



CDBG HOUSING AND PUBLIC SERVICE GUIDELINES

City of Meridian

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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 April 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 website at <https://meridiancity.org/cdbg/>. For more information regarding the Consolidated Plans Goals and Priority Needs, please see [Appendix A: Goals and Priority Needs](#).

Application Available:	April 1 to April 30
Estimate of Available Funding:	Public Services - \$75,000 Housing - \$175,000 <i>Applicants should request a minimum of \$15,000.</i>
Program Year Timeframe:	October 1 to September 30
Eligible Applicants:	Private Nonprofits Governmental Agencies Faith-Based Organizations (services can’t be tied to religion)
Purpose:	Assist the City of Meridian in meeting the CDBG National Objectives and the goals of the City’s Consolidated Plan.
Eligible Activities:	Public services and housing activities (<i>See Appendix B: Eligible Activities for additional information</i>). If an applicant would like to apply for multiple activities, a separate application must be submitted for each. All activities must benefit Meridian residents.
Related References:	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 CDBG Entitlement Program website.
Timeline (subject to revision):	April 1: Application period opens at 8:00 a.m. April 30: Application period closes at midnight. By May 20: Review of applications by Scoring Committee. By May 25: Applicants informed of Scoring Committee recommendations. June: Action Plan with recommended projects open for public comment. There will be at least one public hearing during this time. Late July: Action Plan provided to Council for approval of submission to HUD. August 16: Action Plan submitted to HUD for final approval.
For more information:	Contact Crystal Campbell at ccampbell@meridiancity.org or (208) 489-0575.

Application Process

Overview

Letter of Intent (Optional): Applicants are encouraged to submit a Letter of Intent for new projects during the first three weeks of the application period. While not required, this allows City staff to provide early feedback on project eligibility and alignment with program requirements.

Application Review: Applications are reviewed by City staff and the Scoring Committee. Reviews and funding recommendations are typically completed in May and submitted to the Meridian City Council for consideration.

Action Plan: Projects recommended for funding are included in the City's Draft Action Plan for the upcoming program year. The Draft Action Plan is made available for public review and comment for at least 30 days beginning in June. A public hearing is also held during this time.

Final Approval: Following the public comment period, the City may make revisions to the Action Plan before presenting it to City Council for formal approval. The approved Action Plan is submitted to HUD for final approval no later than August 16.

Funding: Organizations selected for funding will enter into a subrecipient agreement with the City outlining the scope of work and funding terms. The agreement becomes effective October 1, subject to federal release of funds. CDBG funds are provided on a reimbursement basis, meaning subrecipients must incur eligible costs first and submit reimbursement requests, typically on a monthly basis.

Application and Submission Instructions

Letter of Intent (Optional): Applicants may submit a Letter of Intent if they have questions about project eligibility or would like preliminary feedback. Submission of a Letter of Intent does not guarantee funding and is intended to support stronger applications through early guidance.

- **Deadline:** Third Friday of the application period at 11:59 PM
- **Submission Email:** ccampbell@meridiancity.org
- **Include:**
 - Brief summary of the project
 - Description of the specific activity or service CDBG funds would support

Application Submission: All applications must be submitted through the City's online system, Neighborly Software. The application will be available at:

<https://portal.neighborlysoftware.com/meridianid/Participant>

- **Application Period:** April 1 through April 30 at 11:59 PM
- Applications will only be accepted through the online portal

After submission, applicants will receive a confirmation email from Neighborly Software. All communication regarding the application will be sent to the designated contact(s). Applicants should ensure contact information is accurate and that listed contacts are available during the review period in case additional information is requested.

Required Application Components

- **Narrative:** Provide a clear description of the proposed project, including the need being addressed, the target population, and how the project will be implemented.
- **Outcomes:** Describe the expected project outcomes, including key milestones, goals, and a timeline for completion.
- **Financial Information:** Provide a detailed project budget and any relevant information about the organization's experience managing CDBG or similar funding. Administrative costs may not exceed 20% of the total project budget.
- **Required Documentation:** The following documents must be submitted with the application:
 - **Authorized Staff Documentation:** A board resolution or letter authorizing the individual submitting the application to apply for and accept grant funds on behalf of the organization
 - **Financial Status Report:** A summary-level report showing the overall financial position of the organization
 - **Housing Development Documents (if applicable):** Sources and Uses statement and pro forma covering the period of affordability
 - **Client Application/Client Approval Form:** The form used to collect required information and determine participant eligibility
- **Active UEI:** Confirmation of an active Unique Entity Identifier (UEI) registered in SAM.gov
- **Additional Documentation (Optional):** Applicants may include any additional information that supports or strengthens the application and helps demonstrate project feasibility, impact, or readiness.

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.

Application Review Process

All applications will go through a multi-step review process to determine eligibility, feasibility, and alignment with CDBG program goals:

1. **Pre-Qualification Review:** Applications are first reviewed to determine whether they meet basic eligibility requirements to proceed in the process, including general project eligibility and alignment with program requirements.
2. **Risk and Capacity Review:** The City evaluates the applicant's organizational capacity and the overall risk associated with the project, including factors such as experience, staffing, financial management, and prior performance.
3. **Administrative and Documentation Review:** Applications are reviewed for completeness, required documentation, and compliance with program requirements.
4. **Scoring Committee Review:** A review committee evaluates eligible applications based on established criteria, including organizational capacity, project design, financial feasibility, community impact, and alignment with the City's Consolidated Plan.
5. **Funding Recommendations:** Based on the overall evaluation, projects are ranked and funding recommendations are developed for final approval.

The City reserves the right to request additional information during any stage of the review process.

See [Appendix C: Evaluation Criteria](#) for more information.

Award Notices

Applicants will receive email notifications from the City of Meridian regarding updates, questions, and the status of their application. Final funding recommendations from the Scoring Committee will be emailed to the primary contacts listed in the application.

Applicants selected for funding will receive additional information outlining next steps, including City Council approval and execution of a subrecipient agreement.

Grant Requirements

General

- The Housing and Public Service Guidelines (“Guidelines”) summarize key CDBG requirements but are not exhaustive. Applicants are responsible for reviewing all applicable federal regulations and guidance to ensure they can comply with program requirements prior to submitting an application.
- The City may request additional information to evaluate an applicant’s capacity to carry out the proposed project or to assess modifications if the awarded amount differs from the requested amount. Failure to provide requested information within the specified timeframe may result in the application not being considered.
- The City may request an interview with applicants as part of the review process. Applicants may also be asked to clarify or provide additional explanation regarding their application.
- Providing false or misleading information will result in disqualification of the application. In cases of ambiguity or differing interpretations of the Guidelines, the City reserves the right to determine the intent and application of the provisions.
- Selected applicants must certify compliance with all applicable federal, state, and local laws, regulations, and reporting requirements. Awarded applicants will be required to enter into a written subrecipient agreement outlining project terms, conditions, and compliance requirements. It is the responsibility of the subrecipient to understand and adhere to all agreement terms and federal regulations. (See [Appendix D: Required Plans and Reporting](#))
- Funding is contingent upon completion of all federal requirements, including environmental review approval. Funds are provided on a reimbursement basis and will not be disbursed until a subrecipient agreement is fully executed by both parties and the City receives its allocation of federal funds from HUD.
- Applicants are encouraged to review HUD’s [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems](#) as a resource for understanding administrative and compliance requirements.

National Objectives

All projects must meet one of HUD’s National Objectives:

- **Low Mod Area (LMA)** – Activities that benefit all residents in a defined area regardless of income. Typical projects include sidewalk, streetlight, and park improvements. Eligibility requires that the project serves a primarily residential area that qualifies as low-income; eligible area maps are available in the Subrecipient Toolbox on the City of Meridian CDBG website.
- **Low Mod Clientele (LMC)** – Activities provided on a case-by-case basis to eligible individuals. Typical projects include emergency rental assistance, childcare scholarships, and other public

services. Eligibility requires participants to have incomes at or below 80% of Area Median Income, or to fall within a presumed low- and moderate-income group (such as elderly persons, persons with disabilities, or individuals experiencing homelessness). For purposes of the Meridian CDBG Program, elderly is defined as age 60 or older in accordance with the Older Americans Act.

- **Low Mod Housing (LMH)** – Activities that provide or improve permanent housing occupied by low- and moderate-income households. Typical projects include homebuyer assistance and homeowner repair. Eligibility is determined using the same criteria as LMC

See [Appendix E: National Objectives](#) for more information on documentation.

Non-Discrimination

Projects awarded CDBG funds must ensure equitable access to services and may not deny services based on race, color, religion, national origin, sex, familial status (presence of children under 18), or disability, in accordance with applicable federal and Idaho protections. Applicants must establish, update, and maintain admissions, occupancy, and operational policies and procedures – including those that protect privacy and security – to ensure equal access, including in tenant selection and admission preferences. Subrecipients are also required to maintain a Language Access Plan and a Section 504 self-evaluation and transition plan.

Fair Housing

Fair Housing ensures that all people have the right to be free from discrimination in the rental, sale, or financing of housing. Federal policy guarantees equal access to housing regardless of race, color, religion, national origin, sex, familial status (presence of children under 18), or disability, and jurisdictions receiving federal housing or community development funds are required to affirmatively further fair housing and may include additional protected classes under state or local law. Subrecipients of CDBG funding must adopt a Fair Housing policy and actively share information about individuals' rights and responsibilities through materials such as posters, flyers, and other effective outreach methods to ensure access to equal housing opportunities.

Environmental Review

All projects must have a current environmental review, completed by the city, before any funds are committed or a subrecipient agreement is signed. For projects involving acquisition, construction, or site improvements, applicants must not take any action before the review is complete that limits options or commits resources. Failure to follow federal, state, and local environmental requirements, including timelines, will result in disqualification from CDBG funding. Applicants are encouraged to consider potential environmental impacts before submitting a full application.

Lead-Based Paint

For any project involving an existing residential structure built before 1978, the project must comply with HUD's lead-based paint requirements under 24 CFR Part 35. These requirements include evaluating potential lead hazards, addressing any hazards identified, and notifying occupants of the findings and completed work. City staff will provide technical assistance to help determine applicable requirements; however, the applicant is responsible for completing all required lead-based paint activities and incorporating them into the project scope and timeline.

System for Award Management (SAM)/UEI Number

The System for Award Management (SAM) identifies entities that are debarred, suspended, or otherwise ineligible to receive federal funding. To be eligible for a grant, applicants must be registered in SAM, maintain an active registration, and renew it at least every 12 months. Registration is free and can be completed at www.sam.gov, where a Unique Entity Identifier (UEI) will be automatically assigned. For assistance, contact the SAM Help Desk at 1-866-606-8220.

Reporting

All funded projects must submit regular reports through the city's grant management software, Neighborly Software. Instructions are available in the Neighborly Software Reporting Guide in the Subrecipient Toolbox on the CDBG Program website. For additional details, see [Appendix F: Required Plans and Reporting](#).

Demographics

Reporting requirements for HUD-funded projects include collecting demographic data for each person served, including income level (by Area Median Income: extremely low 0–30%, low 31–50%, and moderate 51–80%), gender, race, and ethnicity. Income eligibility must be determined using HUD's Section 8 and Public Housing methodology (24 CFR § 5.609) and based on the City of Meridian income guidelines. Additional reporting may be required depending on the project. The most current income limits are available in the Subrecipient Toolbox on the City's CDBG website.

Appendix A: Goals and Priority Needs

The following were identified in the City of Meridian’s Consolidated Plan to guide CDBG funding decisions over the five-year planning period.

Priority Needs

Provide Decent Housing: Decent, safe, and affordable housing removes barriers to health, stability, and opportunity. Efforts may include new construction, rehabilitation, repair, housing finance, infrastructure, and related activities that improve housing quality and accessibility.

Create a Suitable Living Environment: A suitable living environment supports quality of life by ensuring access to safe neighborhoods, public services, and community resources that allow individuals and families to meet daily needs, including living, working, recreation, and rest.

Expand Opportunities for Low- and Moderate-Income (LMI) Persons: Expanding opportunities for LMI residents supports economic development, neighborhood stability, and self-sufficiency through access to services, housing, and community resources.

Goals and Eligible Activities

To address these priority needs, the City of Meridian has established the following goals for the 2022–2026 Consolidated Plan:

Public Facilities and Infrastructure Improvements: Support the acquisition, construction, rehabilitation, and improvement of publicly owned or nonprofit-owned facilities that are open to the public. Projects may include ADA improvements, sidewalks, neighborhood facilities, senior centers, health facilities, and homeless or domestic violence shelters. These investments help improve safety, accessibility, and overall community quality.

Public Services: Support services that meet the needs of LMI residents and vulnerable populations. The City may allocate up to 15% of its CDBG funds to public services, which are typically provided by nonprofit organizations. Eligible services may include employment assistance, childcare, health services, substance use support, education programs, fair housing counseling, services for seniors, homelessness prevention, recreational programs, and similar activities that promote stability and well-being.

Housing: Improve access to safe, affordable housing for LMI households by supporting activities such as homeownership assistance, housing rehabilitation, energy efficiency improvements, acquisition, lead-based paint testing and abatement, and housing counseling. These efforts help promote housing stability, prevent homelessness, and strengthen communities.

Program Administration: Support the planning, management, compliance, and oversight of the CDBG program. Administrative activities may include program coordination, budgeting, reporting, monitoring, public information, fair housing activities, and other required program management functions necessary to ensure effective and compliant use of federal funds.

Appendix B: Eligible Activities

Below are brief descriptions of eligible CDBG activities. For a complete list, visit: <https://www.hudexchange.info/resources/documents/Matrix-Code-Definitions.pdf>. For activity eligibility determinations, please contact Crystal Campbell at ccampbell@meridiancity.org.

Housing Services

- **Homeownership Assistance** – Assistance may include up to 50% of a required down payment, subsidies to reduce interest rates or principal amounts to make mortgage payments affordable, and/or payment of reasonable closing costs on behalf of the homebuyer.
- **Rehabilitation: Single-Unit Residential** – Rehabilitation of privately owned, single-family homes.

Public Services

CDBG funds may support a variety of public service programs that benefit low- and moderate-income individuals and households, including:

- **Abused and Neglected Children** – Daycare and supportive services for abused or neglected children.
- **Educational Childcare Programs** – Childcare services and parenting skills education (generally for children age 12 and under).
- **Employment Training** – Job training and employment assistance services.
- **Food Security** – Operations of food banks, community kitchens, and food pantries, including staffing, supplies, utilities, maintenance, and insurance.
- **Health Services** – Health education and related supportive services.
- **Housing Counseling** – Workshops, individual counseling, and financial education.
- **Mental Health Services** – Services addressing community mental health needs.
- **Security Deposits** – Tenant subsidies for security deposits.
- **Senior Services** – Services for elderly individuals.
- **Substance Use Disorder Services** – Prevention, education, and recovery programs.
- **Services for Victims of Intimate Partner Violence** – Support services for victims and their families.
- **Youth Services** – Educational and recreational activities for youth (generally ages 13–19), such as tutoring, mentoring, and summer programs.

Appendix C: Evaluation Criteria

The City of Meridian evaluates all CDBG applications using the criteria outlined below. Applicants should address each of these areas in their application and provide sufficient detail and supporting documentation to demonstrate eligibility, feasibility, and alignment with program goals.

1. **Activity Eligibility and Project Readiness:** Applicants must demonstrate that the proposed activity is eligible under CDBG requirements and can be successfully implemented. Applications should clearly describe:
 - The organization’s administrative and financial capacity to carry out the project
 - The roles and responsibilities of the applicant and any partners
 - The management and oversight structure for the project
 - The ability to determine and document participant eligibility, if applicable
 - Compliance with general CDBG eligibility requirements
 - How the project meets a National Objective (Area Benefit, Limited Clientele, or Housing)
 - Alignment with the City’s Consolidated Plan goals
2. **Consolidated Plan Alignment:** Projects must support one or more of the following Consolidated Plan goals:
 - Housing
 - Public Services

Applicants should clearly explain how the project addresses a community need and contributes to one or more of these goals.

3. **Project Scope and Community Need:** Applications should provide a clear description of:
 - The project scope and planned activities
 - The community need being addressed
 - The population to be served (beneficiaries)
 - Any anticipated challenges or barriers and how they will be addressed
 - Methods for collecting and tracking project data and outcomes
 - The readiness of the project to begin implementation
 - The expected benefit and value to the community
4. **Organizational Capacity and Experience:** Applicants should demonstrate:
 - Experience managing similar projects or programs
 - Organizational structure and staffing capacity
 - Fiscal management and internal controls
 - Experience with federal, state, or local funding sources (if applicable)
 - Ability to manage contracts, partners, or subcontractors
5. **Financial Feasibility:** Applications should describe:
 - The total project budget and whether it is sufficient to complete the project
 - All funding sources and their status (committed, pending, etc.)
 - The amount of CDBG funding requested and how it will be used
 - The overall reasonableness of the funding request relative to the project scope
6. **Project Suitability and Compliance:** Applicants must demonstrate:
 - Identification of eligible participants, if applicable

- Appropriate targeting and service delivery methods
 - Compliance with Fair Housing requirements and efforts to affirmatively further fair housing
 - Alignment of the project with community needs and intended outcomes
7. **Outcomes and Timeline:** Applicants should provide:
- A realistic project timeline with key milestones
 - A clear schedule for activities, expenditures, and completion
 - Measurable and achievable outcomes
 - A timeline that supports timely implementation within the program year
8. **Required Documentation:** Applicants must submit all required documentation to support their application, which may include:
- Organizational and financial information
 - Staff qualifications and resumes
 - Proof of SAM registration
 - Program-specific materials
 - Any documentation needed to demonstrate eligibility, capacity, or compliance
9. **Overall Project Review Considerations:** In addition to the criteria above, the City may consider:
- Past performance on previous grants or programs
 - Responsiveness and communication
 - Completeness and clarity of the application
 - Any relevant findings from prior monitoring or audits

Appendix D: Required Plans and Reporting

All subrecipients receiving CDBG funding must comply with federal reporting requirements and submit regular reports to the City of Meridian. The City uses these reports to monitor project progress, ensure compliance, and meet HUD reporting obligations.

Required City and Federal Reports

Subrecipients may be required to participate in the following reporting activities, depending on the scope and type of project:

- **Progress Reporting** – Updates on project status, outcomes, and beneficiary data (typically submitted monthly)
- **Final Reporting** – Summary of project completion, including major milestones, outcomes, total expenditures, leveraged funds, and overall impact
- **Reimbursement Requests** – Documentation of eligible project expenses submitted for reimbursement (typically monthly)
- **Labor Standards Reporting** – Required for construction projects subject to federal labor standards
- **Section 3 Reporting** – Required for projects meeting federal thresholds, documenting employment and economic opportunities for low- and very low-income persons
- **Contract and Subcontract Reporting** – Required for construction projects above applicable thresholds, documenting contractor and subcontractor activity
- **FFATA Reporting** – Required for awards meeting federal reporting thresholds

Annual and Periodic City Reporting

The City of Meridian is responsible for submitting the following reports to HUD. Subrecipients may be required to provide information or data to support these reports:

- **Action Plan** – Submitted annually, outlining the activities and projects to be funded during the program year
- **Consolidated Annual Performance and Evaluation Report (CAPER)** – Submitted annually, summarizing program performance, outcomes, and progress toward Consolidated Plan goals
- **Consolidated Plan** – Updated every five years, identifying community needs, priorities, and strategies
- **Analysis of Impediments to Fair Housing Choice** – Completed every five years to evaluate fair housing conditions and strategies

Subrecipient Responsibility

Subrecipients are responsible for:

- Maintaining accurate records and documentation
- Submitting required reports in a timely manner
- Providing beneficiary, financial, and performance data as requested
- Supporting compliance with all applicable federal, state, and local requirements
- Failure to meet reporting requirements may impact reimbursement, project status, or future funding eligibility.

Appendix E: National Objectives

All CDBG-funded activities (except planning and administrative activities) must meet one of the Community Development Block Grant (CDBG) National Objectives by benefiting low- and moderate-income (LMI) persons, in accordance with 24 CFR 570.208(a). Applicants must demonstrate that their project qualifies under one of the categories below and provide the required supporting documentation. The City will review all submissions to verify compliance with CDBG requirements.

Low and Moderate Income Area Benefit (LMA)

An activity that benefits all residents within a defined service area, regardless of income.

Supporting Documentation Requirements:

- A map of the proposed service area using the City's LMI area map
- If the service area is outside the mapped boundaries:
 - Documentation showing the area is primarily residential
 - Supporting information demonstrating the income characteristics of households within the service area

Low and Moderate Income Limited Clientele (LMC)

An activity that benefits a specific group of individuals based on eligibility criteria.

Supporting Documentation Requirements:

- **Income-based eligibility:**
 - Client intake form that includes income verification and demographic information (most common method)
- **Eligibility based on nature and location:**
 - Narrative or policy explaining how participants qualify based on the nature of the activity or its location
- **Presumed benefit populations:**
 - Narrative or policy documenting that the activity serves a presumed LMI group (e.g., elderly, persons with disabilities, individuals experiencing homelessness, etc.)

Low and Moderate Income Housing (LMH)

An activity that provides or improves permanent residential structures that will be occupied by LMI households upon completion.

Supporting Documentation Requirements:

- **Single-Unit or Individual Household Projects:**
 - Client intake forms documenting income eligibility and demographic information
- **Multi-Family Housing Projects:**
 - Certification demonstrating that at least 50% of the units will be occupied by LMI households
 - Documentation that rents are affordable, generally defined as not exceeding 30% of household income for rent and utilities