipients are required to report to HUD. The report must include accomplishments of all recipients and their Section 3 covered contractors and subcontractors.**

- HUD Field Office: Enter the Field Office name .
1. Recipient: Enter the name and address of the recipient submitting this report.
  2. Federal Identification: Enter the number that appears on the award form (with dashes). The award may be a grant, cooperative agreement or contract.
  3. Dollar Amount of Award: Enter the dollar amount, rounded to the nearest dollar, received by the recipient.
  - 4 & 5. Contact Person/Phone: Enter the name and telephone number of the person with knowledge of the award and the recipient's implementation of Section 3.
  6. Reporting Period: Indicate the time period (months and year) this report covers.
  7. Date Report Submitted: Enter the appropriate date.

8. Program Code: Enter the appropriate program code as listed at the bottom of the page.
9. Program Name: Enter the name of HUD Program corresponding with the "Program Code" in number 8.

**Part I: Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e. supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B: (Mandatory Field)** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C: (Mandatory Field)** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F: (Mandatory Field)** Enter the number of Section 3 residents that were trained in connection with this award.

Part II: Contract Opportunities

**Block 1: Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project/program that were awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Block 2: Non-Construction Contracts**

**Item A:** Enter the total dollar amount of all contracts awarded on the project/program.

**Item B:** Enter the total dollar amount of contracts connected with this project awarded to Section 3 businesses.

**Item C:** Enter the percentage of the total dollar amount of contracts connected with this project/program awarded to Section 3 businesses.

**Item D:** Enter the number of Section 3 businesses receiving awards.

**Part III: Summary of Efforts – Self -explanatory**

---

Submit one (1) copy of this report to the HUD Headquarters Office of Fair Housing and Equal Opportunity, at the same time the performance report is submitted to the program office. The Section 3 report is submitted by January 10. Include only contracts executed during the period specified in item 8. PHAs/IHAs are to report all contracts/subcontracts.

\* The terms "low-income persons" and very low-income persons" have the same meanings given the terms in section 3 (b) (2) of the United States Housing Act of 1937. **Low-income persons** mean families (including single persons) whose incomes do not exceed 80 percent of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that

The Secretary may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of the Secretary's findings such that variations are necessary because of prevailing levels of construction costs or unusually high- or low-income families. **Very low-income persons** mean low-income families (including single persons) whose incomes do not exceed 50 percent of the median family income area, as determined by the Secretary with adjustments or smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.