



CITIZEN PARTICIPATION PLAN
for U.S. Department of Housing and Urban Development
Planning and Reporting Activities

MAY 2021

HOUSING & COMMUNITY DEVELOPMENT DIVISION
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OR

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This document can be provided in a format accessible to persons with disabilities and/or persons with limited English proficiency upon request.

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INTRODUCTION

The City of Boise (City) receives Community Development Block Grant (CDBG) Entitlement funds and Home Investment Partnerships (HOME) Program funds from the U.S. Department of Housing and Urban Development (HUD). This Plan is an essential element of the City's community development process and is designed to provide residents, organizations, and other public agencies the opportunity to participate in the planning, implementation, and assessment of the CDBG and HOME programs.

The Citizen Participation Plan covers the five-year Consolidated Plan, each subsequent Annual Action Plan, each year's Consolidated Annual Performance and Evaluation Report (CAPER), any Substantial Amendments to the Consolidated Plan or its five Annual Action Plans, and amendments to this Citizen Participation Plan.

This Plan will be amended as required by the regulations governing the CDBG and HOME programs or as deemed necessary by the City's Housing and Community Development Division. This plan also fulfills the requirements of federal regulation 24 CFR 91.105.

COVERED PROGRAMS

Appropriately planned and implemented, this plan will promote participation in the preservation and revitalization of neighborhoods throughout the City employing the following programs:

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The primary objective of Title I of the Housing and Community Development Act of 1974, as amended, is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low and moderate income:

- Decent housing.
- A suitable living environment; and
- Expanded economic opportunities.

To achieve these goals, the CDBG regulations set forth eligible activities and the national objectives that each activity must meet. As a recipient of CDBG funds, the City is charged with ensuring that these requirements are met.

HOME INVESTMENT PARTNERSHIPS PROGRAM

The intent of the HOME program is to:

- Provide decent affordable housing to lower income households;
- Expand the capacity of nonprofit housing providers;
- Strengthen the ability of state and local governments to provide housing; and
- Leverage private sector participation.

HOME funds are allocated by formula to participating jurisdictions (PJs). HOME funds are used to provide housing assistance to low- and moderate-income households for homebuyer acquisition, housing rehabilitation, tenant-based rental assistance (TBRA), and financing of rental housing construction.

CITIZEN PARTICIPATION STANDARDS

The Citizen Participation Table, which organizes important process information in matrix form, is located in Appendix A.

At a minimum, the City will provide the opportunities described below for the community to review and provide feedback. Dissemination of information about public comment periods, hearings, and meetings will be all-inclusive, utilizing all available resources to reach minority, vulnerable, and under-served populations and stakeholders.

PUBLIC REVIEW & COMMENT PERIODS

A thirty-day (30-day) public review period is set to invite public comment and input:

- Prior to the submission of a Five-Year Consolidated Plan to City Council for approval;
- Prior to the submission of an Annual Action Plan to HUD; and
- Prior to the submission of any Substantial Amendment to the Consolidated Plan, Annual Action Plan, or Citizen Participation Plan to HUD.

A fifteen-day (15-day) public review period is set to invite public comments and input:

- Prior to the submission of a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD.

When, due to designated disasters or emergencies, HUD issues federal waiver guidance on the required minimum public review period, City staff will submit the prepared waiver request and documentation in order to deploy funding as expeditiously as possible.

PUBLIC HEARINGS

The City will conduct at least two (2) public hearings annually. One will be conducted no less than fifteen (15) days before the proposed Consolidated Plan and/or Annual Action Plan is published for comment. This public hearing will provide an opportunity to obtain the views of residents and stakeholders on housing and community development needs and to develop and review proposed activities.

Another public hearing will be conducted no less than fifteen (15) days before the City submits its Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. This public hearing will provide an opportunity for residents and stakeholders to comment on the performance during the previous year.

Public hearings will be held at Boise City Hall, located at 150 N. Capitol Boulevard, or another public facility which is accessible to all, at a time which is convenient to potential and actual beneficiaries of the programs.

When public health crises or other disaster response prohibits the City's ability to hold in-person public meetings, public hearings may be held via an online platform with appropriate notice and opportunity for reasonable accommodations and public comment.

COMMUNITY ENGAGEMENT

The City will conduct information gathering and community meetings with stakeholders and other social service agencies serving the needs of low- and moderate-income individuals.

Community meetings will take place as needed throughout the year to ensure that residents have access to information and engagement opportunities.

NOTICES FOR REVIEW PERIODS, PUBLIC HEARINGS, AND MEETINGS

Public review periods will be advertised at least one (1) day prior to the commencement of the review period. The beginning and ending dates for the public review period will be published in a notice with The Idaho Statesman, a newspaper of general circulation, in English and Spanish. Notices will also be posted on the Housing and Community Development Division's website (www.cityofboise.org/hcd).

Public hearings to allow interested parties to express their views or respond to proposals or questions related to the CDBG and HOME programs will be advertised at least fifteen (15) days in advance. Public hearing dates will be published in a notice with The Idaho Statesman, a newspaper of general circulation, in both English and Spanish. Hearing dates will also be posted on the Housing and Community Development Division's website (www.cityofboise.org/hcd).

Community meetings will be posted on website and through other communication methods at least fifteen (15) days in advance.

When, due to designated disasters or emergencies, HUD issues federal waiver guidance pertaining to public review periods, public hearings, or public notices, City staff will submit the prepared waiver request and documentation in order to deploy funding as expeditiously as possible.

CITIZEN PARTICIPATION REQUIREMENTS

The planning and reporting activities associated with the CDBG and HOME programs that require public participation are as follows:

FIVE-YEAR CONSOLIDATED PLAN

The City must submit a Consolidated Plan, which serves as the City's strategic plan for five years, outlining goals to be achieved with its federal funds. To develop its Consolidated Plan, the City may use a combination of the services of a consultant, along with consultations with other agencies, public hearings, and the solicitation of written comments, surveys, focus groups, and other methods of public engagement. The City will also coordinate with the Boise City Housing Authority for its Public Housing requirements. The City will consider all comments or views of citizens received in writing or orally at the public hearing and a summary of the comments or views will be submitted with the final Consolidated Plan.

ANNUAL ACTION PLAN

The City of Boise is required to submit an Annual Action Plan describing the programs and services/activities funded in each year of the Consolidated Plan. This annual planning and reporting activity is essential to ensure that funds are allocated efficiently and to allow flexibility for shifting priorities over the period covered by the Consolidated Plan. The City will consider all comments or views of citizens received in writing or orally at the public hearing and a summary of the comments or views will be submitted with the Annual Action Plan.

CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

The Consolidated Annual Performance and Evaluation Report (CAPER) is a self-assessment of the implementation of the Consolidated Plan and the Action Plan. Activity accomplishments are reported showing the effectiveness of the CDBG and HOME funds through the numbers and demographics served in the community. The City will consider all comments or views of citizens received in writing or orally at the public hearing and a summary of the comments or views will be submitted with the Consolidated Annual Performance and Evaluation Report (CAPER).

CONSOLIDATED PLAN OR ANNUAL ACTION PLAN AMENDMENTS

In accordance with federal regulation 24 CFR 91.505, the City will amend its approved plan whenever it changes its allocation priorities or changes the method of distribution of funds; carries out an activity using funds from any program covered by the consolidated plan (including program income, reimbursements, repayment, recaptures, or reallocations from HUD) that is not previously described in the approved plan; or changes the purpose, scope, location, or beneficiaries of an activity. The following criteria are used to determine what constitutes a substantial amendment:

- A project or activity previously described in the Plan will not be carried out;
- A new project or activity is proposed that is not currently identified in the Plan;
- Significant changes to the service area, purpose, beneficiaries, or national objective of a project or activity identified in the Plan; or
- An increase or decrease in the budgeted amount for a project or activity exceeds 50% of the original budgeted amount.

Amendments not considered substantial are increases or decreases in the amount of funds allocated to an approved project or activity in order to achieve the original purpose of the project or activity. These minor changes may be carried out at the discretion of the City and are not subject to the criteria that apply to Substantial Amendments. Accordingly, there is no specific citizen participation process outlined for this activity.

CITIZEN PARTICIPATION PLAN AMENDMENTS

The City will amend its Citizen Participation Plan whenever a change in the public participation process outlined in this plan is proposed. Substantial amendments include major changes in the methods used for public participation, including public hearings, public review periods, and public notices.

Minor amendments will include any updates required by HUD for receipt of funds, including but not limited to, disaster recovery or emergency response funds. Citizen Participation Plan updates for the purposes of addressing housekeeping or administrative items such as contact name changes, will be considered as minor updates, and not an amendment.

ACCESSIBILITY AND REASONABLE ACCOMMODATIONS

The City of Boise is committed to ensuring that no individual or organization is excluded from participation in, denied the benefits of its programs, activities or services, or subject to discrimination on the basis of race, color, national origin, disability, or English proficiency.

The City will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City

of Boise's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

It is the policy of the city that the city provides timely and meaningful access to services for persons with limited English proficiency in the language in which they are most comfortable communicating. Services include on site interpretation, over the phone, and document translation utilizing the Language Line Service (languageline.com) and/or local interpreters available through the Boise Police Department.

Based on the Hispanic and Latino population in the City of Boise, many of the written materials and all of the vital documents are being translated into Spanish. Every reasonable effort will be made to translate the Citizen Participation Plan, Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports into other languages upon request.

Anyone who requires an auxiliary aid, service, or translation for effective communication may contact the Housing and Community Development Division by phone at 208-570-6834 or by email at BoiseConsolidatedPlanning@cityofboise.org. The request should be made as soon as possible, but no later than 72 hours before the scheduled event. Individuals who are deaf, hard of hearing, or have speech disabilities may use the Idaho Relay Service for the Hearing Impaired to make a request for accommodation by calling 1-800-377-1363 (voice) or 1-800-377-3529 (TTY).

PUBLIC INFORMATION AND ACCESS TO RECORDS

The City's Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, and Citizen Participation Plan will be available on the City's website.

All plans, amendments, reports, and activity files related to the activities receiving CDBG and HOME program funding are public documents. Documents are retained for a minimum of five years and are available for review with sufficient notice (usually 48 hours) in either paper copy or electronically. To maintain confidentiality, the City will take all necessary measures to ensure any sensitive beneficiary information contained within the department's files is compliant with federal, state, and local privacy requirements. The City may from time to time enter into public/private partnerships utilizing federal programs that require the submission of proprietary business information to document the financial conditions of the proposed loan or grant. Such proprietary business information may be exempted from disclosure under certain conditions. The City may charge a fee for copies to recover the cost of materials and operations.

TECHNICAL ASSISTANCE

Upon request, Housing and Community Development Division staff will make every reasonable effort to provide technical assistance to any group representative of persons of low- and moderate-income interested in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan. The department may determine, at its discretion, the level and type of assistance following consultation with those requesting technical assistance.

COMPLAINTS AND GRIEVANCES

The City will respond in a timely manner to written complaints and grievances related to the CDBG or HOME programs. Staff will make every reasonable effort to provide written responses within fifteen (15) days.

When writing a complaint, citizens should provide enough information to permit an investigation. The complaint should be clear, concise, and include the following information:

- Identification of the project and project location;
- The reason for the complaint (hearsay and innuendo will not be considered valid);
- Sufficient data to substantiate any claims or charges (if possible, supporting documentation should be included); and
- If desired, citizens may propose a solution or remedy to the problem.

Complaints and grievances shall be first filed with the project sponsor if the complaint or grievance is related to an activity or project initiated with a subrecipient. A copy of the complaint or grievance should also be filed with the City's Housing and Community Development Division. Subrecipients must make every reasonable effort to provide written responses within fifteen (15) days (where practical) and forward a copy of the response to the City's Housing and Community Development Division.

If the complainant feels the response from the subrecipient or project sponsor is unsatisfactory, he or she may appeal to the City's Housing and Community Development Manager to review the complaint for resolution. Additional information may be requested at that time. Every reasonable effort will be made to provide written responses within thirty (30) days (where practical).

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved. Some investigations may include examining a set of circumstances; others may involve examining local policies and practices.

CONCLUSION

The City of Boise is committed to fostering public participation within the broadest spectrum of community members. This Plan is intended to reflect not only adherence to federal requirements, but also standards for meaningful communications excellence. As future strategies for community engagement emerge, develop, and are proven effective, they will be incorporated into Amendments to this Plan.

APPENDIX A

CITIZEN PARTICIPATION TABLE

Document	Public Participation Standards	Required Time for Public Review	Required Approval	Deadline
Five-Year Consolidated Plan	<ul style="list-style-type: none"> • 1-day prior notice of Public Review Period • 15-days prior notice of Public Hearing • Public Hearing: City Council 	30-day public review period	City Council	Submit to HUD by August 15 of every five years
Annual Action Plan	<ul style="list-style-type: none"> • 1-day prior notice of Public Review Period • 15-days prior notice of Public Hearing • Public Hearing: Housing and Community Development 	30-day public review period	N/A	Submit to HUD by August 15 of each year
Substantial Amendments (Five-Year Consolidated Plan and Annual Action Plan)	<ul style="list-style-type: none"> • 1-day prior notice of Public Review Period 	30-day public review period	N/A	As needed
Substantial Amendments (Citizen Participation Plan)	<ul style="list-style-type: none"> • 1-day prior notice of Public Review Period 	30-day Public Review period	N/A	As needed
Consolidated Annual Performance and Evaluation Report (CAPER)	<ul style="list-style-type: none"> • Public Hearing: City Council 	15-day public review period	N/A	Submit to HUD by December 31 of each year

NOTE: When, due to designated disasters or emergencies, HUD issues federal waiver guidance on the required minimum public review period, City staff will submit the prepared waiver request and documentation in order to deploy funding as expeditiously as possible.

APPENDIX B

Definitions

Annual Action Plan (AAP): The Annual Action Plan, required annually by HUD, details the expenditure of yearly CDBG and HOME grants and ensures funds are directed towards activities addressed in the Consolidated Plan. HUD requires the city to maintain a significant correlation between the goals identified in the Consolidated Plan and use of federal funds.

Area Median Income (AMI): This household income measurement is used by some federal agencies such as HUD, in contrast to the Federal Poverty Level. This measurement is community-based and assesses a household's income in the context of other households in a geographic area.

Community Meeting: Any group meeting, open to the public, in which information or resources are shared, or feedback is requested through an informal engagement opportunity.

Consolidated Annual Performance Evaluation Report (CAPER): This report is a self-assessment of the implementation of the Consolidated Plan and the Annual Action Plan. Activity outcomes and outputs are reported showing the effectiveness of the federal funds. This report includes details of the number and demographics of the community served. The CAPER is due to HUD by December 31st.

Five-Year Consolidated Plan: As a recipient of CDBG and HOME funding, the city is required by HUD to develop a Consolidated Plan that evaluates the needs of its low- and moderate-income residents. This includes a review of the City's housing, homeless, and community development needs; provides a housing market analysis; and creates a strategy to address the needs identified. This plan is revised every five (5) years.

Low-Income Neighborhood: A low-income neighborhood is identified as such by Census Tract, because 50% or more of the residents in that tract have incomes below 60% of the Area Median Income (AMI), an income measurement used by HUD.

Low-to-Moderate Income Neighborhood: A low-to-moderate income neighborhood is identified as such by Census Tract, because 50% or more of the residents in that tract have incomes below 80% of the Area Median Income (AMI), an income measurement used by HUD.

Protected Class: Groups of people who are legally protected from discrimination based on a shared characteristic. Individuals are protected from discrimination based on race sex, color, national origin, religion, age (over 40), mental or physical disability, or familial status.

Public Hearing: A formal meeting for receiving testimony from the community.

Public Review Period: The range of time the community has to review and submit written comments on a plan, amendment, or report.

APPENDIX C

CITY OF BOISE

Resolution NO. RES-332-18

BY THE COUNCIL

CLEGG, LUDWIG, MCLEAN, SANCHEZ,
THOMSON AND WOODINGS

A RESOLUTION APPROVING A RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN AS REQUIRED BY ACCEPTING FEDERAL FUNDS FROM THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE AND ATTEST THE APPLICATION AND CERTIFYING DOCUMENTS ON BEHALF OF THE CITY OF BOISE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is necessary that an annual application for federal financial assistance be submitted to the U.S. Department of Housing and Urban Development (HUD) for the City of Boise to receive Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds, consistent with the priorities and objectives outlined in the City of Boise's Five-Year (2016-2020) Consolidated Housing and Community Development Plan Resolution 307-16, approved on July 19, 2016; and

WHEREAS, said funds have been appropriated by the United States Congress and are available for communities and/or participating jurisdictions to implement locally-designed housing and community development strategies; and

WHEREAS, a Residential Antidisplacement and Relocation Assistance Plan is a requirement under the Housing and Community Development Act of 1974 and HUD regulations at 24 CFR 42.325.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BOISE CITY, IDAHO:

Section 1. That the Residential Antidisplacement and Relocation Assistance Plan, attached hereto and incorporated herein by reference, be, and the same hereby are, approved as to both form and content.

Section 2. That the Mayor and the City Clerk be, and they hereby are, authorized to respectively execute and attest said application and the certifying documents for the one-year plan for and on behalf of the city of Boise City.

Section 3. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED by the Council of Boise City, Idaho, on August 21, 2018.

APPROVED by the Mayor of the Boise City, Idaho, on August 21, 2018.

APPROVED:

ATTEST:



David H. Bieter, Mayor



Lynda Lowry, Ex-Officio City Clerk

CITY OF BOISE RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

This Residential Antidisplacement and Relocation Assistance Plan (RARAP) is prepared by the City of Boise in accordance with the Housing and Community Development Act (Act) of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG and/or HOME-assisted projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Boise will take the following steps to minimize the direct and indirect displacement of persons from their homes to the extent practicable:

- Evaluate housing codes and rehabilitation standards and code enforcement in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" (as defined in 24 CFR 42.305)) or structures that have not been used for residential purposes.
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The City of Boise will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and HOME Programs, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Boise will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG and HOME Programs in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Boise to provide CDBG or HOME funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Boise will make public by publishing in the Idaho Statesman, the City of Boise's Housing and Community Developments website <https://hcd.cityofboise.org> and submit to the HUD Portland Field Office the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided.
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit is designated to remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Boise will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), and in the appropriate circumstances, the City of Boise may submit a request to HUD for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The City of Boise's Housing and Community Development; 208-570-6832 is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The City of Boise shall ensure that any developer receiving CDBG and/or HOME funds provides relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.