

The State of West Virginia  
Community Development Block Grant  
Coronavirus Response (CDBG-CV1)  
Non-Entitlement Application



West Virginia Development Office

## APPLICATION INSTRUCTIONS

### A. INTRODUCTION

In response to the Coronavirus Pandemic (COVID-19), the U.S. Department of Housing and Urban Development (HUD) allocated the State of West Virginia \$8,377,856 in CDBG-CV1 in non-Entitlement Cities and Counties. The following Entitlements are not eligible to apply for CDBG-CV1 Funding: Beckley, Charleston, Huntington, Martinsburg, Morgantown, Parkersburg, Vienna, Weirton, and Wheeling. Non-Entitlement Cities and Counties are eligible to apply.

This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020. A Notice of Program Rules, Waivers, and Alternative Requirements Under the CARES Act for Community Development Block Grant Program Coronavirus Response Grants, Fiscal Year 2019 and 2020 Community Development Block Grants and Other Formula Programs was published on August 7, 2020. Supplementary information and resources are available at <https://www.hudexchange.info/programs/cdbg/disease/> and <https://www.hudexchange.info/resource/6113/fr-6218-n-01-notice-of-program-rules-waivers-alt-requirements-under-cares-act-cdbg/>. Additionally, the State of West Virginia amended FY2019 Annual Action Plan is available at <https://wvcad.org/resources>.

The State of West Virginia Department of Community Advancement and Development (WVCAD), a division of the West Virginia Development Office, is accepting applications from qualifying non-Entitlement Units of General Local Government (UGLG) to help in the prevention of, preparation for, and response to the Coronavirus in non-Entitlement communities throughout the State. All applications that meet a National Objective, Eligible Activity, **AND** prevent, prepare for, or respond to the Coronavirus will be reviewed. WVCAD is making funding available for applicants in the following categories:

- Public Facilities
- Public Services
- Planning

### B. AVAILABLE FUNDING

A total of \$7,754,206 in CDBG-CV1 funds is available to qualifying public facility projects, public services and planning activities serving residents in non-Entitlement communities with at least 51% benefit to low- to moderate-income persons. Please note, only allowable costs beginning January 21, 2020 are eligible.

### C. FEDERAL HUD REGULATIONS

1. **NATIONAL OBJECTIVES:** To be considered for CDBG-CV1 funding a program or project must Benefit Low- to Moderate-Income Person:

### **Benefit Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI). HUD requires stratified income data on beneficiaries. Applicants will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI. 2020 HUD Low to Moderate Income Guidelines for each county in the State of West Virginia can be found at the following location:

<https://www.huduser.gov/portal/datasets/il.html#2020>

### **There are three approaches for meeting the Low to Moderate Income qualifications:**

**1) *Low to Moderate Income (LMI)*:** an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined located at HUD exchange for each county. To qualify, all individuals must establish, by means of financial information on *household size and income*, that *at least 51%* of the clientele are persons whose household income does not exceed the LMI limit.

**2) *Low to Moderate Income Limited Clientele (LMC)*:** There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations, income data does not need to be collected, but race and ethnicity do. Limited clientele populations include *abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers*.

**3) *Low to Moderate Income Area Benefit (LMA)*:** an activity *which is available to benefit all the residents of an area*, in which at least 51% of the households are low- to moderate-income, qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive funding based on income data provided by the census and American Community Survey.

**Benefit to Low- to Moderate- Area-Wide (LMA) Benefit: Refer to 24 CFR 570.483(b)(1)(i) and HUD CPD Notice 14-10**

<https://files.hudexchange.info/resources/documents/Notice-CPD-14-10-Transition-Policy-for-LMISD-Updates-during-FY-2014-CDBG-State.pdf>

[www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places](http://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places)

- 2. LIST OF ELIGIBLE CDBG-CV1 ACTIVITIES:** In addition to meeting the Low- to Moderate-Income Benefit National Objective, each project must conduct one of the following each project must be an approved

Eligible CDBG-CV1 Activity including: **PUBLIC FACILITIES**

- Construct a facility for testing, diagnosis, or treatment.
- Rehabilitate a community facility to establish an infectious disease treatment clinic.
- Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
- Rehabilitate a commercial building to establish an infectious disease treatment clinic, (e.g., by replacing the HVAC system).
- Acquire and rehabilitate (if needed) a motel building to expand capacity of hospitals isolation of patients during recovery.

**PUBLIC SERVICES**

- Provide testing, diagnosis, or other services at a fixed or mobile location.
- Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
- Support operations of food banks/pantries including staffing, supplies, utilities, maintenance, sanitary maintenance, and insurance.
- Support feeding programs to vulnerable populations such as seniors, children, and youth affected by the COVID-19 outbreak.
- Provide emergency payments (no more than six months) on behalf of individuals and families to prevent homelessness, including utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.

**COMMUNITY PLANNING**

- Planning activities in conjunction with an activity or planning only as an activity.

**3. LIST OF INELIGIBLE CDBG-CV1 ACTIVITIES**

- a. Any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus.
- b. Reimbursement for expenses that have already been accrued – other than rental/mortgage assistance
- c. Income payments.
- d. Supplanting or substituting expenses currently paid for by other sources.
- e. Improvements to buildings for the general conduct of government.
- f. General government expenses.
- g. Political activities and lobbying.
- h. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings, and personal properties.
- i. Operating and maintenance expenses.
- j. New housing construction.

## D. APPLICATION GUIDELINES

### 1. CDBG-CV1 Application

Provide an eligible CDBG-CV1 project that serves low- to moderate-income residents in non-Entitlement Cities and Counties in West Virginia. Please complete and submit the CDBG-CV1 Application, Budget Form, and relevant attachments.

### 2. FUNDING REQUEST RESTRICTIONS:

- a. Public Facilities projects have an award limit of \$1,500,000
- b. Public Service projects have an award limit of \$250,000
- c. Planning grants have no grant size limit

As outlined in the Notice of Program Rules, Waivers, and Alternative Requirements, Under the CARES Act for CDBG-CV Grants, FY2019 and 2020 CDBG Grants, and for Other Formula Programs, only allowable costs beginning from January 21, 2020 will be eligible.

*Please note, there are no match requirements for all projects.*

### 3. SUBMISSION GUIDELINES

All applications must follow the formatting described below:

- a. Separate electronic PDF applications (if electronic) for each project requesting funds;
- b. Applications must be completed within the application requirements provided;
- c. All sections and narrative questions must be answered completely;
- d. Maps and attachments must be shrunk to fit onto an 8 ½ x 11” paper;
- e. The check list provided must be completed and submitted with the application;
- f. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- g. Required documents must be attached:
  - All documents identified on the Community Development Block Grant Coronavirus (CDBG-CV1) Application Please note, the application checklist must also be submitted with application.
  - **If collaborating with a Non-profit Organization:** Applicant must provide verification of Non-profit's 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or **if not available**, the most recent 990 financial statement.
  - Project Timeline: describes when the program will occur with specific milestones and dates

If submitting an application electronically, the full application with signatures must be saved as a single PDF and submitted via email to [Leanne.M.Thompson@wv.gov](mailto:Leanne.M.Thompson@wv.gov) no later than 5:00PM on October 30th, 2020. You will receive a receipt of application confirmation email within 7 days of submission.

If submitting a paper application, the full application with signatures must be mailed to and received by the WVDO no later than 5:00PM on October 30th, 2020. A receipt of application confirmation will be mailed within 7 days upon receipt of application. Please mail to the attention of Leanne Thompson at the address below:

Leanne Thompson  
Community Advancement and Development  
A Division of the West Virginia Development Office  
1900 Kanawha Blvd. East  
Building 3, Suite 700  
Charleston, WV 25305

## E. DEADLINES

1. **SUBMISSION DEADLINES** The complete version (electronic PDF or paper copy) of the application must arrive by **5:00 PM on October 30th, 2020.**

**NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.**

## F. REVIEW PROCESS AND SCORING

### 1. REVIEW PROCESS

West Virginia Community Advancement and Development (WVCAD) Office staff will review and score all applications based on the rating categories listed below.

### 2. SCORING CATEGORIES AND POINT DISTRIBUTION

Applications will be rated and ranked based on their responses to the following criteria:

- a) **Project Description.....10 points**  
Project demonstrates detailed scope of work, professional current cost estimates, clearly defined milestones, quantifiable outcome measures, and a budget does not supplant existing public/private funding.
- b) **Highest benefit to low- to moderate-income persons.....15 points**  
Highest benefit to LM-LMI benefit is 51% or more, with a higher percentage eligible for more criteria points.

- c) **Need for the project, CDBG-CV1 funds and tie back to the COVID-19 Pandemic.....35 points**  
 Description of tie back to COVID-19 Pandemic; how need was determined; what, why and how the project prevents, prepares, and/or responds to COVID-19 Pandemic; How results determined and documentation of the tieback to COVID-19 Pandemic.
- d) **Project management.....10 points**  
 Applicant clearly and concisely demonstrates project management experience and financial and internal controls to receive full criteria points. Current status of active CDBG projects.
- e) **Readiness to proceed.....20 points**  
 Public Facility Projects – design complete, cost estimates reviewed by engineer or contractor, secured site control.  
 Public Service Projects – service location secured, cost estimates within last 30 days.  
 For all projects, Environmental Review Status.
- f) **Project budget.....10 points**  
 Other funding sources committed, cost estimates obtained within the last 30 days, costs reasonable, budget free of errors.
- TOTAL.....100 points**

### 3. Duplication of Benefits Calculation

The CARES Act provides that the Secretary shall ensure there are adequate procedures in place to prevent any DOB as required by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442). HUD is requiring that each Grantee have procedures to prevent the duplication of benefits when it provides financial assistance with CDBG-CV funds.

Federal disaster law prohibits the provision of federal assistance in excess of need. Before paying a cost with federal disaster assistance, WVCAD must check to see that the assistance will not cause a duplication of benefits, meaning that the cost has not or will not be paid by another source. HUD grantees are required to prevent the duplication of benefits when carrying out HUD-funded programs to provide disaster assistance, including CDBG CARES Act funds.

### 4. Tie-back to COVID-19 Pandemic

Applicants must demonstrate, through the application process, the direct tie-back to the COVID-19 Pandemic. The need and/or direct impact from the pandemic must be clearly and concisely described and documented. CDBG-CV1 funding is only available for eligible activities that address the prevention of, preparation for, or response to the Coronavirus.

## G. RESERVATION OF RIGHTS

The West Virginia Community Advancement and Development (WVCAD) Office reserves the right, at its sole discretion, to recommend all, a portion, or none of the available CDBG-CV1 funding, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the State may extend deadlines, timeframes and have subsequent Request for Proposal contingent on available CDBG CARES Act funding, as needed.

The WVCAD Office reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, and past CDBG performance if applicable.

The WVCAD Office reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the State to do so.

## H. POST AWARD AND RECIPIENT CRITERIA

All awards are subject to the State's receipt of its CDBG-CV1 appropriation from the U.S. Department of Housing and Urban Development (HUD). All awards are subject to pre-contract negotiations with the recipient. Additionally, all recipients must follow procurement policies identified in FR-6218-N-01 and 2 CFR 200.

The West Virginia Community Advancement and Development (WVCAD) Office is committed to monitoring the performance of grant recipients to ensure that all Federal funds are used appropriately and, in a manner, to maximize low- and moderate-income public benefit. Grant recipients are limited to non-entitlement Units of General Local Government (UGLG) and County Commissions. Monitoring each grant recipient ensures that the goals and objectives identified within the State's FY2019 amended Annual Action Plan. Copies of the monitoring reports are kept in the WVCAD Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG-CV1 funds. The forfeited funds will be then returned to the CDBG-CV1 program for reallocation.

- CDBG-CV1 recipient shall not incur any costs or obligate any CDBG-CV1 funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the State of West Virginia WVDO Office, a contract between The West Virginia Community Development Office and the recipient is executed, and an environmental review is complete.
- CDBG-CV1 Planning and Public Service Projects will have **one** year to complete their project from execution of the grant agreement with WVDO. A one-year extension can be requested for projects subject to WVCAD approval.
- CDBG-CV1 Public Facilities Projects will have **two** years to complete their project from execution of the grant agreement with WVDO. A one-year extension can be requested for projects subject to WVCAD approval.
- CDBG-CV1 recipients will be required to maintain accurate records documenting the prevention of, preparation for, response to the Coronavirus **AND** records documenting targeted populations and/or areas being served by the program or project.
- Recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to the State and the public. This includes a description of the impact or outcomes of the program or project. Final payment will not be issued until WVCAD receives the final summary report.



- Grantees are required to:
  - Collect and track data elements associated with the program/project requesting funding. These elements may include how the person/household was directly impacted by the coronavirus, number of persons/ households served, family size, race/ethnicity, income documentation, and residency documentation. Additional elements may be required, collected, and tracked depending upon the nature of the program.
  - Submit performance reports to Grantee on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of agencies for ongoing compliance and eligibility is done by West Virginia Community Advancement and Development Office to ensure income guidelines and residency are being met and goals are being reached. A monitoring will be conducted by WVCAD at least once during the project duration.
- Payments: Requests for Payment must be submitted monthly, including all required invoices and documentation to substantiate costs, to the West Virginia Community Advancement and Development Office for approval and remittance. CDBG-CV1 funds are not paid to Grantees before costs are accrued. Grantees must be financially suited to cover initial costs in anticipation of reimbursement.
- Please note, costs incurred before the execution of the grant agreement with WVDO is subject to the CARES Act provisions that CDBG-CV funds may be used to cover or reimburse allowable costs of activities to prevent, prepare for, and respond to Coronavirus incurred by a State or locality. WVDO can pay costs in accordance with pre-agreement cost authority under 24 CFR 570.489(b) (States). Reimbursed costs must comply with all grant agreements and the CARES Act Federal Register.

**COMMUNITY DEVELOPMENT BLOCK GRANT  
CORONAVIRUS RESPONSE (CDBG-CV1)  
APPLICATION CHECKLIST**

**PLEASE SUBMIT EACH SECTION OF THE APPLICATION, INCLUDING THIS  
CHECKLIST:**

- ☐ CDBG-CV1 Application Checklist
- ☐ Part 1-Application Summary
- ☐ Part 2-Project Eligibility, National Objective, and Low to moderate income benefit
- ☐ Part 3-Scope of Work
- ☐ Part 4-Project Implementation Schedule
- ☐ Part 5-Project Needs Analysis
- ☐ Part 6-Proposed Project Budget & Budget Justification Narrative

*Budget worksheet **MUST** match budget listed on the Application Summary page and narratives.*

- ☐ Part 7-Budget Narrative
- ☐ Part 8- Maturity and Project Readiness
- ☐ Part 9-Duplication of Benefits
- ☐ Part 10-Environmental Review

**ATTACHMENTS**

- ☐ **A. ACS/Census Beneficiary Analysis Source Documentation**  
(American FactFinder or Census Source Documentation)
- ☐ **B. HUD LMISD Source Documentation (Low-Mod Data)**
- ☐ **C. Fair Housing Plan**
- ☐ **D. Citizen Participation Plan**  
(Must attach public notice of public hearings)
- ☐ **E. Section 3 Plan**  
(Public Facilities Grant Applications Only)  
A sample Section 3 Plan is available at [www.wvcad.org/resources](http://www.wvcad.org/resources).
- ☐ **F. Assurances Form**
- ☐ **G. Disclosure/Update Report**

- ☐ **H. Authorization and Certifications Form**
- ☐ **I. Resolution Authorizing Filing of the Application and SAM.gov Registration Page**
- ☐ **J. Copy of Most Recent Audit**
- ☐ **K. Other Funding Sources Commitment Letters**  
*(If applicable)*
- ☐ **L. Signed and dated copy of Cost Estimates from Local Government Official, Architect or Engineer**  
*(Public Facilities Only)*
- ☐ **M. Clearly defined project area topographical, aerial, and driving maps**  
*(Public Facilities s Only)*
- ☐ **N. Maps clearly reflecting the census area and data if the applying project is based on Census Tract information.**  
*(Note: The census area must coincide with the project area)*
- ☐ **O. CDBG-CV1 Application Budget**

**ADDITIONAL DOCUMENTS REQUIRED IF COLLABORATING WITH A NON-PROFIT ORGANIZATION:**

- ☐ **P. Verification of Partner Agency's 501(c)3 Status**
- ☐ **Q. Partner Agency Organizational Chart to show how the proposed program fits into the overall organization structure; include program staff or position**
- ☐ **R. Most Recent Independent Auditors Report and identified findings for Partner Agency or if an Audit is not available, the most recent 990 Financial Statement**

**PART 1 - APPLICATION SUMMARY**

<p>A. Name of Lead Non-Entitlement City/Town/County w/address:</p>  <p>DUNS #:</p> <p>FEIN #:</p> <p>B. Name, Title, Email &amp; Phone No. of Primary Contact Person:</p>   <p>C. Name, Title, Email &amp; Phone No. of Grant Author (if different from above):</p>	<p>G. Total Project Cost: \$</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">FUNDING SOURCES</th> <th style="text-align: left;">AMOUNT</th> <th style="text-align: left;">STATUS OF COMMITMENT</th> </tr> </thead> <tbody> <tr> <td>CDBG-CV1 Request</td> <td></td> <td>Requested</td> </tr> <tr> <td>Local Cash</td> <td></td> <td></td> </tr> <tr> <td>Local In-Kind</td> <td></td> <td></td> </tr> <tr> <td>State</td> <td></td> <td></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL ESTIMATED COST</b></td> <td></td> <td></td> </tr> </tbody> </table> <p>H. % CDBG-CV1:</p>	FUNDING SOURCES	AMOUNT	STATUS OF COMMITMENT	CDBG-CV1 Request		Requested	Local Cash			Local In-Kind			State			Other:			Other:			Other:			<b>TOTAL ESTIMATED COST</b>		
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<b>TOTAL ESTIMATED COST</b>																												
<p>D. Project Name:</p>  <p>E. Project Location (City/County/Neighborhood):</p>   <p>F. Type of Project: (Check One)</p> <p><input type="checkbox"/> Planning</p> <p><input type="checkbox"/> Public Facilities</p> <p><input type="checkbox"/> Public Service</p>	<p>I. Brief Description of Project:</p>          																											
<p><b>NOTE:</b> If the City or County is applying for CDBG-CV1 funds to pass through to a non-profit organization, list the name, address, phone number and contact person for the non-profit organization on the following page.</p>																												
<p><b>CERTIFICATION of Mayor, Chair or Commission President:</b> I hereby certify that, to the best of my knowledge and belief, the information in this application is true and correct, and that this application has been duly authorized by the governing body of the applicant.</p>																												
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If City/County is sponsoring an applicant, please provide the following details:

<b>DEVELOPMENT/NON-PROFIT AGENCY (NON-PROFIT, HOUSING AUTHORITY, ETC.):</b>	
Organization:	
Street/PO Box:	
Town/City/Zip Code:	
Chief Executive Officer:	
Phone Number:	
Grant Contact Person:	
Phone Number:	
e-mail address:	
<b>DUNS #:</b>	
<b>FEIN #:</b>	

<b>AUDIT INFORMATION &amp; FUNDING HISTORY</b>	<b>Grantee</b>	<b>Sub-Recipient</b>
Does the City/County/Sub-Recipient expect to receive \$750,000 or more in direct and indirect (i.e. through State agencies) in federal financial assistance during any fiscal year of the project period? <b>If so, the WVDO office requires a copy of the single audit for the year(s) of the project, if funded.</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Has the City/County/Sub-Recipient received federal assistance from CDBG before?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, list the dates of the most recent project(s)		
If NO, has the City/County/Sub-Recipient received federal financial assistance from any source – directly or indirectly – in the current or most recent fiscal year?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, list dates and sources below.		

**FUNDING AGENCY**

**DATE**

**PART 2 - PROJECT ELIGIBILITY, NATIONAL OBJECTIVE AND LOW TO MODERATE BENEFIT****PROJECT ELIGIBILITY**

Please check the type of project you are proposing from the activities listed below:

**PUBLIC FACILITIES**

- ☐ Construct a facility for testing, diagnosis, or treatment.
- ☐ Rehabilitate a community facility to establish an infectious disease treatment clinic.
- ☐ Acquire and rehabilitate, or construct, a group living facility that may be used to centralize patients undergoing treatment.
- ☐ Rehabilitate a commercial building to establish an infectious disease treatment clinic, (e.g., by replacing the HVAC system).
- ☐ Acquire and rehabilitate (if needed) a motel building to expand capacity of hospitals isolation of patients during recovery.

**PUBLIC SERVICES**

- ☐ Provide testing, diagnosis, or other services at a fixed or mobile location
- ☐ Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
- ☐ Support operations of food banks/pantries including staffing, supplies, utilities, maintenance, sanitary maintenance, and insurance.
- ☐ Support feeding programs to vulnerable populations such as seniors, children, and youth affected by the COVID-19 outbreak.
- ☐ Provide emergency payments (no more than six months) on behalf of individuals and families to prevent homelessness, including utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction. Payments must be made to the provider, not the individual/families.

**COMMUNITY PLANNING**

- ☐ Planning activities in conjunction with an activity or planning only as an activity.

**NATIONAL OBJECTIVE**

All projects must meet the Benefit to Low and Moderate Income (LMI) Persons national objective.

**1. BENEFIT TO LOW AND MODERATE INCOME (LMI) PERSONS**

If selecting this National Objective, choose one of the following and provide the necessary supporting information:

- (a) City/County-Wide Area (LMI-A)
- (b) Limited Clientele (LMI-C)
- (c) Site Specific (LMI-S)

If LMI-C, indicate the targeted “presumed LMI” category that will be served by the project:

Children who are abused

Spouses who are battered

Adults who are severely disabled: Low income

Persons who are homeless: Extremely low income

Persons who are illiterate: Low income

Persons with AIDS: Low income

Persons who are migrant farm workers: Low income

Persons who are elderly: Senior center – Mod income; not center-based – Low Income

**Note:** For *Limited Clientele*, demographics and ethnicity information are required for all beneficiaries. *Please provide an explanation how the beneficiaries will be counted.*

**PROJECT BENEFICIARIES**

Number of Beneficiaries and Data Sources:

**Persons      Households**

1. Total number of individuals/households
2. Total number of LMI individuals/households
3. Percentage of LMI beneficiaries (Divide line 2 by 1) %

The beneficiary figures were calculated or obtained:

a. From the **2018 American Communities Survey (ACS) or HUD LMISD**, cite Web link, Census Tract(s), and Block Group(s)

i. Web link: \_\_\_\_\_ or HUD LMISD: \_\_\_\_\_

ii. Census Tract(s): \_\_\_\_\_

iii. Block Group(s): \_\_\_\_\_

b. Explain how the plan will benefit LMI persons.

c. How do you propose to collect and document beneficiary data?



**PART 3 - SCOPE OF WORK (SoW)**

Provide a clear, concise description of the proposed project identifying how the project will prevent, prepare for, and respond to coronavirus, including any milestones, reports, and deliverables (task and outcomes) expected to be provided. What are the project outcomes? How will outcomes be measured, collected, documented? Fully describe all activities for all parts of the proposed project; a description of the immediate and adjacent geographical areas; all effects the project will have on low to moderate income persons; all contemplated actions. Maps and photographs may be an attachment to the application, if applicable.

## PART 4 - PROJECT IMPLEMENTATION SCHEDULE

Provide the timeline that indicates activities and estimated dates to complete the project in the recommended 12-month timeframe. Please note, extensions are granted at the discretion of the WVCAD Office for Public Facility projects ONLY.

TASK	MONTH
<b>PROJECT START UP:</b>	
<b>PROCUREMENT OF PROFESSIONAL ASSISTANCE</b> (including professional engineers, architects, community development consultants, etc.)	
<b>PROJECT IMPLEMENTATION (START OF CONSTRUCTION IF APPLICABLE):</b>	
<b>END OF CONSTRUCTION (IF APPLICABLE):</b>	
<b>PROJECT CLOSEOUT:</b>	

## **PART 5 - PROJECT NEEDS ANALYSIS**

1. What is the need of the project area and how was it determined?
2. How is it being addressed presently, if at all?
3. What is the proposed response to prevent, prepare for, and respond to coronavirus?
4. Why is the proposed project required to prevent, prepare for, and respond to coronavirus?
5. How does the proposed project activity prevent, prepare for, or respond to coronavirus?
6. How will the potential grantee know if the need has been met or the project has prevented, prepared for, and responded to coronavirus?
7. What documentation is being provided to substantiate a project Tie-Back to COVID-19 Pandemic?

**PART 6 - PROPOSED PROJECT BUDGET & BUDGET JUSTIFICATION NARRATIVE**

Please complete the following tables that summarize budget categories and funding sources for the proposed project. When entering Cost Category, be sure to only use CDBG-CV1 eligible expenses.

**Project Title:**

**Date:**

Cost Category	CDBG-CV1	Local		State	Other Federal	Other	Totals
		Cash	In Kind				
<b>Total Costs</b>							

**NOTE:** Public Facility construction, reconstruction, or rehabilitation over \$2,000 labor costs are subject to Davis-Bacon wage rates. DB Wage Rates can be found at the following location: <https://beta.sam.gov/>

**Additional Funding Details:**

Type of Funding	Amount (\$)	Sources of Funding	Secured? YES/NO	If not, when? (dd/mm/yyyy)
<b>Local Cash</b>				
<b>Local in Kind</b>				
<b>State</b>				
<b>Other Federal</b>				
<b>Other</b>				

**NOTE:** Please attach letters of commitment or letters of intent for sources of other funding.

**PART 7 - BUDGET NARRATIVE**

Provide a narrative explaining the budget and each line item/expense for the program. ***Describe exactly what and who the CDBG-CV1 and other funding will pay for in this proposed project.*** How were costs determined? What is the source of the cost estimate? Please ensure that budget amounts listed in the narrative match the summary and budget worksheet.

## PART 8 - PROJECT READINESS

Provide details regarding the project applicant's readiness to implement the proposed project:

1. Status of prior work/preliminary planning.
  
2. Capacity within the jurisdiction/implementing agency to implement the project.
  
3. Is the proposed project part of a larger project? If so, please ensure this has been addressed in the Scope of Work.
  
4. Ownership information (***Public Facility Projects Only***)
  - a. Who currently holds title to the property involved?
  
  - b. In whom will the title be vested upon completion of the project?

## **PART 9 - Duplication of Benefit (DOB)**

The CARES Act provides that the Secretary shall ensure there are adequate procedures in place to prevent any DOB as required by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442). HUD is requiring that each Grantee have procedures to prevent the duplication of benefits when it provides financial assistance with CDBG-CV funds.

WVCAD must check to see that the assistance will not cause a duplication of benefits, meaning that the cost has not or will not be paid by another source.

What is the cost the project?

Have you received any funds to date for your project? If yes, please list.

## PART 10 - ENVIRONMENTAL REVIEW

1. What level of environmental review is required for the proposed project if known?
  - ☐Environmental Impact Statement (EIS)
  - ☐Environmental Assessment (EA)
  - ☐Categorically Excluded/ Does not convert to Exempt
  - ☐Categorically Excluded/Converts to Exempt
  - ☐Exempt
  - ☐Unknown
2. At what stage in the environmental review process is the project currently?
3. If other state or federal agencies are involved in this project and require an environmental review, provide the name and address of the agency and the name and phone number of the contact person at that agency.
5. Indicate whether the proposed project involves any of the following:
  - Historic structure (designated or 50+ years old)
  - Historic or prehistoric site
  - Historic District
6. Will this project require or result in the involuntary displacement of any person?  
YES      NO



## ATTACHMENTS

For the application to be accepted for review, label all attachments and list them in the Attachment Index, ensuring all references are correct. Do not include attachments unless they are needed to understand the project.

**A. ACS/Census Beneficiary Analysis Source Documentation (American FactFinder or Census Source Documentation)**

**B. HUD LMISD Source Documentation (Low-Mod Data)**

**C. Fair Housing Plan**

**D. Citizen Participation Plan**

*(Must attach public notice of public hearings)*

Pursuant to the Office of Community Planning Development Memorandum Availability of Waiver of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19 signed 3-31-2020, the following waivers are applicable:

**1. Citizen Participation Reasonable Notice and Opportunity To Comment**

The 14-day notice for public comments and hearings is waived as approved by CPD on 4-20-20. CDBG-CV1, CDBG-CV2, ESG-CV, HOPWA-CV funding and HOME program COVID-19 waivers will be subject to a 7-day notice to the public related to the funding and any amendments. Public hearings will be held virtually. Additionally, the public comment period of 30 days has been reduced to 5 days.

**2. Citizen Participation Requirements for Local Governments**

Upon application for funding, local governments are required to submit a certification of a local Citizen Participation Plan (CPP). Local CPP ensure that the units of local government are meeting the requirements of title 24 of the code of federal regulations part 570.486.

The local participation plans should include the following provisions at a minimum:

- Local governments shall conduct a minimum of two (2) public hearings to be conducted with regard to any CDBG application. One hearing shall be conducted at the prior to the preparation of the application to obtain the views and proposals of citizens regarding community and housing needs including the needs of low and moderate-income persons and a second public hearing shall be prior to submission of application to the State to obtain citizen input, comments or opinions with regard to such application) and with regard to program or project performance.
- Notices of public hearings to be conducted by the local government shall be published and posted within 7 days prior to the date of the hearings.
- The following information must be made available: Amount of CDBG funds expected to be made available, range of activities that can be funded by CDBG, estimated amount of CDBG funds used for activities to meet the national objective, citizen participation process must identify each proposed project; project location, including target area boundaries, if any; proposed project activity; total project cost, grant amount requested, and if the project is likely to result in relocation and anti-displacement required by 570.488

- Public hearings must be held at times and places convenient for affected citizens, potential or actual beneficiaries, and including persons with disabilities. Public hearings must contain bilingual communications for non-English speaking residents when they will be affected by a proposal and reasonable advanced notification is given to the local government.

**E. Section 3 Plan**

A sample Section 3 Plan is available at [www.wvcad.org/resources](http://www.wvcad.org/resources).

**F. Assurances Form**

**G. Disclosure/Update Report**

**H. Authorization and Certifications Form**

**I. Resolution Authorizing Filing of the Application and SAM.gov Registration Page**

**J. Copy of Most Recent Audit**

**K. Other Funding Sources Commitment Letters**

*(If applicable)*

**L. Signed and dated copy of Cost Estimates from Local Government Official, Architect or Engineer**  
*(Public Facilities Only)*

**M. Clearly defined project area topographical, aerial, and driving maps**  
*(Public Facilities Only)*

**N. Maps clearly reflecting the census area and data if the applying project is based on Census Tract information.** *(Note: The census area must coincide with the project area)*

**O. CDBG-CV1 Application Budget**

**ADDITIONAL DOCUMENTS REQUIRED IF COLLABORATING WITH A NON-PROFIT ORGANIZATION:**

**P. Verification of Partner Agency's 501(c)3 Status**

**Q. Partner Agency Organizational Chart to show how the proposed program fits into the overall organization structure; include program staff or position**

**R. Most Recent Independent Auditors Report and identified findings for Partner Agency or if an Audit is not available, the most recent 990 Financial Statement**

WVDO does business in accordance with the Fair Housing Act (The Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988) with equal access to all persons regardless of race, color, national origin, religion, sex, familial status, or disability.

