2020 CDBG
PUBLIC SERVICE APPLICATION GUIDELINES

PREPARED BY
Crystal Campbell
Community Development
Program Coordinator

CONTACT INFO
(208) 489-0575
ccampbell@meridiancity.org
https://meridiancity.org/cdbg/
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Program Description

The City of Meridian is accepting applications for the Community Development Block Grant (CDBG) Program between May 1 and May 31, 2020. Meridian’s CDBG Program receives funding from the U.S. Department of Housing and Urban Development (HUD) to promote decent housing, a suitable living environment, and expanded economic opportunities principally for persons with low to moderate incomes.

The City opens a competitive application process each Spring to solicit community partners that will advance the goals of the CDBG Program. The goals are determined during the consolidated planning process every five (5) years using a collaborative approach between City staff and community members. The 2017-2021 Consolidated Plan is located on the Meridian CDBG Program website at https://meridiancity.org/cdbg/. For more information regarding the Consolidated Plans Goals and Priority Needs, please see Appendix A – 2017-2021 Consolidated Plan Goals and Priority Needs.

<table>
<thead>
<tr>
<th>Due Date for Applications:</th>
<th>April 30, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Funding for Public Services:</td>
<td>$73,400</td>
</tr>
<tr>
<td>Applicants should request a minimum of $15,000.</td>
<td></td>
</tr>
<tr>
<td>Program Year 2020 (PY20) Dates:</td>
<td>October 1, 2020 to September 30, 2021</td>
</tr>
<tr>
<td>Eligible Applicants:</td>
<td>Private Nonprofits</td>
</tr>
<tr>
<td></td>
<td>Governmental Agencies</td>
</tr>
<tr>
<td></td>
<td>Faith-Based Organizations¹</td>
</tr>
<tr>
<td></td>
<td>Private For-Profit entities: A limited number can qualify as subrecipients when facilitating economic development by assisting microenterprises under 24 CFR 570.201(o)(1)</td>
</tr>
<tr>
<td>Purpose:</td>
<td>Assist the City of Meridian in meeting the CDBG National Objectives and the goals of the City’s Consolidated Plan.</td>
</tr>
<tr>
<td>Eligible Activities:</td>
<td>Public Services (See Appendix B – Summary of Eligible Activities for additional information) If an applicant would like to apply for different activities, please use one application per activity.</td>
</tr>
<tr>
<td>Related References:</td>
<td>Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301-20); Sec. 7(d) Department of Housing and Urban Development Act (42 U.S.C. 353(d)); See also Department of Housing and Urban Development, Rules and Regulations 24 CFR Part 570, Community Development Block Grant; Final Rule. For more information, see HUDs CDBG Tools and Products.</td>
</tr>
</tbody>
</table>

Important Dates

The application will be available from noon on Wednesday, April 1, 2020 to Thursday, April 30, 2020 at 11:59 pm.

¹ Faith-based organizations, like all organizations implementing HUD-funded programs, must serve all eligible beneficiaries without regard to religion.
Letter of Intent (optional): A letter of intent is encouraged and may be submitted for review before April 24. Although not required, the letter allows City staff and the applicant to determine early on if a project meets the eligibility criteria.

Application Review: The City and the CDBG Public Service Scoring Committee will review applications from throughout May. Applications and Committee funding recommendations will be presented to Meridian City Council during the application review period.

Action Plan: Applications that are recommended for funding by the CDBG Public Service Scoring Committee will be included in the City's Draft Action Plan for the coming year, which will be drafted and presented to the Meridian City Council and the public in late June. The Draft Action Plan and recommended projects will be available for public review and comment for at least 30 days. A public hearing on the proposed plans and projects will be held mid-to-late July.

Project and Action Plan Approval Process: After public review, Meridian City Council will request any necessary revisions to the Action Plan/projects and formally approve the funding allocations outlined in the Action Plan. The Action Plan will then be submitted by City staff to HUD in late July for final approval.

Funding Processes: Selected organizations and projects receiving CDBG funding are required to enter into a subrecipient agreement with the City outlining the scope and terms of the use of funds. The subrecipient agreement will be effective October 1, 2020, but funds will not be available until the City receives its appropriation through the Federal Congressional Release of Funds (generally in early-Winter). In addition, this grant is a reimbursement grant meaning funds are not available prior to funding an activity. Each subrecipient must spend their own capital on the project and submit requests for reimbursement on a monthly basis.

Application and Submission Instructions

Letter of Intent (Optional)
Applicants are encouraged to submit a letter of intent if they have any questions regarding the eligibility of a project. This is a competitive application process; however, staff is available for consultation. Staff consultation does not guarantee projects will be selected for funding, it is only meant to assist applicants in strengthening applications. Letter of Intent Deadline is Friday, April 24, 2020 at 11:59 pm.

Agencies who would like to submit a letter of intent should email Crystal Campbell at ccampbell@meridiancity.org with the following:

- Summary of the project, and
- Specific service/item CDBG funds will pay for.

Application Submission
The application consists of questions related to staff and organizational experience, specific information about the proposed project, and financial feasibility. Application Deadline is Thursday, April 30, 2020 at 11:59 pm.

All applications must be submitted in the City’s online system, Neighborly Software. A link to Meridian’s CDBG Public Service application will be located on the “Announcements” tab at https://meridiancity.org/cdbg/ once the application is open. Applications will only be accepted via the online portal.

After submission the listed contact will receive an email from Neighborly Software verifying the application was submitted. Any communication related to the application will be sent to the contact listed. Be sure this person will be available during the time the application is being evaluated in case additional information is needed.

Required Application Components
1) Narrative
2) Financial – information regarding project budget and previous experience with CDBG
3) Timelines – details key activities, responsible staff, projected beneficiaries, and expenditures
4) Required Attachments – applicants must submit the following:
a) Non-Profit Determination – documentation showing the agency is registered as a non-profit (e.g. IRS 501(c)3 tax exempt letter). only required for non-profits
b) Authorized Staff – documentation identifying staff member authorized to apply for and accept grant awards.
c) Financial Statements – provide a summary level report that shows the overall budget of the organization.
d) National Objective Documentation – documentation to show the project meets the National Objective criteria as defined in Appendix C – National Objectives.
e) BONUS: Letters of Support – provide up to 3 letters of support for your project from community partners and/or citizens who may be affected by this project.

To be considered a complete application, all questions must be fully answered and the application submitted via the online portal no later than April 30, 2020 at 11:59 pm.

Evaluation Criteria
City staff will conduct an Eligibility Determination and Pre-Assessment Screening on all complete applications and provide this information to the Scoring Committee. The complete evaluation criteria can be found in Appendix D – Evaluation Criteria. Funded projects will be evaluated on the following:

- Eligibility of the activity under CDBG;
- Compliance with a CDBG National Objective (see Appendix C – National Objectives);
- Consistency with the priorities and specific objectives established in the Consolidated Plan;
- Prior experience with CDBG and/or other grant programs;
- Prior experience in the community;
- Prior experience in the type of project/activity being proposed;
- Organization’s administrative and financial capacity to carry out the proposed activity; and
- Appropriateness of the design of the proposed project or program delivery approach.

Award Notices
Applicants will receive an email from the City of Meridian when there are updates or questions related to their application. Final funding determinations of the CDBG Public Service Scoring Committee will be emailed to the primary contact and additional contacts identified in the application. Selected projects will receive further information regarding Council approval and next steps.

Grant Requirements

General

- The Public Service Application Guidelines “Guidelines” briefly summarizes some of main requirements for this grant. These requirements are not all inclusive. Potential applicants should consider their capacity and project concept in relation to all requirements. It is an applicant’s responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all Federal requirements and grant regulations. Additional information on CDBG Entitlement Program regulations can be found at https://www.hudexchange.info/programs/cdbg-entitlement/.
- The City may request supplemental information from an applicant concerning the applicant’s ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the application.
- The City may request an interview with any applicant. If an application is unclear the applicant may be given an opportunity to explain how the application complies with the Guidelines.

2 CAPACITY: Demonstrates the ability to carry out the proposed program activities, including 1) meeting stated goals and objectives, 2) maintaining all required documentation, 3) submitting all required reports, 4) adhering to acceptable financial management and recordkeeping, 5) sufficient staff to administer the grant, and 6) staff trained in federal grants.
• If an applicant provides false or misleading information, it will be grounds to dismiss their application. In cases of doubt or differences of opinion concerning the interpretation of the Guidelines, the City reserves the exclusive right to determine the intent, purpose, and meaning of any provision in the Guidelines.

• Successful applicants must certify that they will comply with all applicable Federal regulations, State and City statutes, rules, regulations and record keeping requirements governing the use of grant funds. The applicant(s) selected by the City will be required to enter into a written agreement requiring compliance with the application and any modifications and conditions imposed by the City including grant terms applicable to the project. If awarded a grant, it is the responsibility of the applicant to understand and comply with a subrecipient agreement and federal regulations. (See Appendix E – Federal Regulations)

• Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, completion of a HUD Environmental Review. If awarded, grant funds may be reimbursed from the effective date of the subrecipient agreement, but will not be disbursed to the awardee until the subrecipient agreement is executed by both parties and the City of Meridian has received the funding allocation from HUD.

Non-Discrimination
Projects awarded CDBG funds are required to ensure that all persons are served equitably and that a person is not denied services because of their race, color, religion, national origin, sex, familial status, or mental or physical ability. The following are considered protected classes in the state of Idaho: race, color, sex, religion, national origin, disability, and familial status (presence of children under 18 years old). Applicants must be prepared to establish, amend, and/or maintain program admissions, occupancy, and operating policies and procedures (including policies and procedures to protect individuals’ privacy and security), so that equal access is provided to individuals based on any of the above listed protected classes. This requirement includes tenant selection and admission preferences.

Environmental Review
All projects are subject to an environmental review, regardless of activity, prior to contracting or funding of any project. Each project must receive approval prior to any work or progress on a given activity. Noncompliance with federal, state, and municipal environmental processes, standards, and timelines will disqualify any project from receiving CDBG funding. This environmental review procedure will take place prior to execution of the subrecipient agreement. Environmental impact of any proposed project should be considered prior to completing a full application.

Fair Housing
Fair Housing is the right of all people to be free from discrimination in the rental, sale, or financing of housing. Equal access to rental housing and homeownership opportunities, regardless of race, color, religion, national origin, sex, familial status (the presence of children under 18) or disability, is the cornerstone of the Federal Fair Housing Policy. Local cities and counties that receive certain federal housing or community development funds have a role in affirmatively furthering Fair Housing opportunities, and may carry additional protections for additional protected classes.

Lead-Based Paint
For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation to control lead-based paint hazards in housing receiving federal assistance, 24 CFR Part 35. This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what work was done in such housing. City staff will provide technical assistance in determining the regulations that apply and the required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures, and should accommodate these activities in the project.
DUNS Number
This is a nine-digit number in a data universal numbering system that identifies business entities on a location specific basis. A DUNS number is mandatory to receive a federal grant. If you do not have a DUNS number you can register with Dun and Bradstreet at http://fedgov.dnb.com/webform (can take up to 30 days to complete) or by calling 866-705-5711 (takes 10-15 minutes to complete).

System for Award Management (SAM)
The System for Award Management (SAM) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. In order to be eligible to receive a grant, applicants must register on SAM. Registration must be renewed and revalidated at least every 12 months. To register go to www.sam.gov, create an account by clicking the “Create User Account,” and follow the directions. You will need your DUNS number and about 30 minutes to complete the process. If you need help call 1-866-606-8220. Registration is FREE.

Demographics
Reporting requirements for HUD grants will involve data collection of demographic information for each person served such as those that follow. Depending on the type of grant, some reporting requirements are more extensive.

1) Income categories (AMI = Area Median Income):
   a) Extremely Low (0% to 30% of AMI)
   b) Low (31% to 50% of AMI)
   c) Moderate (51% to 80% of AMI)
   d) Non Low to Moderate (greater than 80% AMI)
2) Gender: Male or Female
3) Race and ethnicity:
   Racial Categories
   • American Indian/Alaska Native
   • Asian
   • Black/African American
   • Native Hawaiian/Other Pacific Islander
   • White
   • American Indian/Alaska Native AND White
   • Asian AND White - Black/African American AND White
   • American Indian/Alaska Native AND Black/African American
   • Other Multi-Racial

   Ethnic Designations
   • Hispanic/Latino
   • Not Hispanic/Latino

3 Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.
Low and Moderate Income Guidelines
Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. The current income guidelines for the City of Meridian are as follows:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1 Person</th>
<th>2 Person</th>
<th>3 Person</th>
<th>4 Person</th>
<th>5 Person</th>
<th>6 Person</th>
<th>7 Person</th>
<th>8 Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Income</td>
<td>$41,250</td>
<td>$47,150</td>
<td>$53,050</td>
<td>$58,900</td>
<td>$63,650</td>
<td>$68,350</td>
<td>$73,050</td>
<td>$77,750</td>
</tr>
<tr>
<td>Very Low Income</td>
<td>$25,800</td>
<td>$29,450</td>
<td>$33,150</td>
<td>$36,800</td>
<td>$39,750</td>
<td>$42,700</td>
<td>$45,650</td>
<td>$48,600</td>
</tr>
<tr>
<td>Extremely Low Income</td>
<td>$15,500</td>
<td>$17,700</td>
<td>$21,330</td>
<td>$25,750</td>
<td>$30,170</td>
<td>$34,590</td>
<td>$39,010</td>
<td>$43,430</td>
</tr>
</tbody>
</table>

Low and Moderate Income Area Benefit
Some activities will benefit an LMI area and will not require subrecipients to determine individual client eligibility. Projects such as public facilities often qualify as an area benefit. Meridian’s LMI area map can be found in Appendix F - Maps.

Reporting
All funded projects will be required to submit regular reports consistent with HUD’s requirements. Meridian requires reports to be submitted via Neighborly Software. See the Neighborly Software Reporting Guide in the Subrecipient Toolbox on the CDBG Program website for instructions on completing reports. For more information related to reporting requirements, please see Appendix G – Required Plans and Reporting.

Contact Information
For questions contact:

Crystal Campbell
Community Development Program Coordinator, City of Meridian
(208) 489-0575
campbell@meridiancity.org
Appendix A – 2017-2021 Consolidated Plan Goals and Priority Needs

The following priority needs were identified the City of Meridian’s Consolidated Plan to guide funding allocations during the five-year planning cycle. High priority needs are listed first, followed by high and medium priority focus areas (housing, economic opportunity, neighborhood and community development).

High priority needs

- Improvements in economic stability for residents who are low income, have special needs, and/or are at risk of losing shelter or housing.
- Homeownership opportunities for residents earning 80-120 percent of the Area Median Income (AMI)—Will support with CDBG as opportunities arise; will also work with development partners to encourage a mix of homeownership opportunities.
- Rental assistance and deeply affordable rental units for very low-income renters and/or persons at-risk of losing shelter or housing—CDBG will support rental assistance administered by nonprofit and PHA housing providers.
- Improved housing options and social and supportive services for people including but not limited to people with special needs and individuals/families leaving domestic violence situations.
- Improved weatherization of housing stock.
- Better accessibility in Meridian (e.g., sidewalks, ADA improvements, accessible and visitable homes, recreation and service facilities).

Housing Priorities

- Explore and support opportunities for rental assistance programs and units to serve very low-income renters, especially families who are leaving domestic violence situations and/or residents at risk of losing shelter or housing.
- Explore and support down payment assistance opportunities for moderate-income renters wanting to buy in Meridian.
- Explore and improve housing rehabilitation opportunities for low and moderate income households, prioritizing weatherization and accessibility and visitability.

Economic Opportunity Priorities

- Improve and support service programs for low income and special needs residents (e.g. provision of food staples, emergency repairs, and emergency rental assistance).

Neighborhood and Community Development Priorities

- Improve accessibility in Meridian (e.g., sidewalks, ADA improvements, accessible and visitable homes, handicapped parking, recreation and service facilities).
- Explore addition public and other transit options.
To address these needs, the Meridian CDBG Program adopted the following goals, objectives, and measures for the 2017-2021 Consolidated Plan. These goals will guide the activity selection for the duration of this plan.

<table>
<thead>
<tr>
<th>Goal</th>
<th>Objective</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve accessibility</td>
<td>Sidewalk Construction</td>
<td>Direct investment in areas where sidewalks are lacking to improve accessibility in neighborhoods with seniors and persons with disabilities.</td>
</tr>
<tr>
<td></td>
<td>Improve Public Transportation Options</td>
<td>Exploration of opportunities to expand and improve public transportation options for low-income and special needs populations in Meridian. This includes additional funding sources, and potential legislation, for public transportation.</td>
</tr>
<tr>
<td></td>
<td>Accessible Environment</td>
<td>Create a more accessible environment for persons with disabilities. Continue to improve infrastructure and provide proper signage and enforce requirements for handicapped parking spots. Explore opportunities to expand accessible recreation in parks.</td>
</tr>
<tr>
<td>Enhancing Homeownership Opportunities</td>
<td>Down Payment Assistance and Homeownership Counseling Services</td>
<td>Enhance homeownership opportunities through down payment assistance and homeownership counseling.</td>
</tr>
<tr>
<td>Providing Social Services</td>
<td>Low-income and Special Needs-Focused</td>
<td>Continue to use block grant funds to provide social services for low income and special needs residents (e.g. provision of food staples, emergency repairs, and emergency rental assistance).</td>
</tr>
<tr>
<td>Stabilizing the Rental Gap</td>
<td>Emergency Rental Assistance</td>
<td>Dedicate public services funding to nonprofit organizations that assist renters at risk of eviction with emergency rental payments.</td>
</tr>
<tr>
<td></td>
<td>Affordable Housing Planning and Construction</td>
<td>Working with the planning department, examine ways that the City could facilitate creation of affordable rental housing.</td>
</tr>
<tr>
<td></td>
<td>Affordable Development Support and Infrastructure</td>
<td>Depending on when affordable rental developments are proposed by nonprofit and private sector organizations, City will consider dedicating CDBG funding, as allowed by regulation, to support such developments. This may include funding infrastructure improvements and/or supporting construction of an onsite childcare, senior or community center.</td>
</tr>
<tr>
<td>Other Goals</td>
<td>Fair Housing Campaigns</td>
<td>Continue to support to regional fair housing campaigns and trainings. Design and distribute flyers and display posters in</td>
</tr>
</tbody>
</table>
| **Home Repair and Weatherization Work** | Meridian specific to the current fair housing needs in Meridian.  
Explore opportunities to fund and assist low income homeowners with needed repairs and weatherization to lower energy costs, improve residents’ quality of life and preserve affordable housing stock. |
Appendix B – Summary of Eligible Public Service Activities

Below you will find brief descriptions of some eligible CDBG activities. For a full list visit: https://www.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf. Please contact Crystal Campbell at ccampbell@meridiancity.org to make determinations on activity eligibility.

Public Services
Funds may be used for a variety of public service programs/projects. Examples include the following:

Abused and Neglected Children – Daycare and other services exclusively for abused and neglected children.

Educational Childcare Programs – Services that will benefit children (generally age 12 and under), including parenting skills classes.

Employment Training – The provision of job training and employment assistance.

Food Security – Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.

Health Services – Education and other supportive health services for targeted populations.

Housing Counseling – Education workshops and individual counseling, and one-on-one financial evaluations.

Mental Health Services – Services addressing the mental health needs of residents of the community.

Senior Services – Services for the elderly.

Substance Use Disorder Services – Recovery programs and substance use disorder prevention and education activities.

Services for Victims of Intimate Partner Violence – Services for victims and their families.

Youth Services – Educational or recreational activities provided for young people age 13 to 19, such as after school tutoring, mentoring, summer camps, etc.
Appendix C – National Objectives

All CDBG activities, except planning and administrative activities, must meet one of the CDBG program's three National Objectives:

1. Benefit low and moderate-income (LMI) persons (24 CFR 570.208(a)).
2. Aid in the prevention or elimination of slum or blight (24 CFR 570.208(b)).
3. Meet community development needs having a particular urgency (major catastrophes or emergencies due to natural or manmade disasters such as floods, tornadoes, terrorist acts, etc.) (24 CFR 570.208(c)). *The Meridian CDBG Program competitive application process is not open to this type of project. If there were an eligible catastrophe or emergency, applications would be accepted on a case-by-case basis.*

To be eligible for funding during this competitive application process, the project must meet one of the National Objectives listed below.

1. **Project principally benefits LMI persons** – If this program/project will principally benefit LMI individuals, one category below must be met.
   a. **Area Benefit:** An activity available to all persons in a neighborhood or community regardless of income. However, the area where the activity is located must qualify as primarily residential and an area where at least 46.95% of the residents are LMI individuals (per the latest Census data).
      Supporting Documentation Requirements – use the City’s LMI area map to show the boundaries of the service area. If the area is outside of the boundaries shown on the map, provide documentation that the area is primarily residential, and the income characteristics of households in the service area.
   b. **Limited Clientele Benefit:** An activity which benefits a limited clientele at least 51 percent of whom are LMI persons. CDBG funds are to be used for the low and moderate income persons only.
      i. Project maintains client records on income and family size documenting that such persons qualify as LMI.
         Supporting Documentation Requirements – provide income eligibility form
      ii. Project/activity has income eligibility requirements that limit the activity exclusively to LMI persons.
         Supporting Documentation Requirements – provide policy, income eligibility form or intake form
      iii. Project is of such a nature and location that it may be concluded the clientele are primarily LMI persons (e.g. a day care center that is designed to serve residents of a public housing complex).
         Supporting Documentation Requirements – provide evidence of conclusion (e.g. narrative or policy)
      iv. Project clientele are presumed (by HUD) to be principally LMI persons (i.e. abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census’ Current Population Reports definition of “severely disabled”, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers).
         Supporting Documentation Requirements – provide evidence of conclusion (e.g. narrative or policy)
   c. **Housing:** An activity is undertaken for the purpose of providing or improving permanent residential structures which, upon completion will be occupied by LMI households.
      Supporting Documentation Requirements – provide intake form
   d. **Jobs:** An activity designed to create or retain permanent jobs (computed on a full-time equivalent basis) at least 51% of which will be made available to, or held by, L/M households.
      Supporting Documentation Requirements – provide information relating to how LMI persons will be given consideration or training for jobs

2. **Project prevents or eliminates slum or blight** – If this project will prevent or eliminate slums or blight, attach documentation with the application evidencing the qualifications listed below.
a. **Spot Blight**: A program/project that is designed to eliminate specific conditions of blight, physical decay, or environmental contamination that are not located in a slum or blighted area; AND limited to one of the following: 1) Acquisition; 2) Clearance; 3) Relocation; 4) Historic Preservation; or 5) Rehabilitation of buildings, but only to the extent necessary to eliminate specific conditions detrimental to public health and safety. Note: Housing that will be occupied by a LMI household following rehabilitation should qualify under the LMI Housing category.

**Supporting Documentation Requirements** – use the City’s Redevelopment Map to show the boundaries of the service area. If the area is outside of the boundaries shown on the map, provide documentation that the area is primarily residential, and the income characteristics of households in the service area.)

b. **Slum / Blight on an Area Basis**: A program/project that is designed to aid in the prevention or elimination of slums or blight in a designated area and the assisted activity addresses one or more of the conditions which contributed to the deterioration of the area.

**Supporting Documentation Requirements** – if the area is outside of the boundaries shown on the Redevelopment Map, provide documentation that the area meets the criteria listed in 2.a.
Appendix D – Evaluation Criteria for Public Service Projects

Project Eligibility Determination

Project Name: Click or tap here to enter text.

Project Description: Click or tap here to enter text.

Location: Click or tap here to enter text.

CFR Citation: Click or tap here to enter text.

General

- Does the applicant have the administrative and financial capacity to carry out the activity?
  ☐ Yes, move to #2  ☐ No, move to #2

- Will the applicant be fully responsible for oversight (e.g. administrative, financial, activities completed) of the project?
  ☐ Yes, move to #7  ☐ No, move to #3

- Will administrative duties be conducted by the applicant?
  ☐ Yes  ☐ No

- Will financial responsibilities be conducted by the applicant?
  ☐ Yes  ☐ No

- Will the activities be conducted by the applicant?
  ☐ Yes  ☐ No

- Does applicant have a plan to monitor contractors?
  ☐ Yes  ☐ No

- Are there any concerns with the applicants intended oversight of the project?
  ☐ Yes, explain below  ☐ No
  Click or tap here to enter text.

- Does this project meet general eligibility requirements?
  ☐ Yes, move to #9  ☐ No, project should not be funded

Consolidated Plan

- Activity falls into the category below:
  **Improve Accessibility**
  ☐ Sidewalk improvements to improve accessibility in neighborhoods with seniors and persons with disabilities.
  ☐ Expansion/improvement of public transportation options for low-income and special needs populations in Meridian.
  ☐ Accessible Environment

  **Enhance Homeownership Opportunities**
  ☐ Homeownership assistance and counseling
  ☐ Homeownership counseling only

  **Provide Social Services**
  ☐ Service for low-income and special needs residents (check one of the following)
    ☐ New Service
    ☐ Existing Service
    ☐ Quantifiable increase in the level of an existing service which has been provided by the grantee or another entity on its behalf through State or local government funds in the previous 12 months
    ☐ State or local government funds were not used to fund this project
Stabilize the Rental Gap
☐ Emergency rental assistance
☐ Affordable housing planning and construction
☐ Affordable development, support, and infrastructure

Administration/Fair Housing
☐ Activity eligible, end of form. Use matrix code 21A.

- Does project meet one of the goals identified in the Consolidated Plan?
  ☐ Yes, move to #11  ☐ No, project is ineligible

National Objectives

- Activity will:
  ☐ Benefit an LMI area or household (at least 70% of award), go to Low- to Moderate-Income section (questions 12-16)
  ☐ Change the physical environment of a slum, blighted, or urban renewal area, go to Slum/Blight section (questions 17-19)
  ☐ Assist with an urgent need resulting from a catastrophe or a declared emergency, go to Urgent Need section (questions 20-21)
  ☐ None of the above apply, project is ineligible

Low- to Moderate-Income

- Activity is an Area benefit and meets the following criteria:
  ☐ The activity will be a benefit to all within the designated LMI area.
  ☐ Service area is primarily residential.
  ☐ The proportion of LMI households in the area is within the highest quartile of all areas of Meridian

- Activity is a Limited Clientele benefit and meets the following criteria:
  ☐ The activity determined eligibility based on family size and income.
  ☐ The activity will be working with a population that is generally presumed to be LMI (e.g. abused children, IPV, elderly, disabled, homeless, illiterate, HIV/AIDS, migrant farm workers).
  ☐ The activity will include removal of material or architectural barriers that restrict the mobility and accessibility of elderly persons or disabled adults.

- Activity is a Housing benefit and meets the following criteria:
  ☐ The activity will provide or improve permanent residential structures for LMI households.
  ☐ The activity will be to purchase a home in Meridian.
  ☐ The activity will be to purchase multi-family housing units and one of the following apply:
    ☐ One unit – the unit is for LMI households
    ☐ Two units – at least one of the units are for LMI households
    ☐ Three or more units – at least 51% of the units are for LMI households
  ☐ The activity will be to purchase rental housing and 51% of units must be occupied by LMI (Some exceptions).

- Activity is an Employment benefit and meets the following criteria:
  ☐ The activity will create or maintain jobs where at least 51% of the FTEs are for LMI persons.

- Did project meet National Objective criteria?
  ☐ Yes, go to question 22  ☐ No, project is ineligible

Slum/Blight

- Does the activity meet Meridian’s definition of slum and blight?
  ☐ Yes, move to #17  ☐ No, project should not be funded

- Project is a Slum/Blight activity and meets the following criteria:
☐ Activity addresses one or more of the conditions that contributed to the deterioration of the area in the defined area and qualifies as **Area Basis**.
☐ Activity is outside of the defined area but addresses an issue that is detrimental to the health and safety of the public and qualifies as **Spot Basis**.
☐ Activity is outside of the defined area but consists of acquisition, clearance, relocation, historic preservation, and/or rehab and qualifies as **Spot Basis**.
☐ Activity is necessary to complete the urban renewal plan, including initial land redevelopment permitted by the plan and qualifies as **Urban Renewal**.

- Did project meet National Objective criteria?
  ☐ Yes, go to question 22  ☐ No, project is ineligible

### Urgent Need
- Project addresses an urgent need and meets **ALL** of the following criteria:
  ☐ The existing conditions pose a serious and immediate threat to the health or welfare of the community;
  ☐ Existing conditions are of recent origin or recently became urgent (18 months); and
  ☐ Other sources of funding are unavailable.

- Did project meet National Objective criteria?
  ☐ Yes, go to question 22  ☐ No, project is ineligible

### Matrix Codes
- Select the appropriate matrix code. Additional codes can be found here: [https://www.hudexchange.info/resources/documents/CDBG-Matrix-Codes-By-Category.pdf](https://www.hudexchange.info/resources/documents/CDBG-Matrix-Codes-By-Category.pdf)

#### Acquisition, Disposition, Clearance, Relocation
- ☐ 01 Acquisition of Real Property
- ☐ 04 Clearance and Demolition

#### Housing
- ☐ 13 Direct Homeownership Assistance
- ☐ 14A Rehabilitation: Single-Unit Residential
- ☐ 14F Rehab: Energy Efficiency Improvements
- ☐ 14I Lead-Based Paint/Lead Hazards Testing/Abatement

#### Public Facilities and Infrastructure Improvements
- ☐ 03 Other Public Facilities/Improvements
- ☐ 03A Senior Centers
- ☐ 03F Parks, Recreational Facilities
- ☐ 03H Solid Waste Disposal Improvements
- ☐ 03I Flood Drainage Improvements
- ☐ 03J Water/Sewer Improvements
- ☐ 03K Street Improvements (Streetlights)
- ☐ 03L Sidewalks

#### Public Services
- ☐ 05A Senior Services
- ☐ 05E Transportation Services
- ☐ 05F Substance Use Services
- ☐ 05G Services for Intimate Partner Violence
- ☐ 05L Child Care Services
- ☐ 05M Health Services
- ☐ 05O Mental Health Services
- ☐ 05Q Subsistence Payments
- ☐ 05R Homeownership Assistance (not direct)
- ☐ 05T Security Deposits
- ☐ 05U Housing Counseling
- ☐ 05W Food Banks

Prepared by:  

Date:
Pre Award Risk Assessment

Mark an X in the appropriate category below.

**Project Complexity**

1. Amount requested:  
   - $<15,000  
   - $15,001-$30,000  
   - $>30,000

2. Funds used for:  
   - Program Only  
   - Operation of Facility  
   - Construction or Rehab

3. Environmental Review:  
   - Exempt/Categorically Excluded  
   - Categorically Excluded and Subject to Review  
   - Environmental Assessment (likely will not fund)

**Organizational**

4. Type of Organization:  
   - Governmental Agency  
   - Non-profit  
   - For-profit  
   - For-profit

5. Experience as an organization:  
   - Well established, but not prior CDBG or Federal experience  
   - Newly created entity  
   - Newly created entity

6. Complaints:  
   - none  
   - few, explainable  
   - many

**Funding**

7. Sources:  
   - Other funds committed  
   - Other sources indicated, but not committed  
   - CDBG funds only

**Staffing**

8. Experience with Similar Projects:  
   - 5+ years  
   - 1-5 years  
   - None

9. Sufficient staff:  
   - yes  
   - plans to hire  
   - no

10. Staff turnover:  
    - low  
    - medium  
    - high

**History**

11. Previous experience:  
    - Yes  
    - No

12. Previous projects completed on budget?  
    - Somewhat on budget or no previous experience  
    - No

13. Previous projects completed on schedule?  
    - Somewhat on schedule or no previous experience  
    - no

14. Ability to anticipate and overcome past problems:  
    - Competent at managing or no previous experience  
    - Inadequate

15. Severity of Past Monitoring Issues:  
    - Findings or concerns were not substantial and corrected timely or no previous experience  
    - Findings or concerns were substantial or not addressed timely

Applicant  
Project  
PY  
Score:  0  
Rating Scale  
Low Risk  15-20  
Medium Risk  21-30  
High Risk  31+
**Project Application Evaluation**

**Application Scoring Criteria**

Rate the Public Service applications based on the corresponding questions using the guidelines below as reference for awarding points:

<table>
<thead>
<tr>
<th>2 Point Question</th>
<th>6 Point Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete/No Response</td>
<td>0</td>
</tr>
<tr>
<td>Answered, Have Concerns</td>
<td>1</td>
</tr>
<tr>
<td>Fully Answered, No Concerns</td>
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</table>

**CDBG Public Service Scoring Committee Scoresheet**

<table>
<thead>
<tr>
<th>Section</th>
<th>POINTS AWARDED</th>
<th>AVAILABLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D: STAFF AND ORGANIZATIONAL EXPERIENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D.1. Organizational Experience</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>D.2. Organizational Fit</td>
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<td>6</td>
</tr>
<tr>
<td>D.3. Key Staff</td>
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<td>2</td>
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<tr>
<td>D.4. Fiscal Oversight</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D.5. Experience with Federal, State, or Municipal</td>
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<tr>
<td>Section Total</td>
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<td>18</td>
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<tr>
<td>E: PROJECT INFORMATION</td>
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<tr>
<td>E.2. Strategic Goals</td>
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<td>2</td>
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<tr>
<td>E.4. Statement of Need</td>
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<td>6</td>
</tr>
<tr>
<td>E.5. Project Scope</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>E.6. Beneficiaries</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>E.7. Additional Beneficiaries</td>
<td></td>
<td>2</td>
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<td>E.8. Anticipated Barriers</td>
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<tr>
<td>E.9. Data Collection</td>
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<td>2</td>
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<tr>
<td>E.10. Project Readiness</td>
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<tr>
<td>Section Total</td>
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<td>28</td>
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<tr>
<td>F: FINANCIAL</td>
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<td>F.1. Previous Experience</td>
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<tr>
<td>F.2. Total Project Summary</td>
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<tr>
<td>F.3. Itemized Project Budget</td>
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<tr>
<td>Section Total</td>
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<tr>
<td>G: OUTCOMES</td>
<td></td>
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<tr>
<td>G.1. Activity Timeline</td>
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<tr>
<td>G.2. Expenditure Timeline</td>
<td></td>
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</tr>
<tr>
<td>G.3. Goals and Objectives</td>
<td></td>
<td>6</td>
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<tr>
<td>Section Total</td>
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<td>10</td>
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<tr>
<td><strong>CDBG PUBLIC SERVICE SCORING COMMITTEE TOTAL SCORE</strong></td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>
This is the end of the scoresheet for the CDBG Public Service Scoring Committee. The section below is for City of Meridian CDBG administrative staff.

City of Meridian CDBG Administrative Staff Scoresheet

HUD Requirements, if the following are not met the project is ineligible:

☐ Consistent with Consolidated Plan
☐ Compliant with National Objective(s)
☐ Eligible Activity

<table>
<thead>
<tr>
<th>H. REQUIRED DOCUMENTS</th>
<th>POINTS AWARDED</th>
<th>AVAILABLE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Statements</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>National Objective Documentation</td>
<td>3</td>
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<tr>
<td>Non-Profit Determination</td>
<td>2</td>
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<td>Authorized Staff</td>
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Section Total: 10

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<th>BONUS</th>
<th>POINTS AWARDED</th>
<th>AVAILABLE POINTS</th>
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<tbody>
<tr>
<td>Project Meets LMI National Objective</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Previous Meridian CDBG Experience – Organization understood and complied with CDBG regulations, met goals, no budget issues</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Previous Meridian CDBG Experience – Organization was easy to work with (e.g. communication, timeliness, etc.)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Experience with Federal or State Grants</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Project Meets More than One (1) Priority Need</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Timeline is Reasonable and Project will be Complete by September 30, 2021</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Letter of Support #1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Letter of Support #2</td>
<td>2</td>
<td></td>
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<tr>
<td>Letter of Support #3</td>
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Section Total: 20

ADMINISTRATIVE STAFF TOTAL SCORE: 30
## Appendix E – Federal Regulations

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Federal Regulations</th>
<th>Other References</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Development Block Grant</strong></td>
<td>Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301-20); Sec. 7(d) Department of Housing and Urban Development Act (42 U.S.C. 353(d)); 24 CFR Part 570</td>
<td></td>
</tr>
<tr>
<td><strong>Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements</strong></td>
<td>24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58</td>
<td>Section 104(g), HCDA 42 U.S.C 4001 et seq.</td>
</tr>
<tr>
<td>- Sitting near airports and coastal barrier</td>
<td>References at: 24 CFR 58.6; 58.5570.605</td>
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<tr>
<td>- Fish and wildlife protection</td>
<td></td>
<td></td>
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<tr>
<td>- Flood plain/flood insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- National Historic Preservation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Noise abatement and control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Wetlands/Coastal zones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Air quality</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Endangered species</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Thermal/Explosive hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Relocation, Real Property Acquisitions, and One-for-One Housing Replacement</strong></td>
<td>24 CFR 570.201(i); 570.606(b), (c), (d)</td>
<td>Sections 104(d); 105(a)(11), HCDA 42 USC 4601 et seq <a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a></td>
</tr>
<tr>
<td>- Uniform Relocation Act</td>
<td>49 CFR 24</td>
<td></td>
</tr>
<tr>
<td>- Residential anti-displacement and relocation assistance</td>
<td>42 USC 4601 et seq <a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a></td>
<td></td>
</tr>
<tr>
<td><strong>Competitive Procurement</strong></td>
<td>2 CFR 200.319</td>
<td></td>
</tr>
<tr>
<td><strong>Insurance and Bonding</strong></td>
<td>2 CFR 200.310 and 200.325</td>
<td></td>
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<tr>
<td><strong>Administrative and Accounting Standards</strong></td>
<td>2 CFR Part 200</td>
<td></td>
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<tr>
<td><strong>Cost Considerations</strong></td>
<td>2 CFR 200.402, 403, 404, 405, 406 and 407</td>
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<tr>
<td><strong>Documentation and Recordkeeping</strong></td>
<td>24 CFR 570.506 24 CFR 570.502</td>
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<tr>
<td><strong>Conflict of Interest</strong></td>
<td>2 CFR 200.112 and 24 CFR 570.611</td>
<td></td>
</tr>
</tbody>
</table>
Appendix G – Required Plans and Reporting

HUD requires all grantees to submit the reports shown below. The City of Meridian administers the program, requiring the City to pass reporting requirements on to subrecipients.

<table>
<thead>
<tr>
<th>Report</th>
<th>Method of Collection</th>
<th>Frequency</th>
<th>Required For</th>
<th>Description</th>
</tr>
</thead>
</table>
| Action Plan | Competitive Application Process | Annually | All Subrecipients | Identifies the specific activities the City will pursue each Program Year to implement the Consolidated Plan. It relates specific projects to Consolidated Plan goals, objectives, and outcomes.

**August 15**

| Analysis of Impediments to Fair Housing Choice | Collaboration with Idaho Housing and Finance Association and Idaho Department of Commerce | Every Five Years | N/A | Evaluates fair housing strategies established for Meridian and considers opportunities to collaborate with the State. |

| Consolidated Annual Performance and Evaluation Report (CAPER) | Progress Report | Annually | All Subrecipients | Provides an update on each activity identified in the Action Plan, describes how that activity achieved (or failed to achieve) objectives and outcomes in the Consolidated Plan, and proposes ways the City can improve the Program in the future. |

**December 29**

| Consolidated Plan | Collaboration with stakeholders (e.g. citizen’s, public and private partners, etc) | Every Five Years | N/A | Identifies housing and community development needs, priorities, goals and strategies; stipulates how funds will be allocated to housing and community development activities during the five year planning period; and barriers to fair housing choice. |

| Contract and Subcontract Activity | Supplemental documentation provided during award process | Annually | Construction Projects | Reports contractor and subcontractor activities under the CDBG program for projects of $10,000 or more. |

**December 31**

<p>| Federal Financial Report | Reimbursement Requests | Quarterly | All Subrecipients | Used to monitor cash advances and obtain disbursement information related to grant. |</p>
<table>
<thead>
<tr>
<th>Federal Funding Accountability and Transparency Act (FFATA)</th>
<th>Supplemental documentation provided during award process</th>
<th>Annually</th>
<th>Projects funded at $30,000+</th>
<th>Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Report</td>
<td>March 31</td>
<td>September 30</td>
<td></td>
</tr>
<tr>
<td>Section 3 Summary Report</td>
<td>Progress Report</td>
<td>Annually</td>
<td>Projects funded at $200,000+</td>
<td>Employment and other economic opportunities generated by HUD– assisted programs for housing and community development shall be directed toward low- and very low-income persons.</td>
</tr>
<tr>
<td></td>
<td>Final Report</td>
<td>December 29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Subrecipient Requirements

<table>
<thead>
<tr>
<th>Report</th>
<th>Frequency</th>
<th>Data Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Report</td>
<td>End of project</td>
<td>Major milestones&lt;br&gt;Goal comparison and analysis&lt;br&gt;Leveraged funds&lt;br&gt;Units at completion (construction projects)&lt;br&gt;Total cost and share that is CDBG</td>
</tr>
<tr>
<td>Progress Report</td>
<td>Monthly</td>
<td>Beneficiary data (direct client services)&lt;br&gt;Labour Standards (construction projects)&lt;br&gt;Fair Housing Activities</td>
</tr>
<tr>
<td>Reimbursement Requests</td>
<td>Monthly, at least quarterly</td>
<td>Expenditures&lt;br&gt;Timeliness</td>
</tr>
<tr>
<td>Supplemental Documentation</td>
<td>At award or as needed</td>
<td>Information related to:&lt;br&gt;• Prime contractor&lt;br&gt;• Sub-contractor&lt;br&gt;• Section 3&lt;br&gt;• Labor complaints&lt;br&gt;• Executive Compensation of the 5 most highly compensated officials</td>
</tr>
</tbody>
</table>

See following for full data points:<br>• **Contract and Subcontract Activity**<br>• **Federal Funding Accountability and Transparency Act (FFATA)**<br>• **Labor Standards Enforcement Report**<br>• **Section 3 Summary Report**
Appendix H – Goals and Objectives for Public Services

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable objectives. This appendix provides information on developing goals and objectives.

Goals

Definition

A goal is a broad statement about the long-term expectation of what should happen as a result of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence.

The characteristics of effective goals include:

- Goals address outcomes, not how outcomes will be achieved;
- Goals describe the behavior or condition in the community expected to change;
- Goals describe who will be affected by the project;
- Goals lead clearly to one or more measurable results; and
- Goals are concise.

Objectives

Definition

Objectives describe the results to be achieved and the manner in which they will be achieved. Multiple objectives are generally needed to address a single goal. Well-written objectives help set program priorities and targets for progress and accountability. It is recommended that you avoid verbs that may have vague meanings to describe the intended outcomes, like “understand” or “know” because it may prove difficult to measure them. Instead, use verbs that document action, such as: “By the end of 2019, 75% of program participants will be placed in permanent housing.”

In order to be effective, objectives should be clear and leave no room for interpretation. SMART is a helpful acronym for developing objectives that are specific, measurable, achievable, realistic, and time-bound:

- **Specific** – Includes the “who” and “what” of program activities. Use only one action verb to avoid issues with measuring success. For example, “Outreach workers will administer the HIV risk assessment tool to at least 100 injection drug users in the population of focus” is a more specific objective than “Outreach workers will use their skills to reach out to drug users on the street.”

- **Measurable** – How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change (e.g., to measure the percentage of increase or decrease). If you plan to use a specific measurement instrument, it is recommended that you incorporate its use into the objective. Example: By 9/18 increase by 10% the number of 8th, 9th, and 10th grade students who disapprove of marijuana use as measured by the annual school youth survey.

- **Achievable** – Objectives should be attainable within a given time frame and with available program resources. For example, “The new part-time nutritionist will meet with seven teenage
mothers each week to design a complete dietary plan” is a more achievable objective than “Teenage mothers will learn about proper nutrition.”

- **Realistic** – Objectives should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame. For example, “Two ex-gang members will make one school presentation each week for two months to raise community awareness about the presence of gangs” is a more realistic objective than “Gang-related violence in the community will be eliminated.”

- **Time-bound** – Provide a time frame indicating when the objective will be measured or a time by when the objective will be met. For example, “Five new peer educators will be recruited by the second quarter of the first funding year” is a better objective than “New peer educators will be hired.”

**General Suggestions**

Be careful not to “over-promise” on what the program/project can realistically deliver or the time frame for implementation. Do not project serving hundreds of individuals if staffing and budget simply will not enable the agency to do so. Should the project be funded, objectives will be used as the basis for drafting a subrecipient agreement and as a framework for monitoring program performance. Because these projections will be translated directly into a written agreement scope of work and into the reporting requirements that are part of the monitoring process, it is important to be realistic.