

Hannah, Sheila L

From: Burdette, J Keith
Sent: Wednesday, November 02, 2016 9:01 PM
To: Thompson, Mary Jo; Tarry, Russell W; Jarrell, Joshua L
Subject: Fwd: Correspondence from Secretary Keith Burdette

Sent from my iPhone

Begin forwarded message:

From: "Tincher, David R" <David.R.Tincher@wv.gov>
Date: November 2, 2016 at 6:56:42 PM EDT
To: "Browning, Debbie A" <Debbie.A.Browning@wv.gov>, "Burdette, J Keith" <J.Keith.Burdette@wv.gov>
Cc: "Stadelman, Christopher P" <Christopher.P.Stadelman@wv.gov>, "Pickens, Mary Jane" <MaryJane.Pickens@wv.gov>
Subject: Re: Correspondence from Secretary Keith Burdette

Secretary Burdette,

Please be advised that your emergency purchase request is hereby approved. I assume that the value of this contract will exceed \$25,000; if not your agency procurement officer has authority to approve and proceed. Please follow appropriate documentation and processing requirements contained in the Purchasing Division Handbook. Keep in mind that competitive bidding by your agency is required if possible.

If you have questions or need additional information, please let me know.

Sent from my iPad

On Nov 2, 2016, at 2:18 PM, Browning, Debbie A
<Debbie.A.Browning@wv.gov> wrote:

Thank you for the quick conversation providing us direction as regards the subject disaster recovery funds.

From: 10118@wv.gov [<mailto:10118@wv.gov>]
Sent: Wednesday, November 02, 2016 2:17 PM
To: Browning, Debbie A <Debbie.A.Browning@wv.gov>
Subject: Message from KM_364e



STATE OF WEST VIRGINIA
EARL RAY TOMBLIN
GOVERNOR

J. KEITH BURDETTE
CABINET SECRETARY
DEPARTMENT OF COMMERCE

STATE CAPITOL
BUILDING 6, ROOM 553
CHARLESTON, WV 25305-0311

November 2, 2016

David Tincher, Purchasing Director
2019 Washington Street East
Capitol Complex Building 15
Charleston, WV 25305

Re: Community Development Block Grant – Disaster Recovery Funds

Dear Mr. Tincher:

The West Virginia Development Office (WVDO) respectfully requests consideration of an Agency Delegation Emergency Purchase in accordance with West Virginia Code §5A-3-15 to procure a consultant for the development of a strategic "action plan" for Community Development Block Grant Disaster Recovery (CDBG-DR) funds that will be issued by the US Department of Housing and Urban Development (HUD). The State of West Virginia received a press release on October 28, 2016, detailing that HUD has awarded \$17 million dollars of Disaster Recovery (DR) funds to West Virginia, as a result of the devastating flooding that occurred on June 23, 2017.

Disaster Recovery funds fall under the purview of the Community Development Block Grant (CDBG) and will meet the national objectives for that program. A notice will be published soon in the Federal Register, which will define the criteria for the use of the CDBG-DR funds. Please note that CDBG-DR grants can support a wide variety of activities, including housing redevelopment, business assistance and infrastructure repair. However, there are complex regulations and requirements governing the funds. From the time the Federal Register is issued, the State has approximately 60 days to develop and submit a comprehensive "action plan" for Disaster Recovery before receiving CDBG-DR grants. The "action plan" must describe the needs, strategies, and projected uses of the Disaster Recovery funds. This plan will also determine and guide how any additional CDBG-DR funding related to this disaster would be utilized.

West Virginia has never received this amount of Disaster Recovery funding in the past. Due to the extremely short deadline, a consultant needs to be commissioned immediately to assist the West Virginia Development Office in developing a strategy on how best to effectively utilize these funds in the designated areas, as well as to set up processes to track and expend the funds efficiently in accordance with the federal regulations and requirements.

Without the "action plan" and the necessary systems and processes in place, West Virginia will have to forfeit the CDBG-DR funding.

Thank you for your consideration of our emergency request. If you have any questions, please contact me anytime.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Keith Burdette", written in a cursive style.

J. Keith Burdette
Cabinet Secretary, West Virginia Department of Commerce
Executive Director, West Virginia Development Office

cc: Chris Stadelman, Chief of Staff
Mary Jane Pickens, Cabinet Secretary, West Virginia Department of Administration