



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.

DEVELOPMENT GRANT ALLOWABLE ACTIVITIES

GRANT PROGRAM PURPOSES: To assist organizations and individuals in the protection, rehabilitation, restoration, stabilization of resources listed in the National Register of Historic Register.

ALLOWABLE ACTIVITIES

PRESERVATION: The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic resource; work, including measures to protect and stabilize the property; applying measures to sustain the existing form, context, integrity and materials of a resource.

PROTECTION: Applying measures designed to affect the physical condition by defending or guarding it from deterioration, loss or attack, or to cover or shield the site from danger or injury. This is usually of a temporary nature, and anticipates future preservation treatment.

REHABILITATION: The act or process of making possible a compatible use for a property through repair, alterations while preserving those portions or features which convey its historical, cultural, and architectural values.

RESTORATION: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-related work to make properties functional is appropriate within a restoration project.

STABILIZATION: Applying measures designed to reestablish the physical stability of a deteriorated historic resource while maintaining the essential context and integrity as it exists at present.

DEVELOPMENT GRANT CRITERIA FOR EVALUATION

Applicant must complete the application addressing the following:

1. **Funding Priority** - What is the priority of the requested project (using program description)
 - Work required to give the building a weather proof envelope and make it structurally sound, or will abate any serious threat to the structure whether from internal or external sources. Examples - Roof replacement, gutter/downspout replacement/repair, replace hazardous wiring, foundation work or repairing of structural members
 - Rehabilitation of exterior features particularly those which will offer protection from deterioration typically caused by natural elements. Examples - Window repair or replacement if deemed necessary, major repointing, exterior painting required to protect exposed wood that has been neglected (by other than the applicant).
 - Rehabilitation of exterior features which are not necessarily required for stabilization or protection from natural elements.
 - Restoration of character-defining interior features,
 - Work necessary to facilitate putting the building to an appropriate use, including meeting all codes and accessibility standards.

2. **Architectural/historical significance** - Details on National Register status
 - Is the property a National Historic Landmark?
 - Is the property listed in the National Register of Historic Places?
 - Is the property an outbuilding?

3. **Application** - How well does the application present this project?
 - Is the application well prepared, clear and provide the required material for review?
 - Does it provide the necessary information to understand the project?
 - Did the applicant submit relevant and/or useful support documentation?
 - Is the proposed work adequately described? Is the budget clear and complete?
 - Do the photographs sufficiently illustrate the character of the property and demonstrate the project need?
 - Does the application address future financial support to maintain and provide detail regarding previous, ongoing and future care of the property?
 - Does the applicant demonstrate the ability to pay total project costs upfront prior to reimbursement?
 - Has the applicant previously completed a grant successfully?

4. **Project** - How will this project preserve the cultural resource and/or enhance its use?
 - Does the estimate give enough information to determine the cost of project and grant award?
 - Will the project result in the protection and enhancement of significant character defining features of the resource?
 - Is the proposed budget adequate to accomplish the project?
 - Does the description demonstrate adequate understanding of the necessary repairs?

5. **Community support and benefit** - How will this project benefit the community?
 - Is there community support for preserving and protecting the property?
 - Does the building represent a significant aspect of the community's history?
 - Do the letters of support and additional material indicate the organization and property provide a benefit to the community?

6. **Administration** - How was the past performance of the applicant?
 - Did the project begin promptly after the start date?
 - Were there delays in progress without good reasons?
 - Did the applicant ask for more than one extension?

ARCHAEOLOGICAL DEVELOPMENT GRANT CRITERIA FOR EVALUATION

Applicant must complete the application addressing the following:

1. **Funding Priority** - What is the priority of the requested project (using program description)
 - Projects whose objectives involve the protection, stabilization, or preservation of an archaeological resource in danger from such land altering activities as development or erosion.
 - Projects whose objectives involve the protection and preservation of archaeological resources in danger of destruction from unauthorized excavation or looting.

2. **Historical significance** - Details on National Register status
 - Is the property a National Historic Landmark?
 - Is the property listed in the National Register of Historic Places?

3. **Application** - How well does the application present this project?
 - Is the application well prepared, clear and provide the required material for review?
 - Does it provide the necessary information to understand the project?
 - Did the applicant submit relevant and/or useful support documentation?
 - Is the proposed work adequately described? Is the budget clear and complete?
 - Do the photographs sufficiently illustrate the character of the property and demonstrate the project need?
 - Does the application address future financial support to maintain and provide detail regarding ongoing and future care of the property?
 - Does the applicant demonstrate the ability to pay all invoices upfront prior to reimbursement?
 - Has the applicant previously completed a grant successfully?

4. **Project** - How will this project preserve/protect the cultural resource?
 - Does the estimate give enough information to determine the cost of project and grant award?
 - Will the project result in the protection of the resource?
 - Is the proposed budget adequate to accomplish the project?
 - Does the description demonstrate adequate understanding of the scope of work?

5. **Community support and benefit** - How will this project benefit the community?
 - Is there community support for preserving the resource?
 - Does the resource represent a significant aspect of the community's history?
 - Do the letters of support and additional material indicate the organization and resource provide a benefit to the community?
 - Is there community/regional cooperation in preserving and protecting this resource?