

West Virginia Development Office
Community Advancement Division

APPLICATION FORMS

Community Development Block Grant
CDBG

2017



WEST VIRGINIA
DEVELOPMENT OFFICE



The Community Development Block Grant (CDBG) program is a program of the U.S. Department of Housing and Urban Development. The primary objective of Title 1 of the Housing and Community Development Act of 1974, as amended, is to develop viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low- to moderate-income. All projects funded through this program must fulfill one of three National Objectives, to:

- Benefit low- to moderate-income persons;
- Aid in the elimination of slums or blight; and/or
- Meet an urgent need due to a serious and immediate threat to the health and welfare of a community.

The HUD Consolidated Plan for the State of West Virginia has identified three primary community development objectives, through which this program will:

- Support local government efforts to provide affordable infrastructure systems;
- Support local community efforts to assist low- to moderate-income citizens to achieve an improved quality of life; and
- Support job creation and retention efforts.

These Application Forms, and the accompanying Application Instructions, have been prepared by the West Virginia Development Office (WVDO), Community Advancement Division, for your use in preparing an application for CDBG funding.

The complete FY 2017 action plan for the use of program funding will be posted to www.wvdo.org/downloads. Previous categories will remain, and in FY 2017, the General Community Development category will be expanded to include broadband development.

Public Infrastructure and General Community Development applications are due on or before June 30, 2017. Economic Development, Self-Help Water Projects, and Community Development-Broadband applications are due on or before October 30, 2017. For additional information, please contact our office by one of the methods listed below:

Email:	Kelly Workman	Program Manager	kelly.a.workman@wv.gov
	Todd Goddard	Compliance Specialist	todd.a.goddard@wv.gov
	April McComas	Project Manager	april.l.mccomas@wv.gov
	Tony O'Leary	Compliance Specialist	tony.m.oleary@wv.gov

Phone: 304.558.2234

U.S. Mail: West Virginia Development Office
Project Development
Building 6; Room 553
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0311

Community Development Block Grant Application Checklist

Please complete your application and submit in a three-ring binder, with tabs, in the following order:

Section	Page	Included
Cover Letter		
Table of Contents		
Section 1: Project Summary		
1.1 Applicant Information		
1.2 Project Overview – Narrative and Type		
1.3 Funding		
1.4 Engineering and Design		
1.5 Citizen Participation		
1.6 Open Grants		
Section 2: Primary Activity		
2.1 Impact and Planning		
2.2 Project Budget		
2.3 National Objective-Eligibility		
2.4 National Objective-LMI Households and Individuals Assisted		
Section 3: Section 3 Plan	<i>Signature Required</i>	
Section 4: EEO Beneficiary Analysis/LMISD/Fair Housing Plan		
Section 5: Assurances	<i>Signature Required</i>	
Section 6: Citizen Participation Plan		
Section 7: Disclosure/Update Report	<i>Signature Required</i>	
Section 8: Housing Needs Assessment		
Section 9: Authorizations	<i>Signature Required</i>	
Appendix A: Resolution and SAM.gov Registration Page	<i>Signatures Required</i>	
Appendix B: Other Funding Sources Commitment Letters		
Appendix C: Cost Estimates from the Project Engineer	<i>Signature Required</i>	
Appendix D: Income Survey Documentation and Survey Tab Sheet	<i>Signature Required</i>	
Appendix E: IJDC Determination Letter and Technical Review Memo		
Appendix F: Title VI Map		
Appendix G: Clearly defined project area topographical, aerial and driving maps		
Appendix H: Maps clearly reflecting the census area and data if the applying project is based on Census Tract information. Note: Census area <u>must coincide</u> with service area.		
Appendix I: Urgent Need 24 CFR 5470.483(3) if needed.		

Community Development Block Grant Grant Application

SECTION 1 – PROJECT SUMMARY

1.1 - Applicant Information

Applicant		Contact	
Address			
Telephone		Email	

PSD or Provider		Contact	
Address			
Telephone		Email	

Project Name			
Description			

Congressional District		Region		County	
Project Category	Infrastructure (\$1.5 million)	Economic Development (\$1.25 million)		General Community (\$500,000)	Planning (\$100,000)
Type	New Service or Facility		Upgrade or Repair	New and Upgrade	
National Objective (choose one)	Benefit to LMI Persons		Elimination of Slum/Blight		Urgent Need
Project Area LMI	LMI Census %		LMI Survey %		Minority %

Administrator		Contact	
Address			
Telephone		Email	

HUD funding is subject to the regulatory citation 31 U.S. Code § 3720B, barring delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees. Is the Applicant delinquent on any State or Federal loan or financial obligation? <i>If yes, explain below.</i>	
Does the applicant have an active SAM.gov registration? <i>If no, explain below and indicate plan to register/reactivate.</i>	

1.2 - Project Overview

1. In Section 1.2, Project Overview, address the justification and need for this project and the expected outcomes and effects for beneficiaries, as applied to the following three objectives identified in West Virginia's Consolidated Action Plan:
 - Support local government efforts to provide affordable infrastructure systems;
 - Support local community efforts to assist low-to moderate-income citizens to achieve an improved quality of life; and
 - Support job creation and retention efforts

2. All applications will be reviewed according to the following criteria:
 - a. The relationship to a national objective, the number of low- to moderate-income persons to be served by the project, and the impact on minority areas;
 - b. The relationship to the CDBG program design objectives and proposed Fair Housing initiatives;
 - c. The public health, environmental, and economic development benefits of the project;
 - d. The readiness of the project to proceed;
 - e. The degree to which the project will correct identified deficiencies or achieve compliance with required standards;
 - f. The cost effectiveness of the project;
 - g. The availability of other sources of funds for the project;
 - h. The degree to which the project achieves state, regional, and local planning goals;
 - i. The status of existing open grants;
 - j. The applicant's capacity to administer the project;

3. Discuss major project accomplishments to date, including funding that is already committed, the percentage of design complete, permits in hand, number of service agreements, letters of support and petitions for service.

4. Include the LMI figures given under Section 2.3 **National Objective-LMI Households and Individuals Assisted** on Page 14 of this application, and details concerning how the project serves new and/or existing households and individuals. If there is a mix of both explain the service areas and the street/road names which differentiate replacement and new service(s).

5. Refer to supporting documentation in the required attachments and include any other materials referenced in the Project Overview or statement of needs in additional appendices, such as engineering reports, master plans, etc.

6. Provide quantifiable descriptions of the major portions of work to be completed under each activity. For example:
 - a) *Construction of the Willow Branch extension will include the installation of 10,500 linear feet of 6-inch water line, 20 fire hydrants, 2 booster pump stations and a new 300,000-gallon water storage tank. This project will provide new service for 250 households on Maple Street and improve existing service for 125 households on Pine Avenue. (Note: Service lines on private property are not eligible under HUD regulations for Public Facilities and Improvements 24 CFR 570.201(c).*

 - b) *Demolition of five abandoned structures on Main Street, to include four dilapidated homes and one abandoned garage. The project will include demolition, asbestos disposal, and other work necessary to stabilize the area, promote public safety and encourage downtown beautification. The project site will be utilized as a greenspace and entry into city limits as part of the city's master plan.*

1.2 - Project Overview – Narrative

1.2 - Project Overview –Type

Infrastructure Projects – Water and Sewer – June 30, 2017

Existing Source / Treatment			
Proposed Source / Treatment			
Enforcement Issues		Documented Health/Compliance	
Yes – Attach Documentation		Yes – Attach Documentation	
No		No	
Estimated Cost Per Customer	\$	Estimated Cost Per Person	\$
Area Annual MHI	\$	Estimated Cost Per LMI Person	\$

Economic Development Projects - Job Creation – October 30, 2017

Type of Business or Development (Building, Land, Other)			
Project Location (Town/City and Census Location)			
		Service Area	
Project Service Area Beneficiaries		Number of Jobs Created	
Type of Job (Commercial, Retail, etc.)		Number of Jobs Retained	
Date of Job Creation Agreement		Estimated Cost Per Person	\$
Year of Job Fulfillment		Estimated Cost Per LMI Person	\$

Community Development – General Projects – June 30, 2017

Type of Project (Demolition, Streetscape, Storm Drainage, etc.)			
Service Area			
Project Included in Comprehensive Plan	Yes/No	Number of Homes, Businesses Served	
Documented Enforcement, Health Issues	Yes/No	Number of Individuals Served	
Estimated Cost Per Person	\$	Estimated Cost Per LMI Person	\$

Community Development - Broadband Projects - October 30, 2017

Type of Project (Mapping, Matching Funds, Pilot, etc.)			
Service Provider			
Type of Connection		Service Area	
Cable		Number of Homes, Businesses Served	
DSL		Number of Individuals Served	
Satellite Broadband		Estimated Cost Per Person	\$
Other		Estimated Cost Per LMI Person	\$

1.3 - Funding						
Source	Amount	Loan or Grant	Application Submitted		Funding Secured	Commitment Letter Attached
			Yes/No	Date		
CDBG Request	\$				No	Yes/No
Local Funds	\$					
Other	\$					
Other	\$					
Other	\$					
Other	\$					
Total	\$					
Explain the plan and schedule for obtaining additional or unsecured funds.						

1.4 – Engineering and Design						
Engineering Firm					Contract Date	
Contact			Address			
Telephone		Email				
Name of individual completing cost estimate					Date	
Signed and dated cost estimates attached? (12 months)			Yes		No	
Preliminary Engineering Report (PER) attached?			Yes		No	
Engineering/ Design Status						
Was the engineering or design firm procured in compliance with WV 5G and 2 CFR 200?					Yes	No
Rights-of-way					# to be Acquired	
Parcels requiring acquisition					# to be Acquired	
Residents requiring relocation					# to be Relocated	
Businesses requiring relocation					# to be Relocated	
Status of Required Permits						
Permitting Agency				Date Submitted	Date Approved	
1.						
2.						
3.						
4.						

Tap Fee Assistance		
Is tap fee assistance requested as part of this project?	Yes/No	If yes, complete below
Estimated Number of Participants		
Estimated Cost	\$	
LMI tap fee assistance must be provided to low-income persons/families. Any remaining funds should be provided to moderate-income persons/families. See the WVDO Tap Fee Assistance Guide for more information.		

1.5 - Citizen Participation								
Public Hearing Legal Notice Published	Date		Date		Detailed Meeting Minutes Attached?			
Public Hearing Meeting Dates	1 st Meeting		2 nd Meeting					
Newspaper					Yes		No	
Are letters of support or petitions for service included in the application?					Yes		No	
Describe the level of community support for this project.								

1.6 – Status of Open Grants					
Did applicant submit a waiver request to the WVDO due to existing open grants?					
List below any of the applicant’s open grants that have not received an interim closeout.					
Project Number	Project Name	Date Awarded	Amount Awarded	Remaining Balance	Status

Status of Open Grant(s)
<p>Example: Project is 90 percent complete. Bids were opened in March 2016. Project is progressing with no anticipated delays and is 70 percent complete as of March 2017. Completion is expected July 2017. Final Performance Report to be submitted September 2017.</p>

SECTION 2 – PRIMARY ACTIVITY

2.1 - Impact and Planning

Activity Name		24 CFR Part 570.201
1.	Elaborate on Community Impact (Discuss Schools, Daycare Facilities, Senior Centers, Business and Housing Growth Potential, particular hardship, or minority areas and populations affected.)	
2.	How does this activity relate to your Community Development and Housing Needs Assessment Plan? (Include a copy of the Assessment Plan which should reference this project.)	
3.	Is service being provided outside of the applicant’s jurisdiction? If so, please explain how the applicant’s needs are being met by this project.	

2.2 - Project Budget					
Activity Name					
Cost Category	CDBG Funds	Other Funds	Other Funding Sources	Committed (Yes or No)	Total Cost
Administration	\$	\$			\$
Arch/Engineer	\$	\$			\$
Land Acquisition	\$	\$			\$
Relocation	\$	\$			\$
Demo/Clearance	\$	\$			\$
Construction	\$	\$			\$
Housing	\$	\$			\$
Planning Only	\$	\$			\$
LMI Assessments	\$	\$			\$
Other (GAN Financing)	\$	\$			\$
Other	\$	\$			\$
Total	\$	\$	CDBG does not permit contingency line items.		\$

Attach cost estimates and documentation regarding the status of other funds. If other funds are not currently available for expenditure, list the milestones required to obtain the other funding and estimate the dates by which the milestones will be achieved.

Project Schedule		
Milestone	Estimated Start Date	Estimated Completion Date
All Funds Secured		
Design		
Environmental Review		
Acquisition		
Permits/PSC Certificate		
Bidding		
Construction		
Completion		
Notes		

2.3 - National Objective - Eligibility									
Activity Name									
National Objective Met	A.	Benefit to LMI Persons		B.	Elimination of Slum and Blight		C.	Urgent Need	

A.	BENEFIT TO LOW- AND MODERATE-INCOME (LMI) PERSONS
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Area-Wide Benefit: Refer to 24 CFR 570.483(b)(1)(i) and HUD CPD Notice 14-10

Census – Attach LMISD source documentation in Section 4.

Identify the census area that most closely approximates the service area. For that census area, provide the following from HUD LMISD data: www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places. Attach all source documentation in Section 4 (ACS 2010-2014). **This section applies to ALL applicants.**

Census Tract		Block Group		Low-Mod Universe		Total LMI Persons	
Census Tract		Block Group		Low-Mod Universe		Total LMI Persons	
Census Tract		Block Group		Low-Mod Universe		Total LMI Persons	
Census Tract		Block Group		Low-Mod Universe		Total LMI Persons	
Census Tract		Block Group		Low-Mod Universe		Total LMI Persons	
$\text{LMI \%} = \frac{(\text{LMI Persons Geography A} + \text{LMI Persons Geography B})}{(\text{LMI Universe Geography A} + \text{LMI Universe Geography B})} \times 100$				Totals			

Income Survey – 24 CFR 570.483 (b)(1) and HUD CPD Notice 14-013
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Indicate why an income survey was conducted. **Attach source documentation in Appendix D.**

	The census area does not coincide with the service area.
	The census area does not reflect the current income of the area.

Date Conducted		Sample Size		METHOD	Mail		Indicate all methods that apply.
HH in Service Area		HH Responding			Phone		
Individuals in Service Area		Number LMI Persons			Door-to Door		
Response Rate %		LMI Individuals %			Other		

Attach all income survey information required by income survey guidelines. **Explain income survey methodology, how the sample size was determined and any additional information.**

Describe the income survey methodology.

How was the income survey sample size determined?

ADDITIONAL LMI CATEGORIES

Limited Clientele: Refer to 24 CFR 570.483(b)(2) and CFR 570.506(b)(3)

Explain:	
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Housing Activities: Refer to 24 CFR 570.483(b)(3)

Explain:	
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Job Creation or Retention: Refer to 24 CFR 570.483(b)(4) and CFR 570.506(B)(5)(6)(7).

Explain:	
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Planning Only: 24 CFR 570.483(b)(5)

Explain:	
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B. ELIMINATION OF SLUM AND BLIGHT

Area-wide Basis: 24 CFR 483(c)(1)	Spot Basis: 24 CFR 483(c)(2)	Planning Only: 24 CFR 483(c)(3)
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Elimination of a slum or a blighted condition on a spot or area basis meets the Slums and Blight National Objective. This means that the household or family income of the beneficiaries is not necessary for a Slums and Blight eligible project. If there are known beneficiaries for the project, the WVDO may require income surveys to confirm that the Low and Moderate Income National Objective cannot be met.

C. URGENT NEED

24 CFR 570.483(d)

Attach a detailed explanation and required documentation as outlined in the application instructions. Addressing a community’s urgent need meets the Urgent Need National Objective. This means that the household or family income of the beneficiaries is not necessary for an Urgent Need eligible project. If there are known beneficiaries for the project, the WVDO may require income surveys to confirm that the Low and Moderate Income National Objective cannot be met. To qualify under Urgent Need, the WVDO must conclude that the project will alleviate conditions that pose a serious and immediate threat to the health and welfare of the community, are recent in origin and cannot be addressed with funding from the community or other sources.

2.4 - National Objective – LMI Households and Individuals Assisted

Existing Service

Existing Service Provider							
# of Existing Customers		Households		Individuals			

New Service

How many customers will have NEW service as a result of this project?											
Households		# LMI HH		% LMI HH		Individuals		# LMI Individuals		% LMI Individuals	

Improved Service

How many existing customers will have IMPROVED service as a result of this project?											
Households		# LMI HH		% LMI HH		Individuals		# LMI Individuals		% LMI Individuals	

Total New & Improved

Households		# LMI HH		% LMI HH		Individuals		# LMI Individuals		% LMI Individuals	
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SECTION 3 – SECTION 3 PLAN

Insert Section 3 Plan here.

A sample Section 3 Plan is available at www.wvdo.org/downloads.

SECTION 4 – EEO / BENEFICIARY ANALYSIS / LMISD / FAIR HOUSING

Insert the following documents:

1. **ACS/Census Beneficiary Analysis Source Documentation (American FactFinder or Census Source Documentation)**
2. **HUD LMISD Source Documentation (Low-Mod Data)**
3. **Fair Housing Plan (See Fair Housing Review Criteria in Application Instructions)**

Community Development Block Grant

SECTION 5 – ASSURANCES

The applicant hereby assures and certifies that:

- A. It possesses the legal authority for the grant and ability to execute the proposed program.
- B. Its governing body has duly adopted or passed an official act as resolution, motion, or similar action, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
- C. Prior to submission of its application to the state, the applicant has met the citizen participation requirements of the Act.
- D. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with the Title I funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (a) Title I funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title I funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of low- and moderate-income who are not persons of very low income, it certifies to the state that it lacks sufficient Title I funds to comply with the requirements of clause (a).
- E. It is following a **written and detailed** citizen participation plan which:
 1. Provides for, and encourages, citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slums and blighted areas and of areas in which funds are proposed to be used and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
 2. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the Grantee's proposed use of funds, as required by regulations of the Secretary of the U.S. Department of Housing and Urban Development and relating to the actual use of funds under this title;
 3. Provides for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the Grantee;
 4. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development needs, the review of proposed activities, and review of program performance, the hearings which shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled;
 5. Provides for a timely, written answer to written complaints and grievances within 15 working days were practicable; and
 6. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
- F. The applicant further certifies that it has, prior to submitting its Final Statement to the State:

1. Furnished citizens with information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low- and moderate-income and plans for minimizing displacement of persons as a result of activities assisted with such funds and to assist persons actually displaced as a result of these activities;
 2. Developed a community development plan for the grant period that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objectives and requirements of the Act and, if the activities selected serve beneficiaries that are not residents of its jurisdiction, has determined that the activities selected are meeting its needs in accordance with Section 106(d)(2)(D) of the Act;
 3. Published a proposed statement, in such manner and in sufficient detail, to afford affected citizens an opportunity to examine its content and to submit comments on the proposed statement and on the community development performance of the applicant;
 4. Provided adequate notice of public meetings;
 5. Held one or more public hearing to obtain the views of citizens on community development and housing needs;
 6. Considered all comments and views prior to completing the Final Statement; and
 7. Made the Final Statement available to the public.
- G. Its chief executive officer or other officer:
1. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969, and
 2. Authorizes and consents, on behalf of the applicant and himself/herself, to accept the jurisdiction of the federal courts for the purpose of enforcement of their responsibilities as such an official.
- H. The Community Development Program has been developed so as to give maximum, feasible priority to activities which will benefit low- and moderate-income families; meet other community development needs having particular urgency because an existing condition poses a serious immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs; or aid in the prevention or elimination of blighted or deteriorated areas.
- I. It will comply with the regulations, policies, guidelines, and requirements of the state as they relate to the application, and acceptance and use of funds to include Subpart I of CFR 570 and supplemental parts of 24 CFR Part 570 as specifically made applicable by the state to the extent expressly referred to.
- J. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements.
- K. It will comply with all requirements by the state and/or federal government concerning special requirements of law, program requirements, and other administrative requirements.
- L. It will comply with the provisions of Executive Order 11988 relating to evaluation of flood hazard and Executive Order 11990 relating to the prevention, control, and abatement of water pollution.
- M. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with 24 CFR 570.487, and procedures adopted by the state.

- N. It will require every building or facility (other than a privately-owned residential structure) designed, constructed, or altered with funds provided under this part, to comply with the “American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Disabled,” Number A-117.1-R-1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
- O. It will comply with:
1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 601) which provides that no persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance, and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extend to the applicant, this assurance shall obligate the applicant or, in the case of any transfer of such property, any transfer, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.
 2. Title VII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development, in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
 3. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no persons in the United States shall, on the grounds of race, color, national origin, religion, or sex, be subjected to discrimination under any program or activity funded in part with funds provided, including discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified disabled individual as provided in Section 504 of the Rehabilitation Act of 1973 and the regulation issued pursuant thereto (24 CFR Part 8).
 4. Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance.
 5. Executive Order 11246, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no persons shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally-assisted construction contracts. Contractors and subcontractors on federal and federally-assisted construction contracts shall take affirmative action to ensure fair treatment in employment upgrading, demotion or transfer, recruitment or recruiting; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.
- P. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that, to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in, the area of the project.
- Q. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal Implementing Regulation at 49 CFR Part 24, and the requirements of Section 570.488, and is following a residential anti-displacement and relocation assistance plan under section

104(d) of the Act, and will minimize displacement of persons as a result of activities assisted with CDBG funds.

- R. It will establish safeguards to prohibit employees from using positions for a purpose that is, or gives the appearance of being, motivated by a desire for a private gain for themselves or others, particularly those with whom they have family, business, or other ties as required by State Law and 24 CFR 570.489(h).
- S. It will comply with the provisions of the Hatch Act, which limits the political activity of employees.
- T. It will give the State of West Virginia, HUD, and the General Accounting Office, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- U. It will ensure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the program area is not listed on the Environmental Protection Agency's (EPA) List of Violating Facilities, and it will notify the state of the receipt of any communication from the Director of the EPA's Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by EPA.
- V. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 97 Stat. 875, and approved December 31, 1973. Per 24 CFR 570.605, if a community has had notice for more than a year that an area has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, CDBG funds cannot be spent for acquisition or construction purposes in the area unless the community is participating in the National Flood Insurance Program and such insurance has been purchased for the properties in question.
- W. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1968 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 468a-11 et. seq.) by:
 1. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 26 CFR Part 800.8) by the proposed activity, and
 2. Complying with all requirements established by HUD to avoid or mitigate adverse effects upon such properties.
- X. It will provide and maintain competent and adequate architectural engineering supervision and inspection at all construction sites to ensure that the complete work conforms to the approved plans and specifications and that all contract provisions have been complied with.
- Y. It will not use funds directly or indirectly to employ, awards contract to, or otherwise engage the services of a debarred, suspended, or ineligible contractor or subcontractor.
- Z. It will assume responsibility to ensure that all program funds are accounted for consistent with program objectives and all federal, state, and local laws and regulations.
- AA. It will cause the project to be audited in accordance with 2 CFR 200, and will promptly refund to the state any funds received that are not supported by audit.
- BB. It certifies, to the best of its knowledge and belief, that:
 1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a

member of Congress, on officer or employee of Congress, or an employee of any member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- CC. It has been adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations; and is enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
- DD. It is in compliance with the provisions of Section 504 of the HUD Act, or will take appropriate steps to ensure compliance.
- EE. It will comply with Section 102 of the HUD Reform Act of 1989, and CFR Part 12 in regard to the disclosure of interest in projects exceeding \$200,000 in the aggregate.
- FF. The applicant is in compliance with 31 U.S. Code § 3720B - Barring delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees. HUD adheres to 31 U.S.C. 3720B stating that, "project applicants with an outstanding Federal debt will not be eligible to receive HUD funds, unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will rescind the conditional award with a project applicant."

Chief Elected Official Signature

Date

Printed Name of Chief Elected Official

SECTION 6 – CITIZEN PARTICIPATION PLAN

Insert Citizen Participation Plan here.

See Application Instructions for additional information.

SECTION 7 – DISCLOSURE/UPDATE REPORT

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on next page.)

Applicant/Recipient Information Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received

5. State the name and location (street address, City and State) of the project or activity:

Part I Threshold Determinations

<p>1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No.</p>
---	--

If you answered “No” to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However**, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity; and
2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:	Date: (mm/dd/yyyy)
X	

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15.

HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. **NOTE:** In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

SECTION 8 – HOUSING NEEDS ASSESSMENT

Insert Community Development and Housing Needs Assessment here.

See Application Instructions for additional information.

**SECTION 9 – AUTHORIZATIONS
FFATA/SAM.gov/DUNS Number**

The Federal Funding Accountability and Transparency Act (FFATA) requires the WVDO to submit the award of federal funds to the FFATA Sub-award Reporting System (FSRS) website for all federal awards of \$25,000 or more. By signing below, I authorize the West Virginia Development Office to report the award of any CDBG-SCBG funds awarded as a result of this application in the Federal Financial Accountability and Transparency Act (FFATA) report for the State of West Virginia.

I understand and certify, by the date listed below, that my organization is properly registered with the SAM.gov website in order to complete these reporting requirements.

By signing below, I also certify that my organization is not debarred or suspended and does not have an inactive DUNS number. A copy of the Sam.gov registration page is attached to this application.

SAM.gov Registration Date			FEIN	
Zip+4	Ex: 25305-0311		DUNS	
SAM.gov Registration Attached		Yes/No		

Certification

The information contained within this application is true and correct to the best of my knowledge. The submission thereof has been duly authorized by resolution (attached) of the Unit of Local Government after appropriate citizen participation, and the applicant will comply with the attached assurances and certifications, provided technical assistance is provided when necessary.

Typed Name	
Signature	
Title	
Date	

The West Virginia Development Office does not discriminate on the basis of age, race, color, religion, sex, national origin, familial status or disability in the admission, access to, treatment of, or employment in, its federally assisted programs or activities. For additional information, call the West Virginia Development Office at 304-558-2234.



Other Required Attachments

Appendix A: Resolution Authorizing Filing of the Application and SAM.gov Registration Page.

Appendix B: Other Funding Sources Commitment Letters.

Appendix C: Signed and dated copy of Cost Estimates from the project engineer.

Appendix D: Income Survey Documentation and Survey Tabulation Sheet.

Appendix E: IJDC Documentation *(Do not submit printed copies of the IJDC application screens.)*

- IJDC Technical Feasibility/Determination Letter
- IJDC/DEP/BPH Technical Review Memo
- Most recent Funding Committee Report – Preliminary Application Review Sheet

Appendix F: Title VI Map.

Appendix G: Clearly defined project area topographical, aerial and driving maps.

Appendix H: Maps clearly reflecting the census area and data if the applying project is based on Census Tract information. **Note: The census area must coincide with the project area.**

Appendix I: Urgent Need 24 CFR 5470.483(3) if needed.

