



# State of Mississippi

TATE REEVES  
Governor

## MISSISSIPPI DEVELOPMENT AUTHORITY

### CID INSTRUCTION #24-004

TO: Local Units of Government and Other Interested Parties

FROM: Steven C. Hardin, Director  
Community Incentives Division

DATE: February 20, 2024

SUBJECT: CDBG Application Preparer and Project Implementation Administration Certification Requirements

**Purpose:** To provide information regarding the CDBG Application Preparer and Project Implementation Administration Certification process required by CID for all CDBG-PF and CDBG-ED applications and projects.

**Discussion:** All CDBG-PF and CDBG-ED applications must be prepared by a CID Certified Application Preparer. In addition, all MDA awarded CDBG-PF and CDBG-ED projects must be administered by a CID Certified CDBG Project Implementation Administrator.

Certification for the CDBG Application Preparer and the CDBG Project Implementation Administrator requires the passing of the CID CDBG Application Certification Test and the CID CDBG Implementation Test respectively. A passing grade of 80% is required for each of these tests to be awarded with the CID certification(s). Once passed the administrator should include a copy of the appropriate awarded certification with each CID CDBG application submitted and with or prior to the first document submittal for any newly awarded project for which the certified individual will be administering.

No CDBG applications or newly awarded projects will be accepted without proper documentation of these certifications for preparing applications or implementation of a CID CDBG project.

More information on the requirements and procedures for the certifications can be found on the MDA website at <https://mississippi.org/community-resources/forms-library/>

**Action:** Local units of government and other interested parties should begin using this information immediately.

**Contact:** Inquiries or comments concerning this Instruction should be directed to your CID Program Manager. The hearing impaired may contact us at (601) 359-3199 (TTY).

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