

West Virginia Development Office  
Community Advancement and Development Division



FY2020  
Community Development Block Grant  
(CDBG)  
Application and Instructions

*Application Due Date: January 29<sup>th</sup>, 2021*

Fiscal Year 2020

## Overview:

The Community Development Block Grant (CDBG) program is a program of the U.S. Department of Housing and Urban Development (HUD). 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:

- Benefit low- to moderate-income persons;
- Aid in the elimination of slums or blight; and/or
- Meet an urgent need.

The 2020-2024 CDBG Consolidated Plan for the State of West Virginia, as approved by the U.S. Department of Housing and Urban Development, has identified the following community and economic development objectives:

- Support the development of viable infrastructure systems (such as water, sewer, storm water, and broadband) to improve living conditions and bolster economic development.
- Improve quality of life by enhancing public facilities and eliminating factors that affect environmental quality or public health through activities such as mitigating blighted and abandoned properties, supporting the remediation of brownfield sites, and enhancing parks and recreational facilities.
- Develop local strategies through community planning to support improved living environments and strengthen economic and community development.

The Community Advancement and Development Division (CAD), part of the West Virginia Development Office (WVDO), is now accepting applications that focus on the above identified community and economic development objectives. CDBG funding is limited and competitive. Applications will be reviewed by CAD staff according to the following criteria:

- National objective and percent of low- and moderate-income persons served.
- The relationship to CDBG program design objectives.
- The public health, environmental, and economic development benefits of the project.
- The degree to which the project will correct identified deficiencies or achieve compliance with required standards.
- The cost effectiveness of the project.
- The availability of secured matching funds for the project.
- Match (not required) but scored with additional points.
- Cost effectiveness.
- The degree to which the project achieves state, regional, and local planning goals.
- The readiness of the project to proceed.
- Resiliency measures incorporated in the project.
- In quantitative terms, the proposed outcomes, and accomplishments the project is to achieve.
- Open CDBG grants, other requests from the same area.
- Applicant's capacity to administer and implement the project.

## General Guidelines:

- Eligible applicants include non-entitlement units of local government (UGLG)s such as municipalities and counties (individuals, for-profit businesses, and nonprofit organizations are not eligible to apply).
- Two or more otherwise eligible jurisdictions may submit a joint, combination application, which addresses common problems faced by the jurisdictions, the solution of which requires the mutual action of the joint applicants. To satisfy 106(d)(2)(D) of the Act, the application must identify the housing and community development needs, as well as the needs of low- and moderate-income persons, the combination of the activities designed to meet those needs for each participating jurisdiction, the proposed funding for each activity, and the location of each activity. The applicant must execute an agreement between the participating units of government and the agreement is to be submitted with the application. This agreement must:
  1. Authorize one of the participating units of government to act as the applicant to submit the application to the State; and
  2. Delineate the responsibilities of each participating unit of government, including the application, to include:
    - (A) That each jurisdiction is eligible to apply for CDBG funding and has the legal authority to carry out the activity, and it does not violate any State or local laws.
    - (B) That each participating jurisdiction, including the applicant, will make, and be responsible for, compliance with the required local certifications under section 104(d)(1) and 106(d)(5) of the Act. Each participating jurisdiction must: 1.) Meet the citizen participation requirements of 106(d)(5) of the Act by requiring that each jurisdiction hold public hearings on the proposed and final project application for the combination and all citizen participation requirements are to be made available in each of the participating jurisdictions; and 2.) Sign the Assurances in the Application Form.
    - (C) That the applicant assumes overall responsibility for ensuring that the entire project approved in the application will be carried out in accordance with all State and Federal CDBG program requirements.
- Match is not required but is encouraged (projects with committed match will receive additional points).
- Requests for planning funds should not be used to update or create comprehensive plans. Funds for planning grants are limited and requests should be strictly focused on community and economic development, particularly infrastructure, parks and recreational facilities, brownfields, and addressing blighted and abandoned properties.
- Maximum amounts that may be requested are as follows:
  - Infrastructure projects: \$2,000,000 in CDBG funds
  - Parks/recreational facilities: \$250,000 in CDBG funds
  - Demolition of blighted/abandoned properties: \$250,000 in CDBG funds
  - Brownfield projects: \$1,000,000 in CDBG funds
  - Broadband projects: \$1,250,000 in CDBG funds
  - Planning grants (non-broadband): \$250,000 in CDBG funds
  - Planning grants (broadband): \$30,000-50,000 in CDBG funds for municipal plans, \$50,000-75,000 for county plans, and \$75,000-125,000 for multi-county regional plans.

- State CDBG funds cannot fund the following activities:
  - Government Buildings
  - General Government Expenses
  - Political Activities
  - Purchase of Equipment, Furnishings, or Personal Property
  - Operating and maintenance expenses
- WVCAD reserves the right to award an amount in CDBG funds less than requested depending upon the availability of funds and may reject any or all proposals based on the quality and/or merits of the proposals. WVCAD reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, and past CDBG performance if applicable.
- Post Award Criteria Recipient Criteria including but not limited to:
  - Awards are subject to 24CFR570, 2CFR200, local/WV State laws and Federal Crosscutting requirements.
  - Monitoring each grant recipient ensuring compliance with applicable regulations and laws.
  - Recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the HUD and the State of West Virginia WVDO Office, a contract between The West Virginia Community Development Office and the recipient is executed, and an environmental review is complete. No choice limiting actions will be funded.
  - Recipients will be asked to provide a final summary reporting all accomplishments and low to moderate income benefit data to be provided to the State and the public. Final payment will not be issued until monitored by WVCAD and receipt the final summary report.
  - Payments: Requests for Payment must be submitted monthly, including all required invoices and documentation to substantiate costs, to the West Virginia Community Advancement and Development Office for approval and remittance. CDBG funds are not paid to Grantees before costs are accrued. Grantees must be financially suited to cover initial costs in anticipation of reimbursement.
  - Other requirements as contained in the Subrecipient agreement executed with WVDO/CAD.

### Submission Guidelines:

- a. One copy of the application must be submitted in a three-ring binder, with tabs for each section in Calibri 11 font (see application checklist below for the order)
- b. All sections and narrative questions must be answered completely;
- c. Maps and attachments must be shrunk to fit onto an 8 ½ x 11" paper;
- d. The check list provided must be completed and submitted with the application;
- e. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- f. Original signatures must be on application in **all sections** that require a signature. We will accept signature on PDF application, but original signature must be maintained on file;
- g. Mail the application to the following address:

West Virginia Development Office  
 Community Advancement and Development  
 Building 3, Suite 700  
 1900 Kanawha Boulevard, East  
 Charleston, West Virginia 25305-0311

## Deadline for Applications:

**Applications are due on or before January 29, 2021 by 5:00 p.m. Applications must be stamped received by WVCAD by 5:00 pm on Friday, January 29, 2021.**

**Please note that non-broadband planning grants will be accepted throughout the program year.**

The FY2020 CDBG Action Plan and Project Application are located at [www.wvcad.org/resources](http://www.wvcad.org/resources) under the Community Block Grant header

## Contact Information:

If you have any questions or require any assistance, please feel free to contact the CDBG team:

<b>Email:</b>	Sherry Risk	CDBG Program Manager	<a href="mailto:sherry.l.risk@wv.gov">sherry.l.risk@wv.gov</a>	304-957-2068
	Ryan Halsey	CDBG Project Manager	<a href="mailto:ryan.j.halsey@wv.gov">ryan.j.halsey@wv.gov</a>	304-957-2096

## Community Development Block Grant Application Checklist

Please complete your application (one original) and submit in a three-ring binder, with tabs for each section in Calibri 11 font in the following order: *Project Application Checklist-should be first item to appear in the binder.*

Section	Page	Included
<b>Section 1: Project Summary/Applicant Information</b>		
1.1 Project Summary Format		
1.2 Status of Open CDBG Grants		
<b>Section 2: Project Narrative</b>		
2.1 Project Narrative		
2.2 Funding		
2.3 Engineering and Design		
2.4 Project Schedule		
2.5 Project Budget		
2.6 Citizen Participation Plan and Documentation		
2.7 National Objective		
<b>Section 3: EEO Beneficiary Analysis</b>		
<b>Section 4: Section 3 Plan</b>		
<b>Section 5: Assurances</b>		
<b>Section 6: Disclosure/Update Report</b>		
<b>Section 7: FFATA/SAM.gov/DUNS Number/Debarment</b>		
<b>Section 8-Conflict of Interest Statement and Disclosure</b>		
<b>Section 9- Authorization of Release of Information</b>		
<b>Section 10-Application Authorizing Signature</b>		
<b>Appendix A:</b> Clearly defined project area with topographical, aerial, and driving maps		
<b>Appendix B:</b> Documents pertaining to health and environmental concerns		
<b>Appendix C:</b> Other Funding Sources Commitment Letters		
<b>Appendix D:</b> Cost Estimates		
<b>Appendix E:</b> IJDC Funding Determination Letter and Technical Review		
<b>Appendix F:</b> Citizen Participation and Documentation		
<b>Appendix G:</b> Map of census area and data		

<b>Appendix H:</b> ACS/Census Beneficiary Source Documentation		
<b>Appendix I:</b> Income Survey documentation and tabulation sheet		
<b>Appendix J:</b> Urgent Need documentation if applicable		
<b>Appendix K:</b> Fair Housing resolution and plan		
<b>Appendix L:</b> Title VI Map		
<b>Appendix M:</b> Resolution and SAM.gov Registration Page signature required		
<b>Appendix N:</b> Resolution Authorizing the Filing		
<b>Appendix O:</b> Copy of most recent signed Independent Audit		

**1.1 CDBG PROJECT SUMMARY FORMAT**  
**(No more than one page)**

<b>Project Title:</b>	Title of project.
<b>Submission Type:</b>	Indicate if application is a new submission or resubmission. If resubmitting an application, please indicate when application was first submitted to the WVDO.
<b>Project Applicant:</b>	Legal name of applicant.
<b>Project Contact Person:</b>	Name, phone number and email address of project contact person.
<b>Project Administrator:</b>	Name, phone number and email address of project administrator.
<b>Area Served:</b>	Identify city, county or counties served by the project.
<b>Project Description:</b>	Provide short paragraph describing project activities. Additionally, please note if this an additional phase to a previously funded project or if additional phases are anticipated.
<b>Funding:</b>	Identify the amount and name of each funding source; identify each source as grant or loan; identify each funding source as a percentage of the total project cost; provide a total project cost.
<b>Project Benefits:</b>	Describe briefly and in <u>quantifiable</u> terms the benefits of the project (for example, the number of customers and households being served (new and existing), the number of acres improved, the number of structures to be demolished, etc. If Planning Application-Does the proposed plan align with an existing City, County and Regional Planning and Development Council Plans? This must be a quantifiable number).
<b>Partnerships:</b>	Describe briefly any local, regional, or state partnerships or collaborations that will support the project with contact person, address, phone number and email address



## 1.2 Status of Open Grants

1. List any open CDBG grants
  - a. Project name
  - b. Number
  - c. Date awarded
  - d. Amount
  - e. Status
  
2. Have you submitted a waiver request for projects older than 2018 to the WVDO due to existing open grants? If yes, when did you submit? If no, please attach the waiver request.
  
3. Status of open grant? For example: Project is 90 percent complete. Bids were opened in March 2017. Project is progressing with no anticipated delays and is 75 percent complete as of March 2018. Completion is expected July 2018. Final Performance Report to be submitted September 20.

## Section 2.1 Project Narrative

**Formatting instructions: Use the headings below as headings for the project's narrative (number the headings as below and place in bold). The suggested length of the narrative is 5 pages maximum. Please number the pages. Use Calibri 11 font.**

- 1. Describe the need for the project** (Describe any problems, opportunities, or local/regional demand that the project will address and how these issues impact the community).
- 2. Project description** (Provide a detailed work plan, including a description of all major project activities (what will be done, who will complete each activity) and timelines for each activity during the project).
- 3. Project Benefits** (Describe in quantifiable terms the benefits of the project, such as how many customers and households will be served (existing and new), how many acres improved, how many structures demolished, compliance with public standards, etc.; describe other project benefits likely to result from the project, e.g., positive impact on community quality of life, public health, or future economic development activity in the area).
- 4. Resiliency** (describe any resiliency efforts such as energy-efficiency incorporated into the project).
- 5. Investment Linkage** (describe how the project complements other economic/community development efforts in the area and how the project furthers local, regional, or state planning goals—identify the specific plan the project is tied to or complements).
- 6. Applicant Capacity** (describe the applicant's capacity to administer and implement the project; describe any role for project administrators that the applicant might utilize and the experience of the administrator with federal grants).
- 7. Partnerships** (Describe any local, regional, or state partnerships that support the project).

2.2- Funding						
Source	Amount	Loan /Grant	Application Submitted		Funding Secured	Commitment Letter Attached
			Yes	Date	No	No
CDBG Request	\$					
Local Funds	\$					
IJDC	\$					
USDA	\$					
Other	\$					
Other	\$					
Other	\$					
<b>Total</b>	\$					

**2.3 – Engineering and Design-Water and Sewer and Storm Water, Public Facilities-Parks and Recreation Projects only**

Engineer Firm or staff person		Contract Date if applicable	
Contact		Address	
Telephone		Email	
Name of individual completing cost estimate		Date	
Signed and dated cost estimates attached? (must be less than 24 months old)	Yes	No	
Name of Service Provider if applicable			
Preliminary Engineering Report (PER) attached?	Yes	No	
<b>Engineering/ Design Status</b>			
Was the engineering or design firm procured in compliance with WV State Code Chapter 5-22-1 and 2 CFR 200?	Yes	No	
Rights-of-ways needed		# 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

**Tap Fee Assistance-Only applies to Water and Sewer projects**

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.** An individual water taps or sewer hookup. Please provide this as the total possible customers in occupied housing units for a project and not only the expected sign ups, such as 80 percent. Customers must be separated between residential and non-residential (business/church/seasonal) for CDBG projects as non-residences can report no income and are not beneficiaries.

**See the WVDO Tap Fee Assistance Guide for more information.**



2.5- Project Budget	
Project Title	

Cost Category	CDBG Funds	Other Funds	Other Funding Sources	Committed (Yes or No)	Total Cost
Administration	\$	\$			\$
Professional Services	\$	\$			\$
Accounting	\$	\$			\$
Acquisition	\$	\$			\$
Relocation	\$	\$			\$
Demolition	\$	\$			\$
Construction	\$	\$			\$
LMI Assessments	\$	\$			\$
Tap Fees Assistance-Infrastructure Only	\$	\$			\$
Planning Only	\$	\$			\$
Other-	\$	\$			\$
Other -	\$	\$			\$
<b>Total</b>	\$	\$			\$

- **Engineering, design, and other project cost estimates must be within 24 months of the application date.**
- **Attach cost estimates and documentation regarding the status of other funds**
- **Please note, Accounting must be separated from Administration; however, it is an administrative cost. Collectively, Accounting and Administrative MUST be less than 10% of the requested CDBG Funds.**

## **2.6 Citizen Participation and Documentation**

Two public meetings are required for **all** first-time applications. Notification of the public meetings must be published in the newspaper at least fourteen (14) days prior to the meeting, with the meeting being held on the Fifteenth (15th) day after the notice appeared. The notification of the second public meeting may not be published until after the first public meeting is held. For applications that are being resubmitted, only the second public meeting is required; however, notice of the first public meeting from the last year the project was submitted must be included in the application. See **WVCAD and sample Citizen Participation Plan** at [www.wvcad.org/resources](http://www.wvcad.org/resources).

1. 1<sup>st</sup> Public hearing legal notice publish date
2. 1<sup>st</sup> Public hearing held on date
3. 2<sup>nd</sup> Public hearing legal notice publish date
4. 2<sup>nd</sup> Public hearing held on date
5. Name(s) of Newspapers published
6. Minutes with authors signature
7. Sign in Sheets with date, time, and location of Public Hearing

**2.7 National Objectives**

- **A. Low to Moderate income benefit**  
 Section 102(a)(20) of the HCDA defines the term “ low- and moderate-income persons” as families and individuals whose incomes are no more than 80 percent of the median income of the area involved.
  - 1. Benefit low to moderate income persons by low to moderate income area (LMA)
    - **Benefit to Low to Moderate Area-Wide (LMA) Benefit: Refer to 24 CFR 570.483(b)(1)(i) and HUD CPD Notice 14-10 updated by HUD CPD Notice 19-02. Review guidelines at <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>**
    - 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](http://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places)**This section applies to applications with the exception of demolition and planning.**
    - **Attach LMISD source documentation and calculation of Total Service Area as outlined in CPD Notice 19-02 in Appendix G.**

List the following:

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
	Total	_____	Total

- **See CPD Notice 19-02 to for the formula to calculate Total Service Area at <https://files.hudexchange.info/resources/documents/Notice-CPD-1902-Low-and-Moderate-Income-Summary-Data-Updates.pdf>**
- For water and sewer and storm water conduct census/survey calculations based on customer projections provided in the engineering report. All projects except for Brownfields, Demolition and Planning have outcomes measures based on low to moderate income household benefit.
- Household means all persons occupying a housing unit. The occupants may be a family, as defined in 24 CFR 570.403; two or more families living together; or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived, sexual orientation, gender identity, or marital status. A household should be represented on a single income survey sheet. Households do not always correspond with the defined number of customers in a project, as there may be one utility service to a duplex of two households, or a single tap to a trailer park, which may contain multiple households.



- 2. Benefit low to moderate income persons- (LMA) income survey
  - **Income Survey – 24 CFR 570.483 (b)(1) and HUD CPD Notice 14-013 and 19-02 -see survey guide at**  
[https://wvcad.org/assets/files/resources/CDBG%20-%20Small%20Cities%20Block%20Grant%20Program/5\\_2016\\_Income\\_Survey\\_Guide.pdf](https://wvcad.org/assets/files/resources/CDBG%20-%20Small%20Cities%20Block%20Grant%20Program/5_2016_Income_Survey_Guide.pdf)  
  
<https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>
  - **Attach source documentation in Appendix H.**
    1. Why was survey conducted?
      - a. The census area does not coincide with the service area
      - b. The census area does not reflect the current income of the area.
    2. Describe survey methodology?
    3. How was sample size determined?
    4. Survey documentation must include the following:
      - a. Date of survey.
      - b. Mail, phone, door to door or combination of 2 to 3?
      - c. Sample size.
      - d. Total of survey-households or individuals in service area?
      - e. Number of responses by households or individuals?
      - f. Percentage of response rate.
- 3. Limited Clientele: Refer to 24 CFR 570.483(b)(2) and CFR 570.506(b)(3).
  1. Identify Targeted Limited Clientele and how project eligibility will be determined.
- B. Elimination of Slum and Blight-no direct low to moderate income benefit
  - Elimination of a slum or a blighted condition on a spot 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.
  - Brownfields and demolition projects only eligible for this National Objective.
  - Projects will only be eligible under Spot Basis: 24 CFR 483(c)(2).
- C. Urgent Need 24 CFR 570.483(d)
  - A local determination and certification are required to be submitted with application.
  - 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. WVCAD must include 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. 1-Required documentation from local code official. 2-Condition has existed for last 18 months.

**SECTION 3— EEO BENEFICIARY ANALYSIS**

- 1. Minority Population included application.
- 2. Percentage of minority population as compared to total population to be served in application.
- 3. Data source used.

Beneficiary Analysis: **Use 2018 ACS Data.** If not available, use U.S. Census data <https://data.census.gov> to determine minority composition of the census tract(s)/block group(s) most closely approximating the project area. Attach source documentation. Must be consistent with areas listed in Section 2.7 – National Objective.

4. By Census Tract and Block Group

- Asian
- Black or African American
- Native Hawaiian or another Pacific Islander
- White
- Hispanic
- Non-Hispanic
- American Indian or Alaska Native and White
- Asian and White
- Black or African American and White
- American Indian or Alaska Native and Black or African American
- Individuals reporting more than one race
- Gender
- Single/Head of Household
- Disabled

- 5. Will all minorities in the applicant’s jurisdiction receive service?
- 6. If any minorities within the applicant’s jurisdiction do not currently receive the service proposed in this application, please explain why they are not being served and when they will be served.
- 7. Grant recipients must take “significant actions that are designed and can be reasonably expected to achieve a material positive change that affirmatively furthers fair housing by, for example decreasing disparity in access to opportunity .”Describe the actions undertaken to “Affirmatively Further Fair Housing” -reference the State Analysis of Impediments at <https://wvcad.org/assets/files/resources/HUD%20Consolidated%20Plan%20and%20Executive%20Summary/2020-West-Virginia-Analysis-of-Impediments-To-Fair-Housing-Final-6.4.2020.pdf>.
- 8. **Attach a Title VI map in Appendix K.**

**Section 4-Section 3 Plan**

Do you have a Section 3 plan? \_\_\_\_\_ If yes, when was it last updated? \_\_\_\_\_

A sample Section 3 Plan is available at [www.wvcad.org/resources](http://www.wvcad.org/resources).

**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 project.
- 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, an 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 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."

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***Chief Elected Official Signature***

***Date***

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Printed Name of Chief Elected Official

**SECTION 6– DISCLOSURE/UPDATE REPORT-MUST FILL OUT ALL FIELDS** The required Applicant/Recipient Disclosure/Update Report is required per Section 102 of the HUD Reform Act of 1989 and 24 CFR Part 12 requires that all applicants for CDBG funds exceeding \$200,000 in the aggregate must make a disclosure statement.

**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**

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).

Yes  No

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

Yes  No.

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:

- 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
- 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:  X	Date: (mm/dd/yyyy)
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Form HUD-2880

**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

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

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 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).

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

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 7**

**FFATA/SAM.gov/DUNS Number/Debarment**

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 funds awarded because of this application in the Federal Financial Accountability and Transparency Act (FFATA) report for the State of West Virginia. 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? *If yes, explain below.*

I understand and certify, by the date listed below, that my organization is properly registered with the SAM.gov website 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.

<b>SAM.gov Registration Date</b>			<b>FEIN</b>	
<b>Zip+4</b>	<b>Ex: 25305-0311</b>		<b>DUNS</b>	
<b>SAM.gov Registration Attached</b>		Yes or No; if no, explain plan.		

Signature of Authorizing Official: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 8 -Conflict of Interest Statement and Disclosure**

**Conflict of Interest** -The WVCAD makes subawards of federal funds to other organizations. All subawards shall be subject to the conflict of interest policies and provisions described in the WV Ethics Act applicable procedures delineated in 24 CFR 570.489(h)(4).

**CDBG Conflict of Interest Disclosure**

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the CDBG applicant’s or CDBG agent’s other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Disclosure should indicate whether the CDBG applicant or CDBG agent has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the awarding of CDBG funding. The CDBG applicant or CDBG agent should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by to consider awarding CDBG funds.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

- I have no conflict of interest to report.
- I have the following conflict of interest to report (please specify other nonprofit and for profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member is an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. **WARNING:** Any person who knowingly makes a false claim or statement to the Department of Housing and Urban Development (HUD) may be subject to civil or criminal penalties under 18 U.S.C.287, 1001 and 31 U.S.C. 3729. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statements to any department of the United States Government.

Applicant/Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section 9- Authorization of Release of Information**

The Applicant (Local Government), which has ultimate responsibility for submission of this application designates the following party as the authorized contact for additional information and/or documentation regarding this application for CDBG funding.

<b>Name of Contact Person</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	

**Section 10-Application Authorizing Signature**

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 public hearing requirement have been met, and the applicant will comply with the attached assurances and certifications, provided technical assistance is provided when necessary. Please include notary stamp with signature.

<b>Typed Name</b>	
<b>Signature</b>	
<b>Title</b>	
<b>Date</b>	

<b>Other Required Attachments</b>
-----------------------------------

- Appendix A:** Clearly defined project area with topographical, aerial, and driving maps. The area(s) need to be related to affected enumeration districts, census tracts, and block groups showing boundaries and identification of specific activities to be undertaken.
- Appendix B:** Signed documents pertaining to health and environmental concerns and compliance issues must be provided by Code Official. It is essential to include this documentation in the application. Photographs, videos, support letters, and petitions may also be included. Must be attached if application is for brownfields/demolition.
- Appendix C:** Other funding sources Signed Commitment Letters.
- Appendix D:** Signed and dated copy of Preliminary Engineering Report from the project engineer for Water and Sewer and Storm Water projects. For Public Facilities, Demolition and Planning grants from local government official (architect or engineer) cost estimates signed.
- Appendix E:** IJDC Documentation-Water and Sewer Projects only- *(Do not submit printed copies of the IJDC application screens)*. All water and sewer projects ONLY must be submitted to the West Virginia Infrastructure and Jobs Development Council (IJDC) for technical review. If a project has previously gone through IJDC review and the scope has not changed, the below documentation can be submitted any time prior to February 26, 2021. If it is a new project or the scope has changed since the previous IJDC review, the project must go before IJDC review.
- IJDC Technical Feasibility/Determination Letter signed.
  - IJDC/DEP/BPH Technical Review Memo initialed.
  - Most recent Funding Committee Report – Preliminary Application Review Sheet
- Appendix F:** Citizen Participation documentation-attach the following:
- Tear sheet of published public hearing and affidavit advertisement notarized.
  - Signed minutes of meeting by author.
  - Sign in Sheets with date, time, and location of meeting.
- Appendix G:** 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. Income survey data must also correspond to the service area if applicable.**
- Appendix H:** ACS/Census Beneficiary Analysis Source Documentation (American Community Survey-2018 or U.S. Census Source Documentation), HUD LMISD Source Documentation (Low-Mod Data).
- Appendix I:** Income Survey and Documentation.
- Appendix J:** Urgent Need 24 CFR 5470.483(3) documentation signed by Code Official -if applicable.
- Appendix K:** 1-Applicant must include a resolution with the HUD Fair Housing logo and a statement that the unit of local government is an equal opportunity employer and takes steps to affirmatively further fair housing in all public notices, ads and publications.
- 2-Fair Housing Plan.
- 3- ALL ADS MUST CONTAIN THE FAIR HOUSING SYMBOL, AND A STATEMENT OF EQUAL OPPORTUNITY EMPLOYMENT, AND FAIR HOUSING. SEE EXAMPLE BELOW ON PAGE 31.**
- Appendix L:** Title VI Map.

**Appendix M:** Print out of DUNS and SAMs number signed. All applicants and Grantees must have a Data Universal Numbering System (DUNS) number and must register with the Federal System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). A DUNS number, assigned by Dun & Bradstreet, is required to register in SAM.gov. If the applicant does not already have a DUNS Number, please advise applicant to visit [www.dnb.com](http://www.dnb.com) or call 1-866-653-1344.

**Appendix N:** Resolution Authorizing Filing of the Application (MUST be signed after the public participation requirements have been completed). The local government shall adopt or pass an official act or resolution authorizing the filing of the application, all assurances, and certifications contained therein, directing and authorizing the person identified as the official representative of the applicant and to provide such additional information as may be required. All resolutions must be signed by the chief elected official and at least one corresponding official (city council member, county clerk, etc. or Notary when applicable).

**Appendix O:** Copy of most recent independent audit.

Language assistance for persons who have limited English proficiency and disabilities requiring assistance will be available with advanced notice. Please contact the WV Development Office for instructions to any of the public hearings. WVDO does business in accordance with the Fair Housing Act (The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988) with equal access to all persons regardless of race, color, national origin, religion, sex, familial status, or disability.

