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## MEMORANDUM

**TO:** Regional Planning and Development Councils  
Mayors and County Commissioners  
Other Interested Stakeholders

**FROM:** Ryan Halsey, CDBG Program Manager *RjH*

**DATE:** December 18<sup>th</sup>, 2025

**RE:** Fiscal Year 2025 CDBG Application and Guidelines

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The West Virginia Department of Economic Development (WVDED) is now accepting applications for the Community Development Block Grant (CDBG) Program. The application and guidelines are available at <https://wvcad.org/infrastructure/community-development-block-grant> under the section titled 'Program Documentation'.

**Public Infrastructure, Public Facilities, and Demolition applications are due on or before Tuesday, March 31<sup>st</sup>, 2026. Planning Project applications will be received on Tuesday, March 31<sup>st</sup>, 2026, but are accepted year-round.**

Each project must meet one of the following U.S. Department of Housing and Urban Development (HUD) National Objectives: Benefit low- and moderate-income persons; or Eliminate slums or blight.

The State of West Virginia FY 2025 Consolidated Annual Action Plan and details regarding eligible activities is posted on the West Virginia Community Advancement and Development Website, under the HUD Consolidated Plan and Summary header, at the following location: [www.wvcad.org/resources](http://www.wvcad.org/resources).

The 2025 activity allocations are the following:

- Infrastructure (Water/Sewer/Stormwater): \$10,796,511
- Public Facility Accessibility: \$500,000
- Blighted/ Abandoned Properties: \$1,500,000
- Community Planning: \$500,000

The allocations specified above are estimates. These allocations may be modified by the WVDED depending upon the number and the readiness to proceed of the applications received. Additionally, highest priority will be given to infrastructure (water/sewer) and blighted/abandoned properties applications.

Please note, HUD requires the use of ACS 5-Year 2016-2020 LMISD. Applications referencing any other data set to qualify a project will not be reviewed or scored. Please see Notice CPD-2024-04 at the following location for more details: <https://www.hudexchange.info/programs/cpd-notices/#2024>.

As stated in the FY2025 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 FY2054 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 FY2025 CDBG Application, it is noted that the applicant must publish a advertisements 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 the CDBG Project Manager assigned to your region. In this 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.

If you have any questions, please contact the CDBG Project Manager assigned to your Region:

**Regions 2, 4, 6, 8, 10**

Summer Fleck

[Crystal.S.Fleck@wv.gov](mailto:Crystal.S.Fleck@wv.gov)

(304)352-4161

**Regions 1, 3, 5, 7, 9, 11**

Lee Ann Grogg

[Lee.A.Grogg@wv.gov](mailto:Lee.A.Grogg@wv.gov)

(304)352-3965