

West Virginia Regional and Local Planning Application

Project Title:

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: "ApplicantNameRLPG_S2.pdf" for an attachment that responds to Section 2: Mitigation Impact. Please attach all relevant documents to an email to CDBGMITIGATION@wv.gov.

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

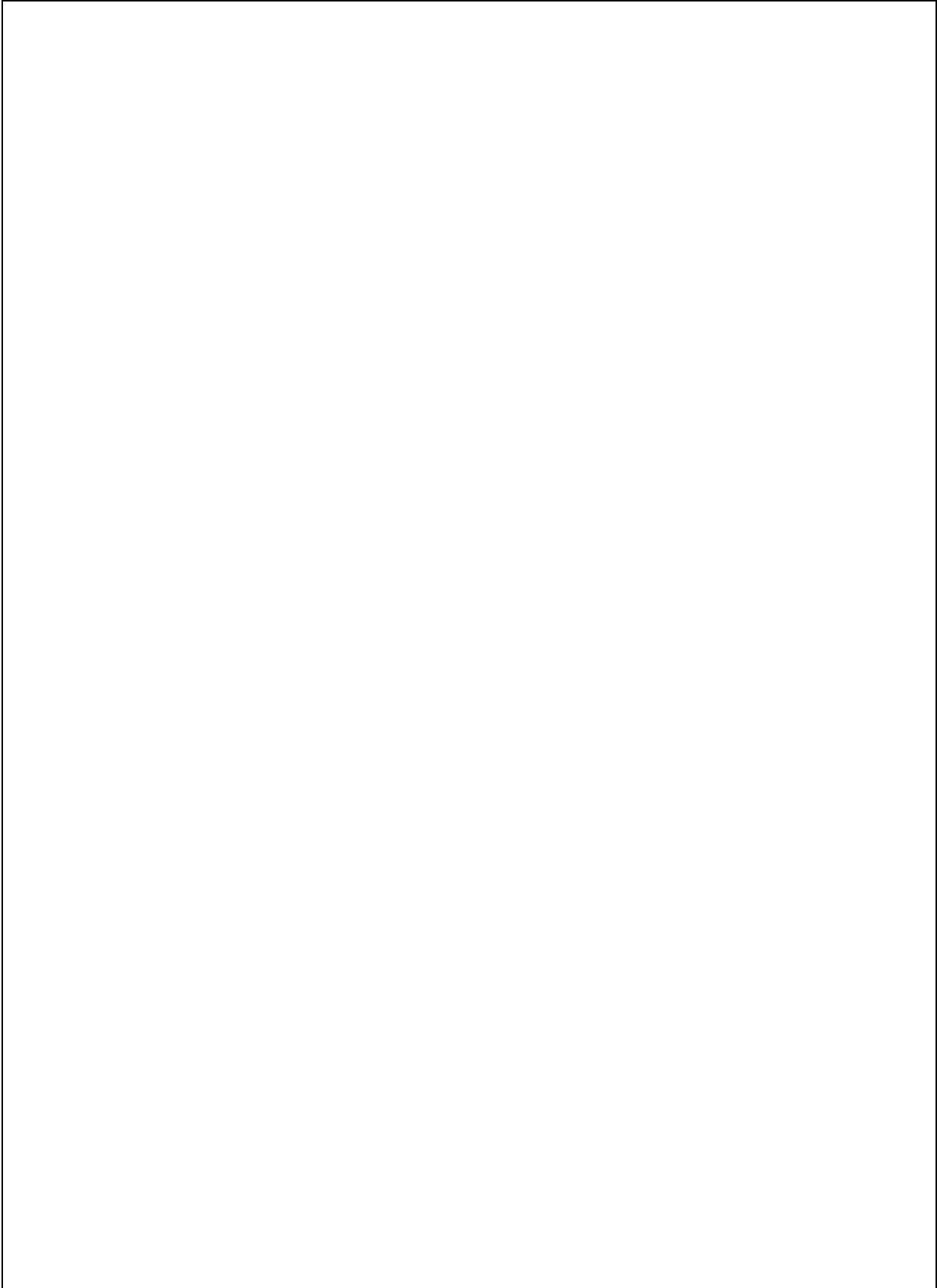
Section 2 Mitigation Impact

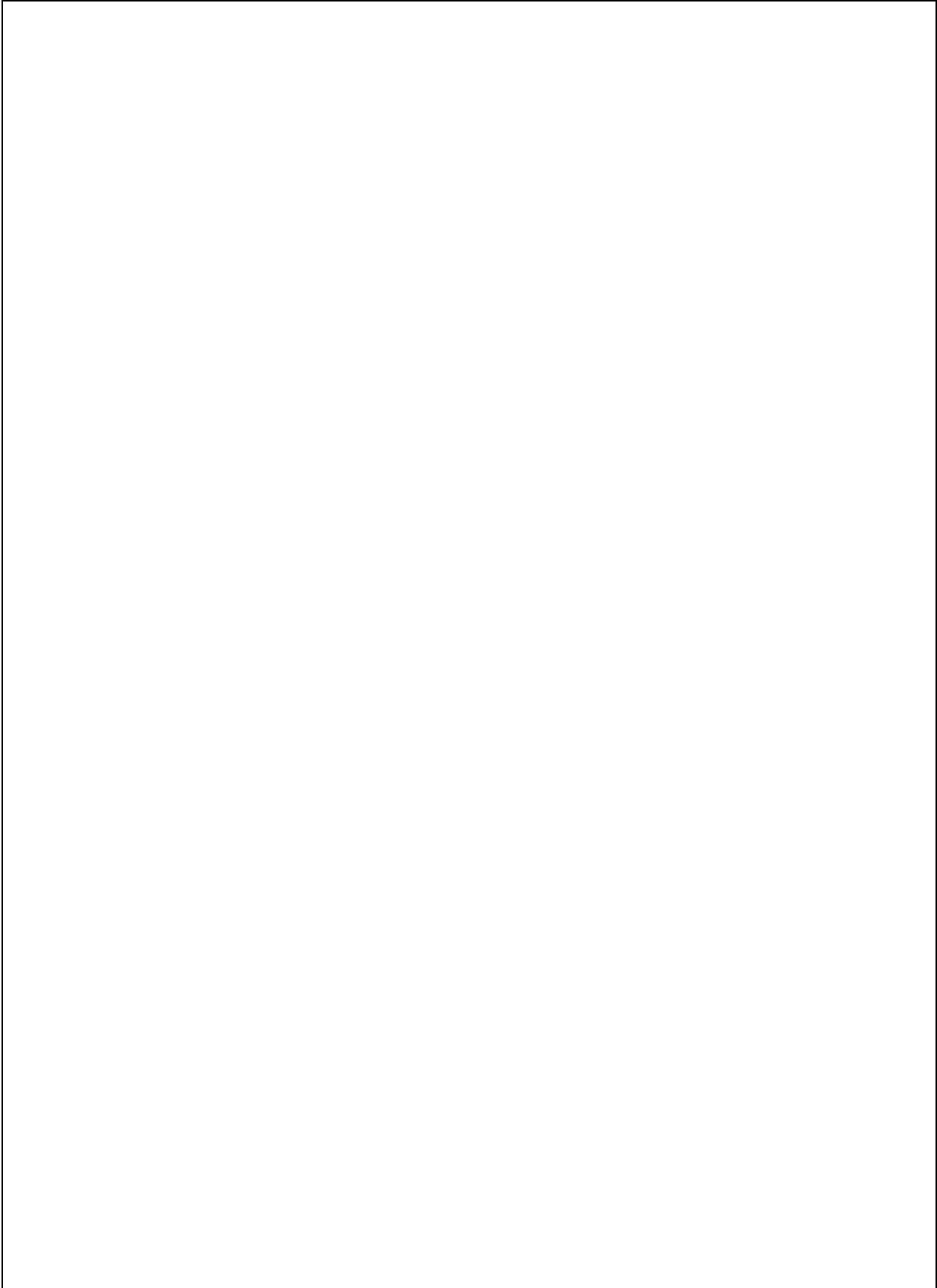
Projects must meet the HUD definition of a mitigation activity. HUD describes a mitigation activity as "...those activities that increase resilience to disaster and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters. "West Virginia has identified Flooding, Winter Weather, Severe Storms as the top risks impacting the state. Write response to the prompts below, not to exceed 2,500 word. You may also attach a word document titled: ApplicantNameRLPG_S2.

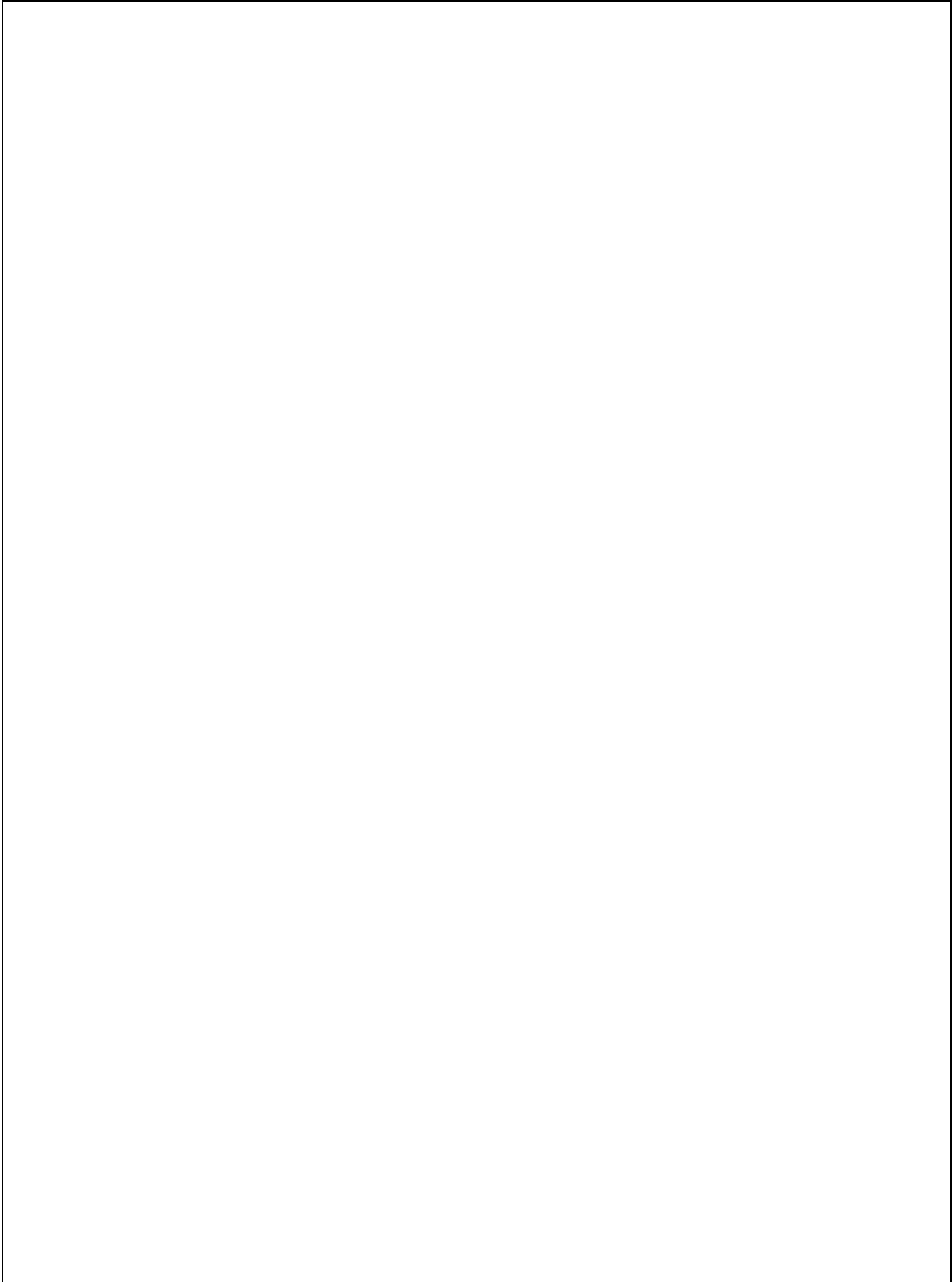
1. Describe how the project meets the definition of a mitigation activity and reduces future risks and/or repetitive losses associated with the top identified hazards. Applicants may include information on secondary risks that will be alleviated, such as landslides and mudslides, if applicable.
2. Describe the project's 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 community have a comprehensive community development plan? 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 "ApplicantNameRLPG.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.



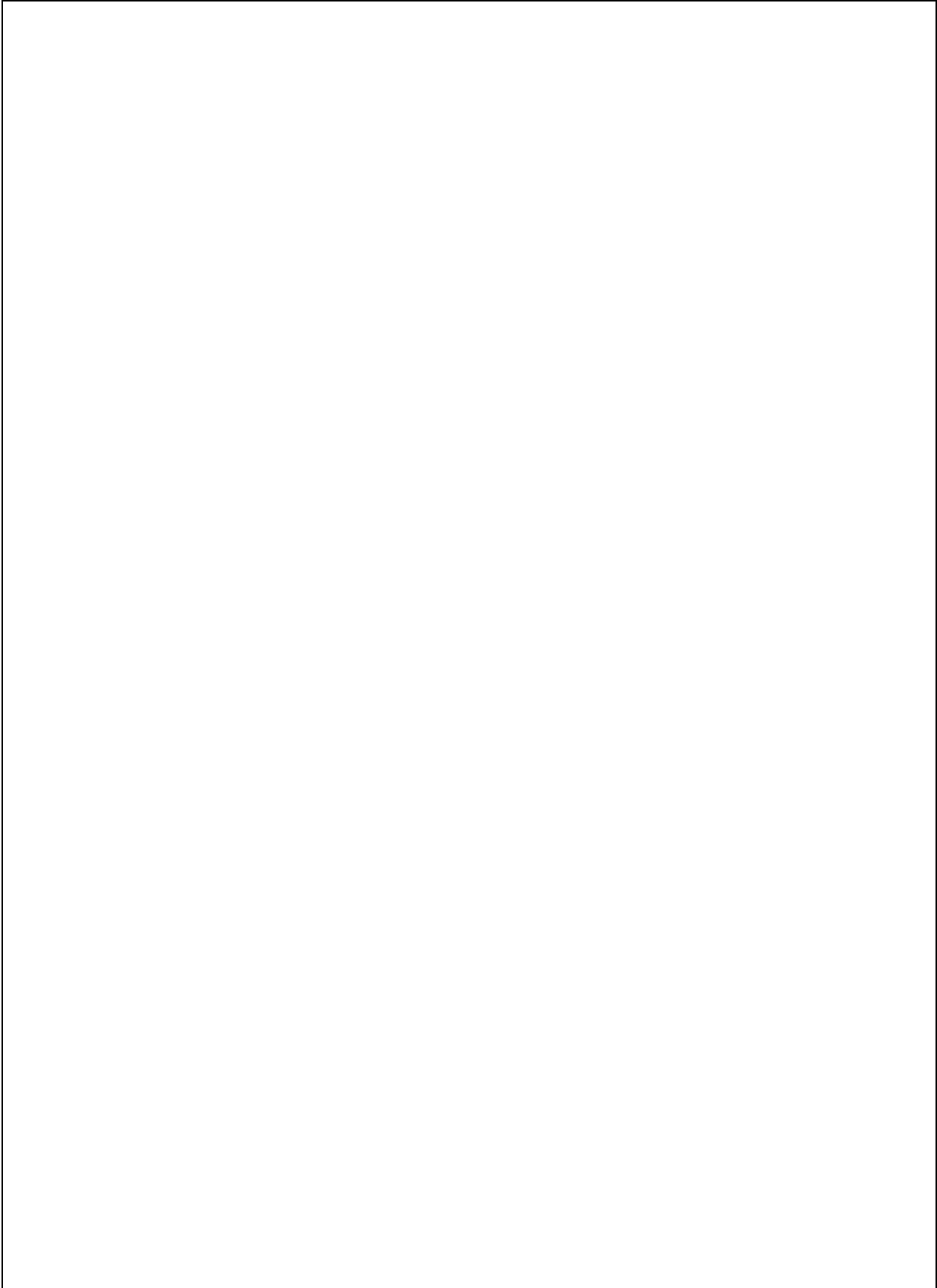


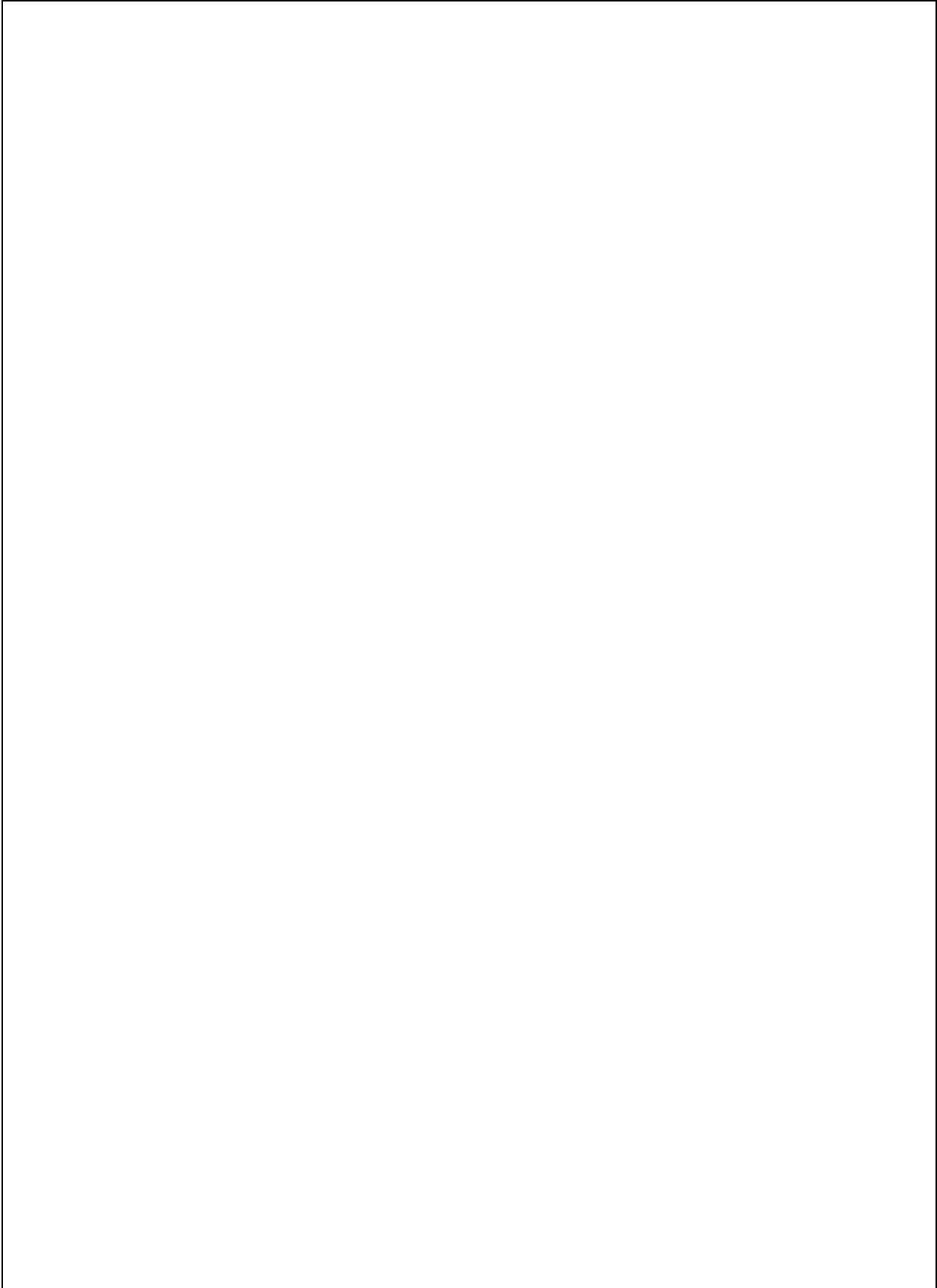


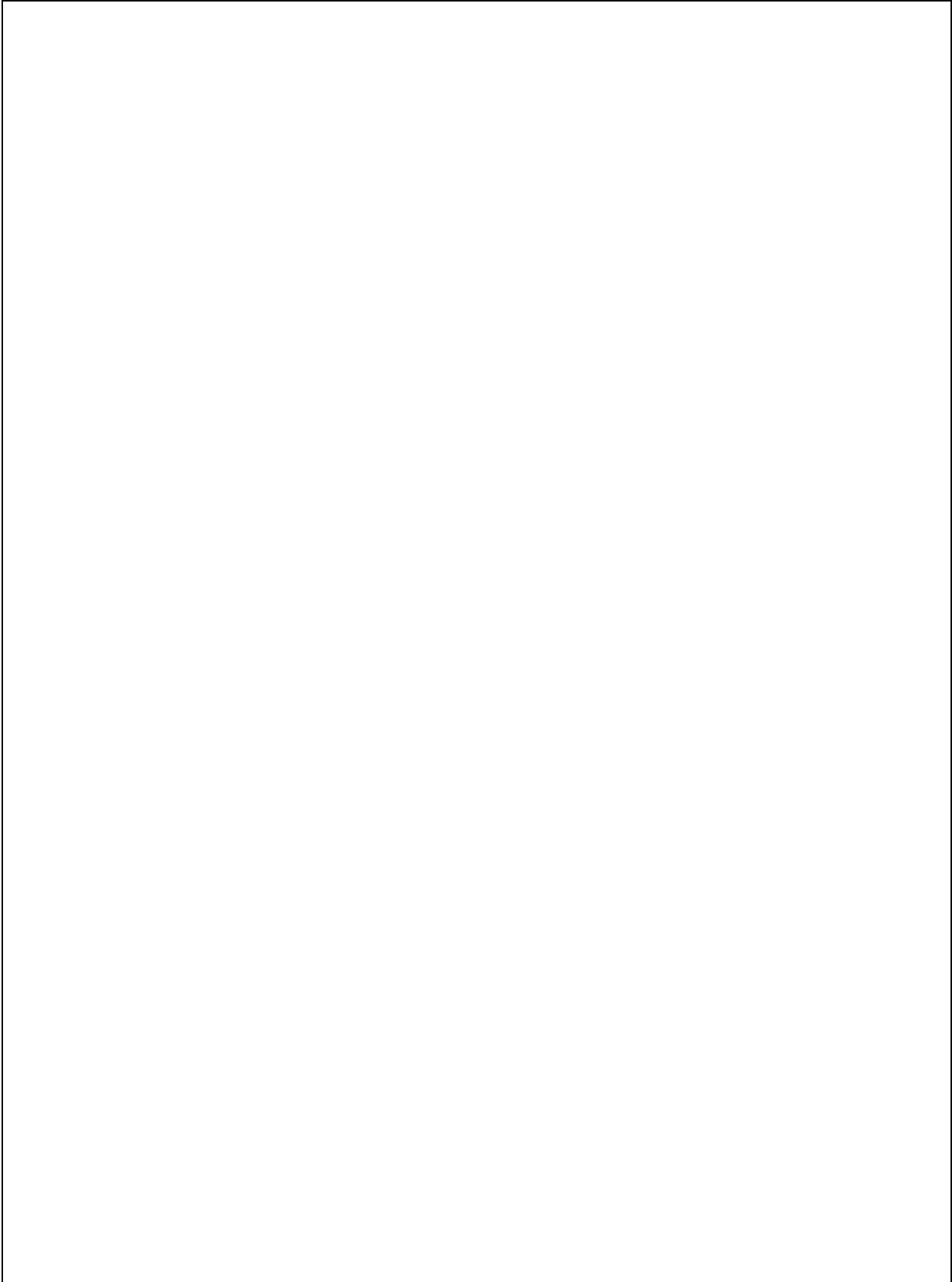
Section 3 Project Description:

Write an overview/summary, not to exceed 2,500 words, of the project being proposed. You may also attach a word document titled: ApplicantNameRLPG_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 (i.e., professional cost estimates, previous projects).
5. Describe anticipated measurable outcomes. Identify long-term goals and short-term objectives of the project, examples include but are not limited to local government policy changes, capital improvements planning, land use planning and zoning, renewable energy codes and ordinances, or public transportation.







Section 4 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. If vendors or project partners have been identified, list the entity name and procurement method.

The Implementation Plan Template has been provided in Appendix B of the RLPG Guidelines. Attach the completed template with the title: ApplicantNameRLPG_S4.

Section 5 Regional Solution 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.
- Include maps of the project area in the Word document. Maps should identify the following features:
 - Service 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 number of data points collected; number of policies that may be impacted; households, neighborhoods, and properties impacted by code updates; or number of community partners engaged.

Section 6 Level of Need:

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.

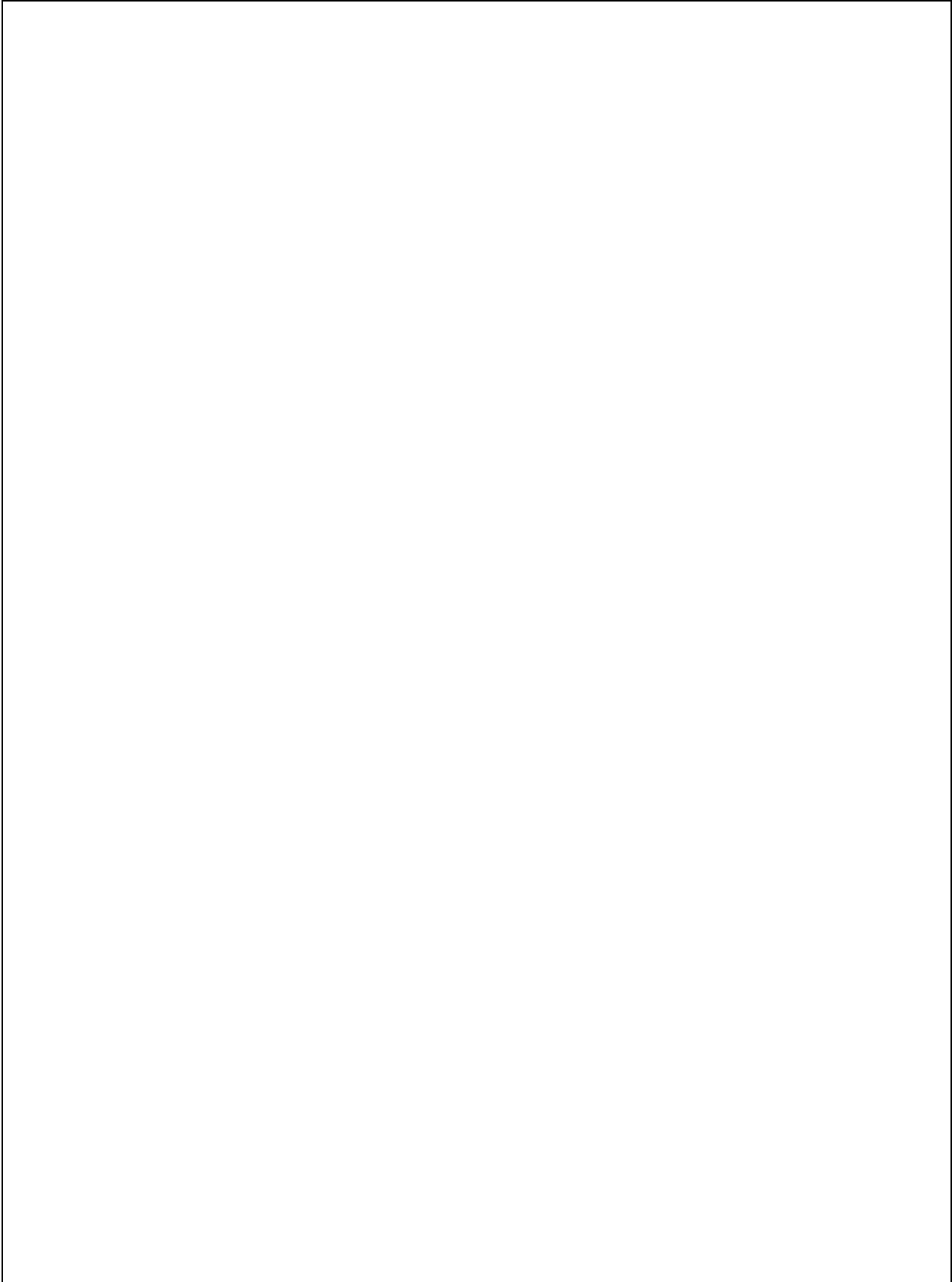
Information on protected classes is available from the Census Bureau at <https://data.census.gov/cedsci/>.

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>

In the space provided, provide a response to the prompts below not to exceed 900 words. You may also attach a word document titled: ApplicantNameRLPG_S6.

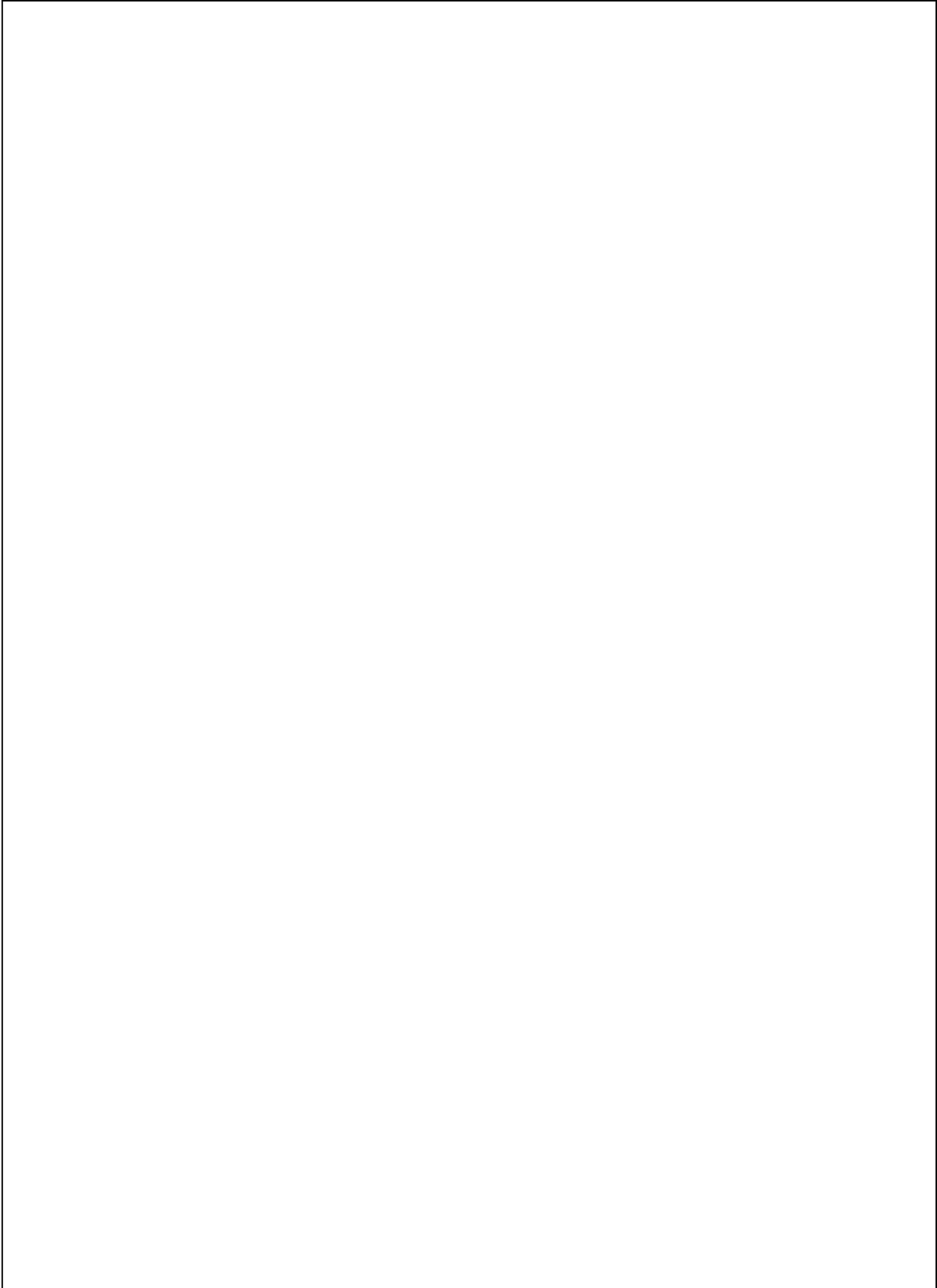
1. Describe how the project will prioritize and/or consider low-moderation income households and vulnerable populations as defined in the CDBG-MIT Action Plan.
2. Describe how LMI and vulnerable populations will be engaged as part of the planning process.
3. Include relevant demographic statistics from the Census data tables linked above. At a minimum, the response must identify the total number of persons within the service area by race, ethnicity, and gender.
 - a. 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>



Section 7 Capacity Plan:

Provide a strategic plan overview of 1,500 words or less that addresses the items below. Attach a zip folder titled ApplicantNameRLPG_S7 containing a word document titled: ApplicantNameRLPG_CPS7 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 RLPG project management 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 partners or vendors 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, if applicable



Section 8 Budget:

Include your project budget using the Budget Template found in Appendix C in the RLPG 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 RLPG applicant's allowable maximum (\$250,000)?

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)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Section 9 Leveraged Funds:

If your project involves the qualified use of matching or leveraged funds or services in any capacity, describe the specifics of leveraged fund/service usage in the space below. Refer to the RLPG guidelines for more information. Put "N/A" in the Sources section if not applicable to your project.

Required attachments: Signed letters of commitment or other back-up documentation from non-CDBG-MIT sources of funds. Attach relevant documents in a zip file titled "ApplicantNameRLPG_S9".

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

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 "ApplicantNameRLPG_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 "ApplicantNameRLPG_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 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 ApplicantNameRLPG_S12.

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 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:

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 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	ApplicantNameRLPG_S2.zip <ul style="list-style-type: none"> - ApplicantNameRLPG.S2 including description of Mitigation Benefit, Community Lifelines, and connection to Hazard Mitigation Plan - Photos (optional) 	
3– Project Description	ApplicantNameRLPG_PDS3.zip <ul style="list-style-type: none"> - ApplicantNameRLPG_PDS3 - Implementation Plan 	
4 – Implementation Plan	ApplicantNameRLPG_S4	
5 – Regional Solution and Service Area	ApplicantNameRLPG_S4 <ul style="list-style-type: none"> - Including: Service area map, project site map, floodplain map of project area 	
6– Level of Need	ApplicantNameRLPG_S6	
7 – Capacity Plan	ApplicantNameRLPG_CPS5.zip <ul style="list-style-type: none"> - ApplicantNameRLPG_CPS5 - Supplemental materials - Most recent Single Audit or independent auditors report 	
8 – Budget	ApplicantNameRLPG_S8_RptCE.zip <ul style="list-style-type: none"> - Budget Template - Supplemental materials: any related quotes or bids 	
9 – Leveraged Funds	NA	
10 – Public Notice Requirement	ApplicantNameRLPG_S10.zip <ul style="list-style-type: none"> - Public Notice Documentation - Resolution approving the submissions of application (for UGLGs only) 	
11 – County Selection	NA	
12 – Environmental Review	ApplicantNameRLPG_S12	