2018

Application forms

Community Development Block Grant CDBG

West Virginia Development Office

Community Advancement and Development Division





The Community Development Block Grant (CDBG) program is a program of the U.S. Department of Housing and Urban Development. The primary objective of Title 1 of the Housing and Community Development Act of 1974, as amended, is to develop viable communities by providing decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low- to moderate-income. All projects funded through this program must fulfill one of three National Objectives, to:

* Benefit low- to moderate-income persons;
* Aid in the elimination of slums or blight; and/or
* Meet an urgent need due to a serious and immediate threat to the health and welfare of a community.

The Consolidated Plan for the State of West Virginia, as approved by the U.S. Department of Housing and Urban Development, has identified three primary community development objectives, through which this program will:

* Support local government efforts to provide affordable infrastructure systems;
* Support local community efforts to assist low- to moderate-income citizens to achieve an improved quality of life; and
* Support job creation and retention efforts.

The complete FY 2018 action plan for the use of program funding will be posted to [www.wvdo.org/downloads. Previous categories will remain, and in FY 2018](http://www.wvdo.org/downloads.%20%20Previous%20categories%20will%20remain,%20and%20in%20FY%202018), the Technology and Innovation category is added to include broadband development.

This Project Application Guide has been prepared by the West Virginia Development Office (WVDO), Community Advancement Division, for your use in preparing an application for CDBG funding.

**A checklist is provided in the application.**

**Public Infrastructure and General Community Development applications are due on or before July 31, 2018. Economic Development, Self-Help Water Projects are open throughout the program year. Technology and Innovation applications for broadband development are due on or before October 30, 2018.** If you have any questions or require any assistance, please feel free to contact our office by one of the methods listed below:

***Email:*** Kelly Workman Broadband Development [kelly.a.workman@wv.gov](mailto:kelly.a.workman@wv.gov)

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James Bush Infrastructure Unit Manager [james.e.bush@wv.gov](mailto:james.e.bush@wv.gov)

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***U.S. Mail:*** West Virginia Development Office

Community Advancement and Development

Building 3; Suite 700

1900 Kanawha Boulevard, East

Charleston, West Virginia 25305-0311

**Community Development Block Grant**

**Application Checklist**

**Please complete your application and submit in a three-ring binder, with tabs, in the following order:**

|  |  |  |
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| **Section** | **Page** | **Included** |
| Cover Letter |  |  |
| Table of Contents |  |  |
| **Section 1: Project Summary** |  |  |
| 1.1 Applicant Information |  |  |
| 1.2 Project Overview – Narrative and Type |  |  |
| 1.3 Funding |  |  |
| 1.4 Engineering and Design |  |  |
| 1.5 Citizen Participation |  |  |
| 1.6 Open Grants |  |  |
| **Section 2: Primary Activity** |  |  |
| 2.1 Impact and Planning |  |  |
| 2.2 Project Budget |  |  |
| 2.3 National Objective-Eligibility |  |  |
| 2.4 National Objective-LMI Households and Individuals Assisted |  |  |
| **Section 3: Section 3 Plan** *Signature Required* |  |  |
| **Section 4: EEO Beneficiary Analysis/LMISD/Fair Housing Plan** |  |  |
| **Section 5: Assurances** *Signature Required* |  |  |
| **Section 6:** **Citizen Participation Plan** |  |  |
| **Section 7: Disclosure/Update Report** *Signature Required* |  |  |
| **Section 8: Housing Needs Assessment** |  |  |
| **Section 9: Authorizations** *Signature Required* |  |  |
| **Appendix A:** Resolution and SAM.gov Registration Page *Signatures Required* |  |  |
| **Appendix B:** Other Funding Sources Commitment Letters |  |  |
| **Appendix C:** Cost Estimates from the Project Engineer *Signature Required* |  |  |
| **Appendix D:** Income Survey Documentation and Survey Tab Sheet *Signature Required* |  |  |
| **Appendix E:** IJDC Funding Determination Letter and Technical Review Report |  |  |
| **Appendix F:** Title VI Map |  |  |
| **Appendix G:** Clearly defined project area topographical, aerial and driving maps |  |  |
| **Appendix H:** Maps clearly reflecting the census area and data if the applying project is based on Census Tract information. **Note: Census area must coincide with service area.** |  |  |
| **Appendix I:** Urgent Need 24 CFR 5470.483(3) if needed. |  |  |

**Community Development Block Grant**

**Grant Application**

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| **SECTION 1 – PROJECT SUMMARY** | | | | | | | | | | | | |
| **1.1 - Applicant Information** | | | | | | | | | | | | |
| ***Applicant*** |  | | | | | Official/Contact | | |  | | | |
| Address |  | | | | | | | | | | | |
| Telephone |  | | Email | |  | | | | | | | |
|  | | | | | | | | | | | | |
| ***PSD or Partner*** |  | | | | | Contact | | |  | | | |
| Address |  | | | | | | | | | | | |
| Telephone |  | | | Email |  | | | | | | | |
|  | | | | | | | | | | | | |
| ***Project Name*** |  | | | | | | | | | | | |
| ***Description*** |  | | | | | | | | | | | |
| Congressional District | |  | | Region |  | | County | | |  | | |
| Project Category | Infrastructure  ($1.5 million) |  | Economic Development  ($1.25 million) | |  | General Community  ($500,000) | |  | | | Planning  ($100,000) |  |
| Type | New Service or Facility | |  | | Upgrade or Repair |  | | New and Upgrade | | | |  |
| National Objective  *(choose one)* | Benefit to LMI Persons | |  | | Elimination of Slum/Blight | | |  | | | Urgent Need |  |
| ***Project Area LMI*** | LMI Census % | |  | | LMI Survey % | | |  | | | Minority % |  |
|  | | | | | | | | | | | | |
| ***Administrator*** |  | | | | | Contact | | |  | | | |
| Address |  | | | | | | | | | | | |
| Telephone |  | | Email | |  | | | | | | | |
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| HUD funding is subject to the regulatory citation 31 U.S. Code § 3720B, barring delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees. Is the Applicant delinquent on any State or Federal loan or financial obligation? *If yes, explain below.* |  |
|  | |
| Does the applicant have an active SAM.gov registration? *If no, explain below and indicate plan to register/reactivate.* |  |
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| **1.2 - Project Overview** |
| 1. In Section 1.2, Project Overview, address the justification and need for this project and the expected outcomes and effects for beneficiaries, as applied to the following three objectives identified in West Virginia’s Consolidated Action Plan:  * Support local government efforts to provide affordable infrastructure systems; * Support local community efforts to assist low-to moderate-income citizens to achieve an improved quality of life; and * Support job creation and retention efforts  1. All applications will be reviewed according to the following criteria: 2. The relationship to a national objective, the number of low- to moderate-income persons to be served by the project, and the impact on minority areas; 3. The relationship to the CDBG program design objectives and proposed Fair Housing initiatives; 4. The public health, environmental, and economic development benefits of the project; 5. The readiness of the project to proceed; 6. The degree to which the project will correct identified deficiencies or achieve compliance with required standards; 7. The cost effectiveness of the project; 8. The availability of other sources of funds for the project; 9. The degree to which the project achieves state, regional, and local planning goals; 10. The status of existing open grants; 11. The applicant’s capacity to administer the project; 12. Discuss major project accomplishments to date, including funding that is already committed, the percentage of design complete, permits in hand, number of service agreements, letters of support and petitions for service. 13. Include the LMI figures given under Section 2.3 **National Objective-LMI Households and Individuals Assisted** on Page 14 of this application, and details concerning how the project serves new and/or existing households and individuals. If there is a mix of both explain the service areas and the street/road names which differentiate replacement and new service(s). 14. Refer to supporting documentation in the required attachments and include any other materials referenced in the Project Overview or statement of needs in additional appendices, such as engineering reports, master plans, etc. 15. Provide quantifiable descriptions of the major portions of work to be completed under each activity. For example: 16. *Construction of the Willow Branch extension will include the installation of 10,500 linear feet of 6-inch water line, 20 fire hydrants, 2 booster pump stations and a new 300,000-gallon water storage tank. This project will provide new service for 250 households on Maple Street and improve existing service for 125 households on Pine Avenue. (Note: Service lines on private property are not eligible under HUD regulations for Public Facilities and Improvements 24 CFR 570.201(c).* 17. *Demolition of five abandoned structures on Main Street, to include four dilapidated homes and one abandoned garage. The project will include demolition, asbestos disposal, and other work necessary to stabilize the area, promote public safety and encourage downtown beautification. The project site will be utilized as a greenspace and entry into city limits as part of the city’s master plan.* |
| **1.2 - Project Overview – Narrative** |
|  |

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| **1.2 - Project Overview –Type** |

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| --- | --- | --- | --- |
| **Infrastructure Projects – Water and Sewer – July 31, 2018** | | | |
| Existing Source / Treatment | |  | |
| Proposed Source / Treatment | |  | |
| **Enforcement Issues** | | **Documented Health/Compliance** | |
| Yes – Attach Documentation |  | Yes – Attach Documentation |  |
| No |  | No |  |
| Estimated Cost Per Customer | $ | Estimated Cost Per Person | $ |
| Area Annual MHI | $ | Estimated Cost Per LMI Person | $ |

|  |  |  |  |
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| **Economic Development Projects - Job Creation – Open** | | | |
| Type of Business or Development (Building, Land, Other) | |  | |
| Project Location (Town/City and Census Location) | |  | |
|  | | Service Area | |
| Project Service Area Beneficiaries |  | Number of Jobs Created |  |
| Type of Job (Commercial, Retail, etc.) |  | Number of Jobs Retained |  |
| Date of Job Creation Agreement |  | Estimated Cost Per Person | $ |
| Year of Job Fulfillment |  | Estimated Cost Per LMI Person | $ |

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| **Community Development - July 31, 2018** | | | |
| Type of Project (Demolition, Streetscape, Storm Drainage, etc.) | |  | |
| Service Area | |  | |
|  | |  | |
| Project Included in Comprehensive Plan | Yes/No | Number of Homes, Businesses Served |  |
| Documented Enforcement, Health Issues | Yes/No | Number of Individuals Served |  |
| Estimated Cost Per Person | $ | Estimated Cost Per LMI Person | $ |

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| **Technology and Innovation - Broadband Projects - October 30, 2018** |
| For complete details regarding the Technology and Innovation Category and the State’s broadband development initiative,  please refer to the CDBG Funding for Broadband Development technical assistance guide and application forms. |

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| **1.3 - Funding** | | | | | | |
| **Source** | **Amount** | **Loan or Grant** | **Application**  **Submitted** | | **Funding Secured** | **Commitment Letter Attached** |
| CDBG Request | $ |  | *Yes/No* | *Date* | *No* | *Yes/No* |
| Local Funds | $ |  |  |  |  |  |
| Other | $ |  |  |  |  |  |
| Other | $ |  |  |  |  |  |
| Other | $ |  |  |  |  |  |
| Other | $ |  |  |  |  |  |
| **Total** | $ |  | | | | |
|  | | | | | | |
| **Explain the plan and schedule for obtaining additional or unsecured funds.** | | | | | | |

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| **1.4 – Engineering and Design** | | | | | | | | | | | | | | | | |
| ***Engineering Firm*** | |  | | | | | | | | Contract Date | | | |  | | |
| Contact | |  | | | Address | | |  | | | | | | | | |
| Telephone | |  | Email |  | | | | | | | | | | | | |
| Name of individual completing cost estimate | | | |  | | | | | | | Date | | |  | | |
| Signed and dated cost estimates attached? (12 months) | | | | Yes | | |  | | | | No | | |  | | |
| Preliminary Engineering Report (PER) attached? | | | | Yes | | |  | | | | No | | |  | | |
| ***Engineering/***  ***Design***  ***Status*** | |  | | | | | | | | | | | | | | |
| Was the engineering or design firm procured in compliance with WV 5G and 2 CFR 200? | | | | | | | | | Yes | | |  | | No |  | |
| Rights-of-ways needed | | |  | | | | | | # to be Acquired | | | | |  | | |
| Parcels requiring acquisition | | |  | | | | | | # to be Acquired | | | | |  | | |
| Residents requiring relocation | | |  | | | | | | # to be Relocated | | | | |  | | |
| Businesses requiring relocation | | |  | | | | | | # to be Relocated | | | | |  | | |
| **Status of Required Permits** | | | | | | | | | | | | | | | | |
| **Permitting Agency** | | | | | | | **Date Submitted** | | | | | | | **Date Approved** | | |
| 1. | |  | | | | |  | | | | | | |  | | |
| 2. | |  | | | | |  | | | | | | |  | | |
| 3. | |  | | | | |  | | | | | | |  | | |
| 4. | |  | | | | |  | | | | | | |  | | |

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| **Tap Fee Assistance** | | |
| Is tap fee assistance requested as part of this project? | Yes/No | If yes, complete below |
| Estimated Number of Participants |  | |
| Estimated Cost | $ | |
| **LMI tap fee assistance must be provided to low-income persons/families. Any remaining funds should be provided to moderate-income persons/families. See the WVDO Tap Fee Assistance Guide for more information.** | | |

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| **1.5 - Citizen Participation** | | | | | | | | | |
| Public Hearing Legal Notice Published | | Date |  | Date |  | Detailed Meeting Minutes Attached? | | | |
| Public Hearing Meeting Dates | | 1st Meeting |  | 2nd Meeting |  |
| Newspaper |  | | | | | Yes |  | No |  |
| Are letters of support or petitions for service included in the application? | | | | | | Yes |  | No |  |
| Describe the level of community support for this project. | | | | | | | | | |

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| **1.6 – Status of Open Grants** | | | | | | |
| Did applicant submit a waiver request to the WVDO due to existing open grants? | | | | | |  |
| List below any of the applicant’s open grants that have not received an interim closeout. | | | | | | |
| **Project Number** | **Project Name** | **Date Awarded** | **Amount Awarded** | **Remaining Balance** | **Status** | |
|  |  |  |  |  |  | |
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| **Status of Open Grant(s)** |
| **Example:** Project is 90 percent complete. Bids were opened in March 2016. Project is progressing with no anticipated delays and is 70 percent complete as of March 2017. Completion is expected July 2017. Final Performance Report to be submitted September 2017. |

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| **SECTION 2 – PRIMARY ACTIVITY** | | | |
| **2.1 - Impact and Planning** | | | |
| ***Activity Name*** | |  | 24 CFR Part 570.201 |
|  | Elaborate on Community Impact (Discuss Schools, Daycare Facilities, Senior Centers, Business and Housing Growth Potential, particular hardship, or minority areas and populations affected.) | | |
|  | | | |
|  | How does this activity relate to your Community Development and Housing Needs Assessment Plan? (Include a copy of the Assessment Plan which should reference this project.) | | |
|  | | | |
|  | Is service being provided outside of the applicant’s jurisdiction? If so, please explain how the applicant’s needs are being met by this project. | | |
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| **2.2 - Project Budget** | |
| ***Activity Name*** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cost Category** | **CDBG Funds** | **Other Funds** | **Other Funding Sources** | **Committed**  **(Yes or No)** | **Total Cost** |
|  | | | | | |
| Administration | $ | $ |  |  | $ |
| Arch/Engineer | $ | $ |  |  | $ |
| Land Acquisition | $ | $ |  |  | $ |
| Relocation | $ | $ |  |  | $ |
| Demo/Clearance | $ | $ |  |  | $ |
| Construction | $ | $ |  |  | $ |
| Housing | $ | $ |  |  | $ |
| Planning Only | $ | $ |  |  | $ |
| LMI Assessments | $ | $ |  |  | $ |
| (GAN Financing) | $ | $ |  |  | $ |
| Other Specified Cost | $ | $ |  |  | $ |
|  | | | | | |
| **Total** | $ | $ | \****CDBG does not permit contingency line items.*** | | $ |

Attach cost estimates and documentation regarding the status of other funds. If other funds are not currently available for expenditure, list the milestones required to obtain the other funding and estimate the dates by which the milestones will be achieved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Schedule** | | | |
| **Milestone** | | **Estimated Start Date** | **Estimated Completion Date** |
| All Funds Secured | |  |  |
| Design | |  |  |
| Environmental Review - ERR | |  |  |
| Acquisitions & ROWs Completed | |  |  |
| Permits/PSC Certificate | |  |  |
| Bidding | |  |  |
| Construction | |  |  |
| Completion | |  |  |
| Notes |  | | |

|  |  |  |  |  |  |  |  |  |  |
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| **2.3 - National Objective - Eligibility** | | | | | | | | | |
| ***Activity Name*** |  | | | | | | | | |
| **National Objective Met** | **A.** | Benefit to LMI Persons |  | **B.** | Elimination of Slum and Blight |  | **C.** | Urgent Need |  |

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| **A.** | **BENEFIT TO LOW- AND MODERATE-INCOME (LMI) PERSONS** | | | | | | | | | | | | | | | |
| Area-Wide Benefit: Refer to 24 CFR 570.483(b)(1)(i) and HUD CPD Notice 14-10 | | | | | | | | | | | | | | | |
| **Census – *Attach LMISD source documentation in Section 4.*** | | | | | | | | | | | | | | | | |
| Identify the census area that most closely approximates the service area. For that census area, provide the following from HUD LMISD data: [www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places](https://www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places). Attach all source documentation in Section 4 (ACS 2012-2016). **This section applies to ALL applicants.** | | | | | | | | | | | | | | | | |
| Census Tract | | | |  | | | Block Group | |  | | | | Low-Mod Universe |  | Total LMI Persons |  |
| Census Tract | | | |  | | | Block Group | |  | | | | Low-Mod Universe |  | Total LMI Persons |  |
| Census Tract | | | |  | | | Block Group | |  | | | | Low-Mod Universe |  | Total LMI Persons |  |
| Census Tract | | | |  | | | Block Group | |  | | | | Low-Mod Universe |  | Total LMI Persons |  |
| Census Tract | | | |  | | | Block Group | |  | | | | Low-Mod Universe |  | Total LMI Persons |  |
| **LMI % = (LMI Persons Geography A + LMI Persons Geography B)\_ =Total x100**  **(LMI Universe Geography A + LMI Universe Geography B)** | | | | | | | | | Totals | |  | |  |  |  |  |
|  | | | | | | | | | | | | | | | | |
| **Income Survey – 24 CFR 570.483 (b)(1) and HUD CPD Notice 14-013** | | | | | | | | | | | | | | | | |
| Indicate why an income survey was conducted. ***Attach source documentation in Appendix D.*** | | | | | | | | | | | | | | | | |
|  | | The census area does not coincide with the service area. | | | | | | | | | | | | | | |
|  | | The census area does not reflect the current income of the area. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Date Conducted | | | | |  | Sample Size | |  | | **METHOD** | | Mail | |  | **Indicate all methods that apply.** | |
| HH in Service Area | | | | |  | HH Responding | |  | | Phone | |  |
| Individuals in Service Area | | | | |  | Number LMI Persons | |  | | Door-to Door | |  |
| Response Rate % | | | | |  | LMI Individuals % | |  | | Other | |  | | |
| Attach all income survey information required by income survey guidelines. **Explain income survey methodology, how the sample size was determined and any additional information.** | | | | | | | | | | | | | | | | |
| Describe the income survey methodology. | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| How was the income survey sample size determined? | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **ADDITIONAL LMI CATEGORIES** | | | | | | | | | | | | | | | | |
| **Limited Clientele: Refer to 24 CFR 570.483(b)(2) and CFR 570.506(b)(3)** | | | | | | | | | | | | | | | | |
| Explain: | | |  | | | | | | | | | | | | | |
| **Housing Activities: Refer to 24 CFR 570.483(b)(3)** | | | | | | | | | | | | | | | | |
| Explain: | | |  | | | | | | | | | | | | | |
| **Job Creation or Retention: Refer to 24 CFR 570.483(b)(4) and CFR 570.506(B)(5)(6)(7).** | | | | | | | | | | | | | | | | |
| Explain: | | |  | | | | | | | | | | | | | |
| **Planning Only: 24 CFR 570.483(b)(5)** | | | | | | | | | | | | | | | | |
| Explain: | | |  | | | | | | | | | | | | | |

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| **B.** | **ELIMINATION OF SLUM AND BLIGHT** | | |
| Area-wide Basis: 24 CFR 483(c)(1) | | Spot Basis: 24 CFR 483(c)(2) | Planning Only: 24 CFR 483(c)(3) |
| Elimination of a slum or a blighted condition on a spot or area basis meets the Slums and Blight National Objective. This means that the household or family income of the beneficiaries is not necessary for a Slums and Blight eligible project. If there are known beneficiaries for the project, the WVDO may require income surveys to confirm that the Low and Moderate Income National Objective cannot be met. | | | |

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| **C.** | **URGENT NEED** |
| 24 CFR 570.483(d) | |
| Attach a detailed explanation and required documentation as outlined in the application instructions. Addressing a community’s urgent need meets the Urgent Need National Objective. This means that the household or family income of the beneficiaries is not necessary for an Urgent Need eligible project. If there are known beneficiaries for the project, the WVDO may require income surveys to confirm that the Low and Moderate Income National Objective cannot be met. To qualify under Urgent Need, the WVDO must conclude that the project will alleviate conditions that pose a serious and immediate threat to the health and welfare of the community, are recent in origin and cannot be addressed with funding from the community or other sources. | |

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| **2.4 - National Objective – LMI Households and Individuals Assisted** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Existing Service** | | | | | | | | | | | | | | | | |
| Existing Service Provider | | | |  | | | | | | | | | | | | |
| # of Existing Customers | | | |  | | Households | | |  | | Individuals | |  | |  | |
|  | | | | | | | | | | | | | | | | |
| **New Service** | | | | | | | | | | | | | | | | |
| How many customers will have NEW service as a result of this project? | | | | | | | | | | | | | | | | |
| Households |  | # LMI HH |  | | % LMI HH | |  | Individuals | |  | | # LMI Individuals | |  | % LMI Individuals |  |
|  | | | | | | | | | | | | | | | | |
| **Improved Service** | | | | | | | | | | | | | | | | |
| How many existing customers will have IMPROVED service as a result of this project? | | | | | | | | | | | | | | | | |
| Households |  | # LMI HH |  | | % LMI HH | |  | Individuals | |  | | # LMI Individuals | |  | % LMI Individuals |  |
|  | | | | | | | | | | | | | | | | |
| **Total New & Improved** | | | | | | | | | | | | | | | | |
| Households |  | # LMI HH |  | | % LMI HH | |  | Individuals | |  | | # LMI Individuals | |  | % LMI Individuals |  |

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| **SECTION 3 – SECTION 3 PLAN** |

**Insert Section 3 Plan here.**

**A sample Section 3 Plan is available at** [**www.wvdo.org/downloads**](http://www.wvdo.org/downloads)**.**

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|  | |  | | **SECTION 4 – EEO BENEFICIARY ANALYSIS / LMISD / FAIR HOUSING** | | | | | | | | | | | | | | | | | | | | | | |
|  | Minority Data**: Use 2012-2016 ACS Data**. If not available, use U.S. Census data, to determine minority composition.  Indicate Data Source for Minority Data: | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Population of Applicant | | | | |  | | Minority Population of Applicant | | | |  | | | Percentage of Minority Population of Applicant | | |  | | | Data Source for Minority Data | | |  | | | |
|  | Beneficiary Analysis: **Use 2012-2016 ACS Data**. If not available, use U.S. Census data to determine minority composition of the census tract(s)/block group(s) most closely approximating the project area. Indicate Data Source below. ACS 2012-2016/2010 Census data from Census.gov or factfinder2.census.gov. Attach source documentation. Must be consistent with areas listed in Section 2.3 - Eligibility, Page 12. | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Data Source for Demographic Data: | | | | | | | | | | | | | | | | | | | | | | | | | |
| Census Tract | | | Block Group | | Pop. of Census Tract(s) | American Indian or Alaska Native | Asian | Black or African American | | Native Hawaiian or Other Pacific Islander | | White | Hispanic | | Non-Hispanic | American Indian or Alaska Native and White | | Asian and White | Black or African American and White | | American Indian or Alaska Native and Black or African American | Balance of Individuals Reporting More Than One Race | | (Male/Female) Single/Head of Household by Gender | | Disabled |
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| Percent | | |  | |  |  |  |  | |  | |  |  | |  |  | |  |  | |  |  | |  | |  |
|  | Describe the actions undertaken to “Affirmatively Further Fair Housing”. See Fair Housing Review Criteria. | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Compliance with Title VI, Civil Rights Act of 1964. Will all minorities in the applicant’s jurisdiction receive service? | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | |  | | | No | | | | | |  | | | | N/A | | | | | |  | |
| If any minorities within the applicant’s jurisdiction do not currently receive the service proposed in this application, please explain why they are not being served and when they will be served and attach a Title VI map. | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **SECTION 4 – EEO / BENEFICIARY ANALYSIS / LMISD / FAIR HOUSING** |

**Insert the following documents:**

1. **ACS/Census Beneficiary Analysis Source Documentation (American FactFinder or Census Source Documentation)**
2. **HUD LMISD Source Documentation (Low-Mod Data)**
3. **Fair Housing Plan (See Fair Housing Review Criteria in Application Instructions)**

# Community Development Block Grant

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| **SECTION 5 – ASSURANCES** |

The applicant hereby assures and certifies that:

1. It possesses the legal authority for the grant and ability to execute the proposed program.
2. Its governing body has duly adopted or passed an official act as resolution, motion, or similar action, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
3. Prior to submission of its application to the state, the applicant has met the citizen participation requirements of the Act.
4. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with the Title I funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless: (a) Title I funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title I funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of low- and moderate-income who are not persons of very low income, it certifies to the state that it lacks sufficient Title I funds to comply with the requirements of clause (a).
5. It is following a **written and detailed** citizen participation plan which:
6. Provides for, and encourages, citizen participation, with particular emphasis on participation by persons of low- and moderate-income who are residents of slums and blighted areas and of areas in which funds are proposed to be used and provides for participation of residents in low- and moderate-income neighborhoods as defined by the local jurisdiction;
7. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the Grantee’s proposed use of funds, as required by regulations of the Secretary of the U.S. Department of Housing and Urban Development and relating to the actual use of funds under this title;
8. Provides for technical assistance to groups representative of persons of low- and moderate-income that request such assistance in developing proposals with the level and type of assistance to be determined by the Grantee;
9. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development needs, the review of proposed activities, and review of program performance, the hearings which shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the disabled;
10. Provides for a timely, written answer to written complaints and grievances within 15 working days were practicable; and
11. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
12. The applicant further certifies that it has, prior to submitting its Final Statement to the State:
13. Furnished citizens with information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low- and moderate-income and plans for minimizing displacement of persons as a result of activities assisted with such funds and to assist persons actually displaced as a result of these activities;
14. Developed a community development plan for the grant period that identifies community development and housing needs and specifies both short- and long-term community development objectives that have been developed in accordance with the primary objectives and requirements of the Act and, if the activities selected serve beneficiaries that are not residents of its jurisdiction, has determined that the activities selected are meeting its needs in accordance with Section 106(d)(2)(D) of the Act;
15. Published a proposed statement, in such manner and in sufficient detail, to afford affected citizens an opportunity to examine its content and to submit comments on the proposed statement and on the community development performance of the applicant;
16. Provided adequate notice of public meetings;
17. Held one or more public hearing to obtain the views of citizens on community development and housing needs;
18. Considered all comments and views prior to completing the Final Statement; and
19. Made the Final Statement available to the public.
20. Its chief executive officer or other officer:
21. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969, and
22. Authorizes and consents, on behalf of the applicant and himself/herself, to accept the jurisdiction of the federal courts for the purpose of enforcement of their responsibilities as such an official.
23. The Community Development Program has been developed so as to give maximum, feasible priority to activities which will benefit low- and moderate-income families; meet other community development needs having particular urgency because an existing condition poses a serious immediate threat to the health and welfare of the community, and other financial resources are not available to meet such needs; or aid in the prevention or elimination of blighted or deteriorated areas.
24. It will comply with the regulations, policies, guidelines, and requirements of the state as they relate to the application, and acceptance and use of funds to include Subpart I of CFR 570 and supplemental parts of 24 CFR Part 570 as specifically made applicable by the state to the extent expressly referred to.
25. It will administer and enforce the labor standards requirements set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements.
26. It will comply with all requirements by the state and/or federal government concerning special requirements of law, program requirements, and other administrative requirements.
27. It will comply with the provisions of Executive Order 11988 relating to evaluation of flood hazard and Executive Order 11990 relating to the prevention, control, and abatement of water pollution.
28. Its notification, inspection, testing, and abatement procedures concerning lead-based paint will comply with 24 CFR 570.487, and procedures adopted by the state.
29. It will require every building or facility (other than a privately-owned residential structure) designed, constructed, or altered with funds provided under this part, to comply with the “American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Disabled,” Number A-117.1-R-1971, subject to the exceptions contained in 41 CFR 101-19.604. The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
30. It will comply with:
31. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) and the regulations issued pursuant thereto (24 CFR Part 601) which provides that no persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance, and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of federal financial assistance extend to the applicant, this assurance shall obligate the applicant or, in the case of any transfer of such property, any transfer, for the period during which the real property or structure 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.
32. Title VII of the Civil Rights Act of 1968 (Pub. L. 90-284), as amended, administering all programs and activities relating to housing and community development, in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
33. Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.602), which provides that no persons in the United States shall, on the grounds of race, color, national origin, religion, or sex, be subjected to discrimination under any program or activity funded in part with funds provided, including discrimination on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified disabled individual as provided in Section 504 of the Rehabilitation Act of 1973 and the regulation issued pursuant thereto (24 CFR Part 8).
34. Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance.
35. Executive Order 11246, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no persons shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally-assisted construction contracts. Contractors and subcontractors on federal and federally-assisted construction contracts shall take affirmative action to ensure fair treatment in employment upgrading, demotion or transfer, recruitment or recruiting; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training and apprenticeship.
36. It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that, to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by persons residing in, the area of the project.
37. It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal Implementing Regulation at 49 CFR Part 24, and the requirements of Section 570.488, and is following a residential anti-displacement and relocation assistance plan under section 104(d) of the Act and will minimize displacement of persons as a result of activities assisted with CDBG funds.
38. It will establish safeguards to prohibit employees from using positions for a purpose that is, or gives the appearance of being, motivated by a desire for a private gain for themselves or others, particularly those with whom they have family, business, or other ties as required by State Law and 24 CFR 570.489(h).
39. It will comply with the provisions of the Hatch Act, which limits the political activity of employees.
40. It will give the State of West Virginia, HUD, and the General Accounting Office, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
41. It will ensure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the program area is not listed on the Environmental Protection Agency’s (EPA) List of Violating Facilities, and it will notify the state of the receipt of any communication from the Director of the EPA’s Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by EPA.
42. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, P.L. 93-234, 97 Stat. 875, and approved December 31, 1973. Per *24 CFR 570.605,* if a community has had notice for more than a year that an area has been identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, CDBG funds cannot be spent for acquisition or construction purposes in the area unless the community is participating in the National Flood Insurance Program and such insurance has been purchased for the properties in question.
43. It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1968 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (16 U.S.C. 468a-11 et. seq.) by:
44. Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 26 CFR Part 800.8) by the proposed activity, and
45. Complying with all requirements established by HUD to avoid or mitigate adverse effects upon such properties.
46. It will provide and maintain competent and adequate architectural engineering supervision and inspection at all construction sites to ensure that the complete work conforms to the approved plans and specifications and that all contract provisions have been complied with.
47. It will not use funds directly or indirectly to employ, awards contract to, or otherwise engage the services of a debarred, suspended, or ineligible contractor or subcontractor.
48. It will assume responsibility to ensure that all program funds are accounted for consistent with program objectives and all federal, state, and local laws and regulations.
49. It will cause the project to be audited in accordance with 2 CFR 200, and will promptly refund to the state any funds received that are not supported by audit.
50. It certifies, to the best of its knowledge and belief, that:
51. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons for influencing or attempting to influence an officer or employee of any agency, a member of Congress, on officer or employee of Congress, or an employee of any 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, or modification of any federal contract, grant, loan, or cooperative agreement.
52. If any funds other than federal appropriated funds have been paid or will be paid to any persons 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, the undersigned shall complete and submit standard Form-LL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
53. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

1. It has been adopted and is enforcing a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations; and is enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.
2. It is in compliance with the provisions of Section 504 of the HUD Act, or will take appropriate steps to ensure compliance.
3. It will comply with Section 102 of the HUD Reform Act of 1989, and CFR Part 12 in regard to the disclosure of interest in projects exceeding $200,000 in the aggregate.
4. The applicant is in compliance with 31 U.S. Code § 3720B - Barring Delinquent Federal debtors from obtaining Federal loans or loan insurance guarantees. HUD adheres to 31 U.S.C. 3720B stating that, “project applicants with an outstanding Federal debt will not be eligible to receive HUD funds, unless: (1) a negotiated repayment schedule is established and the repayment schedule is not delinquent, or (2) other arrangements satisfactory to HUD are made prior to the award of funds by HUD. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will rescind the conditional award with a project applicant.”

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***Chief Elected Official Signature Date***

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Printed Name of Chief Elected Official

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| **SECTION 6 – CITIZEN PARTICIPATION PLAN** |

**Insert Citizen Participation Plan here.**

**See Application Instructions for additional information.**

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| **SECTION 7 – DISCLOSURE/UPDATE REPORT** |

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| **Applicant/Recipient**  **Disclosure/Update Report** | **U.S. Department of Housing**  **and Urban Development** | OMB Approval No. 2510-0011 (exp. 11/30/2018) |

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

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| **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).  **Yes**   **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  **Yes**   **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.

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| Department/State/Local Agency Name and Address | Type of Assistance | Amount Requested/Provided | Expected Uses of the Funds |
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(**Note**: Use Additional pages if necessary.)

**Part III Interested Parties.** You must disclose:

1. 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

2. 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).

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| 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 %) |
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(**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.

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| Signature:  X | Date: (mm/dd/yyyy) |

I certify that this information is true and complete.

Form **HUD-2880** (3/13)

**Public reporting burden** for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions,

searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency

may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control

number.

**Privacy Act Statement**. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban

Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the

Housing and Community Development Act of 1987 42 U.S.C.3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will

enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15.

HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

**Note**: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities

under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

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**Instructions**

Form **HUD-2880** (3/13)

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| **Overview**  **A**. Coverage. You must complete this report if:  (1) You are applying for assistance from HUD for a specific project or  activity **and** you have received, or expect to receive, assistance  from HUD in excess of $200,000 during the during the fiscal year;  (2) You are updating a prior report as discussed below; or  (3) You are submitting an application for assistance to an entity other  than HUD, a State or local government if the application is required  by statute or regulation to be submitted to HUD for approval or for  any other purpose.  **B. Update reports (filed by “Recipients” of HUD Assistance):**  **General**. All recipients of covered assistance must submit update  reports to the Department to reflect substantial changes to the initial  applicant disclosure reports.  **Line-by-Line Instructions.**  **Applicant/Recipient Information.**  All applicants for HUD competitive assistance, must complete the  information required in blocks 1-5 of form HUD-2880:  1. Enter the full name, address, city, State, zip code, and telephone  number (including area code) of the applicant/recipient. Where the  applicant/recipient is an individual, the last name, first name, and  middle initial must be entered.  2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is  optional.  3. Applicants enter the HUD program name under which the assistance is  being requested.  4. Applicants enter the amount of HUD assistance that is being  requested. Recipients enter the amount of HUD assistance that has  been provided and to which the update report relates. The amounts  are those stated in the application or award documentation. NOTE: In  the case of assistance that is provided pursuant to contract over a  period of time (such as project-based assistance under section 8 of the  United States Housing Act of 1937), the amount of assistance to be  reported includes all amounts that are to be provided over the term of  the contract, irrespective of when they are to be received.  5. Applicants enter the name and full address of the project or activity for  which the HUD assistance is sought. Recipients enter the name and  full address of the HUD-assisted project or activity to which the update  report relates. The most appropriate government identifying number  must be used (e.g., RFP No.; IFB No.; grant announcement No.; or  contract, grant, or loan No.) Include prefixes.  **Part I. Threshold Determinations - Applicants Only**  funds typically include (but are not limited to) foundations and private contributors.  **Part III. Interested Parties.**  This Part is to be completed by both applicants and recipients filing update  reports. Applicants must provide information on:  1. 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  2. 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).  **Note:** A financial interest means any financial involvement in the  project or activity, including (but not limited to) situations in which an  individual or entity has an equity interest in the project or activity,  shares in any profit on resale or any distribution of surplus cash or  other assets of the project or activity, or receives compensation for any  goods or services provided in connection with the project or activity.  Residency of an individual in housing for which assistance is being  sought is not, by itself, considered a covered financial interest.  The information required below must be provided.  1. Enter the full names and addresses. If the person is an entity, the  listing must include the full name and address of the entity as well as  the CEO. Please list all names alphabetically.  2. Entry of the Social Security Number (SSN) or Employee Identification  Number (EIN), as appropriate, for each person listed is optional.  3. Enter the type of participation in the project or activity for each person  listed: i.e., the person's specific role in the project (e.g., contractor,  consultant, planner, investor).  4. Enter the financial interest in the project or activity for each person  listed. The interest must be expressed both as a dollar amount and as  a percentage of the amount of the HUD assistance involved.  **Note** that if any of the source/use information required by this report has  been provided elsewhere in this application package, the applicant need | Part I contains information to help the applicant determine whether the  remainder of the form must be completed. **Recipients filing Update**  **Reports should not complete this Part.**  If the answer to ***either*** questions 1 or 2 is No, the applicant need not  complete Parts II and III of the report, but must sign the certification at the  end of the form.  **Part II. Other Government Assistance and Expected Sources and**  **Uses of Funds.**  A. Other Government Assistance. This Part is to be completed by both  applicants and recipients for assistance and recipients filing update  reports. Applicants and recipients must report any other government  assistance involved in the project or activity for which assistance is  sought. Applicants and recipients must report any other government  assistance involved in the project or activity. Other government  assistance is defined in note 4 on the last page. For purposes of this  definition, other government assistance is expected to be made  available if, based on an assessment of all the circumstances involved,  there are reasonable grounds to anticipate that the assistance will be  forthcoming.  Both applicant and recipient disclosures must include all other  government assistance involved with the HUD assistance, as well as  any other government assistance that was made available before the  request, but that has continuing vitality at the time of the request.  Examples of this latter category include tax credits that provide for a  number of years of tax benefits, and grant assistance that continues to  benefit the project at the time of the assistance request.  The following information must be provided:  1. Enter the name and address, city, State, and zip code of the  government agency making the assistance available.  2. State the type of other government assistance (e.g., loan, grant,  loan insurance).  3. Enter the dollar amount of the other government assistance that is,  or is expected to be, made available with respect to the project or  activities for which the HUD assistance is sought (applicants) or  has been provided (recipients).  4. Uses of funds. Each reportable use of funds must clearly identify  the purpose to which they are to be put. Reasonable aggregations  may be used, such as "total structure" to include a number of  structural costs, such as roof, elevators, exterior masonry, etc.  B. Non-Government Assistance. Note that the applicant and recipient  disclosure report must specify all expected sources and uses of funds -  both from HUD ***and any other source*** - that have been or are to be,  made available for the project or activity. Non-government sources of  not repeat the information, but need only refer to the form and location to  incorporate it into this report. (It is likely that some of the information  required by this report has been provided on SF 424A, and on various  budget forms accompanying the application.) If this report requires  information beyond that provided elsewhere in the application package,  the applicant must include in this report all the additional information  required.  Recipients must submit an update report for any change in previously  disclosed sources and uses of funds as provided in Section I.D.5., above.  **Notes:**  1. All citations are to 24 CFR Part 4, which was published in the Federal  Register. [April 1, 1996, at 63 Fed. Reg. 14448.]  2. Assistance means any contract, grant, loan, cooperative agreement, or  other form of assistance, including the insurance or guarantee of a loan  or mortgage, that is provided with respect to a specific project or  activity under a program administered by the Department. The term  does not include contracts, such as procurements contracts, that are  subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).  3. See 24 CFR §4.9 for detailed guidance on how the threshold is  calculated.  4. "Other government assistance" is defined to include any loan, grant,  guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or  any other form of direct or indirect assistance from the Federal  government (other than that requested from HUD in the application), a  State, or a unit of general local government, or any agency or  instrumentality thereof, that is, or is expected to be made, available  with respect to the project or activities for which the assistance is  sought.  5. For the purpose of this form and 24 CFR Part 4, “person” means an  individual (including a consultant, lobbyist, or lawyer); corporation;  company; association; authority; firm; partnership; society; State, unit  of general local government, or other government entity, or agency  thereof (including a public housing agency); Indian tribe; and any other  organization or group of people. |

Form **HUD-2880** (3/13)

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| **SECTION 8 – HOUSING NEEDS ASSESSMENT** |

**Insert Community Development and Housing Needs Assessment here.**

**See Application Instructions for additional information.**

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| **SECTION 9 – AUTHORIZATIONS**  **FFATA/SAM.gov/DUNS Number** | | | | | |
| **The Federal Funding Accountability and Transparency Act (FFATA) requires the WVDO to submit the award of federal funds to the FFATA Sub-Award Reporting System (FSRS) website for all federal awards of $25,000 or more. By signing below, I authorize the West Virginia Development Office to report the award of any CDBG funds awarded as a result of this application in the Federal Financial Accountability and Transparency Act (FFATA) report for the State of West Virginia.**  **I understand and certify, by the date listed below, that my organization is properly registered with the SAM.gov website in order to complete these reporting requirements.**  **By signing below, I also certify that my organization is not debarred or suspended and does not have an inactive DUNS number. A copy of the Sam.gov registration page is attached to this application.** | | | | | |
| **SAM.gov Registration Date** | | |  | **FEIN** |  |
| **Zip+4** | **Ex: 25305-0311** | |  | **DUNS** |  |
| **SAM.gov Registration Attached** | | | Yes or No; if no, explain plan. | | |
|  | | | | | |
| **Certification** | | | | | |
| **The information contained within this application is true and correct to the best of my knowledge. The submission thereof has been duly authorized by resolution (attached) of the Unit of Local Government after appropriate citizen participation, and the applicant will comply with the attached assurances and certifications, provided technical assistance is provided when necessary.** | | | | | |
| **Typed Name** | |  | | | |
| **Signature** | |  | | | |
| **Title** | |  | | | |
| **Date** | |  | | | |

***The West Virginia Development Office does not discriminate on the basis of age, race, color, religion, sex, national origin, familial status or disability in the admission, access to, treatment of, or employment in, its federally assisted programs or activities. For additional information, call the West Virginia Development Office at 304-558-2234.***



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| **Other Required Attachments** |

**Appendix A:** Resolution Authorizing Filing of the Application and SAM.gov Registration Page.

**Appendix B:** Other Funding Sources Commitment Letters.

**Appendix C:** Signed and dated copy of Cost Estimates from the project engineer.

**Appendix D:** Income Survey Documentation and Survey Tabulation Sheet.

**Appendix E:** IJDC Documentation *(Do not submit printed copies of the IJDC application screens.)*

* IJDC Technical Feasibility/Determination Letter
* IJDC/DEP/BPH Technical Review Memo
* Most recent Funding Committee Report – Preliminary Application Review Sheet

**Appendix F:** Title VI Map.

**Appendix G:** Clearly defined project area topographical, aerial and driving maps.

**Appendix H:** Maps clearly reflecting the census area and data if the applying project is based on Census Tract information. **Note: The census area must coincide with the project area.**

**Appendix I:** Urgent Need 24 CFR 5470.483(3) if needed.

