



Mayor Robert E. Simison

City Council Members:

Treg Bernt
Joe Borton
Luke Cavener

Brad Hoaglund
Jessica Perreault
Liz Strader

December 20, 2022

MEMORANDUM FOR RECORD

FROM: Crystal Campbell, Community Development Program Coordinator

TO: Mayor and City Council

RE: Resolution to Designate Certifying Officer for CDBG Environmental Review Records

As a responsible entity (RE) for Meridian's CDBG funds, the City must complete the environmental review process for all projects receiving funding. The RE is responsible for ensuring compliance with NEPA and that Federal laws and authorities have been achieved, for issuing the public notification, for submitting the request for release of funds and certification, when required, and for ensuring the Environmental Review Record (ERR) is complete.

The CDBG administrator has been designated as the Environmental Officer for all CDBG-related ERR's. The Environmental Officer is responsible for conducting environmental reviews, including such tasks as: writing the project narrative, obtaining maps of the project area, soliciting comments from appropriate local, state and federal agencies, and facilitating responses to comments received on the environmental findings. The City is required to designate a Certifying Officer to sign off on all ERR's.

In the past, the City has designated the supervisor of the person administering the CDBG program as the Certifying Officer via an internal memo. However, HUD has set protocols that the Certifying Officer must be "designated by formal resolution of the governing body". The attached resolution designates the Economic Development Administrator as the Certifying Officer. The resolution is set to be effective retroactively to September 7, 2022, which is when the Mayor signed the internal memo to designate Daniel Torres as the Certifying Officer.