
MEMORANDUM

TO: Regional Planning and Development Councils
Mayors and County Commissioners
Other Interested Stakeholders

FROM: Ryan Halsey, CDBG Programs Manager

DATE: December 6th, 2023 *rh*

RE: Fiscal Year 2023 CDBG Application and Guidelines

The West Virginia Department of Economic Development (WVDED) is now accepting applications for the Community Development Block Grant (CDBG) Program. The application and guidelines are available at <https://wvcad.org/infrastructure/community-development-block-grant> under in the section titled 'Program Documentation'.

Public Infrastructure, Public Facilities, and Demolition applications are due on or before Friday, April 19th, 2024. Planning Project applications will be received on Friday, April 19th, 2024, but are accepted year-round.

Each project must meet one of the U.S. Department of Housing and Urban Development (HUD) National Objectives: Benefit low- and moderate-income persons; or Eliminate slums or blight.

The State of West Virginia FY 2023 Consolidated Annual Action Plan is posted on the West Virginia Community Advancement and Development Website, under the HUD Consolidated Plan and Summary header, at the following location: www.wvcad.org/resources.

The 2023 activity allocations are the following: Infrastructure (Water/Sewer/Stormwater/Sidewalks/Streetscapes/ADA Curb Cuts): \$10,786,289; Parks and Recreation: \$500,000; Blighted/ Abandoned Properties: \$2,000,000; Community Planning: \$500,000. Please note, the allocations specified above are estimates. These allocations may be modified by the WVDED depending upon the number and readiness to proceed of the applications received.

As noted in the FY2023 State of West Virginia Community Development Block Grant (CDBG) application, all applicants must comply with the citizen participation requirements as outlined in the State of West Virginia Citizen Participation Plan (CPP). To document compliance, all applicants must provide the following as attachments to its FY2023 CDBG application submission:

1. E-Tear sheet or newspaper clipping (showing newspaper name and date) of the published advertisement(s).
2. Affidavit of the advertisement, notarized, for BOTH public hearings;
3. Signed minutes of meeting by author of BOTH public hearings;
4. Sign in sheets of **BOTH** public hearings with date, time, and location of meeting.
5. Citizen Participation Plan of Subrecipient

In the FY2023 CDBG Application, it is noted that the applicant must publish a legal ad to document compliance with the State of West Virginia Citizen Participation. Please note, WVCAD will accept either a display ad or legal ad; however, the notice must contain the fair Housing logo and required fair housing language, and the applicant must provide a notarized affidavit of the advertisement. If an applicant is unable to secure an affidavit of the advertisement publication, please submit a formal waiver request to the CDBG Project Manager assigned to your region. In this request, please provide a detailed explanation as to why an affidavit cannot be obtained. Once reviewed, WVDED staff will notify the applicant via email if the waiver request is approved.

If you have any questions, please contact the CDBG Program Manager assigned to your Region:

Regions 2, 4, 6, 8, 10

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