

# West Virginia Public Facilities Hardening Program Application

Project Title:
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## 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:

**Instructions:**

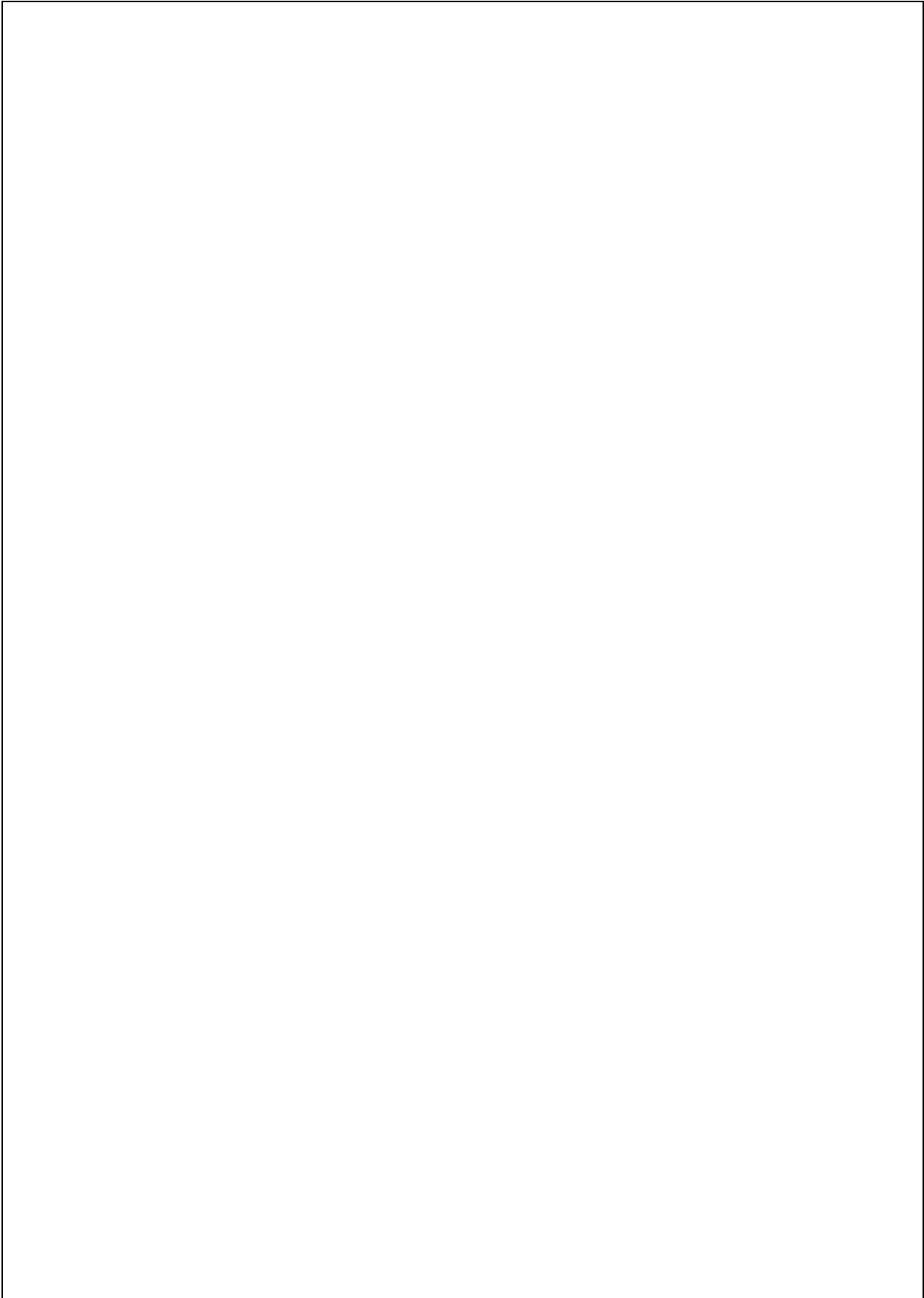
Please respond to the prompts in the allotted space or attach a separate file via email if requested. Attachments should be named with the applicant name and the application section number as follows: "ApplicantNamePFHP\_S2.pdf" for an attachment that responds to Section 2: Mitigation Impact. Please attach all relevant documents to an email to [CDBGMITIGATION@wv.gov](mailto:CDBGMITIGATION@wv.gov).

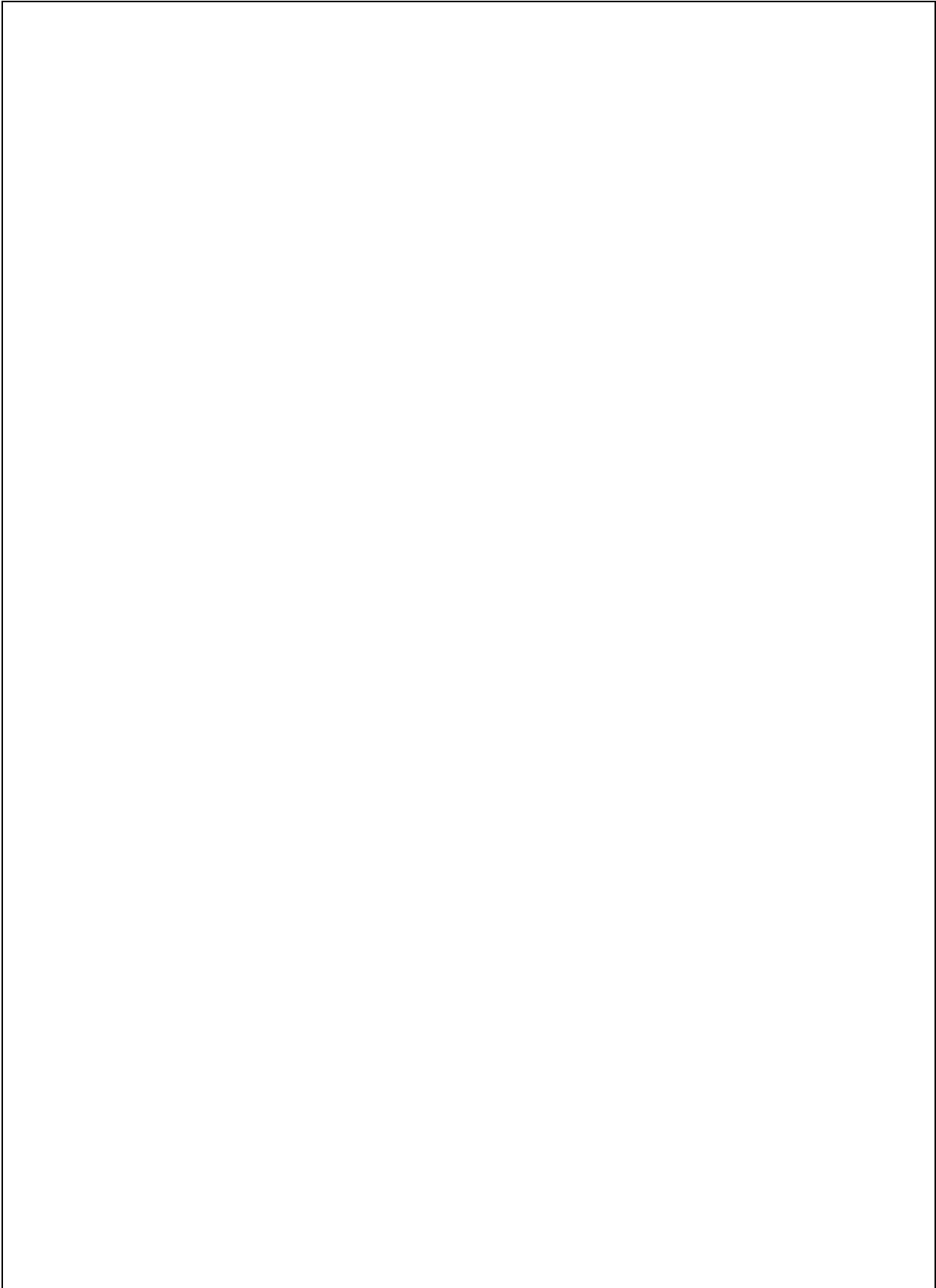
All application materials must be submitted by July 6, 2021 at 5pm EST.

## Section 2 Mitigation Impact:

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

1. Project sites must meet the HUD definition of a mitigation activity. HUD describes a mitigation activity as "...those activities that increase resilience to disaster and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters." West Virginia has identified Flooding, Winter Weather, Severe Storms as the top risks impacting the state. Describe how the project meets the definition of a mitigation activity and reduces future risks and/or repetitive losses associated with the top identified hazards. Applicants may include information on secondary risks that will be alleviated, such as landslides and mudslides, if applicable.
2. Describe the public building's purpose for public safety and value to the community in normal circumstances and in times of natural disasters. Which of the seven community lifelines will be served by completion of this project? How does this project enhance regional and/or multijurisdictional community resilience? Does the project area have any cultural or historical significance? If photographs would support your application in this section, attach a zip file with a maximum of 10 photographs to your email titled "ApplicantNamePFHP.S2.zip" For reference, Community Lifelines are listed below. For more information, visit <https://www.fema.gov/emergency-managers/practitioners/lifelines>
  - a. Safety and Security
  - b. Food, Water, Shelter
  - c. Health and Medical
  - d. Energy (Power and Fuel)
  - e. Communications
  - f. Transportation
  - g. Hazardous Materials
3. Cite the pages in the area's most recent FEMA-approved Hazard Mitigation Plan that identifies the risk that will be alleviated by the proposed project. Attach a copy of the most recent approved Hazard Mitigation Plan.

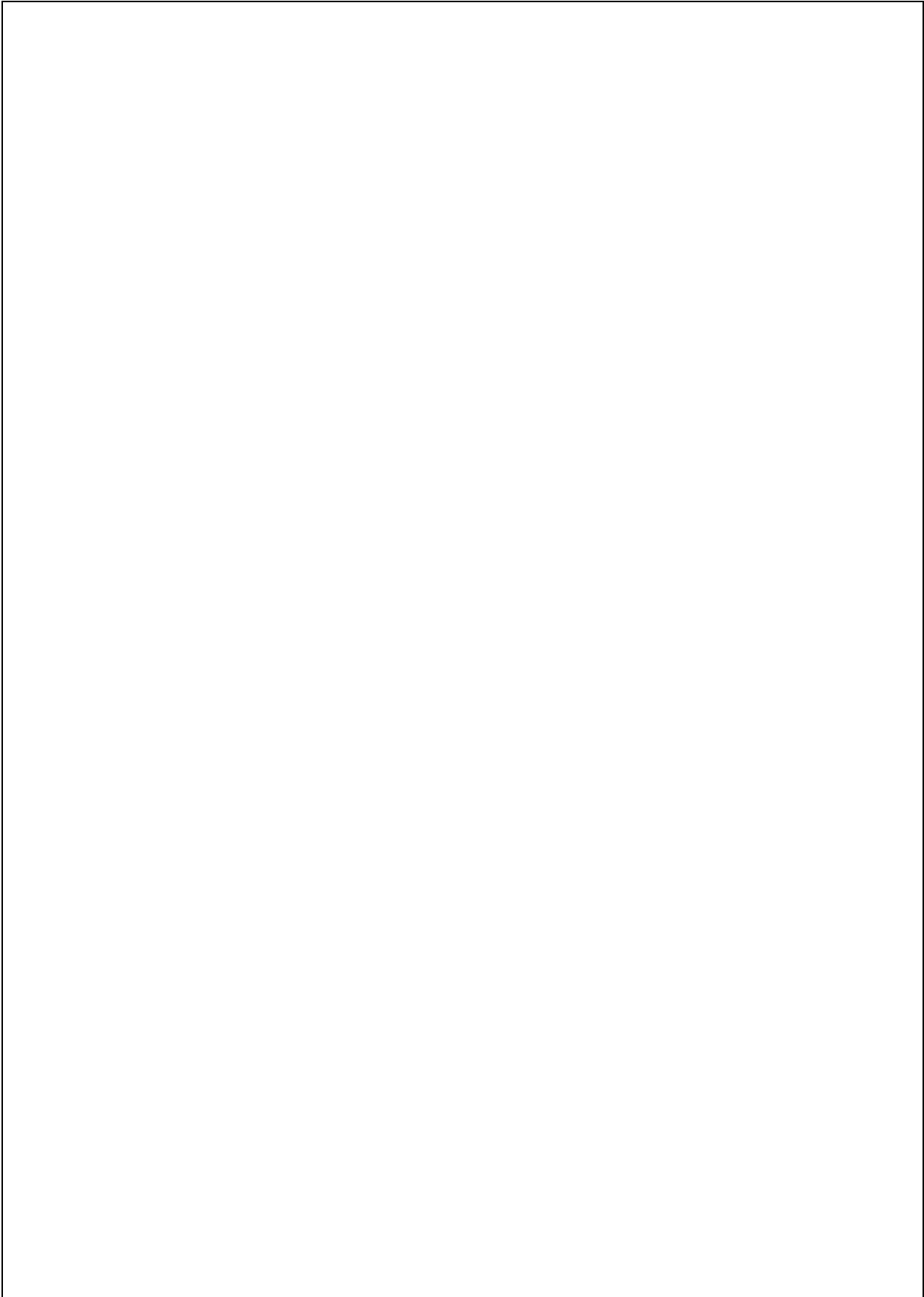


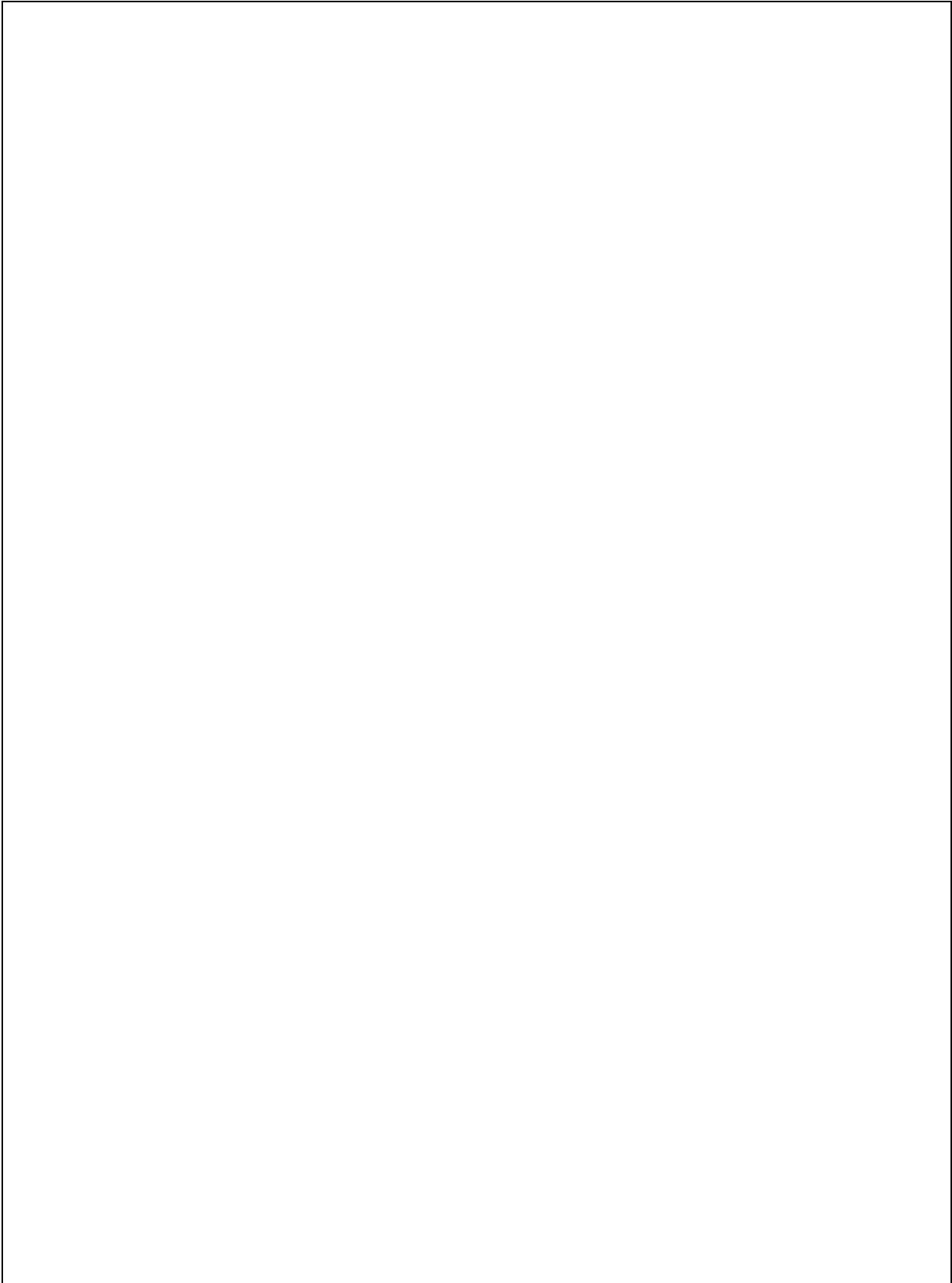


### Section 3 Project Description:

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

1. State the project purpose and include a description and location(s) of the proposed activity.
2. Specify all risk(s) that will be mitigated by completion of this project.
3. Describe the approach to project how the work will be completed, including project milestones.
4. Explain the method used to determine project funding requirements (ie, professional cost estimates).
5. Describe anticipated measurable outcomes.
6. Describe how the project will prioritize and/or consider low-moderation income households and vulnerable populations as defined in the CDBG-MIT Action Plan.
7. Describe how the project will be maintained after it is completed. Include information on how resources will be allocated to ensure continued operations and maintenance of the project.
8. Explain the use of natural infrastructure in the project, 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 in a document titled ApplicantName\_S4.

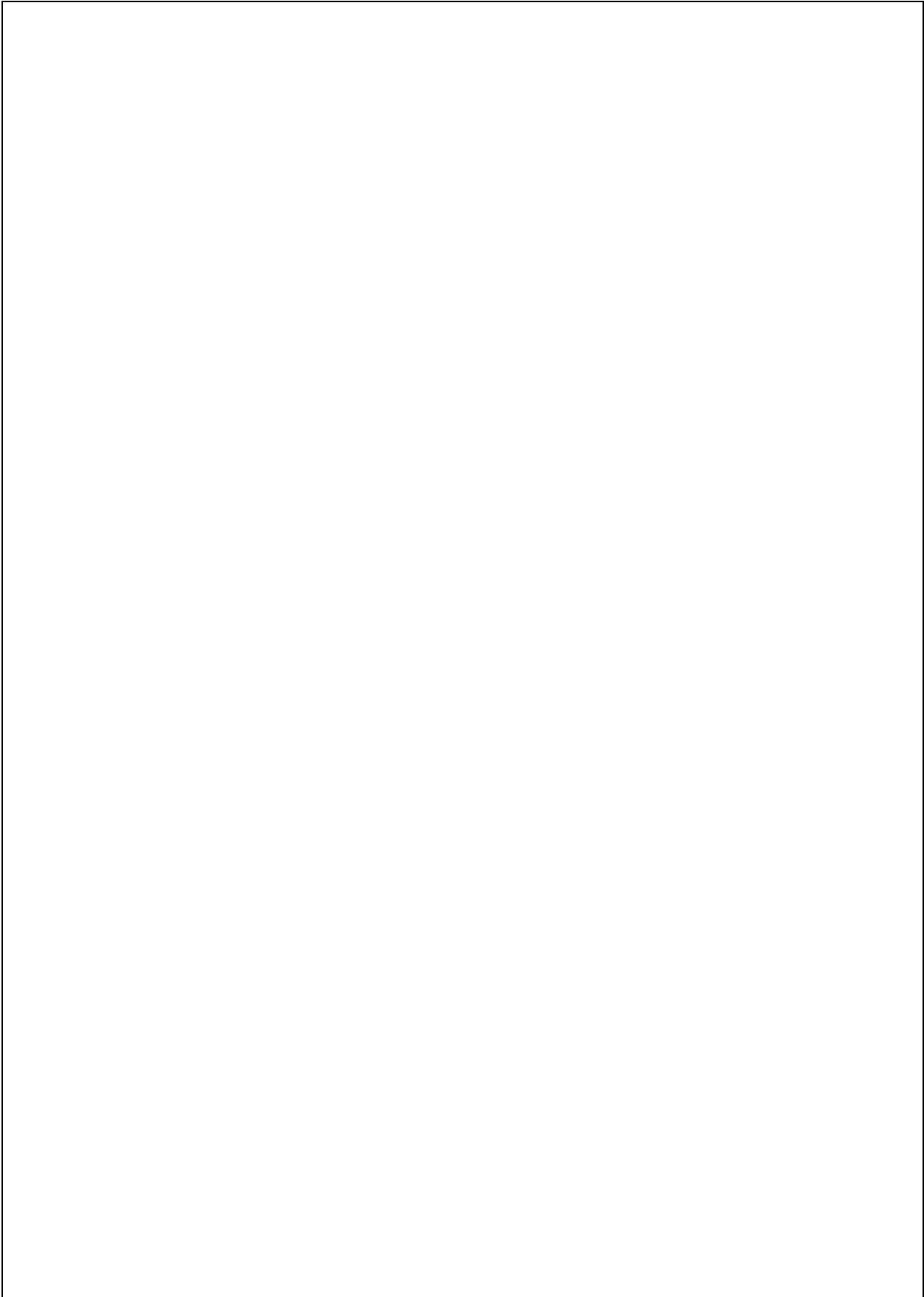
- Define and describe the service area of the proposed project.
- Describe in quantifiable terms the benefits of the project, such as how many customers and/or households will be served (existing and new), how many acres will be made more resilient, to future disasters, how many structures demolished, compliance with public standards, etc
- Include maps of the service area in the Word document. Maps should identify the following features:
  - 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

#### 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 ApplicantNamePFHP\_S5 containing a word document titled: ApplicantNamePFHP\_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.

1. Goals, stakeholders, the work plan (major tasks and deliverables), resources (staffing and budget) and monitoring/quality controls.
2. Describe any community partnerships and roles. Identify the staff members who will be responsible and/or positions that will be filled for PFHP project management and maintenance in an organizational chart. Provide a short profile on each person on your current staff who perform project-related tasks and a position description for any new hires who will be assigned to project responsibilities.
3. Describe work completed on comparable projects with federal funding in the past 5 years.
4. If project contractors have been identified, briefly describe their role and your selection process.
5. Confirm that the procurement policy governing the proposed project is compliant with 2 CFR 200. If the procurement policy is not compliant at time of submission, describe what steps will be taken to ensure compliance for funds associated with the project.
6. Provide a copy of a recent independent or single audit report
7. For water/sewer project only: Provide a copy of the following documents from the IJDC. Applicants must provide a review within 30 days of the submission deadline.
  - a. Infrastructure and Jobs Development Council (IJDC) Technical Feasibility/Determination Letter
  - b. IJDC/Department of Environmental Protection (DEP)/Bureau of Public Health (BPH) Technical Review Memo
  - c. 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. Include activities that have already been undertaken, if applicable. Please allow time for any unacquired permits, easements, waivers, and/or approvals if applicable.

If contractors, vendors, or construction management support have been identified, list the entity name and procurement method.

The Implementation Plan Template has been provided in Appendix B of the PFHP Guidelines. Attach the completed template with the title: ApplicantNamePFHP\_S6. In the same document or the space below, include a narrative description of how the project will be maintained.

Blank space for the Implementation Plan template and narrative description.

**Section 7 Engineering, Permitting, Design:**

Has preliminary engineering for your project been completed?  Yes  No

If preliminary engineering has been performed, email a zip file named "ApplicantnamePFHP\_S7\_RptCE.zip" containing the engineering report and a cost estimate.

Was the engineering/design firm procured in compliance with WV 5G and 2 CFR 200 ?  Yes  No  N/A

In 200 words or less, please describe the status of any required permits necessary for the completion of the proposed project.

If blueprints or architectural designs are relevant to your proposed activity, please describe them below in a maximum of 200 words and include a file named "ApplicantnamePFHP\_S7\_design.pdf" in the zip file outlined above.

**Section 8 Budget:**

Include your project budget using the Budget Template found in Appendix C in the PFHP Guidelines. Ensure your budget is reasonable, appropriate, and accurate. Are the budgeted items consistent with the project description and tasks? Does the amount requested fall within the PFHP applicant's allowable maximum (\$5,000,000)?

All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits. Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program? If yes, detail the anticipated or committed funds in the Leveraged Dollars section below.

Does your project budget contain any duplication of benefits? (Check one)  Yes  No

**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.

**Section 10 Public Notice Requirement:**

Prior to submitting an application for CDBG-MIT funding, applicants are required to select their public notice format as described in the Guidelines and email the required documents outlined below. Public Notices must run in a newspaper of general circulation for at least five (5) days.

In addition to following these instructions please include relevant notice dates on your Implementation Plan template. Applications will not be complete until Public Notice requirements are fulfilled.

**Option 1 - Public Notice without Public Hearing**

Attach a zip file titled "ApplicantNameGIP\_S10" that contains the following files:

- Documentation of newspaper advertisement with a 14-day comment period.
- Print-out of UGLG webpage showing public notice, if applicable.

**Option 2 - Public Notice with Public Hearing**

Attach a zip file titled "ApplicantNameGIP\_S10" that contains the following files:

- Documentation of newspaper advertisement with a 10-day comment period.
- 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:
  - o Notice of the public meeting must be provided at least five days prior to the meeting.
  - o Documentation of a meeting must include sign-in sheets and minutes.

Meetings may be combined with other government business, such as a city council meeting.

**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.

- |                                     |                                     |                                  |
|-------------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Kanawha    | <input type="checkbox"/> Fayette    | <input type="checkbox"/> Lincoln |
| <input type="checkbox"/> Greenbrier | <input type="checkbox"/> Roane      | <input type="checkbox"/> Summers |
| <input type="checkbox"/> Nicholas   | <input type="checkbox"/> Pocahontas | <input type="checkbox"/> Monroe  |
| <input type="checkbox"/> Clay       | <input type="checkbox"/> Webster    | <input type="checkbox"/> Jackson |

**Section 12 National Objective and Vulnerable Population Served:**

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

Applications must meet one of the two National Objectives below:

- 1. **Low- to Moderate- Income Benefit: To meet the Low- to Moderate-Income Benefit (LMI) National Objective requirements, the % LMI population of the service area must be 51% or above.**
- 2. **Urgent Need Mitigation: To meet the Urgent Need Mitigation National Objective, projects must result in measurable and verifiable reductions in risk.**

Select the national objective met by this project below and then respond to the corresponding prompts which follow.

Note: All projects must describe the impact to vulnerable populations as requested at the end of this section.

Please select the national objective met by the proposed project:	<input type="checkbox"/> LMI Benefit <input type="checkbox"/> Urgent Need Mitigation
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**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.

LMI Calculation Method:	<input type="checkbox"/> LMI Census Tract Analysis <input type="checkbox"/> LMI Survey <input type="checkbox"/> LMI Limited Clientele
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Total Population of Service Area:

LMI Population of Service Area:

% LMI Population of Service Area:

**1 Low to Moderate Area Benefit**

**LMI Census Tract Analysis**

Refer to 24 CFR 570.483(b)(1)(i) and HUD CPD Notice 14-10 updated by HUD CPD Notice 19-02. Review guidelines at <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>

- Identify the census block groups that most closely approximate the service area. For water and sewer and storm water conduct census/survey calculations based on customer projections provided in the engineering report.
- Upload 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/>
- Save the csv file and attach as "ApplicantNamePFHP\_S12.csv". Confirm that the csv file contains the Census Tract, Block Group, Low Mod Universe and Total LMI Persons.

### LMI Area Survey

Refer to 24 CFR 570.483 (b)(1) and HUD CPD Notice 14-013 and 19-02 -see survey guide at [https://wvcad.org/assets/files/resources/CDBG%20-%20Small%20Cities%20Block%20Grant%20Program/5\\_2016\\_Income\\_Survey\\_Guide.pdf](https://wvcad.org/assets/files/resources/CDBG%20-%20Small%20Cities%20Block%20Grant%20Program/5_2016_Income_Survey_Guide.pdf) and

<https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>. Attach a document titled "ApplicantNamePFHP\_S12S" 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

### 2 Limited Clientele

Refer to 24 CFR 570.483(b)(2) and CFR 570.506(b)(3).

- Attach a document titled "ApplicantNamePFHP\_S12\_LC" that identifies the population to be served by the project and explain how the project will be considered eligible in less than 500 words. You may use the space below. Cite which method in paragraph (b)(2) will be used to determine eligibility.
- Attach a document titled "ApplicantNamePFHP\_S12\_LCdata" that includes the documentation required in CFR 570.506(b)(3), if available.

### 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



### 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.

Required:

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>

Optional:

Information on Environmental Justice Communities is available from the EPA at <https://www.epa.gov/ejscreen>

Describe, in 500 words or less, 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, responses must provide the number of persons in the service area by race, ethnicity, and gender.

- Attach a document titled “ApplicantName\_S12VP” that responds to the prompt above. The document may include supplemental tables or graphics in addition to the text. Cite the all sources used in your analysis.
- Attach a csv or excel document titled “ApplicantName\_S12VPdata” that indicates the number of persons in the service area by race, ethnicity, and gender.
  - Race, ethnicity, and gender are available in the DP05 table available from the Census Bureau. Use the “Customize Table” function to obtain statistics for geographies within the service area. A guide to the “Customize Table” function is available here: <https://www2.census.gov/data/api-documentation/using-data-census-gov-customize-table.pdf>
- Optional - attach a csv, excel, or pdf document titled “ApplicantName\_S12VPopt” that includes data on protected classes that will be impacted by the project. Data may include reports generated from one of the tools linked above.

### Section 13 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  No

**Section 14 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 ApplicantNamePFHP\_S12.

**Section 15 Maintenance Agreement:**

According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), “Each grantee must plan for the long-term operation and maintenance of infrastructure and public facility projects funded with CDBG-MIT funds. The grantee must describe in its action plan how it will fund long-term operation and maintenance for CDBG-MIT projects. Additionally, the grantee must describe any State or local resources that have been identified for the operation and maintenance costs of projects assisted with CDBG-MIT funds.” As such, Federal Register expectations on maintenance for CDBG-MIT projects are expected to be maintained by each entity who proposes a PFHP project.

Can you certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838? (Check one)

Yes  No

Describe, in 200 words or less, how your entity will comply with the monitoring and maintenance requirements:

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**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.

This Conflict of Interest Disclosure should indicate whether the CDBG-MIT applicant or CDBG agent has an economic interest in, or acts as an officer or a director of, any outside entity 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.

- I have no conflict of interest to report
- I have the following conflict of interest to report (please specify other nonprofit and for profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member is an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest in the space below.

**WARNING:** Any person who knowingly makes a false claim or statement to the Department of Housing and Urban Development (HUD) may be subject to civil or criminal penalties under 18 U.S.C.287, 1001 and 31 U.S.C. 3729. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statements to any department of the United States Government.

### 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 requirements have been met.

Please attach a copy of the resolution authorizing the application.

Typed Name:

Title:

Signature:

Date:

<b>Application Checklist</b>		
<b>Section</b>	<b>File Name</b>	<b>Included (Y/N)</b>
<b>2 – Mitigation Impact</b>	ApplicantNamePFHP_S2.zip <ul style="list-style-type: none"> <li>- ApplicantNamePFHP.S2 including description of Mitigation Benefit, Community Lifelines, and connection to Hazard Mitigation Plan</li> <li>- Photos (optional)</li> </ul>	
<b>3 – Project Description</b>	ApplicantNamePFHP_PDS3	
<b>4 – Quantity of Protection and Service Area</b>	ApplicantNamePFHP_S4 <ul style="list-style-type: none"> <li>- Including: Service area map, project site map, floodplain map of project area</li> </ul>	
<b>5 – Capacity Plan</b>	ApplicantNamePFHP_CPS5.zip <ul style="list-style-type: none"> <li>- ApplicantNamePFHP_CPS5</li> <li>- Supplemental materials</li> <li>- Most recent Single Audit or independent auditors report</li> </ul>	
<b>6 – Implementation Plan</b>	ApplicantNamePFHP_S6 Environmental Exemption Form	
<b>7 – Blueprints/Architectural Designs</b>	ApplicantnamePFHP_S7.pdf <ul style="list-style-type: none"> <li>- Blueprints or architectural designs</li> </ul>	
<b>8 – Budget</b>	ApplicantnamePFHP_S8_RptCE.zip <ul style="list-style-type: none"> <li>- Engineering Report</li> <li>- Supplemental materials: any related quotes, bids, engineering schedules/estimates</li> </ul>	
<b>9 – Leveraged Funds</b>	NA	
<b>10 – Public Notice Requirement</b>	ApplicantNamePFHP_S10.zip <ul style="list-style-type: none"> <li>- Public Notice Documentation</li> <li>- Resolution approving the submissions of application (for UGLGs only)</li> </ul>	
<b>12 – Overall Low to Moderate Income (LMI) Benefit and Vulnerable Population Served</b>	ApplicantNamePFHP_S12.csv <ul style="list-style-type: none"> <li>- Raw data from HUD LMI Tool</li> </ul> ApplicantNamePFHP_S12S <ul style="list-style-type: none"> <li>- Low to Moderate Area Survey Description and Results</li> </ul> ApplicantNamePFHP_S12_LC ApplicantNamePFHP_S12_LCdata <ul style="list-style-type: none"> <li>- Low to Moderate Limited Clientele Description and Data</li> </ul> ApplicantName_S12VP ApplicantName_S12VPdata <ul style="list-style-type: none"> <li>- Census Data</li> </ul> ApplicantName_S12VPopt <ul style="list-style-type: none"> <li>- Vulnerable Population Data</li> </ul>	
<b>14 – Environmental Review</b>	ApplicantNamePFHP_S13	
<b>Sign and Date</b>	ApplicantName_Authorization	