Idaho Community Development Block Grant

**Application**

**Handbook**



**Brad Little**

***Governor***

**Thomas F. Kealey**

***Director***

**Idaho Department of Commerce**

**PO Box 83720**

**Boise, Idaho 83720-0093**

**(208) 334-2470**

**Fax: (208) 334-2631**

[**http://www.commerce.idaho.gov**](http://www.commerce.idaho.gov)

**For questions related to grant applications contact the following Commerce staff:**

**Dennis Porter – dennis.porter@commerce.idaho.gov**

**Tony Tenne – tony.tenne@commerce.idaho.gov**

**Dani Parmenter – dani.parmenter@commerce.idaho.gov**

**This handbook, the forms and the grant administration manual can be found on our Web page at** [**http://www.commerce.idaho.gov**](http://www.commerce.idaho.gov) **and is available in alternative formats upon request for persons with disabilities.**

**Any substantial or significant amendments or changes to this Application Handbook will need to be approved by the Commerce Director and the Economic Advisory Council (EAC) or by the Idaho Legislative process. Amendments or changes by the Commerce Director and the EAC can only be made at quarterly EAC meetings. Changes to this Handbook may also be implemented to comply with the Housing and Community Development Act of 1974 and 24 CFR Part 570. Changes and amendments must comply with the state’s Annual Action Plan.**

**Idaho Department of Commerce is an Equal Opportunity Employer.**

**TABLE OF CONTENTS**

**Chapter I: Overview Page No.**

Funding Categories & Thresholds I-1

 Regional Map I-3

 Estimated Allocation I-4

 Application Schedule I-5

**Chapter II: Eligibility**

Applicant Eligibility II-1

 Eligible Activities II-3

 Other Eligibility Information II-7

 National Objectives II-9

 Ineligible Activities II-15

**Chapter III: Surveys & Methodology**

Area Wide Survey Methodology III-1

 Survey Report III-6

 Sample Surveys III-7

 Survey Tabulation Form III-15

**Chapter IV: Application Process**

 Application & Addendum Submission IV-1

 Application Review, Ranking and Award Process IV-1

 Application Points IV-2

**Chapter V: General Application**

Part A: Instructions V-3

 Part B: Application V-11

 Part C: Forms requiring a signature and publication where applicable V-35

 Certifications V-37

 Citizen Participation Plan V-41

 Notice of Public Hearing on Proposed Grant Activities V-43

**Chapter VI: Public Facilities**

 Instructions / Application VI-1

**Chapter VII: Senior Citizen and Community Centers**

Instructions / Application VII-1

**Chapter VIII: Economic Development – Downtown Revitalization**

 Instructions / Application VIII-1

 Resolution to Establish a Redevelopment Area VIII-9

 CDBG Downtown Buildings - Physical Condition Assessment – Street View……….. VIII-11

**Chapter IX: Economic Development – Job Creation**

Part A: Instructions IX-1

Part B: Business Information IX-7

Part C: Pre-Job Documentation IX-9

 Part D: Post-Job Documentation IX-19

**Chapter X: Public Parks**

 Instructions / Application X-1

**Chapter XI: Post Disaster**

Instructions / Application…………………………………………………... XI-1