

INFRASTRUCTURE ATTACHMENT CHECKLIST

Please attach and label all the following required 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 it is included and submit this checklist along with the application.

Important: Attachment L and Attachment T must be submitted as individual, standalone files.

- ☐ A. Local Procurement Policy and Procedure Manual
- ☐ B. Procurement Documentation* for procured services at time of application; as applicable:
 - ☐ Description of method used to select consultants
 - ☐ Qualification statements, RFPs and proposals received
 - ☐ Negotiation methods
 - ☐ Cost and pricing data supporting the negotiated fee
 - ☐ Verification of contractor eligibility
 - ☐ 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 information and guidance: <https://wvcad.org/infrastructure/community-development-block-grants>

- ☐ C. Other Funding Sources Commitment Letters – Signed (if applicable)
- ☐ D. Citizen Participation Documentation
 - ☐ Tear sheet or copy of the advertisement of both published public hearings

*Note: The date of publication must be visible on the tear sheet or advertisement.

 - ☐ 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 Qualifying the project under low- and moderate-income area benefit.

☐ F. Income Survey Documentation (if applicable)

- ☐ Copies of 5 completed survey forms.
- ☐ Copy of the list used to compile families/households 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.

☐ L. Preliminary Engineering Report

Must be no more than 24 months old at time of application submission.

☐ M. Cost Estimates

Must be no 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 **February 15, 2027**. 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 of County.

☐ 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 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 screenshot for both the unit of local government and the RPDC/project administrating agency. Both entities must have an active registration at the time of application submission and maintain an active registration throughout the duration of the project if funded.

☐ T. Copy of most recent Independent Audit.