

DEVELOPMENT GRANT PROGRAM GUIDELINES

FUNDING SOURCE: West Virginia Special Revenue

AUTHORITY: Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia, The National Historic Preservation Act of 1966, as amended (16 USC 470).

GUIDELINES/REGULATIONS: All projects must comply with (1) All applicable Secretary of the Interior's Standards; (2) Labor standards and, when applicable, the prevailing wage rates as established by the West Virginia Department of Labor and Assurances-Construction Programs as listed on Standard Form 424D; (3) Civil Rights Act of 1964 as amended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act; West Virginia competitive bidding and purchasing requirements; and 18 USC 1913 regarding the use of federal funds for lobbying activities.

ELIGIBLE APPLICANTS: Applicant may be a state or local government agency, not-for-profit organization, private citizen, for-profit firm or organization, education institution or Certified Local Governments. In addition, the applicant or project sponsor must:

- own the property
OR
- have a long-term lease and have written permission from the owner to conduct the work;
OR
- have a commitment with the owner to purchase the property and provide a deed by May 15th
AND
- must demonstrate the ability to successfully implement the project,

PROPERTY ELIGIBILITY:

1. The property must be individually listed in the National Register of Historic Places or be a contributing structure in a National Register Historic District.
2. Buildings used for governmental purposes only and not open to the public are not eligible.
3. We reserve the right to not recommend funding for projects that have received grants for two consecutive years or have received more than \$50,000 in the last three years.

APPLICATION PROCEDURES

Applications are available at <https://wvculture.org/agencies/state-historic-preservation-office-shpo/grants/> or by contacting the Historic Preservation Office at:

Department of Arts, Culture & History
The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305
304/558-0240 Ext. 720

DEADLINE: Postmarked by March 31st or published deadline.

Applicants must submit one (1) signed original and four (4) copies of the grant application and all attachments to the above address. Do not submit applications in binders or spiral bound books.

SELECTION PROCESS

Historic Preservation office staff reviews applications for completeness and eligibility and forwards projects to an outside grant panel for review. Staff compiles a listing of projects reviewed by the panel according to the criteria for evaluation. The recommendations of the panel are sent to the Archives and History Commission. This may result in partial funding of some projects. Recommended awards are submitted to the Governor's Office.

APPROVAL TIME: Awards will be announced after the Commission Meeting.

GRANT CONDITIONS

- Submission of deed to the property and a letter of support from the property owner if owner is not project sponsor.
- Verification of flood plain status or of flood insurance.
- Signing of a contract for the project with the State of West Virginia.
- Should a grant applicant violate the terms of a grant covenant or a grant contract, that applicant will be barred from consideration of future funding for 5 years.
- Follow State Purchasing procedures for procurement.
- Submission of specifications and contracts to the State Historic Preservation Office for approval before beginning work and before making any changes in the course of the work.
- Erection of a sign during the project period indicating that the project was partially funded by the Historic Preservation Office of the West Virginia Department of Arts, Culture and History and the National Park Service.
- Inspection and approval of work by the State Historic Preservation Office.
- Maintenance of proper financial records and submission of documentation (invoices and canceled checks) for reimbursement.
- Submission of monthly progress reports to State Historic Preservation Office.
- Additional photographs of existing conditions and of the completed work.
- A Final Project report including a complete identification of the work done, cost and resources used.
- Signing of a covenant on the property ensuring its maintenance and historic integrity and if interior work is funded, agreeing to open the property to the public on a limited basis.

Length of covenant based on table below:

| Federal Assistance (\$ Amount) | Time Requirement of Covenant |
|---|--|
| \$0 - \$50,000 | 5- year minimum covenant (amended to deed) |
| \$50,000 - \$100,000 | 10 – year minimum covenant (amended to deed) |
| \$100,001 and above | 15- year minimum covenant (amended to deed) |

BEGINNING DATE: Late summer, following the AHC meeting
ENDING DATE: 12 months from date identified in SHPO contract
FUNDING LIMIT: No grant will be awarded for less than \$ 1,000.00

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period. **Work conducted prior to entering a grant contract with the Department of Arts, Culture and History is not eligible for reimbursement.**

MATCHING REQUIREMENTS

ELIGIBLE MATCH: Non-Federal sources of cash. Cash derived from the Community Development Block Grant Program, Revenue Sharing Program, in-kind or donated contributions.

INELIGIBLE MATCH: Federal sources of match except for those described above. Any costs whether cash or in-kind that is not necessary and reasonable to the completion of the project and within the grant period.

MATCHING REQUIREMENTS: Grants are awarded for no more than 50% of the total project costs up to the amount of the grant. The project sponsor will provide at least 50% of the total costs of the project. Matching funds provided by sponsor must equal at least 25% in cash while the remaining 25% can be in-kind contributions upon pre-approval.

A person donating in-kind services will be assessed using current minimum wage rates, unless the person donating in-kind services to a project demonstrates professional skills associated with the work performed. A resume must be submitted in advance and approved by SHPO to determine the wage rate that can be used. Approval must occur before in-kind services are donated.