

**WV COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
SUBRECIPIENT AGREEMENT BETWEEN
WEST VIRGINIA DEVELOPMENT OFFICE
AND
WV VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER
FOR
CASE MANAGEMENT: WV 2016 FLOOD EVENT**

THIS AGREEMENT is entered this 27th day of July, 2018 by and between the West Virginia Development Office, a division of the West Virginia Department of Commerce (herein called the "Grantee") and West Virginia Voluntary Organizations Active in Disaster (VOAD) (herein called "Subrecipient") which is authorized to do business in the State of West Virginia.

I. RECITALS

WHEREAS, Pursuant to Public Law 114-223 and the *Federal Register* Notice dated, November 21, 2016, (81 FR 83254); and pursuant to Public Law 114-245 and the *Federal Register* Notice dated, January 18, 2017, (82 FR 5591) pursuant to Public Law 115-31 and the *Federal Register* Notice dated, August 7, 2017, (82 FR 36812); the U.S. Department of Housing and Urban Development ("HUD") has awarded \$149,875,000 in Community Development Block Grant Disaster Recovery (CDBG-DR) funds to the West Virginia Development Office for activities authorized under title 1 of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.) and described in the West Virginia Disaster Recovery Action Plan Amendment 2; and

WHEREAS, the West Virginia Development Office is the agency responsible for administering the CDBG-DR funds on behalf of the State of West Virginia for CASE MANAGEMENT OF APPLICANTS for the WV 2016 FLOOD EVENT.

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds to carry out part of the Grantee's Federal CDBG-DR award by committing \$3,245,254.62 of the Grantee's Federal award, pursuant to this Subrecipient Agreement (herein called the "Agreement"); and

WHEREAS, the CDBG-DR funds made available for use by the Subrecipient under this Agreement constitute a subaward of the Grantee's Federal award, the use of which must be in accordance with requirements imposed by Federal statutes, regulations, and the terms and conditions of the Grantee's Federal award; and

WHEREAS, Subrecipient's engagement to provide CASE MANAGEMENT OF APPLICANTS affected by West Virginia's June 2016 floods.

WHEREAS, the Subrecipient has legal authority to enter this agreement, and the Subrecipient's governing body has duly adopted the Motion to grant signature authority to Jenny Gannaway, Thursday, July 26th, 2018, authorizing Subrecipient to enter this agreement with the Grantee, and by signing this agreement, to assure the Grantee that it will comply with all the requirements of the subaward described herein; and

NOW, THEREFORE, in consideration of the need for recovery from the West Virginia June 2016 floods responsible for the Presidential Declaration of Federal Disaster 4273 and the premises and mutual covenants described herein, the parties mutually agree to the terms described in the Agreement.

II. GENERAL AWARD INFORMATION

The subaward from the Grantee to the Subrecipient, which is described below, is for the purpose of carrying out a portion of a Federal award described in section I of this agreement; and creates a Federal assistance relationship with the Subrecipient. This agreement must be updated to reflect any changes to the federal award and the following award information.

Contact Information:

Grantee:

Jeff Wood
WV Rise Director

West Virginia Community Advancement and Development
1900 Kanawha Boulevard, East
Building 3, Room 700
Charleston, WV 25305
Phone: (304) 558-2234 & Fax: (304) 558-2246

Subrecipient:

Jenny Gannaway
Executive Director

WV VOAD
PO Box 178
Williamson, WV 25661
Phone: (304) 784-6082 or (606)625-5921
Fax: (304) 433-8243

Federal Award Identification Number:

B-16-DL-54-0001

CFDA Number and Name:

14.228 Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii

Federal Award Date:

September 15, 2017

Indirect cost rate for the Federal award:

CDBG-DR grant funds will not be used for payment of indirect costs pursuant to 2 CFR part 200, subpart E – Cost Principles.

Federal award project description:

The West Virginia June 2016 flood event resulted in substantial damages throughout the state. West Virginia Community Advancement and Development Office (WVCAD) will provide Community Development Block Grant-Disaster Recovery (CDBG-DR) funds to individual homeowners throughout West Virginia whose homes were damaged or destroyed by Federal Disaster 4273. Projects include single-family homeowner repair and reconstruction and replacement of Manufactured Housing Units. CDBG-DR funds will be allocated for the Restore Riverview Project in Clendenin, West Virginia. The Riverview Project will replace the first-floor units to another structure outside of the floodplain and redevelop the space as an open job training space for low-to-moderate income citizens. CDBG-DR funds will be utilized to demolish June 2016 flood-affected dilapidated structures with the Slum and Blight Removal Program, Client Case Management and also help restore access to residential homes through the Bridge Home Program. The WVCAD will allocate CDBG-DR funding to implement a multifamily rental housing program open to developers to repair or construct new properties that will be occupied 51% by LMI households. Once all unmet housing needs due to the Federal Disaster 4273 have been met, remaining CDBG-DR funds will be utilized to facilitate economic development activities in the affected counties and planning activities to provide support for the State Resiliency Office to address long-term recovery and pre/post disaster hazard mitigation.

VOAD will be responsible for the Case Management portion of the CDBG-DR funding.

Is this award for research and development: No

Subrecipient's unique entity identifier: DUNS # 079874310

Subaward Period of Performance: Period of performance will continue from August 7, 2018 to September 19, 2023 or until the end of the grant period if extended.

Total amount of the Federal Award committed to the Subrecipient by the Grantee: \$ 3,245,254.62

Amount of federal funds obligated by this agreement: \$ 3,245,254.62

Total amount of federal funds obligated to the Subrecipient: \$ 3,245,254.62

Indirect cost rate applicable to the Subaward to the Subrecipient:

The subaward will not include an indirect cost rate that can be utilized by the Subrecipient.

III. SCOPE OF SERVICES

A. Eligible Use of Funds

As a condition of receiving this Subaward, the Subrecipient shall administer the CDBG-DR *RISE WV Housing Restoration Program* which includes Case Management, *RISE WV Rental Assistance Program*, and the *Bridge Home Program* to include performing all of the work described in this section. The Subrecipient shall complete the activities in a manner satisfactory to the Grantee and consistent with the terms of conditions of this agreement and applicable Federal statutes and regulations.

Prohibited Activities

The Subrecipient may only carry out the activities described in this agreement. The Subrecipient is prohibited from charging to the Subaward the cost of CDBG ineligible activities, including those described at 24 CFR 570.207, and from using funds provided herein or personnel employed in the administration of activities under this agreement for political activities, inherently religious activities, or lobbying.

Program Delivery for CDBG-DR Eligible Activities

Subrecipient shall undertake and complete the activities as set forth in Attachment A to this Agreement, which provides a description of each activity including the services to be performed, identifies the person or entity providing the services, and the recipients of the services. Subrecipient will notify and seek approval from the Grantee prior to purchasing any equipment or hiring additional key personnel not listed in Attachment A or Budget Table. Subrecipient will assist with developing an amendment to this Subrecipient agreement within 30 days if needed.

Pre-Award Costs

Subrecipient may request an advance or pre-award to carry out the purpose of Case Management for the Housing Restoration Program, RISE WV Rental Assistance Program, and the Bridge Home Program. Key personnel will be utilized fluidly among programs, when appropriate for services and to adjust workload, in order to apply cross cutting measures.

General Administration of Subaward

Subrecipient will have general administrative cost to support activities listed in the Scope of Services.

Subrecipient may receive an advance payment that is limited to the minimum amount needed and be timed to be in accordance with the actual, immediate cash requirements of the subrecipient in carrying out the purpose of the approved program, as per 2 CFR 200.305. The total amount of advance to be paid during any program year pursuant to this provision is no more than the greater of 25 percent of the amount of the grant made for that year or \$300,000. The activity for which the costs are being incurred is included in the West Virginia Disaster Recovery Action Plan Amendment 2 which supports significant contribution to the goals and purposes of the CDBG-DR program. Failure to grant an advance would result in an undue hardship to the Subrecipient.

Administrative costs cannot exceed 5% of the subaward. The Grantee is requiring the Subrecipient to provide the following:

1. Project Fiscal Management to include the submission of invoices, paid receipts, cleared checks, and lease agreement.
2. Project monthly reporting to include FFATA, timesheets, travel logs, monthly Grant Disbursement logs, and monthly progress narratives.

B. National Objectives

The Subrecipient certifies that the activities carried out under this agreement shall meet at least one of the CDBG-DR's national objectives which are to benefit low- and moderate- income persons or meet any urgent need related to disaster recovery.

C. Levels of Accomplishment – Performance Goals and Timelines

Subrecipient shall be responsible to accomplish the levels of performance as set forth in Attachment A and report such measures as ERR Tier II reports requested, original work orders requested, Homeowner Agreements completed, and persons or households assisted. Subrecipient shall also include timeframes for completion of performance goals requested by the Grantee.

D. Staffing

Subrecipient shall ensure adequate and appropriate staffing are allocated to each activity identified in Attachment A. Subrecipient agrees to provide documentation that Key Personnel are qualified in their tasks delivering services under the *RISE* program. Subrecipient may use well qualified volunteer labor to deliver services indicated in Attachment A. 24 CFR Part 70, defines an exemption from the requirement to pay prevailing wage rates determined under the Davis-Bacon Act to volunteers that are not otherwise employed at any time on the work for which they volunteer. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance. Any changes in the Key Personnel assigned or their general responsibilities under this Agreement are subject to the prior approval of the Grantee. Key personnel may be utilized fluidly among programs, when appropriate for services and to adjust workload, in order to apply cross cutting measures.

IV. PERFORMANCE MONITORING AND REPORTING

A. Monitoring

Grantee will monitor the performance of Subrecipient in accordance with regulations of Subrecipient Monitoring and Management, 2 CFR 200.330 – 2 CFR 200.332, to ensure compliance with all of the requirements of this Agreement and the goals and performance standards as stated in Attachment A. Subrecipient shall provide Grantee all necessary reporting information as required by the WV Development Office Compliance Unit. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within 30 days after being notified by Grantee, the Grantee may impose additional conditions on the Subrecipient and its use of CDBG-DR funds consistent with 2 CFR 200.207, suspend or terminate this Agreement, or initiate other remedies for noncompliance as appropriate and permitted under 2 CFR 200.338.

B. Reporting

The Subrecipient shall submit regular monthly progress and financial records to the Grantee. Monthly FFATA reports, Grant Disbursement Logs, monthly personnel timesheets, payroll summaries, and all invoices with paid receipts or cleared checks. The Subrecipient will also include monthly progress case management reports and a progress narrative.

V. PERIOD OF PERFORMANCE AND TERM

The period of performance for Subrecipient, meaning the time during which the Subrecipient may incur new obligations to carry out activities under this agreement, shall become effective upon the date this Agreement is signed by both parties, and end on the 17th day of September, 2023. Close Out Reports will be due within 90 days following Close Out.

This Agreement and its terms and conditions shall remain in effect during any period that the Subrecipient has control over CDBG-DR funds provided through this Agreement, including program income as defined in (24 CFR 570.489).

VI. BUDGET

The Subrecipient shall complete all activities in this Agreement in accordance with the Budget Table in Attachment B. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient. CDBG-DR funds shall be used solely for the stated purposes set forth in this Agreement. Project costs shall be paid in accordance with the budget allocations outlined in Attachment B. All costs incurred must be fully documented. In addition, Grantee may require additional detail budget breakdown. Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by Grantee. Expenditures shall be supported by contracts, invoices, vouchers and other data as appropriate, including any reports required by the Grantee, evidencing the costs incurred.

A. Budget Table

See Attachment B for the project(s) Budget Table.

B. Indirect Costs

The Subrecipient will not charge any indirect costs to this subaward.

C. Program Income

The Subrecipient will not have any program income.

VII. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this agreement shall not exceed \$ 3,245,254.62.

The Subrecipient shall submit to the Grantee requests for payments of activities under this agreement and consistent with the approved budget (the "Request for Payment"). Each Request for Payment shall be broken down into requested draws against the budget line items specified in Attachment B.

The Grantee shall pay to the Subrecipient CDBG-DR funds available under this agreement based upon information submitted by the Subrecipient for allowable costs permitted under this agreement and consistent with the approved budget. With the exception of advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Subrecipient accounts.

Payment will be made upon submission by the Subrecipient of a properly executed Request for Payment, together with all supporting invoices, bills, time sheets, and other documents necessary to justify the payment. The Request for Payment form must also be accompanied by documentation from the Subrecipient demonstrating that all procurements for which payment is requested have been made in accordance with this agreement.

VIII. AMENDMENT AND TERMINATION

A. Amendments

The Grantee or Subrecipient may amend this agreement at any time provided that such amendments make specific reference to this agreement, are approved by the Grantee's governing body, and are signed in writing by a duly authorized representative of the Grantee and the Subrecipient. Such amendments shall not invalidate this agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this agreement. Amendments will generally be required when any of the following are anticipated: i) revision to the scope or objectives of the Program, including purpose or beneficiaries; ii) need to extend the availability of Grant Funds; iii). The Grantee may, in its discretion, amend this agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

B. Suspension or Termination

The Grantee may suspend or terminate this agreement, in whole or in part, upon 30 days' notice, whenever it determines that the Subrecipient has failed to comply with any term, condition, requirement, or provision of this agreement. Failure to comply with any terms of this agreement, include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;

2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this agreement;
3. Ineffective or improper use of funds provided under this agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

The Grantee may apply 2 CFR 200.338 "Remedies for noncompliance" in place of suspension or termination until failure is resolved.

The Grantee may apply 2 CFR 200.339 "Termination" and should observe 2 CFR 200.342 "Effects of Suspension and Termination".

Termination for cause. The Grantee may terminate this Agreement, in whole or in part, at any time before the date of completion, whenever it is determined that the subrecipient has failed to comply with any term of this Agreement.

Termination for convenience.

1. The Parties may terminate this Agreement in whole, or in part, if the Parties determine that continuation of the Agreement obligations would not produce beneficial results commensurate with the further expenditure of funds. If so decided, the subrecipient may not incur new obligations after the effective termination date, and shall cancel as many outstanding obligations as possible.
2. The subrecipient may terminate this Agreement upon written notice to the Grantee, setting forth the reasons for such termination and the portion to be terminated.

Grantee shall promptly notify the Subrecipient, in writing, of its determination and the reasons for the termination together with the date on which the termination shall take effect and any other notifications required under 2 CFR part 200, subpart D. Upon termination, the Grantee retains the right to recover any improper expenditures from the Subrecipient and the Subrecipient shall return to the Grantee any improper expenditures no later than thirty (30) days after the date of termination. The Grantee may, at its sole discretion, allow Subrecipient to retain or be reimbursed for costs reasonably incurred prior to termination, that were not made in anticipation of termination and cannot be canceled provided that said costs meet the provisions of this agreement, 2 CFR Part 200, Subpart E, Cost Principles, and any other applicable state or Federal statutes, regulations or requirements.

When a Federal award is terminated or partially terminated, both the Federal awarding agency or pass-through entity and the non-Federal entity remain responsible for compliance with the requirements in §§200.343 Closeout and 200.344 Post-closeout adjustments and continuing responsibilities.

IX. OTHER REQUIREMENTS TO COMPLY WITH FEDERAL STATUTES, REGULATIONS AND THE TERMS AND CONDITIONS OF THE FEDERAL AWARD

The CDBG-DR funds available to the Subrecipient through this agreement constitute a subaward of the Grantee's Federal award under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200. This agreement includes terms and conditions of the

Grantee's Federal award that are imposed on the Subrecipient, and the Subrecipient agrees to carry out its obligations in compliance with all of the obligations described in this agreement.

A. General Compliance

The Subrecipient 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 CDBG-DR 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); 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. Notwithstanding the foregoing, (1) the Subrecipient does not assume the any of Grantee's responsibilities for environmental review, decision-making, and action, described in 24 CFR part 58 and (2) the Subrecipient does not assume any of the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient shall also comply with all other applicable Federal, state and local laws, regulations, and policies that govern the use of the CDBG-DR funds in complying with its obligations under this agreement, regardless of whether CDBG-DR funds are made available to the Subrecipient on an advance or reimbursement basis.

B. Duplication of Benefits

Duplication of Benefits will be determined by the Subrecipient conducting Case Management.

The Subrecipient shall not carry out any of the activities under this agreement in a manner that results in a prohibited duplication of benefits as defined by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5155) and described in Appropriations Act. Specifically, Section 312 prohibits any person, business concern, or other entity from receiving "any part of such loss as to which he has received financial assistance under any other program or from insurance or any other source." 42 USC 5155 (a). A duplication occurs when a beneficiary receives assistance from multiple sources of cumulative amount that exceeds the total need for a particular recovery purposes. The amount of the duplication is the amount of assistance provided in excess of need.

The Subrecipient must comply with HUD's requirements for duplication of benefits, imposed by Federal Register notice on the Grantee, which are exhibited in Attachment C.

C. Drug-Free Workplace

Drug-free workplace. Subrecipients must comply with drug-free workplace requirements in Subpart B of part 2429, which adopts the governmentwide implementation (2 CFR part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

D. Insurance & Bonding

The Subrecipient shall comply with the bonding and insurance requirements of 24 CFR §200.325 and §200.310, if applicable.

E. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Subrecipients shall comply with 24 CFR 570.502 (a) and (c), 24 CFR 570.489 (d), 24 CFR 570(j) and any applicable Federal Register Notices.

The Subrecipient shall comply with the applicable provisions in 2 CFR part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR part 200. The Grantee will provide grant funds for the Subrecipient to attend 2 CFR part 200 training. These provisions include

1. Financial & Program Management

The Subrecipient shall expend and account for all CDBG-DR funds received under this agreement in accordance with the requirements in 2 CFR part 200, including 2 CFR part 200, subpart D, which covers Standards for Financial and Program Management.

Ultimately, the requirements and procedures applicable to Subrecipients for expending and accounting for the Grantee's CDBG-DR funds will depend on the requirements imposed by Federal statute, regulations, and the terms and conditions of the Grantee's Federal awards.

2. Cost Principles

Costs incurred, whether charged on a direct or an indirect basis, must be in conformance with 2 CFR part 200, subpart E. All items of cost listed in 2 CFR part 200, subpart E, that require prior Federal agency approval are allowable without prior approval of HUD to the extent they comply with the general policies and principles stated in 2 CFR part 200, subpart E and are otherwise eligible under this agreement, except for the following:

- (i) Depreciation methods for fixed assets shall not be changed without the approval of the Federal cognizant agency.
- (ii) Fines penalties, damages, and other settlements are unallowable costs to the CDBG program.
- (iii) Costs of housing (e.g., depreciation, maintenance, utilities, furnishings, rent), housing allowances and personal living expenses (goods or services for personal use) regardless of whether reported as taxable income to the employees (2 CFR 200.445);
- (iv) Organization costs (2 CFR 200.455); and
- (v) Advances, as limited by this agreement.

F. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall establish and maintain records sufficient to enable the Grantee to (1) determine whether the Subrecipient has complied with this agreement, applicable Federal statutes and regulations, and the terms and conditions of the Grantee's Federal award and (2) satisfy recordkeeping requirements applicable to the Grantee. These records include the records described in Section III. of this agreement, Scope of Service.

Notwithstanding the term of this agreement, all records the Subrecipient is required to maintain, including supporting documentation, shall be retained for the greater of three years from

closeout of the Federal award to the Grantee, or the period required by other applicable laws and regulations as described in 24 CFR § 570.487 and 24 CFR § 570.488.

At a minimum, the Subrecipient shall maintain records required by 24 CFR 570.506, as if the requirements in 24 CFR 570.506 were directly imposed upon the Subrecipient and additionally include any additional recordkeeping requirements imposed by Federal Register notice governing the use of the funds.

Each recipient shall establish and maintain sufficient records to enable the Secretary to determine whether the recipient has met the requirements of this part. At a minimum, the following records are needed:

- (a) Records providing a full description of each activity assisted (or being assisted) with CDBG funds, including its location (if the activity has a geographical locus), the amount of CDBG funds budgeted, obligated and expended for the activity, and the provision in subpart C under which it is eligible.
- (b) Records demonstrating that each activity undertaken meets one of the criteria set forth in §570.208.

2. Access to Records

As required by 2 CFR 200.331(a)(5), the Subrecipient shall permit the Grantee and auditors to have access to the Subrecipient's records and financial statements as necessary for the Grantee to meet its audit requirements under the Federal award.

3. Record Retention and Transmission of Records to the Grantee

Prior to closeout of this agreement, the Subrecipient must transmit to the Grantee records sufficient for the Grantee to demonstrate that all costs under this agreement met the requirements of the Federal award.

Subrecipient shall retain financial records, supporting documents, statistical records, and all other Subrecipient records pertinent to this agreement and Subrecipient's subaward for the longer of 3 years after the expiration or termination of this agreement, or 3 years after the submission of the Grantee's annual performance and evaluation report, as prescribed in § 91.520 of this title or in the applicable Federal Register notices governing the use of the funds, in which the specific activity is reported on for the final time.

The preceding requirement is however, subject to the following exceptions:

- (i) Records for activities subject to the reversion of assets provisions at 24 CFR § 570.503(b)(7) or change of use provisions at 24 CFR § 570.505 must be maintained for as long as those provisions continue to apply to the activity, otherwise, records for real property and equipment acquired under this agreement must be retained for 3 years after final disposition;

- (ii) Records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities must be retained until such receivables or liabilities have been satisfied;
- (iii) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken;
- (iv) When the Subrecipient is notified in writing by HUD, the cognizant agency for audit as defined in 2 CFR 200.18, the oversight agency for audit as defined in 2 CFR 200.73, the cognizant agency for indirect costs as defined in 2 CFR 200.19, or the Grantee, the Subrecipient shall extend the retention period consistent with the notification;
- (v) When records are transferred to or maintained by HUD or the Grantee, the 3-year retention requirement is not applicable to the Subrecipient;
- (vi) (If the Grantee is required to report on program income after the period of performance) The retention period for the records pertaining to the earning of the program income (as defined in this agreement) starts from the end of the Grantee's fiscal year in which the program income is earned; and
- (vii) For indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates), and their supporting records:
 - a. If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the Grantee) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.
 - b. If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the Grantee) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.]

Notwithstanding the term of this agreement, all records the Subrecipient is required to maintain, including supporting documentation, shall be retained for the greater of three years from closeout of the Federal award to the Grantee, or the period required by other applicable laws and regulations as described in 24 CFR § 570.487 and 24 CFR § 570.488 and 24 CFR § 570.506.

4. Client Data and Other Sensitive Information

The Subrecipient is required to maintain data demonstrating client eligibility for activities provided under this agreement. Such data may include, but not be limited to, client name,

address, income level or other basis for determining eligibility, and description of activities provided.

The Subrecipient must comply with 2 CFR §200.303 and take reasonable measures to safeguard protected personally identifiable information, as defined in 2 CFR 200.82, and other information HUD or the Grantee designates as sensitive or the Subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality. Due to the unique paper file case management, the Subrecipient will require security/privacy training annual for all personnel and purchase fireproof filing cabinets to safeguard applicants' vital documents and other information.

G. Close-out

The Subrecipient shall closeout its use of the CDBG-DR funds and its obligations under this agreement by complying with the closeout procedures in 2 CFR § 200.343 and 24 CFR 570.509. Activities during this close-out period may include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records.

Notwithstanding the terms of 2 CFR 200.343, upon the expiration of this agreement, the Subrecipient shall transfer to the recipient any CDBG funds on hand at the time of expiration and any accounts receivable attributable to the use of CDBG funds, further, any real property under the Subrecipient's control that was acquired or improved in whole or in part with CDBG funds (including CDBG funds provided to the subrecipient in the form of a loan) shall be treated in accordance with 24 CFR 570.503(b)(7) and 24 CFR 570.509. Subrecipient shall be responsible for a final performance and expenditure report for completed activities which will be submitted to the Grantee.

H. Audits, Inspections, and Monitoring

1. Single Audit

The Subrecipient must be audited as required by 2 CFR part 200, subpart F when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

2. Inspections and Monitoring

The Subrecipient shall permit the Grantee and auditors to have access to the Subrecipient's records and financial statements as necessary for the Grantee to meet the requirements of 2 CFR part 200.

The Subrecipient must submit to monitoring of its activities by the Grantee as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of this agreement.

This review must include: (1) reviewing financial and performance reports required by the Grantee; (2) following-up and ensuring that the Subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the Subrecipient from the

Grantee detected through audits, on-site reviews, and other means; and (3) issuing a management decision for audit findings pertaining to this Federal award provided to the Subrecipient from the Grantee as required by 2 CFR §200.521.

3. Corrective Actions

The Grantee may issue management decisions and may consider taking enforcement actions if noncompliance is detected during audits. The Grantee may require the Subrecipient to take timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means. In response to audit deficiencies or other findings of noncompliance with this agreement, Grantee may impose additional conditions on the use of the CDBG-DR funds to ensure future compliance, or provide training and technical assistance as needed to correct noncompliance.

[Some Grantees may be required by Federal Register Notice to make reviews and audits, including onsite reviews of the Subrecipient as may be necessary or appropriate to meet the requirements of 42 U.S.C. 5304(e)(2). If so, these Grantees should insert: "The Subrecipient shall be subject to reviews and audits by the Grantee, including onsite reviews of the Subrecipient as may be necessary or appropriate to meet the requirements of 42 U.S.C. 5304(e)(2)."]

I. Procurement and Contractor Oversight

The Subrecipient shall comply with the procurement standards in 2 CFR §200.318 - §200.326 when procuring property and services under this agreement.

The Subrecipient shall impose the Subrecipient's obligations under this agreement on its contractors, specifically or by reference, so that such obligations will be binding upon each of its contractors.

The Subrecipient must comply with CDBG regulations regarding debarred or suspended entities at 24 CFR 570.609. CDBG funds may not be provided to excluded or disqualified persons.

The Subrecipient shall maintain oversight of all activities under this agreement and shall ensure that for any procured contract or agreement, its contractors perform according to the terms and conditions of the procured contracts or agreements, and the terms and conditions of this agreement.

All contracts and agreements (with subrecipients, recipients, and contractors) must clearly state the period of performance or date of completion, incorporate performance requirements and liquidated damages into each procured contract or agreement, or other similar contract oversight provisions. They also may include limitations on the types of procurements for administrative responsibilities, or reporting requirements that all procurements be posted on the Grantee's website.]

J. Property Standards

Real property acquired by the Subrecipient under this agreement shall be subject to 24 CFR 570.489(j) and 24 CFR 570.200(j)

The Subrecipient shall also comply with the Property Standards at 2 CFR 200.310, 2 CFR 200.312, 2 CFR 200.314 through 2 CFR 200.316. The Subrecipient shall also comply with 2 CFR 200.313 Equipment, except that when the equipment is sold, the proceeds shall be program income, and equipment not

needed by the Subrecipient for activities under this agreement shall be transferred to the Grantee for its CDBG-DR program or shall be retained after compensating the Grantee.

K. Federal Funding Accountability and Transparency Act (FFATA)

The Subrecipient shall comply with the requirements of 2 CFR part 25 Universal Identifier and System for Award Management (SAM). The grantee must have an active registration in SAM in accordance with 2 CFR part 25, appendix A, and must have a Data Universal Numbering System (DUNS) number. The grantee must also comply with provisions of the Federal Funding Accountability and Transparency Act, which includes requirements on executive compensation, and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

L. Relocation, Real Property Acquisition, and One-for-one Housing Replacement

The Subrecipient shall comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), 42 USC 4601 – 4655, 49 CFR part 24, 24 CFR part 42, and 24 CFR 570.606. The Grantee will provide funding to support the CDBG DR training of the Subrecipient's key personnel to assist in the delivery of the grant program and case management.

In addition to other URA requirements, these regulations (49 CFR § 24.403(d)) implement Section 414 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 USC § 5181, which provides that "Notwithstanding any other provision of law, no person otherwise eligible for any kind of replacement housing payment under the [URA] shall be denied such eligibility as a result of his being unable, because of a major disaster as determined by the President, to meet the occupancy requirements set by such Act".

M. Nondiscrimination

1. 24 CFR part 6

The Subrecipient will comply with 24 CFR part 6, which implements the provisions of section 109 of title I of the Housing and Community Development Act of 1974 (Title I) (42 U.S.C. 5309). Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance.

The Subrecipient will adhere to the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504). Section 109 of the HCDA makes these requirements applicable to programs or activities funded in whole or in part with CDBG-DR funds. Thus, the Subrecipient shall comply with regulations of 24 CFR part 8, which implement Section 504 for HUD programs, and the regulations of 24 CFR part 146, which implement the Age Discrimination Act for HUD programs.

2. Architectural Barriers Act and the Americans with Disabilities Act

The Subrecipient shall ensure that its activities are consistent with requirements of Architectural Barriers Act and the Americans with Disabilities Act.

The Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) requires certain Federal and Federally funded buildings and other facilities to be designed, constructed, or altered in accordance with standards that insure accessibility to, and use by, physically handicapped people. A building or facility designed, constructed, or altered with funds allocated or reallocated under this part after December 11, 1995, and that meets the definition of "residential structure" as defined in 24 CFR 40.2 or the definition of "building" as defined in 41 CFR 101-19.602(a) is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151-4157) and shall comply with the Uniform Federal Accessibility Standards (appendix A to 24 CFR part 40 for residential structures, and appendix A to 41 CFR part 101-19, subpart 101-19.6, for general type buildings).

The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155, 201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy no later than January 26, 1993, that are readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable—that is, easily accomplishable and able to be carried out without much difficulty or expense.

3. State and Local Nondiscrimination Provisions
4. Title VI of the Civil Rights Act of 1964 (24 CFR part 1)

(i) General Compliance:

The Subrecipient shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352), as amended [if the Grantee is subject to 24 CFR part 570, subpart K, insert: "and 24 CFR 570.601 and 570.602". No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this agreement. The specific nondiscrimination provisions at 24 CFR 1.4 apply to the use of these funds. The Subrecipient shall not intimidate, threaten, coerce, or discriminate against any person for the purpose of interfering with any right or privilege secured by title VI of the Civil Rights Act of 1964 or 24 CFR part 1, or because he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under 24 CFR part 1. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of 24 CFR part 1, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

(ii) Assurances and Real Property Covenants:

As a condition to the approval of this Agreement and the extension of any Federal financial assistance, the Subrecipient assures that the program or activities described in this Agreement will be conducted and the housing, accommodations, facilities, services, financial aid, or other benefits to be provided will be operated and administered in compliance with all requirements imposed by or pursuant to this part 1.

If the Federal financial assistance under this agreement is to provide or is in the form of personal property or real property or interest therein or structures thereon, the Subrecipient's assurance herein shall obligate the Subrecipient or, in the case of a subsequent transfer, the transferee, for the period during which the property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits, or for as long as the recipient retains ownership or possession of the property, whichever is longer. In all other cases the assurance shall obligate the Subrecipient for the period during which Federal financial assistance is extended pursuant to the contract or application.

This assurance gives the Grantee and the United States a right to seek judicial enforcement of the assurance and the requirements on real property.

In the case of real property, structures or improvements thereon, or interests therein, acquired with Federal financial assistance under this Agreement or acquired with CDBG-DR funds and provided to the Subrecipient Under this Agreement, the instrument effecting any disposition by the Subrecipient of such real property, structures or improvements thereon, or interests therein, shall contain a covenant running with the land assuring nondiscrimination for the period during which the real property is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

If the Subrecipient receives real property interests or funds or for the acquisition of real property interests under this Agreement, to the extent that rights to space on, over, or under any such property are included as part of the program receiving such assistance, the nondiscrimination requirements of this part 1 shall extend to any facility located wholly or in part in such space.

5. Affirmative Action

(i) Approved Plan

The Subrecipient agrees that it shall carry out pursuant to the Grantee's specifications an Affirmative Action Program in compliance with the President's Executive Order 11246 of September 24, 1966, as amended, and implementing regulations at 42 CFR chapter 60. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the release of funds under this agreement.

(ii) Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient shall take the affirmative steps listed in 2 CFR 200.321(b)(1) through (5) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible when the Subrecipient procures property or services under this agreement.

(iii) Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(iv) Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

WV Voluntary Organizations Active in Disaster provides equal opportunity employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, sexual orientation, etc.

N. Labor and Employment

1. Labor Standards

The Subrecipient shall comply with the in labor standards in Section 110 of the Housing and Community Development Act of 1974, as amended and ensure that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work financed in whole or in part with assistance received under this agreement shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 3141, et seq.), and 29 CFR part 1, 3, 5, 6, and 7, provided, that this requirement shall apply to the rehabilitation of residential property only if such property contains not less than 8 units.

The Subrecipient agrees to comply with the Copeland Anti- Kick Back Act (18 U.S.C. 874) and its implementing regulations of the U.S. Department of Labor at 29 CFR part 3 and part 5. The Subrecipient shall maintain documentation that demonstrates compliance with applicable hour and wage requirements. Such documentation shall be made available to the Grantee for review upon request.

2. Exemption of Volunteers to Certain Labor Standards

When the Subrecipient intends to utilize volunteer labor to conduct projects that could be subject to Davis-Bacon they will coordinate through the Grantee with HUD to verify that the project is exempt from the Davis-Bacon and HUD determined wage rates requirements based on 24 CFR Part 70 § 70.1, § 70.2, § 70.3, § 70.4, § 70.5 as authorized by Sec. 955, Cranston-Gonzalez

National Affordable Housing Act (42 U.S.C. 1437(j), 5310 and 12 U.S.C. 1701q(c)(3); Sec. 7(d) Department of Housing and Urban Development Act (42 U.S.C. 3535(d)).

O. Section 3 of the Housing and Urban Development Act of 1968

1. Compliance

The Subrecipient shall comply with the provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC 1701u, and implementing its implementing regulations at 24 CFR part 135.

The Subrecipient shall include the "Section 3 clause" at 24 CFR 135.38 in every "Section 3 covered contract" (as defined in 24 CFR 135.5).

P. Conduct

1. Hatch Act

The Subrecipient shall comply with the Hatch Act, 5 USC 1501 – 1508, and shall ensure that no funds provided, nor personnel employed under this agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

2. Conflict of Interest

In the procurement of supplies, equipment, construction, and services pursuant to this agreement, the Subrecipient shall comply with the conflict of interest in the Grantee's procurement policies and procedures. In all cases not governed by the conflict of interest provisions in the Grantee's procurement policies and procedures, the Subrecipient shall comply with the conflict of interest provisions in 24 CFR 570.489(h).

Subrecipient agrees to complete State of West Virginia Purchasing Division form Certification of Non-Conflict of Interest as per §5A-3-31 of the West Virginia Code, see Attachment C.

3. Lobbying Certification

The Subrecipient hereby certifies that:

(i) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

(ii) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee

of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(iii) It shall require that the language of paragraph (a) through (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly; and

(iv) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is required by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Q. Religious Activities

The Subrecipient agrees that funds provided under this agreement shall not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

R. Environmental Conditions

1. Prohibition on Choice Limiting Activities Prior to Environmental Review

The Subrecipient must comply with the limitations in 24 CFR 58.22 even though the Subrecipient is not delegated the requirement under Section 104(g) of the HCD Act for environmental review, decision-making, and action (see 24 CFR part 58) and is not delegated the Grantee's responsibilities for initiating the review process under the provisions of 24 CFR Part 52. 24 CFR 58.22 imposes limitations on activities pending clearance, and specifically limits commitments of HUD funds or non-HUD funds by any participant in the development process before completion of the environmental review. A violation of this requirement may result in a prohibition on the use of Federal funds for the activity.

2. Air and Water

The Subrecipient shall comply with the following requirements insofar as they apply to the performance of this agreement:

Air quality. (1) The Clean Air Act (42 U.S.C. 7401 et. seq.) as amended; particularly section 176(c) and (d) (42 U.S.C. 7506(c) and (d)); and (2) Determining Conformity of Federal Actions to State or Federal Implementation Plans (Environmental Protection Agency—40 CFR parts 6, 51, and 93).

Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251, et seq., as amended, including the requirements specified in Section 114 and Section 308 of the Federal Water Pollution Control Act, as amended, and all regulations and guidelines issued thereunder;

3. Flood Disaster Protection

The Subrecipient shall comply with the mandatory flood insurance purchase requirements of Section 102 of the Flood Disaster Protection Act of 1973, as amended by the National Flood Insurance Reform Act of 1994, 42 USC 4012a. Additionally, the Subrecipient shall comply with Section 582 of the National Flood Insurance Reform Act of 1994, as amended, (42 U.S.C. 5154a), which includes a prohibition on the provision of flood disaster assistance, including loan assistance, to a person for repair, replacement, or restoration for damage to any personal, residential, or commercial property if that person at any time has received Federal flood disaster assistance that was conditioned on the person first having obtained flood insurance under applicable Federal law and the person has subsequently failed to obtain and maintain flood insurance as required under applicable Federal law on such property. Section 582 also includes a responsibility to notify property owners of their responsibility to notify transferees about mandatory flood purchase requirements. More information about these requirements is available in the Federal Register notices governing the CDBG-DR award.

4. Lead-Based Paint

The Grantee shall follow the Grantee's procedures with respect to CDBG assistance that fulfill the objectives and requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at part 35, subparts A, B, J, K, and R of this title.

5. Historic Preservation

The Subrecipient shall comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended, codified in title 54 of the United States Code, and the procedures set forth in 36 CFR part 800 insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

[Remainder of page left blank.]

THE UNDERSIGNED, as authorized officials on behalf of the parties, have executed this Contract for Loan Guarantee Assistance, which shall be effective as of the date of execution hereof on behalf of the Grantee.

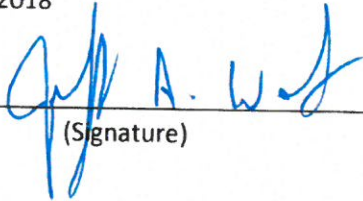
GRANTEE

Jeff Wood

WV Rise Director

August 7, 2018

By: _____

A handwritten signature in blue ink, appearing to read "Jeff A. Wood", written over a horizontal line.

(Signature)

SUBRECIPIENT

Jenny Gannaway

Executive Director

August 7, 2018

By: _____

A handwritten signature in blue ink, appearing to read "Jenny Gannaway", written over a horizontal line.

(Signature)

Attachment A:

Scope of Work

The Subrecipient will be responsible for administering a CDBG-DR award for Case Management. Principle activity will be conducted for disaster declared counties affected by the 2016 Flood that lead to Presidential Disaster Declaration 4273. The Subrecipient will administer all tasks in connection with the aforesaid program in compliance with all applicable Federal, state, and local rules and regulations governing these funds, and in a manner satisfactory to the Grantee.

The major goal of the Subrecipient's efforts under this Agreement will be manage client cases. Toward the goal of managing the cases for this disaster recovery, the major tasks that the Subrecipient will perform include, but are not necessarily limited to, the following:

- 1) Establish eligibility through receipt of applicants, verification of ownership, and legal document review.
- 2) Review MUH, ADA and resolve Duplication of Benefits, as well as considering LBP, historical and environmental issues.
- 3) Assign Contractor and follow up with Client closeout.

Activities

- Activity #1 Case Manger Assignment – Client will submit a completed application for review and be assigned to a case manager.
- Activity #2 Initial Contact – Client applications will be reviewed as follows:
 - Flood Plain Tool (Elevation)
 - ADA Compliance (Documentation/Waiver)
 - Flood Damage Verification/Documentation
 - Damage Assessment
 - Duplication of Benefits Review
 - Verification of Ownership/Rental Agreement
 - Income/ Primary Residency
 - Eligibility Verification
- Activity #3 Secondary Contact – Client applications will be reviewed as follows:
 - MHU Only (Color)
 - ADA Compliance
 - Documentation QA/QC
 - Duplication of Benefits Issue Resolution
- Activity #4 LBP Review (Rehab Only)
- Activity #5 ERR Review
 - Historical Preservation
 - Environmental
- Activity #6 Final Review
 - Supervisor Signature
- Activity #7 Contractor Assignment
- Activity #8 Case is closed when the client is deemed to have returned to a pre-disaster state, in terms of return to a home.

ATTACHMENT B

Case Management Budget

The Subrecipient shall complete all activities in this Agreement in accordance with the Budget Table and Budget Narrative in this attachment. Any amendments to the budget must be approved in writing by both the Grantee and the Subrecipient. CDBG-DR funds shall be used solely for the stated purposes set forth in this Agreement. Project costs shall be paid in accordance with the budget allocations outlined in this annex. All costs incurred must be fully documented. In addition, the Grantee may require an additional detailed budget breakdown or narrative explanation. Subrecipient shall provide such supplementary budget information in a timely fashion in the form and content prescribed by Grantee. Expenditures shall be supported by contracts, invoices, vouchers and other data as appropriate, including any reports required by the Grantee, evidencing the costs incurred.

Budget Justification

National VOAD, an association of organizations that mitigate and alleviate the impact of disasters, provides a forum promoting cooperation, communication, coordination and collaboration; and fosters more effective delivery of services to communities affected by disaster. VOAD is dedicated to whole community engagement and recognize that the VOAD movement values and practices represent a proven way to build resilient communities.

The National VOAD coalition includes over 50 of the country's most reputable national organizations (faith-based, community-based and other non-governmental organizations) and 55 State/Territory VOADs, which represent Local/Regional VOADs and hundreds of other member organizations throughout the country.

WV VOAD's mission is to identify unmet needs and facilitate efficient streamlined service delivery to those imperiled or impacted by disaster while eliminating duplication of effort through cooperation, coordination, communication, and collaboration in the four phases of disaster: preparation, response, recovery and mitigation. This is a whole community effort. We are not just building bridges; we are connecting our children to education, our elderly to medical facilities, and our neighbors to us.

Case Management work will be completed by VOAD staff. We believe, based on our experience doing flood recovery to date, that we are well equipped to perform at a high level and ensure recovery efforts move swiftly and efficiently.

Staffing Plan: At a minimum, the Subrecipient shall assign the following staff with the identified responsibilities (the "Key Personnel") to the identified activities:

Personnel	Job Description
Construction Liaison	<ul style="list-style-type: none"> • Complete feasibility analysis for applicant files of rehabilitation versus construction • Coordinates activities and mediates disputes • Identifies scope items, performs site visits • Performs or reviews scope adjustments in relation to client needs • Monitors implementation and compliance of OSHA and Program safety policies while making client site visits • Point of contact as it relates to the client and contractors • Documents daily activities • Coordination and execution of client utility and service shut-downs and start-ups • Track close-out issues
Program Supervisor	<p>This position will serve as a client interface for the development of CDBG-DR related program.</p> <ul style="list-style-type: none"> • Implement program guidelines as it relates to client case management • Work with supporting agencies/entities needed to execute the client needs • Evaluate projects and benefits against program objectives • Work with compliance staff to determine client eligibility • Manage case timelines for on time completion • Manage client application process • Develop and deliver program reporting and performance metrics • Regular communication with state level officials as related to client needs • Work with client case files to ensure all regulatory and program requirements are met • Implement program documentation • Any other duties directly related to applicant/client files • Any other administrative duties as assigned
Team Lead DOB Specialist	<ul style="list-style-type: none"> • Serve as interface with the client • Work with supporting agencies/entities needed to execute client needs • Determine case eligibility for clients

	<ul style="list-style-type: none"> • Communication with State on client updates • Work with client case files to ensure that regulatory and program requirements are met • Implement program documentation • Specifically determine and verify funds that are Duplication of Benefit
Case Manager	The Disaster Recovery Case Manager is responsible for providing a wide variety of disaster recovery client services, including disaster relief, assessments, supportive services, information and referral, financial assistance, advocacy, and the development of long-term disaster recovery plans.
Program Analyst	<ul style="list-style-type: none"> • Support Client Application Data System • Monitor helpdesk operations and escalate client help-tickets • Client management support • Review and Improve customer relations. Follow-up. • Train Information Services Specialists • Client Data entry • Any other duties directly related to applicant files.

Attachment C: Budget Table for Case Management

West Virginia VOAD Case Management 36 Month Budget			
Personnel	# of FTE	Rate per hour	Total
Program Supervisor	1.00	35.00	218,400.00
Team Lead	1.00	25.00	156,000.00
Program Analyst	1.00	25.00	156,000.00
Construction Liaison	3.00	25.00	468,000.00
Case Managers	7.00	21.00	917,280.00
Total Personnel			\$ 1,915,680.00
Fringe Benefits	Total Wages	Rate	Total
FICA	1,915,680.00	7.65%	146,549.52
Workers Comp	1,915,680.00	2.65%	50,765.52
Unemployment Insurance	1,915,680.00	2.06%	39,846.14
Health Insurance	1,915,680.00	16.03%	307,083.50
Total Fringe Benefits			\$ 544,244.69
Employee Travel (Mileage, Lodging, Per Diem, etc.)	Miles	Rate	Total
Travel-Mileage	350,000.00	0.545	\$ 190,750.00
Lodging		110.00	\$ 17,160.00
Per Diem (* 2 days/wk * 356 weeks)		40.50	\$ 12,636.00
Total Travel			\$ 220,546.00
Equipment	#	Cost Per	Total
Laptop Computers and Accessories	13.00	850.00	11,050.00
Mobile Devices	13.00	125.00	1,625.00
Office Equipment (Printers, Shredders, Office Furniture Etc.)			13,953.00
Total Equipment			\$ 26,628.00
Other Expenses			
Utilities (Power, Water, Sewer, Phone, Trash @ \$2,500.00 per month)			90,000.00
Mobile Device Contract (\$1,625.00 per month)			58,520.00
Financial Compliance (\$2100.00 Per Month)			75,600.00
Rent			106,000.00
Liability Insurance (\$3,500.00 per Year)			10,500.00
Outreach (Marketing, Mobile Intake/ MOA Agreements)			5,000.00
Office Supplies			36,000.00
Total Other			\$ 383,620.00
Total			3,090,718.69
Admin (General Management, Oversight, and Coordination)			154,535.93
Total Grant Award			3,245,254.62

Attachment D

Certification of Non-Conflict of Interest can be found and signed at the following website:

<https://transportation.wv.gov/employees/DOTForms/NonConflict.pdf>

ATTACH A COPY OF SIGNED CERTIFICATION

Example of certification:

STATE OF WEST VIRGINIA

Purchasing Division

CERTIFICATION OF NON-CONFLICT OF INTEREST

In accordance with §5A-3-31 of the **West Virginia Code**, "It shall be unlawful for any person to corruptly combine, collude or conspire with one or more other persons with respect to the purchasing or supplying of commodities or printing to the state under the provisions of this article if the purpose or effect of such combination, collusion or conspiracy is either to (1) lessen competition among prospective vendors, or (2) cause the state to pay a higher price for such commodities or printing than would be or would have been paid in the absence of such combination, collusion or conspiracy, or (3) cause one prospective vendor or vendors to be preferred over one or more other prospective vendor or vendors. Any person who violates any provision of this section shall be guilty of a felony, and, upon conviction thereof, shall be confined in the penitentiary not less than one nor more than five years, and be fined not exceeding five thousand dollars."

The individual(s) listed below have been charged to evaluate or serve as members or advisors of an evaluation committee for the solicitation as specified [] and are certifying that they have no conflict of interest with any of the participating vendors. Each individual must acknowledge any and all relationships of any type (business, personal, etc.) with any vendor or vendor-related personnel. In addition, individuals must certify they have had no contact with any participating vendors between the time of the bid opening and the award recommendation. Failure to disclose this information may result in disciplinary actions, including but not limited to termination.

This requirement is applicable to all transaction types.

Name/Title Agency Signature Date Disclosure?

**On a separate sheet of paper, please disclose in detail any and all relationships with the participating parties.
Revised November 1, 2006*

NON-CONFLICT OF INTEREST FORM COMPLETION INSTRUCTIONS

Effective February 26, 2003, the Purchasing Division requires that all evaluators of solicitations, despite the type of transaction, sign a **Certification of Non-Conflict of Interest**, in accordance with §5A-3-28 of the *West Virginia Code*.

By signing this certification, the evaluator(s) and/or advisor(s) attest that they have no conflict of interest, including financial or personal, in the evaluation of the specific solicitation. Please note that this requirement applies to all transaction types.

This certification must be submitted at the following timeframes:

- Requests for Proposals/Expressions of Interests: Agencies must submit this certification with the evaluation and recommendation.
- Requests for Quotations and All Other Transaction Types: The evaluator(s) must sign the Certification for Non-Conflict of Interest and submit, along with the recommendation for award, to the Purchasing Division.

This certification applies only to transactions processed through the Purchasing Division. It is **not** a requirement for agency delegated purchases; however, agencies may adopt this policy at their discretion.

If you have any questions, please feel free to contact Ron Price, Director of the Acquisition of Acquisition and Contract Administration, at (304) 558-4317. Thank you for your cooperation in this matter.

**WV COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
SUBRECIPIENT AGREEMENT BETWEEN
WEST VIRGINIA DEVELOPMENT OFFICE
AND
WV VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER
FOR
CASE MANAGEMENT: WV 2016 FLOOD EVENT**

Amendment 1

The purpose of Amendment 1 is to document corrections needed to the original agreement, to increase the Scope of Work from digital grant management to paper case file management, increase Program Budget to allow for additional key personnel to manage paper case management, and to extend the performance period from 36 months to 49 months from the date of execution of this Amendment.

Summary of Changes to the Original Agreement

Page Location	Correction Statements
2	Corrected WV VOAD Address and Phone Contact Information
4	Program Delivery for CDBG DR: Deleted "In order to meet unmet housing needs and other urgent needs identified by the West Virginia Disaster Recovery Action Plan Amendment 2, Subrecipient will have the ability to use a subaward to purchase building materials for reconstruction, rehabilitation, and/or mobile home unit replacements."
4	Pre-Award Costs: Updated agreement to read "Subrecipient may request an advance or pre-award to carry out the purpose of Case Management for the Housing Restoration Program, RISE WV Rental Assistance Program, and the Bridge Home Program. Key personnel will be utilized fluidly among programs, when appropriate for services and to adjust workload, in order to apply cross cutting measures."
5	National Objectives: Deleted Slum and Blight
5	Staffing: Updated agreement to read "Key personnel may be utilized fluidly among programs, when appropriate for services and to adjust workload, in order to apply cross cutting measures."
5	Levels of Accomplishment: Deleted "units rehabbed, units demolished" to read "ERR Tier II reports requested, original work orders requested, Homeowner Agreements completed,"
6	Program Income: Updated agreement to read "The Subrecipient will not have any program income."
9	Insurance and Bonding: Updated agreement to read "if applicable."
10	Uniform Administrative Requirements: Updated agreement to include "The Grantee will provide grant funds for the Subrecipient to attend 2 CFR part 200 training."
13	Client Data and Other Sensitive Information: Updated agreement to read "Due to the unique paper file case management, the Subrecipient will require security/privacy training annual for all personnel and purchase fireproof filing cabinets to safeguard applicants' vital documents and other information."

15	Relocation, Real Property Acquisition: Updated agreement to include "The Grantee will provide funding to support the CDBG DR training of the Subrecipient's key personnel to assist in the delivery of the grant program and case management."
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The Subrecipient will receive an extended period of performance to 49 months to complete the case management for the housing program to include case management for the rehabilitation, reconstruction/construction, and/or replacement of small rental properties with one to four units.

Subaward Period of Performance: August 7, 2018 to September 1, 2022, for 49 months

The Subrecipient shall complete all activities in this Amendment 1, to include original agreement, in accordance with the updated WV VOAD Case Management 49 Month Budget Table in Attachment 1. It is expressly agreed and understood that the total amount to be paid by the Grantee under this Amendment 1 shall not exceed \$6,830,073.62.

Total amount of the Federal Award committed to the Subrecipient by the Grantee: \$6,830,073.62

Amount of federal funds obligated by this agreement: \$6,830,073.62

Total amount of federal funds obligated to the Subrecipient: \$6,830,073.62

Amendment 1 Budget

West Virginia VOAD Case Management 49 Month Budget			
Personnel	# of FTE	Rate per hour	Total
Program Supervisor	1.00	35.00	296,480.00
Team Lead	1.00	30.00	255,840.00
Senior Program Liaison	1.00	30.00	255,840.00
Program Liaison	1.00	25.00	213,200.00
Senior Construction Cost Analyst	1.00	29.00	247,312.00
Construction Cost Analyst	3.00	27.00	690,768.00
Program Specialist	1.00	27.00	230,256.00
Case Manager*	10.00	21.00	1,790,880.00
Senior Case Manager*	2.00	23.00	392,288.00
Total Personnel			\$ 4,374,864.00
*Number of personnel will be contingent on case load			
Fringe Benefits	Total Wages	Rate	Total
FICA	4,374,864.00	7.65%	334,677.10
Workers Comp	4,374,864.00	2.65%	115,933.90
Unemployment Insurance	4,374,864.00	2.70%	118,121.33
Health Insurance	4,374,864.00	16.03%	701,290.70
Total Fringe Benefits			\$ 1,270,023.02
Travel (Mileage, Lodging, Per Diem, etc.)	Miles	Rate	Total
Travel	500,000.00	0.58	290,000.00
Lodging (196 days)		110.00	21,560.00
Per Diem (2 days/wk @ 213 wks)		40.50	17,253.00
Total Travel			\$ 328,813.00
Supplies	#	Cost Per	Total
Laptop Computers and Accessories	21.00	1,250.00	26,250.00
Mobile Devices	21.00	125.00	2,625.00
Office Equipment (Printers, Shredders, Office Furniture, Etc.)			60,000.00
Total Supplies			\$ 88,875.00
Other Expenses			
Utilities (Power, Water, Sewer, Phone, Trash, Housekeeping @ \$2,500.00 per month @ 49 Months)			122,500.00
Mobile Device Contract (\$1,900 per month)			93,100.00
Rent (\$2,953.50 per mth @ 7 mths; \$3,662.50 per mth @ 5 mths; \$660 per mth @ 37 mths)			64,407.00
Liability Insurance (\$4,500 per Year @ 4.1 years)			18,450.00
Outreach (Marketing, Mobile Intake/ MOA Agreements)			10,000.00
Financial Compliance (\$1,200.00 Per Month)			58,800.00
Direct Office Supplies (Paper, ink, folders, Fire Proof File Cabinets etc.) (\$1,300.00 per month)			75,000.00
Total Other			\$ 442,257.00
Total			\$ 6,504,832.02
Admin (General Management, Oversight, Coordination and Training, Single Audit)			325,241.60
Total Grant Award			\$ 6,830,073.62

**WV COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY
SUBRECIPIENT AGREEMENT BETWEEN
WEST VIRGINIA DEVELOPMENT OFFICE
AND
WV VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER
FOR
CASE MANAGEMENT: WV 2016 FLOOD EVENT**

THE UNDERSIGNED, as authorized officials on behalf of the parties, have executed this Subrecipient Agreement for the Community Development Block Grant for Disaster Relief described in Federal Award notification B-16-DL-54-0001. This agreement is effective as of the date of execution on behalf of the Grantee.

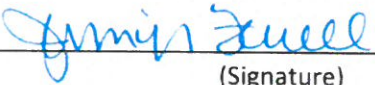
GRANTEE: West Virginia Development Office

Name: Jennifer Ferrell

Community Advancement and Development Director

Date: December 10, 2019

By:



(Signature)

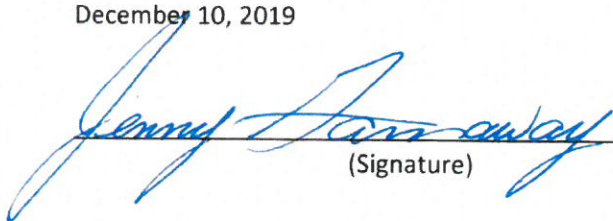
SUBRECIPIENT : WV Voluntary Organizations Active in Disaster

Name: Jenny Gannaway

Executive Director

Date: December 10, 2019

By:



(Signature)