



**THE STATE OF WEST VIRGINIA
RECOVERY HOUSING PROGRAM
(RHP)**

Mandatory Application Workshop: February 3, 2025

Application Release: January 15, 2025

Application Due: April 4, 2025

**2025
APPLICATION**

West Virginia Department of
Economic Development:
Community Advancement
and Development

Phone:
(304) 558-2234

Mailing Address:
1900 Kanawha Blvd. E.
Building 3, Suite 700
Charleston, WV 25305

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West Virginia RHP Program

OVERVIEW

To address the opioid crisis affecting numerous regions across the county, a pilot initiative known as the Recovery Housing Program (RHP), has been authorized under Section 8071 of the “Substance Use-Disorder Prevention that Promotes Opioid Recovery & Treatment for Patients and Communities Act”, also referred to as the “SUPPORT for Patients and Communities Act” (SUPPORT ACT). This legislation mandates that the funds allocated through the RHP pilot program be classified as Community Development Block Grant (CDBG) funds, overseen by the U.S. Department of Housing & Urban Development (HUD), in accordance with the modifications outlined in Federal Register Notice [FR-6225-N-01} with the intent to expedite and facilitate the use of RHP funds.

Award Amounts and Ineligible Activities

Since 2020, West Virginia Community Advancement & Development (WVCAD), a Division of The West Virginia Department of Economic Development (WVDED) has received a total of approximately \$8,982,000.00 in RHP funding. WVCAD, acting as the lead agency and partnering with West Virginia Alliance of Recovery Residences (WVARR), and our network of community providers in the Continuum of Care across the State, will allocate funds in a series of concurrent phases. All activities will be carried out directly by the State of West Virginia through the West Virginia Community Advancement and Development, a division of the West Virginia Department of Economic Development, or by an eligible entity selected through an application process such as, but not limited to, a non-profit, County Commission, or Municipality.

Phase 1 is a Housing Voucher program which entails partnering with West Virginia Alliance of Recovery Residences, Inc. (WVARR) to offer housing assistance and utility support (as needed) to serve low-to-moderate income persons for their accommodation in recovery housing facilities. WVARR will collaborate with accredited recovery residences to identify program participants who require support with rent and/or utilities while living in their recovery housing. This assistance will be available for a maximum of 24 months, or until the resident is permanently housed, whichever comes first. Priority will be given to entities with the greatest need and entities with the ability to deliver effective assistance in a timely manner. The service area is statewide, including all 55 counties. The objective is to assist persons with substance use disorders transition into permanent housing. It is expected that the program will assist approximately 160 individuals and/or families.

Phase 2: will include an annual application process for units of local government. Please note that priority will be given to entitlement communities to ensure capacity. A mandatory application workshop will be available to discuss RHP overview, eligible activities, and required documentation for application submission. Dates & times for the workshop will be available on the WVCAD website. WVCAD will accept applications for up to 60 days after the application workshop. Attendance for applicants is required either virtually or in-person. An application template will be available on the WVCAD website. The State of West Virginia may be open to funding the eligible activities listed below.

- Public Facilities & Improvements - Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder.
- Acquisition of Real Property - For the purpose of providing stable, temporary housing to persons in recovery from a substance use disorder.
- Disposition of Real Property - Disposition through sale, lease, or donation of otherwise of real property acquired with RHP funds for the purpose of providing stable, temporary housing for individuals in recovery from a substance use disorder. Eligible costs may include costs incidental to disposing of the property, such as preparation of legal documents, fees paid for surveys, transfer taxes, and other costs involved in the transfer of ownership of the RHP-assisted property.
- Clearance and Demolition - Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites for the purpose of providing stable, temporary housing

for individuals in recovery from a substance use disorder. Eligibility is limited to projects where RHP funds are used only for clearance and demolition.

- New Construction - Expansion of existing eligible activities to allow CDBG-RHP funds to be used for new construction of housing. New construction of housing is subject to the same requirements (24 CFR 570.202(b)) that apply to rehabilitation activities.

Phase 3: will consist of a rolling Rehabilitation and Reconstruction application process for eligible subrecipients striving to become WVARR certified. A mandatory Technical Assistance session with WVDED is required prior to submission of the application. Application templates will be available on the WVCAD website and may be provided by WVAAR staff to eligible recovery homes.

- Rehabilitation and Reconstruction
 - a. Single Unit – publicly or privately owned residential building(s)
 - b. Multi-Unit – publicly or privately owned residential building(s)
 - c. Public Housing – owned or operated by a public housing authority.

Please note: the following activities are INELIGIBLE:

- ❖ Funding for activities already provided by a city or state or ongoing funding for municipal services.
- ❖ Maintenance of vehicles or facilities.
- ❖ Income payments in the form of grants.
- ❖ Political or religious activities such as campaigning for legislative reform or for activities that include religious worship, instruction, or counseling are ineligible.
- ❖ Household groceries- past receipts or future bills.

The maximum grant amount for Phase 1 and Phase 3 is \$700,000.00 per award. The maximum grant amount for Phase 2 is \$2,000,000.00 per award. There is no minimum grant amount. However, applicants should consider feasibility as it relates to the overall cost of any project. Please note matching funds are not required.

Contract Terms

The grant period is 24 months for the *RHP Program projects*. Applicants should allow up to four months for start-up and two months for close-out within the 24 months. Extensions to milestones during the grant period must be requested and will only be approved based on circumstances beyond the grantee’s control or a change in the grant administrator. In some cases, one-year extensions may be approved after the extension request process has been completed (at the discretion of WVCAD).

Post Award Criteria

WVCAD reserves the right to award an amount in RHP funds less than requested depending upon the availability of funds and may reject any or all proposals based on the quality and/or merits of the proposals. WVCAD reserves the right to substantiate any applicant’s qualifications, financial information, capability to perform, and past RHP performance if applicable.

Post Award Recipient Criteria including but not limited to:

- Awards are subject to 24CFR570, 2CFR200, local/WV State laws and Federal Crosscutting requirements.
- Monitoring each grant recipient ensuring compliance with applicable regulations and laws.
- Recipient shall not incur any costs or obligate any RHP funding until a release of funds is received from HUD and the WVDED, a contract between The West Virginia Department of Economic Development (WVDED) and the recipient is executed, and an environmental review is complete.
- No CLA (choice limiting actions) will be funded. For additional information regarding CLA, please refer to the following link:
[https://www.hud.gov/sites/dfiles/CPD/documents/HUD_Choice_Limiting_Action_\(CLA\)_Violation_Fact_Sheet.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/HUD_Choice_Limiting_Action_(CLA)_Violation_Fact_Sheet.pdf)
- Recipients will be asked to provide a quarterly and final report. Reports will include all accomplishments and low- to moderate-income benefit data to be provided to the State and the public.

Final payments will not be issued until the project has been monitored by WVCAD and the Final Performance Report (FPR) has been submitted and approved.

- Other requirements as contained in the Subrecipient agreement executed with WVDED.

Payments

The subrecipient shall submit to the Grantee requests for payments of activities consistent with the approved budget (the Request for Payment or RFP). Each Request for Payment shall be broken down into requested draws against the budget line items specified in Attachment C. The Subrecipient will have the flexibility to invoice the Grantee at least once a month to include all expenses. These payment requests must include all required invoices and documentation to substantiate costs, to the West Virginia Community Advancement and Development Office, the Grantee, for approval and remittance. RHP funds are not paid to Subrecipient before costs are accrued. The subrecipient must be financially suited to cover initial costs in anticipation of reimbursement.

Submission Guidelines

Eligible applicants include non-entitlement units of local government (UGLG)s such as municipalities and counties. Individuals and for-profit businesses are not eligible to apply.

Submission Requirements

Applications must be completed with all required documents, signatures, and notaries at the time of submission.

- This application is a fillable PDF and required to be submitted as so, with the addition of scanned/original digital attachments.
- Each section of this application must be as complete as possible with quantitative and qualitative descriptions that can be justified with supporting documentation.
- Throughout sections of this application, **required attachments are referenced in red font**. These attachments shall be placed in order after the last page of this application.
- Signatures must be on application in all sections that require a signature. Electronic signatures will be accepted.

Grant Application Cycles and Submission

The application cycle will open on January 15, 2025, and close on April 4, 2025.

All applications may be submitted via email to rhp@wv.gov or mailed to:

WV Community Advancement and Development
1900 Kanawha Blvd, East, Building 3, Suite 700
Charleston, WV 25305

Deadline for Applications

Mailed or electronic applications **must be received by 5:00 p.m., EST on Friday, April 4, 2025**.

WVDED will send an email to each applicant that will serve as confirmation that the application was received.

Phase 2 Application Workshop:

WVDED will hold a webinar/in-person workshop on February 3, 2025, to provide an overview of the grant process and technical assistance to complete and submit an application for the Recovery Housing Program. The webinar will be held via Google Meets or you may call-in at (US) +1 816-944-1376 PIN:509 092 735#. The link and call-in-information will be available on WVCAD's website at wvcad.org prior to the webinar. For questions or requests for technical assistance regarding the Recovery Housing Program, and submission of an application, please email rhp@wv.gov or call (304)352-4168.

Criteria for Evaluation of Applications:

Phase 1 Criteria:

- Eligible applicants for a housing voucher must have a substance use disorder and (meet low-and-moderate income guidelines in which service is received or qualify as LMC) to meet the low to moderate income national

objective. Applicants must be seeking housing and can apply at a WVARR-certified residence. Payments will be paid directly to the housing program which must be WVARR-certified or provisionally certified with access to support services and best practices provided by a contract with WVARR. RHP funds will assist the individual for not more than two years or until permanent housing is secured, whichever is first.

Phase 2 and 3 Criteria:

- The following categories will be used when evaluating RHP applications. Each category has a maximum number of points; the number of points an applicant will earn in a particular category will be based on the quality of the documentation provided to show that they meet the criterion.
 1. Regulatory Compliance Capacity (up to 25 points)- The applicant must be able to show that they have the capacity and experience required to execute a federally funded project while adhering to all relevant State and Federal regulations related to the receipt of such funds.
 2. Project Experience (up to 25 points)- The applicant is required to show that they possess the skills and experience essential for executing the specific project outlined in their application.
 3. Timeline (up to 20 points) - The suggested timeline for the project should clearly outline each phase in detail and provide a comprehensive rationale for the anticipated duration of each phase.
 4. Overall Project Need (up to 20 points) - The applicant is required to illustrate the necessity of their proposed project by considering multiple factors. This includes the disparity between the number of individuals recovering from substance use disorders who require stable, temporary housing and the existing capacity to offer such housing in the applicant's selected service area. Additionally, the applicant should assess the percentage of low-to-moderate income individuals in that area and clearly show their financial need for RHP funding.
 5. Cost Reasonableness (up to 10 points) - The applicant is required to thoroughly articulate and substantiate the expenses associated with the proposed project, detailing how administrative costs are kept to a minimum and demonstrating compliance with 2CFR 200 and state regulations.
 6. Bonus Points - Bonus points (no more than 15) will be awarded to residences seeking WVAAR certification that are currently provisionally certified, proposed project is serving residents in Kanawha, Cabell, Raleigh, Monongalia, or Mercer County, and/or the proposed project will help provide accommodations for persons with disabilities and/or are handicapped.

Phase 3 Criteria:

- Eligible applicants must qualify based on ensuring the total cost is reasonable, at completion the facility must meet local and state building codes, HUD Quality Housing Standards (HQS), and be brought up to the WVARR adopted facilities standards. Individuals can stay at the facility no longer than two years, until permanent housing is secured or the facilities residency occupation limit, whichever is first. Substance Use Disorder Housing Facilities applicants can apply with WVDED. Applicants must distinguish their status of a WVAAR certification. Proper documentation is required within the application process to support the WVARR certification status.

RHP Application Content Checklist	Tab Location
Application Summary Form	
Project Narrative	
Implementation Schedule – Rehabilitation/New Construction	
Implementation Schedule – Clearance & Demolition	
Budget + Funding	
Attachment A – Other funding sources commitment letters	
Attachment B – Independent Audit	
Leveraged Funds	
Drawdown of RHP funding	
Capacity + Procurement Plans	
Attachment C - Procurement Policies & Procedures	
Attachment D – Additional Procurement Documentation	
Citizen Participation Plan	
Attachment E – Citizen Participation Documentation	
Conflict of Interest Checklist	
Environmental Review	
FFATA/SAM.gov/UEI Number/Debarment	
Attachment F – Sam.gov Documentation	
National Objective: Limited Clientele	
Compliance	
Sign and Date – Authorizing Signature	
Attachment G – Unit of Local Government Resolution	
Federal Requirements & Certifications	
Additional Attachments:	
<p>Attachment H: Required Maps:</p> <p><input type="checkbox"/> Site Location Map: must show the applicant’s jurisdiction. Major highways and roads must be shown drawn to scale. The applicant must label the map, include a legend, and place a boundary line around areas of minority concentrations and of low-and-moderate income families.</p> <p><input type="checkbox"/> Project Map: must include the location of all project activities. It must also show all units bordering the project are whether they are part of the project activities. Commercial units such as shopping centers must also be labeled. Mark all existing and proposed public infrastructure on one map to indicate the relationship of public infrastructure to units to be constructed. The map must be to scale and include a legend.</p> <p><input type="checkbox"/> Overdose Map: must include a county-level map illustrating the relationship between community and population demographics and fatal drug overdoses-including opioids. As potential guidance in developing this map refer to https://dhhr.wv.gov/HSC/SS/Most_Requested_Statistics/DrugOverdoseMortality/Pages/default.aspx.</p>	
<p>Attachment I: Capacity, Experience, and Organizational Structure</p> <p><input type="checkbox"/> List of names and duties for the local government staff for the proposed project and other essential players</p> <p><input type="checkbox"/> Organizational chart identifying the reporting relationship and/or interaction among key players for the proposed project</p> <p><input type="checkbox"/> Chart of previous RHP, CDBG or other federal or state experience relevant to the proposed project. List project name, RHP, CDBG or other federal or state funding amount, program category, and brief description</p>	

<p>Attachment J: Relocation Plan Plan to minimize residential displacement and to provide relocation assistance to displaced citizens in a timely manner</p>	
<p>Attachment K: All housing and public facility rehabilitation projects must provide the following: <input type="checkbox"/> Cost Estimates <input type="checkbox"/> Site Photographs</p>	
<p>Attachment L: Miscellaneous documentation (if applicable) <input type="checkbox"/> Appraisal – required for Acquisition projects <input type="checkbox"/> Local Code Report – required for Clearance & Demolition projects <input type="checkbox"/> Preliminary Engineering Report – Must be no more than 24 months old at time of application submission <input type="checkbox"/> Project/Structure Blueprints & Design</p>	
<p>Attachment M: Required Workshops & TA Sessions <input type="checkbox"/> Statement confirming attendance of Phase 2 Mandatory Application Workshop <input type="checkbox"/> Statement confirming attendance of Phase 3 Mandatory Technical Assistance session</p>	

Application Summary Form-Recovery Housing Program (RHP)

1. Applicant's Name		2. Date	
a. Mailing Address		Original Dated: ____ / ____ / ____ Resubmission Dated: ____ / ____ / ____	
b. City and Zip Code			
c. County			
d. Contact Person			
e. Telephone Number			
f. Fax Number			
g. E-mail Address			
h. UEI Number			
i. WV Senate District			
j. WV House District			
3. Preparer's Name		e. Telephone Number	
a. Firm's Name			
b. Mailing Address			
c. City and Zip Code			
d. E-mail Address			
4. Co-Applicant Name		g. Telephone Number	
a. Mailing Address			
b. City and Zip Code			
c. County			
d. Grant Contact Person			
e. Telephone Number			
f. E-mail Address			
5. Project Name		6. RHP Funds Requested	
		\$	
Please choose the appropriate category (ies) you are applying for:			
Public Facilities & Improvements:	Disposition of Real Property:	New Construction:	
Acquisition of Real Property:	Clearance & Demolition:	Rehabilitation:	
7. Certification by the Chief Elected Official:			
a) I certify that to the best of my knowledge and belief: <ol style="list-style-type: none"> 1. Data in this application is true and correct. 2. Opportunities have been provided for citizen participation and access to information concerning the proposed activities is available. 3. This document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached certifications and state standards if the assistance is approved. b) I acknowledge that, if funded, this application is part of the Grant Agreement.			
a. Name and E-mail Address of Chief Elected Official			
b. Title			
c. Signature			Date:
FOR WVDED USE ONLY			
Date Received:		Application Number:	

Project Narrative

Write a brief overview/summary of the project being proposed. If there are multiple questions that need to be stated in the same answer box, please label which item you are addressing with the appropriate bullet letter.

1. State the following:
 - a. The project's scope to address current problems
 - b. The demand or need for this project
 - c. Opportunities that may come from this project

2. The location where this project would take place. Please include the county.

3. If awarded funding, how will this project positively impact the opioid epidemic in the State of West Virginia and assist individuals in the transition into permanent housing?

4. Describe the approach to how the work will be completed in a timely manner to align with the project schedule.

5. Describe anticipated measurable outcomes from one of the following:
a. Number of customers, households, and persons serviced;
b. Number of persons expected to transition into permanent housing; OR
c. Number of structures demolished.

6. Describe how the project will prioritize and/or consider low-moderate income.

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. Describe how the proposed project will provide a new service and/or a quantifiable increase in the level of an existing service.

Implementation Schedule

Complete the appropriate project schedule below that aligns with the specific project type for which you are applying. Please allow time for any unacquired permits, easements, waivers, and/or approvals- if applicable. Use month, day, and year for each activity date submitted.

West Virginia Department of Economic Development Recovery Housing Program- Rehabilitation/New Construction Project Schedule

ACTIVITY

DATE ACHIEVED OR EXPECTED TO ACHIEVE

Implementation Meeting	To be Determined by WVCAD
Begin Property Acquisition (if applicable)	
Submit Evidentiary Materials to WVCAD	30 days from Implementation Meeting Date
Submit Procurement Documentation to WVCAD	
Approved Project Design Submitted to WVCAD	
100% Property Acquisition Complete	
Environmental Review/FONSI/RROF Submitted to WVCAD	
Intent to Bid & Bid Document Checklist to WVCAD	
Advertise for Bids	
Pre-Bid Meeting	
Bid Opening Date	
SAM Check Confirmation Submitted to WVCAD	
Contracts Awarded with Subrecipient	
Pre-Construction Meeting	
Notice to Proceed from Engineer	
Project Construction Begins	
RHP Construction Funds Expended 30%	
RHP Construction Funds Expended 60%	
RHP Construction Funds Expended 90%	
RHP Project Construction Completed- All RHP Construction Funds Expended	
FPR and Final Request for Payment Submitted to WVCAD	
Submit Final Single Audit (if applicable)	

West Virginia Department of Economic Development
Recovery Housing Program-
Clearance & Demolition
Project Schedule

ACTIVITY

**DATE ACHIEVED OR
 EXPECTED TO ACHIEVE**

Implementation Meeting	To be Determined by WVCAD
Submit Evidentiary Materials to WVCAD	30 days from Implementation Meeting Date
Submit Procurement Documentation to WVCAD	
Environmental Review/FONSI/RROF & Property Demolition File Submitted to WVCAD	
Intent to Bid & Bid Document Checklist to WVCAD	
Advertise for Bids	
Pre-Bid Meeting	
Bid Opening Date	
SAM Check Confirmation Submitted to WVCAD	
Contracts Awarded with Demolition Contractor Awarded	
Project Demolition Begins	
RHP Demolition Funds Expended 30%	
RHP Demolition Funds Expended 60%	
RHP Demolition Funds Expended 90%	
RHP Project Demolition - All RHP Demolition Funds Expended	
FPR and Final Request for Payment Submitted to WVCAD	
Submit Final Single Audit (if applicable)	

Budget + Funding

Complete the attached project budget below. The total RHP request must not be over the maximum award amount for each project type. All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy. If non-RHP funds are included in the funding scenario, identify if the funds are grant or loan under the Other Funding Source column.

Application Project Budget

Activity Category	RHP Budget	Other Funds	Other Funding Source
Project Management Fee			
Accounting			
Arch/Engineering**			
Land Acquisition*			
Construction*			
Permits/Fees			
Legal			
Planning*			
Demolition*			
TOTAL			

*For Demolition projects, do not insert data into Arch/Engineering, Land Acquisition, Construction, or Planning line items.

**Arch/Engineering for demolition is eligible, but only for cost estimates.

Attach other funding sources commitment letters as [Attachment A](#).

Attach an independent audit labeled as [Attachment B](#).

Leveraged Funds

Do you anticipate receiving any funds for this project that will not be supplied by the RHP program?

Yes

No

If your project involves the qualified use of leveraged funds/services in any capacity, put "N/A" in the Sources section if not applicable to your project. Please note: Section 8071(d)(2) of the SUPPORT Act provides that no matching funds are required for grantees to receive RHP grants. In addition, the subrecipient is not required to provide matching funds as part of the RHP program.

Are there local or other funds available to address the proposed project in whole or in part?

Yes

No

If yes, report all sources of funding and the amount available.

Sources	Amount	Committed (date)

Briefly describe the uses of non-RHP funds and any additional requirements that will impact the project scope, budget, or timeline.

Drawdown of RHP funding

The subrecipient shall submit to the Grantee requests for payments of activities consistent with the approved budget (the Request for Payment or RFP). Each Request for Payment shall be broken down into requested draws against the budget line items specified on Page 15. The Subrecipient will have the flexibility to invoice the Grantee at least once a month to include all expenses. These payment requests must include all required invoices and documentation to substantiate costs, to the West Virginia Community Advancement and Development Office, the Grantee, for approval and remittance. RHP funds are not paid to Subrecipient before costs are accrued. The subrecipient must be financially suited to cover initial costs in anticipation of reimbursement.

Please include and clearly identify the use of RHP funds and the timeline for drawing down the funds.

Capacity + Procurement Plans

Provide answers to address the items below. Also, please attach the procurement policies and procedures governing the proposed project as [Attachment C](#). Please note, all procurement policies must comply with 2 CFR 200 and Chapter 5-22-1 of the WV State Code.

1. For each RHP (CDBG, ESG, HOME, etc.) project which you manage that has been open for three years or longer, please provide an explanation as to why these projects are delayed in completion.
 - a. For those open projects, what is your plan to achieve completion?

2. How do you plan to procure all professional services (i.e., arch/engineering, attorneys, accountants)?
 - Documentation of procurement must be followed in compliance with 2 CFR 200 and Chapter 5-22-1 of WV State Code.
 - If any professional services have been procured prior to this application submission, please attach all procurement documentation as [Attachment D](#).

Citizen Participation

Requirements for Citizen Participation:

1. Two public meetings are required for all first-time applications. *For resubmissions:*
Only one new, recently held public meeting is required, as it represents the second public hearing; however, the tear sheet for advertisement of the first public hearing from the most recent year's application submission must be included in the application.
2. Advertisements for the public meetings must be published in the newspaper at least fourteen (14) days prior to the meeting, with the meeting being held on the Fifteenth (15th) day after the notice appeared.
3. The advertisement for the second public meeting may not be published until after the first public meeting is held.

Required Documents for Submission:

When submitting the Citizen Participation documentation, a copy of the following is required:

1. Tear sheet from the advertised notice of both published public hearings. The date of publication must be shown on the tear sheet. This can be a copy of the tear sheet, or an actual slip.
2. Affidavit of the advertisement, notarized, for **BOTH** public hearings.
3. Signed minutes of meeting by author of **BOTH** public hearings.
4. Citizen Participation Plan of Subrecipient
5. Sign in sheets of **BOTH** public hearings with:
 - a. date
 - b. time,
 - c. location of meeting.

Submit ALL Citizen Participation Documentation labeled as **Attachment E**.

Please complete the following information about the citizen participation documentation. **Submitted applications that do not meet the minimum fourteen-day period from advertisement date to hearing date will not be fully reviewed or considered for funding.**

- 1st Public hearing documentation attached
- Publish date of legal ad _____ 2025
 - Hearing date _____ 2025
- 2nd Public hearing documentation attached
- Publish date of legal ad _____ 2025
 - Hearing date _____ 2025

Name(s) of Newspapers legal ad published in _____

Conflict of Interest Disclosure

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the RHP applicant's or RHP's 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 RHP applicant or RHP 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 RHP funding. The RHP applicant or RHP 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 RHP funds.

To assist applicants with determining if a potential conflict of interest exists, as defined in 24 CFR Part 570.489 (h), please provide responses to the following questions.

1. Does any person involved with this potential RHP project have family or business ties with any of the local government elected officials or local government staff?
 Yes No
2. Has any person involved with this potential RHP project requested or received an opinion about a potential conflict of interest from an attorney or from the West Virginia Ethics Commission?
 Yes No
3. Does any person involved with this potential RHP project have an ownership interest in an entity that is directly affected by activities proposed in the application?
 Yes No
4. Will any person involved with this potential RHP project derive any income or commission as a direct result of the action taken by the local government elected by the board or its staff?
 Yes No

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest. If there are none, insert N/A:

Name of Chief Elected Official: _____

Title: _____

Signature: _____

Date: _____

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.

Environmental Review

Complete the following:

1. If known, what level of environmental review is required for the proposed project?

- Environmental Impact Statement (EIS)
- Environmental Assessment (EA)
- Categorically Excluded/ Does not convert to Exempt
- Categorically Excluded/Converts to Exempt
- Exempt
- Unknown

2. Provide the name and email of any other state or federal agency contact person if that agency requires an environmental review for this project.

3. Indicate whether the proposed project involves any of the following:

- Historic structure (designated or 50+ years old)
- Historic or prehistoric site
- Historic District

4. Will this project require or result in the involuntary displacement of any person?

- YES
- NO

FFATA/SAM.gov/UEI Number/Debarment:

The Federal Funding Accountability and Transparency Act (FFATA) requires the WVDED to submit the award of federal funds to the FFATA Sub-Award Reporting System (FSRS) website for all federal awards of \$25,000 or more. By signing below, I authorize the West Virginia Department of Economic Development to report the award of any RHP funds awarded because of this application in the Federal Financial Accountability and Transparency Act (FFATA) report for the State of West Virginia. HUD funding is subject to the regulatory citation 31 U.S. Code § 3720B, barring delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees. Is the Applicant delinquent on any State or Federal loan or financial obligation? If yes, explain below.

I understand and certify, by the date listed below, that my organization is properly registered with the SAM.gov website to complete these reporting requirements.

By signing below, I also certify that my organization is not debarred or suspended and does not have an inactive UEI number. A copy of the Sam.gov registration page must be attached to this application as **Attachment F**.

FEIN

UEI

Signature of Authorizing Official:

Typed Name and Title:

Date:

National Objective: Limited Clientele

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

Please choose one of the following targeted “presumed LMI” categories that will be served by the project:

- Children who are abused
- Spouses who are battered
- Adults who are severely disabled: Low-Income
- HUD 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
- Persons who meet the federal poverty limits
- Persons insured by Medicaid

For LMC, demographics and ethnicity information are required for all individuals being serviced. Please provide an explanation below of how the beneficiaries will be counted.

Modification of Limited Clientele Presumptions. Persons in certain group categories may be presumed to be low- and moderate-income persons pursuant to the requirements at 24 CFR 570.208(a)(2)(i)(A) or 570.483(b)(2)(ii)(A). HUD is modifying the requirements at 570.208(a)(2)(i)(A) and 570.483(b)(2)(ii)(A) to add additional categories of groups of persons that, when served exclusively or in combination with groups of persons in other listed categories, may be presumed to benefit persons, 51 percent of whom are low- and moderate-income, barring any evidence to the contrary. Under this alternative requirement, the categories are expanded to include persons who meet the federal poverty limits or are insured by Medicaid.

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, local governments.”

Can you certify to comply with state and federal register regulations as outlined in 84 FR 45838?	Yes No
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

Sign and Date – Authorizing Signature

The information contained within this application is true and correct to the best of my knowledge. The submission thereof has been duly authorized by resolution (attached) of the Unit of Local Government after public hearing requirement have been met, and the applicant will comply with the attached assurances and certifications, provided technical assistance is provided when necessary.

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

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

This section must be notarized.

Include a copy of the resolution authorizing the application labeled as **Attachment G**.

Typed Name:

Signature:

Notary:

FEDERAL REQUIREMENTS AND CERTIFICATIONS

The subrecipient hereby assures and certifies that:

1. It possesses the legal authority to carry out the program for which it is seeking funding, in accordance with applicable HUD regulations and the grant requirements.
2. Its governing body has duly adopted or passed an official act as resolution, motion, or similar action, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. Prior to submission of its application to WVCAD, the subrecipient must comply with the citizen participation requirements of 24 CFR 570.486(a)(1) through (a)(7) for proposed and actual uses of RHP funding (except as provided in *Federal Register* notices providing waivers and alternative requirements for the use of RHP funds).
 - a. Provide for and encourage citizen participation, particularly by low-and-moderate income persons who reside in slum or blighted areas and areas in which RHP funds are proposed to be used.
 - b. Ensure that residents will be given reasonable and timely access to local meetings, consistent with accessibility and reasonable accommodation requirements in accordance with section 504 of the Rehabilitation Act of 1973 and the regulations at 24 CFR part 8, and the Americans with Disabilities Act and the regulations at 28 CFR parts 35 and 36, as applicable, as well as information and records relating to the Subrecipient's proposed and actual use of RHP funds;
 - c. Furnish citizens information, including but not limited to:
 - i. The amount of RHP funds expected to be made available for the current fiscal year (including the grant and anticipated program income).
 - ii. The range of activities that may be undertaken with the RHP funds.
 - iii. The estimated amount of the RHP funds proposed to be used for activities that will meet the national objective of benefit to low-and-moderate income persons; and
 - iv. The proposed RHP activities likely to result in displacement and the unit of general local government's antidisplacement and relocation plans required under § 570.488.
 - d. Provide technical assistance to groups that are representative of persons of low- and moderate-income that request assistance in developing proposals (including proposed strategies and actions to affirmatively further fair housing) in accordance with the procedures developed by the State. Such assistance need not include providing funds to such groups.
 - e. Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining residents' views and responding to proposals and questions. Together the hearings must cover community development and housing needs (including affirmatively furthering fair housing), development of proposed activities, and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings, and they must be held at times and accessible locations convenient to potential or actual beneficiaries, with accommodations for persons with disabilities. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate.
 - f. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - g. Provide citizens with the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

4. The Subrecipient certifies that it is complying with each of the following criteria:
 - a. Funds will be used solely for allowable activities to provide individuals in recovery from a substance use disorder stable, temporary housing for a period of not more than 24 months or until the individual secures permanent housing, whichever is earlier.
 - b. With respect to activities expected to be assisted with RHP funds, the RHP Action Plan has been developed so as to give the maximum feasible priority to activities that will benefit low- and moderate-income individuals and families.
 - c. The aggregate use of RHP funds shall principally benefit low- and moderate-income families in a manner that ensures the grant amount is expended for activities that benefit such persons; and
 - d. The subrecipient will not attempt to recover any capital costs of public improvements assisted with RHP grant funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:
 - i. RHP grant funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than RHP; or
 - ii. For purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient RHP funds (in any form, including program income) to comply with the requirements of clause (a).
5. The subrecipient certifies that it has in effect and is following a residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the RHP program
6. The subrecipient certifies that it will comply with the residential anti-displacement and relocation assistance plan, relocation assistance, and one-for-one replacement housing requirements of section 104(d) of the Housing and Community Development Act of 1974, as amended (42 USC § 5304(d)) and implementing regulations at 24 CFR part 42, as applicable, except where waivers or alternative requirements are provided.
7. The subrecipient certifies its compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by part 87.
8. The subrecipient certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.), and implementing regulations at 49 CFR part 24, except where waivers or alternative requirements are provided.
9. The subrecipient certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135.
10. The subrecipient certifies that the grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations, and that it will affirmatively further fair housing.
11. The subrecipient certifies that it has adopted and is enforcing the following policies, and, in addition, must certify that it will require local governments that receive grant funds to certify that they have adopted and are enforcing:
 - a. a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
 - b. a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.
12. The subrecipient certifies that the grant will be conducted and administered in conformity with the requirements of the Religious Freedom Restoration Act (42 U.S.C. 2000bb) and 24 CFR 5.109, allowing the full and fair participation of faith-based entities.
13. The subrecipient certifies that it (and any subrecipient or administering entity) currently has or will develop and maintain the capacity to carry out RHP eligible activities in a timely manner and that the grantee has reviewed the requirements of the grant.
14. The subrecipient certifies that its activities concerning lead-based paint will comply with the requirements of

HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

15. The subrecipient certifies that it will comply with environmental review procedures and requirements at 24 CFR part 58.
 - a. According to the environmental review regulations at 24 CFR 58.4(b), when a state carries out activities directly, the state must submit the certification and Request for Release of Funds (RROF) to HUD for approval. While a state usually distributes CDBG funds to a unit of general local government and takes on HUD's role as the responsible entity in receiving certifications from grant recipients and approving RROFs, for RHP activities carried out directly by the state, the state must submit the certification and RROF to HUD for approval.
16. The subrecipient certifies that it will affirmatively further fair housing.

Chief Elected Official Signature

Date

Printed Name of Elected Official

Date

ATTACHMENT DESCRIPTIONS

- A. Other Funding Sources Commitment Letters – Signed
- B. Copy of Most Recent Independent Audit
- C. Local Procurement Policies & Procedures governing the proposed project
- D. Additional Procurement Documentation for procured services at time of application; (if applicable)
 - a. Please refer to the WV CAD Subrecipient Procurement Polices & Procedures manual found on <https://wvcad.org/infrastructure/rhp> for specific procurement information
- E. Citizen Participation Documentation
 - a. Tear sheet from the advertised notice of both published public hearings. The date of publication must be shown on the tear sheet. This can be a copy of the tear sheet, or an actual slip.
 - b. Affidavit of the advertisement, notarized, for BOTH public hearings
 - c. Signed minutes of meeting by author of BOTH public hearings
 - d. Citizen Participation Plan of Subrecipient
 - e. Sign in sheets of BOTH public hearings with date, time, and location of meeting
- F. SAM.gov Registration Documentation
 - a. Include a verification from SAM.gov for both the unit of local government and the project administrating agency
- G. Unit of Local Government Resolutions
 - a. Must be signed after the public participation requirements have been completed. The local government shall adopt or pass an official act or resolution authorizing the filing of the application, all assurances, and certifications contained therein, directing and authorizing the person identified as the official representative of the applicant and to provide such additional information as may be required. All resolutions must be signed by the chief elected official and at least one corresponding official (city council member, county clerk, etc. or Notary when applicable).
- H. Required Maps
 - a. **Site Location Map:** must show the applicant’s jurisdiction. Major highways and roads must be shown drawn to scale. The applicant must label the map, include a legend, and place a boundary line around areas of minority concentrations and of low-and-moderate income families.
 - b. **Project Map:** must include the location of all project activities. It must also show all units bordering the project are whether they are part of the project activities. Commercial units such as shopping centers must also be labeled. Mark all existing and proposed public infrastructure on one map to indicate the relationship of public infrastructure to units to be constructed. The map must be to scale and include a legend.
 - c. **Overdose Map:** must include a county-level map illustrating the relationship

between community and population demographics and fatal drug overdoses-including opioids. As potential guidance in developing this map refer to https://dhr.wv.gov/HSC/SS/Most_Requested_Statistics/DrugOverdoseMortality/Pages/default.aspx.

I. Capacity, Experience, and Organizational Structure

- a. List of names and duties for the local government staff for the proposed project and other essential players
- b. Organizational chart identifying the reporting relationship and/or interaction among key players for the proposed project
- c. Chart of previous RHP, CDBG or other federal or state experience relevant to the proposed project. List project name, RHP, CDBG or other federal or state funding amount, program category, and brief description

J. Relocation Plan (if applicable)

- a. Plan to minimize residential displacement and to provide relocation assistance to displaced citizens in a timely manner

K. All housing and public facility rehabilitation projects must provide the following:

- a. Cost Estimates
- b. Site Photographs

L. Miscellaneous documentation (if applicable)

- a. Appraisal – required for Acquisition projects
- b. Local Code Report – required for Clearance & Demolition projects
- c. Preliminary Engineering Report – Must be no more than 24 months old at time of application submission
- d. Project/Structure Blueprints & Design

M. Required Workshops & TA Sessions

- a. Statement confirming attendance of Phase 2 Mandatory Application Workshop
- b. Statement confirming attendance of Phase 3 Mandatory Technical Assistance session