

PLANNING ATTACHMENT CHECKLIST

Submit all required items in the order and with the exact titles listed below. Items without labels will not be reviewed. Check off each item as you attach it and include this completed checklist with your application submission.

Important: Attachment T must be submitted as an individual, standalone file.

- ☐ 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.

☐ P. Resolution Authorizing Filing of Application by local governing City or 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 administering 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.