**West Virginia Department of Economic Development**

**Community Advancement Division**

**Community Development Block Grant**

**Tap Fee Assistance Program**

**Informational Sheet**

**Introduction**

Community Development Block Grant (CDBG) funds may be used to connect Low to Moderate Income (LMI) residents to water and sanitary sewer systems for projects funded by the U.S. Department of Housing and Urban Development (HUD). The intent of this funding is to increase the availability of water and sewer service to potential property owners who are eligible under applicable HUD Income Limits. Ethnicity and Race information must be collected for all beneficiaries of the CDBG Tap Fee Assistance Program.

This assistance program will provide funds for applicable sewer tap fees within CDBG income-eligible areas of the Taylor County Pruntytown Sewer Extension Project (#20CDBG0013).

**FAQs**

1. *Who is eligible based on specific HUD income guidelines?*

Low to Moderate Income (LMI) residents are eligible to receive Tap Fee Financial Assistance through the CDBG program. Income must be verified based upon the previous calendar year’s total annual income, not including disability benefits, of all persons inhabiting the residence. Boarders who are paying rent shall not be counted in this determination. Please refer to the 2023 Income Survey Form for 2023 to determine if your household income is above or below the HUD eligibility limits.

Under no circumstances will tap fee costs incurred on private property of non-LMI residents be paid for with grant funds. Homeowners are eligible for assistance if they meet HUD income criteria and provide proof of home ownership. Rental property is eligible for assistance if the tenant meets income criteria and a rent control agreement for at least 12 months has been executed with the homeowner.

1. *Where/how can a Tap Fee Assistance Application be obtained?*

The Tap Fee Assistance Application is attached hereto. A digital version of the application is available at <https://regionvi.com/resources/>.

1. *When is the deadline to submit the application? How can the application be submitted?*

The deadline to submit the application is **12:00 pm on Friday, April 5, 2024.** Any incomplete applications or those missing required attachments will be returned to the applicant to revise and resubmit before the deadline. Any application received after the deadline or applications submitted without attached verification of income may not be considered. The application must be submitted to:

**Shelby Johnson, Project Administrator**

**RE: Taylor Co. Pruntytown Sewer Extension**

**Region VI PDC**

**34 Mountain Park Drive**

**White Hall, WV 26554**

1. *What documentation must be attached to the application as income verification?*

All household income sources must be verified. Wage earnings can be verified with 2023 W-2’s, 2023 Tax Returns, or paystubs for the entire month for any month June through December 2023. Non-employment income such as income obtained through public assistance can be verified by contacting the Social Security Administration or the Taylor County DHHR office respectively.

1. *Who can I contact with questions?*

Questions concerning household income verification can be directed to the Taylor County DHHR Office at 235 Barrett Street, Grafton, WV 26354 or by calling 304-265-6103.

All other questions can be directed to Shelby Johnson, Project Administrator, at sjohnson@regionvi.com or by calling Region VI Planning and Development Council at 304-366-5693, ext. 101.

This Tap Fee Assistance Program Informational Sheet is intended as a guide, not as a substitute for a thorough knowledge of state and federal laws and regulations. In the event of any discrepancy, federal regulations prevail. The Grantee is responsible for compliance with the most current and stringent and any applicable local, state or federal law or regulation(s).

The West Virginia Department of Economic Development Community Advancement Division 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.