



CDBG-DR Economic Development Application

Application Open: March 3rd, 2021

Application Deadline: June 4th, 2021

This document provides guidelines and the application for the West Virginia CDBG-DR Economic Development Program administered by the West Virginia Development Office (WVDO). This Program is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) allocation as described in Pub. L. 114-223, Pub. L. 114-254, and Pub. L. 115-31.

West Virginia Community Development Block Grant- Economic Development Application

Application Instructions

I. Introduction

West Virginia received long-term flood recovery funds through the Continuing Appropriations Act of 2017 (Pub. L. 114-223, Pub. L. 114-254, and Pub. L. 115-31) that was enacted to provide federal funds for disaster relief to various states with Presidentially Declared Disasters in 2016. A total of \$2.3 billion in Community Development Block Grant - Disaster Recovery (CDBG-DR) funds were appropriated through three separate allocations, the requirements of which are set forth under Federal Register Notices, 81 FR 83254, 82 FR 5591, and 82 FR 36812. From this funding, West Virginia received three allocations totaling \$149,875,000 to be spent in 12 disaster declared counties, specifically Clay, Greenbrier, Fayette, Jackson, Kanawha, Lincoln, Monroe, Nicholas, Pocahontas, Roane, Summers, and Webster. Of the total funding available, 80% must be spent in the following counties determined to be *most impacted*: Clay, Greenbrier, Kanawha, and Nicholas (2016 Flood Award).

The Rise West Virginia Economic Development Program addresses the long-term economic needs in communities impacted by the 2016 severe storms and will award grants to be used for economic improvements in the four most impacted and distressed counties (Clay, Greenbrier, Kanawha, and Nicholas). The West Virginia Development Office (WVDO) is accepting applications from qualifying Units of General Local Government (UGLG) to address economic development needs in the following categories:

- Infrastructure
- Parks and Recreation and Public Facilities
- Downtown Core Strengthening
- Industrial and Commercial Improvements

A. Available Funding

A total of \$8,000,000 in funds is available to qualifying economic development and planning activities serving residents in Clay, Greenbrier, Kanawha, and Nicholas counties with at least 51% benefit to low- to moderate-income persons. Please note, no reimbursable expenses prior to CDBG-DR funding.

B. Federal HUD Regulations

To be considered for the Rise West Virginia Economic Development Program, a program or project must meet the national objective of benefiting Low- to Moderate-Income 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. 2020 HUD Low to Moderate Income Guidelines for each City and County in the State of West Virginia can be found at the following location:

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

For this program, there are two approaches for meeting the Low to Moderate Income qualifications:

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.

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 and Notice 19-02.

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

[LMISD-Updates-during-FY-2014-CDBG-State.pdf](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

C. Program Eligibility and Criteria

1. Eligible Activities

The primary objective of the CDBG-DR program is benefit low-/moderate-income persons. The State recognizes that West Virginian communities suffered significant economic impacts as a result of the 2016 severe storms and flooding. The CDBG-DR Economic Development Program will prioritize activities that will have demonstrable impact on the economy and benefit low to moderate income areas through infrastructure, parks and recreational development, downtown core strengthening, and commercial and industrial improvements.

Each project must meet the following criteria:

- Program activities and service area must be Cities or Counties located within the following 4 counties: Kanawha, Nicholas, Greenbrier, or Clay.
- The proposed activity must benefit persons of low to moderate income.
- The proposed activity must address the disaster related impact either directly or indirectly
- The proposed activity must define the economic development benefit.

Each project must meet economic development needs in one of the following ways:

- **Infrastructure:** Support the development of viable infrastructure systems (such as water, sewer, storm water management) to improve living conditions and bolster economic development.
- **Parks and Recreation:** Support the development and enhancement of parks and recreational facilities through acquisition, construction, or rehabilitation that will improve quality of life and eliminate factors that affect environmental quality or public health.

- **Downtown Core Strengthening:** Strengthen downtown cores through assistance in street improvements, sidewalks, and street landscaping. While general repairs and maintenance are not eligible activities, Cities and Counties may apply for CDBG-DR funds that will significantly contribute to revitalization or redevelopment of downtown cores. These improvements include, but are not limited to, streetscape, sidewalks, curb cuts, street paving, parking, lighting, storm water management, and street landscaping that will benefit and attract area businesses.
- **Industrial and Commercial Improvements:** Invest in commercial/industrial improvements through the acquisition, rehabilitation, or construction of commercial and industrial buildings and parks.

2. List of Ineligible Activities

- a) Income payments
- b) Supplanting or substituting expenses currently paid for by other sources
- c) Improvements to buildings for the general conduct of government
- d) General government expenses
- e) Political activities and lobbying
- f) Purchase of mobile equipment, specifically for construction but also including fire protection equipment, furnishings, and personal properties
- g) Operating and maintenance expenses
- h) New housing construction

II. Application Guidelines

A. CDBG-DR Economic Development Application

Provide an eligible project that serves low- to moderate-income residents in Clay, Greenbrier, Kanawha, and Nicholas counties West Virginia. Please complete and submit the CDBG-DR Economic Development Application, Budget Form, and relevant attachments.

B. Funding Request Restrictions

1. Award limit of \$5,000,000
2. No award minimum

C. Submission Guidelines

All applications must follow the formatting described below:

1. Separate electronic PDF applications (if electronic) for each project requesting funds;
2. Applications must be completed within the application requirements provided;
3. All sections and narrative questions must be answered completely;
4. Maps and attachments must be shrunk to fit onto an 8 ½ x 11” paper;

5. The check list provided must be completed and submitted with the application;
6. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
7. Required documents must be attached:
 - All documents identified on the Community Development Block Grant Disaster Recovery Economic Development Application, please note that the application checklist must also be submitted with application.
 - Project Timeline: describes when the program will occur with specific milestones and dates

If submitting an electronic application, the full application with signatures must be saved as a single PDF and submitted via email to alexandria.r.phares@wv.gov no later than 5:00pm on June 4th, 2021. Applicants will receive a receipt of application confirmation email within 7 days of submission.

If submitting a paper application, **the full application and an exact copy** with signatures must be mailed to and received by the WVDO no later than 5:00pm on June 4th, 2021. A receipt of application confirmation will be mailed within 7 days upon receipt of application. Please mail to the address below:

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

D. Deadlines

The complete version (electronic PDF or paper copy) of the application must arrive by 5:00 pm June 4th, 2021.

NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.

III. Review Process and Scoring

A. Review Process

WVDO staff will review and score all applications based on the rating categories listed below. There will be a minimum threshold requirement. If applications meet the minimum threshold requirements in Table 1, applications will be scored according to the criteria in Table 2.

B. Scoring Criteria and Point Distribution

Applications must meet the minimum requirements outlined in Table 1:

Table 1: Mandatory Threshold Compliance Criteria

Minimum Criteria
Application is signed and complete.

Application was submitted on time.
Applicant is an eligible county or city unit of local government.
Applicant's project demonstrates a tieback to the 2016 disaster and benefits HUD and/or state-identified MID areas through economic development programs.

Applications meeting the minimum requirements will be rated and ranked based on their responses to the following criteria in Table 2:

Table 2

Criteria	Description	Points
Economic Development Impact	Project demonstrates quantifiable benefits that increase economic development in the area (number of businesses served, workers trained, acres improved, critical facilities served) and describes in detail how the project will increase economic development opportunities in the area for low to moderate income persons.	25
Underwriting	Project budget is reasonable, all sources of financing are committed, CDBG-DR funds are not replacing non-federal financial support, the project is financially feasible, and, to the extent practicable, the return on applicant's equity investment will not be unreasonably high.	25
Project Description	Project demonstrates detailed scope of work, firm and up-to-date cost estimates, clearly defined milestones, and quantifiable outcome measurements.	20
Readiness to Proceed	Project has completed pre-construction requirements such as design, permitting, and environmental review. Project can quickly proceed to construction phase (see important note below scoring chart).	15
Capacity and Implementation	Subrecipient demonstrates extensive project management experience.	10
Leverage	Project demonstrates committed matching dollars from federal and other sources of funding.	10
Green Infrastructure/Energy Efficiency	Project incorporates energy-efficiency and/or green infrastructure elements into the project design, including: bioretention areas such as rain gardens and bioswales, permeable pavements, street trees, and open spaces that incorporate drainage and infiltration functions. Higher scoring applications will include multiple forms of green infrastructure and include extensive planning.	10
Investment Linkage	Project complements other community development activities and projects in the area and demonstrates consistency with local, regional, or state plans.	10

Total		125
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Note: Applicants must not acquire a proposed site to achieve more points in the Readiness to Proceed Scoring Criteria. The WVDO is unable to release funds for acquisition, construction, or rehabilitation activities until the proper level of Environmental Review is determined and approved. The Grantee is responsible for the completion of the Environmental Review Record, as specified and required in regulations pursuant to 24 CFR Part 58. The Grantee must certify to the State that it has complied with all requirements and obligations set forth by 24 CFR Part 58 prior to the obligation of any funds. These requirements prohibit the Grantee from taking and “choice limiting actions” prior to the completion of the environmental review. Choice-limiting actions include any activity that will result in a physical change, including property acquisition, demolition, movement, rehabilitation, conversion, repair, construction, and leasing or disposition.

C. Duplication of Benefits Calculation

CDBG-DR funding intends to address the unmet needs of a community. The funds are supplemental to primary forms of assistance, including private insurance and FEMA funds. To avoid duplicative assistance and potential de-obligation of funding, the State must account for all possible funding sources before applying CDBG dollars to a project. CDBG-DR programs are typically implemented after temporary disaster assistance programs, such as FEMA Individual Assistance, and are not intended to make someone whole.

The Robert T. Stafford Act established the requirements for Duplication of Benefits (DOB) analysis to prevent duplication of benefits. The Act required that major disasters occurring in 2015, 2016, and 2017 comply with the notice “Clarification of Duplication of Benefits Requirements Under the Stafford Act for Community Development Block Grant (CDBG) Disaster Recovery (DR) Grantees” (Federal Register November 16, 2011, 76 FR 71060) 3 . The 2019 DOB Notice updates the 2011 DOB Notice in part to reflect the requirements of recent CDBG-DR supplemental appropriations acts and 3 <https://www.federalregister.gov/documents/2011/11/16/2011-29634/clarification-of-duplication-of-benefits-requirements-under-the-stafford-act-for-community> Rise West Virginia Disaster Recovery Policies and Procedures 2020 42 01.2020 amendments to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207) (the Stafford Act)4 . This notice amends notice requirements for disasters occurring in the above mentioned years and added the requirements of the 2019 DOB notice in lieu of the 2011 DOB notice for: (a) new programs and activities added to the action plan after the date of the updated notice; and (b) existing programs and activities, to the extent that the grantee amends its action plan to change its treatment of loans in accordance to the up-date. This policies and procedures will continue to be up-dated to reflect changes to the duplication of benefits provision as outlined in Section 312 of the Stafford Act, as amended by Section 1210 of the Disaster Recovery Reform Act of 2018 (DRRA) (division D of Public Law 115- 254), and the related provisions of the 2019 DOB Notice. These updates will be published in subsequent versions of the WV Rise Housing manuals and other documents as required by the guidance. The Stafford Act prohibits entities, including households, from receiving disaster recovery.

Federal disaster law prohibits the provision of federal assistance in excess of need. Before paying a cost with federal disaster assistance, WVDO 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. Each application must complete Part 1 Funding Source in the application (pictured below). Applications will not be considered unless the chart is completed.

FUNDING SOURCES	AMOUNT	STATUS OF COMMITMENT
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CDBG-DR Request		Requested
Local Funds		
Local In-Kind (maintenance)		
State Funds		
Other Federal Funds:		
Other:		
Other:		
TOTAL ESTIMATED COST		

D. Tie-back to the 2016 Severe Storms and Floods

Applicants must demonstrate a direct or indirect tie back to the 2016 severe storms and flooding event. Include in project narrative how the served community suffered an economic impact from the disaster and how this project will help in the recovery from the disaster. Direct tie back can be evidenced by photographs or documented damages sent to FEMA, SBA, recorded history such as through the media).

IV. Reservation of Rights

The West Virginia Development Office reserves the right, at its sole discretion, to recommend all, a portion, or none of the available CDBG-DR 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 Disaster Recovery funding, as needed.

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

The WVDO 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.

V. Post Award and Recipient Criteria

All awards are subject to the State’s receipt of its CDBG-DR 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 the Federal Registers and 2 CFR 200 and in accordance with Chapter 5-22-1 of the West Virginia Code. Procurement requirements are further outlined in the program’s policies and procedures.

The WVDO 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 Cities and Counties. Monitoring ensures that each grant recipient meets the goals and objectives identified within the State’s CDBG-DR Action Plan.

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

- CDBG-DR recipient shall not incur any costs or obligate any CDBG-DR funds until the authority to use grant funds is provided from the U.S. Department of Housing and Urban Development by the State of West Virginia

WVDO Office, a contract between The West Virginia Development Office and the recipient is executed, and an environmental review is complete.

- CDBG-DR economic development projects must be completed by March 15th, 2024.
- CDBG-DR recipients will be required to maintain accurate records and shall comply with all applicable provisions of the Housing and Community Development Act of 1974, as amended, and the regulations at 24 CFR Part 570, as modified by the Federal Register notices that govern the use of Grant Funds available under this Agreement. This includes without limitation applicable Federal Registers; 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200); Chapter 5-22-1 of the West Virginia Code; 24 CFR Part 570 Community Development Block Grant dollars; applicable waivers; Fair Housing Act, 24 CFR Part 35, 24 CFR Part 58, 24 CFR Part 135; National Historic Preservation Act, 36 CFR Part 800, Executive Order 11593; and any other applicable state laws or regulations, including the requirements related to nondiscrimination, labor standards and the environment; and Action Plan amendments and HUD's guidance on funds.
- Recipients will be asked to provide a quarterly summary reporting all accomplishments, outcomes, and expenditures to be provided to the State and HUD. This includes a narrative description of the program and progress as it is being completed. Quarterly performance requirements will be reviewed during the implementation meeting.
- Grantees are required to:
 - Collect and track data elements associated with the program/project requesting funding. These elements may include how the person, household, or area has benefited from the project, 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 WVDO 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 Development Office to ensure income guidelines and residency are being met and goals are being reached. A monitoring will be conducted by WVDO 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 Development Office for approval and remittance. CDBG-DR 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, CDBG-DR recipient shall not incur any costs or obligate any CDBG-DR funds until the authority to use grant funds is provided from the U.S. Department of Housing and Urban Development by the State of West Virginia WVDO Office, a contract between the West Virginia Development Office and the recipient is executed, and an environmental review is complete.

COMMUNITY DEVELOPMENT BLOCK GRANT
DISASTER RECOVERY
ECONOMIC DEVELOPMENT APPLICATION
CHECKLIST

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

- CDBG-DR Economic Development 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 Capacity 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.** Section 3 Plan
(*Public Facilities Grant Applications Only*)
A sample Section 3 Plan is available at www.wvcad.org/resources.
- E.** Assurances Form

- F.** Disclosure/Update Report
- G.** Documentation for 2016 Storm Tie Back
- 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
- M.** Clearly defined project area topographical, aerial, and driving maps
- 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.** Copy of Application (If hard copy)

Project Title: _____

Part 1 - Applicant Summary:

Primary Contact Name:	Enter Name Here	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:

Project Location (City/County/Neighborhood)	
Brief Description of Project:	
Select (1) Project Type: Infrastructure, Parks and Recreation, Downtown Core Strengthening, or Commercial/Industrial Improvement	
Total Project Cost \$:	

Please fill out the chart:	FUNDING SOURCES	AMOUNT	STATUS OF COMMITMENT	Expected Date of Funds
	CDBG-DR Request		Requested	
	Local Funds			
	Local In-Kind (maintenance)			
	State Funds			
	Other Federal Funds:			
	Other:			

	Other:			
	TOTAL ESTIMATED COST			
% CDBG-DR Funds (Calculate from Chart)				

CERTIFICATION of Mayor, Chair or Commission President: 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 through a resolution.

 Typed Name and Title Signature Date

AUDIT INFORMATION & FUNDING HISTORY	Grantee	Sub-Recipient
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 funds during any fiscal year of the project period? If so, the WVDO office requires a copy of the single audit for the year(s) of the project, if funded.	<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) and provide a copy of the single audit		
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?		
If YES, list dates and sources below.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

FUNDING AGENCY

DATE

PART 2 – Project Eligibility, National Objective, and Low to Moderate Benefit

Project Type

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

- Support the development of viable infrastructure systems (such as water, sewer, storm water management) to improve living conditions and bolster economic development.

- Support the development and enhancement of parks and recreational facilities through acquisition, construction, or rehabilitation that will improve quality of life and eliminate factors that affect environmental quality or public health.

- Strengthen downtown cores through assistance in street improvements, sidewalks, and street landscaping. While general repairs and maintenance are not eligible activities, Cities and Counties may apply for CDBG-DR funds that will significantly contribute to revitalization or redevelopment of downtown cores. These improvements include, but are not limited to, streetscape, sidewalks, curb cuts, street paving, parking, lighting, storm water management, and street landscaping that will benefit and attract area businesses.

- Invest in commercial/industrial improvements through the acquisition, rehabilitation, or construction of commercial and industrial buildings and parks.

PROJECT BENEFICIARIES

Number of Beneficiaries and Data Sources:

	Persons	Households
1. Total number of individuals/households	<input type="text"/>	<input type="text"/>
2. Total number of LMI individuals/households	<input type="text"/>	<input type="text"/>
3. Percentage of LMI beneficiaries (Divide line 2 by 1) %	<input type="text"/>	<input type="text"/>

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. Specifically address how the project's services will be provided to the LMA neighborhood.

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

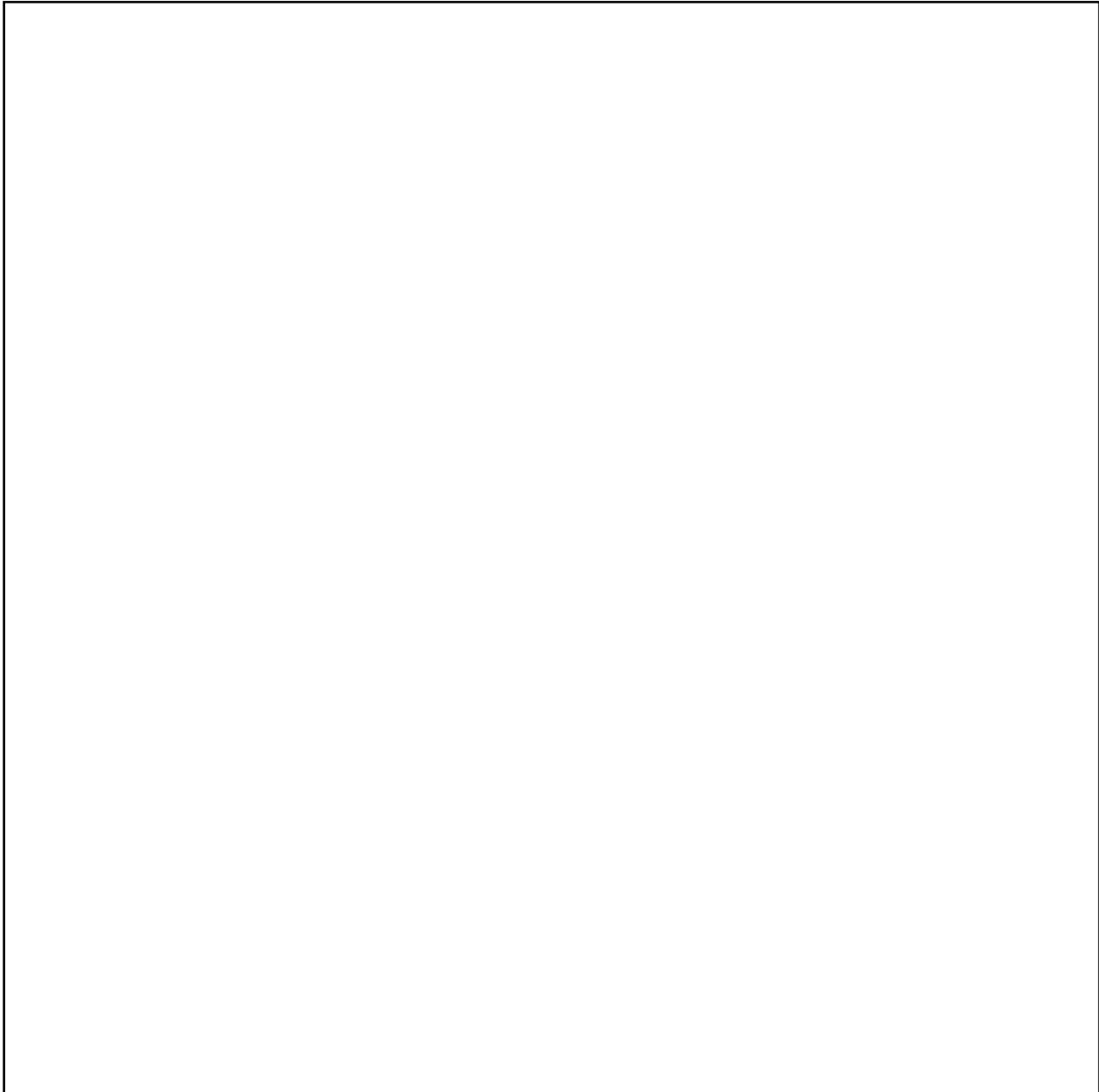
PART 3 - SCOPE OF WORK (SoW)- Project Description

Provide a clear, concise description of the proposed project identifying how the project will contribute to economic development and benefit low to moderate income persons in the service area in long-term disaster recovery, 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?

A large, empty rectangular box with a thin black border, intended for the user to provide a clear, concise description of the proposed project. The box is currently blank.

PART 3 - SCOPE OF WORK (SoW)- Economic Impact

Provide a clear, concise response to the following prompts and questions. How will the project increase economic opportunities for low to moderate income persons? Does the project compliment other community development activities and projects? If so, describe. 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 and resiliency measures. Maps and photographs may be an attachment to the application, if applicable.



PART 3 - SCOPE OF WORK (SoW) Continued

Provide a clear, concise description of how the proposed project will incorporate energy efficiency and/or green infrastructure. Strong applications will include plans to increase resiliency against future disasters. Examples include green infrastructure to manage stormwater, reusable energy to provide back-up power in the case of outages, and sustainable practices to contribute to environmentally sound practices in the community.

A large, empty rectangular box with a thin black border, intended for the applicant to provide a clear, concise description of how the proposed project will incorporate energy efficiency and/or green infrastructure. The box is currently blank.

PART 4 – PROJECT CAPACITY IMPLEMENTATION SCHEDULE

Provide the timeline that indicates activities and estimated dates to complete the project by March 15th, 2024.

TASK	RESPONSIBLE PERSON	MONTH
PROJECT START UP :		
RROF/AUGF ENVIRONMENTAL REVIEW REPORT		
PROCUREMENT OF PROFESSIONAL ASSISTANCE (including professional engineers, architects, community development consultants, construction contracts, legal services etc.)		
PROJECT IMPLEMENTATION (START OF CONSTRUCTION IF APPLICABLE):		
END OF CONSTRUCTION (IF APPLICABLE):		
PROJECT CLOSEOUT:		

Please note that, in the Fall of 2021, an implementation meeting will be held with awarded subgrantees to discuss the implementation schedule and expectations in detail.

PART 5 – LOW TO MODERATE INCOME AREA BENEFIT ANALYSIS

1. What services will the proposed project provide low to moderate income persons? Is the proposed project open to the public? What barriers or obstacles will it help low to moderate income persons overcome, and how?

2. How does the proposed project activity support economic growth? How is it an economic driver? How will it increase businesses that serve low to moderate income persons? Is it a job generator and will it employ low to moderate income persons?

3. How does the proposed project complement other community development activities and projects in the area and demonstrate consistency with local, regional, or state plans.?

4. What documentation is being provided to substantiate a project tie-back to the June 2016 disaster and economic need?

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-DR eligible expenses.

Project Title:

Date:

Line Item	CDBG-DR	Local		State	Other Federal	Other	Totals
		Funds	In Kind				
Total Costs							

NOTE: 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)
Local Funds				
Local in Kind				
State				
Other Federal				
Other				

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-DR 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 applicant’s readiness to implement the proposed project:

- 1. Status of prior work/preliminary planning.

- 2. Capacity within the jurisdiction or responsible 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

- 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)

Federal disaster law prohibits the provision of federal assistance in excess of need. Before paying a cost with federal disaster assistance, WVDO must check to see that the assistance will not cause a duplication of benefits, meaning that the cost has not been obligated 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.

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

What is the cost the project?

Have you received any commitment or payment of 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 a Phase 1 or 2 site assessment?

7. 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 (If Applicable)
- D. Section 3 Plan
A sample Section 3 Plan is available at <https://tinyurl.com/y6pbq62s>
- E. Assurances Form
- F. Disclosure/Update Report
- G. Authorization and Certifications Form
- H. Resolution Authorizing Filing of the Application and SAM.gov Registration Page
- I. Copy of Most Recent Audit
- J. Other Funding Sources Commitment Letters
(If applicable)
- K. Signed and dated copy of Cost Estimates from Local Government Official, Architect or Engineer
- L. Clearly defined project area topographical, aerial, and driving maps
- M. 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)*
- N. Copy of Application (if hard copy)

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.

