

# **SUBGRANT PROJECT DESCRIPTION**

## **WEST VIRGINIA STATE HISTORIC PRESERVATION OFFICE**

### **DEVELOPMENT**

**GRANT PROGRAM PURPOSE:** To assist organizations and individuals in preserving historical and/or architecturally significant sites or structures.

#### **ALLOWABLE ACTIVITIES**

**PRESERVATION:** The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property, Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction, New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

**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.

#### **ELIGIBILITY CRITERIA**

##### **SPONSOR ELIGIBILITY:**

1. Sponsor must own the property;  
**OR**  
Sponsor must be leasing or renting the property and have written permission from the owner to conduct the work;  
**OR**  
Sponsor must have a commitment with the owner to purchase the property.
2. Sponsor must demonstrate the ability to successfully implement the project,
3. Sponsor must be a state or local government agency, not-for-profit organization, private citizen, for-profit firm or organization, or education institution,

##### **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 religious purposes or owned by a religious organization are not eligible. (Unless NPS guidelines are amended)
3. Buildings used for governmental purposes only and not open to the public are not eligible.
4. Staff reserves the right to not recommend funding for projects that have received grants for 2 consecutive years or have received more than \$50,000.

## FUNDING PRIORITIES

Types of activities are listed in order of which projects are typically funded. Requests should be broken down by task because all items in an application may not be awarded. SHPO will determine the priority of each item.

1. 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.
2. 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).
3. Rehabilitation of exterior features which are not necessarily required for stabilization or protection from natural elements.
4. Restoration of character-defining interior features,
5. Work necessary to facilitate putting the building to an appropriate use, including meeting all codes and accessibility standards.

## SELECTION CRITERIA

Applications will be scored based on funding priorities and the following criteria.

1. Historical or architectural significance of the property.
2. Community support and interest from governmental, public and private sources ( at least 3 letters recommended).
3. Benefit to the community.
4. Overall quality of application.
5. Prepared predevelopment material including work plans, maintenance plans, specifications, or preliminary cost estimates/bids (keep in mind, work will have to be bid out for a final cost).
6. Evidence of future financial support to maintain the property.
7. Staff project assessment.

Projects from lower priorities may be selected if extraordinary circumstances exist.

## APPLICATION PROCEDURES

### APPLICATIONS AVAILABLE FROM:

Historic Preservation Office  
Division of Culture & History  
The Cultural Center  
1900 Kanawha Blvd., E,  
Charleston, WV 25305  
304/558-0240

**DEADLINE: Postmarked by March 31.**

## SELECTION PROCESS

Historic Preservation Office staff reviews applications for completeness and eligibility and compiles a listing of projects according to the above priorities and selection criteria, This may result in partial funding of some projects.

**APPROVAL TIME:** The Archives and History Commission will review and select projects, 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.
- Signing of a covenant on the property insuring its maintenance and historic integrity and if interior work is funded, agreeing to open the property to the public on a limited basis.
- Use of competitive procedures for procurement.
- Submission of specifications and contracts to the State Historic Preservation Officer 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 Division of 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 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.

The grant recipient must submit reports as required.

**AVAILABLE FUNDS:** EST. \$500,000  
**FUNDING LIMITS:** No grant will be awarded for less than \$1,000.00.  
**BEGINNING DATE:** JULY 1  
**ENDING DATE:** JUNE 30

All grant expenditures and match resources must be expended for services and/or materials used for the approved project during the project period.

## MATCHING REQUIREMENTS

**Grants are awarded for no more than 50% of the total project costs, with the project sponsor providing 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.**

**ELIGIBLE MATCH:** Non-Federal sources of cash, donated materials and labor, or materials and labor provided by a third party for necessary and reasonable project costs, Cash derived from the Community Development Block Grant Program, Revenue Sharing Program.

**INELIGIBLE MATCH:** Federal sources of match with the exception of 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. Design services provided by the Main Street West Virginia program. Value of property obtained outside of project period.

**FUNDING SOURCE:** West Virginia Special Revenue

**AUTHORITY:** Chapter 29, Article 1, Section 1 and Section 5 of the Code of West Virginia, Title 82, Series 2, Section 4 of the Division of Culture and History Legislative Rules. The National Historic Preservation Act of 1966, as amended (16 USC 470), National Register Program manual (NPS-49).

**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.

The activity that is the subject of this program description has been financed with Federal funds from the National Park Service, Department of the Interior. The program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, DC 20240.