



**Lewiston City Council
WORK SESSION AGENDA
June 2, 2025 - 3:00 PM
Lewiston Bell Building – Second Floor Conference Room – 215 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for individuals wishing to comment on agenda items or other matters they wish to bring to the Council's attention, excluding those scheduled for a public hearing. As there may not be another opportunity to comment once an agenda item is addressed, individuals are encouraged to speak at this time. Individuals are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, commentary is limited to three (3) minutes.

IV. DISCUSSION ITEMS

Please note that identifying an item as an "Action Item" does not require the City Council to vote on that item.

A. PROPOSED AMENDMENTS TO THE FRANCHISE AGREEMENT WITH SANITARY DISPOSAL, INC.: Review and direction to staff on the proposed amendments requested by Sanitary Disposal, Inc. doing business as Sunshine Disposal & Recycling - Action Item (Public Works Director Johnson)

B. AMENDED CDBG 2024 ANNUAL ACTION PLAN: Presentation of amendments to the Community Development Block Grant (CDBG) 2024 Annual Action Plan - Action Item (Grant Manager Rose)

C. DRAFT CDBG 2025 ANNUAL ACTION PLAN: Presentation of the Community Development Block Grant (CDBG) 2025 Annual Action Plan - Action Item (Grant Manager Rose)

D. REVIEW OF TINY HOME AND MANUFACTURED HOME RECREATIONAL AREA STANDARDS: Review of proposed amendments to Chapter 23 – Manufactured Home Parks, Tiny House Villages, and Recreational Vehicle Parks as requested by Councilor Wright by motion at the January 27, 2025 City Council meeting - Action Item

E. TWIN CITY FOODS UPDATE: Update on Twin City Foods as requested by Councilor Schroeder by motion at the March 25, 2024 City Council meeting - Action Item

V. UNFINISHED AND NEW BUSINESS

- A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.
- B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**
- C. **MAYOR COMMENTS**
- D. **AGENDA TOPICS:** - Action Item

VI. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE PROPOSED AMENDMENTS TO THE FRANCHISE AGREEMENT WITH SANITARY DISPOSAL, INC.	AGENDA NO. IV. A. AGENDA DATE: June 2, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The Franchise Agreement (Ordinance No. 4823) between the City of Lewiston and Sunshine Disposal & Recycling, Inc. ("Sunshine") was adopted by City Council on November 22, 2021. Sunshine has prepared a memo outlining several amendments to the agreement, including a one-time 18.5% addition to the annual adjustment calculation, which will be presented to City Council for discussion and consideration by Sunshine representatives.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) The proposed amendments would impact the rates paid to Sunshine Disposal & Recycling, Inc. for curbside collection of garbage, yard waste, and recycling for Fiscal Year 2026 and beyond. Staff have not determined the impact the proposed amendments may have on the service fees billed to City solid waste customers.	
ACTION PROPOSED Staff requests that City Council provide direction on the proposed amendments requested by Sunshine Disposal & Recycling, Inc.	



Sunshine Disposal & Recycling

May 22, 2025

Dustin Johnson, PE
Public Works Director
City of Lewiston
PO Box 617
Lewiston, ID 83501

Dustin,

We appreciate the ongoing dialogue and consideration of the request by Sunshine Disposal & Recycling to implement a one-time rate adjustment and modify the annual rate adjustment calculation. Per your request for specific details related to the proposed modifications and sections and language we are requesting to amend, we offer the following for further discussion and clarity. Additionally, we are proposing for consideration minor language changes to five other sections. It is our intention and expectation that the remainder of the franchise agreement not addressed by the following requests remain in place without amendment.

REQUEST: One-time rate adjustment above the annual CPI calculation.

Adjust the base rate this year by 18.5% as a one-time addition to the annual CPI calculation that will take effect on October 1, 2025. Sunshine is requesting relief under Section IV.5.F as an Event of Force Majeure specifically related to increased operating costs resulting from the pandemic (disease) not related to taxes, fees, surcharges, or assessments.

Rationale:

As the City has experienced across its operation, labor, equipment, and fuel costs increased rapidly and reset at a much higher floor during and following the global health pandemic. Sunshine delayed making a request of the City to give the economy time to adjust following the declared end of the health pandemic and provide sufficient data to support the request.

Unfortunately, the supply chain is still recovering, and the continued scarcity of labor, equipment, and parts has driven costs even higher. As a result, our collection rates fell significantly behind the actual costs of doing business in each of the past three full years and continues to lag during the first quarter-plus of this calendar year.

We are requesting, under Section IV.5.F, an increase in Base Fees for collection of Solid Waste, Yard Waste, and Recyclable Materials and other services under this Agreement for reasonable, actual increased costs resulting from: (1) An Event of Force Majeure defined in the contract as an event beyond the reasonable control of a Party (in this case disease) and not attributable to such Party's neglect or nonfeasance.

Sections and language to amend:

Exhibits C (Base Fee Adjustment illustration) and D (Base Fee Adjustments reported index values for determination) would be updated accordingly.

REQUEST 2: Amend annual rate adjustment language.

Amend sections and language dealing with annual rate adjustments and annual CPI anomalies well outside of historic averages.

Rationale:

Annual inflation over the past three-plus years caused a significant spike in operating costs before showing signs of moving back toward more historic 30-year levels last year. Simultaneously, adjusting the non-fuel portion of the rate by 80% of the chained CPI, which is applied to 92% of the full rate calculation, created a situation where actual costs were rising much faster than rates.

The unusually large cost increases because of the health pandemic plus the compounding effect caused Sunshine to fall further and further behind in covering its costs. The net effect is a growing gap between costs and rates.

Sections and language to amend:

Sunshine is proposing to amend language in portions of Sections IV.5 and IV.6. Specifically:

Section IV.1. Payment Definitions

- Strike “**CPI** means the chained consumer price index for all urban consumers (C-CPI-U) (SUUR0000SA0L1E), U.S. City Average, all items less food and energy, not seasonally adjusted, as published by the U.S. Department of Labor/Bureau of Labor Statistics.”
- Replace with “**CPI** means Solid Waste Collection Producer Price Index.”

Section IV.5.B.i Base Fees for collection of Solid Waste, Yard Waste, and Recyclable Materials may be increased or decreased as follows:

- Replace the 80% calculation in the language with the following: “To calculate the increase or decrease in the existing CPI Portion, multiply the existing CPI Portion by 100% of the Annual Percentage Change in the CPI.”

Section IV.5.D

- Strike current “C-CPI-U” language.
- Replace that language with “Solid Waste Collection Producer Price Index” to reflect change proposed to Section IV.6.

Section IV.5.E

- Strike current “six and six tenths (6.6%)” language.
- Replace that language with “four and six tenths (4.6%)”

Section IV.6 Base Fee Adjustments for Hauling Services:

- Strike current “Chained Consumer Price Index for All Urban Consumers (C-CPI-U), Series ID: SUUROOOOOLIE, U.S. City Average, All Items Less Food and Energy, not seasonally adjusted, as published by the U.S. Department of Labor/Bureau of Labor Statistics” language.
- Replace that language with “Solid Waste Collection Producer Price Index, Series ID: PCU5621115621112.”

REQUEST 3: Minor language adjustments.

Amend language in each of the following four sections relating to local office location, type of residential container, and yard waste collection and service frequency,

Rationale:

Adding open-top containers to the list of tarped loads provides clarity of practice and further prevents unintended littering during transport.

Section and language to amend:

Section VI.7.B.ii. Solid Waste Commercial Service

- Strike language in subsection ii.
- Replace with, “Drop box/roll-off containers as herein specified shall have, as a minimum, screened type lids. The use of tarps to prevent littering during transport shall be required if for any reason Franchisee has to transport drop box/roll-off containers that are open top or have missing or damaged lids.”

Rationale:

Formalizing redundancy in customer service access and broadening the potential local office locations affords greater flexibility and ability to meet the service needs of City residents while maintaining affordability.

Section and language to amend:

Section V.15. Local Office

- Strike last two sentences.
- Replace those sentences with, “A full-time employee or agent for Franchisee shall be stationed at said office during all working hours to assist the public with all inquiries and for the receipt of complaints with support from a secondary call center to create redundancy for the purpose of uninterrupted access to customer service during extraordinary circumstances. In the event that Franchisee finds property outside of City’s limits on which Franchisee would like to relocate its local office, a request by Franchisee to relocate within the local area shall not be unreasonably withheld.”

Rationale:

Adjusting the language to specify plastic containers clarifies the type of appropriate container for residential use.

Section and language to amend:

Section VI.8.G. Solid Waste Residential Service

- Strike first sentence.
- Replace that sentence with, "All Refuse shall be placed in the cart compatible with the Franchisee's equipment (plastic cans) except as provided for the collection of additional garbage units."

Rationale:

Eliminating plastic bags as an option simplifies the yard waste service collection and removes the introduction of non-organic waste into the management process.

Section and language to amend:

Section VII.1.D. Collection Requirements

- Remove current section ii.b.

Rationale:

Updating the service frequency terminology more accurately describe the service as intended and in current practice.

Section and language to amend:

Section VIII.4. Frequency of Collection

- Replace the term "bi-weekly" with "every other week".

We will be prepared to discuss our request during a work session with the City Council in June. For consideration and discussion during the work session, we have attached a proposed a draft amendment to the franchise agreement. We anticipate any one-time contractual rate adjustment would be handled via resolution and can propose a draft if desired.

Please let us know if you have additional questions or would like to schedule a meeting ahead of the work session to discuss the requests.

Sincerely,



Brian Coddington
Regional Manager

enclosure: Draft franchise agreement amendment

**ADDENDUM TO EXCLUSIVE FRANCHISE AGREEMENT FOR COLLECTION, HAULING,
AND TIPPING OF RESIDENTIAL AND COMMERCIAL SOLID WASTE, YARD WASTE, AND
RECYCLABLE MATERIALS BETWEEN THE CITY OF LEWISTON AND
SANITARY DISPOSAL, INC., d.b.a. SUNSHINE DISPOSAL & RECYCLING**

THIS ADDENDUM TO THE EXCLUSIVE FRANCHISE AGREEMENT FOR COLLECTION, HAULING, AND TIPPING OF RESIDENTIAL AND COMMERCIAL SOLID WASTE, YARD WASTE, AND RECYCLABLE MATERIALS is entered into by and between the City of Lewiston, a municipal corporation of the State of Idaho (“City”), and Sanitary Disposal, Inc., d.b.a. Sunshine Disposal & Recycling (“Franchisee”), an Idaho corporation. City and Franchisee may also individually be referred to as “Party” or collectively as “Parties.”

WITNESSETH:

WHEREAS, On November 22, 2021, the Parties entered into an “Exclusive Franchise Agreement for Collection, Hauling, and Tipping of Residential and Commercial Solid Waste, Yard Waste, and Recyclable Materials” (hereinafter “Agreement”);

WHEREAS, the Agreement provides that it may be modified or amended by a writing duly executed by both Parties; and

WHEREAS, the Parties desire to modify the Agreement as set forth in this Addendum.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, it is hereby agreed and stipulated by and between the Parties as follows:

1. Section IV.1. Payment Definitions is hereby amended as follows:

CPI means the Solid Waste Collection Producer Price Index, Series ID: PCU5621115621112.

2. Section IV.5.B Base Fees for collection of Solid Waste, Yark Waste, and Recyclable Materials is hereby amended as follows:

- B. Base Fees for collection of Solid Waste, Yard Waste, and Recyclable Materials may be increased or decreased as follows:
 - i. To calculate the increase or decrease in the existing CPI Portion, multiply the existing CPI Portion by 100% of the Annual Percentage Change in the CPI.
 - ii. To calculate the increase or decrease in the existing Fuel Portion, multiply the existing Fuel Portion by the Annual Percentage Change in PPI.
 - iii. Add the CPI Portion and Fuel Portion together to determine the Base Fee to be paid for the year.

Refer to Exhibit C (Base Fee Adjustments for Collection of Solid Waste, Yard Waste, and Recyclable Materials) for an example, attached hereto and incorporated herein.

ADDENDUM TO THE EXCLUSIVE FRANCHISE AGREEMENT FOR COLLECTION, HAULING, AND TIPPING OF RESIDENTIAL AND COMMERCIAL SOLID WASTE, YARD WASTE, AND RECYCLABLE MATERIALS

3. Sections IV.5.D and IV.5.E. Base Fees for collection of Solid Waste, Yard Waste, and Recyclable Materials are hereby amended as follows:

- D. The Solid Waste Collection Producer Price Index and PPI indices to be used for Base Fee adjustments shall be considered interim/preliminary until or unless they are revised by the Bureau of Labor Statistics. The interim/preliminary indices shall be considered final indices for the purpose of annual Base Fee adjustments, and the Parties shall not pursue any further Base Fee adjustments based on any revision of interim/preliminary indices.
- E. If the percentage change in the CPI exceeds four and six-tenths (4.6%) in any year, Franchisee may request, prior to the start of the Renewal Term for the next year, additional Base Fee adjustments for the collection of Solid Waste, Yard Waste, and Recyclable Materials. Such request shall be submitted in writing at least ninety (90) days prior to the Agreement anniversary date, and all negotiations shall proceed in the manner specified within Section X.6 (Amendments) of this Agreement. Any request for additional Base Fee adjustments submitted after the ninety (90)-day period shall not be recognized.

4. Section IV.6. Base Fee Adjustments for Hauling Services is hereby amended as follows:

Commencing October 1, 2025, and annually thereafter, the Base Fees paid to Franchisee for hauling services shall be adjusted as follows: the price per ton shall be calculated in accordance with any Annual Percentage Change of index values reported in the Solid Waste Collection Producer Price Index, Series ID: PCU5621115621112. The annual index year used for Base Fee adjustments for hauling services shall be from April of the previous year to April of the current year. Annual Percentage Change shall be determined and considered final no later than June 15 of each year. City shall pay Franchisee in accordance with said Solid Waste Collection Producer Price Index. See Exhibit D (Base Fee Adjustments for Hauling Services) for an example, attached hereto and incorporated herein.

5. Section VI.7.C Solid Waste Commercial Service

- C. Roll-off Container Service:
- ii. Drop box/roll-off containers as herein specified shall have, as a minimum, screened type lids. The use of tarps to prevent littering during transport shall be required if for any reason Franchisee has to transport drop box/roll-off containers that are open top or have missing or damaged lids.

6. Section V.15. Local Office

Franchise shall provide a full-time supervisor and an office in the City of Lewiston at commencement of this Agreement and shall maintain a telephone therein. This section shall be in effect at the start of any container or cart distribution. Franchisee's local telephone number shall be listed in the local telephone directory under Franchisee's name. Business hours for the office shall be, at a minimum, between 7 am and 4 pm of each working day except Saturday and Sunday. A full-time employee or agent for Franchisee shall be stationed at said office during all working hours to assist the public with all inquiries and for the receipt of complaints with support

from a secondary call center to create redundancy for the purpose of uninterrupted access to customer service during extraordinary circumstances. In the event that Franchisee finds property outside of City's limits on which Franchisee would like to relocate its local office, a request by Franchisee to relocate within the local area shall not be unreasonably withheld.

7. Section VI.8.G. Solid Waste Residential Service

G. Additional Service Residential

- i. All Refuse shall be placed in the cart compatible with the Franchisee's equipment (plastic cans) except as provided for the collection of additional garbage units. Franchisee shall collect additional garbage units at the rate provided in the Franchisee rate schedule. Franchisee shall be notified by the Resident or Owner a minimum of one (1) day prior to service day to collect specified number of garbage units in addition to the mobile cart. Failure to notify Franchisee one (1) day prior to service day shall result in non-collection of material outside the mobile cart.

8. Section VII.1.D. Collection Requirements

D. Approved Receptacles

ii. Bags

- (a) Disposable (non-returnable) paper bags, which shall be fifty (50) pounds wet strength Kraft paper that is compostable and not less than twenty (20) gallons or more than thirty-two (32) gallons.
- (b) Gross weight of the bag and contents shall not exceed thirty-five (35) pounds.

9. Section VIII.4. Frequency of Collection

Recyclable Materials shall be collected every other week, on the same day as Solid Waste/Yard Waste collection.

10. Upon execution by both Parties, this Addendum shall be deemed effective as of _____, 2025.

11. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Addendum on the day and year written below.

DATED this _____ day of _____ 2025.

CITY OF LEWISTON

By: _____
Daniel Johnson, Mayor

ATTEST:

ADDENDUM TO THE EXCLUSIVE FRANCHISE AGREEMENT FOR COLLECTION, HAULING, AND TIPPING OF RESIDENTIAL AND COMMERCIAL SOLID WASTE, YARD WASTE, AND RECYCLABLE MATERIALS

Tanya Brocke, City Clerk

**SANITARY DISPOSAL, INC D.b.a. SUNSHINE DISPOSAL &
RECYCLING**

BY: _____
Marc B. Torre, President

APPROVED AS TO FORM:

Jennifer Tengono, City Attorney

DRAFT



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE AMENDED CDBG 2024 ANNUAL ACTION PLAN	AGENDA NO. IV. B. AGENDA DATE: June 2, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Agenda Item Description: Presentation of the amended 2024 Annual Action Plan. This presentation introduces revisions made to the original plan to address evolving program needs to be identified throughout the program year. The amended plan ensures continued alignment with Community Development Block Grant (CDBG) goals and federal requirements, and reflects adjustments based on funding availability, project feasibility, and community priorities.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) none	
ACTION PROPOSED	



PROGRAM YEAR 2024

CDBG ACTION PLAN -

AMENDED

AUGUST 1, 2024 – JULY 31, 2025

Introduction

This presentation introduces the **amended** 2024 Annual Action Plan, which has been revised to reflect evolving program needs throughout the year.

The Consolidated Annual Performance and Evaluation Report (CAPER) will be presented this fall and will evaluate whether the goals and objectives of each project were achieved.

Today begins a 30-day public comment period prior to submitting the amendments to HUD for final approval.



Public Comment

Citizens are welcome to attend the **Public Hearing on Monday, July 14, 2025**, at 6:00 p.m. in the Second Floor Event Space at the Lewiston City Library, 411 D Street, Lewiston, ID 83501

Testimony for public hearings may also be given in-person at the meeting.

Submission of Written Comments: To ensure that written comments can be forwarded to the City Council and relevant staff prior to the hearing, please submit comments no later than 5:00 p.m. on **Sunday, July 13, 2025**.

Written comments can be submitted by:

Emailing City Clerk Tanya Brocke at tbrocke@cityoflewiston.org

Mailing to: City Clerk's Office, PO Box 617, Lewiston, ID 83501



Anticipated Resources

Annual Allocation:	Program Income:	Prior Year Resources:	Total:
\$254,824	\$30,000	\$150,000	\$434,824

Actual Resources

Annual Allocation:	Program Income:	Prior Year Resources:	Total:
\$254,824	\$24,593	\$160,583	\$440,000

Activities

#	Project Name	Estimated	Actual
1	2024 Administration	\$50,965	\$36,000
2	2024 Home Repair Program	\$60,000	\$116,000
3	The Salvation Army Corps	\$5,000	\$0
4	Lewiston Independent School District #1	\$15,000	\$18,000
5	LC Valley CARES	\$10,000	\$10,000
6	Interlink, Inc.	\$5,000	\$0
7	Family Promise of Lewis Clark Valley, Inc.	\$50,000	\$50,000
8	Skyview Estates LLC	\$100,000	\$100,000
9	LCV Youth Resource Center	\$100,000	\$100,000
10	Microenterprise Grant Program (MEGP)	\$35,000	\$10,000
	TOTALS	\$430,965	\$440,000



Activities Funded

Lewiston Independent School District #1: Homelessness Services

- \$15,000 to provide housing and services for people experiencing or at-risk of homelessness.
- Additional \$3,000 requested to provide training and outreach materials to better serve students and their families in Lewiston.

LC Valley CARES

- \$10,000 to provide housing and services for people experiencing or at-risk of homelessness.

Family Promise of Lewis Clark Valley, Inc.: New Foundation

- \$50,000 to provide housing and services for people experiencing or at-risk of homelessness.

Skyview Estates LLC

- \$100,000 to provide minor modifications to help elders and those with disabilities live safely at home.

LC Valley Youth Resource Center

- \$100,000 to create a tiny village transitional housing for youth to adulthood through self-sufficient and sustainable living and learning skills to promote economic independence to prevent long-term dependency on social services.

Programs Summarized

HOME REPAIR PROGRAM

- \$116,000 has been utilized to assist low- and moderate-income homeowners.

PROGRAM ADMINISTRATION AND PLANNING

- \$36,000 has been utilized for staff training and environmental impact reviews.

MICROENTERPRISE ASSISTANCE PROGRAM

- \$10,000 for the support of stabilization and expansion of Microenterprise activities.





QUESTIONS?

Executive Summary

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

1. Introduction

Lewiston residents are also eligible for housing assistance through the Section 8 Housing Choice Voucher program and Continuum of Care programs operated by the Idaho Housing and Finance Association. However, the City of Lewiston does not receive direct allocations under either program.

2. Summarize the objectives and outcomes identified in the Plan

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

This document, the City of Lewiston's program year 2024 CDBG Action Plan, represents the goals and programming of funds for activities to be undertaken in year two of the five-year Consolidated Plan.

- **Housing Affordability and Condition** will be improved through the Home Repair Program, which allocates \$116,000 for rehabilitating low to moderate-income homes.
- To address **Homeless Needs**, \$50,000 will be directed to Family Promise to provide shelters for families, \$10,000 to CARES for supplies and toiletries for the homeless, \$18,000 to Lewiston School District to assist those facing homelessness.
- **Infrastructure and Public Facility Improvement** initiatives include the creation of a tiny home village at LC Valley Youth Resource Center (\$100,000) and the Skyview Estates project (\$100,000) aimed at reducing blight and promoting affordable housing.
- **Public Services** will be allocated \$10,000 to the Microenterprise Program to support small businesses in stabilizing and expanding their business and increasing the economy.
- **Fair Housing** education services will be provided annually, including training sessions for landlords and tenants by the Idaho Finance and Housing Authority.
- **Program Administration and Planning** will be supported through the Administration Activity, which allocates \$35,500 for fair housing trainings, notices, advertisements, and other administration activities necessary for implementing the City's CDBG program in 2024.

3. Evaluation of past performance

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

The City has historically managed a CDBG homeowner rehabilitation program. The program has great success in improving/maintaining the single-family housing stock and in reducing maintenance and operation costs for low and moderate-income homeowners.

Lead-based paint hazard testing/abatement/certification requirements continue to be both costly and challenging to locate. City staff will continue to look into hosting training to provide local contractors with an EPA certification.

In 2023 the City assisted 10 homeowners with funding to complete repairs. This is a time and resource consuming program; therefore, in 2024 the funding allocated will be lowered.

In 2023 the Microenterprise Grant Program effectively supported 8 small businesses in stabilizing and expanding their activities. Eligibility required businesses to have operated for at least six months. The City has opted to extend this program while reducing the allocated amount to provide extra funding for capital improvement projects.

Because of the administrative burden associated with managing multiple programs, the City has selected a few capital improvement projects to be undertaken by various non-profit organizations with good records of accomplishment for effectively serving low to moderate-income persons and families.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Lewiston reached out and consulted with local groups, organizations, and units of government as listed in 24 CFR 91.100, 200 and 220.

Consultation with individuals occurs throughout the year when they present themselves at the Building Permit or Business license counters. Staff has been trained to raise the issue of CDBG funding when the project is located in an LMI area or will serve LMI clientele. This helps increase awareness of the program, but it does not assist with batching requests for funding. Consultation does not only occur at the permit desk, but also occurs when staff attends meetings, receives emails and telephone inquiries and distributes fliers for programs and CDBG information. City staff also consults with local non-profits throughout the year via email and phone consultations. Staff also created a spot on the city website for the public to upload any comments or questions regarding CDBG.

A “Notice of Funding Available” advertisement, in English and Spanish, was placed in the local newspaper and on the City's website, which solicited proposals for 2024 projects. These ads were published on March 10, 2024, with the proposal submittal deadline of April 4, 2024.

There was a 30-day public review and comment period, beginning May 8, 2024, and concluding June 10, 2024, with a public hearing.

5. Summary of public comments

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

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

All comments or views were accepted.

7. Summary

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

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

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

Agency Role	Name	Department/Agency
CDBG Administrator	LEWISTON	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City of Lewiston's Community Development Department is responsible for administering the City's Community Development Block Grant Program. Among other City responsibilities, the Department coordinates the planning process, works closely with agencies and nonprofit organizations on planning and implementation, manages the CDBG program and resources to meet HUD requirements, evaluates project progress, and reports on performance to the City Council and HUD. A wide range of local housing and service provider's partner with the City to carry out activities identified in the Annual Action Plan.

Consolidated Plan Public Contact Information

The primary contact for the Lewiston CDBG Program is:

Melinda Rose
Grant Manager
215 D Street
Lewiston, Idaho 83501
208-746-1318 x 6295
mrose@cityoflewiston.org

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

1. Introduction

The City of Lewiston engaged residents and stakeholders in two community-wide workshops; a focus group for victims of domestic violence; interviews with stakeholders working in housing, community development, and homelessness; and a community-wide survey. Results of these outreach efforts are summarized in the Citizen Participation section of this Plan.

There was a 30-day public review and comment period for the 2024 Action Plan, beginning May 8, 2024, and concluding June 10, 2024, with a public hearing.

At the hearing Michelle King spoke on behalf of the application submitted by LC Valley Youth Resource Center, and Fred Fickenwirth spoke in favor of the application for improvements at Mountain View Mobile Home Park. Many community members were in attendance; however, no further comment was made. The Plan was then approved by the City Council for submission to HUD.

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

The City of Lewiston partners with local non-profits and service agencies, including mental health providers, government health providers, and public and assisted housing providers to support coordinated activities among these organizations. The City’s Home Repair Program provides support to low-income homeowners in making needed home repairs.

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

The City of Lewiston is a member of the Balance of State Continuum of Care, staffed by the Idaho Housing and Finance Association, and provides input on regarding local homeless needs and risk of homelessness. In development of this Plan, the City consulted with several local service providers who work with homeless and at risk populations, including YWCA, Community Action Partnership, and Opportunities Unlimited. The YWCA also held a focus group to discuss the needs of homeless households and those at risk of homelessness, including victims of domestic violence. Summaries of these needs are provided in the Community Participation section of this Plan, and more detailed descriptions of resources, facilities, and services aimed at preventing or reducing homelessness are included in the Market Analysis, Strategic Plan, and Annual Action Plan sections of this document.

Over the next few years, the City will continue to look for opportunities to forge partnerships with social service agencies, housing developers/managers, and organizations serving special needs populations including elderly, people with disabilities, and youth. Funding for these agencies will be made available annually through a competitive application process.

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

As a member of the Continuum of Care, the City of Lewiston provides input regarding local needs and priorities related to homelessness. As part of the ESG Interim Rule that took effect on January 4, 2012, the Emergency Solutions Grants (ESG) program provides funding to engage homeless individuals and families living on the street, help operate emergency shelters, rapidly re-house homeless individuals and families, and prevent families and individuals from becoming homeless. However, the City does not allocate or administer any ESG funds. The Office of the Governor designates the Idaho Housing and Finance Association (IHFA) to administer the allocation of ESG funds awarded from HUD on behalf of the State. Through its programs and the Balance of State Continuum of Care, which oversees six regions in Idaho including Nez Perce County, the IHFA administers Coordinated Entry and HMIS. Subrecipients of ESG funding are required to use the Coordinated Entry system, which prioritizes individuals or families in need of assistance. Housing prioritization is determined based on the length of time an individual has been homeless or whether there are children in the household in order to help minimize trauma. The IHFA prioritizes groups such as domestic violence survivors, youth, households with elderly members, and veterans.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City Disability Advisory Commission
	Agency/Group/Organization Type	Services-Persons with Disabilities Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Needs of Persons with Disabilities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Phone interview
2	Agency/Group/Organization	Clearwater Economic Development Association
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
3	Agency/Group/Organization	COMMUNITY ACTION AGENCY
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Service-Fair Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
4	Agency/Group/Organization	Department of Public Health
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
5	Agency/Group/Organization	Intermountain Fair Housing Council
	Agency/Group/Organization Type	Housing Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Written Content

6	Agency/Group/Organization	Landmark Property Group
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
7	Agency/Group/Organization	Lewis Clark Valley Chamber of Commerce
	Agency/Group/Organization Type	Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
8	Agency/Group/Organization	Sparklight
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide
	What section of the Plan was addressed by Consultation?	Broadband
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
9	Agency/Group/Organization	Lewiston Planning Department
	Agency/Group/Organization Type	Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
10	Agency/Group/Organization	Life Choices Clinic
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
11	Agency/Group/Organization	Nez Perce Tribe
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
12	Agency/Group/Organization	Opportunities Unlimited, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview
13	Agency/Group/Organization	Idaho North Central District for Public Health
	Agency/Group/Organization Type	Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant
14	Agency/Group/Organization	Federal Emergency Management Agency
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Flood Prone Areas
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Interview

15	Agency/Group/Organization	YMCA OF LEWISTON-CLARKSTON
	Agency/Group/Organization Type	Services-homeless Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Workshop Participant

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

Efforts were made to consult a wide variety of community stakeholders throughout the City of Lewiston. This included a posting to the City of Lewiston's website, the City of Lewiston's Facebook page, and the project website. Stakeholders working in housing and community development were invited to participate in a stakeholder interview. No agency types were excluded from outreach efforts.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2024 Comprehensive Plan	City of Lewiston	Chapter 1, 9, 13, included goals for the city to accomplish such as: job creation, high quality jobs that will encourage younger residents to return or remain living in Lewiston, availability of safe and adequate housing, a variety of housing types throughout the community, protection over the surrounding environment including air quality/water quality/wildlife, an efficient transportation system that meets the needs of pedestrians/bicyclists/drivers, and an efficient use of land resources and infrastructure to prevent sprawl from new development.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City will continue to work with other public entities, including adjacent counties and the State of Idaho. Through the Lewis-Clark Valley Metropolitan Planning Organization, the City currently partners with the City of Clarkston, the City of Asotin, Nez Perce County, Asotin County, the Port of Lewiston, Port of Clarkston, Lewiston Transit, the Asotin County PTBA, the Palouse RTPO, the Nez Perce Tribe, the Idaho Transportation Department, the Washington Department of Transportation to conduct regional transportation planning. Nez Perce County collaborates with all Idaho counties to address homelessness through Balance of State CoC, the region's Continuum of Care. Through these and other partnerships, the City of Lewiston will continue to promote communication with other public entities and provide coordinated services to the region's low-to-moderate income households.

AP-12 Participation – 91.105, 91.200(c)

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

The City of Lewiston reached out and consulted with local groups, organizations, and units of government as listed in 24 CFR 91.100, 200 and 220.

Consultation with individuals occurs throughout the year when they present themselves at the Building Permit or Business license counters. Staff has been trained to raise the issue of CDBG funding when the project is located in an LMI area or will serve LMI clientele. This helps increase awareness of the program, but it does not assist with batching requests for funding. Consultation does not only occur at the permit desk, but also occurs when staff attends meetings, receives emails and telephone inquiries and distributes fliers for programs and CDBG information. City staff also consults with local non-profits throughout the year via email and phone consultations. Staff also created a spot on the city website for the public to upload any comments or questions regarding CDBG.

A “Notice of Funding Available” advertisement, in English and Spanish, was placed in the local newspaper and on the City's website, which solicited proposals for 2024 projects. These ads were published on March 10, 2024, with the proposal submittal deadline of April 4, 2024.

There was a 30-day public review and comment period, beginning May 8, 2024, and concluding June 10, 2024, with a public hearing.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Hearing was held at the City Council meeting on June 10, 2024. Two applicants as well as other public interests and city officials were in attendance.	No comments received. Applicants described their projects and expressed gratitude for consideration of their proposals.		

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The table below displays the City of Lewiston’s CDBG allocation for the 2024 program year, along with the anticipated Prior Year Resources and Estimated Program Income. The Prior Year Resources consist of unspent funds from 2022 and 2023, while the Estimated Program Income is derived from payments to loans made in previous years.

Lewiston residents are also eligible for housing assistance through the Section 8 Housing Choice Voucher program and Continuum of Care programs operated by the Idaho Housing and Finance Association. However, the City of Lewiston does not receive direct allocations under either program.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	254,824.00	46,612.00	177,615.00	479,051.00	0.00	

Table 5 - Expected Resources – Priority Table

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

While CDBG funds do not require a match, the City anticipates leveraging local, federal, and private funds as they address the priorities and goals outlined in the Consolidated Plan. The city will leverage local (i.e., City) funds to complete public improvements in neighborhoods and business districts with low and moderate-income households. Private funds and other federal funds will be leveraged for housing rehabilitation and construction projects.

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

The City does not anticipate using publicly owned land to address the needs identified in the plan. Public improvement activities, such as sidewalk repair or construction, ADA accessibility improvements, etc., may take place on publicly owned property.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Housing Access and Quality	2023	2027	Affordable Housing	Citywide	Housing Affordability and Condition	CDBG: \$139,000.00	Homeowner Housing Rehabilitated: 7 Household Housing Unit
2	Improve Public Facilities and Infrastructure	2023	2027	Non-Housing Community Development	Citywide	Infrastructure and Public Facility Improvements	CDBG: \$200,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 40 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 6 Households Assisted
3	Homeless Housing and Services	2023	2027	Homeless		Homeless Needs	CDBG: \$68,000.00	Homelessness Prevention: 100 Persons Assisted
4	Provide Public Services	2023	2027	Non-Homeless Special Needs	Citywide	Public Services	CDBG: \$10,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 10 Persons Assisted Jobs created/retained: 4 Jobs Businesses assisted: 2 Businesses Assisted

Annual Action Plan
2024

20

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Planning and Administration	2023	2027	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Citywide	Fair Housing Program Administration	CDBG: \$35,000.00	Other: 100 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Housing Access and Quality
	Goal Description	Homeowner housing rehabilitation (5 homes) Manufactured home park renovation (5 homes)
2	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	Public facility or infrastructure activities other than low/moderate income housing benefit: 40 persons assisted
3	Goal Name	Homeless Housing and Services
	Goal Description	Public services for low/moderate income housing benefit: 6 households assisted

4	Goal Name	Provide Public Services
	Goal Description	Public services other than low/moderate-income housing benefit: 20 persons assisted
5	Goal Name	Planning and Administration
	Goal Description	Fair housing education services to help residents, community organizations, and housing providers understand fair housing rights and responsibilities. Consumer education around landlord-tenant issues.

Projects

AP-35 Projects – 91.220(d)

Introduction

To ensure CDBG activities have maximum impact on community needs while keeping administrative oversight within the City's means, decisions on project awards took the following into account:

- Project activities can be implemented by agencies with adequate administrative capabilities;
- Project activities do not generate City administrative responsibilities beyond the capacity of existing staff to provide effective oversight;
- Projects enhance the development and support of community partnerships;
- Projects have high and lasting impact on priority community needs identified in the 5-Year Consolidated Plan;
- Projects emphasize “bricks and mortar” wherever possible; and
- Public services projects help individuals or households transition to stability.

In evaluating proposals from potential CDBG subrecipients, when all other application factors are equal, the City gives preference to applicants who can demonstrate the ability to administer grant funds in compliance with program requirements. The City does not anticipate any obstacles to implementing these projects and meeting the underserved needs their scopes propose to address.

Projects

#	Project Name
1	2024 Administration
2	2024 Home Repair Program
3	The Salvation Army
4	Lewiston Independent School District #1: Homelessness Services
5	LC Valley CARES
7	Family Promise of Lewis Clark Valley Inc.: New Foundation
8	Mountain View Mobile Home Park
9	LCV Youth Resource Center
10	2024 Microenterprise Grant Program

Table 7 - Project Information

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

AP-38 Project Summary
Project Summary Information

1	Project Name	2024 Administration
	Target Area	Citywide
	Goals Supported	Planning and Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$50,965.00
	Description	CDBG funds will be utilized for administration costs of the CDBG program, including public hearing notices, advertisements, and translation services.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	NA
	Location Description	
	Planned Activities	CDBG funds will be utilized for administration costs of the CDBG program, including public hearing notices, advertisements, and translation services.
2	Project Name	2024 Home Repair Program
	Target Area	Citywide
	Goals Supported	Improve Housing Access and Quality
	Needs Addressed	Housing Affordability and Condition
	Funding	CDBG: \$63,859.00
	Description	Residential rehabilitation will include roof repairs, electrical panel repairs, heating/cooling, and other minor repairs. Costs may also consist lead-based paint, asbestos, and mold assessments related to the program.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	3 LMI
	Location Description	Citywide
	Planned Activities	The City plans to utilize \$63,859 (\$33,859 2024 funding and \$30,000 in estimated program income) towards residential rehabilitation for low to moderate-income households.

3	Project Name	The Salvation Army
	Target Area	
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Public Services
	Funding	CDBG: \$5,000.00
	Description	The Community Dinner seeks to address both food and housing insecurity, while providing a place of encouragement and connection for all. The evening meals are free and are offered to people of low to moderate income.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1,200
	Location Description	1220 21st Street, Lewiston ID
	Planned Activities	This funding will provide support for the acquisition of food supplies, volunteer coordination, training/permits, oversight, and outreach.
4	Project Name	Lewiston Independent School District #1: Homelessness Services
	Target Area	Citywide
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$15,000.00
	Description	Assistance for residents experiencing homelessness or at risk of homelessness due to a loss of housing or economic hardship.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	15 LMI households
	Location Description	Located at the public schools.
	Planned Activities	LIFE is a school-based program that assists families who are homeless or at risk with rent, lodging, utilities, etc.

5	Project Name	LC Valley CARES
	Target Area	Citywide
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$10,000.00
	Description	Serving displaced persons in the Lewis Clark Valley through a trauma-informed resource center where they will receive compassion and hope while providing safety, meeting basic needs, and modeling healthy relationships while also being provided resources and wrap ĂĚĂĚĂĚĂĚĂĚĂĚĂĚĂĚĂĚ around services which lead to steady and sustainable change.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	1000 homeless persons
	Location Description	Citywide
6	Planned Activities	CARES would provide services to homeless or at risk of homelessness individuals including clothing, toiletries, and resources to displaced individuals in the LC Valley.
	Project Name	Family Promise of Lewis Clark Valley Inc.: New Foundation
	Target Area	Citywide
	Goals Supported	Homeless Housing and Services
	Needs Addressed	Homeless Needs
	Funding	CDBG: \$50,000.00
	Description	The Family Promise of Lewis Clark Valley Inc., partners with local community agencies and faith community to provide positive solutions for homeless families in crisis. Families are empowered to become self-sufficient. New Foundation enables adults with children to move from the homeless population to permanent sustainable housing.
	Target Date	7/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	6 LMI households
	Location Description	Normal Hill
	Planned Activities	The Family Promise of Lewis Clark Valley Inc., partners with local community agencies and faith community to provide positive solutions for homeless families in crisis. Families are empowered to become self-sufficient. New Foundation enables adults with children to move from the homeless population to permanent sustainable housing.
7	Project Name	Mountain View Mobile Home Park
	Target Area	
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Housing Affordability and Condition
	Funding	CDBG: \$100,000.00
	Description	Mountain View Mobile Home Park (a 32-unit mobile home park) was identified as a property with extremely deferred maintenance on almost every single unit. Leaking roofs, holes in floors, broken appliances, dysfunctional HVAC, and dozens of stray animals. The property currently includes 27 mobile homes.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	32 housing units to be assisted/added.
	Location Description	622 Burrell Ave., Lewiston Idaho
	Planned Activities	This funding will assist with infrastructure projects, frontage improvements, purchase of additional manufactured homes, and maintenance/repair of existing mobile and manufactured homes as well as demolition and removal of uninhabitable units. The goal is to replace all 31 trailer lots with new Energy Star certified homes which could then be sold to owner occupants in the low \$100,000 range, providing much needed affordable housing to our community.
8	Project Name	LCV Youth Resource Center

	Target Area	
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Infrastructure and Public Facility Improvements
	Funding	CDBG: \$100,000.00
	Description	The LC Valley Youth Resource Center provides strength-based opportunities for local teens to thrive in a safe place where they are valued. LCVYRC offers concrete support in times of need while facilitating opportunities for social connection, healthy choices, academic success, and social/emotional development.
	Target Date	7/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	12 units will be added for single adults
	Location Description	Currently unknown.
9	Planned Activities	The LC Valley Youth Resource Center provides strength-based opportunities for local teens to thrive in a safe place where they are valued. LCVYRC offers concrete support in times of need while facilitating opportunities for social connection, healthy choices, academic success, and social/emotional development.
	Project Name	2024 Microenterprise Grant Program
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$35,000.00
	Description	The proposed program would provide direct grants to micro-enterprise located within the City of Lewiston using CDBG funds designated for economic development activities in an effort to support and grow local entrepreneurs and innovators.
	Target Date	7/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	8 LMI families will be assisted.
	Location Description	Microenterprise throughout the City.
	Planned Activities	Grants for the expansion of microenterprises; technical assistance to owners of microenterprises or those developing microenterprises; other support services to increase the capacity of recipients to carry out microenterprise activities.

AP-50 Geographic Distribution – 91.220(f)

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

The City of Lewiston does not intend to designate or target specific areas for allocation of funds as part of its strategic use of CDBG funds.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City of Lewiston does not intend to designate or target specific areas for allocation of funds as part of its strategic use of CDBG funds; however, there will be opportunities to benefit low- and moderate-income neighborhoods over the next five years. Grant funds will support neighborhood revitalization through public improvements, affordable housing, and public services. CDBG activities will focus on assisting the most vulnerable populations, including households with incomes below 50% of the area median income, homeless individuals and families, and people with disabilities. This Strategic Plan outlines priorities for the next five years, including supporting housing affordability for low- and moderate-income owners and renters.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Over the 2024 program year, the City of Lewiston estimates that it will assist approximately five households through extending the useful life of existing affordable housing through weatherization, repair and rehabilitation. Pending the receipt of any 2024 program income, the number may increase.

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	37
Special-Needs	8
Total	55

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	5
The Production of New Units	0
Rehab of Existing Units	35
Acquisition of Existing Units	1
Total	41

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

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The City of Lewiston does not have its own public housing authority. Instead, the Idaho Housing and Finance Association (IHFA) offers publicly supported housing options through its four branch offices, one of which is in Lewiston. According to HUD's 2021 A Picture of Subsidized Housing (APSH) data, there are currently 307 housing choice vouchers and 375 project-based Section 8 vouchers in use in Lewiston, for a total of 757 publicly supported housing units in the city.

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

N/A

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

N/A

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

N/A

Discussion

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

Introduction

Homelessness outreach in Lewiston comes mainly from a regional and state level. Lewiston is under the Idaho Balance of State Continuum of Care, also known as the Idaho Homeless Coordinating Committee or IHCC. The IHCC has designated the Idaho Housing and Finance Association, or IHFC, to manage applications, HUD documentation, and grant project coordination and monitoring. Lewiston is within Idaho's Region 2 for the Continuum of Care. In addition to the IHCC's efforts, Lewiston has historically partnered with surrounding jurisdictions to do regional homelessness work within the Lewis-Clark Valley. Finally, several nonprofits in Lewiston and the surrounding areas provide services that may assist homeless individuals and families, as described in MA-30.

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

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

Lewiston is covered by the Idaho Region 2 Point-In-Time count every year, which may assist in identifying subsets of homeless needs as it records subsets of the homeless population such as veterans, homeless youth, and sheltered vs. unsheltered households. Besides this, the City of Lewiston does not currently have either a formal or informal system for homeless outreach. Several local non-profits provide services as described in MA-30, but in order to take advantage of these services homeless individuals must be aware that they exist, know how to seek them out, and have the means to access them. Because of this, developing a comprehensive resource guide for people experiencing or at risk of homelessness may be a low-cost way for Lewiston to increase its homeless outreach efforts.

- The Salvation Army and LCV CARES will assist in providing individual needs to homeless.
- Lewiston Independent School District #1 provides counseling and financial assistance to families in danger of becoming homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

As described in SP-60, Lewiston has experienced significant difficulty in seeking to develop a homeless shelter and currently has no dedicated homeless facility. Some subsets of the homeless population may be able to access emergency shelter as described in MA-30; however, the targeted populations are not representative of the typical homeless individual as described in the Idaho Region 2 2024 Point-In-Time Count. Because of this, it is imperative that Lewiston continue to pursue the development of a dedicated homeless facility with urgency.

Individuals exiting homelessness may be eligible for TBRA, or tenant-based rental assistance. Currently,

TBRA is provided through HUD's Section 8 Housing Choice Voucher program administered through local housing authorities. Lewiston is serviced by the Idaho Housing and Finance Authority, which services 34 of Idaho's 44 counties. According to HUD's Picture of Subsidized Households, Lewiston has a current voucher capacity of 361, with a 90% utilization rate. The IFHA notes that wait times typically range from 12-24 months, and Lewiston's average wait time is 6 months. 74% of residents surveyed thought that Lewiston had a medium to high need for expanded rental assistance programs, and 79% thought there was a medium to high need for more housing that would accept Section 8 vouchers.

In addition to these resources, individuals transitioning out of homelessness may be able to take advantage of services provided by local non-profits. Relevant organizations and services are listed at the end of this section.

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

Lewiston's participation in Housing Idaho Coalition is imperative to assist the State of Idaho's homeless community.

- The School District will assist families facing homelessness by offering rental assistance and financial counselling.
- Family Promise will provide two additional homes for families transitioning into permanent housing.
- Skyview Estates will provide affordable housing.
- LCV Youth Resources Center aims to provide housing to teens transitioning to independence and avoiding homelessness.

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

Lewiston has few or no governmental resources or strategies for poverty reduction and/or homelessness prevention. Local non-profits provide some resources that may be beneficial to such families and individuals, including the following:

- **Snake River Community Clinic:** This non-profit free clinic is located in Lewiston and accepts appointments for medical, limited dental, and behavioral health for the uninsured and under-insured. The clinic is usually open three days per week and has recently expanded offerings to include lab testing, free hygiene products, over-the-counter medications, limited durable medical equipment, access to free/or reduced cost imaging services, sexually transmitted infections testing and treatment, integrated behavioral health visits, and dental services.
- **CHAS Lewis & Clark Health Center:** This non-profit healthcare center is located in Lewiston and offers a variety of healthcare services, including primary care, urgent care, behavioral health, nutrition, pediatrics, women's health & pregnancy care, and specialized care for conditions such as HIV/AIDS, diabetes, Hepatitis C, and more.
- **New Beginnings Counseling & Support Services:** This behavioral health and addiction treatment center is located in Lewiston and offers both in-person and telehealth services.
- **Riverside Recovery:** This center is located in Lewiston and, although primarily dedicated to inpatient and outpatient substance abuse recovery, also offers additional supportive services such as transportation, case management, mental health assessments, and childcare.
- **Lewiston Transitional Care of Cascadia:** This rehabilitation center is located in Lewiston and offers both short- and long-term inpatient rehabilitative care for patients exiting hospitalization.
- **Lewiston VA Clinic:** This clinic is located in Lewiston and offers primary care to veterans.
- **Disability Action Center Northwest:** This organization has a Lewiston office and provides disabled individuals with a variety of independent living resources.
- **Opportunities Unlimited, Inc.:** This non-profit is located in Lewiston and provides employment services for disabled individuals.
- **Community Action Partnership:** This organization is headquartered in Lewiston and served multiple counties, including Nez Perce. Services include ageing in place services, assistance in finding affordable housing, utility and food assistance, and upward mobility programs for individuals living in poverty.
- **Hand of Hope:** This program through the Salvation Army assists families transitioning out of homelessness by providing temporary rental assistance and affordable rental search assistance.
- **First Step 4 Life:** This clean & sober resource, recovery, and re-entry center is located in Lewiston and provides supportive services to facilitate recovery and re-entry for individuals struggling with substance abuse.
- **Lewis Clark Valley Youth Resource Center** serves teens in the Lewis Clark Valley through a trauma-

informed resource center where they receive compassion and hope while providing safety, meeting basic needs, and modeling healthy relationships. Programs include a drop-in center, overnight accommodations, and case management.

Discussion

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

Introduction:

This section examines the City of Lewiston’s efforts to address barriers to affordable housing in the region by reviewing existing zoning/land use policies. Community engagement efforts for the Consolidated Plan revealed that the City of Lewiston’s land use regulations and policies may hinder the development of affordable housing in the region. Lewiston’s 2023-2027 Analysis of Impediments includes a review of the city’s existing zoning code and identifies policies that may limit the development of affordable housing in the region.

Although zoning ordinances and land use codes play an important role in regulating the health and safety of the built environment, overly restrictive codes can negatively impact housing affordability and fair housing choice within a jurisdiction. While the Zoning Ordinance of the City of Lewiston was not found to be facially exclusionary, there are opportunities for the City to modify the ordinance to further remove barriers to the development of affordable housing across all residential zones.

For example, to encourage more infill development in traditionally low-density neighborhoods (R2 zones), minimum lot coverages and sizes could be further reduced, conversion of established dwellings to multifamily dwellings permitted, and height restrictions relaxed to allow for more density on the same footprint. As land costs are intrinsically linked to housing development costs, such changes may encourage the creation of more housing units. Increased housing supply would put downward pressure on rental prices, so that moderate and low-income families may have access to these neighborhoods and all the congruent benefits that come with higher opportunity areas, such as increased access to jobs, quality schools, access to transportation, and access to cultural amenities and public accommodations.

In addition to these public-sector barriers, the private market creates barriers as well. As discussed in earlier sections, some landlords may refuse to rent units to households using Housing Choice Vouchers or receiving other forms of housing assistance. Known as source of income discrimination, this practice reduces the affordability of existing units in the private housing stock and creates barriers to obtaining affordable housing. The poor quality of some rental housing units also makes them unsuitable for occupancy, thus removing further units for the city’s rental housing inventory.

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

The 2023-2027 Analysis of Impediments includes several recommendations to encourage the development of affordable housing, including a review of the Zoning Ordinance of the City of Lewiston.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

This section details Lewiston’s plans to ensure safe and affordable housing for its residents, meet underserved needs, reduce poverty, develop institutional structure, and enhance coordination between public and private sector housing and community development agencies, as described in their 2024 Annual Action Plan (AAP) and the North Idaho 2020-2025 Comprehensive Economic Development Plan (CEDP).

Actions planned to address obstacles to meeting underserved needs

- Increase fire and EMS staff in vulnerable areas by encouraging volunteers and creating mentorship programs (CEDP)
- Develop, fund, and implement community improvement projects such as water/wastewater upgrades, fire stations, community meeting space, hospital building expansions, childcare and after-school facilities, performing arts facilities, park development, and other projects as identified, in collaboration with the Clearwater Economic Development Association (CEDP)
- Partner with Idaho Transportation Departments, municipalities, counties, and landowners to develop park and ride spaces to meet the need of workforce commuters (CEDP)
- Expand knowledge of mental and behavioral health resources for youth and adults, increasing youth referrals by 10% and adult referrals by 5% by 2025 (CEDP)
- Expand medical clinics and pharmacies in the North Central Idaho region (CEDP)
- Expand access to telehealth in the North Central Idaho Region (CEDP)
- Improve housing access and quality (AAP)
- Provide housing and services for people experiencing or at-risk of homelessness (AAP)
- Improve public facilities and infrastructure (AAP)

Actions planned to foster and maintain affordable housing

- The City plans to utilize \$40,000 towards residential rehabilitation for low to moderate-income households between July 31, 2024, and July 31, 2025 (AAP)
- Family Promise will provide two additional homes for families transitioning into permanent housing.
- Skyview Estates will provide affordable housing.
- LCV Youth Resources Center aims to provide housing to teens transitioning to independence and avoiding homelessness.

Actions planned to reduce lead-based paint hazards

- Lewiston plans to continue with the lead-based paint hazard mitigation strategies described in SP-65

- Funds used for the housing repair program described above may be applied to lead-based paint assessment and abatement.

Actions planned to reduce the number of poverty-level families

- Lewiston will continue to collaborate with local entities in promoting the increase in the job market and wages that are paid.

Actions planned to develop institutional structure

- Participate in the Clearwater Economic Development Association's efforts to convene partnerships of public and private entities, as described in the North Idaho 2020-2025 Comprehensive Economic Development Plan (CEDP)

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

- Participate in an annual Housing Summit hosted by the Clearwater Economic Development Association in partnership with the Idaho Finance and Housing Authority, HUD, local realtors, economic developers, community stakeholders, and elected officials to gather and share information on financing, funding, and home ownership (CEDP)
- Participate in housing roundtables hosted by the Clearwater Economic Development Group with local governments, developers, financiers and stakeholders to share and discuss identified best practices and ability to implement in the region (CEDP)
- Participate in Region 2 Housing Idaho Coalition and LCV Interagency monthly meetings.

Discussion:

Program Specific Requirements

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

Introduction:

This section describes program-specific requirements for the CDBG funds received by the City of Lewiston. The responses within this section satisfy regulatory and programmatic obligations that the City will undertake in the 2024 program year. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low to moderate income over the 2023 program year period is 100%.

Community Development Block Grant Program (CDBG) / Reference 24 CFR 91.220(I)(1)

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

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	30,000
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	30,000

Other CDBG Requirements

1. The amount of urgent need activities	0
---	---

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

70.00%



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE DRAFT CDBG 2025 ANNUAL ACTION PLAN	AGENDA NO. IV. C. AGENDA DATE: June 2, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Agenda Item Description: Presentation of the Draft 2025 Annual Action Plan. This presentation provides an overview of the Community Development Block Grant (CDBG) program goals for the upcoming program year, including a summary of funding applications received, scoring outcomes, and recommended awards. The Draft Action Plan outlines proposed projects and funding allocations aligned with Consolidated Plan priorities and is presented for public review and comment prior to final adoption.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) none	
ACTION PROPOSED	



PROGRAM YEAR 2025

CDBG ACTION PLAN

AUGUST 1, 2025 – JULY 31, 2026

Anticipated Resources

Annual Allocation:	Program Income:	Prior Year Resources:	Total:
\$260,000	\$40,000	\$0	\$300,000

- Nine applications received.
- \$330,000 requested.
- Public Service activities are limited to 15% of allocation.
- Selection and award amount is based on:
 - ✓ available funding
 - ✓ evaluation criteria
 - ✓ program priorities
 - ✓ allowable costs and activities as defined by HUD



Scoring and Evaluation

As stated in the Notice of Funding Opportunity, there is a two-tier review process:

Tier One Review: Applications will first be reviewed for eligibility, completeness, and alignment with CDBG guidelines and City of Lewiston priorities. Only applications meeting the following criteria will proceed to Tier Two.

Tier Two Review: Eligible applications will be scored on the point system.

Applications Received

Applicant	Project Title	Amount Requested
Habitat for Humanity	L-C Valley Habitat for Humanity Affordable Housing Units	\$64,500
Interlink, Inc.	Program Support: In-Home Safety & Accessibility	\$10,000
Willow Center	Grief Support Groups	\$10,000
Northwest Children's Home	Sustainable Security for Vulnerable Children	\$29,800
Skyview	Mountain View MHP Fence and Electrical	\$171,500
Interlink, Inc.	Program Support: Lewiston Senior Transportation	\$10,000
Lewiston Schools	Housing Assistance	\$15,000
L-C Valley Cares	LC Valley CARES Support and Outreach	\$10,000
Idaho Legal Aid	Legal Aid Services	\$10,000

Breakdown of Funding as amended from the Application Guide

\$30,000: Administration and planning activities

- Support of the management, planning, and execution of program activities.

~~**\$40,000:** Critical Need (any situation that requires immediate intervention)~~

- ~~• For example, replacement of outdated water or sewer systems affecting LMI neighborhoods.~~

~~**\$37,500**~~ **\$25,000:** Public Services (new or quantifiable increase in an existing service)

- For example, housing and homelessness support, health and mental health services, youth and child services, public safety, services for seniors and people with disabilities.

~~**\$37,500**~~ **\$110,500:** Capital Improvements

- For example, public infrastructure improvements, construction, or renovation; ADA upgrades; recreational improvements; blight removal or neighborhood revitalization.

~~**\$80,000**~~ **\$134,500:** Home Repair Program

- CDBG funds can be used for repairs that address health, safety, accessibility, and energy efficiency concerns.

~~**\$25,000:** Microenterprise Grant Program~~

- ~~• supports small businesses owned by low- and moderate-income (LMI) individuals or businesses that create jobs for LMI workers.~~



Planned Funding

Applicant	Project/Program	Dollar Amount
Skyview Estates LLC	Mountain View MHP Fence and Electrical	\$110,500
Lewiston Schools	Assistance for families in danger of homelessness	\$15,000
Idaho Legal Aid	Legal Aid Services for LMI Residents	\$10,000
	Administration and Planning	\$30,000
	Home Repair Program	\$134,500
	TOTAL	\$300,000

Program Income:

Funds repaid from homeowner loans or property sales. Must be spent before new grant funds.

Used for critical needs like Home Repair, infrastructure improvements, or to cover cost overruns.



Programs Overview

HOME REPAIR PROGRAM

- \$134,500 allocated for grants up to \$20,000 to assist low- and moderate-income homeowners.

Provides funding for residential rehabilitation, including roof repairs, heating systems, electrical panels, and more.

- Currently, 13 homes are on the waiting list. The portal has been closed due to a lack of available funding.

PROGRAM ADMINISTRATION AND PLANNING

- \$30,000 (NTE 20% of the allocation)

Includes funding for Fair Housing and CDBG training and travel, as well as required environmental compliance activities.

MICROENTERPRISE ASSISTANCE PROGRAM

- Assistance for businesses with less than 5 employees, of which 51% are low income.
- This program will not be funded due to limited response.



PUBLIC COMMENTS:

June 2 – July 14, 2025



Public Comment

Citizens are welcome to attend the **Public Hearing on Monday, July 14, 2025**, at 6:00 p.m. in the Second Floor Event Space at the Lewiston City Library, 411 D Street, Lewiston, ID 83501

Testimony for public hearings may also be given in-person at the meeting.

Submission of Written Comments: To ensure that written comments can be forwarded to the City Council and relevant staff prior to the hearing, please submit comments no later than 5:00 p.m. on **Sunday, July 13, 2025**.

Written comments can be submitted by:

Emailing City Clerk Tanya Brocke at tbrocke@cityoflewiston.org

Mailing to: City Clerk's Office, PO Box 617, Lewiston, ID 83501



Next Steps

1. Public Comments accepted through July 14

- All comments will be received and considered

2. City Council Approval

- Once approved, the plan moves to HUD.
- If not approved, amendments are made and resubmitted to Council for approval

3. Submission to HUD

- Submission is due August 15
- HUD must approve of the AAP prior to agreements being issued

4. Agreements Issued





QUESTIONS?

City of Lewiston, Idaho

Community Development Block Grant (CDBG)

PY 2025 Application Guide

Application Deadline

All complete applications must be submitted electronically through our Neighborly Software portal NO LATER THAN **4:00 p.m. (PST) on Friday, April 15, 2025.**

→ <https://portal.neighborlysoftware.com/lewistonid/Participant>

NO HARD COPIES WILL BE ACCEPTED.

Proposals must be submitted through the Neighborly Software portal by the deadline above. Only those proposals received before the deadline will be considered for funding.

For technical questions or more information:

- **Contact:** Melinda Rose, Grant Manager
- **Phone:** 208.746.3671 x 6295
- **Email:** mrose@cityoflewiston.org

Further information can be found on the City of Lewiston's Community Development Block Grant webpage: <https://www.cityoflewiston.org/296/Community-Development-Block-Grant-CDBG>

Program Overview

The Community Development Block Grant (CDBG) program provides annual funding from the U.S. Department of Housing and Urban Development (HUD) to develop viable urban communities. This funding focuses on benefiting low- and moderate-income households through housing, community services, infrastructure improvements, and economic development.

Funding Availability for Program Year (PY) 2025

The City of Lewiston anticipates a PY 2025 CDBG allocation of **\$250,000**.

Anticipated Breakdown:

- **\$30,000:** Administration and planning activities
 - Support of the management, planning, and execution of program activities.
- **\$40,000:** Critical Need (any situation that requires immediate intervention)
 - For example, replacement of outdated water or sewer systems affecting LMI neighborhoods.
- **\$37,500:** Public Services (new or quantifiable increase in an existing service)
 - For example, housing and homelessness support, health and mental health services, youth and child services, public safety, services for seniors and people with disabilities.
- **\$37,500:** Capital Improvements
 - For example, public infrastructure improvements, construction, or renovation; ADA upgrades; recreational improvements; blight removal or neighborhood revitalization.
- **\$80,000:** Home Repair Program
 - CDBG funds can be used for repairs that address health, safety, accessibility, and energy efficiency concerns.
- **\$25,000:** Microenterprise Grant Program
 - supports small businesses owned by low- and moderate-income (LMI) individuals or businesses that create jobs for LMI workers.

National Objectives

Projects must meet one of HUD's three National Objectives (see pg. 5).

1. Benefit low- and moderate-income people.
2. Prevent or eliminate slums and blight.
3. Address an urgent community need.

Projects should also align with the goals and priority needs outlined in the City of Lewiston's Consolidated Plan for 2023-2027 (see pg. 6).

Projects must align with HUD's 24 CFR 570.201 guidelines, including:

- Housing rehabilitation.
- Public facilities improvements.
- Public services.
- Economic development initiatives.
- Acquisition or demolition of blighted properties.

Ineligible Activities

- General operations.
- Political or religious activities.

Eligible Applicants

Eligible recipients for CDBG funds include non-profits, neighborhood preservation organizations, economic development agencies, and health or job development agencies. Successful applicants, including private entities, are responsible for program compliance and may need to provide matching funds. Required documents include prior year financial statements, matching fund sources, a program budget, and details of fundraising activities (if applicable).

Category Limits

The City of Lewiston must ensure at least 70% of CDBG funds benefit low- and moderate-income (LMI) individuals, with at least 51% of beneficiaries being LMI Lewiston residents. Planning and administration costs are excluded from this calculation. Public service activities are capped at 15% of total funding, and no more than 20% of CDBG funds and program income can be used for planning and administration expenses.

Performance Measures

Performance measures will be developed to measure performance of the successful applications. Since the City is given the flexibility to make choices about how to use program funds, it is only logical that the City be accountable, at a local level, for those choices. There are two critical components of performance measurement: (1) productivity and (2) program impact.

Productivity reflects the level of efficiency (quantity, quality and pace) with which the City undertakes its activities. Program impact, on the other hand, reflects the extent to which those activities yield the desired outcomes in the community or in the lives of people assisted.

Performance Measurement Outcome Statement

Combine the elements from the categories above to summarize why the proposed activity is needed and what outcomes will be achieved from the proposed project or program. Outcomes are the changes you expect to occur in clients' lives and/or the community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from categories above) + activity (description) + objective.

Program Guidelines

The following program guidelines will be reviewed of all applications that satisfy the federal eligibility requirements:

- 1. Displacement/Relocation:** The City will make every effort to minimize permanent residential displacement. In consideration of this, it will be the City's general practice not to approve any proposed CDBG activities which involve permanent relocation of tenants, businesses or owners unless circumstances warrant it.
- 2. Fair Housing:** The Fair Housing Act (Title VIII of the Civil Rights Act of 1968) prohibits discrimination in housing-related activities. HUD is required to administer programs that affirmatively further fair housing policies. Grantees, including the City of Lewiston, must certify compliance with these policies as a condition of receiving funds under Section 106 of the Act.
- 3. Labor Standards:** All applicants must agree to include Davis Bacon or any other federally required documents in bidding documents to follow the City of Lewiston's required bidding process, if applicable. See www.SAM.gov.
- 4. Certification:** All applicants, except those for economic development activities, must verify incorporation under state law and have/or have applied for 501(c) (3) tax status.
- 5. Matching Funds:** All applications must include documentation of efforts to solicit alternative sources of funds for their activities, such as solicitation letters and written responses to such. Preference for funding will be given to applications demonstrating secure commitments from other funding sources.

6. **Audits:** Applicants must provide a recent audit if expenditure of federal funds exceed \$750,000 in one year.
7. **Agreements:** Each subrecipient of CDBG funds must agree to sign a written agreement with the City covering, at a minimum, the following provisions: statement of work, records and reports, program income, uniform administrative requirements, suspension and termination, and reversion of assets, if any.

Cost Estimate

Applicants must complete the project budget section, specifying whether the project will rely solely on CDBG funds or include other funding sources. Accurate cost estimates should account for prevailing wages, procurement, and other regulations. Projects with secured additional funding sources are prioritized, and applicants should ensure these funds are reliable to prevent delays.

Applicants are encouraged to utilize other sources of funding, as a higher priority will be given to these projects. These other funds should be reasonably certain, in order to avoid having a project held up waiting for matching funds.

National Objectives (24 CFR 570.208)

In order to be eligible for funding, every CDBG-funded activity must qualify as meeting one of the three national objectives of the program. This requires that each activity, except Program Administration and Planning, meet specific tests for either:

1. **Benefitting Low and Moderate Income (LMI) people: Activities considered benefiting LMI people are divided into four categories.**
 - Area benefit activities meet the identified needs of LMI people residing in an area where at least 51% of the residents are LMI people.
 - Limited clientele activities that benefit a specific group of people (rather than all the residents in a particular area), at least 51% of whom are LMI people.
 - Housing activities, this adds or improves permanent residential structures, which will be occupied by LMI households upon completion.
 - Job creation or retention activities that create or retain permanent jobs, at least 51% of which are either taken by LMI people or considered to be available to LMI people.
2. **Aiding in the Prevention or Elimination of Slums or Blight: an activity must meet ALL of the following to qualify:**

- Designated by the grantee (City of Lewiston) and meet a definition of slum, blighted, deteriorated or deteriorating area under State or local law.
- There must be a substantial number of deteriorated or deteriorating buildings or public improvements throughout the area.
- Documentation maintained on the boundaries of the area and the condition that qualified the area at the time of its designation.

3. Meeting 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. (This category is rarely used).

2023-2027 Consolidated Plan Goals and Priority Needs

1	Priority Need	Housing Affordability and Condition
	Priority level	High
	Population(s) served	Extremely low income Low income Moderate income Large family Families with children Elderly/frail elderly Public housing residents People with disabilities
	Geographic area(s) affected	Citywide
	Associated goals	Improve housing access and quality
	Description	Activities to possibly be funded under this priority include but are not limited to: - Affordable rental housing, including housing with services, for under 50-60% AMI. - Affordable homeownership opportunities. - Home repair assistance, especially for senior homeowners. - Energy efficiency improvements. - Rental rehabilitation or programs to prevent displacement due to redevelopment. - Senior housing, including assistance for seniors at-risk of homelessness. - Housing options with supportive services/case management for people with mental health needs. - Affordable housing in areas with access to transportation, jobs, and other community resources. - Assistance with accessing housing (application fees, background checks, issues with past evictions, Housing Choice Voucher acceptance).
	Basis for priority	CHAS data analyzed for this Plan indicates high levels of housing cost burden. Community members noted the need for rehab and repair of housing and a greater supply of affordable rental and for-sale housing. The top-rated housing needs from the community survey included construction of new affordable rental units, family housing, and rehabilitation of affordable rental housing/ apartments.
2	Priority Need	Homeless Needs
	Priority level	High
	Population(s) served	Chronic homelessness Homeless individuals Homeless families with children Homeless persons with mental illness Homeless persons with chronic substance abuse Homeless veterans Homeless persons with HIV/AIDS Homeless victims of domestic violence Homeless unaccompanied youth
	Geographic area(s) affected	Citywide
	Associated goals	Provide housing and services for people experiencing or at-risk of homelessness

3	Description	Activities to possibly be funded under this priority include: • Homelessness prevention and diversion, including for seniors and through school districts. • Case management and wrap-around services focused on homelessness prevention and diversion. • Transitional housing, including for victims of domestic violence. • Housing assistance for youth aging out of foster care. • Programs that are flexible to support a variety of needs (short-term vs longer-term assistance, varying levels of case management, etc.). • Mental health and substance abuse services.
	Basis for priority	Residents and stakeholders indicated a high level of need for homelessness prevention and diversion, transitional and permanent supportive housing, and case management and supportive services. Community survey respondents identified access to homeless shelters, homelessness prevention, and transitional/permanent supportive housing programs as the top homeless needs. The 10-Year Plan to Reduce Homelessness in the Lewis-Clark Valley echoes these needs, with a particular focus on homelessness prevention and case management.
	Priority Need	Infrastructure and Public Facility Improvements
	Priority level	High
	Population(s) served	Extremely low income Low income Moderate income Families with children Elderly People with disabilities Non-housing community development
	Geographic area(s) affected	Citywide
	Associated goals	Improve public facilities and infrastructure
	Description	Activities to possibly be funded under this priority include: • Infrastructure to support affordable and/or small-lot housing • Sidewalks • Street improvements • Streetlighting • High speed internet access • Parks • Blight reduction efforts
	Basis for priority	Survey respondents identified homeless centers as the greatest public facility need and street/road improvements and sidewalk expansion as the greatest public infrastructure needs. Plans such as the 2022 Downtown Lewiston Infrastructure Scoping Study, the 2020 Lewiston Transportation Plan, and the 2015 Bicycle Master Plan detail specific public facility and infrastructure needs.
	Priority Need	Public Services
4	Priority level	High
	Population(s) served	Extremely low income Low income Moderate income Families with children Elderly People with disabilities Homeless individuals and families Victims of domestic violence
	Geographic area(s) affected	Citywide
	Associated goals	Provide public services

5	Description	Activities to possibly be funded under this priority include: • Domestic violence services • Abused and neglected children services • Senior programs, including transportation assistance and support programs • Food access assistance • Mental health services • Youth activities/afterschool activities • Childcare centers • Children/family services • Literacy programs for adults • Financial literacy and first-time homebuyer classes • Fair housing education and enforcement • Public transportation/transportation assistance • Small business support
	Basis for priority	Respondents to the community survey prioritized substance abuse/crime prevention and health and mental health services as areas of highest need. The 2019 Region-wide Community Needs and Opportunity Assessment also identified a need for affordable health and mental health services.
	Priority Need	Fair Housing
	Priority level	High
	Population(s) served	All
	Geographic area(s) affected	Citywide
	Associated goals	Planning and administration
	Description	Assist eligible households including but not limited to: • Fair housing education services to help residents, community organizations, and housing providers understand fair housing rights and responsibilities. • Consumer education around landlord-tenant issues. • Fair housing education and enforcement for people with limited English proficiency.
	Basis for priority	Input from community members indicates a need for additional fair housing education and awareness of available community resources, including for those most at-risk of housing discrimination. The City's Analysis of Impediments to Fair Housing Choice calls for continued fair housing activities, among other recommendations.
	Priority Need	Program Administration
6	Priority level	High
	Population(s) served	All
	Geographic area(s) affected	Citywide
	Associated goals	Planning and administration
	Description	Support general administration, planning, and staff costs for the City's CDBG program.
	Basis for priority	Program administration costs associated with the coordination and delivery of services to Lewiston, ID residents.

Important Information/Items to Consider

General:

Applicants must ensure they meet all federal, state, and city requirements for CDBG funding, including capacity to manage the program effectively and compliance with regulations. Key responsibilities include maintaining documentation, adhering to financial management practices, and having qualified staff.

Applicants must review all funding guidelines and may be required to submit supplemental information or certifications. Misrepresentation or non-compliance can lead to dismissal from the program or forfeiture of funds. Projects involving acquisition or rehabilitation must await a HUD Environmental Review, and no financial commitments can be made before its completion. Program funds are reimbursable only after compliance with all regulatory requirements are verified and after related agreements are finalized.

For full compliance details, applicants should consult HUD resources at www.hudexchange.info/programs/cdbg.

Acquisition, Rehabilitation or Construction projects cannot start until the City has conducted a HUD Environmental Review. Agencies failing to wait until the HUD environmental review is complete will forfeit the allocated funds.

System for Award Management (SAM)

To be eligible for federal funding, applicants must register with the System for Award Management (SAM), which tracks entities that are debarred, suspended, or otherwise ineligible. Registration is free and must be renewed annually. Applicants can register at www.sam.gov by creating a user account, and assistance is available at 1-866-606-8220.

Construction Project and Federal Wage Rates

For construction projects over \$2,000, workers must be paid Federal Davis-Bacon wage rates, which are typically higher than local rates and apply to the entire project, not just HUD-funded portions. Housing rehabilitation projects are exempt unless they involve eight or more units in a single effort. Contractors must meet additional record-keeping requirements, and city staff must conduct on-site employee interviews during the project. These requirements may increase overall project costs.

Environmental Review

The CDBG program requires an Environmental Review to ensure compliance with federal environmental standards and to assess the potential impact of the proposed project on the environment.

Scoring and Evaluation Criteria

The review process will occur in two tiers:

Tier One Review: Applications will first be reviewed for eligibility, completeness, and alignment with CDBG guidelines and City of Lewiston priorities. Only applications meeting the following criteria will proceed to Tier Two.

1. Prior Spending Experience (Pass/Fail)

- Timely and complete use of past funds is heavily weighted.
 - Expended more than 50% of funds in a timely manner: Pass
 - Expended less than 50% of funds or demonstrated untimeliness: Fail

2. New or Extended Public Service (Pass/Fail)

- **24 CFR 570.201(e)** states that public services must be either a **new service** or a **quantifiable increase in the level of an existing service**.

3. Administrative (Pass/Fail)

- Does the applicant have the (administrative and financial) capability to carry out the activity?

Tier Two Review: Eligible applications will be scored on the following point system:

1. Meets Priorities (30 Points)

- Projects must clearly address one or more priority areas outlined in the City's Consolidated Plan.

2. Leveraging/Cost Effectiveness (30 Points)

Objective: Assess the extent to which projects leverage additional funding sources beyond CDBG, demonstrating financial viability.

- Demonstrates maximum benefit to the community.
- Demonstrates frugal use of funding by optimizing resources, ensuring costs are reasonable, and prioritizing activities with the highest community impact relative to expenditure.
- Provides clear documentation of cost-saving measures or innovative approaches to achieve efficiency without compromising quality.

3. Community Support (10 Points)

- **Objective:** Evaluate the applicant's ability to manage the project effectively based on community endorsements and organizational capacity.
- **Criteria:**
 - Staff expertise and qualifications.
 - Letters of support from community stakeholders.

4. Sustainability (20 Points)

- **Objective:** Reward projects that demonstrate long-term benefits and ensure ongoing value to the community.
- **Criteria:**
 - Evidence of maintaining impacts beyond the funding period, such as securing long-term funding sources, engaging community partnerships for continued support, or implementing self-sustaining mechanisms like fee-for-service models.

5. Bonus Points (10 Points)

- **Objective:** Highlight innovative or unique projects that address underserved community needs or introduce pioneering solutions.

Submission Requirements

Applicants must include the following documents:

- Completed application form.
- Detailed project budget, including matching funds.
- Organizational financial audit or independent accountant statement (if <\$750,000 in total federal funding expended in a year).
- Documentation of matching fund sources.
- Articles of Incorporation, Bylaws, and Board of Directors list.
- Certifications of compliance with federal and local requirements (e.g., Civil Rights, Fair Housing, Lead-Based Paint).

PY 2025 Program Timeline

- **March 15, 2025:** Application portal opens.
- **April 15, 2025:** Application submission deadline.
- **May 12, 2025:** Recommendations presented to City Council.
- **May 12 - June 13, 2025:** Public comment period.
- **June 10, 2025:** Public Hearing for draft Action Plan.
- **June 15, 2025:** Submit Annual Action Plan to HUD.
- **August 1, 2025:** Program year begins.



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE REVIEW OF TINY HOME AND MANUFACTURED HOME RECREATIONAL AREA STANDARDS	AGENDA NO. IV. D. AGENDA DATE: June 2, 2025
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Reasoning: Mandating recreation areas raises construction costs, potentially making housing less affordable for buyers or renters. Additionally, limited space in dense urban areas can constrain land for recreation, affecting housing and commercial development growth. The upkeep of recreational areas is costly, typically funded by homeowners' associations or local governments. While green spaces can increase property values, they can also displace lower-income residents, leading to the gentrification of developed city areas over time. Additional Cost Estimates: The cost increase for developers mandated to create recreational areas varies depending on factors like location, land prices, and the type of amenities required. However, some estimates suggest that land acquisition and development for outdoor recreation spaces can account for 20%-30% of overall startup costs. Additionally, ongoing maintenance expenses, including landscaping and equipment upkeep, can range between \$50,000 and \$100,000 annually. The cost of landscaping and recreational areas for an apartment complex depends on factors like location, size, and the types of amenities included. Here are some general estimates: • Landscaping Costs: Basic landscaping, including grass, trees, and shrubs, can range from \$5 to \$15 per square foot. More elaborate designs with hardscaping, irrigation, and decorative elements can push costs higher. • Recreational Area Costs: Installing amenities like playgrounds, picnic areas, and shade structures can add \$50,000 to \$200,000 to the overall budget. Larger developments with extensive recreational features may see costs exceeding \$500,000. • Maintenance Costs: Ongoing upkeep, including lawn care and irrigation, typically costs \$100 to \$200 per month per unit. Additional Area of Discussion: (not required) Alternative Options Investing in Public Parks – Cities can focus on improving existing public parks rather than mandating private recreation spaces. This ensures equitable access to well-maintained green areas for all residents, regardless of where they live.	

Multi-Use Public Spaces – Instead of dedicated recreation areas, cities can integrate green spaces into streetscapes, plazas, and other public infrastructure. This approach maximizes land use efficiency while still providing outdoor activity opportunities.

Adaptive Reuse of Vacant Land – Cities can convert underutilized spaces, such as vacant lots or brownfields, into community parks or recreation areas. This repurposing strategy helps revitalize neighborhoods without imposing additional requirements on developers.

Partnerships with Private Entities – Municipalities can collaborate with businesses or nonprofits to fund and maintain recreational spaces, reducing the financial burden on developers while ensuring high-quality amenities for residents.

Flexible Zoning Regulations – Instead of rigid recreation area mandates, cities can offer incentives for developers to include green spaces voluntarily, such as tax breaks or density bonuses.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

Potential reduction in costs to developers, buyers, renters and the city.

ACTION PROPOSED

Removal and additions to the attached sections.

ARTICLE II. - MANUFACTURED HOME PARKS

Chapter 23 Sec. 23-11. – Development Standards

~~(g) Recreation area. An outdoor recreation area shall be required. The recreation area shall be a minimum of five (5) percent of the lot area and shall have a minimum of one and one-half inch caliper shade tree per three hundred fifty (350) square feet of outdoor recreation area. A fraction of five-tenths (0.5) or higher shall be rounded up to the nearest whole number in doing this calculation. The recreation area shall be accessible to all residents and shall be of slope and configuration as to be practicable for the intended purpose. The recreation area shall contain active and/or passive recreation improvements, which may include, but is not limited to, grass, trees, shrubs, picnic tables, playground equipment, shade structures, barbecues, and horseshoe pits. The recreation area shall not be displaced or reduced below the minimum required size. Recreation areas shall be clearly delineated on the site plan and maintained by the recreational vehicle park owner.~~

~~(h) Shade trees. A minimum of one and one-half inch caliper shade tree shall be placed every thirty-five (35) feet on the perimeter of the manufactured home park. All required shade trees shall be maintained, and replaced as necessary, by the manufactured home park owner. An automatic drip irrigation system shall be provided by the manufactured home park owner for all required shade trees.~~

ARTICLE III. - TINY HOUSE VILLAGES

Sec. 23-22. - Development standards.

~~(f) Recreation area. An outdoor recreation area shall be required in each tiny house village. The recreation area shall be a minimum of five (5) percent of the lot area and shall have a minimum of one and one-half inch caliper shade tree per three hundred fifty (350) square feet of outdoor recreation area. A fraction of one-half (½) or higher shall be rounded up to the nearest whole number in doing this calculation. The recreation area shall be accessible to all tiny house residents and shall be of slope and configuration as to be practicable for the intended purpose. The recreation area shall contain active and/or passive recreation improvements, which may include, but is not limited to, grass, trees, shrubs, picnic tables, playground equipment, shade structures, barbecues, and horseshoe pits. The recreation area shall not be displaced or reduced below the minimum required size. Recreation areas shall be clearly delineated on the site plan and maintained by the recreational vehicle park owner.~~

~~(g) Shade trees. A minimum of one and one-half inch caliper shade tree shall be placed every thirty-five (35) feet on the perimeter of the tiny house village. All required shade trees shall be~~

~~maintained, and replaced as necessary, by the property owner. An automatic drip irrigation system shall be provided by the property owner for all required shade trees.~~

ARTICLE IV. - RECREATIONAL VEHICLE PARKS

Sec. 23-25. - Definitions.

For the purposes of this article, the following words and phrases shall have the following meanings:

Recreation area: A space within a recreational vehicle ~~part~~ park that has recreational equipment and open space to be used for leisure activities by recreational vehicle park guests.

....

Sec. 23-27. - Development standards.

(h) *Fencing and landscaping.* Fencing of individual recreational vehicle sites shall be prohibited. A sight-obscuring fence, landscaping or wall a minimum of six (6) feet in height and a minimum five-foot-wide ~~irrigated landscape space~~ shall be required along the perimeter of the recreational vehicle park; provided, however, that such fence, Landscaping ~~and~~ or landscaping wall shall not interfere with a required sight-distance triangle. ~~Landscaping shall consist of a minimum of one (1) one and one-half inch caliper shade tree, one (1) one-inch minimum caliper ornamental tree, and five (5) one-gallon shrubs placed every thirty-five (35) feet along the perimeter of a recreational vehicle park.~~ All required landscaping shall be irrigated and maintained by the owner of the recreational vehicle park on a continual basis.

(i) *Recreation area.* ~~A recreation area shall be required in each recreational vehicle park. A recreation area shall be a minimum of five (5) percent of the total recreational vehicle park area. A recreation area shall include amenities for the enjoyment of guests occupying the recreational vehicle park, including, but not limited to, grass, picnic tables, shade structures, and barbecues. A Recreation area shall be clearly delineated on the site plan and maintained by the recreational vehicle park owner. A recreation area shall not be reduced below the minimum size or developed into rental spaces.~~