



The State of West Virginia  
Community Development Block Grant  
Mitigation (CDBG-MIT)  
**General Infrastructure Program Application  
Webinar**



## General Infrastructure Program

Community Development Block Grant – Mitigation (CDBG-MIT)

# Virtual Training Norms

Today's webinar will be recorded and posted for future reference.

- ▶ All participants will be muted by default.
- ▶ We encourage participation in the following ways:
  - ▶ Use the “Questions” function to ask questions. This will allow WV CAD to have a written record of all questions.
  - ▶ Use “raise hand” button and WV CAD will unmute one participant at a time.
- ▶ Following the meeting, any questions or comments can be emailed to [CDBGmitigation@wv.gov](mailto:CDBGmitigation@wv.gov)
- ▶ **Register!** Presentation slides will be emailed to participants who registered for the hearing.
  - ▶ Joined the webinar with a group? If you’re sharing a computer or logging in with a group, we only have 1 person’s contact info. Please provide us with the names and emails of others so they can continue to receive updates.

# Training Team

## Presenters

- ▶ Justin Hunt, CDBG-MIT Infrastructure Project Manager
- ▶ Sherry Risk, CDBG-MIT Program Manager

## Technical Team

- ▶ Alexandria Phares, CDBG-MIT Planning Project Manager
- ▶ Daina Ruback, Tidal Basin
- ▶ Rachel Fifi-Culp, Tidal Basin
- ▶ Deb Siefert, ICF
- ▶ Onye Ibeh, ICF

# Agenda & Learning Objectives

- ▶ Introductions
- ▶ CDBG-Mitigation Overview
- ▶ Overview of WV's General Infrastructure Program (GIP)
- ▶ Application Process and Scoring
- ▶ Filling out the Application
- ▶ Technical Assistance
- ▶ Questions

# West Virginia Development Office (WVDO): Community Advancement and Development (CAD)

Under WVDO, the Community Advancement and Development (CAD) division will be responsible for administering the Community Development Block Grant-Mitigation (CDBG-MIT) funds allocated to the state.

- ▶ Focus is to support investments in high-impact projects that will reduce risks attributable to natural disasters.
- ▶ Build upon the comprehensive Risk-Based Mitigation Needs Assessment conducted for West Virginia's CDBG-MIT Action Plan.

# What is CDBG –Mitigation Funding?

- ▶ **CDBG** - provides funding to develop sustainable communities by providing decent housing, a suitable living environment, and expanded economic opportunities (principally for persons of low-to-moderate income).
  - ▶ **Disaster Recovery (DR)** - funds a broad range of recovery activities to help cities, counties, and states recover from Presidentially declared disasters, especially in low-income areas.
  - ▶ **Coronavirus (CV)** – provides funds to prevent, prepare for, and respond to the coronavirus emergency.
- ▶ **Mitigation (MIT)** – address current disaster risks and reduce future losses by increasing resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship.



## CDBG –MIT Action Plan Timeline



# Eligible Areas

HUD MID Counties	Kanawha Clay Greenbrier Nicholas
State MID Counties	Summers Monroe Fayette Pocahontas Webster Jackson Roane Lincoln

- ▶ At least 50% of funds must be spent to benefit HUD-designated Most Impacted and Distressed (MID) areas.
- ▶ Remaining funds can be spent to benefit State-designated MID areas.
- ▶ At least 50% of spending must benefit low- and moderate-income (LMI) communities.
- ▶ State has 12 years to expend all CDBG-MIT funds.
- ▶ 50% of funding needs to be expended in the first six years.

CDBG-MIT Program	Allocation	Percent of Overall Funding	LMI Designation Allocation Minimum (50%)	Max Grant Award
<b>Infrastructure</b>	<b>\$86,169,300</b>	<b>81%</b>	<b>\$43,086,650</b>	<b>-</b>
<i>General Infrastructure Program</i>	\$72,169,300	68%	\$36,084,650	\$10,000,000
<i>Public Facility Hardening Program</i>	\$14,000,000	13%	\$7,000,000	\$5,000,000
<b>Planning and Capacity</b>	<b>\$15,000,000</b>	<b>14%</b>	<b>\$7,500,000</b>	<b>-</b>
<i>State Planning</i>	\$6,500,000	6%	\$3,250,000	-
<i>Regional and Local Planning</i>	\$6,000,000	6%	\$3,000,000	\$250,000
<i>Hazard Mitigation Plans</i>	\$2,500,000	2%	\$1,250,000	\$200,000
<b>Administration</b>	<b>\$5,324,700</b>	<b>5%</b>	<b>\$2,662,350</b>	<b>-</b>
<b>Total Budget</b>	<b>\$106,494,000</b>	<b>100%</b>	<b>\$53,247,000</b>	<b>-</b>

## CDBG-MIT Funding Allocations

# General Infrastructure Program (GIP)

Allocation: \$72,169,300

Application Cycle: March 8 - July 6, 2021

HUD MID Allocation Minimum: \$36,084,650

Maximum Grant Award: \$10,000,000

- ▶ **Eligible Applicants:** Municipalities, counties, state agencies, Regional Planning and Development Councils, public service districts, non-profits that apply in partnership with these entities.
- ▶ **Geographic Eligibility:** HUD and State-Designated MID areas
- ▶ **National Objectives:** Low- and Moderate-Income (LMI) and Urgent Need
- ▶ **Hazard Risks Addressed:** Flooding, Winter Weather, Severe Storms, and Landslides

- ▶ **Community Lifelines Protected:** Safety and Security, Food, Water and Shelter, Health and Medical, Energy, Communication, Transportation and Hazardous Materials
- ▶ **Eligible Activities:**
  - ▶ HCDA Section 105(a)(1) – Acquisition of Real Property
  - ▶ HCDA Section 105(a)(2) – Public Facilities and Improvements
  - ▶ HCDA Section 105(a)(4) – Clearance, Rehabilitation, Reconstruction, and Construction of Buildings (Including Housing)
  - ▶ HCDA Section 105(a)(9) – Payment of Non-Federal Share
  - ▶ HCDA Section 105(a)(11) – Relocation

# Application Process - Timeline

## Application Period: March 8 - July 6, 2021

- ▶ Applications must describe:
  - ▶ Capacity and expertise to conduct the activities
  - ▶ How the project will incorporate feedback
  - ▶ The benefit to the community
- ▶ Application materials are provided at <https://wvfloodrecovery.com/mitigation/>
  - ▶ Application Form
  - ▶ Application Checklist & Instructions
  - ▶ Application Templates
- ▶ Applications Due July 6<sup>th</sup> at 5pm EST
- ▶ Submit applications through:
  - ▶ Online application - Download the application and submit via email to [CDBGmitigation@wv.gov](mailto:CDBGmitigation@wv.gov)
  - ▶ Paper application – Mailed to:  
Justin Hunt,  
West Virginia Development Office  
1900 Kanawha Boulevard, E  
Building 3, Suite 700  
Charleston, WV 25305

# Application Process - Subrecipient Responsibilities

## Subrecipients have the following responsibilities:

1. Comply with all terms and conditions of the subrecipient agreement.
2. Ensure project meets one of the national objectives.
3. Develop policies and procedures to detect and prevent fraud, waste and abuse.
4. Ensure that any partners, subcontractors, vendors or other entities are not listed as excluded, debarred, or suspended on SAM.
5. Maintain organized files and make them accessible to CAD, WVDO, and HUD.
6. Provide a monthly report to CAD for grant funding approved and disbursed.
7. Provide a quarterly report to CAD that outlines the activities completed.

# Application Process – Type of Projects

## Eligible Activities

- ▶ Rehabilitation of critical infrastructure
- ▶ Rehabilitation or construction of stormwater management systems
- ▶ Improving or installing retention basins
- ▶ Relocating water lines
- ▶ Culvert improvements
- ▶ Green infrastructure

# Application Process – Eligible Activities

## Eligible Activities

- ▶ Projects that require acquisition, construction, reconstruction, or installation
- ▶ Projects that are allowable, reasonable, and necessary
- ▶ Mitigation projects that require matching funds

## Ineligible Activities

- ▶ Project not located in a Presidentially-declared county
- ▶ Cost is explicitly prohibited by appropriation law
- ▶ Project not meet the mitigation definition
- ▶ Cost is ineligible under CDBG
  - ▶ Purchasing equipment
  - ▶ Buildings used for the general conduct of government
- ▶ Project fails to meet a national objective

# Application Process – HUD Requirements

These HUD requirements may impact your timeline and budget.

## ▶ Environmental

- ▶ National Environmental Policy Act of 1969 (NEPA) and 24 CFR part 58
- ▶ Protect and enhance the quality of the natural environment
- ▶ Review must be completed prior to any funds being obligated

## ▶ Davis Bacon & Other Related Acts (DBRA)

- ▶ For construction contracts greater than \$2,000
- ▶ Workers must be paid minimum hourly wages and fringe benefits
- ▶ Local government's employees are not subject to DBRA



# Application Process – Phase 1 (Unscored)

## Minimum Criteria:

- ▶ Application is signed and complete
- ▶ Application was submitted on time
- ▶ Public Notice documents were submitted on time
- ▶ Applicant is an eligible UGLG, State agency, or a non-profit or non-governmental entity that applied in partnership with a UGLG or state agency
- ▶ Applicant's project benefits HUD and/or state-identified MID areas

## Applications must also:

- ▶ Conform with the State Mitigation Plan and Local Mitigation Plan
- ▶ Benefit a designated disaster area
- ▶ Mitigation project that addresses a priority risk
- ▶ Project solves a problem
- ▶ Project is cost effective

Available Points	Scoring Categories	Evaluation Rubric
25	Mitigation Impact	Project meets HUD definition of mitigation activity and demonstrates reduction of risk to life and loss to property and critical community facilities.
20	Project Description	Project demonstrates detailed scope of work, professional up-to date cost estimates, clearly defined milestones, and quantifiable outcome measurements. Budget supplements and does not supplant already existing public or private funding.
15	Quantity of Protection	Project demonstrates a high quantity of structures will be made more resilient to future disasters and/or that the risk to a higher number of lives from future disasters will be reduced.
15	Readiness to Proceed	Project has completed pre-construction requirements such as design, permitting, and environmental review and can quickly proceed to construction phase functionally complete.
15	Capacity	Project sponsor demonstrates extensive project and financial management experience and internal controls.
15	LMI Priority	Project benefits an area with a population of at least 50% LMI households.
10	HUD MID Areas Served	Project demonstrates significant and quantifiable benefits to HUD MID areas.
10	Implementation Plan	Project demonstrates long-term ability by responsible entity to sustain improvements made by grant.
10	Leverage	Project demonstrates committed matching dollars from federal and other sources of funding.
10	Investment Linkage	Project complements other mitigation-focused activities and projects in the area and demonstrates consistency with local, regional, or state plans.
5	Vulnerable Populations	Project benefits an area with a with a high overall Social Vulnerability ranking according to the CDC.
150	Total Points	

## Application Process – Phase 2 (Scoring Criteria)



# west virginia CAD

General Infrastructure Program

Application

# GIP Application Overview

- ▶ Section 1 – Applicant Information
- ▶ Section 2 – Mitigation Impact
- ▶ Section 3 – Project Description
- ▶ Section 4 – Quantity of Protection and Service Area
- ▶ Section 5 – Capacity Plan
- ▶ Section 6 – Implementation Plan
- ▶ Section 7 – Blueprints/Architectural Designs
- ▶ Section 8 – Budget
- ▶ Section 9 – Leveraged Funds
- ▶ Section 10 – Public Notice Requirement
- ▶ Section 11 – County Selection
- ▶ Section 12 – Overall Low to Moderate Income (LMI) Benefit and Vulnerable Population Served
- ▶ Section 13 – Environmental Review
- ▶ Section 14 – Compliance
- ▶ Section 15 – Maintenance Agreement
- ▶ Section 16 – Conflict of Interest Statement and Disclosure

## Section 1 – Applicant Information

Primary Contact Name:		Mailing Address:	
Title:		City:	
Email:		State:	
Phone Number:		Zip Code:	
Entity Name:			
Oasis Number:		DUNS Number:	
Cage Code:		FEIN Number:	
Project Administrator Name (if different than above):		Mailing Address:	
Title:		City:	
Email:		State:	
Phone Number:		Zip Code:	

Co-applicants entities, if any:	Contact Person:	E-mail Address:

## Section 2 – Mitigation Impact

Write response to the prompts below, **not to exceed 2,500** words. You may also attach a word document titled: *ApplicantName\_S2*.

- ▶ How the project meets the **HUD definition of mitigation** activity.
- ▶ Purpose and project's **value to the community** in normal circumstances and in times of natural disasters.
  - ▶ Which of the community lifelines will be served during completion of the project?
  - ▶ How does project enhance regional resilience?
  - ▶ Cultural / historic significance?
  - ▶ Photographs
- ▶ Cite the title and page # in the area's most recent FEMA-approved Hazard Mitigation Plan that identifies the risk that will be alleviated by the proposed project.
  - ▶ Include copy of approved Hazard Mitigation Plan.

### Section 3 – Project Description

Write an overview/summary, **not to exceed 2,500 words**, of the project being proposed. You may also attach a word document titled: *ApplicantName\_PDS3*.

- ▶ Project purpose, description and location.
- ▶ Risks that will be mitigated.  
(Flooding, Winter Weather, Severe Storms, Landslides, etc.)
- ▶ Approach to project how the work will be completed, including project milestones.
- ▶ Method used to determine project funding requirements  
(i.e., professional cost estimates).
- ▶ Anticipated measurable outcomes.
- ▶ How project will prioritize and/or consider low-moderation income households and vulnerable populations as defined in the CDBG-MIT Action Plan.
- ▶ How project will be maintained after completion. Include how resources will be allocated to ensure continued operations and maintenance.
- ▶ Explain use of natural infrastructure, if applicable.

## Section 4 – Quantity of Protection and Service Area

*Write an overview/summary, **not to exceed 500 words**, of the area benefitting from the proposed project. You may also attach a word document titled: ApplicantName\_S4.*

- ▶ Define and describe the service area of the proposed project.
  - ▶ Include maps of the project area that display:
    - ▶ Service Area
    - ▶ Project Site(s) or Project Area
    - ▶ Census Tracts and Block Groups within the Service Area
    - ▶ Relevant political boundaries such as city limits, planning regions, or county lines
    - ▶ Relevant geographic landmarks such as rivers, mountains, or highways
- ▶ Describe (in quantifiable terms) the benefits of the project such as:
  - ▶ How many customers and/or households will be served (existing and new).
  - ▶ How many acres will be made more resilient to future disasters.
  - ▶ Compliance with public standards, etc.



## Section 5 - Capacity Plan

*Provide a strategic plan overview of **1,500 words or less** that addresses the items below. Attach a zip folder titled ApplicantName\_S5 containing a word document titled: ApplicantName\_CPS5 that includes staff descriptions, organizational charts, and an overview and any supplemental materials in this section, such as procurement information and independent audit report.*

- ▶ Goals, stakeholders, work plan (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls.
- ▶ Community partnerships and roles.
- ▶ Staff responsible for project management, responsibilities, and a brief profile.
  - ▶ Organizational chart
- ▶ Describe example of work completed on a comparable project with federal funding in past 5 years.
- ▶ Verify procurement policy governing project is compliant with [2 CFR 200](#) (cost principles for federal awards) or describe steps to ensure compliance.
- ▶ Copy of a recent independent or single audit report.
- ▶ For Water/Sewer Facility Projects:
  - ▶ Copy of Infrastructure and Jobs Development Council (IJDC) Technical Feasibility/Determination Letter.
  - ▶ IJDC/Department of Environmental Protection (DEP)/Bureau of Public Health (BPH) Technical Review Memo.
  - ▶ Most recent Funding Committee Report – Preliminary Application Review Sheet.

## Section 6 – Implementation Plan

*Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables...*

Implementation Plan Template is provided in Appendix B of the GIP Guidelines.  
Complete and include as part of application.

- ▶ Chronological timeline for project to include milestones for tasks and deliverables.
- ▶ Include activities that have already been undertaken if applicable.
- ▶ Include consideration of time required for permits, easements, waivers and approvals if applicable.
- ▶ If contractors, vendors, or construction management support have been identified, list the entity name and procurement method.

## Section 6 – Implementation Plan

*Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables...*

Project Name:

Primary Contact Name:

Official Applicant Entity Name:



Tasks	Budget	Timeline		Description	
Instructions: Complete all rows that apply. Applicants may add or delete rows as needed.	Total Budget (CDBG-MIT & all other funds)	Anticipated Start Date	Anticipated Completion Date	Responsible Entity	Notes
<b>Program Set-up</b>					
Citizen Participation					
Execute Subrecipient Agreement with WVDO					
Procurement of Professional Services					
<b>Design/Engineering + Procurement</b>					
Engineering/Design					
Environmental Review					
Public Meetings, if applicable					
Permitting					
Bidding of construction/demolition					
<b>Acquisition (if applicable)</b>					

## Section 6 – Implementation Plan

*Prepare a chronological timeline for the entire life of the project that organizes work into logical, manageable tasks and deliverables...*

Tasks	Budget	Timeline		Description	
Instructions: Complete all rows that apply. Applicants may add or delete rows as needed.	Total Budget (CDBG-MIT & all other funds)	Anticipated Start Date	Anticipated Completion Date	Responsible Entity	Notes
<b>Construction Phase 1</b>					
Groundbreaking					
50% Complete					
<b>Construction Phase 2</b>					
80% Complete					
<b>Project Completion and Grant Closeout</b>					
<b>Monitoring/Maintenance</b>					
<b>Other</b>					
<b>Total Project Costs/Duration:</b>				Notes:	

## Section 7 – Engineering, Permitting, Design


*Has preliminary engineering for your project been completed?*

Yes    No

- ▶ Has preliminary engineering for project been completed? (Y/N)
  - ▶ If yes, include engineering report and cost estimate as part of application.
  - ▶ Confirm if engineering / design firm was procured in compliance with WV 5G and 2 CFR 200.
- ▶ Describe the status of any required permits necessary for the completion of the proposed project.
- ▶ If blueprints or architectural designs are relevant to proposed activity, describe them and include in a zip file

## Section 8 – Budget

Include your project budget using the Budget Template found in Appendix C in the GIP Guidelines...

Project Name: Primary Contact Name: Official Applicant Entity Name:					
Tasks	Budget			Description	
Instructions: Complete all rows as applicable. Applicants may add or delete rows as needed.	CDBG-MIT Requested Amount	Other funding amount	Total CDBG-MIT + Other Funding	Source(s) of Other Funding	Notes
<b>Design/Planning</b>					
Drawings/Blueprints					
Surveys Testing					
Environmental Review					
Acquisition					
Permitting					
<b>Construction</b>					
Construction					
Site Remediation					
Site Work					
Maintenance of Traffic					
Demolition/Clearance					
Mobilization					
<b>Administration</b>					
Program Administration (personnel, public notices, legal fees)					
Professional Services					
<b>Other *</b>					
<b>Total Project Costs</b>				Notes:	

\*CDBG-MIT does not permit contingency line items.

Attachment(s): Attach cost estimates and documentation regarding the status of other funds. If other sources of funding have been committed, attach commitment letters or other applicable documentation. If other funds are not currently available for expenditure, list the milestones required to obtain the other funding and estimate the dates by which the milestones will be achieved in table above.

## Section 8 – Budget

*Include your project budget using the Budget Template found in Appendix C in the GIP Guidelines...*

- ▶ Budget must be reasonable, appropriate, and accurate.
- ▶ Budgeted items must be consistent with the project description and tasks.
- ▶ Amount requested must fall within the GIP applicant's allowable maximum of \$10,000,000.
- ▶ All funds identified for use the project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits.
  - ▶ If using any funds that will not be supplied by the CDBG-MIT program, include in Leveraged Dollar (Application Section 9).

## Section 9 – Leveraged Funds

If your project involves the qualified use of matching or leveraged funds or services in any capacity, then describe the specifics of leveraged fund/service usage.  
Put "N/A" if this section is not applicable to your project.

Are there local or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available. Yes / No

Sources	Amount	Committed by

In a maximum of 300 words, describe the uses of non CDBG-MIT funds and any additional requirements that will impact the project scope, budget, or timeline.

- ▶ Sources and amounts should match “other funding amounts” provided in the budget template (Section 8).
- ▶ Identify who the funds are committed by.
- ▶ Must include commitment letters or other applicable documentation that validate the source and amount of funds.
- ▶ If no leveraged funding, indicate N/A.



## Section 10 – Public Notice Requirement

*Evidence of the public notice will be submitted as an attached zip file titled “ApplicantName\_S10” and must meet the following requirements...*

Applicants are required to complete public outreach prior to the submission of an application to WVDO, to ensure the project is supported by the community.

- ▶ Applications will not be completed until Public Notice requirements are fulfilled – evidence must be submitted by the July 6, 2021 deadline.
- ▶ The public must be given an opportunity to comment on the applicant’s proposed project.
- ▶ All applicants should take proactive steps to engage with LMI or protected/vulnerable populations who may be impacted by the proposed project.

### ▶ Documentation of the public notice should be included in the application:

- ▶ Documentation of newspaper advertisement, with the published date and web posting.
- ▶ Print-out of UGLG webpage showing public notice, if applicable.
- ▶ Evidence of a public meeting with city and tribal governments must meet the following requirements:
  - ▶ Notice of the public meeting must be provided at least five days prior to the meeting.
  - ▶ Documentation of a meeting must include registration sheets and minutes.

## Section 10 – Public Notice Requirement

*Evidence of the public notice will be submitted as an attached zip file titled “ApplicantName\_S10” and must meet the following requirements...*

### Overall Public Notice Requirements:

- ▶ Post the information about your project and the public comment period in a newspaper of general circulation for five (5) days.
- ▶ State the type/s of project/s to be undertaken, the source, the amount of funding available for the activities, the date by which comments must be made, and contact information.
  - ▶ Applicants are also encouraged to post this same information on their websites.
- ▶ A copy of the public notice and a copy of any public comments received must be included in the application.

### Public Notice **with** Public Hearing:

- ▶ Public hearings may be held virtually in accordance with public health guidance.
- ▶ Meetings should be advertised 5 days prior to the meeting.
- ▶ The public comment period must run for 10 days and be completed prior to the submission of the application.

### Public Notice **without** Public Hearing:

- ▶ The public comment period must run for 14 days and be completed prior to the submission of the application.

## Section 11 – County Selection

*Select each county that your project benefits. WVDO will use this information to assess MID and social vulnerability. Only counties eligible for CDBG-MIT funds are listed below.*

☐ Kanawha

☐ Fayette

☐ Lincoln

☐ Greenbrier

☐ Roane

☐ Summers

☐ Nicholas

☐ Pocahontas

☐ Monroe

☐ Clay

☐ Webster

☐ Jackson

## Section 12 – National Objective and Vulnerable Population Served

*All projects must fulfill a HUD National Objective, as described in GIP guidelines. The State reserves the right to make funding decisions to meet HUD National Objective goals...*

### Applications must meet one of the two HUD National Objectives:

#### 1. Low- to Moderate Income Benefit (LMI):

- ▶ To meet the LMI National Objective requirements, the % LMI population of the service area must be 51% or above.
- ▶ LMI Calculation as Area Benefit can be determined in two ways:
  - ▶ *LMI Census Tract Analysis*: HUD-provided, low-and moderate-income data
  - ▶ *LMI Survey*: data that is methodologically sound

#### 2. Urgent Need Mitigation (UNM):

- ▶ To meet the Urgent Need Mitigation National Objective, projects must result in measurable and verifiable reductions in risk.

## Section 12 – Low- to Moderate-Income Benefit

*For project which meet the requirements for LMI National Objective, indicate below how the project will measure its benefit to low- and moderate- income persons, defined as families and individuals whose incomes are no more than 80 percent of the median area income.*

*Select a calculation method for determining the extent of benefit to LMI persons and provided the corresponding documents for each method listed below. Input the Total Population of the service area and the LMI population of the area in the space provided.*

### ► Step-by-Step Guidelines:

<https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data>

### ► CDBG-MIT Webpage – Resources:

- Federal Register 101 Presentation:
- HUD Technical Assistance Presentation for LMA:



## Section 12 – 1 – Low to Moderate Area Benefit

### LMI Census Tract Analysis

Save the csv file and attach as “ApplicantName\_S12.csv”.

Low Moderate Income Summary Data (LMISD) are derived from special data tabulations provided to HUD by the Census Bureau, based on the American Community Survey (ACS).

- ▶ The residents claimed as beneficiaries in the target area must be based on the entire area served by the project.
- ▶ *A project that serves an area that is not primarily residential in character shall not qualify under the area benefit criterion.*
- ▶ Attach the csv file obtained from the HUD FY 2020 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data Map Application here:  
<https://www.hudexchange.info/programs/acs-low-mod-summary-data/>
- ▶ Identify the census block groups that most closely approximate the service area.
- ▶ Confirm that the file contains the Census Tract, Block Group, Low Mod Universe and Total LMI Persons.

GEOTYPE	STATE	COUNTY	PLACE	NAME	STUSAB	LOW	LOWMOD	LMMI	LOWMODUNIV	LOWMOD_PCT
PLACE	54		86812	White Sulphur Springs city	WV	815	1,355	1,555	2,475	54.75%

## Section 12 – 1 – Low to Moderate Area Benefit

### LMI Area Survey

*Save the document with the title “ApplicantName\_S12S”*

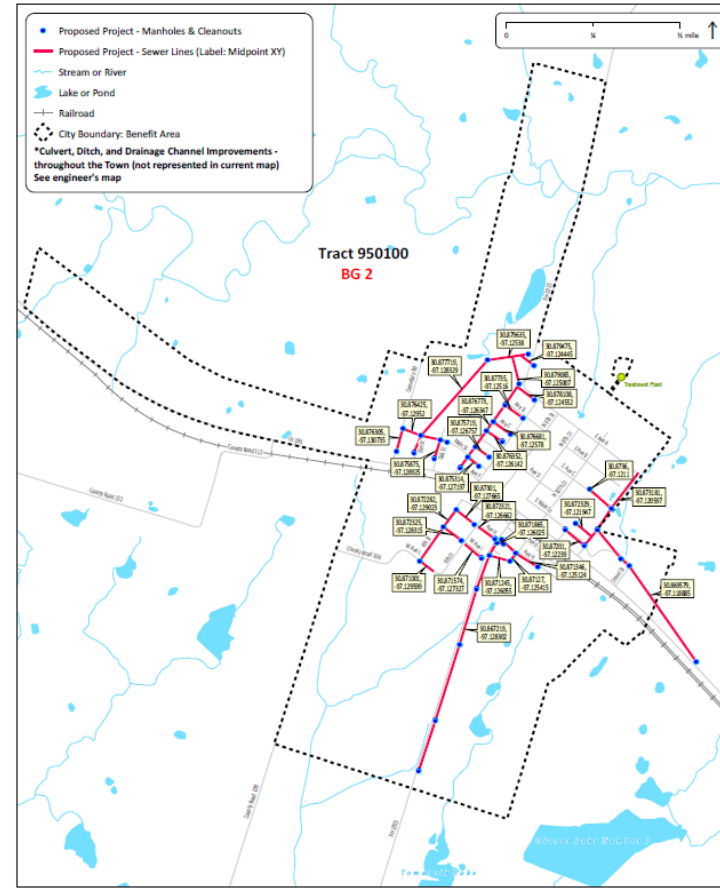
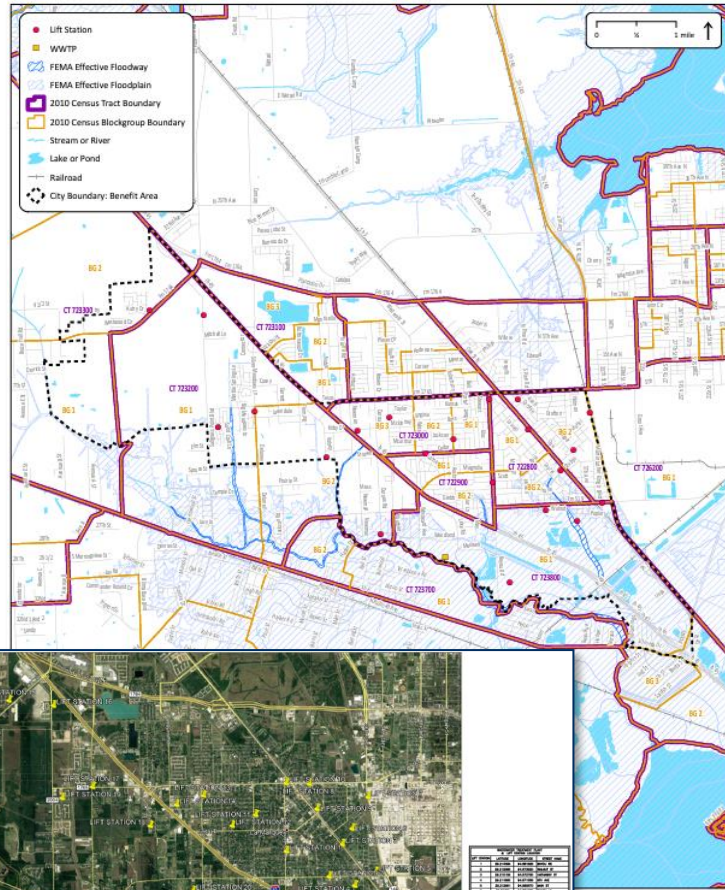
The LMISD must be used “to the fullest extent feasible” unless a grantee believes that the data are not current or do not provide enough information regarding income levels in the entire service area.

- ▶ HUD’s regulatory requirements for conducting a survey to determine the percentage of LMI persons in the service area can be found in 24 CFR 570.483 (b)(1) and the HUD CPD Notice 14-013 and 19-02.
- ▶ WV provides a survey guide:

Must include documentation that addresses:

- ▶ Why a survey was conducted
- ▶ Describes the methodology
- ▶ Date of the survey
- ▶ Data collection method (mail, phone, door to door, or a combination)
- ▶ Sample size
- ▶ Total number of households or persons in the service area
- ▶ Number of responses by household or persons
- ▶ Response rate



[illegible]



## Section 12 – 2 – Urgent Need Mitigation

*Projects that do not meet the LMI National Objective must meet the Urgent Need Mitigation National Objective described in 84 FR 45839.*

*Please describe, in 500 words or less, how the Urgent Need Mitigation project will:*

- 1. Result in measurable and verifiable reductions in the risk of loss of life and property from future disasters*
- 2. Yield community development benefits*

Projects that do not meet the LMI National Objective must meet the Urgent Need Mitigation National Objective described in 84 FR 45839.

- ▶ Must address an urgent need through activities that result in measurable and verifiable reductions in the risk of loss of life and property from future disasters and yield community development benefits.
- ▶ Address the current and future risks as identified in the Mitigation Needs Assessment of most impacted and distressed areas.

## Section 12 – 3 – Vulnerable Populations

*Mitigation projects must consider unintended or disproportionate impacts to vulnerable or LMI populations. Refer to the CDBG-MIT Action Plan, Section 4 – Social Vulnerability Analysis for guidance of identifying areas of high social vulnerability and federally protected classes. The federally protected classes under the Fair Housing Act are race, color, national origin, religion, sex, familial status, and disability...*

- ▶ Must provide narrative on how the project will impact vulnerable populations or protected classes and how the applicant intends to address these impacts. The description should identify and describe federally protected classes in the protect area. **At a minimum, applicants must identify the number of persons in the service area by race, gender, and ethnicity.**
  - ▶ Information on protected classes is available from the Census Bureau at <https://data.census.gov/cedsci/>
  - ▶ Information on Social Vulnerability Indexes is available from the CDC at <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>
  - ▶ Information on Environmental Justice Communities is available from the EPA at <https://www.epa.gov/ejscreen>
- ▶ Applicants are encouraged to explore all three resources and tailor their response based on the project scope.

## Section 13 – Environmental Review

All applicants will submit a Part 58 Environmental Review – Exempt or Categorically Excluded Form along with their application materials for administrative-related expenses only. Forms can be found at <https://www.hudexchange.info/resource/3141/part-58-environmental-review-exempt-or-censt-format/>

Attach a completed form titled ApplicantName\_S13.

U.S. Department of Housing and Urban Development  
451 Seventh Street, SW  
Washington, DC 20410  
www.hud.gov  
espanol.hud.gov

**Environmental Review  
for Activity/Project that is Exempt or  
Categorically Excluded Not Subject to Section 58.5**  
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)

This is a suggested format that may be used by Responsible Entities to document completion of an Exempt or Categorically Excluded Not Subject to Section 58.5 environmental review.

**Project Information**

Project Name: \_\_\_\_\_

Responsible Entity: \_\_\_\_\_

Grant Recipient (if different than Responsible Entity): \_\_\_\_\_

State/Local Identifier: \_\_\_\_\_

Preparer: \_\_\_\_\_

Certifying Officer Name and Title: \_\_\_\_\_

Consultant (if applicable): \_\_\_\_\_

Project Location: \_\_\_\_\_

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]: \_\_\_\_\_

Level of Environmental Review Determination:  
☐ Activity/Project is Exempt per 24 CFR 58.34(a): \_\_\_\_\_

Page 1 of 3

Project Name \_\_\_\_\_ Project Locality and State \_\_\_\_\_ HEROS Number \_\_\_\_\_

☐ Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b): \_\_\_\_\_

**Funding Information**

Grant Number	HUD Program	Funding Amount

Estimated Total HUD Funded Amount: \_\_\_\_\_

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable): \_\_\_\_\_

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \_\_\_\_\_

**Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities**

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits or approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6</b>		
Airport Runway Clear Zones and Accident Potential Zones	Yes No <input type="checkbox"/> <input type="checkbox"/>	
24 CFR Part 51 Subpart D Coastal Barrier Resources	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]		
Flood Insurance	Yes No <input type="checkbox"/> <input type="checkbox"/>	

Page 2 of 3

Project Name \_\_\_\_\_ Project Locality and State \_\_\_\_\_ HEROS Number \_\_\_\_\_

Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]

**Mitigation Measures and Conditions [40 CFR 1505.2(c)]**

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or minimize adverse environmental impacts and to avoid non-compliance or non-conformance with above-listed authorities and factors. These measures/conditions must be incorporated into all contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation

Authority, or Factor	Mitigation Measure

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Entity Agency Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR 58.34(b)) and in accordance with recordkeeping requirements for the HUD program(s).

Page 3 of 3

## Section 14 – Compliance

*According to 84 FR 45838, August 30, 2019 Section V.A.(18), “The State shall make reviews and audits, including on-site reviews of any subrecipients, designated public agencies, and local governments, as may be necessary or appropriate to meet the requirements of section 104(e)(2) of the HCDA, as amended, as modified by this notice. In the case of noncompliance with these requirements, the State shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The State shall establish remedies for noncompliance by any designated subrecipients, public agencies, or local governments.”*

*Can you certify to comply with state and federal register regulations as outlined in 84 FR 45838? (Check one)  
Yes or No*

## Section 15 – Maintenance Agreement

*According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), CDBG-MIT projects are expected to be maintained by each entity who proposes a GIP project.*

- ▶ Must certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838.
- ▶ Provide a narrative (200 words) for compliance with the monitoring and maintenance requirements.

## Section 16 – Conflict of Interest Statement and Disclosure

*A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the CDBG-MIT applicant's or CDBG-MIT agent's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.*

Must indicate whether the CDBG-MIT applicant or CDBG agent has an economic interest in, or acts as an officer or director of, any outside agency whose financial interests would reasonably appear to be affected by the awarding of CDBG-MIT funding.

The CDBG-MIT applicant or CDBG-MIT agent should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by to consider awarding CDBG-MIT funds.

# Sign and Date!

## Sign and Date

As the primary entity contact for this project, I certify that staff, contractors, vendors and community partners of our mitigation initiative:

- A. Will comply with all HUD and West Virginia requirements in the administration of the proposed CDBG-MIT funded activities;
- B. Will work in a cooperative manner to execute the Subrecipient Agreement that provides the pathway for successful CDBG-MIT program(s) and/or project(s);
- C. Certify that all information submitted in this Application is true and accurate; and
- D. Certify the submission thereof has been duly authorized by resolution of the Unit of Local Government after public notice requirement have been met.

Please attach a copy of the resolution authorizing the application.

Typed Name:	Title:
Signature:	Date:

Application Checklist		
Section	File Name	Included (Yes/No)
2 – Mitigation Impact	ApplicantName_S2.zip - ApplicantName.S2 including description of Mitigation Benefit, Community Lifelines, and connection to Hazard Mitigation Plan - Photos (optional)	
3 – Project Description	ApplicantName_PDS3	
4 – Quantity of Protection and Service Area	ApplicantName_S4 - Including: Service area map, project site map, floodplain map of project area	
5 – Capacity Plan	ApplicantName_CPS5.zip - ApplicantName_CPS5 - Supplemental materials - Most recent Single Audit or independent auditors report	
6 – Implementation Plan	ApplicantName_S6 Environmental Exemption Form	
7 – Blueprints/Architectural Designs	Applicantname_S7.pdf - Blueprints or architectural designs	
8 – Budget	Applicantname_S8_RptCE.zip - Engineering Report - Supplemental materials: any related quotes, bids, engineering schedules/estimates	
9 – Leveraged Funds	NA	
10 – Public Notice Requirement	ApplicantName_S10.zip - Public Notice Documentation - Resolution approving the submissions of application (for UGLGs only)	
12 – Overall Low to Moderate Income (LMI) Benefit and Vulnerable Population Served	ApplicantName_S12.csv - Raw data from HUD LMI Tool ApplicantName_S12S - Low to Moderate Area Survey Description and Results ApplicantName_S12_LC ApplicantName_S12_LCdata - Low to Moderate Limited Clientele Description and Data ApplicantName_S12VP ApplicantName_S12VPdata - Vulnerable Population Analysis	
13 – Environmental Review	ApplicantNameGIP_S13	
Sign and Date	ApplicantName_Authorization	

# Complete the Application Checklist



# Technical Assistance and Appeals

## ▶ Application Assistance

- ▶ Applicants can email questions or check on status: [CDBGMITIGATION@wv.gov](mailto:CDBGMITIGATION@wv.gov)
- ▶ WVDO will provide one-on-one technical assistance calls to applicants as requested after the release of the RFP by emailing the request to [CDBGMITIGATION@wv.gov](mailto:CDBGMITIGATION@wv.gov).
  - ▶ Review General Infrastructure Program Guidelines before your scheduled call.

## ▶ Appeals

- ▶ Email: [CDBGMITIGATION@wv.gov](mailto:CDBGMITIGATION@wv.gov)
- ▶ See section W in the program guidelines for further details on appeals.

# Questions and Answers

Please either use the questions text box as a webinar participant, or “raise your hand” and we will unmute one participant at a time.

► Follow-up questions can be sent to [CDBGMitigation@wv.gov](mailto:CDBGMitigation@wv.gov)

► To learn more visit:

<https://wvfloodrecovery.com/mitigation>



west virginia  
cad

Thank you !