

Program Year 2016 Nampa CDBG Application Workshop

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City of Nampa
www.cityofnampa.us

March 22, 2016



Introductions

| Staff | Position Title |
|----------------|--|
| Jennifer Yost | Community Development Program Manager |
| Janae Mitchell | Community Development Specialist |
| Mindy Gordon | Community Development Administrative Assistant |

- Community Development staff offices:
 - 9 12th Ave South
 - Near the Historic Train Depot



Goals for Funding & Application Workshop

- Provide Overview of Federal Entitlement Grant Process & Timelines
- Guidance on Developing Applications
 - Review of how to structure proposals
 - Review On-line Application System
- Questions & Answer



Process Timelines

| Description | Dates |
|--|---------------------|
| Request for Applications for CDBG PY2015 Published | March 21, 2016 |
| CDBG Application Workshop | March 22, 2016 |
| Application for CDBG Due to City of Nampa | May 9, 2016, 5:00pm |
| City Council - Applicant Presentations | May 25, 2016* |
| CDAC & Staff Meeting – Discuss & Rank Applications | May – June 2016 |
| City Council Allocation Decision | June 20, 2016 |
| Draft Action Plan Developed | June 2016 |
| Comment Period | July 2016 |
| Public Hearing on Final Action Plan | August 2, 2016 |
| Action Plan Submitted to HUD | August 15, 2016 |
| Sub-Recipient Orientation Workshop | September 2016 |
| Funding Available | October 1, 2016* |



Overview of Community Development Block Grant



CDBG History & Purpose

- The Community Development Block Grant (CDBG) Program was authorized under Title I of the Housing and Community Development Act of 1974 to:
 - Provide annual grants on a formula basis to local and state governments
 - Provide communities with resources to address unique community development needs
 - Develop viable communities by:
 - Providing decent housing
 - Creating a suitable living environment
 - Expanding economic opportunities



CDBG Funding

- The CDBG program is at risk of being eliminated.
 - Nampa's allocation has increased in the last few years as a result of poverty data
 - The federal budget constraints have called for deep cuts as well as elimination of the program in the last 10 years.



CDBG Funding

- The City of Nampa receives federal Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development.
 - Funding is divided between entitlement communities and state programs



CDBG Funding

Historic Appropriation levels

| Fiscal Year | National CDBG Budget | Nampa CDBG Budget | Notes |
|-------------|----------------------|-------------------|---|
| 2010 | 3,948,218,000 | 588,403 | American Recovery Act additional funding |
| 2011 | 3,302,950,000 | 491,235 | 16.5% cut across the board |
| 2012 | 2,948,090,000 | 699,189 | Formula Change to use American Community Survey with small annual changes rather than large changes every 10 years. |
| 2013 | 3,780,195,000 | 719,538 | |
| 2014 | 3,030,000,000 | 732,030 | |
| 2015 | 3,000,000,000 | 719,453 | |
| 2016 | 3,000,000,000 | 748,427 | |



National Objective

- All programs must meet HUD National Objectives
 - Benefit primarily Low- Moderate-Income persons
 - Area
 - Limited clientele
 - Housing
 - Jobs
 - Aid in the prevention/elimination of slum & blight
 - Urgent Need – This is rarely used. It is associated with Disasters.



Low & Moderate Income Objective

- Most common objective is Low and Moderate Income
 - At least 51% of program beneficiaries must be low or moderate income
 - HUD defines low income as household income equal to or less than 50% of median income
 - HUD defines moderate income as household income equal to or less than 80% of median income



2015 HUD Income Limits*

| Number in Household | Extremely Low Annual (30% of median) | Very Low Annual (50% of median) | Low Annual (80% of median) |
|---------------------|--------------------------------------|---------------------------------|----------------------------|
| 1 | \$12,700 | \$21,150 | \$33,800 |
| 2 | \$15,930 | \$24,150 | \$38,600 |
| 3 | \$20,090 | \$27,150 | \$43,450 |
| 4 | \$24,250 | \$30,150 | \$48,250 |
| 5 | \$28,410 | \$32,600 | \$52,150 |
| 6 | \$32,570 | \$35,000 | \$56,000 |
| 7 | \$36,730 | \$37,400 | \$59,850 |
| 8 | \$39,800 | \$39,800 | \$63,700 |



CDBG Beneficiaries

- Activities affecting **multi-family structures** or **public facilities**, including infrastructure must guarantee at least 51% low and moderate income benefit
- Those activities targeting **single family developments** must serve 100% low and moderate income.
- **No project is eligible if there is not at least 51% low to moderate benefit.**



CDBG Funding Categories

- Local Program Usage Caps:
 - **Public Service** (15% cap)
 - **Project Use** (65% cap)
 - **Planning & Administration** (20% cap)



CDBG Funding

- \$748,427 is expected for Program Year 2016.
- Approximately \$149,000 is available for Administration, oversight and monitoring of the CDBG Program
- Approximately \$599,000 is available for allocation for all Projects (City & Public)
 - **\$112,000** available for Public Service
 - **\$487,000** available for Non-Public Service.



Eligible Applicants

- Existing 501 c 3 (non-profit status)
- City Departments
- Other Public Agencies
- For-Profits with mission to serve low-income families
- Applicants with **unresolved** audit, disallowed costs or prior performance problems will be ineligible to apply



CDBG Eligible Public Service/Activities

Including but not limited to:

- Services for homeless persons
- Services for persons with disabilities
- Drug abuse counseling & treatment
- Child care
- Services for victims of domestic violence
- Healthcare
- Services for persons with HIV/AIDS
- Job training
- Fair Housing activities
- Services for senior citizens



CDBG Public Service Activities

- Majority of Public Service Activities are Affiliated with "Low-Mod Income" (LMI) **National Objective** and "Low-Mod Limited Clientele" (LMC) **Activity**
- Low-Mod Clientele (LMC) Activities must meet criteria / fit into a documentation categories:
 - Serve at least 51% LMI as evidenced by **documentation regarding family size and income**
 - Be part of service or **program that has income-eligible requirements** for LMI populations only as documented through program or agency policies or administration procedures, income limits, etc.
 - Serve a group that is **presumed** to be low-mod such as elderly, homeless, AIDS patients, migrant workers, etc.
 - Be of a **nature and location** that LMI clientele are served



CDBG Eligible Project Use Activities

- Acquisition
- Clearance of sites
- Reconstruction/rehabilitation of homes or other property
- Construction of public facilities & improvements
- Public infrastructure improvements
- Assistance to low-income homebuyers in purchasing a home



CDBG Ineligible Activities

- Completely Ineligible Activities
 - Buildings used for the general conduct of gov't
 - General government expenses
 - Political activities
- Generally Ineligible Activities
 - Purchase of equipment
 - Operating and maintenance expenses
 - Construction of new permanent residential structures
 - Direct Income Payments



Application Submission



Application Submission

- On-line program through ZoomGrants
- Link on City website, Community Development Division, Community Development Block Grant
 - Scroll to bottom of page
 - Download Guidelines (they have changed)
 - Click Apply button



Application Submission



Application Submission



Application Submission

Due in December in every year, the City Report on the activities over the past program year. The documents do not contain all appendices

- 2009
- 2010
- 2011
- 2012

Other CDBG Plans

- Five Year Consolidated Plan (2012-2016)
- Citizen Participation Plan - Amended July 2012
- Anti-Displacement and Relocation Plan - Amended July 2012
- Fair Housing Analysis of Impediments and Action Plan - 2012

Applications & Procedures

2014 has brought about a few changes with the application procedure. An on-line application through ZoomGrants must be completed for all projects. Job Creation projects that will go through the competitive application cycle have a separate application process and should contact City staff immediately. Please download the CDBG application Guidelines for further information about the application process. All Applications are **Due Monday, May 12th by 5:00pm.**

- 2014 Nampa CDBG Application Guidelines

[Apply via ZoomGrants™](#)

Application Submission

Existing ZoomGrants™ Users
Email
Password
Stay logged in?
Forgot password? [Help](#)

RESOURCES HELP A-Z

Available Programs

Available Programs: City of Nampa

Community Development Block Grant (CDBG)
Economic Development Community Development
8/12/2014 - Organizations Only

[Apply](#) [Previous](#)

New ZoomGrants™ Account

Email
Password
First Name
Last Name
Account Type
 Organization
 Individual
[New Account](#)

- Password must be at least 8 characters and contain 1 letter and 1 number
- We do not sell or rent your personal information to anyone. Ever

Application Submission

- Create an account if you have not already done so
- Apply for City of Nampa Community Block Grant
- Demonstration will be done at end of presentation

Application Submission

- Applying for 2 projects allowed
- Must start first application
 - DO NOT SUBMIT
- Go to top of page of My Account
- Click on tab "Available Programs"
- Click on button "Apply Again"
- Demonstration will be done at end of presentation

Application Submission

- Every question must have an answer, even if it does not apply.
 - Type NA and explain why it does not apply
- Every document marked as "required" must have an uploaded document, even if it does not apply.
 - Type up a document that states it does not apply and why and upload that.

City Department Applicants

- Some components do not apply, for example:
 - Audit
 - Financial Procedures
 - Board Structure = City Council
- Read the section in the guidelines for specifics

Construction Project Specifics

- Participate in a Conceptual Plan Review prior to presentations to City Council
- Plans must be approved by City (engineering and/or building) before October 1
 - *Plan approval timeline exception for projects pursuing HOME or LIHTC
- Davis Bacon Wage rates apply. There are a few exceptions when actual work is done by:
 - City staff
 - Public utility employees (not contract employees)



Application Ranking Criteria

- CDBG funds are reducing every year.
- We want organizations we fund to be successful by ensuring that they:
 - Are sustainable in the future
 - Will not fail if not receiving CDBG
 - Are not dependent upon CDBG every year



Application Ranking Criteria

- Proposal narrative is complete and of good quality
- Proposal helps address a key community need
- Proposal has relevant, clear outcomes and measurements
- Project readiness or delivery plans are reasonable and sound
- Organization/staff has strong experience or capacity
- Proposed program budget leverages funds other than CDBG



Common Mistakes!

- Insufficient information to get a clear understanding of the proposal or outcomes
- Failure to document the need
- Incomplete financial information
- Requesting ineligible use of funds
- Application is incomplete
- Failure to factor CDBG project due diligence such as environmental reviews or feasibility analysis (if applicable)



Other Things to Consider

- Proposal has a clear and accurate budget
- Proposal is cost reasonable
- Proposed program does not duplicate existing services
- Newly created programs that haven't been funded by CDBG prior will be scrutinized by the City more carefully
- Carefully consider how you plan to manage collection and submittal of documentation to substantiate outcomes and grant payment requests



Agency Information

- CDBG Application Information
 - Applicant (including DUNS #)
 - Proposed Project costs
 - Location
 - National & local objectives
 - Beneficiaries
 - Agency insurance coverage



Minimum Information

- Approved by Board
 - Sample board resolution is included
- Valid DUNS & Bradstreet number
- Copy of client intake form or other tracking method
- Project/Program Budget
- Organization Operational Budget
- 501 (c) 3 Certificate/Mission statement for for-profits
- Most recent audit, Management Letter & agency response letter to any issues
- Meets a National Objective
- City residents are beneficiaries
- Addresses Consolidated Plan Goal & Objective



“Be Complete” means:

- Attach/upload ALL required documents
- Meets minimum match requirements
- No less than minimum request amount
- No unresolved audit, disallowed costs or prior performance problems
- Addresses each question
- Contains minimum information



Requirements to present to Mayor & City Council

- Minimum of 50 points
- Meet Review Threshold Requirements
 - Complete application
 - Unresolved audit
 - Approved by Board
- Those that meet these requirements will be notified in late May to make short (3-5 minutes) presentations in early June
 - Not required, but helps to answer questions



Criteria & Scoring



Application Scoring

- Emphasis of scoring is placed upon Organizational Structure & Capacity (45 out of 100)
 - Agency Capacity: 20
 - Leveraging Other Funds: 5
 - Budget: 20



Agency Capacity

- Mission Statement
- Experience with type of activity
 - Past results vs goals
 - Successes and benefit to community
- Administrative structure
 - Board Involvement
 - Board training is conducted & budgeted in operational budget
 - Organizational Chart & Board Member Form
- Operational Budget & Audit are attached (Review requirement)



Agency Capacity

- Experience & capability with grant administration
 - It does not have to be specifically with CDBG
 - Last time policies & procedures were reviewed
- Staff experience with project type and service area
 - Bio sketches, including CEO, CFO, and project delivery staff
 - Experience with same type or similar program
 - Experience with target population



Level of Grant Request

- Limits on **requests** and **awards**
 - Public Service
 - Minimum request of \$15,000
 - City Project only: min request of \$3,000
 - No more than 4 sub-recipients shall be funded
 - Capital Projects (non-public service)
 - Minimum request of \$20,000
 - Request funding over multiple grant cycles in this one application
 - e.g. instead of \$200,000, request \$100,000 for PY13 & \$100,000 for PY14
 - Ask for funding when needed for expenditure.



Match

- Leveraging the impact of CDBG funds to the greatest extent possible
- Ensures sustainability without CDBG funds
- Volunteer time
 - \$19.92 per hour for non-professional
 - Professional time is valued at the amount the professional would charge. Must include letter from professional identifying the value of the in-kind donation



Match

- If listed in application budget must be tracked and reported if awarded.
- Do not identify as match if you will not be able to track and report
- If awarded and failure to track and report match at similar levels identified in application
 - Potential repayment requirement
 - Impact on future applications



Match

- Match Requirements:
 - 100% match for construction & public services
 - In-kind Match and/or cash
 - Acquisition
 - With construction 100% Match (cash &/or in-kind)
 - Acquisition only 50% Cash Match
 - For construction & acquisition projects
 - Operating funds not considered as Match



Leveraging Other Funds

- Budget Narrative
 - Sources of funds involved in the project
 - Already committed
 - To be applied for
 - Pending amounts
 - In-kind (include commitment letters)



Budget

- Use Project Budget in ZoomGrants
 - Add/delete line-items descriptions
 - List total costs of the project, not just CDBG amounts
 - Mathematically correct
 - Amounts match throughout the application
- Operational Budget of the agency



Budget

- Matching funds
 - Public Service: 100% match
 - Operational budget of the program can be counted
 - Construction: 100% match
 - Operational budget can not be counted
 - Acquisition ONLY: 50% Cash match
- **Greater match = Greater points**



Application Scoring

- Ensure we are meeting the needs of the community: (35 out of 100)
 - Target & LMI populations: 10
 - Consolidated Plan Objective, Goals & Priority: 15
 - Statement of Need: 10



Target & LMI Population

- # and % of LMI persons to benefit
 - Are the beneficiaries extremely low (30% AMI), very low (50% AMI) or low income (80% AMI) persons.
- How well is the population being targeted
 - Location of project in relation to location of the target population
 - Marketing/outreaching to the target population
 - Located in a Target Neighborhood



Consolidated Plan Objective, Goals & Priorities

- How the project addresses one or more of the stated goals & objectives
- Level of Funding Priority



Consolidated Plan Goals & Objectives

- Commercial & Residential Revitalization
- Permanent, quality affordable housing
- Homeowner housing rehabilitation program
- Explore rental housing rehabilitation program
- Continue to fund and support social service providers
- Promote Job Creation & Economic Development
- Reduce homelessness



Funding Priorities

- **High Priority Funding**
 - Improve/rehabilitation of Residential housing
 - Neighborhood stabilization and revitalization
 - Job Creation/economic development
 - Extremely affordable rentals & transitional housing
 - ADA improvements in housing and public infrastructure



Funding Priorities

- **Medium Priority Funding**
 - Ownership of existing housing stock
 - Social service operation support for organizations assisting special needs populations
 - Support for homeless and at-risk of homeless service providers
 - Improvements to public infrastructure systems



Funding Priorities

- **Low Priority Funding**
 - Construction of new single family housing units
 - Construction of new homeless shelters, except for transitional housing
 - Programs that serve higher income segments of the low- to moderate income population (51 to 80 percent; 80 percent and higher).



Statement of Need

- Problem or need to be addressed (be concise)
- Plans, studies, reports used to identify need
 - Cite the sources
 - Consolidated Plan and other City Plans are appropriate plans to cite; however, use other sources as well.
 - Use current sources. If sources are old, why is there not more recent data available?
- Urgency of Need – Why is this needed now?
 - do not confuse with National Objective of Urgent Need
- Describe target population & area of service



Application Scoring

- We also want to ensure the project is successful & well thought out (20 out of 100)
 - Project Description: 5
 - Program Delivery: 10
 - Coordination: 5



Project Description

- What is the project
- How it will address the Statement of Need
 - Include how the beneficiaries will be notified of available service/project – Marketing/Outreach
- Work plan & Timeline
- Project evolution: On-going, Start up, Expansion



Program Delivery

- Job Creation/Retention
 - Project Staff, Clients & Contractors
- Duties/Responsibilities of project staff
 - Job descriptions of project staff
- Organizational chart showing how the program & program staff fit into the entire organization
- Outreach Plan
- Long-term continuation
- Mechanism to collect & track beneficiary info.



Program Delivery

- Projects & Programs should be SMART

Specific
Measurable
Attainable
Relative
Time-bound



Performance-based Reporting

- **Proposals should include Measurable Outcomes**
- Select a method for tracking and ensuring only unduplicated and income eligible CDBG clients or neighborhoods are served. This will be done by recording data at individual, household or are level
- Provide the unduplicated number of households/person who will benefit from the activity (output). Include an assessment of the impact (outcome) on the households, persons, needs or neighborhoods addressed.



SMART Goal Example

- Goals and Objectives are SMART
 - e.g. 50 illiterate adults will improve their reading ability by 1 grade level during the 1 year project period by accessing the adult learning lab provided by ABC.
- S**pecific: accessing the adult learning lab
Measurable: 50 illiterate adults
Attainable: improve their reading level
Relative: 1 grade level
Time-bound: 1 year project period



SMART Goal Example

- Goals and Objectives are SMART
 - e.g. 15 homeless households will exit the transitional housing program into permanent housing during the 1 year project period as a result of case management services by the homeless shelter.
- S**pecific: case management services
Measurable: 15 homeless households
Attainable: exit the transitional housing program
Relative: permanent housing
Time-bound: 1 year project period



SMART Goal Example

- Goals and Objectives are SMART
 - e.g. Within 1 year of opening the doors, 200 new clients will establish a health care home to improve their health as a result of the construction of a new expanded health clinic.
- S**pecific: construct new expanded health clinic
Measurable: 200 new clients
Attainable: establish a health care home
Relative: improve health
Time-bound: 1 year of operations



SMART Goal Example

- Goals and Objectives are SMART
 - e.g. Within 1 year all households connected to city water services (estimated 500 households) in neighborhood will have lower fire ratings through access to adequate fire suppression as a result of rehabilitating the water line.
- S**pecific: rehabilitate the water line
Measurable: 500 households
Attainable: access to adequate fire suppression
Relative: lower fire ratings
Time-bound: 1 year



Coordination

- The planning process and other agencies involved
- Community involvement in application preparation
- Describe collaboration to enhance services
 - Other services available to users - directly or through referral
 - Letters of collaboration, MOUs, coordination and support.
 - Do not use standard/form letters – should include involvement in the process not just that the program/service/agency is wonderful.



Post Award Requirements



CDBG Post Award Requirements to Consider before Applying

- Sub-recipient Orientation Workshop
- Meeting Timelines
- Recognition of CDBG role
- Affirmative Marketing Plan
 - Section 504 Plan
 - Limited English Proficiency Plan
- Environmental Review
- Access to Records



Sub-recipient Workshop

- All persons associated with the running of the program are required to attend. Those responsible for:
 - Tracking and reporting progress of the project
 - Procuring materials/services for the project
 - Financials for reporting the match, client fees, and CDBG funding requests



Important Timelines

- Update users & budget September 1
- Contracts signed by November 1
- Construction specific timelines
 - 10 year interest in property when assisted with CDBG
 - Designs approved by October 1**



CDBG Recognition

- Permanent plaque for all facilities assisted
- Temporary plaque/frame within facilities providing services assisted with CDBG
- Reference to CDBG in publications



Affirmative Marketing Plan

- To Further the non-discrimination and equal opportunity objectives of Title VIII of the Civil Rights Act of 1968 and Executive Order 11063
 - Housing, programs and services must be made available to people without regard to their race, color, religion, sex, disability, familial status, national origin, or age.



Affirmative Marketing Plan

- Specifically targets potential tenants or beneficiaries who are least likely to apply for housing or services funded under CDBG
- Plan should include:
 - Planning
 - Targeting
 - Outreach
 - Measuring/Reporting
 - Monitoring



Affirmative Marketing Plan

- Planning
 - Determine how to market
 - Determine how to reach targeted population
- Targeting
 - Identify geographic market



Affirmative Marketing Plan

- Outreach
 - Develop marketing/outreach plan
 - Incorporate Limited English Proficiency Plan
 - Ensure services are in compliance with ADA & Section 504 of the Rehabilitation Act of 1973
- Measuring/Reporting
 - Self-assess effectiveness of the marketing program
- Monitoring
 - City of Nampa will review affirmative marketing activities



Affirmative Marketing Plan

- City of Nampa Affirmative Marketing Policies and Procedures will be made available at Sub-recipient Orientation Workshop.
- Sub-recipients are required to have a Plan in place by final draw of CDBG funding.



Limited English Proficiency

- Title VI of the Civil Rights Act of 1965 is the federal law that protects individuals from discrimination
- EO 13166 directs all federal agencies to work to ensure that programs receiving federal financial assistance provide meaningful access to LEP persons



Limited English Proficiency

- Any agency that receives Federal Assistance, not just HUD funding, will be required to develop a Limited English Proficiency Plan
- All Nampa CDBG sub-recipients will be required to have a plan in place prior to the final draw request.
 - This is not a new rule or regulation for CDBG



Limited English Proficiency

- Resources for LEP Questions
 - www.hud.gov
 - www.lep.gov
 - www.idaholegalaid.org
 - www.fairhousingforum.org
 - LEP guidance can be accessed here directly



Section 504/ADA

- Services to be in compliance with ADA & Section 504 of the Rehabilitation Act of 1973
 - **If you have 15+ employees, designate the Section 504 Coordinator (attach a job description).**
 - Indicate Section 504 information sources available to staff.
 - **Section 504 training requirements for staff and the physical and program accessibility aspects of the housing, program, or service.**
 - Identify physical obstacles that limit accessibility
 - Review Programs & Activities
 - Effective Communication
 - Non-discrimination
 - Grievance Procedures
 - Analyze Policies & Practices



Section 504/ADA

- Develop Transition Plan
 - Identify & Document all non-structural modifications
 - Identify physical obstacles
 - Determine if facility eligible for National Historic Register
 - Describe methods to make facility accessible
 - Schedule for removal of barriers
 - Estimate cost of removing barriers
 - Maintain Compliance



Environmental Review

- Applicant can not obligate funding (CDBG & non-CDBG) for the project until environmental clearance is giving.
 - Can not purchase property
 - Can not turn dirt
 - Can not procure material/services
 - Can not hire staff



Access to Records

- All records in relation to the project are to be made available to CDBG staff, Attorney General, Inspector General, HUD, and any other agencies deemed necessary to review records.
 - Financial records
 - Client records**
- Information provided to City is a Public Record and subject to Freedom of Information Act.



Is CDBG Right for Us?



Other Funding Sources

- CDBG is not always the best source of funds for a project
 - Researching & locating Funds
 - Show Me The Money
 - Directory of Idaho Foundations
 - Funding Information Center



VOL 13 ISSUE # 7 MARCH 19, 2015

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- Mountain Conservation
- Technology Based Environmental Education
- Veterans and Active Duty Service Persons
- Farmer's Markets

Scholarships for Multiple- Sclerosis Sufferers

sites.google.com

The Elaine Chapin Fund is accepting applications for the 2015 Elaine Chapin Scholarship Fund program. The program supports the postsecondary education of students affected by multiple sclerosis, either directly or through a family member. The fund will award a minimum of eight \$1,000 scholarships for the fall 2015 semester to deserving students. Recipients will be chosen on the basis of financial need, academic standing, and the impact of multiple sclerosis on their lives.



Other Funding Sources

- Federal & State Programs
- Community Reinvestment Act
- Grants.gov
- Private & Corporate Foundations
- Idaho Community Foundation



Other Funding Sources

- City of Nampa's website contains information on locating other funding sources:
<http://www.cityofnampa.us/index.aspx?NID=162>



Question & Answers

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Thank You

- If you have any questions or would like to discuss your project in particular, please contact CDBG staff for an appointment:
 - Janae 468-5472 mitchellji@cityofnampa.us
 - Jennifer 468-5419 yostj@cityofnampa.us
 - Mindy 468-5407 gordonm@cityofnampa.us

