



COMMUNITY DEVELOPMENT BLOCK GRANT
FY2026
APPLICATION, PROCESS, INFORMATIONAL SESSIONS, AND PUBLIC MEETINGS

Annually, the City of Kingston (“City”) receives an Entitlement Grant allocation through the United States Department of Housing and Urban Development’s (“HUD’s”) Community Development Block Grant (“CDBG”) Program. In accordance with the administration of the CDBG Entitlement funding, the City’s Office of Community Development has prepared a five-year Consolidated Plan which serves as the long-range plan for spending the City’s annual CDBG allocations. This plan sets forth community needs, long-range program goals, specific program objectives, annual goals and benchmarks for measuring the program’s progress. The City must also prepare its Annual Action Plan for the 2026 Fiscal Year (“FY”), which runs from July 1, 2026 through June 30, 2027. This is a short-term plan detailing the use of the upcoming fiscal year’s allocation, which is estimated to be approximately \$650,000.

Beginning **October 6, 2025**, applications to request funding for proposed programs or services in the FY 2026 Annual Action Plan will be available to print from the City’s website or they can be emailed upon request. **Only complete applications will be accepted until noon on Monday, NOVEMBER 3, 2025**, to apeterson@kingston-ny.gov or mailed or delivered to the Office of Community Development, 420 Broadway, Kingston, NY 12401.

For further information, please contact:

Amee Peterson, Administrative Assistant: (845) 334-3960; apeterson@kingston-ny.gov
or Amanda (Mandy) Bruck, Director, Office of Community Development: (845) 334-3930; abruck@kingston-ny.gov

See the Application Acknowledgements on the last page of this packet. We encourage you to submit your application in sufficient time *prior* to the deadline to ensure all required information is received in a timely manner.

Public comments regarding specific projects or program priorities to be included in the Consolidated and Annual Action Plans have been collected over the past year or more and continue to be accepted at the Office of Community Development at any time. The citizens of Kingston are also invited to participate in informational sessions and public hearings for the FY 2026 Action Plan.

Groups and Organizations are allowed to request CDBG funding for eligible projects and programs situated *within the City of Kingston*. A list of Matrix Codes and National Objectives in addition to eligible activities and threshold criteria required by the US Code of Federal Regulations, Section 24, Part 570, are included as part of this application packet.

**** IMPORTANT INFORMATION TO THE PROCESS ****

~ There are stringent rules that accompany Federal funds, the City encourages persons interested in applying for the Community Development Block Grant (CDBG) funds to read carefully through the entire City of Kingston Funding Application. There is strong competition for these funds and there are many community needs.

** Awards for these funds will be made based on the highest benefit to our citizens.

~ All applications for funding should be in-line with the City's priority needs and specific objections in the adopted Five Year Consolidated Plan (2024-2028).

~ **Funding is for new or vastly expanded programs and public services only. Definition of new or vastly expanded is as follows:** The program activity or public service must either be completely new or increasing the number of those being served by no less than 25%.

~ Funding of same or similar program activity or public service **will not exceed three years**. The purpose of CDBG funding is to help foster a program activity or public service to get started. It is not meant to be a line item in an annual operating budget.

~ Subrecipients must be able to spend awarded funding within the fiscal year (July 1 – June 30). Timeliness of the subrecipients directly affects the timeliness of the City and the City's future funding.

~ Most organizations utilize more than one form of additional funding source and with these additional funds there are often requirements of when funding should be spent. The CDBG program is no different, this again, goes back to timeliness. Subrecipients will be expected to request reimbursement at minimum, quarterly, to show there is movement with the program activity or public service.

~ Funded subrecipients are required to submit quarterly reports for the Community Development Advisory Board (CDAC) to review on a regular basis until funding has been completely drawn down and reimbursed. *Quarterly reports will be due within two (2) weeks of the end of the quarter.*

~ Applicants must be sure to carefully read and choose the HUD Matrix Code and National Objective they believe appropriately makes their program activity or public serves eligible. Matrix Codes and National Objectives are extremely important, if an applicant makes the wrong choice, they may not be able to fulfill the proposed outcome which could result in a return of funding. A final determination of eligibility will be made by staff through the vetting process. If deemed ineligible the application will not be moved forward.

~ ALL applicants are highly encouraged to come to a one-on-one session that will be assigned to them after all applications have been received and vetted for completeness. There will be between four (4) to six (6) designated one-on-one sessions per CDAC meeting which allows for the applicant to present a "brief" presentation to the CDAC and for the CDAC in turn, to ask any questions they may have prior to deliberations. This is a great opportunity for your organization to be proactive about your application.

CDBG Funding

This funding application process is an annual and competitive one and proceeds as follows:

- ❖ Each application is reviewed to verify whether it meets the mandatory Federal eligibility requirements and to determine if the project or program supports the priorities set forth in the City's five-year Consolidated Plan. (Additional information regarding this and other plans and initiatives may be found on the City of Kingston's website at www.kingston-ny.gov.)
- ❖ Applications are reviewed by qualified staff for eligibility and completeness (i.e., budget, all exhibits, contact information, etc.). **If an application is incomplete, it will not qualify for review.** Applicants are required to submit ALL requested information at the time of submission, including all exhibits as indicated in the application.
- ❖ The FY 2026 CDBG funding will be awarded for programs and services only. There will be no capital improvement funding for groups or organizations.

SCHEDULE OF FY 2026 CDBG Application Process

Applications Available Friday, October 3, 2025

Applications Due Monday, November 3, 2025 – There will be NO exceptions to late or incomplete applications!!!

Email to apeterson@kingston-ny.gov or mailed or delivered to:

Office of Community Development, 420 Broadway, Kingston, NY 12401.

PUBLIC NOTICES – The City will publish notices in the Kingston Daily Freeman, on the City of Kingston website, digital media, and on the City of Kingston's Facebook page at least five (5) days prior to the scheduled hearings, sessions and/or meetings.

INFORMATIONAL SESSIONS – The City will hold two (2) informational session to be publicly announced and placed on the City's calendar no less than five days prior to the scheduled public informational session during the Annual Action Plan (AAP) process. This session will be held at City Hall, 420 Broadway, Kingston, NY 12401. Questions are encouraged regarding general project eligibility, program guidelines and specific proposed program activity or public serves. The City's listed priorities can be found in the adopted 2024-2028 Five Year Consolidated Plan <https://www.kingston-ny.gov/content/8399/8469/8547/default.aspx>

PUBLIC HEARINGS – The City will hold two (2) public hearings to be publicly announced and placed on the City's calendar no less than five days prior to the scheduled public hearing date during the Annual Action Plan (AAP) process. The first will be held during the development of the AAP and the second will be held during the 30-day public comment period after the AAP has been put on display.

As part of our Citizen Participation Plan, these public hearings afford the opportunity for citizens to voice their input on the development and implementation of the Annual Action Plan for activities as laid out in the priorities of the adopted 2024-2028 Consolidation Plan.

**All meetings will be livestreamed: <https://www.youtube.com/c/cityofkingstonny>

PUBLIC COMMENT PERIODS - Public Comment Periods are to encourage public review and comment. The period of time is dependent on the purpose for public comment:

Plans:

- ✓ Development of new Five-Year Consolidated Plan (CP) – 30-day public comment period.

Public Hearing to be held during the 30-day public comment period.

- ✓ Draft new Five-Year Consolidated Plan (CP) – 30-day public comment period.
- ✓ Draft Citizen Participation Plan (CPP) – 15-day public comment period.

Draft display of CP and CPP to run concurrently. Public Hearing to be held during the 30-day public display and 30 day public comment period of draft CP.

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- ✓ Development of Annual Action Plan (AAP) – 30-day public comment period.

Public Hearing to be held during the 30-day public comment period.

- ✓ Draft Annual Action Plan (AAP) – 30-day public display and 30 day public comment period.

Public Hearing to be held during the 30-day public display and 30 day public comment period of draft AAP.

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- ✓ Draft Consolidated Annual Performance Report (CAPER) – 15-day public display and 15 day public comment period.
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Amendments:

- ✓ Draft Substantial Amendment to Annual Action Plan (SAAAP) – 30-day public display and 30 day public comment period.

Public Hearing to be held during the 30-day public display and 30 day public comment period of draft SAAAP.

- ✓ Draft to Amended Citizen Participation Plan (CCP) – 15-day public display and 15 day public comment period.

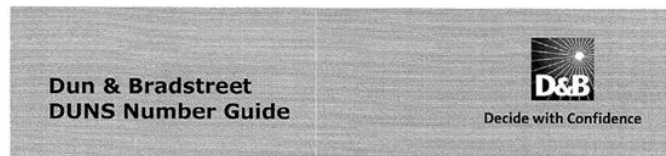
** All written comments can either be emailed to abruck@kingston-ny.gov or mailed through the U.S. Postal Service to the Office of Community Development, 420 Broadway, Kingston, NY 12401.

- April 21, 2026 CDAC Meeting Agenda – Continuation of deliberations or time may be reserved for any Additional questions CDAC may have for sub-recipients or finalization on deliberations 5:30-7:30 pm
- May 5, 2026 CDAC Meeting Agenda – Continuation of deliberations or time may be reserved for any Additional questions CDAC may have for sub-recipients or finalization on deliberations 5:30-7:30 pm
- May 19, 2026 CDAC Meeting Agenda - Finalize deliberations on CDBG activities to be funded – Following meeting, the CDAC’s recommendations will be forwarded to the Mayor for consideration 5:30-7:30 pm
- TBD 2nd Public Hearing will be announced once the FY2026 AAP has be written and ready to be put public display for public comment.

ANY ADDITIONAL MEETINGS FOR THIS PROCESS WILL BE DETERMINED AS WE APPROACH THE END OF THE PROCESS FOR THIS APPLICATION ROUND

*** A new set of dates beginning September 2026 will be provided during the FY 2027 CDBG application process.*

A valid and current registered DUNS (“Data Universal Numbering System”) number is required at the time your application is submitted. If you do not have a DUNS number, HUD will not consider your application complete for review.



Data Universal Numbering System (DUNS®) Number: The DUNS Number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The DUNS Number is randomly issued, never used twice and is site specific. Most potential and existing US Government Contractors, Grantees and Loan Recipients are required to obtain a DUNS Number for US Government registration purposes. The DUNS Number verifies the legal name, physical address and trade style (DBA) of each location. Obtaining a DUNS Number is a quick and easy process.

Obtain a Free DUNS Number and/or Modify an Existing DUNS Number

D&B’s worldwide database currently covers over 225 million business locations, which means that your entity may already have a DUNS Number assigned to it. To determine whether your facility has a DUNS Number already or you need to obtain one, please use the D&B iUpdate service. iUpdate is D&B’s internet-based service that allows business principals to view, print and request updates for their company information. iUpdate also has a search function that allows you to search for and obtain the DUNS Numbers of your business location(s).

1. Access iUpdate here: <https://iupdate.dnb.com/iupdate/viewiupdatehome.htm>.
2. If you are already registered in iUpdate, login and you can access your location’s or locations’ profile(s). Your DUNS Number will appear as part of the profile(s) on your establishment(s) and you can disregard the remaining steps in this guide. If you are not registered in iUpdate, please select “Get a DUNS Number” in the bottom left corner of the page.
3. Answer “No” when asked: “Are you currently attempting to do business with or receive funds from a US Government Agency?” If you are a government contractor registered in SAM (formerly known as CCR), answer “Yes.” You will be redirected to the application for businesses seeking to enter into contracts with the Federal Government to provide goods and services.
4. The search function on the left-hand side of the page will allow you to search for your business location using its name, city, and state. A list of search results will appear on the right-hand side of the page.

If your location is already in D&B’s database, it will appear here. Select your establishment from the list and follow the on-screen instructions to register in iUpdate. You will be asked a series of questions to confirm your own identity and your connection to the company whose records you are accessing. Please note that D&B does not own, collect, or store your personal data; D&B uses commercially available individual identity matching technology to ensure that your identity is not being used fraudulently. Once you are registered in iUpdate, you will be allowed to view your location’s DUNS Number and access and update your business’s information.

If your business did not appear in the list of search results, first check the information you entered into the search. If this information is correct and your business still does not appear in the results field, your establishment is missing from D&B’s database.

Click on the “Get a DUNS Number” arrow in the bottom left-hand corner of the page and follow the on-screen instructions. You will need the following information to obtain a DUNS Number:

Your Contact Information:

- First Name
- Last Name
- Title at this Business
- Business Email Address
- Business Telephone Number

Your Identity Validation Details:

- Physical Home Address
- Home City
- Home State
- Home Country
- Home Telephone Number
- Home Zip Code

Company Information:

- Name of Business (Full Legal Name)
- Business Address (Including Suite or Floor #)
- City, State, Zip Code
- Local Phone Number
- Legal Structure of the Business (Corporation, Partnership, etc.)
- Year Business Started
- Executive Principal (First and Last Name, Title, Email Address)
- Antecedents (Name, Year of Birth)
- Select SIC/NAICS Code(s) (e.g. Drug Manufacturer)
- Total Number of Employees (including Principals and Part-time)

You will receive a confirmation e-mail from D&B with any additional information required to obtain your entity’s DUNS Number and may be contacted by D&B to verify your information. There is no charge for this service. Typical responses for obtaining a DUNS Number for a US-based establishment come within 20 business days. If you need a DUNS Number sooner, please use the Expedited DUNS Request Service found here: www.dnb.com/government/duns-request.html.

If you experience problems with the iUpdate service, please call 1-800-234-3867. When prompted, ask about “getting a DUNS Number.”

A GUIDE TO THE FY 2026 CDBG ENTITLEMENT GRANT APPLICATION PROCESS

CITY OF KINGSTON

OFFICE OF COMMUNITY DEVELOPMENT

CITY HALL, 420 BROADWAY

KINGSTON, NEW YORK 12401

STEVEN T. NOBLE, MAYOR

Amanda L. Bruck, Community Development Director

845-334-3930

abruck@kingston-ny.gov

The purpose of this guide is to assist applicants in designing projects that meet the federal requirements and local priorities of the City of Kingston Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2026.

The goal of the CDBG program is to develop viable urban communities through:

- Housing
- Economic Development
- Elimination of Slums and Blight
- Expansion of Community Services
- Neighborhood Revitalization

The primary objective of the CDBG program is to benefit persons of low and moderate income. By regulation, the City **must** allocate at least 70% of its annual CDBG funding on activities that benefit persons of low and moderate income, households, and neighborhoods. The actual regulations may be found in the “Code of Federal Regulations” (CFR) in volume 24 (Housing and Urban Development), Part 570 (Community Development Block Grants).

ENTITLEMENT FUNDING CYCLE

Application materials are available October 3, 2025 and are due by noon, November 3, 2025. During the application stage, staff will be available to provide technical assistance to assist in the development of an application for CDBG funding.

PUBLIC INFORMATIONAL SESSIONS AND PUBLIC HEARINGS

The City of Kingston will hold two (2) public informational sessions and one (1) public hearing to receive public comment on the *proposed* funding applications for the development of the City’s FY 2026 Entitlement grant. Comments and proposals relating to the Entitlement program may be submitted at any time during the program year to the Office of Community Development. A second public hearing will be held once the draft Annual Action Plan has been written and posted for public display and comment.

PROGRAM AND ACTIVITY SELECTION

The Mayor, Community Development Director, the Community Development Advisory Committee which is made up of members of the public and members of the Kingston Common Council review all submitted applications for adherence to HUD eligibility requirements and examine them with respect to the prioritized needs outlined in the City’s Consolidated Plan. The Mayor takes into consideration the public comments, recommendations of the Committee and the City’s 5 year Consolidated Plan. A public notice will be published in The Daily Freeman followed by a thirty-day public review and comment period once the Annual Action Plan has been written and posted for public display. Following the comment period, the Community Development Director submits the final plan to HUD for approval.

ENVIRONMENTAL REVIEW

All Entitlement-funded projects are subject to the National Environmental Policy Act of 1969 that requires a review for impact regarding flood plain, noise, historic preservation, hazardous waste, and other potential environmental impacts. Any projects that may have a negative effect on the environment will be summarized and published in The Daily Freeman followed by a fifteen-day period for public review and comment. The results are then sent to HUD and subject to another fifteen-day public comment period. HUD must approve the City’s environmental impact submission before

funds may be expended on projects listed in the final submission.

After a period of review, HUD forwards a Grant Agreement to the City for execution by the Mayor. HUD also forwards a Release of Funds which means the environmental review is complete and that the City of Kingston can begin using the funds.

ELIGIBLE AND INELIGIBLE ACTIVITIES DESCRIPTIONS

§ 570.201 Eligible Activities

Acquisition of Real Property – CDBG funds may be used to acquire real property by purchase, long term lease, or by donation. Real property includes, land, air rights, easements, water rights, rights of way, buildings, and other real property improvements. Real property acquisition does not include movable equipment, furnishings, machinery, land write downs in which the land is purchased at one price and then sold to the same entity at a lower price, or acquiring newly constructed housing. Funds may be provided to private for profit entities if the property is rehabilitated /sold for residential purposes meeting a national objective. Acquisition of real property must always be viewed in terms of the ultimate use of the property in meeting a national objective.

Disposition of Real Property – Funds may be used to dispose of real property acquired with CDBG or urban renewal funds provided the property will be used to meet a national objective. To be eligible, the use after disposition must meet a national objective. Proceeds from the disposition are program income to the CDBG program.

Public Facilities and Improvements – CDBG funds may be provided to public agencies and private nonprofits for acquisition, construction, reconstruction, rehabilitation, or installation of public improvements or facilities provided they meet a national objective. Public improvements and facilities include: shelters, water and sewer facilities, flood and drainage improvements, fire protection facilities, community centers, senior centers, health centers, parking, streets, curbs and sidewalks, parks and playgrounds. Eligible expenditures do **not** include costs of operating or maintaining the public facilities and improvements once they are renovated or constructed. Also **not** eligible are the costs of purchasing construction equipment and costs of furnishings and other personal property except firefighting equipment. Public facilities may be owned by private nonprofit organizations but such facilities must be open for use by the public during normal hours of operation. Government buildings may be considered public facilities when they provide public services for other than the general conduct of government.

Clearance – CDBG funds may be used for clearance, demolition, and removal of buildings and improvements provided these activities meet a national objective. Demolition of HUD assisted housing units may be undertaken only with the prior approval of HUD.

Public Service – CDBG funds may be used to provide public services including but are not limited to: child care, health care, job training, recreation, education, public safety, fair housing, senior services, homeless services, drug abuse services, energy conservation testing. Public services do **not** include payments to individuals for food, clothing, rent or other income payments. Eligible program costs for public services include payment for labor, supplies and materials to administer the program and the costs of operating that portion of a facility in which the public is located. Eligible costs may also include the purchase or lease of furnishings, equipment, or other necessary personal property, which are typically not eligible expenditures under other activities. A maximum of 15% of annual Entitlement Grant may be allocated for public services.

Interim Assistance – CDBG Funds may be used for certain activities on an interim basis provided the activities meet a national objective. Eligible interim assistance includes projects that are a prelude to permanent improvements in a deteriorating area when there are determinable signs of physical deterioration and where immediate action is necessary to arrest the deterioration. Eligible activities include repair of streets, sidewalks, public buildings, parks and playgrounds and publicly owned utilities, special trash collection and neighborhood cleanup campaigns. CDBG funds may be used to alleviate emergency conditions that threaten public health and safety when designated an emergency by the City of Kingston. Eligible activities include repair to streets, sidewalks, public buildings, and public owned utilities, special trash collection and neighborhood cleanup campaigns, snow removal and improvements to private properties. These activities may not go beyond what is necessary to alleviate the emergency condition. {570.201(f)(2) and 570.200(3)}.

Relocation – CDBG funds may be used for relocation payments and assistance to displaced individuals, families, businesses, nonprofit organizations and farms. Relocation assistance is **required** if the displacement is caused by CDBG funded activities. In these cases, assistance is required under federal regulations that specify the eligibility and amount of payments to be provided. Relocation assistance is **optional** when displacement is caused by factors other than CDBG funded activities.

Loss of Rental Income – CDBG funds may be used to pay housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of persons and families displaced by CDBG assisted activities (570.201(j)).

Privately Owned Utilities – CDBG funds may be provided to public agencies and nonprofit organizations to acquire, construct, reconstruct, rehabilitate, or install distribution lines and facilities of privately owned utilities provided the activity meets a national objective.

§ 570.202 Housing Rehabilitation

CDBG funds may be used to finance the costs of rehabilitation in the following manner:

Eligible Types of Property

- Residential - privately or publicly owned
- Commercial/Industrial – if owned by a for-profit, rehabilitation is limited to exterior improvements and correcting code violations
- Other - nonprofit owned nonresidential improvements

Eligible Types of Assistance

- Costs - labor, materials, supplies and other required expenses for rehabilitation
- (Re)Financing - grants, loans, etc. may be provided under this category
- Property acquisition - assistance to private entities for use/resale for residential use
- Renovation - conversion of a closed building from one use to another
- Security devices, water and sewer connection, barrier removal, historic preservation
- Lead based paint hazard evaluation/reduction
- Rehabilitation services

Housing rehabilitation does **not** include creation of secondary housing units, installation of luxury items such as a swimming pool, cost of equipment, furnishings, or other personal property not an integral structural fixture such as air conditioners or washer and dryers, or labor costs for homeowners to rehabilitate their own properties.

Code Enforcement – CDBG funds may be used for code enforcement only in deteriorating areas where enforcement, together with public/private improvements, rehabilitation, or services, may be expected to arrest the decline of an area.

§ 570.203 Special Economic Development Activities

CDBG funds may be used for special economic development activities carried out by public agencies, nonprofit organizations and private for profit businesses. Funds may be used for the following:

Activities carried out by **grantee or nonprofit** including acquisition, (re) construction, rehabilitation, or installation of commercial/industrial buildings or structures, or other real property equipment and improvements. Assistance to **private for profit entities** for an economic development project such as grants, loans, guarantees, technical assistance, etc.

Economic development services in connection with the above 2 categories.

Microenterprise Assistance - Grantees and other public or private organizations may use CDBG funds to facilitate economic development through the establishment, stabilization, and expansion of microenterprises (a business having five or fewer employees, one or more of whom owns the business). CDBG funds can be used to provide financial assistance of any kind to an existing microenterprise or to assist in the establishment of a microenterprise.

§ 570.204 Special Activities by CBDO's (Community Based Development Organizations)

This category authorizes a grantee to designate certain types of entities to carry out a range of activities that may include activities the grantee may not otherwise carry out itself. Under this category, a qualified CBDO may only carry out the following 3 types of projects:

- Neighborhood revitalization
- Community economic development
- Energy conservation

Homeownership Assistance - Grantees and their sub recipients may provide financial assistance to households of low and moderate income to assist them in the purchase of a home. CDBG funds may be used to:

- Subsidize interest rates and mortgage principal amounts
- Finance the cost of acquiring property already occupied by the household at terms needed to make the purchase affordable
- Pay all or part of the mortgage insurance premium
- Pay up to 50% of the down payment required by the mortgagee

Planning and Capacity Building – Funds may be used for studies, plans, data gathering, and identification of actions designed to improve the grantee's capacity to plan and manage CDBG programs.

§ 570.207 Ineligible Activities

Buildings for General Conduct of Government – CDBG Expenditures are generally not allowed on buildings that house government offices.

General Government Expenditures – Funds are not allowed for the general functions of government. However, government departments may carry out eligible projects.

Political Activities – Funds may not be used for political purposes or partisan political activities such as candidate forums, voter transportation, etc.

Purchase of Equipment – Equipment purchase is generally not eligible with specific exceptions including equipment necessary for a public service project.

Furnishings and Personal Property – Furnishings are generally not eligible except when necessary for a public service project.

Operating and Maintenance – Funds are generally not eligible for operating and maintenance except as part of a public service project.

Income Payments – Funds are generally not eligible for income payments for income maintenance, housing allowances, payments of rent, mortgage, etc.

Religious Prohibition – Restrictions apply to the use of CDBG Funds on buildings or programs administered by religious organizations and institutions (570.200(j)). Funds may **not** be used for the acquisition, construction, rehabilitation, etc., of structures used for religious purposes or to promote religious interests. However, funds may be used to rehabilitate buildings owned by religious entities for non-religious purposes under **limited** circumstances.

§ 570.208 Criteria for national objectives.

The following criteria shall be used to determine whether a CDBG-assisted activity complies with one or more of the national objectives as required under §570.200(a)(2):

(a) *Activities benefiting low- and moderate-income persons.* Activities meeting the criteria to benefit low and moderate income persons unless there is substantial evidence to the contrary. In assessing any such evidence, the full range of direct effects of the assisted activity will be considered. (The recipient shall appropriately ensure that activities that meet these criteria do not benefit moderate income persons to the exclusion of low income persons.)

- (1) *Area benefit activities.* An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low and moderate income persons.
- (2) *Limited clientele activities.* An activity which benefits a limited clientele, at least 51 percent of whom are low- or moderate-income persons.
- (3) *Housing activities.* An eligible activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households.
- (4) *Job creation or retention activities.* An activity designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons.

(b) *Activities which aid in the prevention or elimination of slums or blight.* Activities will be considered to aid in the prevention or elimination of slums or blight.

(c) *Activities designed to meet community development needs having a particular urgency.*

§ 570.209 Guidelines for evaluating and selecting economic development projects.

The following guidelines are provided to assist the recipient to evaluate and select activities to be carried out for economic development purposes. Specifically, these guidelines are applicable to activities that are eligible for CDBG assistance under §570.203. These guidelines also apply to activities carried out under the authority of §570.204 that would otherwise be eligible under §570.203, were it not for the involvement of a Community-Based Development Organization (CBDO).

- (a) *Guidelines and objectives for evaluating project costs and financial requirements.* HUD has developed guidelines that are designed to provide the recipient with a framework for financially underwriting and selecting CDBG-assisted economic development projects which are financially viable and will make the most effective use of the CDBG funds.

The objectives of the underwriting guidelines are to ensure:

- (1) That project costs are reasonable;
- (2) That all sources of project financing are committed;
- (3) That to the extent practicable, CDBG funds are not substituted for non-Federal financial support;
- (4) That the project is financially feasible;
- (5) That to the extent practicable, the return on the owner's equity investment will not be unreasonably high; and
- (6) That to the extent practicable, CDBG funds are disbursed on a pro rata basis with other finances provided to the project.

- (b) *Standards for evaluating public benefit.* The grantee is responsible for making sure that at least a minimum level of public benefit is obtained from the expenditure of CDBG funds under the categories of eligibility governed by these guidelines.

- (c) *Amendments to economic development projects after review determinations.* If, after the grantee enters into a contract to provide assistance to a project, the scope or financial elements of the project change to the extent that a significant contract amendment is appropriate, the project should be reevaluated under these and the recipient's guidelines.

- (d) *Documentation.* The grantee must maintain sufficient records to demonstrate the level of public benefit, based on the above standards, that is actually achieved upon completion of the CDBG-assisted economic development activity(ies) and how that compares to the level of such benefit anticipated when the CDBG assistance was obligated.

REQUIRED DOCUMENTS FOR COMPLETE APPLICATION:

- _____ **Nine (9) Exhibits**
- _____ **NEPA Compliance Checklist – attached**
- _____ **Completed Grant application cover sheet – attached**
- _____ **Completed Federal Eligibility and Consolidated Plan Priority Charts – attached**
- _____ **Completed Previous Funding Questionnaire - attached**
- _____ **2026 CDBG Application Acknowledgements – attached**

APPLICATION EXHIBITS - All of the following exhibits **MUST** be included as part of a complete application:

Exhibit I: Project or Program Description – Fully explain the scope of the program or service.

Exhibit II: Needs Description -Include a separate narrative **specifically** addressing how the project will enhance the quality of life for low to moderate income (LMI) individuals and neighborhoods.

Exhibit III: Terms and Conditions of Non-CDBG Sources of Financing and/or Funding

Exhibit IV: Narrative documenting applicant’s capacity to successfully carry out the program or complete the project including the project timeline.

Exhibit V: Project/Program Success & Cost-Effectiveness Analysis (CEA) – In order to help reviewers make useful comparisons of projects and programs, analysis of the success and cost-effectiveness of each is required.

- If your organization is currently managing a CDBG-funded project or program, provide data and information to indicate the degree to which you are meeting the goals and providing the deliverables of the project or program, as indicated in your CDBG sub-recipient agreement, as well as provide a CEA calculation as below.

Example: Your program was under contract to provide 50 youth with access to employment training and readiness activities. You could report the number of youth actually served by the program; the reasons, if any, why your program did not serve the total proposed number of youth; the types of training provided and the potential employers to whom the participants were introduced; the number of youth placed in jobs after participating in the program; etc.

- Provide a narrative documenting your organization’s capacity to successfully carry out the program or complete the project for this current (FY 2026) application, including the project timeline.
- If you have not previously received a CDBG award, please provide up to two examples of prior successful projects/programs, if applicable, and apply the appropriate equation below to each, **as well as to the newly proposed project/program for which you are requesting current funding**. The lower the ratio, the more cost-effective the program. The “total project cost” should include all funding and matching costs, not solely CDBG awards.

- All applicants must be able to demonstrate linkages and agreements with relevant institutions (Ex. Case management and counseling services should have a connection with local mental health agencies; academic support services should have a connection with local educational institutions; recreational services should have a connection with Kingston Parks and Rec. and the Department of Health, etc.)
- Applicant will provide a regular, dependable and appropriate payroll system
- ***There will be a 5% retainage held from each quarterly submission (i.e., reimbursement request) until City facility or park is examined at the end of the program and deemed to be without damage and all keys and other equipment returned to appropriate staff.***

Exhibit VII: Budget – Attach a separate page indicating the grant amount requested and a total project budget identifying all sources and uses of CDBG and other funding. A template for the required format for this budget is included in this package. A twenty-five percent (25%) match is required for FY 2026 programs & services and may include in-kind goods or services. Budget modifications can be based on award amount and with written approval.

Exhibit VIII: Applicant Information –Articles of Incorporation and By-Laws for not-for-profit applicants or ownership structure for private, for-profit applicants including an Affirmative Action and Equal Opportunity Employer statement and Codes of Standards/Conduct.

The City of Kingston and the Kingston Community Development Advisory Board reserve the right to request additional information from the applicant if, in their sole discretion, the information submitted is incomplete or insufficient to allow a funding decision to be made.

All information submitted by the applicant is subject to the Freedom of Information Law (“FOIL”) unless the applicant notifies the City that specific information contained within its application is proprietary and should not be released. The City will make the final disclosure determination regarding the applicant’s request for confidentiality.

National Environmental Policy Act (NEPA) Compliance Checklist

The National Environmental Policy Act, 42 U.S.C. §§4321-4370d (NEPA) requires, among other things, that Federal agencies consider the environmental impacts of any major Federal action. In order to implement NEPA and its associated regulations, the Grant Programs Directorate (GPD) requires grantees, pursuant to the assurances related to GPD grant programs, to submit responses to the following questions regarding proposed construction projects. *Grantees are required to submit a brief explanation supporting each response of “yes” or “no”.* Grantees that will undertake multiple construction projects shall submit separate responses for each project, and should consider the cumulative impact of interrelated projects.

Federal agencies may establish categories of actions that, based on experience, do not individually or cumulatively have a significant impact on the human environment and, therefore, can be excluded from NEPA requirements to prepare an Environmental Assessment or Environmental Impact Statement. DHS has adopted certain such Categorical Exclusions in DHS Management Directive 5100.1. These Categorical Exclusions, however, only apply when the entire action fits within the exclusion, the action has not been segmented (i.e., a smaller part of a larger action), and there are no extraordinary circumstances with the potential for significant impacts relating to the proposed action. The purpose of this questionnaire is to collect information from which a decision can be made whether application of a categorical exclusion is appropriate and whether further environmental analysis is required.

Grantees wishing to spend GPD funding for construction projects must contact their Preparedness Officer and submit a request for approval. Each Preparedness Officer will coordinate with GPD NEPA Compliance staff to process each request. Grantees will be required to complete the attached checklist and submit to GPD for approval prior to commencing any construction projects. If, in the course of responding to the questions, a grantee concludes that an Environmental Assessment ("EA") under NEPA may be required for the proposed project, the grantee should submit the EA in conjunction with the responses to the questions, or as soon thereafter as possible. GPD will not approve construction projects until the NEPA compliance has been completed. GPD may independently conclude, based on its review of the responses to the questions, that an EA is required and will contact the grantee to notify them of that requirement.

Requirements on the contents of an EA can be found in regulations promulgated by the Council on Environmental Quality (CEQ) at 40 C.F.R. Part 1508 (and may be found on the web at http://ceq.eh.doe.gov/nepa/regs/ceq/toc_ceq.htm). Note that 40 C.F.R. §1508.9 indicates that the EA is a concise document. It is GPD's intention to adhere strongly to this instruction and to require only enough analysis to accomplish the objectives specified by the regulation.

Exhibit IX: Copy of previous years' Form 990 – IRS Form 990. If your organization does not file Form 990 you must provide a copy of the tax form you do file.

**CITY OF KINGSTON
OFFICE OF COMMUNITY DEVELOPMENT
FY 2025 CDBG ENTITLEMENT GRANT APPLICATION COVER SHEET**

APPLICANT INFORMATION

Legal Name of Organization: _____

Address: _____

Contact Person: _____

Program or Service: _____

Phone: _____

Fax: _____

Email: _____

Federal ID #: _____

DUNS #: _____

Fiscal Year End Date: _____

Amount Requested: _____

PREVIOUS FUNDING: Please list activities/projects previously funded with CDBG funds since 2020. This is intended to capture a brief history of the applicant's experience managing CDBG-funded activities/projects as well as to demonstrate to the reviewing committee how well an applicant has performed on past CDBG-funded activities/projects. Include the following for each project: (attach additional sheets as needed)

Project Name:

Year of activity/project:

Amount of award: \$

Was activity/project completed on time (July 1-June 30), within the fiscal year award was made?

Was activity/project completed within budget?

Is the service (activity/project) still being offered?

Grant Programs Directorate
National Environmental Policy Act (NEPA) Compliance Checklist

Subrecipient (applicant): _____

Project Description: _____

1. Is the project likely to have a significant impact on a district, site, highway, structure, or object that is listed in or eligible for listing in the National Registry of Historic Places, affects a historic or cultural resource or traditional and sacred sites, or the loss or destruction of a significant scientific, cultural, or historic resource?

Circle one: **Yes/No** Explanation:

2. Is the project likely to have a significant effect on public health or public safety?

Circle one: **Yes/No** Explanation:

3. Is the project likely to have a significant impact on species or habitats protected by the Endangered Species Act, Marine Mammal Protection Act, or Magnuson-Steven Fishery Conservation and Management Act?

Circle one: **Yes/No** Explanation:

4. Is the project likely to have a significant effect on a unique characteristic of the geographical area such as park land, prime farmland, wetland, floodplain, coastal zone or a wild and scenic river, sole or principal drinking water aquifers, or an ecologically critical area?

Circle one: **Yes/No** Explanation:

5. Is the project likely to violate a federal, state, or local law or administrative determination imposed for the protection of the environment? (e.g., local noise control ordinance, requirements for the control of hazardous or toxic substances)

Circle one: **Yes/No** Explanation:

6. Is the project likely to have an effect on the quality of the human environment that is likely to be highly controversial in terms of scientific validity, likely to be highly uncertain, likely to involve unique or unknown environmental risks?

Circle one: **Yes/No** Explanation:

7. Does the project involve the employment of new or unproven technology that is likely to involve unique or unknown environmental risks, where the effect on the human environment is likely to be highly uncertain, or where the effect on the human environment is likely to be highly controversial in terms of scientific validity?

Circle one: **Yes/No** Explanation:

8. Will the project set a precedent that forecloses future options that may have significant effects?

Circle one: **Yes/No** Explanation:

9. Is the project of significantly greater scope or size than normally experienced for a particular category of action?

Circle one: **Yes/No** Explanation:

10. Does the project have the potential for significant degradation of already existing poor environmental conditions? Also, does the project involve the initiation of a potentially significant environmental degrading influence, activity, or effect in areas not already significantly modified from their natural condition?

Circle one: **Yes/No** Explanation:

Federal Eligibility – Use the following chart to conduct a preliminary eligibility determination:

Federal Eligibility Chart	
Directions: 1. To be eligible you must be able to check one in each column 2. Always confirm eligibility by contacting the OCD staff	
Column A	Column B
Eligible Public Service Activity	Low/Mod Resident Benefit
<input type="checkbox"/> New Activity	<input type="checkbox"/> Activity serves an area defined by the Census as low and moderate income. <i>Census tract number:</i> _____
<input type="checkbox"/> Quantifiable increase in the level of service	<input type="checkbox"/> Participants household incomes verified
<input type="checkbox"/> Existing CDBG funded activity	

Consolidated Plan Priorities – Use the following chart to do a preliminary priority determination:

Consolidated Plan Priorities – Public Services (check one)
Low and Moderate Income Youth
<input type="checkbox"/> Programs that provide general counseling, juvenile delinquent diversion, education, services to youth and youth outreach.
<input type="checkbox"/> Programs that improve life skills and develop quality workforce skills for youth.
<input type="checkbox"/> Programs to provide recreational opportunities for youth
Low and Moderate Income Seniors
<input type="checkbox"/> Programs that address the needs of seniors including health and wellness services and recreational opportunities for seniors
<input type="checkbox"/> Programs that help seniors access services and benefits
Homelessness - Low and Moderate Income Individuals/Families in need of Support Services and Legal Assistance
<input type="checkbox"/> Counseling and assistance to address immediate needs and services
<input type="checkbox"/> Legal assistance for people experiencing at-risk homelessness

2026 CDBG APPLICATION ACKNOWLEDGEMENTS

Organization: _____

Project/Program: _____

- Matching or leveraged funds and/or in-kind services documented as committed to project and available.
- Funds available to fully implement program/service prior to reimbursement
- Acknowledge definition of Low- and Moderate-income levels
- Acknowledge that funds provided under this agreement may not be utilized for inherently religious activities
- Affirmative Action Plan in place
- Code of Standards or Conduct in place for all officers, employees, agents
- Acknowledge reporting requirements will be met
- Acknowledge City procurement and insurance requirements will be met
- Will provide all necessary information for completion of City's Environmental Review requirements prior to allocation
- Acknowledge that Agreement will not be executed until HUD approval
- Acknowledge that subrecipient will not be reimbursed for expenses incurred prior to HUD approval

Submitted by: _____

Print Name, Title

Signature: _____

NATIONAL OBJECTIVES MUST CORRESPOND TO MATRIX CODES

Effective with the 4.8 Release of IDIS, for CDBG activities the National Objective Code that you enter on the CDBG Activity screen, CDBG01, will be matched to the Matrix Code that you entered on the Process Activity screen, C04MA03. Only certain combinations of NOC/Matrix Code will be permitted.

If you enter an NOC that doesn't apply to the Matrix Code, the system will display the message, "Enter right value of National-Obj corresponding to Matrix-Code."

As before, no CDBG completion path is required for administrative activities. If you accidentally enter an NOC for an administrative activity and get an error message, blank out the NOC field and press Enter. This will return you to the Setup Activity "Money" screen, C04MA08.

The following table provides valid matches for NOC and Matrix Code. **Please discard all older copies of the old chart.**

		National Objective Codes (N = Not Allowed)														
HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
01	Acquisition of Real Property											N	N		N	
02	Disposition						N					N	N		N	
03	Public Facilities and Improvements (General)											N	N			
03A	Senior Centers	N		N								N	N	N		
03B	Handicapped Centers	N		N								N	N	N		
03C	Homeless Facilities (not operating costs)	N		N								N	N	N		
03D	Youth Centers	N		N								N	N	N		
03E	Neighborhood Facilities			N								N	N	N		
03F	Parks, Recreational Facilities			N	N					N	N	N	N	N		N
03G	Parking Facilities			N								N	N	N		
03H	Solid Waste Disposal Improvements											N	N			
03I	Flood Drainage Improvements											N	N			
03J	Water/Sewer Improvements											N	N			
03K	Street Improvements											N	N			
03L	Sidewalks											N	N			
03M	Child Care Centers	N		N								N	N	N		

National Objective Codes

(N = Not Allowed)

HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
03N	Tree Planting			N								N	N	N		
03O	Fire Station/Equipment		N	N	N					N	N	N	N	N		N
03P	Health Facilities			N								N	N	N		
03Q	Abused and Neglected Children Facilities	N		N								N	N	N		
03R	Asbestos Removal			N								N	N	N		
03S	Facilities for AIDS Patients (not operating costs)	N		N								N	N	N		
03T	Operating Costs of Homeless/AIDS Patients Programs	N		N	N		N	N		N	N	N	N	N	N	N
04	Clearance and Demolition											N	N		N	
04A	Cleanup of Contaminated Sites											N	N		N	
05	Public Services (General)			N	N		N	N		N	N	N		N	N	N
05A	Senior Services	N		N	N		N	N		N	N	N		N	N	N
05B	Handicapped Services	N		N	N		N	N		N	N	N		N	N	N
05C	Legal Services			N	N		N	N		N	N	N		N	N	N
05D	Youth Services	N		N	N		N	N		N	N	N		N	N	N
05E	Transportation Services			N	N		N	N		N	N	N		N	N	N
05F	Substance Abuse Services			N	N		N	N		N	N	N		N	N	N
05G	Battered and Abused Spouses	N		N	N		N	N		N	N	N		N	N	N
05H	Employment Training			N	N		N	N		N	N	N		N	N	N
05I	Crime Awareness			N	N		N	N		N	N	N		N	N	N
05J	Fair Housing Activities (Subject to Pub. Serv. Cap)			N	N		N	N		N	N	N		N	N	N
05K	Tenant/Landlord Counseling	N		N	N		N	N		N	N	N		N	N	N
05L	Child Care Services	N		N	N		N	N		N	N	N		N	N	N
05M	Health Services			N	N		N	N		N	N	N		N	N	N
05N	Abused and Neglected Children	N		N	N		N	N		N	N	N		N	N	N
05O	Mental Health Services			N	N		N	N		N	N	N		N	N	N
05P	Screening for Lead Based Paint/Lead Hazards	N		N	N		N	N		N	N	N		N	N	N
05Q	Subsistence Payments	N		N	N		N	N		N	N	N		N	N	N
05R	Homeownership Assistance (not direct)	N	N		N		N	N		N	N	N			N	N
05S	Rental Housing Subsidies	N	N		N		N	N		N	N	N			N	N

National Objective Codes

(N = Not Allowed)

HUD Matrix Code	Activity	National Objective Codes														
		LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
05T	Security Deposits	N	N		N		N	N		N	N	N			N	N
06	Interim Assistance		N	N	N			N		N	N	N	N	N	N	N
07	Urban Renewal Completion					N	N		N			N	N		N	
08	Relocation											N	N		N	
09	Loss of Rental Income											N	N		N	
10	Removal of Architectural Barriers (This matrix code should not to be used anymore.)	N			N			N		N	N	N	N		N	N
11	Privately Owned Utilities											N	N		N	
12	Construction of Housing	N	N		N		N			N	N	N	N		N	N
13	Direct Homeownership Assistance	N	N		N	N	N	N	N	N	N	N	N		N	N
14A	Rehab; Single Unit Residential	N	N		N					N	N	N	N		N	N
14B	Rehab; Multi-Unit Residential	N	N		N					N	N	N	N		N	N
14C	Public Housing Modernization	N	N		N					N	N	N	N		N	N
14D	Rehab; Other Publicly-Owned Residential Buildings	N	N		N					N	N	N	N		N	N
14E	Rehab; Publicly or Privately-Owned Commercial/Industrial			N								N	N	N	N	
14F	Energy Efficiency Improvements	N	N		N					N	N	N	N		N	N
14G	Acquisition for Rehabilitation	N	N		N					N	N	N	N		N	N
14H	Rehabilitation Administration											N	N		N	
14I	Lead Based Paint/Hazards Test/Abatement	N	N		N					N	N	N	N		N	N
15	Code Enforcement		N	N	N		N			N	N	N	N	N	N	N
16A	Residential Historic Preservation	N	N		N				N	N	N	N	N		N	N
16B	Non-Residential Historic Preservation			N					N			N	N	N	N	
17A	CI Land Acquisition/Disposition			N								N	N	N	N	
17B	CI Infrastructure Development			N			N					N	N	N		
17C	CI Building Acquisition, Construction, Rehabilitation			N								N	N	N	N	
17D	Other Commercial/Industrial Improvements			N								N	N	N	N	
18A	ED Direct Financial Assistance to For-Profits		N	N			N					N	N	N	N	
18B	ED Technical Assistance		N	N			N					N		N	N	
18C	Micro-Enterprise Assistance			N			N					N	N	N		
19A	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

National Objective Codes

(N = Not Allowed)

HUD Matrix Code	Activity	LMA	LMC	LMH	LMJ	SBA	SBS	SBR	URG	LMAFI	LMASA	LMCMC	LMCSV	LMHSP	LMJFI	LMJP
19B	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19C	CDBG Non-profit Organization Capacity Building															
19D	CDBG Assistance to Institutes of Higher Education															
19E	CDBG Operation and Repair of Foreclosed Property		N		N	N	N	N	N	N	N	N	N		N	N
19F	Planned Repayments of Sec. 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19G	Unplanned Repayments of Sec. 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19H	State CDBG Technical Assistance to Grantees															
20	Planning (CDBG Entitlement Communities Grantees)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20	Planning (State-Administered CDBG Grantees)															
21A	General Program Administration	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21B	Indirect Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21C	Public Information	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21D	Fair Housing Activities (subject to Admin. cap)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21E	Submissions or Applications for Federal Programs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21H	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21I	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
22	Unprogrammed Funds	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Appendix A

CDBG MATRIX CODES

Release Date:
March 2019

MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201 – 570.207 for Entitlements, 570.703 – 570.705 for the Section 108 loan guarantee program, and with Section 105(a) of the HCDA [42 USC 5305] and 24 CFR 570.482 for States. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS On-Line chiefly to categorize activities for reporting purposes.

INDEX

Code	Title	Page
01	Acquisition of Real Property	1
02	Disposition of Real Property	1
03A	Senior Center	2
03B	Facilities for Persons with Disabilities	2
03C	Homeless Facilities (not operating costs)	2
03D	Youth Centers	3
03E	Neighborhood Facilities	3
03F	Parks, Recreational Facilities	3
03G	Parking Facilities	3
03H	Solid Waste Disposal Improvements	3
03I	Flood Drainage Improvements	3
03J	Water/Sewer Improvements	3
03K	Street Improvements	4
03L	Sidewalks	4
03M	Child Care Centers	4
03N	Tree Planting	4
03O	Fire Stations/Equipment	4
03P	Health Facilities	4
03Q	Abused and Neglected Children Facilities	4
03R	Asbestos Removal	4
03S	Facilities for AIDS Patients (not operating costs)	4
03T	Homeless/AIDS Patients Programs (subject to 15% public service cap)	6
03Z	Other Public Improvements Not Listed in 03A-03S	5
04	Clearance and Demolition	1
04A	Cleanup of Contaminated Sites	1
05A	Senior Services	6
05B	Services for Persons with Disabilities	6
05C	Legal Services	6
05D	Youth Services	6
05E	Transportation Services	6
05F	Substance Abuse Services	7
05G	Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	7
05H	Employment Training	7
05I	Crime Awareness	7
05J	Fair Housing Activities (subject to Public Services cap)	7
05K	Tenant/Landlord Counseling	7
05L	Child Care Services	7
05M	Health Services	7
05N	Abused and Neglected Children Services.....	7
05O	Mental Health Services	8
05P	Screening for Lead Based Paint/Lead Hazards	8

05Q	Subsistence Payments	8
05R	Homebuyer Downpayment Assistance - Excluding Housing Counseling, under 24 CFR 5.100	8
05S	Rental Housing Subsidies	8
05T	Security Deposits	8
05U	Housing Counseling Only, under 24 CFR 5.100	9
05V	Neighborhood Cleanups	9
05W	Food Banks	9
05X	Housing Information and Referral Services.....	9
05Y	Housing Counseling, under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R)	9
05Z	Other Public Services Not Listed in 03T and 05A-05Y	9
06	Interim Assistance	5
07	Urban Renewal Completion	18
08	Relocation	1
09	Rental Income Loss	10
11	Privately Owned Utilities	6
12	Construction of Housing	10
13A	Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B).....	10
13B	Homeownership Assistance – excluding Housing Counseling under 24 CFR 5.100	11
14A	Rehabilitation; Single-Unit Residential	11
14B	Rehabilitation: Multi-Unit Residential	12
14C	Public Housing Modernization	12
14D	Rehabilitation: Other Publicly Owned Residential Buildings	12
14E	Rehabilitation: Publicly or Privately Owned Commercial/Industrial	14
14F	Energy Efficiency Improvements	12
14G	Acquisition for Rehabilitation	12
14H	Rehabilitation Administration	12
14I	Lead-Based Paint Abatement	13
14J	Housing Services, excluding Housing Counseling, under 24 CFR 5.100	13
14K	Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Assistance Housing Activities	13
14L	Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing Rehab	13
15	Code Enforcement	13
16A	Residential Historic Preservation	13
16B	Non-Residential Historic Preservation	5
17A	Commercial/Industrial: Acquisition/Disposition	14
17B	Commercial/Industrial: Infrastructure Development	14
17C	Commercial/Industrial: Building Acquisition, Construction, Rehabilitation.....	14
17D	Commercial/Industrial: Other Improvements	14
18A	Economic Development: Direct Financial Assistance to For-Profit Business.....	15
18B	Economic Development: Technical Assistance	15
18C	Economic Development: Micro-Enterprise Assistance	15
19C	Nonprofit Capacity Building	18
19E	Operation and Repair of Foreclosed Property	13
19F	Planned Repayments of Section 108 Loans	17
19G	Unplanned Repayments of Section 108 Loans	17
19H	State CDBG Technical Assistance to Grantees	18
20	Planning	16
20A	State Planning-Only Activities	16
21A	General Program Administration	16
21B	Indirect Costs	16
21C	Public Information	16
21D	Fair Housing Activities (subject to admin cap)	16
21E	Submission of Applications for Federal Programs	16

21H	CDBG Funding of HOME Admin	17
21I	CDBG Funding of HOME CHDO Operating Expenses	17
21J	State Program Administration	17
23	Tornado Shelters Serving Private Mobile Home Parks	5
24A	Payment of Interest on Section 108 Loans	17
24B	Payment of Costs of Section 108 Financing	17
24C	Debt Service Reserve	17

Code	Definition with Entitlement, State, or Section 108 loan Guarantee citations
Acquisition and Disposition	
01	<p>Acquisition of Real Property 24 CFR 570.201(e) or 42 USC 5305(a)(1) Acquisition of real property that will be developed for a public purpose. Use code 01 if CDBG funds will be used ONLY for the acquisition of property. This code is frequently used for the acquisition of property on which a public facility, public improvement or housing will be constructed using other funds.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>When a grantee acquires and constructs or rehabilitates a public facility with CDBG funds, assign the appropriate 03* matrix code, instead of 01.</i> • <i>When a grantee combines acquisition with relocation or disposition in a single activity, that activity can be coded as Acquisition 01.</i> • <i>When a grantee acquires and rehabilitates housing with CDBG funds for residential purposes, use code 14G.</i> • <i>When a grantee or subrecipient acquires land, clears structures, or packages land for the purpose of creating an industrial park or encouraging commercial/industrial redevelopment, use matrix code 17A.</i>
02	<p>Disposition of Real Property 24 CFR 570.201(b) or 42 USC 5305(a)(7) Costs related to the sale, lease, or donation of real property acquired with CDBG funds or under urban renewal. Eligible costs would include the costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the CDBG-assisted property. The costs can also include the costs of temporarily maintaining property pending disposition, for example, boarding property up, mowing grass, security. However, the temporary maintenance costs are eligible only for properties initially acquired with CDBG funds.</p>
04	<p>Clearance and Demolition 24 CFR 570.201(d) or 42 USC 5305(a)(4) Clearance or demolition of buildings/improvements, or the movement of buildings to other sites.</p>
04A	<p>Cleanup of Contaminated Sites 24 CFR 570.201(d) or 24 CFR 570.482(c)(3) [Public Law 105-276] Activities undertaken primarily to clean toxic/environmental waste or contamination from a site.</p>
08	<p>Relocation 24 CFR 570.201(i) or 42 USC 5305(a)(11) Relocation payments and other assistance for permanently or temporarily displaced individuals, families, businesses, non-profit organizations, and farms.</p>

Public Facilities and Improvements

Use matrix codes in this section when the CDBG funds are used by the grantee or other public or private non-profit entities for public facilities and improvements.

Note:

- *Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related activities are funded with CDBG, the grantee needs to set up a separate activity for each facility or improvement.*
- *When a facility is used only by a specific client group, the activity should be assigned the matrix code specific to that group, not the type of facility. For instance, assign 03Q to a health facility for abused and neglected children, not 03P.*
- *If CDBG funds are only used to acquire property for a public facility, use matrix code 01. If the grantee uses CDBG funds to pay for the acquisition and construction, or rehabilitation of a public facility or improvement, use the appropriate 03* matrix code.*
- *For commercial and industrial improvements undertaken by a grantee or a subrecipient for economic development purposes, use matrix code 17A, 17B, 17C, or 17D.*

03A	Senior Centers 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and persons with disabilities, provided it is not intended primarily to serve persons with disabilities. If it is, use 03B instead. <i>Note: For the construction of permanent housing for the elderly, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03B	Facilities for Persons with Disabilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities. 03B may be used for a facility serving both persons with disabilities and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead. <i>Note: For the construction of permanent housing for the persons with disabilities, use code 12; for the rehabilitation of such housing, use the appropriate 14* code.</i>
03C	Homeless Facilities (not operating costs) 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees. <i>Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.</i>

03D	<p>Youth Centers 24 CFR 570.201(c) or 42 USC 5305(a)(2) 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. For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</p>
03E	<p>Neighborhood Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) 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.</p>
03F	<p>Parks, Recreational Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Development of open space areas or facilities intended primarily for recreational use.</p>
03G	<p>Parking Facilities 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of parking lots and parking garages. Use 03G if rehabilitation of a public facility or street improvement is a small part of an activity to improve a parking facility. However, if parking improvements are only a small part of a larger street improvement activity, use 03K.</p>
03H	<p>Solid Waste Disposal Improvements 24 CFR 570.201(c) or 42 USC 5205(a)(2) Acquisition, construction or rehabilitation of solid waste disposal facilities. The eligible costs can also include equipment, such as bulldozers, used exclusively at the facility.</p>
03I	<p>Flood Drainage Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds, catch basins, streambank erosion controls, channelization of streambeds, or dams. 03I can also be used for "Green Infrastructure" improvements to manage stormwater. However, if stormwater management improvements are integral to some other activity like a park or a street project, it should be included in that matrix code (03F for parks, 03K for streets) rather than 03I.</p> <p><i>Note: Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p>Water/Sewer Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2) Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p>For water/sewer improvements that are part of:</p> <ul style="list-style-type: none"> • More extensive street improvements, use 03K. For example, an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks. • A housing rehabilitation activity such as water/sewer hookups (lines from a house to the street), use the appropriate 14* housing rehabilitation matrix code.

03K	Street Improvements <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K: <ul style="list-style-type: none"> • For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as "streetscaping"). • If sidewalk improvements (see code 03L) are part of more extensive street improvements.
03L	Sidewalks <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.
03M	Child Care Centers <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers. For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D
03N	Tree Planting <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Activities limited to tree planting (sometimes referred to as "beautification"). For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.
03O	Fire Stations/Equipment <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.
03P	Health Facilities <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes. Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.
03Q	Facilities for Abused and Neglected Children <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.
03R	Asbestos Removal <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Rehabilitation of any public facility undertaken primarily to remove asbestos.
03S	Facilities for AIDS Patients (not operating costs) <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i> Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS. For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.

03Z	<p>Other Public Improvements Not Listed in 03A-03T <i>24 CFR 570.201(c) or 42 USC 5305(a)(2)</i></p> <p>This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code. Check the following before using this matrix code:</p> <ul style="list-style-type: none"> • Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement. • 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines. • 03Z can be used for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).
06	<p>Interim Assistance <i>24 CFR 570.201(f) or 42 USC 5305(a)(4)</i></p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements. • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
11	<p>Privately Owned Utilities <i>24 CFR 570.201(l) or 42 USC 5305(a)(14)</i></p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
16B	<p>Non-Residential Historic Preservation <i>24 CFR 570.202(d)</i></p> <p>Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.</p>
23	<p>Tornado Shelters Serving Private Mobile Home Parks <i>42 USC 5305(a)(25)</i></p> <p>Construction or improvement of tornado-safe shelters for residents of manufactured housing parks and the provision of assistance (including loans and grants) to nonprofit and for-profit entities to do so, in accordance with Section 42 USC 5305(a)(24).</p>

Public Services

Use matrix codes in this section for CDBG assisted public services activities.

- It is important to distinguish a service from construction or rehabilitation of a facility where a service is being provided. For example, the construction or rehabilitation of a senior center is coded as 03A, but the funding of services provided at a facility for senior citizens is coded as 05A.
- Rental of a facility for a service is considered a part of delivery of service and should be treated as a public service.
- Operation and maintenance may be paid with CDBG funds only for the portion of the building where a public service is being carried out.
- If the activity is restricted to one client group, use the matrix code for that group. For example, use 05A for senior services.

03T	Homeless/AIDS Patients Programs <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance. Because payment of operating costs for these programs is a public service under CDBG, all CDBG expenditures for 03T activities are included in the calculation of the Public Services cap.
05A	Senior Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
05B	Services for Persons with Disabilities <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
05C	Legal Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services providing legal aid to low- and moderate-income (LMI) persons. If the legal service is only provided for the settlement of tenant/landlord disputes, use 05K.
05D	Youth Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for young people age 13 to 19. For example, recreational services limited to teenagers and teen counseling programs. 05D can also be used for counseling programs that target teens but include counseling for the family as well. For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.
05E	Transportation Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> General transportation services. Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.

05F	Substance Abuse Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for victims of domestic violence, dating violence, sexual assault or stalking <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N.
05H	Employment Training <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business. For activities providing training for specific permanent jobs with specific businesses, use 18A.
05I	Crime Awareness/Prevention <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
05J	Fair Housing Activities (subject to Public Services cap) <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Fair housing services (e.g. counseling on housing discrimination) as public services. The activity needs to meet a national objective. For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.
05K	Tenant/Landlord Counseling <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services that will benefit children (generally under age 13), including parenting skills classes. For services exclusively for abused and neglected children, use 05N.
05M	Health Services <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Services addressing the physical health needs of residents of the community. For mental health services, use 05O.
05N	Services for Abused and Neglected Children <i>24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)</i> Daycare and other services exclusively for abused and neglected children.

05O	<p>Mental Health Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Services addressing the mental health needs of residents of the community.</p>
05P	<p>Screening for Lead Poisoning 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Activities undertaken primarily to provide screening for lead poisoning.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> • Use 05P to test people for possible lead poisoning. • Use 14I to test buildings/properties for presence of lead contamination.
05Q	<p>Subsistence Payments 24 CFR 570.207(b)(4) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service, and rent/mortgage payments to prevent eviction.</p>
05R	<p>Homebuyer Downpayment Assistance - Excluding Housing Counseling under 24 CFR 5.100 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Homebuyer downpayment assistance provided as a PUBLIC SERVICE. If housing counseling (under 24 CFR 5.100) is provided to in conjunction with downpayment assistance, report housing counseling separately under matrix code 05Y. If referral services, homeownership education programs, or general budget/financial counseling are provided to homebuyers in conjunction with downpayment assistance as part of a package, then the services are considered activity delivery costs as a part of an 05R activity.</p> <ul style="list-style-type: none"> • It is subject to the public service cap, unless the assistance is provided by a CBDO in an NRSA or by a 105(a)(15) entity. • Only report the number of households that received downpayment assistance as accomplishments for 05R. • For more extensive types of homeownership assistance provided under authority of the National Affordable Housing Act, use code 13B.
05S	<p>Rental Housing Subsidies 24 CFR 570.204 or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.</p>
05T	<p>Security Deposits 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Tenant subsidies exclusively for payment of security deposits.</p>

05U	<p>Housing Counseling only, under 24 CFR 5.100 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Housing counseling, under 24 CFR 5.100, for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).</p>
05V	<p>Neighborhood Cleanups 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.</p>
05W	<p>Food Banks 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.</p>
05X	<p>Housing Information and Referral Services 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.</p>
05Y	<p>Housing Counseling under 24 CFR 5.100 Supporting Homebuyer Downpayment Assistance (05R) 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) Housing Counseling, under 24 CFR 5.100, that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.</p>
05Z	<p>Other Public Services Not Listed in 03T and 05A-05Y 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2) This matrix code replaced matrix code 05. Only use this matrix code when an activity does not fall under a more specific 05A-05Y code. An example of a legitimate use of this code is when the CDBG funds are provided to a non-profit organization that provides multiple types of social services for operating costs. In another example, when a public service activity that does not have a more specific matrix code, provides services to multiple groups of clients such as seniors, persons with disabilities, and homeless persons. For instance, for a "meals on wheels" program for seniors and persons with disabilities, use 05Z. If this program had only been available to seniors, the correct matrix code would have been 05A.</p>

Housing

Housing includes new construction and rehabilitation.

- Reconstruction of housing is eligible as is rehabilitation. Replacement of stick-built residential structures with manufactured housing units, or vice versa, is eligible as reconstruction of housing.
- Manufactured housing may be rehabilitated if it is considered part of the community's permanent housing stock.
- Wiring multifamily properties for broadband internet service, as part of substantial rehabilitation as defined in 24 CFR 5.100, should be treated as a cost of the rehabilitation, not broken out separately.
- Conversion of non-residential structures to housing is eligible as rehabilitation (esp. significant for 14B, 14D, 14G).
- Rehabilitation of housing can include water/sewer hookups, running water/sewer lines from a house out to the street, installation/rehabilitation/replacement of wells, septic tanks, septic drainfields, etc.
- Historic preservation work that is done as part of other housing rehabilitation can be included in the relevant matrix code.
- Installation or replacement of landscaping materials, sidewalks, and driveways can be included when the costs are incidental to the rehabilitation of the property.

09	Loss of Rental Income <i>24 CFR 570.201(j) or 42 USC 5305(a)(6)</i> Payments to owners of housing for loss of rental income due to temporarily holding rental units for persons displaced by CDBG-assisted activities.
12	Construction of Housing <i>24 CFR 570.201(m), 570.204 or 42 USC 5305(a)(15)</i> Construction of housing with CDBG funds must either be: carried out by CBDOs, in accordance with the regulations at 24 CFR 570.204(a); in accordance with 42 USC 5305(a)(15); or last resort housing under the provisions of the Uniform Act, 42 USC Part 49.
13A	Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance (13B) <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i> Housing Counseling, under 24 CFR 5.100, when provided in conjunction with direct homeownership assistance 13B. Report housing counseling under matrix code 13A as a separate activity.

<p>13B</p>	<p>Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100 <i>24 CFR 570.201(n) or 42 USC 5305(a)(24)</i> CDBG funds may be used to provide direct homeownership assistance under 24 CFR 570.201(n) and Section 105(a)(24) of the HCDA under the low- and moderate-income housing national objective [24 CFR 570.208(a)(3) and 570.483(b)(3)]. Direct homeownership assistance may include:</p> <ul style="list-style-type: none"> • Subsidizing interest rates and mortgage principal amounts to make loan payments affordable. This may include making grants to reduce the effective interest rates charged on the loans. Low-or no-interest subordinate loans can also be used to reduce overall loan repayment amounts. • Financing the cost of acquiring property already occupied by renter households at terms needed to make the purchase affordable. • Paying all or a part of the premium on behalf of the homebuyer for mortgage insurance required upfront by a private mortgagee. • Paying any or all of the reasonable closing costs associated with the home purchase on behalf of the homebuyer. • Paying up to 50 percent of the down payment required by the mortgagee for the purchase on behalf of the homebuyer. (The 50 percent limitation on downpayment assistance is a statutory requirement. Grantee records must document what amount of downpayment is required by the mortgagee, and must clearly distinguish between the amount of CDBG funds being provided for downpayment assistance vs. the amount provided for subsidizing the mortgage principal, for closing costs, for mortgage insurance, etc.) <p><i>Note:</i></p> <ul style="list-style-type: none"> • <i>If Housing Counseling, under 24 CFR 5.100, is provided in conjunction with direct homeownership assistance, report housing counseling under matrix code 13A, as a separate activity.</i> • <i>If referral services, homeownership education programs, or general budget/financial counseling is provided to homebuyers in conjunction with homeownership assistance, the services are considered activity delivery costs as part of a 13B activity.</i> • <i>All recipients of assistance provided under matrix code 13B must be low/moderate income and the activity must meet the LMH national objective.</i> • <i>Only report the number of households that received homeownership assistance as accomplishments for 13B.</i>
<p>14A</p>	<p>Rehabilitation: Single-Unit Residential <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i> Rehabilitation of privately owned, single-unit homes. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services, or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14A activity.</p>

14B	<p>Rehabilitation: Multi-Unit Residential <i>24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)</i> Rehabilitation of privately owned buildings with two or more permanent residential units. If Housing Counseling under 24 CFR 5.100 is provided in conjunction with rehabilitation, report Housing Counseling under matrix code 14L separately. If referral services or general budget/financial counseling is provided to residents in conjunction with rehabilitation, the services are considered activity delivery costs as a part of a 14B activity.</p> <p>For the rehabilitation of units that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14C	<p>Rehabilitation: Public Housing Modernization <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i> Rehabilitation of housing units owned/operated by a public housing authority (PHA).</p>
14D	<p>Rehabilitation: Other Publicly Owned Residential Buildings <i>24 CFR 570.202(a)(2) or 42 USC 5305(a)(4)</i> Rehabilitation of permanent housing owned by a public entity other than a PHA.</p> <p>For the rehabilitation of other publicly owned buildings that will provide temporary shelter or transitional housing for the homeless, use 03C.</p>
14F	<p>Rehabilitation: Energy Efficiency Improvements <i>24 CFR 570.202(b)(4) or 42 USC 5305(a)(4)</i> Housing rehabilitation with the sole purpose of improving energy efficiency (e.g., a weatherization program).</p> <p>For energy efficiency improvements to public housing units, use 14C; for other publicly owned residential buildings, use 14D.</p>
14G	<p>Rehabilitation: Acquisition <i>24 CFR 570.202(b)(1) or 42 USC 5305(a)(1)</i> Acquisition of property to be rehabilitated for housing. 14G may be used whether CDBG funds will pay only for acquisition or for both acquisition and rehabilitation.</p>
14H	<p>Rehabilitation: Administration <i>24 CFR 570.202(b)(9) or 42 USC 5305(a)(4)</i> All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities. Examples include appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing and underwriting; survey, site and utility plans; application processing.</p> <p>14H should be used when the CDBG funds are used for activity delivery costs in implementing a program where the rehabilitation hard costs are paid with other funding sources.</p> <p>Do not use 14H for the costs of actual rehabilitation and do not use it for costs unrelated to running a rehabilitation program (e.g., tenant/landlord counseling).</p> <p>For administration activities carried out as part of general program administration (and thus not required to meet a national objective), use code 21A.</p>

14I	<p>Lead-Based Paint/Lead Hazards Testing/Abatement <i>24 CFR 570.202(f) or 42 USC 5305(a)(26)</i> Housing rehabilitation activities with the primary goal of evaluating housing units for lead-paint hazards and reducing lead-based paint/lead hazards in units. For lead-based paint/lead hazards screening of persons, use 05P.</p>
14J	<p>Housing Services - Excluding Housing Counseling, under 24 CFR 5.100 <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing services, except Housing Counseling, under 24 CFR 5.100, in support of the HOME Program, eligible under 24 CFR 570.201(k).</p>
14K	<p>Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Housing Activities <i>24 CFR 570.201(k) or 42 USC 5305(a)(20)</i> Housing Counseling, under 24 CFR 5.100, in support of a HOME- funded housing assistance program.</p>
14L	<p>Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG-assisted Housing Rehabilitation <i>24 CFR 570.202 or Section 42 USC 5305(a)(4)</i> Housing Counseling, under 24 CFR 5.100, in support of CDBG assisted housing rehabilitation activities, including 14A-14D, 14F-14I, and 16A.</p>
15	<p>Code Enforcement <i>24 CFR 570.202(c) or 42 USC 5305(a)(3)</i> Salaries and overhead costs associated with property inspections and follow-up actions (such as legal proceedings) directly related to the enforcement (not correction) of state and local codes.</p> <p>For the rehabilitation hard costs of correcting code violations, use the appropriate rehabilitation code under the 14* series.</p>
16A	<p>Residential Historic Preservation <i>24 CFR 570.202(d)</i> Rehabilitation of historic buildings for residential use. Use matrix code 16A when the preservation or restoration of historically significant features is the only work being done. If historic preservation work is done as part of other housing rehabilitation, then use the relevant 14* matrix code.</p>
19E	<p>CDBG Operation and Repair of Foreclosed Property ("In-Rem Housing") <i>42 USC 5305(a)(23)</i> Activities to prevent the abandonment and deterioration of housing acquired through tax foreclosure. These include making essential repairs to the housing and paying operating expenses to maintain its habitability.</p>

Economic Development

- Matrix codes 17A – 17D should be used to identify special economic development activities carried out by the grantee or through a public or private non-profit subrecipient. Under these matrix codes, CDBG funds are not given to a specific for-profit business or businesses.
- Matrix codes 14E, 18A, 18B, 18C should be used when assistance is provided to a for-profit business for economic development projects.

14E	Rehabilitation: Publicly or Privately Owned Commercial/Industrial <i>24 CFR 570.202(a)(3) or 42 USC 5305(a)(2)</i> Rehabilitation of commercial/industrial property. If the property is privately owned, CDBG-funded rehab is limited to: <ul style="list-style-type: none">• Exterior improvements (generally referred to as “façade improvements”).• Correction of code violations. For more extensive rehabilitation of privately owned commercial/industrial property, use 17C; for infrastructure developments and improvements at commercial/industrial sites, use 17B.
17A	Commercial/Industrial: Acquisition/Disposition <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Land acquisition, clearance of structures, or assembling land for the purpose of creating industrial parks or promoting commercial/industrial development. 17A activities must be carried out by the grantee or by public or private non-profits.
17B	Commercial/Industrial: Infrastructure Development <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Street, water, parking, rail transport, or other improvements to commercial/industrial sites. 17B also includes the installation of public improvements, such as the construction of streets to and through commercial/industrial areas. 17B activities must be carried out by the grantee or by public or private non-profits.
17C	Commercial/Industrial: Building Acquisition, Construction, Rehabilitation <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Acquisition, construction, or rehabilitation of commercial/industrial buildings. 17C activities must be carried out by the grantee or by public or private non-profits.
17D	Commercial/Industrial: Other Improvements <i>24 CFR 570.203(a) or 42 USC 5305(a)(14)</i> Commercial/industrial improvements not covered by other 17* codes. 17D activities must be carried out by the grantee or by public or private non-profits.

18A	<p>Economic Development Direct Financial Assistance to For-Profit Business <i>24 CFR 570.203(b) or 42 USC 5305(a)(17)</i> Financial assistance to private for-profit businesses to (for example) acquire property, clear structures, build, expand or rehabilitate a building, purchase equipment, or provide operating capital. Forms of assistance include loans, loan guarantees, and grants.</p> <p>With one exception, a separate 18A activity must be set up for each business assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all businesses assisted during a program year may be combined in one activity.</p>
18B	<p>Economic Development: Technical Assistance <i>24 CFR 570.203(c) or 42 USC 5305(a)(17)</i> Technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources. Also use 18B for activity delivery costs eligible under 24 CFR 570.203(c).</p>
18C	<p>Economic Development: Microenterprise Assistance <i>24 CFR 570.201(o) or 42 USC 5305(a)(22) + 24 CFR 570.482(c)</i> Financial assistance, technical assistance, or general support services to owners and developers of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). The activity must be designed to exclusively serve microenterprises.</p> <p>With one exception, a separate activity must be set up for each microenterprise assisted. If an activity is carried out under 24 CFR 570.208(a)(4)(vi) or 24 CFR 570.483(b)(4)(vi), job aggregation is allowed, and all assisted businesses may be combined in one activity.</p>

General Admin	
20	<p>Planning <i>24 CFR 570.205 or 24 CFR 570.489(a)(3)</i> Program planning activities, including the development of comprehensive plans (e.g., a consolidated plan), community development plans, energy strategies, capacity building, environmental studies, area neighborhood plans, and functional plans. These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). Under State CDBG, this matrix code would only be used for planning done in conjunction with another eligible activity.</p>
20A	<p>State Planning-Only Activities <i>24 CFR 570.483(b)(5) and (c)(3)</i> Program planning activities for when states award grants to units of general local government in which planning is the only activity, or in which planning activities are unrelated to any other activity funded as part of the grant. These are often referred to as "planning-only grants." These activities, along with administration activities, are subject to the 20 percent limitation under 24 CFR 570.489(a)(3).</p>
21A	<p>General Program Administration <i>24 CFR 570.206 or 24 CFR 570.489(a)(3)</i> Overall program administration, including (but not limited to) salaries, wages, and related costs of grantee staff or others engaged in program management, monitoring, and evaluation. These activities, along with planning activities, are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>
21B	<p>Indirect Costs <i>24 CFR 570.206(e)</i> Costs charged as general program administration under an indirect cost allocation plan. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>
21C	<p>Public Information <i>24 CFR 570.206(b)</i> Providing information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of CDBG-assisted activities. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>
21D	<p>Fair Housing Activities (subject to Admin cap) <i>24 CFR 570.206(c)</i> Fair housing activities carried out as part of general program administration rather than as a public service. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3). For fair housing activities carried out as a public service, use 05J.</p>
21E	<p>Submission of Applications for Federal Programs <i>24 CFR 570.206(f)</i> Preparation of (1) documents that must be submitted to HUD to receive CDBG funds or (2) applications to other federal programs for community development assistance. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).</p>

21H	CDBG Funding of HOME Administrative Costs 24 CFR 570.206(i)(2) or 42 USC 5305(a)(13) CDBG funding of administrative costs for the HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21I	CDBG Funding of HOME CHDO Operating Expenses 24 CFR 570.206(i)(2) CDBG funding of CHDO operating expenses for HOME Program. These activities are subject to the 20 percent limitation under 24 CFR 570.200(g) and 570.489(a)(3).
21J	State Program Administration 24 CFR 570.489(a) State program administration, including (but not limited to) salaries, wages, and related costs required for overall program management, coordination, monitoring, reporting, and evaluation. These activities are subject to the \$100,000 plus 3% limitation.
Repayment of Section 108 Loans	
19F	Planned Repayments of Section 108 Loans 24 CFR 570.705(c) Planned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). If a grantee is planning to use CDBG funds to repay the Section 108 loans, then use matrix code 19F.
19G	Unplanned Repayments of Section 108 Loans 24 CFR 570.705(c) Unplanned payments of principal due on Section 108 loans (including prepayment or defeasance of Section 108 loans). Use matrix code 19G for the following two situations: <ul style="list-style-type: none"> • When the funds planned for Section 108 loan repayment are not available, the grantee needs to use CDBG funds to repay the Section 108 loans. • The grantee does not make a timely payment on its Section 108 Guaranteed loan, and the CDBG grant funds are deducted from grantee's line of credit to pay the Section 108 Guaranteed Loans.
24A	Payment of Interest on Section 108 Loans 24 CFR 570.703(c), 570.705(c) Payment of interest on Section 108 loans.
24B	Payment of Costs of Section 108 Financing 24 CFR 570.703(g), 570.703(n), 570.705(c) Payment of issuance, underwriting, servicing, trust administration and other costs associated with private sector financing of Section 108 loans and payment of fees charged by HUD.
24C	Debt Service Reserve 24 CFR 570.703(k), 570.705(c) Establishment of debt service reserves as additional security for repayment of Section 108 loans.

Other	
07	<p>Urban Renewal Completion <i>24 CFR 570.201(h) or 42 USC 5305(a)(10)</i> Completion of Urban Renewal projects funded under Title I of the Housing Act of 1949.</p> <ul style="list-style-type: none"> • Do not use code 07 for a downtown renewal, downtown development, or locally-created Urban Renewal activity unless the activity will result in the closing out of a federally-approved urban renewal project. • Only use for activities necessary to complete an existing Urban Renewal Plan.
19C	<p>CDBG Non-Profit Organization Capacity Building <i>24 CFR 570.201(p) or 42 USC 5305(a)(19)</i> Activities specifically designed to increase the capacity of non-profit organizations to carry out specific CDBG eligible neighborhood revitalization or economic development activities. Such activities may include providing technical assistance and specialized training to staff. The specific eligible activity for which capacity is being developed must meet a national objective. Payment of general operational and administrative costs of a non-profit organization is not eligible under this category.</p>
19H	<p>State CDBG Technical Assistance to Grantees <i>24 CFR 570.489(a)</i> Use this code to indicate State CDBG technical assistance to grantees. This code should be used only for states. CDBG State grantees should use this matrix code for activities that fall under the set-aside for technical assistance in the CDBG program. These activities are subject to the \$100,000 plus 3% limitation.</p>