



MEMORANDUM

TO: Regional Planning and Development Councils

FROM: Kelly Workman, Manager, Project Development
West Virginia Development Office, Community Development Division

DATE: March 18, 2016

RE: **Fiscal Year 2016 CDBG-Small Cities Block Grant Application**

The purpose of this memo is to extend the deadline for IJDC Technical Review to April 10, 2016. Fiscal Year 2016 application forms and instructions for the CDBG-Small Cities Block Grant program are posted to the WVDO website at www.wvdo.org/downloads.

Fiscal Year 2016 applications must be postmarked or delivered to the WVDO by May 23, 2016. All other requirements, concerning Engineering Cost Estimates, Service Area(s), Income Eligibility, and Demographic Data, as listed in the January 29, 2016, Application Notification Memo remain in effect.

Due to the announcement date of FY 2015 projects, the deadline for review of water and sewer projects by the West Virginia Infrastructure and Jobs Development Council (IJDC) is extended to April 10, 2016. All projects must be found technically feasible by the IJDC to be eligible for funding. Note the following:

- Projects submitted to IJDC prior to April 10 will have a complete review. The IJDC determination letter must be submitted with the application. WVDO strongly advises that projects be submitted to IJDC prior to April 10 for a complete review.
- Projects submitted to IJDC prior to May 10 will not have a complete review. Projects submitted to IJDC prior to May 10 will be reviewed at the June 28 Funding Committee meeting. These applications will be accepted, but will not be eligible for funding unless and until the IJDC determination letter is submitted to WVDO. **The determination letter and technical review memo must be submitted to WVDO by July 27, 2016.**
- Project numbers issued by IJDC in 2014 and 2015 will be accepted with a proper cost estimate update. IJDC Project Numbers dated 2013 or earlier will diminish the competitiveness of the application due to the age of project data. **Projects submitted to IJDC after May 10 will not be considered for FY 2016 CDBG-Small Cities funding.**
- On July 8, 2015, the IJDC adopted a resolution which states: "Project applications without a binding commitment issued by the (IJDC) Council as of June 30, 2016, shall have the 2010 MHI data applied, regardless of when the application was filed or accepted by the Council." This resolution also states: "Project applications without a binding commitment issued by the (IJDC) Council as of June 30, 2016, shall have 3,400 gallons applied to average customer usage, regardless of when the application was filed or accepted by the Council." **This new data must be included in FY 2016 applications.**

Applications must be postmarked or delivered to the WVDO by May 23, 2016. For additional information, contact Kelly Workman, Kevin Meadows, Todd Goddard, or Tony O'Leary at 304-558-2234.