

# EXHIBIT 1-Q-1

## CDBG PUBLIC MEETING AGENDA WITH REQUIRED ELEMENTS

### PRE-PROJECT SELECTION FOR CDBG PUBLIC MEETING

#### 1. Welcome

- This meeting will cover the Community Development Block Grant (CDBG) Program. It will cover the purpose of the program, eligible/ineligible applicants, eligible/ineligible activities and provide local citizens with the opportunity to propose project ideas.

#### 2. Purpose and History of CDBG

- Program Objectives
  - Benefit principally low and moderate income households.
  - (\$\_\_\_ previous amount of funding awarded) was available for the past year (20XX).
- Eligible Applicants
  - Infrastructure grants: all counties and incorporated municipalities
  - Planning grants (if funding is available): all counties, incorporated municipalities, New Mexico Mortgage Finance Authority, water associations, sanitation districts, land grants, public nonprofit groups, council of governments and mutual domestic water consumer associations
- Ineligible Applicants
  - Indian Pueblos and Tribes may receive funding directly from the U.S. Department of Housing and Urban Development (HUD).
  - Entitlement cities (Albuquerque, Farmington, Las Cruces, Rio Rancho and Santa Fe) receive funding directly from HUD.
- Eligible Activities
  - Community Infrastructure: water; sewer systems (including storm sewers); solid waste disposal systems; street improvements (roads, streets, curbs, gutters, sidewalks, traffic control devices, street lighting, parking facilities, municipal utilities).
  - Public Facility: real property acquisition; construction or improvement of structures (community centers, senior citizen centers, homeless shelters, domestic violence shelters, substance abuse facilities, nonresidential centers for the handicapped such as sheltered workshops); other community facilities designed to provide health, social, recreational or similar community services for residents.

- Colonias: the State of New Mexico is obligated to allocate 10% of the total CDBG funding each year to eligible projects in designated Colonias.
  - Applicant must be:
    - Designated Colonia prior to November 1990; and
    - Located within 150 miles of the U.S./Mexico border
  - Project must address:
    - Lack of potable water supply; or
    - Inadequate sewage system; or
    - Lack of decent, safe and sanitary housing
- Ineligible Activities
  - Construction or rehabilitation of buildings used for the general conduct of government such as city halls or courthouses. The only exception is to make a public or government operating facility ADA-compliant.
  - General operation and maintenance expenses of public facilities.
  - Income maintenance programs.
  - Housing allowance payments and mortgage subsidies, including but not limited to expenditures for the use of equipment or premises for any political activities.
  - Costs involved in preparing applications and securing funding.
- Program Requirements
  - Applicants must conduct at least one public meeting prior to selecting a project to advise citizens of estimated CDBG funds available; types of projects available; obtain recommendations from citizens regarding community development and housing needs. A minimum of three meetings is recommended.
  - Citizen participation must be encouraged with emphasis on low and moderate income persons by publishing public meeting notices in English and Spanish, and using other means such as media or posting flyers in an effort to reach the public.
  - Recommendations from the public are to be considered and the project selected at an official meeting of the governing body.
  - Each CDBG application must address benefit to low and moderate income persons.

- **Application Requirements**
  - All applications must include a full scope of work and a project budget.
  - Application requests are limited to a maximum of \$500,000 without certified cost estimates. Funding amount restrictions may apply, as per the annual application materials.
  - Projects must be fully functional on a stand-alone basis once awarded funds have been expended.
  - A previous year's unfunded CDBG application must be updated and resubmitted if the applicant, after conducting the required public hearings, determined that the project is still viable and a priority for the community.
  - Rural communities are not required to provide a match, unless annual application materials stipulate a requirement
    - ❖ Municipalities: 3,000 residents or less
    - ❖ Counties: 25,000 residents or less
  - Non-Rural communities must provide a 10% cash match
    - ❖ Municipalities: more than 3,000 residents
    - ❖ Counties: more than 25,000 residents
  - Applications are scored by rating certain criteria such as description; need; cost analysis; planning and readiness; risk analysis; optional additional criteria; additional colonias criteria.

### **3. Objective of this Meeting**

- The purpose of this meeting is to gather information from the local community about potential project ideas. Community members must keep in mind the parameters of the CDBG program in terms of eligibility and other required elements. At this time, neither the **City/Town/Village/County** nor the **City Council/County Commission** have determined a project to pursue. We will now discuss some of the current and/or previous CDBG projects that have impacted our community and then we will take questions from the audience as well as receive input for potential project ideas.

### **4. Current and Past CDBG Projects Discussion**

### **5. Questions**

### **6. Citizen Input**

- [In an effort to generate discussion, the entity conducting the meeting may include projects currently listed on the ICIP. The purpose of including ideas from ICIP is to let citizens know what ideas are currently on the table, and to help them think of other possible projects.]

### **7. Adjourn**