

West Virginia Community Development Block Grant- Mitigation General Infrastructure Program Application 2022

Application Instructions

- Please submit the Fillable PDF for your application.
- In the application, please answer each of the numbered questions.
- Answer each of the numbered questions within the limits of the fillable space provided in the application.
- Any attachments should be attached at the end of application in order, according to the application checklist attached **below**.
- Attachments should be titled as stated in the **File Name** section of the application checklist.
- Attachments should have page numbers, list page numbers in the application checklist.
- Applications can be submitted through Dropbox, Email, or shared through Google Drive.
- Large attachments such as PER's, IJDC reports, or Audit reports can be submitted separately.

Application Checklist			
Section	File Name	Page #	Included (Yes/No)
Application - Fillable PDF	Project Title- Applicant		
Attachments			
4- Historical Damages	Section 4- Historic Data (Pictures, Newspaper articles, letters from Mayor, City Manager or Engineers on City or Town letterhead)		
5 – Quantity of Protection and Service Area	Section 5- Service Area Include: Service area map, project site map, FEMA floodplain map of project area. Include Maps with Census tract and Block groups		
6 – National Objective and Vulnerable Population Served	Section 6- LMI Data Include HUD LMI Data for the project. Include LMI Area Survey Results and Date (If Applicable)		
7- Capacity	Section 7 - Capacity Plan Include: Procurement Documentation Include: Most recent Audit Report (Can be attached separately-notify in Page # section) For water and Sewer: Include IJDC Report (can be attached separately-notify in Page # section)		
8 – Project Timeline	Section 8- Project Timeline Include the Project Timeline Template Provided by WVDED		
9 – Engineering, Permit, Designs	Section 9- PER Attach PER- This must be a separate attachment Attach Blueprints or architectural designs (If applicable)		
10 – Budget	Section 10- Budget Include Budget Template Provided by WVDED		
11 – Leveraged Funds	Section 11- City/Town Budget Attach approved City/Town budget for project year		

12 – Public Notice Requirement	Section 12 - Public Notice Public Notice Documentation (newspaper advertisements with 14-day comment period, affidavit)		
Additional Attachments	Additional Attachments- -Signed consent form provided by WVDED - Resolution approving the submissions of application (for UGLGs only) -Attach pictures of project location		

West Virginia General Infrastructure Program Application

Project Title:

Section 1 Applicant Information:			
Primary Contact Name:		Mailing Address:	
Title:		City:	
Email:		State:	
Phone Number:		Zip Code:	

Entity Name:			
Oasis Number:		UEI Number:	
Cage Code:		FEIN Number:	

Project Administrator Name (if different than above):		Mailing Address:	
Title:		City:	
Email:		State:	
Phone Number:		Zip Code:	

Total Customers Served		Total CDBG-MIT Funds	
Total Residents Served		Total Project Cost	
LMI Persons Served		Number of Acres Impacted	

Executive Summary of Project (100 words or less):

County Selection:		
Select each county that your project directly benefits. WVDED will use this information to assess MID . Only counties eligible for CDBG-MIT funds are listed below.		
Kanawha	Fayette	Lincoln
Greenbrier	Roane	Summers
Nicholas	Pocahontas	Monroe
Clay	Webster	Jackson

Section 2 Project Description:

Respond to the following.

1. What is the proposed project? Where is the proposed project located?

2. What is the current problem or risk? How many people does the problem affect? Where does the current problem or risk affect persons or property?

3. How will the proposed project mitigate against the identified problem or risk?

4. Explain the use of natural infrastructure in the project, if applicable.

Section 3 Mitigation Impact:

Projects must meet the HUD definition of a mitigation activity. **HUD describes a mitigation activity as “...those activities that increase resilience to disaster and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.”**

West Virginia identified Flooding, Winter Weather, Severe Storms as the top risks impacting the state.

Write response to the prompts.

1. Describe how implementing this project will increase resilience to disaster and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.

2. State the estimated savings that will result from the reduction of the repetitive losses.

For reference to the following prompt, the community Lifelines are listed below. For more information, visit <https://www.fema.gov/emergency-managers/practitioners/lifelines>

1. Safety and Security
2. Food, Water, Shelter
3. Health and Medical
4. Energy (Power and Fuel)
5. Communications
6. Transportation
7. Hazardous Materials

3. Describe the project's value to the community in normal circumstances and in times of natural disasters. Which of the seven community lifelines will be served by completion of this project? How does this project enhance regional and/or multijurisdictional community resilience?

Fill out the table to indicate which/how many of the federally measured deliverables the project will produce.		
Proposed Performance Measure	Yes/No	Quantity
Number of acres of newly added or improved green space		
Number of wetlands created		
Number of cubic feet of stormwater storage added		
Percent decrease in affluent discharged		
Percent decrease in area inundated by flooding		
Percent decrease in disruption hours to residents and businesses from impacts of storm events		
Percent decrease in in NFIP CRS score		
Percent decrease in road closures in target area during a flood event		
Percent decrease water surface elevation level during a flood with a qualifying event		
Dollar amount estimated in flood loss avoidance		
Dollar amount of funds allocated for water management/flood mitigation improvements		
Dollar amount of funds allocated for water-quality improvements		
Percent increase in acres of cropland protected from flooding		
Percent increase in groundwater infiltration		
Percent increase in number of acres converted to open space		
Percent increase in pumping capacity		
Number of linear feet of streams restored		
Number of occupied structures in the floodplain		
Number of acres of green infrastructure created		
Number of acres of green space created		
Number of acres of green space preserved		
Number of acres of no longer vulnerable to flood events		
Number of acres of native vegetation planted		

Number of acres with improved multiple hazard risk mapping		
Number of brownfield acres converted to wetland		
Number of buildings (non residential)		
Number of containment systems constructed		
Number of elevated structures		
Number of fewer outages of critical facilities and utilities		
Number of green infrastructure projects constructed		
Number of greenspace users		
Number of linear feet of public improvement		
Number of linear feet of sewer lines		
Number of linear feet stream restored		
Number of linear feet of trails constructed		
Number of linear feet of water lines		
Number of linear miles of public improvement		
Number on non-business organizations benefiting		
Number of non-invasive species trees planted on project sites		
Number of properties protected from future flooding		
Number of properties with access above 100 year flood level		
Number of public facilities		
Number of pump stations repaired or replaced		
Number of reduced hours streets are flooded		
Number of residents protected from future flooding		
Number of Section3 Labor Hours		
Number of small water retention devices/systems installed		
Number of stormwater projects implemented		
Number of Targeted Section 3 Labor hours		
Number of vacant lots repurposed		

Number of water control structures repaired/replaced		
Percent reduction in energy costs		
Percent reduction in loss of service		
Percent reduction of sanitary sewer overflows		
Percent reduction of watershed nitrate loading		
Percent reduction of water surface elevation level		
Number of structures hardened against future flood events		
Number of LMI persons impacted by project		

Section 4 Historical Damages			
In reference to application checklist, attach: <ul style="list-style-type: none"> - Section 4 Historic Data (Pictures, Newspaper articles, letters from Mayor, City Manager or Engineers on City or Town letterhead) 			
1. Please describe recurring events specific to the identified risk and proposed project area (Flooding, severe storms, etc.)			
2. List historical damages before mitigation.			
<i>Damage Year(s)</i>	<i>Damage Amount</i>	<i>Number of Volunteers</i>	<i>Impact days</i>
<i>Ex. 2016</i>	<i>\$1,000,000.00</i>	<i>60</i>	<i>50</i>

Section 5 Quantity of Protection and Service Area:

Respond to the following items. Contact the project manager for questions regarding the service area.

1. Where is the service area?

2. What is the population of the service area?

3. Describe in quantifiable terms the benefits of the project, such as how many customers and/or households will be served (existing and new), how many acres will be made more resilient, to future disasters, how many structures demolished, compliance with public standards, etc

Attachment (Section 5- Service Area): Include maps of the identified service area. Maps should clearly identify the following:

- a. Service Area
- b. Location of the Project Site(s)
- c. Census Tracts and Block Groups within the Service Area
- d. Relevant political boundaries such as city limits, streets, and county lines
- e. Attach a FEMA floodplain map of the project area

Section 6 National Objective:

All projects must fulfill a HUD National Objective, as described in GIP guidelines. The State reserves the right to make funding decisions to meet HUD National Objective goals.

Applications must meet one of the two National Objectives below:

- 1. Low- to Moderate- Income Benefit: To meet the Low- to Moderate-Income Benefit (LMI) National Objective requirements, the % LMI population of the service area must be 51% or above.**
- 2. Urgent Need Mitigation: To meet the Urgent Need Mitigation National Objective, projects must result in measurable and verifiable reductions in risk.**

Select the national objective met by this project and then respond to the corresponding prompts below.

Please select the national objective met by the proposed project:	LMI Benefit Urgent Need Mitigation
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1. Low to Moderate Income Benefit

For projects which meet the requirements for LMI National Objective, indicate below how the project will measure its benefit to low- and moderate- income persons, defined as families and individuals whose incomes are no more than 80 percent of the median area income.

Select a calculation method for determining the extent of benefit to LMI persons and provide the corresponding documents for each method listed below. Input the Total Population of the service area and the LMI population of the area in the space provided.

LMI Calculation Method:	LMI Census Tract Analysis LMI Area Survey
Total Population of Service Area:	
LMI Population of Service Area:	
% LMI Population of Service Area:	

Low to Moderate Area Benefit

A. LMI Census Tract Analysis

The service area of the project must be primarily residential to qualify as Low-to-Moderate Area Benefit. Refer to 24 CFR 570.483(b)(1)(i) for information on Area benefit activities and HUD CPD Notice 19-02 for guidance identifying the service area and obtaining LMI data. The notice is available here:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/19-02cpdn.pdf>.

- Identify the census block groups that most closely approximate the service area.
 - Note: For water and sewer and storm water conduct census/survey calculations based on customer projections provided in the engineering report.
- Download the csv file obtained from the HUD FY 2020 ACS 5-Year 2011-2015 Low- and Moderate-Income Summary Data. Follow these steps to obtain the data:
 - Visit the LMISD page: <https://www.hudexchange.info/programs/acs-low-mod-summary-data/>
 - Download LMI data by block group using the Map Application here: <https://hud.maps.arcgis.com/home/item.html?id=ffd0597e8af24f88b501b7e7f326bedd>

- Save the csv file and attach as "ApplicantName_S6.csv". Confirm that the csv file contains the Census Tract, Block Group, Low Mod Universe and Total LMI Persons.

B. LMI Area Survey

Refer to 24 CFR 570.483 (b)(1) and HUP CPD Notice 19-02 for guidance. Review survey guidelines from WVDED at https://wvcad.org/assets/files/resources/CDBG%20-%20Small%20Cities%20Block%20Grant%20Program/5_2016_Income_Survey_Guide.pdf and HUD at <https://www.hudexchange.info/programs/cdbg/cdbg-low-moderate-income-data/>.

Attach a document titled "ApplicantName_"S6" that addresses:

- Why a survey was conducted,
- Describes the methodology
- Date of the survey
- Data collection method (mail, phone, door to door, or a combination)
- Sample size
- Total number of households or persons in the service area
- Number of responses by household or persons
- Response rate

2 Urgent Need Mitigation

Projects that do not meet the LMI National Objective must meet the Urgent Need Mitigation National Objective described in [84 FR 45839](#).

Please describe, in 500 words or less, how the Urgent Need Mitigation project will:

- Result in measurable and verifiable reductions in the risk of loss of life and property from future disasters
- Yield community development benefits.
- Consider the needs of vulnerable people

Section 7 Capacity :

Please provide the following information:

1. List project members assigned to the project team (name, role, responsibilities). If name is unknown, list role and responsibility.

2. Describe work completed on comparable projects with federal funding in the past 5 years by both project administrators and the applicant.

Attachment (Section 7 - Capacity Plan) –

- Provide a copy of all procurement documentation- must be compliant with 2 CFR 200 and State Code 5G.
- Provide a copy of a recent independent or single audit report. **This must be a separate attachment.**
- For water/sewer projects only: Provide a copy of the following documents from the IJDC. Applicants must provide a review within 30 days of the submission deadline.
 - a. Infrastructure and Jobs Development Council (IJDC) Technical Feasibility/Determination Letter
 - b. IJDC/Department of Environmental Protection (DEP)/Bureau of Public Health (BPH) Technical Review Memo
 - c. Most recent Funding Committee Report – Preliminary Application Review Sheet

Section 8 Project Timeline:

Attach the Project Timeline template as described in the Application Checklist.

The Project Timeline must be for the entire life of the project and organizes work into logical, manageable tasks and expected deliverables. Include activities that have already been undertaken, if applicable. Please allow time for any unacquired permits, easements, waivers, and/or approvals if applicable.

The Project Timeline Template has been provided on the CDBG-MIT website.

Section 9 Engineering, Permitting, Design:

Has preliminary engineering for your project been completed?	Yes No N/A
If preliminary engineering has been performed, email a file named "Applicantname_S9PER" containing the engineering report and a cost estimate. This must be a separate attachment.	
Was the engineering/design firm procured in compliance with WV 5G and 2 CFR 200?	Yes No N/A
Please list the status of any required permits necessary for the completion of the proposed project.	

Section 10 Budget:

Include your project budget using the Budget Template found on the CDBG-MIT website. Ensure your budget is reasonable, appropriate, and accurate. Budgeted items must be consistent with the project description and tasks. The amount requested must fall within the GIP applicant's allowable maximum (\$10,000,000).	
All funds identified for use on your project must be fully disclosed and detailed to ensure budget accuracy and no duplication of benefits. Do you anticipate receiving any funds for this project that will not be supplied by the CDBG-MIT program? If yes, detail the anticipated or committed funds in the Yes No Leveraged Funds section below.	
Does your project budget contain any duplication of benefits? (Check one)	Yes No

Section 11 Leveraged Funds:

If your project involves the qualified use of matching or leveraged funds or services in any capacity, describe the specifics of leveraged fund/service usage in the space below. Refer to the GIP guidelines for more information. Put "N/A" in the Sources section if not applicable to your project.

Are there local or other funds available to address the proposed project in whole or in part? If yes, report all sources of funding and the amount available. Yes No		
Sources	Amount	Committed by

In a maximum of 300 words, describe the uses of non CDBG-MIT funds and any additional requirements that will impact the project scope, budget, or timeline.		

Section 12 Public Notice Requirement:	
Prior to submitting an application for CDBG-MIT funding, applicants are required to select their public notice format as described in the GIP Guidelines. Public Notices must run in a newspaper of general circulation for at least five (5) consecutive days.	
In addition to following these instructions please include relevant notice dates on your Project Timeline template. Applications will not be complete until Public Notice requirements are fulfilled.	
Public Notice without Public Hearing	
Attach a file titled "ApplicantNameGIP_S12" that contains the following files:	
<ul style="list-style-type: none"> ● Documentation of newspaper advertisement with a <u>14-day comment period</u>. ● Print-out of UGLG webpage showing public notice, if applicable. ● Affidavit of advertisement that ran for 5 consecutive days 	

Section 13 Compliance:	
According to 84 FR 45838, August 30, 2019 Section V.A.(18), "The State shall make reviews and audits, including on-site reviews of any subrecipients, designated public agencies, and local governments, as may be necessary or appropriate to meet the requirements of section 104(e)(2) of the HCDA, as amended, as modified by this notice. In the case of noncompliance with these requirements, the State shall take such actions as may be appropriate to prevent a continuance of the deficiency, mitigate any adverse effects or consequences, and prevent a recurrence. The State shall establish remedies for noncompliance by any designated subrecipients, public agencies, or local governments."	
Can you certify to comply with state and federal register regulations as outlined in 84 FR 45838? (Check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 14 Maintenance Agreement:

According to 84 FR 45838 August 30, 2019 Section V.A.2.a(10), "Each grantee must plan for the long-term operation and maintenance of infrastructure and public facility projects funded with CDBG-MIT funds. The grantee must describe in its action plan how it will fund long-term operation and maintenance for CDBG-MIT projects.

Additionally, the grantee must describe any State or local resources that have been identified for the operation and maintenance costs of projects assisted with CDBG-MIT funds." As such, CDBG-MIT projects are expected to be maintained by each entity who proposes a GIP project.

Can you certify that your entity will comply with state and subrecipient monitoring and maintenance requirements as outlined by 84 FR 45838? (Check one)

Yes
No

Include a link to the entity's most recent posted budget with an operations and maintenance plan:

Section 15 Conflict of Interest Statement and Disclosure:

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the CDBG-MIT applicant's or CDBG-MIT agent's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Disclosure should indicate whether the CDBG-MIT applicant or CDBG agent has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the awarding of CDBG-MIT funding. The CDBG-MIT applicant or CDBG-MIT agent should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federally and organizationally established regulations and guidelines in financial conflicts must be abided by to consider awarding CDBG-MIT funds.

I have no conflict of interest to report

I have the following conflict of interest to report (please specify other nonprofit and for profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member is an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

WARNING: Any person who knowingly makes a false claim or statement to the Department of Housing and Urban Development (HUD) may be subject to civil or criminal penalties under 18 U.S.C.287, 1001 and 31 U.S.C. 3729. Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willfully making false or fraudulent statements to any department of the United States Government.

Sign and Date

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

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

Attach a copy of the resolution authorizing the application.

Typed Name:	Title:
Signature:	Date: