

The logo features the text "west virginia" in a blue, lowercase, cursive font. Below it, the letters "CAD" are written in a large, bold, teal, uppercase, sans-serif font. To the right of the text is a yellow sunburst graphic consisting of several short, curved lines. To the left of the text is a solid blue circle.

west virginia
CAD

Community Advancement
and Development (CAD)

Agenda

- Training objectives
- Billing changes
- Evidentiary Materials
- Monthly updates and project timeline
- Next programmatic changes
- Upcoming training
- Next steps?



Objectives

- Understanding of billing current requirements and changes
- Understanding of new evidentiary materials
- Review of new timeline and project update approach
- Understanding of upcoming programmatic changes
- Training schedule and purpose
- Open discussion of RPDCs needed resources
- Gain understanding of CDBG, CDBG-CV and CDBG-MIT State expenditure requirements by HUD



CDBG, CDBG-CV, and CDBG-MIT Team

- Sherry Risk, Program Manager
- Ryan Halsey, CDBG/CV Project Manager (odd numbered RPDCs)
- Hannah Carter, CDBG/CV Project Manager (even numbered RPDCs)
- Alex Phares, CDBG-MIT Planning Project Manager
- Justin Hunt, CDBG-MIT GIP, PFHP Project Manager
- Jacob Wolfe, CDBG-MIT Data Project Manager



Billing Changes

Effective November 1st, 2021

Drawdown Schedule

- RFPs will be processed the **1st** and **17th** of each month
- Accounting will receive the RFPs on the **9th** and **25th**
- All grant and/or budget amendments must be submitted and approved before the **1st** and the **17th**

Payment Requirements

- All invoices must be signed and dated by the RPDC
- Invoices must be supported by source documentation such as but not limited to:
 - time and attendance records
 - project inspection report
 - contracts
- All invoice dates must be in the time period covered on the RFP

Billing Changes

Do not submit a cover letter, as dated signatures on each invoice will suffice

The Indirect reimbursement form is no longer required so long as an indirect cost letter from cognizant agency with indirect cost allocation plan is on file with applicable fiscal year

A Request for Payment will not be processed without current monthly updates which must be tied to a current updated project timeline

The invoice will be:

- reviewed at the point in time of the project progress

Payment timeliness:

- no projects should have request for payments(RFP) delays over **270** days
- at **one year**, the project is flagged by HUD and must submit a project remediation plan

Construction Completion Rates:

- 30%
- 60%
- 90%

Invoice review will also include a completion rate review

Final Payment Requests:

- Project must be monitored, and any findings must be resolved before final payment requests are approved

Payment Forms

Request for Payment
(RFP)

Invoice Summary Sheet

Budget Amendment

Payment Documents

- Request for Payment (RFP) form
- Invoice Summary Sheets
- Budget Amendment Form

Differences?

- RFP Form will not allow certain line items to have data inserted for specific project types
(Example: Demolition cannot insert data for arch/engineering, land acquisition, construction)
- Indirect/Direct costs no longer to be shown

Community Development Block Grant - Demolition REQUEST FOR PAYMENT

TO: West Virginia Department of Economic
Development
Building 3, Room 700
1900 Kanawha Boulevard, East
Charleston, WV 25305-0311
304-558-2234

FROM:

Project Name				Project #		
Invoice #		% of CDBG Funds Expended		#DIV/0!		
Time Period Covered by this Request:				TO		
Amount of CDBG Funds on hand at the time of this Request				\$ -		
COST CATEGORIES	APPROVED BUDGET AMOUNT	AMOUNT REQUESTED TO DATE	AMOUNT REQUESTED THIS DRAW	TOTAL AMOUNT REQUESTED	AMOUNT DISBURSED TO DATE	BALANCE
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Arch/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permits/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Demolition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUB-TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

I certify costs claimed by this report are correct and just and based upon actual requirements; that work and services are in accordance with the approved project agreement; and that work and services are satisfactory and consistent with the amount claimed. Supporting documents are attached to verify costs claimed and are available locally for audit and inspection. City, county, or other direct recipients of funds are not involved in any court litigation or lawsuit involving any applicable laws contained in the grant contract.

Chief Elected Official Signature

Date

Printed Name of Chief Elected Official

Copies of Invoices Required
Invoice Summary Forms Required
Administration Timesheets Required
v8.2.2021

Payment Documents

- Request for Payment (RFP) form
- **Invoice Summary Sheets**
- Budget Amendment Form

No Differences

CDBG Invoice Summary- Demolition

Period Covered by Request

Invoice Date must be inside of the period covered by request dates

	Vendor	Invoice #	Description	Inv Date	\$
1.					
2.					\$ -
3.					\$ -
4.					\$ -
5.					\$ -
6.					\$ -
7.					\$ -
8.					\$ -
9.					\$ -
10.					\$ -
11.					\$ -
12.					\$ -
13.					\$ -
14.					\$ -
15.					\$ -
16.					\$ -
17.					\$ -
18.					\$ -
19.					\$ -
20.					\$ -
TOTAL					\$ -

Payment Documents

- Request for Payment (RFP) form
- Invoice Summary Sheets
- **Budget Amendment Form**

Differences?

- Do not show other funding sources
- Make sure the amendment form's title is applicable to your project type. (ex: demolition projects should have all forms titled demolition)
- Portrait view, easier to read



Subrecipient:	
---------------	--

Project Name:	
---------------	--

Project Number:		Amendment Number:	
-----------------	--	-------------------	--

Activity Category*	Current CDBG Budget	Increase	Decrease	Amended CDBG Budget
Administration				\$ -
Accounting				\$ -
Arch/Engineering				
Land Acquisition				
Construction				
Permits/Fees				\$ -
Legal				\$ -
Planning				\$ -
Demolition				\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

*Activity Categories cannot change from original budget.

Reason for Amendment:	
Subrecipient Signature:	
Printed Name and Title:	
Date:	

WVDED Project Manager:			
Signature:		Date:	
WVDED Program Manager:	Sherry Risk, CDBG Program Manager		
Signature:		Date:	

Payment Requirement Refresher

Pre-Award Costs:

Invoices with dates of services rendered before the executed Subrecipient Agreement date will not be paid

Initiation of Payments:

Invoices will not be paid until an NTP is issued

Chapter 3 Financial
Management CDBG PnP manual
at <https://wvcad.org/resources>

Chapter 3-Financial Management Refresher

Records adequately identifying the source and application of grant funds

Comparison of actual disbursements with the amounts budgeted for the grants related to performance or productivity data

Procedures to minimize the amount of time that elapses between the transfer of funds from the U.S. Treasury and the disbursement by the Grantee; (3-Day Rule)

Procedures for determining reasonableness, allowability and allocability of costs

Each subrecipient will establish a separate depository account for the receipt of all CDBG payments made from the CDBG program

CDBG funds must be maintained in a separate, non-interest-bearing checking account

The Grantee's financial management system must be able to isolate and trace CDBG funds received and document their disbursement and use of applicable statutes

Tools for Managing and Updating Projects



Evidentiary Material checklist



Project timeline checklist



Project update

Evidentiary Materials

- **What has been updated?**

- Evidentiary Checklist Materials
- SRA Language to ensure compliance with all cross-cut requirements in one document
- New Budget Form
- New Project Schedule Form

- **What has been eliminated?**

- FFATA Form
- Commitments of other funds
- FIN MGT Form
- Anti-Displacement Form
- Hatch Act Resolution
- Section 504/ADA Resolution

- Request for Approval of Evidentiary Materials
- Signed SRA/Grant Award Notice
- Legally Binding Agreement between Subrecipient and Project Admin.
- Budget
- Project Schedule
- Grantee Debarment Form
- SAMS.gov Registration Screen Shot
- HUD 2880
- Environmental Review for Exempt Activities
- Indirect Cost Letter with Cost Allocation Plan

Evidentiary Documents

- **Subrecipient Agreement (SRA)**
- Grant Award Notice
- Final Budget
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities

Project

COMMUNITY DEVELOPMENT BLOCK GRANT – GRANT AGREEMENT

THIS COMMUNITY DEVELOPMENT BLOCK GRANT AGREEMENT ("Agreement").

Dated and effective _____, is between the West Virginia Department of Economic Development, a division of the West Virginia Department of Commerce ("State" and "Grantee"), and the **Town/County of**, and its authorized officers, agents, and representatives ("Subrecipient").

I. RECITALS

A. **WHEREAS**, HUD approved the State's Annual CDBG Action Plan Program Year 2020; and

B. **WHEREAS**, the CDBG 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

C. **WHEREAS**, the Grant 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

D. **WHEREAS** the State ("Grantee") will comply with all grant allocation requirements and the Subrecipient will also be required to meet all requirements;

E. **WHEREAS**, the State has elected to administer the non-entitlement portion of the Community Development Block Grant (CDBG) Program as authorized by Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended, subject to the applicable regulations of the Department of Housing and Urban Development, including but not limited to 24 CFR(Code of Federal Regulations), Part 570, Sub-Part I.

Non- Entitlement set aside and subject to the scope of the State of West Virginia's CDBG Policies and Procedures Manual and other Program Guidelines, availability of which is hereby acknowledged by the Grantee.

Evidentiary Documents

- Subrecipient Agreement (SRA) with Contract Documents
 - **Scope of Work (SOW)**
 - Budget
 - Project Schedule
- Grant Award Notice
- Final Budget
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities



Attachment A
West Virginia Department of Economic Development
Community Development Block Grant (CDBG)
SCOPE OF WORK (SoW)

Provide a clear and precise description of the proposed project including any milestones, reports, and deliverables (task and outcomes) expected to be provided. What are the project outcomes? How will outcomes be measured, collected, documented? Fully describe all activities for all parts of the proposed project; a description of the immediate and adjacent geographical areas; all effects the project will have on low- to moderate-income persons; all contemplated actions.

Evidentiary Documents

- Subrecipient Agreement (SRA) with Contract Documents
 - Scope of Work (SOW)
 - **Budget**
 - Project Schedule
- Grant Award Notice
- Final Budget
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities

Zoom out (Ctrl+Minus)



Subrecipient:	
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Project Name:	
----------------------	--

Project Number:	
------------------------	--

Activity Category*	CDBG Budget	Other Funds	Other Funding Source
Administration			
Accounting			
Arch/Engineering			
Land Acquisition			
Construction			
Permits/Fees			
Legal			
Planning			
Demolition			
TOTAL	\$ -		

*Activity Categories cannot change from original budget. Demolition line item cells can not have data entry for Infrastructure projects.

Subrecipient Signature:	
Printed Name and Title:	
Date:	

WVDED Project Manager:			
Signature:		Date:	
WVDED Program Manager:	Sherry Risk, CDBG Program Manager		
Signature:		Date:	

Evidentiary Documents

- Subrecipient Agreement (SRA) with Contract Documents
 - Scope of Work (SOW)
 - Budget
 - **Project Schedule- for applicable project**
- Grant Award Notice
- Final Budget
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities



Form Number: 3
West Virginia Department of Economic Development
 Community Development Block Grant (CDBG) or ARC
 Water/Sewer/Storm Sewer Project Performance Schedule

Project No.: _____ Subrecipient: _____
 Original Revised: **Revision No.:** _____ Project Name: _____
 Total CDBG Funds: _____ Administrating Agency: _____
 Split Year Funding Scenario: _____ As of Date: _____
 Prepared By: _____ Preparer Signature: _____

WVCAD Project Manager Approval: _____ Date: _____
 WVCAD Program Manager Approval: _____ Date: _____

ACTIVITY	DATE ACHIEVED OR EXPECTED TO ACHIEVE
Implementation Meeting	To be Determined by WVCAD
Begin Easement Acquisition	
Rule 42 Completed	
Submit Evidentiary Materials to WVCAD	30 days from Implementation Meeting Date
Submit Procurement Documentation to WVCAD	
Environmentally Exempt Activity Determination to WVCAD	
Submit Binding Commitment IJDC Application	
Approved Project Design Submitted to WVCAD	
50% Easements Secured	
Receive IJDC Binding Commitment	
File PSC Certificate Application	
100% Easements Secured	
Environmental Review/FONSI/RROF Submitted to WVCAD	
Intent to Bid & Bid Document Checklist to WVCAD	
Advertise for Bids	
Pre-Bid Meeting	
Bid Opening Date	
Obtain PSC Approval	
SAM Check Confirmation Submitted to WVCAD	
Contracts Awarded with Subrecipient	
Pre-Construction Meeting	
Notice to Proceed from Engineer	
Project Construction Begins	
CDBG Construction Funds Expended 30%	
CDBG Construction Funds Expended 60%	
CDBG Construction Funds Expended 90%	
CDBG Project Construction Completed- All CDBG Construction Funds Expended	
FPR and Final Request for Payment Submitted to WVCAD	
Submit Final Single Audit (if applicable)	

Evidentiary Documents

- Subrecipient Agreement (SRA)
- **Grant Award Notice**
- Final Budget
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities

		Community Development Block Grant (CDBG)	West Virginia Department of Economic Development 1900 Kanawha Blvd. East Building 3, Suite 700 Charleston, WV 25305
Grant Award Notice			
Subrecipient Information		State Accounting Information	
Name:	Address:	Major Program:	CDBG
FEIN:	DUNS:	Program:	CDBG GRANTS
		Oasis Grant Award Number:	
		Oasis Vendor Number:	
Federal Award Project Description			
Federal Award Information		Pass-through Award Information	
Federal Awarding Agency:	Department of Housing and Urban Development (HUD)	Pass-through Awarding Agency:	Economic Development, West Virginia Department of
CFDA Number and Name:	14.228 – Community Development Block Grant	Subaward Project Number:	20CDBG_
R&D Award	No	Period of Performance:	07/01/2021 - 06/30/2024
PY2020 Funds		PY2020 Funds – PPC-B20	
FAIN.....	B20DC540001	Funds Obligated by This Action.....	\$
Federal Award Date.....	04/13/2021	Total Funds Obligated.....	\$
Total Federal Funds Available.....	\$14,258,806.00	Total CDBG Funds Committed to Project...	\$
Notice of Grant Award			
This funding is provided under Title I of the Housing and Community Development Act of 1974 under regulations of the Department of Housing and Urban Development, including but not limited to 24 CFR (Code of Federal Regulations), Part 570, Sub-Part I, as amended or revised, and subject the State of West Virginia's CDBG Policies and Procedures Manual and all program guidelines.			
Terms of Acceptance			
By accepting funds under this Agreement, the subrecipient agrees to comply with all terms and conditions in this Agreement; all assurances and certifications made in the Agreement; and all applicable federal statutes, regulations, and guidelines. The subrecipient agrees to administer the funded program in accordance with the Agreement and budget(s), supporting documents, and other representations made in support of the Agreement.			
For the Pass-Through Entity:		For the Subrecipient:	
_____	_____	_____	_____
Authorized Signature	Date	Authorized Signature	Date
Jennifer Ferrell, Director, WVCAD		_____	
Print Name / Title		Print Name / Title	
304-558-2234		_____	
Phone		Phone	
Jennifer.L.Ferrell@wv.gov		_____	
Email		Email	

Evidentiary Documents

- Subrecipient Agreement (SRA)
- Grant Award Notice
- **Final Budget**
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities



Subrecipient:	
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Project Name:	
---------------	--

Project Number:	
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Activity Category*	CDBG Budget
Administration	
Accounting	
Arch/Engineering	
Land Acquisition	
Construction	
Permits/Fees	
Legal	
Planning	
Demolition	
TOTAL	\$ -

*Activity Categories cannot change from original budget.

Subrecipient Signature:	
Printed Name and Title:	
Date:	

WVDED Project Manager:			
Signature:		Date:	
WVDED Program Manager:	Sherry Risk, CDBG Program Manager		
Signature:		Date:	

Evidentiary Documents

- Subrecipient Agreement (SRA)
- Grant Award Notice
- Final Budget
- **Project Schedule**
 - **Infrastructure**
 - Demolition
 - Parks & Rec
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities



Form Number: 3
West Virginia Department of Economic Development
 Community Development Block Grant (CDBG) or ARC
 Water/Sewer/Storm Sewer Project Performance Schedule

Project No.: _____ Subrecipient: _____
 Original Revised: **Revision No.:** _____ Project Name: _____
 Total CDBG Funds: _____ Administrating Agency: _____
 Split Year Funding Scenario: _____ As of Date: _____
 Prepared By: _____ Preparer Signature: _____

WVCAD Project Manager Approval: _____ Date: _____
 WVCAD Program Manager Approval: _____ Date: _____

ACTIVITY	DATE ACHIEVED OR EXPECTED TO ACHIEVE
Implementation Meeting	To be Determined by WVCAD
Begin Easement Acquisition	
Rule 42 Completed	
Submit Evidentiary Materials to WVCAD	30 days from Implementation Meeting Date
Submit Procurement Documentation to WVCAD	
Environmentally Exempt Activity Determination to WVCAD	
Submit Binding Commitment IJDC Application	
Approved Project Design Submitted to WVCAD	
50% Easements Secured	
Receive IJDC Binding Commitment	
File PSC Certificate Application	
100% Easements Secured	
Environmental Review/FONSI/RROF Submitted to WVCAD	
Intent to Bid & Bid Document Checklist to WVCAD	
Advertise for Bids	
Pre-Bid Meeting	
Bid Opening Date	
Obtain PSC Approval	
SAM Check Confirmation Submitted to WVCAD	
Contracts Awarded with Subrecipient	
Pre-Construction Meeting	
Notice to Proceed from Engineer	
Project Construction Begins	
CDBG Construction Funds Expended 30%	
CDBG Construction Funds Expended 60%	
CDBG Construction Funds Expended 90%	
CDBG Project Construction Completed- All CDBG Construction Funds Expended	
FPR and Final Request for Payment Submitted to WVCAD	
Submit Final Single Audit (if applicable)	

Evidentiary Documents

- Subrecipient Agreement (SRA)
- Grant Award Notice
- Final Budget
- **Project Schedule**
 - Infrastructure
 - **Demolition**
 - Parks & Rec
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities



Form Number: 3
West Virginia Department of Economic Development
Community Development Block Grant (CDBG) or ARC
Demolition Project Performance Schedule

Project No.: _____ Subrecipient: _____

Original Revised: **Revision No.:** _____ Project Name: _____

Total CDBG Funds: _____ Administrating Agency: _____

Split Year Funding Scenario: _____ As of Date: _____

Prepared By: _____ Preparer Signature: _____

WVCAD Project Manager Approval: _____ Date: _____

WVCAD Program Manager Approval: _____ Date: _____

ACTIVITY	DATE ACHIEVED OR EXPECTED TO ACHIEVE
Implementation Meeting	To be Determined by WVCAD
Submit Evidentiary Materials to WVCAD	30 days from Implementation Meeting Date
Environmentally Exempt Activity Determination to WVCAD	
Environmental Review/FONSI/RROF & Property Demolition File Submitted to WVCAD	
Intent to Bid & Bid Document Checklist to WVCAD	
Advertise for Bids	
Pre-Bid Meeting	
Bid Opening Date	
SAM Check Confirmation Submitted to WVCAD	
Contracts Awarded with Demolition Contractor Awarded	
Project Demolition Begins	
CDBG Demolition Funds Expended 30%	
CDBG Demolition Funds Expended 60%	
CDBG Demolition Funds Expended 90%	
CDBG Project Demolition Completed- All CDBG Demolition Funds Expended	
FPR and Final Request for Payment Submitted to WVCAD	
Submit Final Single Audit (if applicable)	

Demolition Documents

Evidentiary Materials (provided)

- Subrecipient Agreement (SRA)
- Grant Award Notice
- Final Budget
- **Project Schedule**
 - Infrastructure
 - Demolition
 - **Parks & Rec**
- Grantee Debarment Form
- HUD 2880
- ER for Exempt Activities



Form Number: 3

West Virginia Department of Economic Development

Community Development Block Grant (CDBG) or ARC
Parks and Rec/Broadband Project Performance Schedule

Project No.: _____ Subrecipient: _____

Original Revised: **Revision No.:** _____ Project Name: _____

Total CDBG Funds: _____ Administrating Agency: _____

Split Year Funding Scenario: _____ As of Date: _____

Prepared By: _____ Preparer Signature: _____

WVCAD Project Manager Approval: _____ Date: _____

WVCAD Program Manager Approval: _____ Date: _____

ACTIVITY	DATE ACHIEVED OR EXPECTED TO ACHIEVE
Implementation Meeting	To be Determined by WVCAD
Submit Evidentiary Materials to WVCAD	30 days from Implementation Meeting Date
Submit Procurement Documentation to WVCAD	
Environmentally Exempt Activity Determination to WVCAD	
Environmental Review/FONSI/RRF Submitted to WVCAD	
Intent to Bid & Bid Document Checklist to WVCAD	
Advertise for Bids	
Pre-Bid Meeting	
Bid Opening Date	
SAM Check Confirmation Submitted to WVCAD	
Contracts Awarded with Subrecipient	
Pre-Construction Meeting	
Notice to Proceed from Engineer	
Project Construction Begins	
CDBG Construction Funds Expended 30%	
CDBG Construction Funds Expended 60%	
CDBG Construction Funds Expended 90%	
CDBG Project Construction Completed- All CDBG Construction Funds Expended	
FPR and Final Request for Payment Submitted to WVCAD	
Submit Final Single Audit (if applicable)	

Evidentiary Documents

- Subrecipient Agreement (SRA)
- Grant Award Notice
- Final Budget
- Project Schedule
- **Grantee Debarment Form**
- HUD 2880
- ER for Exempt Activities

Form Number: 4

West Virginia Department of Economic Development
Community Development Block Grant (CDBG)
Grantee (Subrecipient) Debarment Review Certification

Subrecipient				Project Number	
Project Name					
Address				Phone	
City		State		Zip Code	

Debarment Review Completed By	
Title of Reviewer	
Reviewer's Organization	
Chief Elected Official	
Title of Chief Elected Official	

By signing this certification, both the Reviewer and the Chief Elected Official certify all necessary actions were taken to complete the debarment check and that the Subrecipient listed above is not suspended or debarred from conducting business with, or receiving funding from, the United States government.



Signature of Reviewer

Date



Signature of Chief Elected Official

Date

*Please submit a copy of this Certification to the West Virginia Department of Economic Development office.
Keep the original, signed Certification in the CDBG project file.*

For additional information, please call the WVDED at 304.558.2234.

Evidentiary Documents

- Subrecipient Agreement (SRA)
- Grant Award Notice
- Final Budget
- Project Schedule
- Grantee Debarment Form
- **HUD 2880**
- ER for Exempt Activities

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

Form Number: HUD-2880

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code):	2. Social Security Number or Employer ID Number:
3. HUD Program Name	4. Amount of HUD Assistance Requested/Received
5. State the name and location (street address, City and State) of the project or activity:	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input type="checkbox"/> Yes <input type="checkbox"/> No.
---	--

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: X	Date: (mm/dd/yyyy)
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Evidentiary Documents

- (provided)
- Subrecipient Agreement (SRA)
- Grant Award Notice
- Final Budget
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- **ER for Exempt Activities**



Form Number: 5
West Virginia Department of Economic Development
Community Development Division
Capitol Complex
Building 6 Room 553
Charleston, WV 25305-0311
<https://wvcad.org/infrastructure>

Environmental Review for Activity/Project that is Exempt or Categorically Excluded Not Subject to Section 58.5 Pursuant to 24 CFR Part 58.34(a) and 58.35(b)

Project Information

Project Name: _____

Project Number: _____

HEROS Number: _____

Grantee (Responsible Entity): _____

Grantee Address: _____

Grantee Phone: _____

Certifying Officer: _____
(Local Elected Official and Title)

Preparer/Lead Agency: _____

Preparer Address: _____

Preparer Phone: _____

Project Engineer (if applicable): _____

Engineering Company: _____

Direct Comments to: _____

Project Location:

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

Level of Environmental Review Determination:

Activity/Project is Exempt per 24 CFR 58.34(a) Except for the applicable requirements of Sec. 58.6, the responsible entity does not have to comply with the requirements of this part or undertake any environmental review, consultation or other action under NEPA and the other provisions of law or authorities cited in Sec. 58.5 for the activities exempt by this section or projects consisting solely of the following exempt activities:

Cite specific subsection and text from CFR:

Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b) The Department has determined that the following categorically excluded activities would not alter any conditions that would require a review or compliance determination under the Federal laws and authorities cited in Sec. 58.5. ... The recipient remains responsible for carrying out any applicable requirements under Sec. 58.6.

Cite specific subsection and text from CFR:

Evidentiary Documents

- Subrecipient Agreement (SRA)
- Grant Award Notice
- Final Budget
- Project Schedule
- Grantee Debarment Form
- HUD 2880
- **ER for Exempt Activities**

HUD Funding Information

Grant Number	HUD Program	Funding Amount

Estimated Total HUD Funded Amount: _____ \$ 0.00

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable):

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: _____ \$ 0.00

Funding Source	Date Committed	Funding Amount

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Below, record the compliance or conformance determinations for each statute, executive order, or regulation. **Provide credible, traceable, and supportive source documentation for each authority.** Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR §58.5 and §58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 and 58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<i>There are no Coastal Barrier Resources in West Virginia. See attached map from the U.S. Fish & Wildlife web page. http://www.fws.gov/cbra/Maps/Mapper.html</i>
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001- 4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	<i>HUD State-administered assistance such as Community Development Block Grants (CDBG) is considered "formula grant made to States." By law, "formula grants made to States" are exempt from the flood insurance purchase requirements by Section 3(a)(3) of the Act. 24 CFR 58.6(a)(3).</i>

Be sure to include the "Other Requirements (Section 58.6) Checklist" Form with this document.

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

Preparer Signature: _____ Date: _____

Name, Title: _____

Organization: _____

Responsible Entity

Certifying Officer Signature: _____ Date: _____

Name, Title: _____

Organization: _____

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

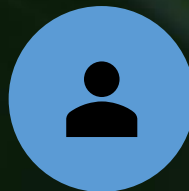
Upcoming Programmatic Changes 2021



New CDBG Manual
and forms under
construction



Electronic applications



Templates for citizen
participation,
newspaper ads,
bidding, and contracts



Project administrators
for all CDBG programs
with open projects
must attend monthly
calls



Technical Assistance
can be requested for
formal trainings

Next Policy and Procedure Changes

<https://wvcad.org/infrastructure/community-development-block-grant>

Close out process

Demolition
process

Elimination of
certain forms

Format to
distribute and
post PnP changes

CDBG CV manual
update

CDBG MIT PnP
published

Training Dates

August 30th

10 am Service Area Training
Region 2

September 1st

1 pm Service Area Training
Region 3

September 1st

2pm Service Area Training
Region 6

September 2nd

2 pm to 3 pm Demolition
CDBG PnP training

September 28 and 29 (9am-11am) ERR Training

September 30th
(1pm-3pm) ERR Training

October 21st

1pm to 4pm
URA Training

November 16th

10am to 12noon
Procurement

December 7th and 9th

1pm to 3pm Section 3
Training

The following training dates
are TBD:

Survey training

504 training

Davis Bacon

AFFH

2CFR200

Next Steps



CDBG@wv.gov

CDBGMITIGATION@wv.gov