



## CDBG

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# Housing, Public Facility, and Infrastructure 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 consolidated plan is available 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 – 2022-2026 Consolidated Plan Goals and Priority Needs](#).

<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> .
<b>Timeline (subject to revision)</b>	<b>March 1:</b> NOI period opens at 8:00 a.m. <b>March 15:</b> NOI period closes at midnight. <b>April 1:</b> Application period for selected projects opens at 8:00 a.m. <b>April 30:</b> Application period closes at midnight. <b>By May 20:</b> Review of applications by Scoring Committee. <b>By May 25:</b> Applicants informed of Scoring Committee recommendations. <b>June 15 to July 15:</b> Action Plan with recommended projects open for public comment. <b>June 27:</b> Public Hearing for Action Plan. <b>July 25:</b> Action Plan provided to Council for approval of submission to HUD. <b>July 31:</b> Action Plan submitted to HUD for final approval.
<b>For more information</b>	Contact Crystal Campbell at <a href="mailto:ccampbell@meridiancity.org">ccampbell@meridiancity.org</a> .

## Overview of Application Process

**Notice of Intent:** A Notice of Intent (NOI) is **required** for all housing, public facility, and improvement projects. The NOI 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.**

**Application Review:** The City and the Scoring Committee will review applications in May. Applications and Committee funding recommendations will be provided to the Meridian City Council.

**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 on a monthly basis.

## 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 by the Scoring Committee 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](#));
- 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 of the 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 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.

## National Objectives

All projects must meet one of HUDs National Objectives:

- Low Mod Area (LMA) - An activity available to all persons in a neighborhood or community regardless of income.
  - Typical projects include improvements to sidewalks, streetlights, and parks.
  - Eligibility:
    - Primarily residential.
    - Designated low-income area. Map can be found in the Subrecipient Toolbox of Meridian’s CDBG website.
- Low Mod Clientele (LMC) – An activity that is provided on a case by case basis to eligible participants.
  - Typical projects include emergency rental assistance, childcare scholarships, or other public services.
  - Eligibility:
    - Income less than 80% of the area median income.
    - Project is of a nature and location that it can be concluded participants are LMI (e.g. a day care center that is designed to serve residents of a public housing complex).
    - A person that is generally presumed to be principally LMI. HUD considers abused children, battered spouses, elderly persons, severely disabled adults, people experiencing homelessness, illiterate adults, persons living with AIDS and migrant farm workers to be a presumed beneficiary. The Meridian CDBG Program defines elderly as persons aged 60 years or older per the Older Americans Act.
- Low Mod Housing (LMH) – An activity that provides or improves on permanent housing structures to be occupied by LMI households. Please note, CDBG cannot be used for construction of new housing.
  - Typical projects include homebuyer assistance, homeowner repair, or acquisition of land for a housing project to be used for LMI residents.
  - Eligibility:
    - Same as LMC.

## 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.

## 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.

## 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](#).

## 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<sup>1</sup>:

### 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
- Not Hispanic/Latino

Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. See below for the current income guidelines for the City of Meridian.

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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.

Family Size								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Low Income 80% of Median Income	\$47,150	\$53,900	\$60,650	\$67,350	\$72,750	\$78,150	\$83,550	\$88,950*
Very Low Income 50% of Median Income	\$29,500	\$33,700	\$37,900	\$42,100	\$45,500	\$48,850	\$52,250	\$55,600**
Extremely Low Income 30% of Median Income	\$17,700	\$20,200	\$22,750	\$25,250	\$27,300	\$29,300	\$31,350	\$33,350***

If serving a household with more than 8 persons visit the CPD Income Eligibility Calculator at: <https://www.hudexchange.info/incomecalculator/dashboard/>

## 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.

## 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.

## 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.**

## 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).

## Contact Information

For questions contact:

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



## 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 Infrastructure 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, rehabilitation, and installation of public facilities and improvements are eligible activities.	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> <li>• Sidewalks</li> </ul>

*Public Services*

	<p>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.</p> <p>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.</p>	<p>Meridian's goal to improve and provide public services may include, but is not limited to:</p> <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>
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*Housing*

	<p>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.</p>	<p>Meridian's projects to improve housing sustainability may include, but are not limited to:</p> <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>
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*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</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> </ul>
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<p>continue growing a community development program that is efficient, effective, and resourceful.</p>	<ul style="list-style-type: none"><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 Infrastructure 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@meridiacity.org](mailto:ccampbell@meridiacity.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 National Objectives of benefitting low and moderate-income (LMI) persons (24 CFR 570.208(a)). One of the following categories must be met to qualify:

- Low Mod Area (LMA) – An activity available to all persons in a neighborhood or community regardless of income.
  - 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.
- Low Mod Clientele (LMC) – An activity that benefits limited clientele based on eligibility requirements. Supporting documentation varies based on the eligibility type:
  - Supporting Documentation Requirements: Eligibility Based on Income – provide client form that contains the income eligibility form and collection of demographics.
  - Supporting Documentation Requirements: Eligibility Based on Nature and Location – provide evidence of conclusion (e.g. narrative or policy).
  - Supporting Documentation Requirements: Eligibility Based on Presumed Benefit – provide evidence of conclusion (e.g. narrative or policy).
- Low Mod Housing (LMH) – An activity is undertaken to provide or improve permanent residential structures which, upon completion will be occupied by LMI households.
  - Supporting Documentation Requirements: Individual Household – provide client form that contains the income eligibility form and collection of demographics.
  - Supporting Documentation Requirements: Multi-Family Project – provide a certification that shows that at least 50% of the units will be for LMI residents and that rents will be affordable (typically less than 30% of income for rent and utilities).

## Appendix D – Evaluation Criteria for Housing, Public Facility, and Improvement Projects

**Project Name:**

**Project Description:**

**Location:**

**Project Eligible Under CFR Citation:**

### Administration

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

### National Objectives

Activity meets the following criteria.

**Area Benefit**

- The activity will be a benefit to all within the designated LMI area, and
- Service area is primarily residential.

**Limited Clientele**

- The activity determines eligibility based on family size and income, or
- 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).

**Housing**

- The activity will assist existing homeowners with the repair, rehabilitation, or reconstruction of owner-occupied units, or
- The activity will be to purchase a home in Meridian, or
- The activity will be for acquisition to construct multi-family housing units and one of the following apply:
  - 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

**None of the Above** – Project is ineligible.

## Consolidated Plan

Project responds to the 2022-2026 Con Plan Goal below:

- Public Facilities and Infrastructure Improvements** – publicly-owned facilities and infrastructure such as streets, playgrounds, underground utilities, and buildings owned by non-profits open to the general public. Acquisition, construction, reconstruction, rehabilitation, and installation of public facilities and improvements are eligible activities.
  
- Housing** – Increases access to decent housing and creates a suitable living environment while expanding economic opportunities for LMI persons.
  
- Public Services** – provides a service to address the needs in the community provided for low to moderate residents or residents that qualify as a presumed beneficiary and meets the following criteria:
  - New Service, or
  - Existing Service that shows:
    - A quantifiable increase in the level of service which has been provided State or local government funds in the previous 12 months, or
    - Continuation CDBG project that was funded the previous year.
  
- None of the Above** – Project is ineligible.

## Matrix Codes

Project meets the criteria of the following matrix code.

(Additional codes can be found at: <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/14H Rehabilitation: Single-Unit Residential/Rehabilitation Administration

### Public Facilities and Infrastructure Improvements

- 03A Senior Centers
- 03K Street Improvements (Streetlights)
- 03F Parks, Recreational Facilities
- 03L Sidewalks

### Public Services

- 05A Senior Services
- 05M Health Services
- 05F Substance Use Services
- 05O Mental Health Services
- 05G Services for Intimate Partner Violence
- 05Q Subsistence Payments
- 05L Child Care Services
- 05T Security Deposit

**Pre-Award Risk Assessment**

**Applicant**

Rating Scale

**Project**

Low Risk 12-20

**PY**

Medium Risk 21-30

**Score:**

0

High Risk 31+

Mark an X in the appropriate category below.

**Grant Management**

1 Reporting

Timely and accurate

At times late and inaccurate

Usually late and/or inaccurate

2 Staff Capacity and Program

No concerns

Some concerns

At risk

3 Program Complexity

No concerns

Somewhat complex

Complex

4 Findings (Monitoring and Office of Inspector General (OIG) and Sanctions)

None

Few, explainable

Many

5 Management of Contractors

N/A or no concerns

Some concerns

At risk

**Financial Management**

6 Financial Staff Capacity

No concerns

Some concerns

At risk

7 Monitoring Finding Resulting in Repayment or Grant Reduction

No

Yes

8 Grant Amount

Less than \$50K

\$50K-\$100K

More than \$100K

9 Program Income

No

Yes

10 Audits Required by 2 CFR § 200.501

No

Yes

**Services and Satisfaction**

11 Citizen Complaints or Negative Media Exposure

Yes

No

12 Responsive

Yes

Somewhat

No



**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"/>
4 Environmental Review	Exempt/CENST	<input checked="" type="checkbox"/>	CEST	EA	<input type="checkbox"/>
5 Flood Zone	No	<input checked="" type="checkbox"/>	500 year	100 year	<input type="checkbox"/>

**Consolidated Plan Goals and Priorities**

6 Does this address a goal of the Con Plan?	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>
7 Is at least one of the following priorities addressed: Provide Decent Housing, Create a Suitable Living Environment, or Expand Opportunities for LMI Persons?	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>

**Timeline**

8 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"/>
9 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.

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

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

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

	POINTS AWARDED	AVAILABLE POINTS
<b>E: STAFF AND ORGANIZATIONAL EXPERIENCE</b>		
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
<b>Section Total</b>	<b>0</b>	<b>18</b>
	POINTS AWARDED	AVAILABLE POINTS
<b>F: PROJECT DESCRIPTION</b>		
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
<b>Section Total</b>	<b>0</b>	<b>18</b>
	POINTS AWARDED	AVAILABLE POINTS
<b>G. HOUSING PROJECTS ONLY</b>		
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
<b>Section Total</b>	<b>0</b>	<b>24</b>

	POINTS AWARDED	AVAILABLE POINTS
<b>H. PUBLIC FACILITY AND IMPROVEMENT PROJECTS ONLY</b>		
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
<b>Section Total</b>	<b>0</b>	<b>14</b>

	POINTS AWARDED	AVAILABLE POINTS
<b>I: FINANCIAL</b>		
Total Funding – Sufficient for Project		2
Total Funding – Funding is Mostly Secured		2
Meridian CDBG Funding – Reasonable		2
Meridian CDBG Funding - Specific		2
<b>Section Total</b>	<b>0</b>	<b>8</b>

	POINTS AWARDED	AVAILABLE POINTS
<b>J: OUTCOMES</b>		
Project Timeline - Activities		2
Project Timeline – Expenditures		2
Project Timeline – Outcomes		2
Project Goals – Measurable		2
Project Goals – Reasonable		2
Project Goals – Attainable		2
<b>Section Total</b>	<b>0</b>	<b>12</b>
<b>TOTAL SCORE</b>	<b>0</b>	

## City of Meridian CDBG Administrative Staff Scoresheet

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

- Consistent with Consolidated Plan
- Meets National Objective(s)
- Eligible Activity

REQUIRED DOCUMENTS	POINTS AWARDED	AVAILABLE POINTS
Authorized Staff		3
Financial Status Report (Finance review)		5
Housing Development Docs (if it doesn't apply award full points)		3
Non-Profit Determination (if it doesn't apply award full points)		3
Min. Public Service Request Met (if it doesn't apply award full points)		2
National Objective Documentation		3
UEI/SAM Registration		2
Job Descriptions		2
Staff Resumes		2
<b>Section Total</b>	<b>0</b>	<b>25</b>
BONUS	POINTS AWARDED	AVAILABLE POINTS
Pre-Award Risk Assessment Level (Low – 10, Medium – 5, High – 0)		10
Previous Meridian CDBG Experience – Organization understood and complied with CDBG regulations, met goals, no budget issues		3
Previous Meridian CDBG Experience – Organization was easy to work with (e.g. communication, timeliness, etc.)		2
Experience with Federal or State Grants		2
Timeline is Reasonable and Project will be Complete by End of PY		2
Letter of Support #1		2
Letter of Support #2		2
Letter of Support #3		2
<b>Section Total</b>	<b>0</b>	<b>25</b>
<b>ADMINISTRATIVE REVIEW SCORE</b>	<b>0</b>	<b>50</b>

## 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	
<b>Davis Bacon and Related Acts</b>	29 CFR Part 5	
<b>Section 3</b>	24 CFR Part 75	
<b>Build America Buy America Act</b>	Section 70914	

## 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