

ATTACHMENT CHECKLIST

Please attach and label all the following items in the order and title in which they are listed. Items not labeled will not be reviewed. Check off each item on this checklist once attached to ensure each is included.

- ☐ A. Local Procurement Policy and Procedure Manual governing proposed project
- ☐ B. Procurement Documentation for procured services at time of application; the following, as applicable:
 - ☐ Description of method used to select consultants
 - ☐ Qualification statements, RFPs, and proposal(s) received
 - ☐ Negotiation methods
 - ☐ Cost and pricing data supporting the negotiated fee
 - ☐ Verification of contractor eligibility
 - ☐ The contract for services
 - ☐ Records of all payments and supporting documentation
 - ☐ Contract amendments, if any, and rationale for amendments

5-1- Terms & Conditions- Professional Services (required)

5-2- Request for Proposals for Professional Services (as applicable)

5-3- Request for Quotations for Professional Services (as applicable)

Please refer to WVCAD Subrecipient Procurement Policies and Procedure Manual for additional information and guidance: <https://wvcad.org/infrastructure/community-development-block-grant#5>

- ☐ C. Other Funding Sources Commitment Letters – Signed
- ☐ D. Citizen Participation Documentation
 - ☐ Tear sheet from the advertised notice of both published public hearings. The date of publication must be shown on the tear sheet. This can be a copy of the tear sheet, or an actual slip.
 - ☐ Affidavit of the advertisement, notarized, for BOTH public hearings;
 - ☐ Signed minutes of meeting by author of BOTH public hearings;
 - ☐ Sign in sheets of BOTH public hearings with date, time, and location of meeting
 - ☐ Citizen Participation Plan of Subrecipient
- ☐ E. Service Area Map

Identify on map: entire service area, census tracts and block groups, exact location/road service line will follow, proposed households to be serviced, and stopping point of any proposed lateral work. Census tract/block group data labeled on map must match census tract information listed in Section 7, Option 1 (LMA) if applying project is submitting as LMA qualification.
- ☐ F. Income Survey Documentation
 - ☐ Copies of 5 COMPLETED survey forms;
 - ☐ Copy of the list used to compile families/household in the service area;
 - ☐ Copy of the list used to distribute the survey, including which families completed the survey; Map indicating service area boundaries and location of families who completed survey;
 - ☐ Copy of all publication/advertisements/letters directed towards citizens to publicize the income survey;
 - ☐ Completed income survey calculation sheet.
- ☐ G. Slum and Blight Documentation – Health & Environmental

MUST BE ATTACHED IF APPLICATION IS FOR DEMOLITION

- ☐ H. Aerial Map
Identify on map: outline of jurisdiction (i.e., city/county line), exact location of proposed structure
- ☐ I. Local Code Official Report
MUST BE ATTACHED AND NO MORE THAN 24 MONTHS OLD IF APPLICATION IS FOR DEMOLITION
- ☐ J. Photographic Evidence of Current Facility Barrier
MUST BE ATTACHED IF APPLICATION IS FOR PUBLIC FACILITY ACCESSIBILITY PROJECT
- ☐ K. ACS Data and Other Data Used for LMI-C Analysis
MUST BE ATTACHED IF APPLICATION IS FOR PUBLIC FACILITY ACCESSIBILITY PROJECT
- ☐ L. Preliminary Engineering Report
Must be no more than 24 months old at time of application submission
- ☐ M. Cost Estimates
Must be not more than 12 months old at time of application submission and be signed and dated by the preparer.
- ☐ N. IJDC Documentation
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 April 30th, 2026. 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
- ☐ O. Project/Structure Blueprints and Design
- ☐ P. Resolution Authorizing Filing of Application by local governing city or county
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).
- ☐ Q. Fair Housing Plan
PLEASE NOTE, A FAIR HOUSING PROCLAMATION IS NOT A SUBSTITUTE FOR A FAIR HOUSING PLAN
- ☐ R. Resolution with HUD Fair Housing Logo
The applicant's resolution must include 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.
- ☐ S. SAM.gov Registration Screen Shot
Include a screen shot for both the unit of local government and the RPDC/project administering agency.
- ☐ T. Copy of Most Recent Independent Audit