

WV Courthouse Facilities Improvement Authority Funding Application FAQs

**The application postmark deadline for the 10th funding cycle is
October 5, 2012.**

How and when was the WV Courthouse Facilities Improvement Fund created?

The Courthouse Facilities Improvement Fund was created by the West Virginia Legislature in April 2001. West Virginia Code §29-26-1 also created the Courthouse Facilities Improvement Authority to administer the Fund. The current Chairman of the WVCFIA Board of Directors, W. Richard Staton, was Chairman of the House Judiciary Committee when the legislation was passed is considered one of the “Founders” of the WVCFIA.

Who is the Courthouse Facilities Improvement Authority?

CFIA consists of an Executive Director, Melissa Garretson Smith, an Executive Assistant, Brenda S. Ashworth, and a twenty member Board of Directors. By statute, the voting members of the Board must consist of the following: two Prosecuting Attorneys, two County Clerks, two Circuit Clerks, two County Commissioners, two Assessors, and two Sheriffs. The advisory, or nonvoting, members of the Board must consist of the following: two Circuit Judges, two Magistrates, two Family Court Judges, one member of the WV Senate, and one member of the WV House of Delegates.

Who are the current members of the CFIA Board of Directors?

Assessors:	Jason Nettles, Joe Alongi
Circuit Clerks:	Adell Chandler, Betsy Castle
County Clerks:	Janice Cosco, Diana Cromley
County Commissioners:	Cindy Pyles, Mike Pierson
Prosecuting Attorneys:	Jim Samples, Rick Staton (Chairman)
Sheriffs:	James Hoskins, Steve Tanner
Circuit Judges:	L. D. Egnor (Chairman Emeritus), Alan Moats
Family Court Judges:	Amy Swisher, Larry Whited
Magistrates:	Mike Woelfel, Hershel Mullins
House of Delegates:	Delegate Brent Boggs
Senate:	Senator Jeff Kessler

How is the CFIF funded?

Funds come from Senate Bill 2011 which was passed during the second special session in 2003. Each office in the courthouse contributes a certain amount on fees collected from the public who use the facilities. These amounts were added to the fees already collected so no money was taken from county revenues. For example, the Sheriff contributes money from the Concealed Weapons Permit fees, the County Clerk’s office contributes a fee from marriage licenses, the Assessor contributes a fee from the sale of Tax Maps, etc.

How will CFIA choose the projects to be funded?

Decisions are based only upon the information provided in the application submitted. Application information will be entered into a system which will assign a score. That will be used by the Board of Directors during the decision making process. A Preliminary Evaluation Committee comprised of the CFIA Director and Board of Directors advisory members will review all applications submitted and make recommendations to the voting members of the Board. The voting members will make the final decisions. Board Members will recuse themselves from matters related to their own courthouse(s).

May we call CFIA staff or a Board Member for assistance when completing the application?

You may contact the CFIA office via phone or email for information prior to the application deadline date. We encourage you to take advantage of the Draft Review and/or Grace Period Review opportunities. The CFIA Board of Directors **should not** be contacted at any time in relation to the applications prior to review.

Why is there a maximum on projects to be funded and will there always be a maximum?

The project maximum amount is based upon past revenue patterns. This will continue to be evaluated in the future. It has been determined by the Authority's Board of Directors that the CFIA grant shall provide an 80% maximum contribution, not to exceed \$100,000, with the county applicant responsible for 20% of the project value.

How will funds be received by the counties whose projects are funded?

The Authority has adopted a modified reimbursement schedule that allows for three (3) payments based on approved supporting expenditure documentation and the submission of progress reports. Each request will be reimbursed at 80% of the submitted amount; however, no reimbursement request shall exceed the total grant award. Upon submitting the 3rd or final reimbursement request, a project completion report must accompany the request in order for the final disbursement to be approved.

How many funding cycles does the Authority have per year?

It is currently anticipated there will be one funding cycle per year.

How long do we have to complete the Application for Funding Assistance?

The application is to be postmarked no later than October 5, 2012.

How many applications may we submit in each cycle?

A county may submit as many applications as they feel necessary; however, we recommend they send no more than two. Only one project per county will be funded each cycle. Each application will be considered separately.

If we have questions about the application, who should we contact?

Contact Executive Director, Melissa Garretson Smith (304) 558-5435 or via email at melissa.smith@wvcfia.com or Brenda Ashworth at Brenda.ashworth@wvcfia.com.