



Mayor Robert E. Simison

City Council Members:

John Overton, President

Anne Little Roberts, Vice President

Brian Whitlock

Liz Strader

Doug Taylor

Luke Cavener

March 2, 2026

MEMORANDUM

From: Crystal Campbell, Community Development Program Coordinator

To: Mayor Robert Simison and City Council

CC: Kendall Nagy, Curtis Calder

RE: Action Plan Development and Council Engagement

Action Plan Overview

The City of Meridian is beginning work on its next Community Development Block Grant (CDBG) Action Plan. Public engagement is central to this process and staff will seek input from residents, stakeholders, and elected officials at multiple points – from draft development through final review. The CDBG Program provides opportunities for the community to share feedback, particularly on the availability and accessibility of services for individuals and households at or below 80% of the Area Median Income (AMI), helping ensure the Action Plan reflects community priorities and needs.

Staff will also provide guidance to potential applicants for the competitive Housing and Public Services programs. Recommendations from the CDBG Scoring Committee will be incorporated into the draft Action Plan, which will then be open for at least 30 days of public comment. After considering feedback, staff will submit the plan to Council for final approval. Once approved, the Action Plan will be submitted to HUD as the City's formal CDBG funding application. All engagement is conducted in accordance with the City's Citizen Participation Plan.

Council Interactions

While staff will engage extensively with the community and stakeholders throughout the Action Plan process, Council involvement will occur at key milestones.

Staff will invite a Council representative to serve on the CDBG Scoring Committee. The committee brings together diverse perspectives to evaluate applications and assess community needs. Council's citywide perspective and direct constituent engagement provide valuable insight into this process.

During the planning phase, staff will hold one public hearing and present prior-year accomplishments, lessons learned, and proposed priorities for the upcoming year. Council feedback at this stage will help inform the direction of the draft Action Plan.

Once the draft Action Plan is released for public comment, staff will return to Council to present the proposed projects recommended by the Scoring Committee. The timeline below includes a second public hearing at the close of the public comment period to provide an update on feedback received and offer a final opportunity for public input. If Council prefers to streamline meetings due to time constraints, staff can adjust the format and limit formal appearances during the comment period.

The final Council action will be approval of the Action Plan, anticipated as a consent agenda item.

Staff welcomes the opportunity to partner with individual Council members on targeted outreach efforts, particularly where there may be district-level impacts. Potential engagement options include district town halls, CDBG open houses, or virtual forums where residents can learn about the Action Plan and provide feedback. Staff will coordinate directly with interested Council members. The anticipated timeframe for these engagements is March 15 through June 30.

Tentative Action Plan Timeline

The following tentative timeline outlines key milestones in the development and approval process:

- **March 24** – Public hearing to gather feedback on potential projects
- **April 1-30** – Housing and Public Services applications open
- **May 1-15** – Scoring Committee reviews applications and recommends projects for funding
- **May 28 - July 7** – Draft Action Plan open for public comment
- **June 2** – Public hearing to announce draft Action Plan availability for comment
- **July 7** – Public hearing to close the public comment period
- **July 14** – Council consideration and approval of the Action Plan (consent agenda)
- **July 30** – Target submission of Action Plan to HUD (no later than August 16)