
MEMORANDUM

TO: Regional Planning and Development Councils, Mayors and County Commissioners,
Continuum of Cares

FROM: *SR*
Sherry Risk, CDBG Program Manager

DATE: October 14, 2022

RE: **Advertisement Requirements for FY2022 State of West Virginia Community
Development Block Grant (CDBG) Application**

As noted in the FY2022 State of West Virginia Community Development Block Grant (CDBG) application, all applicants must comply with the citizen participation requirements as outlined in the State of West Virginia Citizen Participation Plan (CPP). To document compliance, all applicants must provide the following as attachments to its FY2022 CDBG application submission:

1. E-Tear sheet or newspaper clipping (showing newspaper name and date) of the published advertisement(s).
2. Affidavit of the advertisement, notarized, for BOTH public hearings;
3. Signed minutes of meeting by author of BOTH public hearings;
4. Sign in sheets of BOTH public hearings with date, time, and location of meeting.
5. Citizen Participation Plan of Subrecipient

In the FY2022 CDBG Application, it is noted that the applicant must publish a legal ad to document compliance with the State of West Virginia Citizen Participation. Please note, WVCAD will accept either a display ad or legal ad; however, the notice must contain the fair Housing logo and required fair housing language, and the applicant must provide a notarized affidavit of the advertisement. If an applicant is unable to secure an affidavit of the advertisement publication, please submit a formal waiver request to CDBG@wv.gov. In the request, please provide a detailed explanation as to why an affidavit cannot be obtained. Once reviewed, WVDED staff will notify the applicant via email if the waiver request is approved.

Thank you,

Sherry Risk

Sherry Risk
CDBG Program Manager
Community Advancement and Development