

City of Meridian FY2021 Budget Amendment Form

Personnel Costs

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Full Time Equivalent (FTE):	Total
20	1840/1930	41200	6003	Wages		
20	1840/1930	41206	6003	PT/Seasonal Wages		
20	1840/1930	41210	6003	Overtime		
20	1840/1930	41304	6003	Uniform Allowance		
20	1840/1930	42021	6003	FICA		-
20	1840/1930	42022	6003	PERSI		-
20	1840/1930	42023	6003	Worker's Comp		-
20	1840/1930	42025	6003	Employee Insurance		-
Total Personnel Costs						-

Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
20	1930	85000	6003	Admin	\$ 94,462	\$ -	\$ 94,462
20	1930	85000	6003.115	Fair Housing	\$ 10,000	\$ -	\$ 10,000
20	1840	85000	6003.116	ACHA - Homeowner Assistance	\$ 50,000	\$ -	\$ 50,000
20	1840	85000	6003.117	Boys & Girls Club Scholarships	\$ 15,000	\$ -	\$ 15,000
20	1840	85000	6003.118	Jesse Tree - Homelessness Prevention	\$ 30,000	\$ -	\$ 30,000
20	1840	85000	6003.119	NeighborWorks Boise	\$ 57,000	\$ -	\$ 57,000
20	1860	85000	6003.120	Chief Joseph Streetlights	\$ 114,864	\$ -	\$ 114,864
20	5290	85000	6003.110	Fairview Ave Sidewalk Connection	\$ 118,353	\$ -	\$ 118,353
20	1840/1930		6003		\$ -	\$ -	\$ -
20	1840/1930		6003		\$ -	\$ -	\$ -
20	1840/1930		6003		\$ -	\$ -	\$ -
20	1840/1930		6003		\$ -	\$ -	\$ -
Total Operating Expenditures					\$ 489,679	\$ -	\$ 489,679

Capital Outlay

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
20	1840/1930		6003		
20	1840/1930		6003		
20	1840/1930		6003		
20	1840/1930		6003		
20	1840/1930		6003		
Total Capital Outlay					\$ -

Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
20	1930	33100	6003	Grant Revenue	\$ 104,462
20	1840	33100	6003	Grant Revenue	\$ 152,000
20	1860	33100	6003	Grant Revenue	\$ 114,864
20	5290	33100	6003	Grant Revenue	\$ 118,353
Total Revenue/Donations					\$ 489,679



Please only complete the fields highlighted in Orange.

Amendment Details

Title: **CDBG Grant Funding FY21**
 Department Name: **Econ Dev**
 Presenting Department Name: **Econ Dev**
 Department #: **1840/1930**
 Primary Funding Source: **20**
 CIP#: **n/a**
 Project #: **6003**

Is this for an Emergency? ☐ Yes ☒ No
 New Level of Service? ☐ Yes ☒ No

Clerks Office Stamp

Date of Council Approval

Acknowledgement

Date

Department Director

1/4/2021

APPROVED
By Todd Layole at 1:54 pm, Jan 08, 2021

BP 01/08/2021

Chief Financial Officer

APPROVED
By Joe Borton at 4:11 pm 01/08/2021

Council/Dalson

Mayor

Total Amendment Request \$

0

City of Meridian FY2021 Budget Amendment Form

Total Amendment Cost - Lifetime

Prior Year(s)	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Department Name:
Funding	2021	2022	2023	2024	2025	Econ Dev
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	Title: CDBG Grant Funding FY21 <i>Instructions for Submitting Budget Amendments:</i> > Department will send Amendment with Directors signature to Finance (Budget Analyst) for review > Finance will send Amendment to Council Liaison for signature > Council Liaison will send signed Amendment to Mayor > Mayor will send signed Amendment to Finance (Budget Analyst) > Finance (Budget Analyst) will send approved copy of Amendment to Department > Department will add copy of Amendment to Council Agenda using Novus Agenda Manager
Operating	\$ 489,679	\$ -	\$ -	\$ -	\$ -	
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ 489,679	\$ -	\$ -	\$ -	

Total Estimated Project Cost: \$ 489,679

Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

1. Describe what is being requested?

Spend Authority of the awarded HUD/CDBG grant funds in the amount of \$489,679 for FY21 (PY20). The individual projects have been approved by Council during the PY20 Action Plan Submittal to HUD.

2. Why was this budget request not submitted during the current fiscal year budget cycle?

Grants are usually awarded at the start of each fiscal year for the current fiscal year, which is after the current fiscal year budget has been approved. The grant award amount is unknown during the budget cycle.

3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?

The grant award is for FY21 and not a carryforward item into the next FY.

4. Describe the proposed method of funding? If funding is split between Funds (i.e., General, Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.

Grant revenue from HUD = CDBG funding, this is a revenue neutral budget amendment.

5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?

Yes.

6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.

No.

7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)

Yes.

8. Is the amendment going to result in the disposal of an asset? (Yes or No)

No.

9. Any additional comments?

n/a

Total Amendment Request \$ 0

Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

December 17, 2020

The Honorable Robert E. Simison
Mayor of Meridian
33 E. Broadway Avenue
Meridian, ID 83642-2619

Dear Mayor Simison:

The U.S. Department of Housing and Urban Development (HUD or the Department) notified the City of Meridian by letter, receipted on November 10, 2020, of an error in HUD's initial formula allocations for fiscal year (FY) 2020 Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) program grants. The Department is poised to undertake Line of Credit Control System (LOCCS) corrections to the grant amounts for these programs and is outlining the next steps the City must take below. As a reminder, the original and adjusted allocations for the FY 2020 CDBG grant are listed below.

	CDBG
Original Allocation	\$489,753
Adjusted Allocation	\$489,679
Difference	-\$ 74

The City must submit new SF 424s for the CDBG program reflecting the changed allocation. The City will also need to amend its 2020 action plan to reference the corrected amount of the CDBG allocation. The Consolidated Plan regulations (24 CFR Part 91) require a grantee to identify in its citizen participation plan the criteria it will use for determining what constitutes a substantial amendment to its action plan. It is these substantial amendments that are subject to a citizen participation process.

The City will need to determine if a substantial amendment is triggered and if so, engage in the necessary citizen participation activities.

HUD will send the City amended grant agreement that reflect the correct allocation amount after the Portland Field Office of Community Planning and Development receives the newly executed SF-424 for the FY 2020 CDBG grant. Upon receipt, HUD will adjust the allocation amount in IDIS and LOCCS to ensure funds in excess of the revised allocation amount are not disbursed from the City's line of credit.

The Department appreciates the City's patience and efforts in this process and our office is available to assist in ensuring a timely correction.

Sincerely,

Bryan Guiney
CPD Director

cc: Victoria Cleary, Economic Development Administrator
Crystal Campbell, Community Development Program Coordinator