



State Historic Preservation Office

STATE DEVELOPMENT GRANT PROGRAM GUIDELINES

FUNDING SOURCE: West Virginia Special Revenue

AUTHORITY: Chapter 29, Article 1, Sections 1, 5, and 8 of the Code of West Virginia, The National Historic Preservation Act of 1966, as amended (16 USC 470).

GUIDELINES/REGULATIONS: All State Development Grant projects must comply with:

1. All applicable Secretary of the Interior's Standards.
2. Labor standards, including, when applicable, prevailing wage rates established by the Davis-Bacon Act.
3. Civil Rights Act of 1964 as amended by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
4. West Virginia competitive bidding and purchasing requirements; and
5. 18 USC 1913 regarding the use of federal funds for lobbying activities.

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

- own the property
or
- have a long-term lease and have written permission from the owner to conduct the proposed project
or
- have a commitment with the owner to purchase the property and provide a deed showing new ownership prior to the grant award

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.

APPLICATION PROCEDURES: Applications are submitted via the GOapply Online Application Portal. The link to the portal and the GOapply User Guide are available at <https://wvculture.org/shpo-grants/>.

If you have questions, please contact Randy Hill, Grants Coordinator, at randall.hill@wv.gov or 304-414-1779

DEADLINE: The State Historic Preservation Office will begin accepting applications in GOapply on approximately July 1 and the deadline to submit an application will be September 30.

SELECTION PROCESS: Applications are initially reviewed by the State Historic Preservation Office for completeness and eligibility. Eligible projects are then scored by an independent panel of historic preservation professionals in accordance with the Criteria for Evaluation. The panel's scores are presented to the Archives and History Commission which recommends to the Governor's Office the projects that will receive funding. Projects may be partially funded based upon the funding priorities in the Criteria for Evaluation and the amount of grant funding appropriated by the West Virginia Legislature. The Governor's Office makes the final decision to approve or deny the funding of projects.

SHPO reserves the right to not recommend projects that received a State Development Grant the previous year or have received more than \$50,000 in State Development Grants.

GRANT CONDITIONS

- Submission of deed to the property and a letter of support from the property owner if owner is not the project sponsor.
- Verification of flood plain status or of flood insurance.
- Signing of a grant agreement for the project with the West Virginia Department of Tourism.
- Should a grant sponsor violate the terms of a grant covenant or a grant agreement, that sponsor will be barred from consideration of future funding for 5 years.
- Follow State Purchasing procedures for procurement.
- Submission of specifications and vendor 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 State Historic Preservation Office of the West Virginia Department of Tourism 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 proof of payment) for reimbursement.

- Submission of progress reports to State Historic Preservation Office.
- Additional photographs of existing conditions and of the completed work.
- A final project report including a complete description of the work, cost, and resources used.
- Recording 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. The time requirement of the covenant is based upon the amount of grant funding:

Grant Funding (\$ Amount)	Time Requirement of Covenant
\$1,000* - \$50,000	5-year minimum covenant (amended to deed)
\$50,001 - \$100,000	10-year minimum covenant (amended to deed)
\$100,001 and above	15-year minimum covenant (amended to deed)

*No grant will be awarded for less than \$1,000

GRANT FUNDING AND TIMELINE

State Development Grants can fund up to 50% of the total cost of the project, with the project sponsor providing the balance of the project cost. The project sponsor’s matching funds may include in-kind contributions but at least half of the sponsor’s matching funds must be cash.-

- **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 are not necessary and reasonable for the completion of the project and within the grant period.

The project sponsor is responsible for paying for approved services and materials and then can request reimbursement (up to 50%) from the grant funds. The final reimbursement is issued after the project has been completed and SHPO has completed the final site visit and approved the work.

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 agreement with the WV Department of Tourism is not eligible for reimbursement.

GRANT BEGINNING DATE: Approximately January 1

GRANT ENDING DATE: 12 months from date of the grant agreement with the West Virginia Department of Tourism.