



## CDBG

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# Housing, Public Facility, and Improvement Application Guidelines



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## Program Description

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 updated consolidated plan is being drafted and will be available on the Meridian CDBG Program website at <https://meridiancity.org/cdbg/> once it is complete. For more information regarding the Consolidated Plans Goals and Priority Needs, please see [Appendix A – 2022-2026 Consolidated Plan Goals and Priority Needs DRAFT](#).

<b>Notice of Intent Open:</b>	March 1 to March 15
<b>Application Open (only available to projects invited to apply after review of Notice of Intent):</b>	April 1 to April 30
<b>Available Funding for Housing, Public Facilities, and Improvement:</b>	\$375,000 (estimate)
<b>Program Year Timeframe:</b>	October 1 to September 30
<b>Eligible Applicants:</b>	Private Nonprofits Governmental Agencies Faith-Based Organizations (services can’t be tied to religion)
<b>Purpose:</b>	Assist the City of Meridian in meeting the CDBG National Objectives and the goals of the City’s Consolidated Plan.
<b>Eligible Activities:</b>	Acquisition and Disposition Public Facilities and Improvements <i>(See <a href="#">Appendix B – Summary of Eligible Activities</a> for additional information)</i> If an applicant would like to apply for multiple activities, please use one application per activity.
<b>Related References:</b>	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 2 CFR Part 200 For more information, see HUDs <a href="#">CDBG Tools and Products</a> .

## Overview of Application Process

**Notice of Intent:** A Notice of Intent is **required** for all housing, public facility, and Improvement projects. The Notice gathers precondition information that will allow City staff to determine if the project meets the eligibility criteria and can be supported by the CDBG Program. City staff will evaluate the information provided and make recommendations to the Meridian City Council. **The Notice of Intent is due by March 15.**

**Project Application:** Organizations with recommended projects will be invited to complete a project application that will gather more detailed information. The applications will be scored and ranked to determine which projects will be primary projects and which will be back up projects. **The project application will be open from April 1 to April 30.**

**Action Plan:** Primary and backup projects will be included in the City's Draft Action Plan for the coming year. The Draft Action Plan and recommended projects will be available for public review and comment for at least 30 days, beginning in June. A public hearing on the proposed plans and projects will be held in July.

**Project and Action Plan Approval:** After the public comment period, 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 no later than August 16 for final approval.

**Funding:** 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, but funds will not be available until the City receives its appropriation through the Federal Congressional Release of Funds (generally in the Fall). In addition, this grant is a reimbursement grant meaning funds are not available before funding an activity. Each subrecipient must spend their capital on the project and submit requests for reimbursement monthly.

## Application and Submission Instructions

### Notice of Intent

Applicants are required to complete the Notice of Intent if they plan to apply for CDBG funding for projects related to housing, public facilities, or Improvement. Projects must be approved through this process before receiving access to the project application. **Notice of Intent Deadline is March 15 at 11:59 pm.**

### Application Submission for Recommended Projects

The application consists of questions related to staff and organizational experience, specific information about the proposed project, property details, and financial feasibility. All applications must be submitted in the City's online system, Neighborly Software. A link to Meridian's CDBG Housing, Public Facilities, and Improvement application will be sent to organizations with recommended projects. **Applications will only be accepted via the online portal between April 1 and April 30 at 11:59 pm.**

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(s) 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) Outcomes – project timelines and goals
- 4) Required Attachments – applicants must submit the following:
  - a) Authorized Staff – Policy or letter from the board showing the person submitting this application is authorized to apply for and accept grant awards.
  - b) Financial Status Report – Summary level report that shows the overall budget of the organization.
  - c) Non-Profit Determination – documentation showing the agency is registered as a non-profit
  - d) Project Map
  - e) UEI and SAM Registration – Print the page from the website.
  - f) Additional Documentation – Supporting documentation to help review the project (e.g. site plan review, project design, etc.)

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 at 11:59 pm.

## Evaluation Criteria

City staff will conduct an Eligibility Determination, Pre-Award Risk Assessment, and Notice of Intent Evaluation to determine if the project will be recommended. Project applications for recommended projects will be evaluated using the Project Application Evaluation. 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 (see [Appendix B – Summary of Eligible Activities](#));
- Compliance with a CDBG National Objective (see [Appendix C – National Objectives](#));
- Consistency with the priorities and specific objectives established in the Consolidated Plan (see [Appendix A – 2022-2026 Consolidated Plan Goals and Priority Needs DRAFT](#));
- 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 the Notice of Intent or application. Final funding determinations 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 Housing, Public Facilities, Improvement Application Guidelines “Guidelines” briefly summarize several of the 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 can 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 allowed to explain how the application complies with the Guidelines.
- 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 subrecipient 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

Completion of the HUD environmental review process is mandatory before taking a physical action on a site or making a commitment or expenditure of HUD OR non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair, or construction activities. Subrecipients, contractors, owners, and developers may not commit or expend funds on projects until the City of Meridian has completed the environmental review process. ANY OPTIONS TO PURCHASE PROPERTY SHOULD BE CONTINGENT UPON A COMPLETED HUD ENVIRONMENTAL REVIEW COMPLETED BY AN APPROVED ENTITY.

## 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.

## UEI Number

The Unique Entity Identifier, or the UEI, is the official name of the "new, non-proprietary identifier" that replaces the DUNS number. The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov).

## 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. 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](http://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 different, and/or 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 DesignationsHispanic/Latino<sup>1</sup>
- Not Hispanic/Latino 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 can be found in the Subrecipient Toolbox under the CDBG Projects tab of the website located at <https://meridiancity.org/cdbg>.

## 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 the Subrecipient Toolbox under the CDBG Projects tab of the website located at <https://meridiancity.org/cdbg>.

## Reporting

All funded projects will be required to submit regular reports consistent with HUDs 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 F – Required Plans and Reporting](#).

## Contact Information

For questions contact:

Crystal Campbell  
Community Development Program Coordinator, City of Meridian  
(208) 489-0575  
[ccampbell@meridiancity.org](mailto:ccampbell@meridiancity.org)

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<sup>1</sup> Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.

## Appendix A – 2022-202-61 Consolidated Plan Goals and Priority Needs

### Priority Needs

The following priority needs were identified in the City of Meridian’s Consolidated Plan to guide funding allocations during the five-year planning cycle.

#### **Provide Decent Housing**

A decent place to live removes the barriers to opportunity, success, and health that have been part of a family's life for years, if not generations. Creating safe and decent places to live can have incredibly positive effects on a family's health, on the study habits of students, and a neighborhood's overall attractiveness and stability. Decent housing includes a spectrum of solutions: new construction, repair, and renovation, housing finance, infrastructure development, secure land tenure, among others.

#### **Create a Suitable Living Environment**

A good living environment is essential for good quality of life. A functional and sound living environment allows different people to lead their daily lives and fulfill their basic needs: living, services, working, recreation, hobbies, and rest and privacy.

#### **Expand Opportunities for LMI Persons**

Expanding opportunities to low- and moderate-income persons helps to foster local economic development, neighborhood improvement, and individual self-sufficiency.

### Goals

To address these needs, the Meridian CDBG Program identified the following goals for the 2022-2026 Consolidated Plan. These goals will guide the activity selection for the duration of this plan.

<b>Goal</b>	<b>Description</b>	<b>Potential Projects</b>
<i>Public Facilities and Improvements</i>	Public Facilities and Improvements are publicly-owned facilities and infrastructure such as streets, playgrounds, underground utilities, and buildings owned by non-profits open to the general public. Safe and accessible infrastructure is essential to the quality of life and building communities that support community diversity and stability. In general, public facilities and public improvements are interpreted to include all facilities and improvements that are publicly owned or owned by a nonprofit and open to the general public. Acquisition, construction, reconstruction,	Meridian's goal to improve and expand public facilities may include, but is not limited to: <ul style="list-style-type: none"> <li>• ADA Improvements</li> <li>• Senior Centers</li> <li>• Homeless and Domestic Violence Facilities</li> <li>• Neighborhood Facilities</li> <li>• Health Facilities</li> </ul>

	rehabilitation, and installation of public facilities and improvements are eligible activities.	
<i>Public Infrastructure</i>	Public Infrastructure Improvements will focus on safe and accessible infrastructure essential to the quality of life and building communities that support community diversity and stability. In general, public infrastructure improvements will include acquisition, construction, reconstruction, and installation of public infrastructure.	Meridian's goal to improve and expand public infrastructure may include, but is not limited to: <ul style="list-style-type: none"> <li>• ADA Improvements</li> <li>• Sidewalks</li> <li>• Curb cuts</li> </ul>
<i>Public Services</i>	Public services are an integral part of a comprehensive community development strategy. Public Service activities provide for a wide range of activities that address needs in the community provided for the target population. Public services can strengthen communities by addressing the needs of specific populations. They can address a range of individual needs and increase CDBG dollars' impact by complementing other activities.  The City of Meridian may allocate up to 15% of CDBG funds to public services programs that provide supportive services to low- to moderate-income persons or prevent homelessness. In general, these services are provided by local non-profit partners. This funding is capped at 15% of the CDBG entitlement plus program income.	Meridian's goal to improve and provide public services may include, but is not limited to: <ul style="list-style-type: none"> <li>• Employment services</li> <li>• Crime prevention and public safety</li> <li>• Child care</li> <li>• Health services</li> <li>• Substance use services</li> <li>• Fair housing counseling</li> <li>• Education programs</li> <li>• Energy conservation</li> <li>• Services for homeless persons</li> <li>• Services for seniors</li> <li>• Welfare services (excluding income payments)</li> <li>• Down payment assistance</li> <li>• Recreational services</li> </ul>
<i>Housing</i>	The City prioritized goals and objectives for using CDBG funding to strategically and effectively benefit low- and moderate-income residents by increasing access to decent housing and creating a suitable living environment while expanding economic opportunities for LMI persons. Meridian is committed to improving and expanding access to safe and affordable housing for low- and moderate-income (LMI) residents. Affordable and safe housing helps to provide financial stability, reduces the chances of a person becoming homeless, and promotes housing sustainability.	Meridian's projects to improve housing sustainability may include, but are not limited to: <ul style="list-style-type: none"> <li>• Homeownership Assistance</li> <li>• Rehabilitation (single-unit residential and/or multi-family residential)</li> <li>• Energy efficiency improvements</li> <li>• Acquisition</li> <li>• The administrative cost for rehabilitation activities</li> <li>• Lead-based paint testing/abatement</li> <li>• Housing counseling</li> </ul>

*Program  
Administration*

<p>General Administrative funds will pay reasonable program administrative costs and carrying charges related to the planning and execution of community development activities. Administering federal funds and ensuring compliance is critical for utilizing Federal resources. Meridian is committed to using CDBG entitlement funding for administration to help to continue growing a community development program that is efficient, effective, and resourceful.</p>	<p>Meridian may have administration projects that include, but are not limited to:</p> <ul style="list-style-type: none"><li>• General management, oversight, and coordination</li><li>• Providing local officials and citizens with information about the CDBG program</li><li>• Preparing budgets and schedules</li><li>• Preparing reports and other HUD-required documents</li><li>• Program planning</li><li>• Public Information</li><li>• Monitoring program activities</li><li>• Fair Housing activities</li><li>• Indirect costs</li><li>• Submission of applications for Federal programs</li></ul>
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## Appendix B – Summary of Eligible Activities for Housing, Public Facility, and Improvement Projects

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](mailto:ccampbell@meridiancity.org) to make determinations on activity eligibility.

### Acquisition and Disposition

Acquisition of Real Property – Acquisition of property that will be developed for a public purpose.

Clearance and Demolition – The demolition of buildings and improvements, the removal of demolition products (rubble) and other debris, or the movement of structures to other sites.

### Public Facilities and Improvements

Funds may be used for the acquisition (including long-term leases for periods of 15 years or more), construction, reconstruction, or rehabilitation of facilities and real property improvements that are publicly owned or nonprofit owned. Those owned by nonprofits must be operated to be open to the general public. Examples of projects include:

Child Care Centers – Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.

Facilities for Persons with Disabilities – Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities.

Health Facilities – Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.

Neighborhood Facilities – Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.

Parking Facilities – Acquisition, construction, or rehabilitation of parking lots and parking garages.

Parks, Recreational Facilities – Development of open space areas or facilities intended primarily for recreational use.

Sidewalks – Improvements to sidewalks.

Street Improvements – Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs.

Youth Centers – Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center.

### Housing Services

Homeownership Assistance - Paying up to 50 percent of the down payment required by the mortgagee on behalf of the homebuyer; subsidizing interest rates and mortgage principal amounts to make loan payments affordable; or paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer.

Rehabilitation: Single-Unit Residential – Rehabilitation of privately owned, single-unit homes.

## 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 that benefits a limited clientele at least 51 percent of whom are LMI persons. CDBG funds are to be used for 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 is primarily LMI persons (e.g. a daycare 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 farmworkers).  
**Supporting Documentation Requirements** – provide evidence of conclusion (e.g. narrative or policy)
  - c. **Housing:** An activity is undertaken to provide or improve 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 is 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 an 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 Housing, Public Facility, and Improvement 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**

1. Does the applicant have the administrative and financial capacity to carry out the activity?  
 Yes, move to #2       No, move to #2
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
3. Will administrative duties be conducted by the applicant?  
 Yes       No
4. Will financial responsibilities be conducted by the applicant?  
 Yes       No
5. Will the activities be conducted by the applicant?  
 Yes       No
6. Does applicant have a plan to monitor contractors?  
 Yes       No
7. Are there any concerns with the applicants intended oversight of the project?  
 Yes, explain below       No  
Click or tap here to enter text.
8. Does this project meet general eligibility requirements?  
 Yes, move to #9       No, project should not be funded

### **Consolidated Plan**

9. 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  
 Homeowner Repair  
**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
  - Continuation of previously funded CDBG project

**Stabilize the Rental Gap**

- Affordable housing planning and construction
- Affordable development, support, and infrastructure

**Administration/Fair Housing**

- Activity eligible, end of form. Use matrix code 21A.

10. Does project meet one of the goals identified in the Consolidated Plan?

- Yes, move to #11
- No, project is ineligible

**National Objectives**

11. 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**

12. 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

13. 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.

14. 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).
- The activity will assist existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units.

15. 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.
16. Did project meet National Objective criteria?  
Yes, go to question 22      No, project is ineligible

### Slum/Blight

17. Does the activity meet Meridian's definition of slum and blight?  
Yes, move to #17      No, project should not be funded
18. 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**.
19. Did project meet National Objective criteria?  
Yes, go to question 22      No, project is ineligible

### Urgent Need

20. 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.
21. Did project meet National Objective criteria?  
Yes, go to question 22      No, project is ineligible

### Matrix Codes

22. Select the appropriate matrix code. Additional codes can be found here:  
<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      14F Rehab: Energy Efficiency Improvements  
14A Rehabilitation: Single-Unit Residential      14I Lead-Based Paint/Lead Hazards Testing/Abatement

#### Public Facilities and Infrastructure Improvements

- 03 Other Public Facilities/Improvements      03H Solid Waste Disposal Improvements  
03A Senior Centers      03I Flood Drainage Improvements  
03F Parks, Recreational Facilities      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

**Pre-Award Risk Assessment**

**Applicant**  
**Project**  
**PY**  
**Score:** 0

<u>Rating Scale</u>	
Low Risk	15-20
Medium Risk	21-30
High Risk	31+

Mark an X in the appropriate category below.

**Project Complexity**

1 Amount requested:	<\$15,000 <input checked="" type="checkbox"/>	\$15,001-\$30,000 <input type="checkbox"/>	>\$30,000 <input type="checkbox"/>
2 Funds used for:	Program Only <input checked="" type="checkbox"/>	Operation of Facility <input type="checkbox"/>	Construction or Rehab <input type="checkbox"/>
3 Environmental Review:	Exempt/Categorically Excluded <input checked="" type="checkbox"/>	Categorically Excluded and Subject to Review <input type="checkbox"/>	Environmental Assessment (likely will not fund) <input type="checkbox"/>

**Organizational**

4 Type of Organization:	Governmental Agency <input checked="" type="checkbox"/>	Non-profit <input type="checkbox"/>	For-profit <input type="checkbox"/>
5 Experience as an organization:	Prior experience with CDBG or other Federal programs <input checked="" type="checkbox"/>	Well established, but not prior CDBG or Federal experience <input type="checkbox"/>	Newly created entity <input type="checkbox"/>
6 Complaints:	none <input checked="" type="checkbox"/>	few, explainable <input type="checkbox"/>	many <input type="checkbox"/>

**Funding**

7 Sources:	Other funds committed <input checked="" type="checkbox"/>	Other sources indicated, but not committed <input type="checkbox"/>	CDBG funds only <input type="checkbox"/>
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**Staffing**

8 Experience with Similar Projects:	5+ years <input checked="" type="checkbox"/>	1-5 years <input type="checkbox"/>	None <input type="checkbox"/>
9 Sufficient staff:	yes <input checked="" type="checkbox"/>	plans to hire <input type="checkbox"/>	no <input type="checkbox"/>
10 Staff turnover:	low <input checked="" type="checkbox"/>	medium <input type="checkbox"/>	high <input type="checkbox"/>

**History**

11 Previous experience	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
12 Previous projects completed on budget?	Yes <input checked="" type="checkbox"/>	Somewhat on budget or no previous experience <input type="checkbox"/>	No <input type="checkbox"/>
13 Previous projects completed on schedule?	yes <input checked="" type="checkbox"/>	Somewhat on schedule or no previous experience <input type="checkbox"/>	no <input type="checkbox"/>
14 Ability to anticipate and overcome past problems:	Excellent <input checked="" type="checkbox"/>	Competent at managing or no previous experience <input type="checkbox"/>	Inadequate <input type="checkbox"/>
15 Severity of Past Monitoring Issues:	No findings or concerns <input checked="" type="checkbox"/>	Findings or concerns were not substantial and corrected timely or no previous experience <input type="checkbox"/>	Findings or concerns were substantial or not addressed timely <input type="checkbox"/>

**Notice of Intent Evaluation**

**Applicant**  
**Project**  
**PY**  
**Score:**

0

Mark an X in the appropriate category below.

**Federal Regulations Triggered**

1 Labor	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>
2 URA (Displacement)	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>
3 Lead-Based Paint	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>

**Consolidated Plan Goals**

4 How many previous years has this goal been addressed?	0	<input checked="" type="checkbox"/>	1-2	<input type="checkbox"/>	3+	<input type="checkbox"/>
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**Consolidated Plan Priorities**

5 Mark all of the priorities that are addressed with this project					
Provide Decent Housing	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>
Create a Suitable Living Environment	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>
Expand Opportunities for LMI Persons	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>

**Timeline**

6 When will this project be ready to begin?	0-3 Months	<input checked="" type="checkbox"/>	4-6 Months	<input type="checkbox"/>	6+ Months	<input type="checkbox"/>
7 Is the project anticipated to be completed during program year?	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>	

**Pre-Award Risk Assessment Score:**

**Project Application Evaluation**

Housing projects and public facility/improvement projects will be evaluated separately.

**Housing, Public Service, and Improvement Application Scoring Criteria**

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

	<i>2 Point Question</i>	<i>6 Point Question</i>
<i>Incomplete/No Response</i>	0	0
<i>Answered, Have Concerns</i>	1	3
<i>Fully Answered, No Concerns</i>	2	6

**CDBG Housing, Public Facility, and Improvement Scoresheet**

E: STAFF AND ORGANIZATIONAL EXPERIENCE	POINTS AWARDED	AVAILABLE POINTS
E.1. Organizational Experience		6
E.2. Organizational Fit		2
E.3. Staffing		2
E.4. Fiscal Oversight		6
E.5. Experience with Federal, State, or Municipal		2
Section Total		18
F: PROJECT DESCRIPTION	POINTS AWARDED	AVAILABLE POINTS
F.3. Statement of Need		6
F.4. Project Scope		6
F.5. Anticipated Outcome		2
F.6. Anticipated Barriers		2
F.7. Project Readiness		2
Section Total		18
HOUSING PROJECTS ONLY		
G.1. Participant Identification		6
G.2. Ensuring Fit		6
G.3. Program Eligibility		2
G.4.-G.5. Beneficiaries		2
G.6. Affirmatively Furthering Fair Housing		6
G.7. Data Collection		2
Section Total		24
PUBLIC FACILITY AND IMPROVEMENT PROJECTS ONLY		
H.1.-H.2. Ownership		2
H.3. Zoning		2
H.4. Site Plan		2
H.5. Variance/Exceptions		2
H.6. Land Use		2
H.7. Rehabilitation/Construction		2
H.8. Acquisition		2
Section Total		14
I: FINANCIAL	POINTS AWARDED	AVAILABLE POINTS
Total Funding – Sufficient for Project		2
Total Funding – Funding is Mostly Secured		2

Meridian CDBG Funding – Reasonable		2
Meridian CDBG Funding - Specific		2
Section Total		8
H: OUTCOMES	POINTS AWARDED	AVAILABLE POINTS
Project Timeline - Activities		2
Project Timeline – Expenditures		2
Project Timeline – Outcomes		2
Project Goals – Measurable		2
Project Goals – Reasonable		2
Project Goals – Attainable		2
Section Total		12
TOTAL SCORE		80 Housing 70 Pub Fac/Imp

**This is the end of the general scoresheet. The section below is for City of Meridian CDBG administrative staff.**

### City of Meridian CDBG Administrative Staff Scoresheet

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

- Consistent with Consolidated Plan
- Compliant with National Objective(s)
- Eligible Activity
- Housing Development - At least 51% of the units will be affordable no less than 5 years

REQUIRED DOCUMENTS	POINTS AWARDED	AVAILABLE POINTS
Authorized Staff		2
Financial Status Report (Finance review)		4
Housing Development Docs (if it doesn't apply award full points)		3
Non-Profit Determination (if it doesn't apply award full points)		2
Client Intake Form		3
UEI/SAM Registration		2
Job Descriptions		2
Staff Resumes		2
Section Total		20
BONUS	POINTS AWARDED	AVAILABLE POINTS
Project Meets LMI National Objective		4
Previous Meridian CDBG Experience – Organization understood and complied with CDBG regulations, met goals, no budget issues		2
Previous Meridian CDBG Experience – Organization was easy to work with (e.g. communication, timeliness, etc.)		3
Experience with Federal or State Grants		2
Project Meets More than One (1) Priority Need		2
Timeline is Reasonable and Project will be Complete by September 30, 2021		2
Section Total		15
ADMINISTRATIVE STAFF TOTAL SCORE		35

## Appendix E – Federal Regulations

Requirements	Federal Regulations	Other References
<b>Community Development Block Grant</b>	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	
<b>Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements</b>	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58	Section 104(g), HCDA
<ul style="list-style-type: none"> <li>• Sitting near airports and coastal barrier</li> <li>• Fish and wildlife protection</li> <li>• Flood plain/flood insurance</li> <li>• National Historic Preservation</li> <li>• Noise abatement and control</li> <li>• Wetlands/Coastal zones</li> <li>• Air quality</li> <li>• Endangered species</li> <li>• Thermal/Explosive hazards</li> </ul>	References at: 24 CFR 58.6; 58.5570.605	42 U.S.C 4001 et seq.
<b>Relocation, Real Property Acquisitions, and One-for-One Housing Replacement</b>	24 CFR 570.201(i); 570.606(b), (c), (d)	Sections 104(d); 105(a)(11), HCDA
<ul style="list-style-type: none"> <li>• Uniform Relocation Act</li> <li>• Residential anti-displacement and relocation assistance</li> </ul>	49 CFR 24 42 USC 4601 et seq	<a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a>
<b>Competitive Procurement</b>	2 CFR 200.319	
<b>Insurance and Bonding</b>	2 CFR 200.310 and 200.325	
<b>Administrative and Accounting Standards</b>	2 CFR Part 200	
<b>Cost Considerations</b>	2 CFR 200.402, 403, 404, 405, 406 and 407	
<b>Documentation and Recordkeeping</b>	24 CFR 570.506 24 CFR 570.502	
<b>Conflict of Interest</b>	2 CFR 200.112 and 24 CFR 570.611	

## Appendix F – Required Plans and Reporting

### City of Meridian Requirements

Report	Method of Collection	Frequency	Required For	Description
<b>Action Plan</b>	Competitive Application Process	Annually <i>August 16</i>	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.
<b>Analysis of Impediments to Fair Housing Choice</b>	Collaboration with stakeholders (e.g. citizen’s, public and private partners, etc)	Every Five Years	N/A	Evaluates fair housing strategies established for Meridian and considers opportunities to collaborate with the State.
<b>Consolidated Annual Performance and Evaluation Report (CAPER)</b>	Progress Report  Final Report	Annually  <i>December 29</i>	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.
<b>Consolidated Plan</b>	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.
<b>Contract and Subcontract Activity</b>	Supplemental documentation provided during the award process	Annually <i>December 31</i>	Construction Projects	Reports contractor and subcontractor activities under the CDBG program for projects of \$10,000 or more.
<b>Federal Financial Report</b>	Reimbursement Requests	Quarterly	All Subrecipients	Used to monitor cash advances and obtain disbursement information related to grants.

<b>Federal Funding Accountability and Transparency Act (FFATA)</b>	Supplemental documentation provided during the award process	Annually	Projects funded at \$30,000+	Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded.
<b>Labor Standards Enforcement Report</b>	Progress Report Final Report	Semi-Annually <i>March 31</i> <i>September 30</i>	Construction Projects	Required by Department of Labor (DOL) to ensure compliance with Davis-Bacon, Contract Work Hours and Safety Standards Act, and other related labor acts and standards.
<b>Section 3 Summary Report</b>	Progress Report Final Report	Annually <i>December 29</i>	Projects funded at \$200,000+	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.

### Subrecipient Requirements

Report	Frequency	Data Points
<b>Final Report</b>	End of project	Major milestones Goal comparison and analysis Leveraged funds Units at completion (construction projects) Total cost and share that is CDBG
<b>Progress Report</b>	Monthly	Beneficiary data (direct client services) Labor Standards (construction projects) Fair Housing Activities
<b>Reimbursement Requests</b>	Monthly, at least quarterly	Expenditures Timeliness