

**City of Nampa  
Community Development Block Grant  
(CDBG) Program Year 2019**

**CONSTRUCTION & ACQUISITION  
PROJECTS - ADDITIONAL SUPPORT**

**CDBG funding is made possible by the US Department of HUD and is administered by the  
City of Nampa, Economic / Community Development Department.**

CDBG Applications and Budget Templates are also available on-line at  
[www.cityofnampa.us/CDBGApplication](http://www.cityofnampa.us/CDBGApplication)

Call the Economic / Community Development Department for details (208) 468-5407.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM YEAR 2019  
APPLICATION**

**I. CONSTRUCTION & ACQUISITION PROJECTS**

**A.1. ADDITIONAL REQUIRED DOCUMENTS FOR CONSTRUCTION AND ACQUISITION PROJECTS**

The Certifying Representative must initial all required documents attached to the application or put “N/A” if the document is “not applicable.”

- \_\_\_\_\_1. If construction or renovation project, include construction estimates (using Davis-Bacon Wages, Labor Standards and Section 3 Program – information provided by Community Development staff, (208)468-5407 and preliminary designs, blueprints, and specifications.
- \_\_\_\_\_2. For any facility acquired, leased, or improved, include a photograph of the facility.
- \_\_\_\_\_3. Include proof of proper zoning and conformance to building and fire codes for an acquired, leased, or improved facility. **Projects requiring land use and/or zoning change, generally, will not be considered.**
- \_\_\_\_\_4. The applicant is made aware that for construction or rehabilitation projects applying for CDBG funding must ensure that they complete a City of Nampa Conceptual Plan Review (contact the City of Nampa Planning & Zoning Department) prior to the presentations to City Council are made. Failure to complete the review will be considered non-responsive and the application will not continue through the review process.
- \_\_\_\_\_5. The applicant is made aware that construction or rehabilitation projects awarded CDBG funding must ensure that they have approval of the designs for the project no later than October 1 of this year. Any applicant that does not have plans approved by the stated date will forfeit their award of CDBG funds and no contract will be signed.

**\*\*NOTE:** With the submission of this application, property may not be acquired (with or without CDBG funding) until an environmental review is complete. If you wish to place an option on the property, please contact city staff to ensure inclusion of environmental contingency language in the option papers.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM YEAR 2019  
APPLICATION**

**CONSTRUCTION PROJECT** (Complete this page if funds will be used for construction projects.)

1. Describe in detail the physical improvements that will be made. Attach construction estimates (using Davis-Bacon Wages, Labor Standards and Section 3 Program), preliminary designs, photograph blueprints, and specifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a. Does applicant own the property or site?  Yes  No

i. If no, one of the two items below must accompany the application:

1. A copy of lease agreement and letter from the owner confirming use

**Requests for property leased/purchased with CDBG funds require an eligible  
CDBG use for 10 years.**

2. Complete **ACQUISITION PROJECT FORM** of the application

2. Does the project require land use and/or zoning change?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

3. Describe long-term operation and maintenance plans for the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Provide evidence of funds by letters of commitment with contact person.

5. Must submit a signed construction estimate from a licensed contractor or design professional.

5a. Contractor/Designer Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

License Number: \_\_\_\_\_

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM YEAR 2019  
APPLICATION**

**ACQUISITION PROJECT FORM(s)**

(CDBG funds will only be used to purchase property at Fair Market Value (FMV) appraised value. Applicants will be responsible for purchase cost above FMV.)

1. Multiple potential properties (including Right-of-Ways) have been identified and all may be suited for the project.  Yes  No
  - a. If yes, provide documentation of a minimum of three properties that could meet the needs of the project. Documentation may include MLS listings, parcel numbers & pictures, maps, etc.
  - b. If no, STOP!! Contact CDBG staff **immediately** for proper notices. If there is no other property that would meet the needs of the project, it must follow special rules for acquisition.

2. Describe in detail the actual/proposed steps for acquisition of the property. (Attach photograph)

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3. Does the project require land use and/or zoning change?  Yes  No  
If yes, explain: \_\_\_\_\_

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4. Attach evidence of funds for project by letters of commitment with contact person.

5. Of the potentials, the preference property to acquire has been identified:  Yes  No

6. Have you contracted the property owner of the preference property?  Yes  No
  - a. If yes, complete remaining questions.
  - b. If no, STOP, you have completed the acquisition section. If awarded, you will be required to complete the remainder of the acquisition steps.

**Preference Property Acquisition Section**

7. Letter of intent to sell from property owner or MLS listing attached?  Yes  No

8. Attach evidence that the seller has been provided with/completed the following documents:
  - a. The Disclosure to Seller with Voluntary, Arm's Length Purchase Offer
  - b. Evidence of occupancy of the property - seller completing Documentation of Tenancy

9. Has Fair Market Value of the property been obtained (appraisal)?  Yes  No
  - a. If yes, has the seller been provided the attached "Disclosure to Seller of Voluntary, Arm's Length Purchase Offer"?  Yes  No
  - b. How was Fair Market Value determined?

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*Requests for property purchased with CDBG funds will require an eligible CDBG use for 10 years.*  
Documentation of Tenancy

This is to inform you that \_\_\_\_\_ would like to purchase the property located at \_\_\_\_\_, if a satisfactory agreement can be reached.

The \_\_\_\_\_ presumes you are willing to sell your property because you have (listed your property with the Multiple Listing Service, have placed a “for sale” sign on the property, have contacted our agency directly, etc.). The \_\_\_\_\_ has applied for financial assistance from City of Nampa CDBG Program to complete a project on your site.

To ensure your property is eligible for the financial assistance, the seller hereby certifies that the property mentioned above: (check one of the following)

- is vacant land containing no buildings or personal property.
- is land containing buildings and is not currently occupied nor been occupied over the past 12-month period.
- has not been occupied, other than by the seller(s) or current purchaser, over the past 12-month period.
- was occupied by tenants at some point over the last 12-month period. Please describe the circumstances leading to the departure of the most recent tenants:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- is currently occupied by tenants and by signing this letter, the seller releases (agency) \_\_\_\_\_ to contact the current tenants directly about the proposed project.

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller Printed Name

Disclosure to Seller with Voluntary, Arm's Length Purchase Offer

Dear \_\_\_\_\_:

This is to inform you that \_\_\_\_\_ would like to purchase the property located at \_\_\_\_\_, if a satisfactory agreement can be reached. The \_\_\_\_\_ presumes you are willing to sell your property because you have \_\_\_\_\_ . We are prepared to pay \$ \_\_\_\_\_ or clear title to the property under the conditions described in the attached proposed contract of sale.

The \_\_\_\_\_ has submitted an application to the City of Nampa for financial assistance to complete a project on your site. Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell, the \_\_\_\_\_ will not acquire your property. The \_\_\_\_\_ does not have the power to acquire your property by condemnation (i.e. eminent domain).[will not use the power of eminent domain to acquire the property].
2. We estimate the fair market value of the property to be \$ \_\_\_\_\_.

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

If you have any questions about this matter, please contact \_\_\_\_\_, whose telephone number is \_\_\_\_\_.

Sincerely,

Name/Title

Combined Notice of Tenancy & Disclosure to Seller with Voluntary, Arm's Length Purchase Offer

Dear \_\_\_\_\_:

This is to inform you that \_\_\_\_\_ would like to purchase the property located at \_\_\_\_\_, \_\_\_\_\_ if a satisfactory agreement can be reached. We are prepared to pay \$ \_\_\_\_\_ clear title to the property \_\_\_\_\_ for under the conditions described in the attached proposed contract of sale.

Because Federal funds may be used in the purchase, however, we are required to disclose to you the following information:

- 1. The sale is voluntary. If you do not wish to sell, the \_\_\_\_\_ will not acquire your property. The \_\_\_\_\_ does not have the power to acquire your property by condemnation (i.e. eminent domain).[will not use the power of eminent domain to acquire the property].
- 2. We estimate the fair market value of the property to be \$\_\_\_\_\_.

Since the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), or any other law or regulation. Also, as indicated in the contract of sale, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed.

Again, please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the contract and return it to us.

If you have any questions about this matter, please contact \_\_\_\_\_, at (208) \_\_\_\_\_.

Sincerely,

(Name/Title)

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TO BE COMPLETED BY SELLER:

To ensure your property is eligible for the financial assistance, the seller hereby certifies that the property mentioned above: (check one of the following)

- is vacant land containing no buildings or personal property.
- is land containing buildings and is not currently occupied nor been occupied over the past 12-month period.
- has not been occupied, other than by the seller(s) or current purchaser, over the past 12-month period.
- was occupied by tenants at some point over the last 12-month period. Please describe the circumstances leading to the departure of the most recent tenants:  
\_\_\_\_\_  
\_\_\_\_\_

- is currently occupied by tenants and by signing this document, the seller releases (agency) \_\_\_\_\_ or it's representatives, to contact the current tenants directly about the proposed project.

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller Printed Name